



2011~2012 PARENT HANDBOOK

Friendship Presbyterian Preschool
8531 Macon Highway
Athens, GA 30606
706-546-1693
preschool@gotofriendship.org
www.gotofriendship.org

Director: Kelly Jones
psdirector@gotofriendship.org

FRIENDSHIP PRESBYTERIAN PRESCHOOL Athens, Georgia

GENERAL INFORMATION FOR 2011-2012

Friendship Presbyterian Church began a day school for the community in 1966 with 15 children and has grown to 150 children in 2011 under the leadership of the Minister, Preschool Director, and Preschool Committee. The church established Friendship Preschool as an outreach mission to the community.

It is the philosophy of this preschool that early childhood should be a time of fun, warmth, security, exploring, and discovery. Preschool children are creative and receptive; the program strives to nurture and encourage these qualities in its students.

The preschool's purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development to the child as a whole.

Planned within the framework of philosophy and purpose, the curriculum includes sharing and conversation time; stories, songs, finger plays; creative art activities and crafts; games and large muscle activities; field trips throughout the community; food preparation; science and nature activities; exposure to shapes, colors, numbers, and letters; and celebration of birthdays and holidays. The majority of the staff is Georgia Certified Teachers and participates in Continuing Education classes.

Statement of Policy on Prayer in School

The approved educational curriculum is based on a secular program. Our policy is that the staff members may choose to offer a Christian blessing at daily snack time or other meal events. Those individuals/families who do not wish to participate in this blessing, for religious or other personal beliefs, may instead observe a "moment of silence" during these times.

STAFF ROSTER

2 Day - T/TH First Friends	Julie Jenkins Mindy Jacobs	Lead Teacher Assistant Teacher
3 Day - M/W/F First Friends	Julie Jenkins Angie Shih	Lead Teacher Assistant Teacher
2 Day - T/TH Ages 2/3	Kara Hatcher Salinda Huff	Lead Teacher Assistant Teacher
3 Day - M/W/F Ages 2/3	Kara Hatcher Salinda Huff	Lead Teacher Assistant Teacher
5 Day – M-F Ages 2/3	Suzanne Graves Sherry Anderson C.J. Atkins	Lead Teacher Assistant Teacher-M/W/F Assistant Teacher-T/TH
2 Day - T/TH Age 3	Carole Bolden Sherry Anderson	Lead Teacher Assistant Teacher
3 Day - M/W/F Age 3	Susanne Hayes Stephanie Ferrando	Lead Teacher Assistant Teacher
5 Day - M-F Age 3	Emily Deal Elizabeth Miller	Lead Teacher Assistant Teacher
3 Day – M/T/W and 4 Day -M-TH Age 4	Lisa Simms Chris Burr	Lead Teacher Assistant Teacher
5 Day - M-F Age 4	Kristina Wallace Gail Kay	Lead Teacher Assistant Teacher
Funtastic Friday	Sarah Wooten Kelly Jones Phyllis Pagano Sarah Wooten Donna Rigsby	Lead Teacher Director Administrative Assistant Floater Church Administrator

2011-2012 SCHOOL CALENDAR

AUGUST

15 – 16	8:30 – 12:00 – Teacher Preplanning
17	Parent Orientation: <u>6:00 p.m.</u> Tues/Thurs classes, 5 Day 2/3 class and 5 Day 3 classes; <u>7:15 p.m.</u> for Mon/Wed/Fri,, 3 & 4 day 4's, 5 day 4 classes
18	<u>Open House 9:30 – 12:00</u> – 1 st Friends (T/Th), 2 day 2/3's, 5 day 2/3's, 2 day 3's, 3 & 4 day 4's
19	<u>Open House 9:30 - 12:00</u> - 1 st Friends (M/W/F), 3 day 2/3's, 3 day 3's, 5day 3's, 5 day 4's
22	First Day of Classes

