

Precious Pals Preschool



Family Handbo ok

**A ministry of:
New Testament
752 West Main
Hagerstown, IN
Phone: (765)
<https://>**

**2023-
2024**

**Church of Christ
Street
47346
489-5762**

ntchagerstown.com/

Introducing Precious Pals Preschool Staff

Karla DeBruler- *Director of Precious Pals Preschool & Child Care Ministries*

Linsey Waltz- *Teacher of the 4-year-olds; AKA Older Class*

Danielle Crone- *Teacher of the 3-year-olds; AKA Younger Class*

Bethany Hobson- *Assistant & Bible Teacher*

Stacy Patterson- *Assistant*



Precious Pals Preschool Calendar Overview



August 28 - First Day of School

September 4 - No School, Labor Day

October 9-13 - No School, Fall Break

November 22-24 - No School, Thanksgiving Break

December 25- January 5 - No School, Christmas Break

January 15 - No School, Martin Luther King Day

February 19 - No School, Presidents Day

March 4 - No School; NCSC E-learning day

March 25-29 - No School, Spring Break

April 8 - No School, NCSC E-learning day (Total Eclipse)

May 11 - Last Day of School

- Our calendar is in sync with Nettle Creek School Corporation calendar.
- Please note that if a holiday falls on a Monday the Younger class will come on Wednesday and Thursday of that week.



The teachers _____ at Precious Pals Preschool wish to express a WARM WELCOME to you and your child. We are pleased that you are going to share an exciting year with us and are ready to make an IMPACT!

Who Precious Pals Preschool (PPP) is:

It is our mission to provide a structured, developmentally appropriate, value-rich program. PPP provides a place where children can learn in a loving Christian atmosphere. We strive for the children to be aware they are worthy of God's love and to recognize the beauty of God's creation. We believe that children learn best when their natural curiosity leads them to discover and experience their environment.

In our program, children will happily develop positive self-esteem, mutual acceptance, trust, and respect for others; a curiosity for the world; small and large motor skills; enriched language skills; and a sense of confidence and independence. We strive to provide a personalized, caring, and supportive atmosphere where children can learn to work and play with others.

Mission:

Support families by preparing each child's HEART (emotionally), SOUL (spiritually), STRENGTH (physically) & MIND (intellectually & socially) to develop a LOVE OF LEARNING centered around JESUS!

Luke 10:27 He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and 'Love your neighbor as yourself.'"

Tuition & Fees

PPP is responsible for paying for all expenses of the program. To operate, we must receive tuition in a timely manner. Tuition is due by the 25th of each month, to pay for the upcoming month. Tuition should be placed in an envelope labeled with the child's name and then put into the Rainbow Bucket located in the hallway.

To strengthen communication with families and ensure accurate and on-time payments invoice statements will be provided around the 18th of each month if a tuition balance is due.

Tuition not paid by the 1st of the month will be charged a late fee of \$5.00 every week. Please add the charge to your payment.

Tuition & Fees continued

Older Class - 4 yrs. old by August 1, 2023

Mon., Wed., & Thurs. 8:30-11:00 am or 12:00-2:30 pm

Tuition - \$900 a year or 9 monthly payments of \$100



Younger Class - 3 yrs. old by August 1, 2023

Mon. & Thur. 8:30-11:00 am or 12:00-2:30 pm

Tuition - \$630 a year or 9 monthly payments of \$70

Material Fee - will be collected in 2 payments. The first \$30.00 is due Aug 23 or 24, "Get Acquainted" for 1st semester and the second \$30.00 is due January 25th for 2nd semester.

Registration Fee -

\$25.00 non-refundable fee is due when turning in the registration form. A student's enrollment is done on a first come first serve basis. We expect that you honor your registration for the full term unless some unusual circumstance occurs and a mutual agreement to dissolve this registration is made. If your child is pulled out of our program without any apparent reason, we ask that you pay the next month's tuition to allow us time to enroll another child to keep our classrooms filled.

