

First Presbyterian Preschool

Welcome!

On behalf of our staff, I would like to welcome you to our preschool. We are looking forward to an exciting school year that will begin on September 1.

Enclosed with this newsletter you will find a calendar for our school year 2009-2010. The preschool calendar we've created has taken into consideration the Upland School District's schedule.

Listed at the right is confirmation of your child's class and fall schedule.

Our school works very hard to make sure your child's school experience is the best it can be. If you ever have any questions, or concerns, please call me. I am looking forward to working with you and your children!

Fall 2009 Confirmation

Child's Name: _____

Teacher's Name: _____

Class Time: _____

Days: _____ Room# _____

Discounted Tuition Rate:

\$ _____ (on or before the 7th)

Standard Monthly Tuition Rate:

\$ _____ (after the 7th)

Contact Information

- Preschool Office: 982-8616
- Church Office: 982-8811
- Fax: 985-8014
- Mrs. Provencher email: sprovencher@msn.com
- www.fpc-upland.com

"Train up a child in the way he should go, and when he is old he will not turn from it".

Proverbs 22:6

Physical Forms



The state licensing agency **requires** your child to have a physical on file at our preschool. Please be sure your child has turned in his/her physical form. If

you need a new form, stop by the office. We have indicated (at right) the status of your child's physical form.

We have your child's physical on file in the office, thank you.

We do not have your child's physical on file. A new form is enclosed.

Signing Children In and Out

It is a requirement from our state licensing agency that each child is signed in and out daily by an adult. Children need to be brought directly to their classroom to be signed in for the day. A full signature is required and the state also requires that this adult also print his/her name along with their signature. Please remember that children will only be signed out and released to persons who have been authorized to pick up the child in the child's school records. Authorized persons must be able to show identification before the child will be released. Please understand that during the first weeks of a new school year, there are many new adult faces for our preschool teachers to get to know, so every adult should have their identification ready to show when picking up a child.

Snack Menu

Our state licensing agency requires that our preschool post a written snack menu in the classrooms at least one week in advance. To comply with this requirement, each month the school will post a snack menu in each classroom. Parents can continue to sign up to bring snacks for their child's class, but because we are bound to the state licensing

guidelines, we will ask that parents simply pick a day and bring the menu item already posted. That item may be brought to the class and given to the teacher on the day you have signed up for. We appreciate your help in staying compliant with the state licensing guidelines. If your child has a birthday celebration, you may bring in a special snack treat

Thank you for helping us keep our preschool a safe place!

Parking Lot Safety

1. Park your vehicle only in a marked parking stall.
2. Children need to be closely supervised in the parking lot at all times.
3. The handicapped parking stalls are to be used only by vehicles with a posted handicap placard.
4. Vehicles should never park in the open area in front of the sanctuary. This area is to be kept clear for emergency vehicles only.
5. Euclid Ave. is generally not a safe place to park, and becomes **extremely hazardous whenever it is raining and/or there is water in the gutter**. It has a strong current and is very slippery; several tragic deaths have occurred on this street due to people slipping into this current. Please do not park on Euclid Ave. any time there is water in the street.

along with your posted snack item. Please be sure and discuss any special celebrations with your teacher in advance. And please remember, our school continues to be a PEANUT FREE SCHOOL.



Back to School Meeting-Adults Only

You will get an opportunity to meet with your child's teacher at our back to school meeting during the week of September 14th. Many meetings will occur this week as the teachers arrange different times and dates for each of their classes. These meetings will be held in the evening and is for adults only. At these meetings you can expect to discuss your child's daily schedule, curriculum, special events, school policies, etc. This is also a good time to ask any questions you may have. If at any time

you wish to have a conversation with your teacher regarding your child specifically, please call the school office to arrange a private conference. Communication between home and school is very important to provide the best care for your children. Please understand that these important conversations need to take place privately when the teacher is not attending to her class of children.