SEPTEMBER

5	Labor Day Holiday – No School
6	Classes Resume
25	Community Helper Week

OCTOBER

2	Community Helper Week
13	Teacher Workday – No School
14	Professional Day – No School
21	Family Fun Day – All Classes

NOVEMBER

14 - 22	Thanksgiving Feast – Check Class Calendar
23 – 25	Thanksgiving Vacation – No School
28	Classes Resume

DECEMBER

9	Holiday Market and Holiday Musical
19	Last Day Of Classes for Monday/Wednesday/Friday
20	Last Day Of Classes for Tuesday/Thursday, 5 Day, and 3 & 4 day 4 classes.
21–JAN 05	Winter Break – No School

2011-12 SCHOOL CALENDAR (continued)

JANUARY

- 4 Parent-Teacher Conferences - School Closed `
- 5 Classes Resume
- 13 New Student Open House
- 16 Martin Luther King Holiday – No School
- 17 - 19 Pre-registration for Returning Families
- 20 Open Registration for New Families

FEBRUARY

- 20 President’s Day Holiday/Make-Up Day
- 21 Classes Resume

MARCH

- 9 Teacher Work Day/Make-Up Day
- 28 – 29 St. Jude Walk-A-Thon

APRIL

- Spring Pictures – Date to be announced.
- 6 Professional Day
- 9 - 13 Spring Break – No School
- 19 Earth Day Celebration – All Classes

MAY

- 07 Last Day of School – Monday/Wednesday/Friday
- 08 Last Day of School – Tuesday/Thursday and 5 Day 3,
3 Day and 4 Day 4, and 5 Day 4 Classes
- 09 Graduation
- 10 – 11 Post Planning Teachers
- 14 - 18 Summer Camp – 1st Session
- 21 - 25 Summer Camp – 2nd Session

5

6

HOURS OF SCHOOL: The school’s program hours for children are from 9:00 a.m. to 12:00 noon each day. The school’s service hours are from 8:45 a.m. until 12:15 p.m. Children should not be brought to their rooms before 8:45 a.m., as the teachers require time to prepare for the day’s activities. Preparation for departure will begin at 12:00 noon in the classrooms. A teacher will be at the preschool door between 8:45 a.m. and 9:00 a.m. each day to help your child out of the car and into the building. *Before and after this time you must walk your child to their classroom, leaving the children in the care of a teacher. Children must never be left at preschool without a teacher present.* Children’s departure will be monitored from 12:00 p.m. until 12:15 p.m. at the door. **PLEASE BE ON TIME.**

In the event you will be late, please call the Preschool Office. There will be a late fee incurred when children are not picked up by 12:15p.m. The charge is \$10 and payment will need to be given to the teacher at the time the child is picked up. Friendship reserves the right to deny enrollment of children who are repeatedly pick-up late.

Locked Doors: The Preschool building doors will be locked from 9:15 a.m. until 12:00 p.m. If you arrive during these hours please use the doors in the breezeway.

CLASS ASSIGNMENTS: Friendship School enrollees are assigned to specific age groups that meet on designated days. They are as follows:

- | | |
|--|-------------------|
| 2 Classes (Max. 12 per class) 2 Day & 3 Day 18-28 months | T/TH & MWF |
| 3 Classes (Max. 15 per class) 2 Day, 3 Day & 5 Day 2/3 year olds | T/TH, MWF, & M-F |
| 3 Classes (Max. 18 per class) 2 Day, 3 Day & 5 Day three year olds | T/TH, MWF, & M-F |
| 3 Classes (Max. 20 per class) 3 Day, 4 Day & 5 Day four year olds | MTW, MTWTH, & M-F |

Please do not ask if your child may attend a different day from his/her assigned group. Appropriate activities are planned for each age level, and the size of groups is based on recommended teacher-student ratio per age group and size of rooms.