Electronic Payment

You can pay your tuition electronically. If you would like to take advantage of this convenience:



1. Go to the church website, <https://ntcchagerstown.com/> and click on GIVE.
2. If you have never given electronically, click "create account" located under the blue "sign in" box. Create your user ID and password.
3. Click on the drop-down menu located in the upper right-hand corner next to your name.
4. Scroll down to the "Billing" section.
5. Click on Payment methods and enter the information for your checking acct, debit card or credit card.
6. To make a payment click on "new payment".
7. To see your invoices or payments you have already made, click on "invoices" or "payments".

Class Size

The younger and older AM & PM class has 12 students each. There is a teacher and one assistant in each class.

Arrival

Children/families may enter the preschool through door #10 (by the playground) when the STOP sign in the classroom window has been turned to GO. This allows the



teachers to be fully prepared to greet the children. Please accompany your child into the building, helping guide them through their arrival routine and lastly into their assigned classroom. The arrival routine has students work on independent skills such as hanging up their coat, finding their name tag, and placing it in a designated area. Please read the information on the parent board, located around the students' name tags, to get a glimpse of what your child will be learning. This helps you have guided conversations when you meet back up with your child at day's end.

Important notes can be handed to the teacher otherwise put all other information (field trip, tuition, book orders, etc.) in Rainbow Bucket.

Dismissal

You will not enter the building at dismissal but rather pick up your child via your vehicle. Each child is assigned a number which is printed on a card.



If you have multiple children enrolled, they will have the same number. The person picking up your child should display the child's number in the vehicle's window. Please make the number is visible.

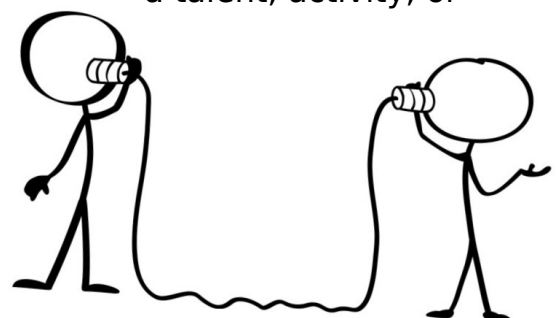
The first two vehicles in line should pull up parallel to the sidewalk and the other cars circle around and follow. **Please don't pass the other vehicles in line.**

Regardless of height and weight, Indiana law requires all children under the age of 8 to be properly restrained in a child safety seat or booster seat according to the child restraint system manufacturer's instructions. For more info about Indiana law visit <https://www.in.gov/isp/driving-safety/child-passenger-safety/>

We are not responsible for any injuries to a child placed in a vehicle without the proper child restraint system.

Communication

Our program is created to serve parents as well as children. Parents are encouraged to participate in their child's activities whenever possible. If you (or another family member) would like to spend the day or part of the day with your child, we welcome you. Please notify the teacher in advance that you will be visiting. If a family member has a talent, activity, or project that they would like to share with



the class to enhance a skill/theme being taught, please communicate that with the teacher.

We find it helpful to update the teacher of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to changing environments. It helps our staff know when a child may need an extra dose of patience, attention, and love.

Teachers will not discuss the confidential information, needs, or malicious behavior of classmates or families with other parents, or outside of PPP. We may share concerns with the PPP staff and leadership of NTCC.

Newsletters

Each month you will receive a newsletter with a summary of the month's activities, special reminders, songs, finger plays, a calendar, and book orders, etc. Please read and discuss it with your child and refer to it over the month.

ClassTag/Facebook

We will also communicate and share pictures through the ClassTag app (info. set up by teacher) and you can follow us on Facebook...search for Precious Pals Preschool.

Attendance/Health & Illness Policy

We encourage you to send your child daily except in cases of illness. If your child will not be in school, please notify the teacher/church office. Consistent attendance is important for your child to gain the most from our program, to meet their educational goals, and develop attendance habits that will carry on throughout their school years.

