



central
community
PresCHOOL

FAMILY HANDBOOK

WELCOME!

Welcome to Central Community Preschool! We are excited that you have joined our preschool family and we want you to feel free to let us know if you have any questions about this handbook, your child's classroom, or our policies. We are all in this together!

Helpful Information:

Central Community Preschool
6100 W. Maple St.
Wichita, KS 67209

CCP Office: 316.943.2088

Church Office: 316.943.1800

Central Community Church Fax: 316.942.3291

- You can fax school physicals, immunizations, or re-admit slips for strep throat. Please make sure your fax says "Attention: CCP"

www.centralcommunity.church/preschool
www.facebook.com/centralcommunitypreschool

Mariah Baughman, Director (ext. 146)
Lyndie Victoria, Administrative Assistant (ext. 148)
Lindsay Morgan, Instructional Coach (ext. 145)

A Letter from The Director:

Dear Parents,

I want to offer a warm welcome to your family! We are honored that you have chosen Central Community Preschool for your child. We believe that children are gifts from the Lord, and therefore, very precious. We highly value the fact that you are entrusting us with your child and their early education. We want you to know that we take this responsibility very seriously, and we are dedicated to their growth, both academically and spiritually.

I am very proud of the CCP staff. They are a group of gifted, passionate teachers who have a true calling to work with young children, and who are dedicated to showing your child the love of Jesus in a way that will stick with them throughout their lifetime. We really are "Growing Kingdom Changers who will learn to Know Christ and Make Him Known" here at CCP, in a warm and nurturing environment. I hope that you will take the time to get to know our staff!

We want you to feel at home here at CCP. Please feel free to stop by the office at any time; our door is always open to you! You may call me at 316.943.2088 any time, or email me at mariah.baughman@centralcommunity.church. I want to know if you have any questions or concerns about our program.

We are committed to your child's growth, learning, and true enjoyment of the process. Welcome to the Central Community Preschool Family!

For children,

Mariah Baughman
CCP Director

A Child Grows...

Spiritually

One of the most important concepts for a young child to grasp is that Jesus loves us. Children are introduced to Jesus as their friend, and that all God's words (the Bible) are true. Our Bible curriculum includes monthly memory verses, a Bible focus to apply to our daily lives, and Bible concepts, which reinforce the monthly Bible theme. Bible time occurs in each preschool meeting, and at CCP, we approach everything from a Christian perspective, which means that is a part of all that we do. We are growing kingdom changers who will learn to know Christ and make Him known!

Intellectually

Children are curious about the world around them. We introduce and expand their knowledge of numbers, colors, letters, shapes, sorting, matching (to name a few!). Children will explore through hands-on experiences in a rich sensory environment. It is our belief that learning happens with hands-on experiences through play.

Emotionally

Children will be encouraged to develop independence here at preschool! This includes separation from Mom and Dad, transitioning to school, and managing personal items, like coats and backpacks. They will be given opportunities to develop good manners and self-control, as well as to manage emotions when interacting with teachers and friends. Children will understand that there is a time to talk and share, as well as a time to listen. They will be prompted to express thoughts and feelings. Teachers will work to help each child develop a positive self-concept and confidence in who they are.

Physically

We will focus on building strength in our bodies. Large or gross motor movement will be encouraged and strengthened through daily movement opportunities in music movement, jumping, hopping, skipping, climbing, and playing on the playground or in the gym. We will work daily to grow our fine motor and hand eye coordination with pencil grip, scissor skills, writing, drawing, creative activities, and building.

Socially

Interacting in a group setting can be a new experience for many children. A classroom full of peers is very different than playing alone or with a couple of siblings at home. Through learning a new routine and classroom structure, children will learn about friendship, putting others before themselves, taking turns, sharing, and meeting circle time expectations. Each of these situations will create opportunities to talk about God's heart for us and how we treat

others. We discuss patience, kindness, forgiveness, and obedience, as well as the joy that comes from making right choices.