TRANSPORTATION: Student information sheets are given to facilitate car pool arrangements. If your child is to be picked up by someone other than you or the regular car pool driver, please send a note, or call the office. Your child will not be permitted to leave our school with someone other than the designated person UNLESS we have proper verification and/or permission from the parent or guardian. Please have patience and be cooperative as we try to put adult faces with correct children. We may have to ask for identification or call to confirm that this is the person who has permission to pick up your child. Parents, at the beginning of the year or as needed, bring in your babysitter or relative, who will be picking up your children on a



regular basis, to meet your child's teachers. This will help establish a good communication line. A list of authorized family members or carpool drivers must be given to your child's teacher by Open House and updated as necessary.

Color coded name cards for your vehicle will be distributed at the Parents' Orientation and Open House. Please use your car riders name cards and place them in the window. Make sure every driver listed has one. Note: they are color coded to help identify in which room your child is a student.

We ask that you please enter the entrance at the light on Hwy 441 and exit the lower drive at Friendship Circle. This will ensure that we have traffic flowing one way creating a loop. Also, please remember not to pass cars in the car rider line, or talk on your cell phone when picking up your child; this will help in obtaining a safe environment for our teachers, students and other parents. After your child is in the car, please pull up or pull into the parking lot to buckle them up.

PARKING: If you choose to park and walk in to pick up your child, please park in the side parking lot. Please turn your car engine off. Always hold your child's hand when crossing the parking lot. Little ones can quickly escape from your side and dart in front of a moving car. Help them use caution and good safety rules. Take the walkway by the mailbox, crossing the Friendship room, to enter into the preschool. **DO NOT** park in the parking spaces in front of the church. They are reserved for church members and staff. *Please note that if you choose to do so, your car will be towed at your expense.* The church has functions that occur during the Preschool hours and there are those who need access to these parking spaces. Also, the area in front of the church steps is not a parking area.

The drive-through drop-off and pick-up area should only be used for the specific purpose of letting your child out in the morning to the care of the car duty teacher or picking up from the car duty teacher at dismissal time. **PLEASE DO NOT EXIT YOUR VEHICLE.**

ATTENDANCE: We encourage regular attendance and timely arrivals on your child's designated days. Your child will adjust faster to the scheduled activities and will more easily make friends if he/she is consistent with attendance and arrival time. Please call the school by 9:00 a.m. if your child is going to be absent for the day or if he/she is ill with a contagious disease. Consult with your child's teacher if a planned vacation or illness requires a lengthy time away from preschool.

WHAT TO WEAR TO SCHOOL: Please dress your child in play clothes and tennis shoes (children not wearing appropriate footwear will not be allowed on the playscapes – i.e. flip-flops, open toe, or slick soles). Children's clothing should be comfortable and appropriate for floor activities and messy experiences. Unless the temperatures are extremely cold or it is raining, the children will spend time outside every day and should be properly dressed for the weather. Label all cool weather garments and accessories with your child's name. Please be sure to send an extra set of clothing in a zip lock bag and mark the bag with your child's name to have on hand in case of an accident. Don't forget to change the clothing along with the seasons and any growth spurts! *Please label all tote bags as well.*

FRIENDSHIP APPAREL AND TOTES: Available the night of the Parent Orientation will be T-shirts, short and long sleeved, and sweat shirts, available in children and adult sizes. Also available are tote bags just right for carrying home all the masterpieces created at school.

WHAT TO BRING TO SCHOOL: Children are always welcome to bring books, records, tapes, items for our science tables, special snapshots or travel brochures of meaningful vacation trips, and other resource materials or objects to enrich our units of study. Please, **NO TOYS** unless you check with your child's teacher. Designated show and tell days are so marked on the monthly calendar. Children may bring an item to show and tell about, or they may choose to just watch and listen. Please **NO TOY WEAPONS (guns, knives, etc.)**.

SNACKS: Snacks will be provided by the parents using a classroom monthly snack calendar.