When you know your child is sick, please call/text as soon as possible. You should keep your child at home whenever you feel he/she is too sick to come to school. Your child will not be allowed to come to school if he/she has experienced any of

Attendance/Health & Illness Policy continued

the following in the past 24 hours:

- Any contagious condition, bacterial or viral, determined by the family doctor (including but not limited to a cold accompanied by a runny nose which has yellow or green discharge, reddened eyes, sore throat/strep throat, constant cough, etc.) If a student has a fever of 100.4 degrees or more, the student should remain at



- home until he/she is fever free for 24 hours without medication
- Vomiting/Diarrhea
- If your child becomes sick at school, you will be notified immediately, and you will be required to pick up your child.

Families will be notified in the event of the illness of a staff member or another child with a contagious disease (i.e.. colds, stomach ailments, pink eye, head lice, etc.). Specific names will not be shared.

Covid-19 Screening- Every morning before you send your child to school, please check the following:

- | | |
|---|------------------------------|
| · Cough | · Sore Throat |
| · Shortness of breath or difficulty breathing | · Muscle Pain & Fatigue |
| · Headache | · Chills |
| | · New loss of taste or smell |

*****If you know you were exposed to Covid-19 DO NOT send your student to school.***

We will follow CDC guidelines and Nettle Creek School Corporation for guidance on when your student can return to school.

Accidents

Steps are taken to provide a safe environment for the children. In case of a minor injury, staff will document the accident or implement basic first aid and take proper action depending upon the injury. Parents will be notified by either an immediate phone call, a note in the backpack, or a phone call after school.



Cancellations

Preschool



will be canceled if Nettle Creek School Corporation is closed due to weather.

Listen to local radio or TV stations for Nettle Creek School Corp. or check Precious Pals Facebook or Class Tag.

If Nettle Creek Schools have a:

- 2-hour delay, AM class will start school at 9:30 and pick up will be at 11:30. PM class will start at 12:30 and pick up at 2:30.

- 1-hour delay, we will be on regular hours.
- If a large number of days are missed, a decision will be made later on how to make them up.

Clothing

Backpacks and outerwear should be labeled with your child's name. Outerwear is anything he/she may take off at school. Please dress your child for play, including comfortable and supportive shoes. Keep in mind, that play can be messy.

Packing extra clothes in their backpack would be helpful. We do have some extra clothes. If clothes are borrowed from PPP, please wash them, and return them to the teacher.

Donations of gently used clothes, sizes 3T-7T, will be accepted. Please make sure donations are items that kids can easily dress themselves in. Donated clothes can be shirts, sweatpants, shorts, socks, shoes (crocs), and underwear. We will also take new or gently played with toys and activities.



Items From Home

Personal toys brought from home are strongly discouraged.



Enrichment items and nature specimens (acorns, worms, rocks, etc.) are welcome.

Sometimes special items are asked to be brought and shared.

Children NEED TO BRING a clean spill-proof water bottle to school daily. It should be filled with WATER ONLY.

Field Trips

The preschool will go on field trips during the year. Family chaperones will be used. Children without a family member will ride in the church van. Attending family members will transport their own child. We encourage families to share rides. A field trip form will be sent home prior to each trip. If you mark on the form that you are going, we will not confirm it. Just show up at school on that day, ready to help.

Car Seats - on field trip days



When a family member is not able to accompany their child on a field trip, please bring a car seat (preferably a low back booster) labeled with your child's name. Please place it at your child's backpack space in the hallway, at arrival.

Intended field trips for the year:

Older

Sept.-Nature Hunt/Dino Dig at Hagerstown Park
Oct.-Safety Village in Richmond & HPL (library)
Nov.-Grocery Store? & Food Pantry
Dec.-Caroling @ NTCC
Feb.- Post Office & Library
March-Police Station & Library
April- Rose Bowl in New Castle
May- TBD

Younger (most are In-House)

Oct.- Fire Fighters visit
Nov.-PPP Grocery Store/Food Pantry
Dec.-Caroling @ NTCC
Feb.-Post Master visits
April-Rose Bowl
May- TBD



Snack

Snack time is an important and opportune time to learn manners, responsibility, healthy habits, and social skills. Store bought snacks are supplied by PPP. Drinks are not provided except for the water bottle that they bring to school.