Meet Our Teachers

3 Year Olds

Mrs. Salinas

Mrs. Redwine

Mrs. Guerrero

Pre-Kindergarten

Mrs. Struempf

Mrs. Haus

Mrs. Knight

Mrs. Vargo

Mrs. Patton

Getting Ready for School

New schedules, new teachers, and new friends can be overwhelming for young children and parents alike. Our staff are very experienced and prepared to help your child adjust as quickly and easily as possible for a wonderful new school year. Children have a remarkable ability to adjust to new things. There are some things you can do at home before school starts to help your child adjust to all these changes.

1. Talk about school with your child. Show your enthusiasm for his/her new school. Discuss the teachers, new friends, and fun activities your child will be able to participate in.
2. Make sure your child's schedule fits your child. Will your child be able to be up and ready for school by 9 AM? If your child is enrolled in our afternoon program, will he/she be able to get through the af-

ternoon without a nap? It is important that the children are getting enough rest every day.

3. Discuss the fact that you will be leaving for a short time, but you will return to pick him/her up. Separation anxiety can be very upsetting to both children and parents alike. Our staff are prepared and equipped to help the children with any anxiety they may feel when their parents leave. We work hard at comforting and distracting them with all the exciting things we have planned at preschool. *It is very important that parents make a quick exit from the classroom if their child is having a difficult time saying goodbye.* Our experience has shown that anxious children will not begin to participate with the class until their parents have left. Very often the upset child will calm down and begin

having fun just minutes after their parent has left.

4. Remember your responsibility to bring your child to school on time and pick them up promptly. The school gate will open at 9 AM or 12:30 PM. This is the time to walk them to their class and sign them in. The school day ends at 11:30 AM or 3:00 PM. It can be disruptive for the children to routinely arrive late. It can also be upsetting to be picked up late. At 11:35 all children who are not picked up will be taken to the lunch room. Parents who pick their child up from the lunch room will be charged \$4.00. Any children who are not picked up by 3:05 PM will be taken to the office to wait for their parents. Parents will be charged \$1.00 per minute past 3:05 PM.

Tuition Payments

September's tuition is due by August 10th and is non-refundable.

Beginning in October, **all preceding tuition payments are due at the beginning of each month.** Payments received on or before the 7th will receive a *Discounted Tuition Rate*. Any tuition payments received after the 7th will be the *Standard Tuition Rate*. (See parent handbook) We do not charge late fees. **All tuition must be received in our office by the 15th of the month or your child will be dropped from enrollment** unless arrangements have been made with the bookkeeper and/or Director. Payment may be made by cash or check and left in the tuition box located in the school office on Mrs. Provencher's desk. *(Please make sure cash payments are in a sealed envelope with the child's name on the front).* Receipts for tuition will be issued and filed in your parents mailbox.



Peanut Free School



Our school has students who are deathly allergic to peanuts, peanut oil, & peanut products. Their allergy is so severe that it is expected that they would go into immediate life threatening shock if they have any contact with these items. Our staff have been trained specifically on how to provide immediate life saving first aid if this were to happen. For their protection while on our campus, our facility is **Peanut Free**. No peanut products are to be brought for snack or lunch time to our school. Teachers will not be able to serve peanut products in their classrooms. Thank you for your understanding. The safety and welfare of the children in our care is always first priority.

Early Care and Lunch Club

If you need to bring your child to school before 9 AM, you may go to room #104. Mrs. Redwine arrives daily at 7:30 AM. There is a \$4.00 charge if your child arrives between 8 and 9- and the fee is \$8.00 if your child arrives before 8 AM. The payment is to be made directly to Mrs. Redwine each day. Our lunch club meets from 11:35 to 12:30 each day. Children need to bring their lunch from home. The \$4.00 lunch club payment is made directly to the lunch club teacher each day. All children must be picked up no later than 12:30- or a late fee of \$1.00 per minute will be assessed. (Please remember, no peanut



products)



Chapel for September

God Created

by Mark Francisco Bozzuti-Jones

God Created Everything

Written by C. Alta

Chapel Songs

Jesus Loves Me

This Little Light of Mine

The Wise Man and Foolish Man

Chapel Schedule

Friday, September 4th

Thursday, September 10th

Friday, September 18th

Thursday, September 24th

Pre-K classes meet at 9:15 and 12:45

3 Year Old classes meet at 9:30 and 12:45

*Parents and siblings are always
welcome to join us!*