At the beginning of the school and after Christmas Break, please help us to restock the following:

- 50 – 5 or 7 ounce cups (waxy type works best for this age group)
- Paper plates and Napkins

Children should have eaten breakfast before they arrive in the morning. Snacks are served mid-morning and are used as a part of the curriculum, often related to the unit topic and as an experience in tasting. Children may bring special treats for their birthday.

Note: Refrigeration is available for perishable items.

**PLEASE NOTIFY YOUR CHILD'S TEACHER
OF ANY FOOD ALLERGY YOUR CHILD MAY HAVE.**

PARTIES AND BIRTHDAYS: The following “special days” will be celebrated in fun and appropriate ways: Harvest Time, Christmas, Valentine’s Day, Easter and End of the Year. We would like parents to assist us with special activities on these days. Parents will have an opportunity to sign up to assist the staff on these days.

We will recognize the children’s birthdays during the school year as follows: the date is posted, the child is serenaded, and he/she receives a birthday crown. If special snacks are to be sent to the school for the occasion, the child’s teacher needs to be notified ahead of time. Please, do not plan to send “goodie bags” to distribute or balloons to take home. If your child’s birthday falls during the summer months, we will gladly celebrate his/her “half” birthday. Please check with the classroom teacher regarding birthday policies for summer. Thank you.

FIELD TRIPS: Field trips are invaluable experiences for young children. They are planned to enrich our units of study/interest. We will be scheduling several field trips during the year, and you will be notified regarding our plans. Parents are asked to sign a field permission slip for their child. Parents are also asked to attend the field trip with their child. There are minimal fees for some field trips; however, most are without charges.

SCHOOL PICTURES: Individual and class pictures will be made twice a year. Once in the Fall and again in the Spring.

IMMUNIZATION RECORD: A “Child Care Immunization Certificate” must be on file before your child can attend school. Your child must have received the required immunizations set forth by the Georgia Department of Human Resources. You may obtain these forms from your doctor or the County Health Department (the forms are now on white 8x11 paper and will have #3231). **Note the expiration date** on the form so that you can keep the form updated throughout the school term. Duplicate and keep a copy for your home records. **A nurse from the Oconee County Health Department visits each year to validate our compliance with this state of Georgia Law requirement.**

ILLNESS: A rested, well-fed, healthy child will look forward to coming to school. Please *DO NOT* send your child to school if he/she is showing signs of illness. The following guidelines should be followed:

- Diarrhea that is not contained by diapers or toilet, or stools with blood or mucous.
- Vomiting 2 or 3 times in the previous 24 hours.
- Mouth sores with an inability to control saliva.
- Rash with fever or behavior change.

- Pink eye, conjunctivitis, yellow or white discharge from eye, unless physician has determined child is non-infectious.
- Impetigo, until 24 hours after treatment.
- Step throat, until 24 hours after treatment.
- Head lice, until the morning after the first treatment.
- Excessive nasal discharge that is cloudy, yellow or green.
- Fever, lethargy, irritability, persistent crying, or difficult breathing.
- Other signs of illness

Should a child become ill during the day, the parent is notified immediately. The child is taken to the office and remains there under adult supervision until the parent or authorized person arrives to take the child home. **Your child MUST be fever free and symptom free for 24 hours before returning to school.** The classrooms and toys are disinfected daily.

MEDICATIONS: Staff members are not allowed to give medications to the children. However, if children are on medications, parents are asked to notify the teacher, as a child’s behavior can be affected by medication.

INSURANCE: Precautions are taken for the safety of each child at school and on field trips. If an accident should occur, however, each child is covered by a group accident protection plan.

SAFETY POLICIES: The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers and how to report an accident. All staff members are required to have a current first aid and CPR certificate.

The children are under direct adult supervision at all times. The classroom equipment is observed continually for stability, smoothness of wooden objects and safe corners.

Toys and equipment are appropriate for designated age levels.

All cleaning supplies and first aid equipment are either secured in cabinets or stored in high, out of reach cabinets and shelves. All electrical outlets are capped.