Once a month we have a cooking day where the children help in the preparation of the

snack.

Birthdays

For your child's birthday, you can bring in a special store bought snack (example: cookies, Rice Krispie treats, ice cream treat, Jell-O or pudding cups, fruit cups, bananas) preferably no cupcakes. Bring drinks and needed supplies to serve snacks. Supplies might be cups, silverware, bowls, etc.

Summer birthdays are celebrated either at the



beginning of the year or towards the end. They will make a birthday craft and choose a book out of the birthday box to take home.

Library

The older class will interact with Ms. Janelle from Hagerstown Public Library either at school or at the library each month. The children will listen to a couple of stories, and when we're at the library they will have the opportunity to check out a book and take it back to the preschool. These books will be left at preschool and read during book time.



Ms. Janelle will also visit the younger class at the preschool monthly.

Book Orders

PPP families have the opportunity to order books and a variety of educational materials from Scholastic. Every month an order form will be sent home. If you wish to order, just fill it out and return it in a labeled envelope and place it in the Rainbow Bucket. If you must write a check, make it out to Precious Pals Preschool or you can **order online using class code HQRZ2**. The preschool does receive special materials with enough orders. Orders shipped to school will be sent home with your student. Please let us know that the order is a gift to your student by writing it on the order form as to not place these books in your student's backpack space but hand them to an adult.

Fundraisers

The preschool has fundraiser(s) to earn items for the preschool. In the past, our profits have helped us purchase a parachute, toys, sand/water table, manipulatives, dress-up clothes, treehouse, listening center, tables, chairs, a new playground, tricycles, playground diggers, and many more items. We encourage all families to participate.



Class



Pictures

Individual and class pictures will be taken in September/October. Parents may purchase digital prints. More details will be in the October newsletter.

Special Programs



During the year we plan special programs for the children to sing and perform for parents, family, and friends. Definite dates and times will be given closer to time.

November - Fall Celebration- younger class during school hours

December - Christmas Program—older class in the evening

March - Spring program—younger class in the evening

May - Spring program/Graduation -older class in the evening

Play Pals (Caregiver & Me Class)

Play Pals is a program offered to our community as an extension of Precious Pals Preschool (PPP). This class is offered for 2-3-year-olds and caregivers. Play Pal students are not enrolled in PPP.

The classes are on Wednesdays 9:00-10:30 am. While the classroom doors will open at 8:45 am for the caregiver to play with the child, the teacher will not begin planned activities until 9:00 am. Enter through Precious Pals Preschool door #10.



A \$10.00 non-refundable fee is due when turning in the registration form.

A one-time material fee of \$15 is due at 1st session (please place money in an envelope labeled with the child's name before handing it to the teacher). Tuition is \$50 per semester (12 sessions per semester)

Together child and caregivers will be encouraged to foster a love of learning! A variety of enrichment opportunities will support growth in emerging language skills, social/emotional, fine and gross motor skills, and cognitive development through activities like social play, circle time, music & movement, reading a story, making a craft, and more. This is also an opportunity for the caregivers to make friends and encourage one another.

Play Pals (Caregiver & Me Class) continued

Play Pal 1st-semester dates:

Sept. 13, 20, 27

Oct. 4, 18, 25

Nov. 1, 8, 15, 29

Dec. 6, 13 (make-up class), 21

Play Pals 2nd-semester dates:

Jan. 10, 24, 31

Feb. 7, 14, 28

March 13, 20
April 3, 17, 24

May 1, 8 (*make-up class*)

*Dates underlined & italicized will be make-up dates. Make-up Class sessions will only be held if a previous session was canceled.