Central Community Preschool's Mission Statement:

Central Community Preschool, an extension of Central Community Church, offers a fully licensed, quality, Christ-centered Early Childhood education that speaks to the whole child. Through playful learning and meaningful experiences, children will learn the skills needed to be successful, while growing in relationship with Jesus Christ. Our mission is to unlock the potential in every child, and to see each child as an individual with unique gifts and strengths. We strive to nurture a passion for learning and a love for the Lord Jesus Christ that will stick with them for the rest of their lives!

Our Teaching Team and Curriculum:

Our gifted and dedicated teaching team is made up of highly-qualified educators who are passionate and committed to reaching the heart of each child, while engaging the minds of their students in challenging, yet achievable ways.

We believe that children learn best through play and experiencing things firsthand. We encourage the children to explore by doing, getting messy, asking questions, and problem-solving with others. They learn through imaginative play, games, expressing emotions, having opportunities to create, and learn about the world they live in.

Our competitive curriculum includes Zoo Phonics and Learning Without Tears, as well as a variety of other learning resources that promote growth in language arts, math, science, engineering, intentional technology, dramatic play, sensory, creative arts, and gross and fine motor skills. Our curriculum exceeds both state and national standards and is written in a way that allows us to meet each child where they are developmentally and help them scaffold to the next level.

Eligibility:

In order to register for preschool, each child must meet the following criteria:

- Be 3 years old by the first day of school of the incoming school year, or 3 by the following January 1st to join at semester
- Be toilet trained

- Provide proof of current immunizations, or provide a note explaining exemption
- Complete all enrollment forms and pay the \$100 registration fee

Non-Discrimination Policy

Our program will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

Communication:

It is important for us to work as a team to ensure your child's success in preschool. We will work diligently to communicate with you, as parents, through monthly calendars, posted lesson plans, email, phone calls, face time at drop off and pick up, and through social media. Please do not ever hesitate to communicate any questions or concerns. Please feel free to drop in any time; we have an open door policy!

Security:

We place a high priority on student safety at CCP. Each family is given the opportunity to provide a four digit code for each person authorized to drop off or pick up your child. Please keep these codes confidential and do not share them with anyone else, even your spouse or other family members. Anyone picking up a child who does not have a code will not be able to pick up your child. You must call ahead to make sure the office or classroom teacher know in advance to add someone to the pick up list (you will need a code for that person). Is this strict? YES, and we are proud of it! Your child's safety is more important to us than someone else's inconvenience.

In addition to our access codes, we have security cameras in each classroom that feeds into the directors' office. This is to monitor each classroom during session. Thank you for partnering with us in keeping our children safe!

Tuition Payments:

Tuition payments will be made monthly, via auto draft, on the first business day of each month. The \$100 registration fee is due upon application and is non-refundable.

If tuition payment is not received by the 10th day of each month, a **\$15 late fee will be applied to your balance**. If the balance is not paid, your child may not return to preschool until payment has been received. All payments received will be applied to previous balances. There will be a \$25 charge on all returned checks or returned auto drafts and will be added to the account balance.

Picking Up Your Child On Time:

Our morning sessions run from 8:45-11:45am, and our afternoon sessions run from 12:30-3:30pm. It is very important that you make arrangements to pick up your child on time from preschool. Our teachers use the time in between the morning and afternoon sessions to prepare for the next class, as well as have a quick lunch break before beginning the afternoon classes, and then need time at the end of the day to clean up and prepare for the following day. If you realize that you will be late for pick up, please call the main office to let us know. If you are later than 15 minutes past pick up, your child will move to the front office with their belongings, and you may pick them up there. We understand that things will happen from time to time, and we are more than happy to work with you, as long as it does not become an ongoing situation. We truly thank you for your understanding and efforts in this area!

Photographs and Videos:

To document student learning and some of the wonderful things happening here at preschool, we will occasionally post pictures or videos of the students, their work, or special activities on various social media. Video may occasionally be filmed as a way to document the school year for a video presentation at the end of our Spring Program. No child will ever be identified by name or tagged on social media. Children may occasionally be identified by name on their private classroom Facebook pages. Consent forms will be in the enrollment packet upon enrollment.