The playground is fenced and no child is allowed outside to play unless there is a staff member present. The playscapes are professionally checked annually and repairs and/or replacements are completed before the start of the school year. Ongoing safety maintenance is done as needed.

SEVERE WEATHER: During severe thunderstorms, windstorms, or tornado warnings, we will move the children indoors to the main hallway, away from windows/doors. The teachers will keep the children calm and occupied. One staff member will monitor the weather radio (located in the preschool office and always on alert mode) and follow instructions as stated. In the event of a delayed start time due to weather for Oconee County Schools, we will not open. Note: The Preschool children participate in monthly fire and severe weather drills.

HOLIDAYS AND CLOSINGS: Although starting and closing dates sometimes differ, in general we follow the Oconee County School calendar for holidays, inclement weather closings, etc. A school calendar is included in the Information Packet. Please post or keep it handy for future reference.

BEHAVIOR GUIDANCE/DISCIPLINE: Our program promotes a positive approach to managing the behavior of all children. Staff shall provide each child with guidance that helps the child acquire a positive self-concept. The discipline and behavior guidance will at all times be constructive, positive and suited to the age of the child.

To accomplish these goals the following techniques will be used on a daily basis:

- Structuring the environment and schedules to maximize good behavior
- Positive redirection of a child's activity
- Modeling acceptable behavior and appropriate language
- Sharing and posting of classroom rules
- Problem solving – using words to solve problems. We help children identify needs, feelings, choices, etc. to solve problems.

Managing Behavior – good timing of teacher intervention, anticipating and eliminating potential problems. When a child has a physical or emotional outburst, we provide comfort and privacy.

Time out or removal from the group will be used only as a last resort, when a child is unable to break a pattern of negative or attention getting behavior or the behavior of the child is dangerous to himself or other children. When the child has regained control, she/he will be allowed to return or join the group.

This program complies with laws which prohibit corporal or abusive punishment in child care settings. The staff is expressly prohibited from using unproductive or shaming methods of punishment.

This program believes that parents and staff must work together to deal with persistent behavioral issues such as biting or unusual or dangerous aggression to self or others. If a child appears to be unusually stressed, anxious or otherwise motivated to engage in negative behavior, parents will be consulted.

VISITORS: We have an open door policy at our school; all parents of children are encouraged to visit the preschool at any time. Because of occasional field trips and special activities, advanced notice is suggested. If the teachers are not free to talk with you, please understand that the children come first during class time; the teachers will be happy to talk with you after the children are dismissed. Please remember that this is your preschool and your child's education. Do come and find out what is happening! Visitors must check in at the preschool office immediately upon entering the facility. All visitors must sign in and get a visitors badge; this is for the safety of our children.

CONFIDENTIALITY OF STUDENT RECORDS: Student records are open only to the particular child's teacher, the Director, and authorized employees of the certification agency, or the child's parents or legal guardian.

SOLICITATION: We ask that there be NO SOLICITATION of any form unless specifically designated as a fundraiser for Friendship Presbyterian Preschool.

LOST AND FOUND: Lost and found items will be placed outside each classroom. Please let us know immediately when your child has lost an item at school. If items are not claimed within a month, we give them to various charitable organizations.

CREATIVE CURRICULUM

We use the Creative Curriculum learning model described below. We will provide parental guidance and information if we perceive a child is in need of special education that our program does not offer.

1. Curriculum provides for all areas of child's development: physical, emotional, social and cognitive through an integrated approach.
2. Curriculum is based on teacher's observations and recordings of each child's special interests and developmental progress.
3. Curriculum planning provides an environment for children to learn through active exploration and interaction with adults, other children, and materials.
4. Curriculum is planned to accommodate not only the chronological development of the children, but also to meet the needs of children who exhibit unusual interests and skills outside the normal developmental range.
5. Curriculum is planned to provide a variety of activities and materials with increasing difficulty, complexity and challenge.
6. Curriculum is enhanced and expanded by asking questions or making suggestions that stimulate children's thinking.
7. Multicultural and nonsexist experiences, materials, and equipment provided for children of all ages.
8. Curriculum encourages creative expression and appreciation of the arts.
9. A balance of child-initiated/teacher-initiated activities are provided.
10. Transitions will be a vehicle for learning with smooth, unregimented transitions between activities.
11. A balance of rest and active movement is provided for children throughout the day.
12. Outdoor experiences provided for children of all ages.