The class size is limited to 10 students.
Call Danielle Crone to reserve your spot at 765-524-9692

Daily Schedule- very flexible

Ms. Linsey's Older Class Daily Schedule

AM Class		PM Class
8:30-9:15	Free Choice	12:00-12:45
9:15-9:25	Morning Meeting	12:45-12:55
9:25-9:40	Circle Time (Lesson #1)	12:55-1:10
9:40-9:55	Large Motor (Recess)	1:10-1:25
9:55-10:10	Snack	1:25-1:40
10:10-10:25	Quiet Bins/Book Time	1:40-1:55
10:25-10:40	Circle Time (Lesson #2)	1:55-2:10
10:40-10:55	Bible Time (w/ Miss Bethany)	2:10-2:25
10:55-11:00	Pack up/Dismissal	2:25-2:30



Ms. Danielle's Younger Class Daily Schedule

AM Class		PM Class
8:30-9:15	Free Choice	12:00-12:45
9:15-9:25	Morning Meeting	12:45-12:55
9:25-9:40	Circle Time (Lesson #1)	12:55-1:10
9:40-9:55	Bible Time (w/ Miss Bethany)	1:10-1:25
9:55-10:10	Snack	1:25-1:40
10:10-10:25	Quiet Bins/Book Time	1:40-1:55
10:25-10:40	Circle Time (Lesson #2)	1:55-2:10
10:40-10:55	Large Motor (Recess)	2:10-2:25
10:55-11:00	Pack up/Dismissal	2:25-2:30

Learning Opportunities

Throughout the year a variety of activities, materials, and equipment are used to engage students to foster age-appropriate skills.

Examples of preschool skills taught that foster the
WHOLE CHILD (heart, mind, soul, & body)



are the following:

- Bible Stories
- Colors
- Shapes
- Crafts/Creative Art
- Numbers - *counting, recognition, writing, comparing, patterns, sequencing, graphing*
- Letters/Vocabulary - *simple phonics, recognition, writing, rhyming, opposites,*
- Music - *singing, rhythm sticks, handbells, instruments, creative movement*
- Group activities
- Hands-on Learning
- Individual Oral Expression
- Dramatic Play Area
- Science & Discovery Centers
- Listening Center
- Large Motor Skills - *balance beam, slide, mats, balls, exercises, swings, climbing, ring toss, parachute, hopscotch*
- Manners
- Fine Motor Skills - *blocks, puzzles, beads, various manipulatives*

Discipline

Class rules are posted, and the children and parents are made aware of them.



- Acceptable behavior is encouraged by giving desired choices, frequent positive rewards, verbal praise, and compliments.
- Verbal warnings are given first.
- Time-outs and loss of privileges are consequences of which we use.
- Corporal punishment will not be used as a method of discipline at the school.
- If behavior problems persist, the parents will be called to develop a plan for support to help their child, make better choices while at school.

Communicate with your teacher with questions as needed.

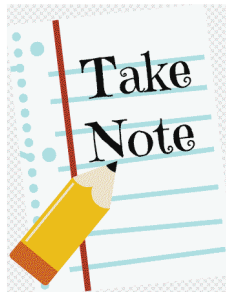
Website

Monthly newsletters and birthday snack schedule will be located on the church website at <https://ntcchagerstown.com/>. And connect with us on Facebook (search for Precious Pals Preschool).

These are tentative plans for the 2023-2024 school year. Due to

unforeseen circumstances, plans may change. Families will be notified if changes are needed.

For additional information or questions,
don't hesitate to reach out to Karla DeBruler- Director of Precious Pals
Preschool



Extra Items removed:

Game Day- *at the time of the publication of the Handbook

The older class will have "Game Day" once a month on Wednesday. Parent volunteers are needed. You will stay approximately 50 minutes when you bring your child. You will have a group of 4 children and play a simple

game that I provide for 10 minutes. Then the children will rotate to another game. With your help, this activity will help the children learn cooperation, sharing, patience, listening and many social skills.

Sign-up is on the parent board.