Emergency Preparedness:

In the event of an emergency, Central Community Preschool has developed an Emergency Response Plan, which is posted in each classroom and in the office. We will make every attempt to notify you in case of any emergency, so it is vital to keep your emergency contact information up to date.

Emergency Drills:

We strive to make sure our children are safe while at preschool. We will routinely practice both fire and tornado drills with the children to make sure they are prepared for a variety of emergencies. Fire drills will take place monthly, while tornado drills will be practiced in April, May, and September, according to state regulations.

Technology in the Classroom:

Each classroom is equipped with a computer and video screen. These will be used occasionally and with discretion, as a way to enhance our Bible and curriculum content. The screens also act as security cameras, which send a live feed into the Director's office. This serves as an extra layer of security, as well as the opportunity to observe classes without an extra adult entering the classroom. We have found them to also be useful in situations where a child may be experiencing some separation anxiety, and we are able to allow parents a view into the classroom without being seen.

Illness:

Your child should remain home from preschool if he/she has any of the following symptoms:

- Fever of 100 degrees or above (must be fever-free 24 hours before returning to school)
- Contagious skin or eye infection
- Unexplained rash or sore
- Discharge from eye, nose, or ears
- Vomiting
- Diarrhea

If your child has been diagnosed with strep throat, we will need a readmit slip from your child's doctor. If at any time your child is diagnosed with a communicable disease, please let us know so that we can notify other families in your child's class. Your child's name will be kept confidential.

Injury:

In case of a minor injury, we will administer basic first aid. All injuries will be documented in an accident report, and parents will be notified. If further medical attention is necessary, parents will be notified immediately. In case of emergency, we will call 911 for ambulance transport before notifying parents. We are not licensed to transport students, but a staff member will accompany your child to the hospital in the ambulance and stay with them until your arrival.

Medication:

As this is a 3 hour program, prescribed medication will not be administered at school. If your child has emergency medication (i.e. epi-pens, diastat, etc.) you will need to fill out the required forms and we will keep them in a lock box inside the classroom. All emergency medication will need to be in the original prescription container with the pharmacy label on it.

Snacks:

We will provide a snack each session of 100% juice and snack crackers. This is an important time for children to practice manners and conversation skills.

Allergies:

If your child has any allergies or special needs, please inform our staff as soon as possible so that we can put a plan in place for the safety of your child. In some cases, a doctor's note may be required as part of a medical or allergy alert.

Dress and Extra Clothing:

Please plan to send our child to preschool in comfortable, practical play clothes that wash easily. Please dress children for active play, understanding that there will be many opportunities to get messy and be outdoors. Please make sure your child is dressed appropriately for the weather, as we will go outdoors for gross motor play as often as the weather allows. Plan to provide 2 extra sets of clothing in your child's backpack. Finally, please remember to change these out when the seasons change, or after your child has a growth spurt.

Termination of Enrollment:

In some circumstances, it may be necessary to terminate enrollment at CCP. This decision will be based on what is best for all involved. Termination of enrollment may be a result of the following:

- Non-payment of tuition
- Abusive, destructive, or dangerous behavior towards children, staff, or property by a child, parent, or family member.
- Failure to follow our Family Handbook policies and procedures.
- Repeated bathroom accidents while at preschool.

Behavior Management:

If a behavior issue arises, teachers may use preventative correction, through pre-teaching and stating expectations, redirection, reminders, choices, visual support, and/or direct a child to the "Safe Spot/Calm Down Corner." The safe spot/calm down corner is a safe place for a child to take a break, calm down, and/or think about good behavior choices.

If a child makes an inappropriate, dangerous, or destructive choice, an incident report will be used to document the behavior. Corporal punishment is never used.

It is our goal for our students to be happy, confident learners who problem solve and work together with others in the learning process. We wish to create a love of learning that will last a lifetime!

Final Thoughts:

Thank you for choosing Central Community Preschool. We are so excited to have your family here! We will love and respect your child and help them grow and develop emotionally, socially, physically, academically, and in their love and knowledge of Jesus Christ!

Central Community Preschool September 2024