Parents should look for active examples of quality childcare:

- Teachers involved with all of the children in the group
- Happy and involved children

The following balance of activity:

- Indoor/outdoor
- Active/quiet
- Group/individual
- Intellectual/artistic
- Well built attractive equipment (indoor and outdoor)
- Appropriate teacher-child ratios

**Curriculum schedule outlined in handbook is subject to change. Please refer to the monthly calendar that is sent home in your child's tote bag for the most current curriculum topics.

REGISTRATION FEE: The fee of \$150.00 for one child, or \$175.00 for two or more children from the same family, is submitted with the application form for your child. These fees are not refundable unless your child is not accepted for the school year.

TUITION PAYMENTS

TUITION: Tuition is figured as an annual fee. It may be paid in full at registration, or in nine equal monthly installments due on the **FIRST day of each month**, beginning with August and ending with April. Because tuition is an annual fee, *no refunds are given for illness, vacations, or snow days*. Checks should be made payable to *Friendship Presbyterian Preschool* and earmarked with the child's name and class on the lower left corner of the check.

IMPORTANT: *PLEASE READ AND SIGN THE TUITION AGREEMENT AND RETURN IT TO THE SCHOOL.* The amount of your child's tuition is printed on the tuition agreement sheet. The tuition checks may be mailed or delivered to the school. If you deliver the check to the school, please place in your child's folder or in designated box near Mrs. Kelly's Office.

If needed, Friendship Preschool has scholarships available for families who may need assistance. You may ask in the preschool office to obtain the scholarship application. A \$30.00 late fee will be added to an account when tuition has not been received by the **5TH OF EACH MONTH (this applies even if the Preschool is not in Session)**. If tuition should fall two months behind, and the parents have not made payment arrangements, the student will automatically be withdrawn from Friendship Preschool. Parents are still liable for the two months past due as well as one-month tuition as per the withdrawal policy stated below. There will be a \$30.00 charge on all returned checks. Checks should be made payable to *Friendship Presbyterian Preschool*, and delivered or mailed (**to be received prior to the 5th**) to the school at 8531 Macon Highway, Athens, GA 30606. Please note on check's memo line the child's name and purpose of the check.

Parents and guardians of children attending Friendship Preschool are expected to pay full tuition as long as they are members of the class. *A child who is absent is liable for tuition for the entire period. Friendship requires one month's written notification when withdrawing your child during the school year. If notice is not given you are required to pay one month's tuition in full.* When a family is leaving the area, the final portion of a month may be prorated. Refunds of any kind will not be given after April 1st.

The following school year's 1st month non-refundable tuition is due by the 15th of May. This covers 2 weeks in August and 2 weeks for the following May. If this amount is not paid by May 31st and no prior financial arrangements have been made, the child will be automatically withdrawn and the student slot will be offered to the next name on the waiting list.

AVENUES OF COMMUNICATION

Open communication between parents and staff is essential. Your child will benefit from parent/teacher communication. Avenues of communication which are provided by the school include:

1. Newsletters and Calendars

A Class newsletter/calendar is published bimonthly/monthly and will be sent home to keep parents informed of upcoming events, changes in policy, Friendship Preschool happenings, parenting “tips”, special classroom activities, study units, scheduled show and tell, and snack information. **Please**, always check your child’s folder for the newsletter, monthly calendars from the teachers, reminders and book orders. Feel free to communicate with teachers by notes attached to your child’s bag.

2. Conferences

Parent/Teacher conferences are scheduled for January 4, 2011. We encourage each family to sign up for a designated time to discuss your child’s progress with their teacher. However, if at any time during the year you have questions regarding your child, please do not hesitate to call the teacher to arrange an earlier conference to discuss the concern with them. Written messages/requests are also welcome. Good communication between families and staff is crucial.

3. Phone and Written Communication

The staff will make every attempt to notify parents via the phone or by written note whenever a situation arises that we feel you should be aware of. We request that parents keep the staff informed of your needs, concerns and feelings. In the event someone does not answer the Preschool phone, please call the Church Office at 706-543-6077.

4. Accident Report

If an injury occurs at school, a form will be filled out for parents to read and sign. This procedure is used so that you can have full information regarding the incident.

5. Minor Mishaps

Minor scrapes and bruises handled at school, and which need no further attention, will be reported to you on a form called “Minor Mishap”. These forms will be sent home in your child’s school bag.

6. Parent’s Bulletin Board

Both parents and staff may post general parent information, neighborhood and community events, and special school notices on this board. It is located in the hall across from the preschool office.

7. Website: Friendship Presbyterian Preschool’s website is www.gotofriendship.org. Just click on the Preschool link from the church website. A consent form **MUST** be filled out before your child’s picture will be placed on the site. The consent form will be in the Information Packet given at the beginning of the school year or you can pick one up in the preschool office.

8. Keep Us Informed

All information on the emergency and authorization forms and in your child’s file must be kept current. It is your responsibility to inform the office of changes such as: home phone and addresses of parents; work name, address and phone number; cell phone numbers; email address; name of child’s physician, address and phone number; persons authorized to pick up your child and all of their phone numbers.

****Note:** Copies of legal documents must be provided to the program director before any staff person can actively prevent non-custodial parents from picking up their child.

9. Parent Involvement

Parental involvement is necessary to the continuing success of the program. Parents are encouraged to share time and talent, go on field trips and visit the program. We welcome and invite your suggestions and participation in the events and activities. Occasionally during the school year, we will need volunteers to assist with special events, activities and projects sponsored by the Preschool Parent Association (Teacher Appreciation Week, Fundraiser’s, Hospitality Committee). Friendship Preschool Parent Association is an advisory board comprised of parents, teachers and the Preschool Advisory Committee Chairperson. The Parent Association acts as an Advisory board to make recommendations for the preschool. They also help organize various activities and fundraisers throughout the school year.

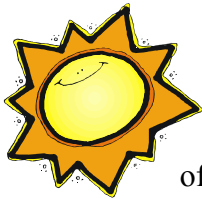
Willingness to assist with these special projects is needed and welcomed. Please let the Preschool Director or Administrative Assistant know of your interest or sign up at the orientation to help.

Some parents have special talents, skills or experiences which they can share with the children. Others may have time to spend helping in the classroom, preparing teaching aids and classroom materials, chaperoning or driving for a field trip and/or planning and directing school parties and special events. You will have an opportunity to sign up for any and all of these opportunities during the first month of school.

10. **Parent Meetings**: The scheduled parent's orientation in August will acquaint you with our staff, our program, the facilities and goals for our children.

11. **Program Evaluation**

A written parent evaluation is conducted annually in order to help the staff evaluate the program and its services. Your input is valuable to us and allows the program to continually improve upon the quality of services and activities rendered.



Early Mornings with Ms. Gail

"Early Mornings with Ms. Gail" are from 8:00 to 8:45 a.m. for a charge of \$5.00 a day. This early drop off service is for any child in the 3 year old class (potty trained) or older who is enrolled at Friendship Preschool. It will be held in Ms. Gail's classroom on the days that school is in session.

Ms. Gail will send home a monthly calendar for you to register for your early morning choices. Someone will always be available at 8:00 a.m. so if you have a last minute need, just bring your child and we will be there for you. It is a program that requires cash or check on the day you use the program. The \$5.00 charge is for any part of the 8:00 -8:45 am time slot. Ms. Gail or her helper will get your child to their classroom at the start of school.



Lunch Bunch INFORMATION

Lunch Bunch is a program that provides your child with extra socialization and fun activities. You provide the lunch we provide the FUN. It operates 12:00-1:00, Monday thru Friday for children 3 years and older. Pre-registration is required as proper staff-to-child ration and effective planning must occur.

Children must be potty trained to participate in this program.

Please pay at the beginning of the month or on the day your child attends. ***If you are not signing up for the month, PLEASE let us know at least one day BEFORE you are planning to use the lunch bunch.*** This allows us to secure adequate supervision for the children. Thank you!

Lunch Bunch forms are sent home at the end of each month for the following month. Please carefully mark your desired dates and return the form, with payment, and then mark on your personal calendar or post on refrigerator the choices you made. Forms with Lunch Bunch checks can be returned to the school in their daily folders or dropped off in the basket located on the cubbies closest to the card rider door. If you are paying by the day, please put the money in an envelope with your child's name, date(s) the payment is for, and how much is enclosed on the outside. Please, do not include money for Lunch Bunch in with your monthly tuition.

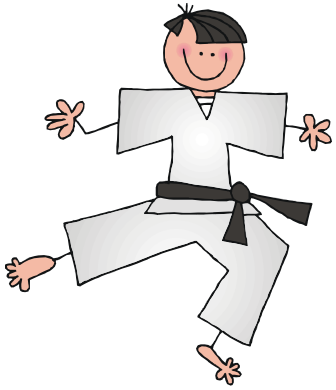
****Reminder:** Lunch Bunch is from 12:00 noon to 1:00 p.m. Each child registered must bring a lunch and drink that does not need refrigeration.

Because we are a half-day program, the state requires that we care for a child no more than 4 total program hours. Please be prompt when picking up your child at 1:00 p.m. There will be an additional charge of \$5.00 for every 5 minute interval after 1:10 p.m. **Three late pick-ups will result in non-admittance to the Lunch Bunch for a month's duration.**

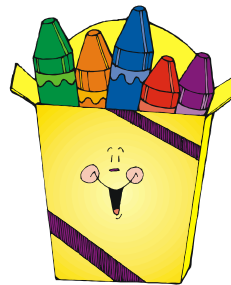
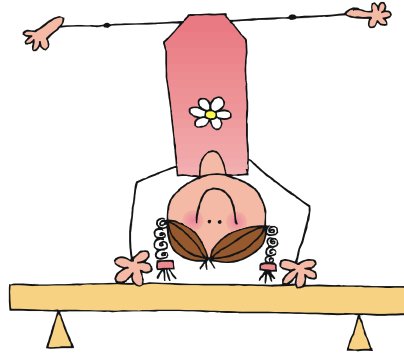
If changes need to be made, notify the school as soon as possible. If you have not registered your child for a particular day, never plan for him/her to stay without first getting permission from the school or person in charge. **It is very important that we have an Emergency Contact Person and Phone Numbers.**

ENRICHMENT CLASSES INFORMATION (Extra fees apply)

Friendship offers many Enrichment classes to explore the interest of your children. Look for information to be sent home about the programs being offered throughout the school year.



SCIENCE
ART
COOKING
DANCE
SPANISH
GYMNASTICS
TAEKWONDO
MUSIC
SOCCER



FRIENDSHIP PRESBYTERIAN PRESCHOOL

Friendship Presbyterian Preschool provides opportunities for preschool children to learn as they play and share experiences with their peers within a gently structured environment.

Experienced teams of teachers employ varied materials and training situations, tailored to each child's needs, offering guidance and encouragement to nurture social awareness as part of growing. The goals of all activities are to enrich the children's experiences, expand their knowledge, and stimulate a healthy curiosity.

Friendship Preschool admits students and engages staff without regard to their religion, race, color, sex, national origin, or political affiliation. Those with special needs are considered on an individual basis according to the school's facilities, faculty resources, and current programs.