



# **Handbook** **2016-2017**

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## **Introduction**

Derbyshire Preschool ("DPS") is a non-profit program sponsored by Derbyshire Baptist Church. Licensed as a church operated program, religious exempt, DPS meets the annual requirements of the state of Virginia. It provides planned educational experiences for children who range in age from six months through five years. In an atmosphere of love and acceptance, each child is encouraged to grow and develop a positive self-image.

## **Curriculum**

Our program is based on the award-winning, research-based *Handwriting Without Tears* curriculum, which utilizes a multisensory approach to teach a variety of readiness, writing, literacy, and early math skills including directionality, letter recognition, matching, vocabulary, rhyming, imitation, problem solving, patterns, and sequencing.

Children move, touch, feel, and manipulate real objects as they learn the habits and skills essential for kindergarten. Other multisensory lessons in the teacher's guides use Imaginary Writing, Wet-Dry-Try, music, movement, finger plays and building Mat Man to teach crayon grip, top-to-bottom habits, capital letter formation, body awareness, drawing, and counting skills.

In each classroom, age appropriate activities are incorporated into daily activities. Emphasis is placed on the developmental level at which each child and age group is functioning. Daily activities include center time, small group activities, music, science, art, chapel, creative movement, and outdoor play.

Even our youngest cherubs, at 6 months will enjoy a weekly visit from the music teacher and various other age appropriate activities.

Through our curriculum, DPS encourages each child to love learning and have lots of fun along the way. This curriculum provides opportunities for children to grow cognitively, emotionally, and socially in a secure Christian environment.

## **Facility and Safety Procedures**

Derbyshire Baptist Church provides bright, spacious classrooms for use by DPS. A sanctuary, music room, resource room, and indoor play area are also available for the preschool. The outdoor playgrounds are fenced and have certified playground mulch surface for safety purposes. The playgrounds are checked daily by the staff and inspected annually by an outside inspection company. DPS is approved annually by the Department of Social Services, Health Department, and the Fire Marshall. Fire safety is a part of the curriculum in all age groups. Fire drills, with a fire alarm, are held each month to ensure the children's safety. Twice a year the children practice indoor safety procedures in the event of a tornado or hazardous occurrence outside the building.

For the safety of our children, all entry doors remain locked throughout the facility. During peak arrival and departure times, a DPS staff member will be at the doors allowing parents and authorized personnel into the building. Complete pick up procedures are described in the Arrival, Dismissal and Security sections.

## **Insurance and Enrollment**

Derbyshire Baptist Church provides liability insurance in excess of state law. The annual program enrollment is approximately (100) children. The staff/child ratio is dependent on the age group and meets or exceeds the expectations outlined by the State of Virginia.

## **Staff**

Staff members are selected on the basis of educational background and experience as well as personality, love of children, and the ability to work effectively with children, individually and in groups. Staff members are required to enroll in a professional class each year. They are also provided special training in lifesaving techniques for infant and child First Aid and CPR. Several staff members are certified in PMAT training to administer emergency medication. Each staff member must submit an annual statement from a practicing physician stating that she is free from any disability that would hinder her work with children. Background record checks are also required for all staff.

## **School Day**

The school day begins at 9:00am. Children may begin arriving at 9:00am and should be picked up no later than 12:00 pm, unless the child is a preschooler and staying for Extended Day Activities.

Six through 36 month olds, our Cherubs, have the flexibility to attend two to five days a week, Monday through Friday. Three and four year olds have an option of attending 3, 4 or 5 days a week. Five year olds attend the Pre-K class four or five days each week. All four day programs operate Monday through Thursday. Three day programs are on Tuesday, Wednesday, and Thursday.

## **Early Drop Off**

All ages have the option, to participate in the Early Morning Drop Off program from 8:15 to 9:00am, Monday through Friday.

## **Extended Day**

Children who are 3 by October 1<sup>st</sup> of the school year and are potty trained will be considered a preschooler and can take advantage of the Extended Day option and stay until 1:45pm, Monday through Thursday.

Both of these programs, Early Drop Off and Extended Day, are on a sign-up basis and are priced separately and added to the yearly tuition.

## **Inclement Weather**

When weather conditions necessitate the closing of school, DPS will follow the closing of Henrico County Public Schools. For a delayed Henrico Schools opening, one or two hours, DPS will open at **10:00 A.M. - For any Henrico Schools delay.**

The reopening of school will follow Henrico County unless the parents are notified by phone. Days missed because of inclement weather or emergency closings will not be made up.

## **Visitation**

Parents are encouraged to be a part of their child's preschool experience. Opportunities for participation in field trips and other class activities will be offered during the year for 4 year old and Pre-K classes. Parents with special talents are invited to share them with his/her child's class. Parents are always welcome to visit our classrooms.

## **Communication**

Good parent/teacher communication is essential in preschool. Newsletters are shared on Shutterfly Share Site that is password protected or emailed regularly by the teacher and the director to notify the families of daily activities and events. Parents are encouraged to participate in conferences with the teacher and the director. Whenever a parent desires a special conference, the teacher and/or director will be available upon request. For the safety of the children, unscheduled conferences with the teacher should not take place during school hours. The director is available for conferences each day.

Parents of children in the 3 year, 4 year Pre K and 5 year Pre K are encouraged to participate in Conference Days both in the fall and spring. Each parent will have a scheduled time with the teacher to discuss their child's progress. Written evaluations will be given to the parents.

Parents of children in the younger classrooms are encouraged to discuss their child's development and success in the classroom through phone calls or requested conferences outside of school hours.

A suggestion box will be available outside the school office. Parents are encouraged to submit suggestions in a sealed envelope. These may be brought in by the parent or sent in the child's backpack. Or, suggestions can be e-mailed to us at [dps@dbcrichmond.org](mailto:dps@dbcrichmond.org). We encourage parent feedback and this helps us stay aware of what our families want from their preschool experience. We will try to implement changes if they benefit the entire preschool and are positive for our students.

## **Discipline**

Positive methods of discipline, such as redirection and active listening are used. If a child is having a behavior problem at school, the parents will be notified. DPS reserves the privilege to dismiss any child whose needs cannot be met by our program.

## **Arrival**

Teachers of 6 -36 month olds will check children in as they arrive into the classroom. Carpool lane will not be an option for these age groups.

Parents of 3, 4 and 5 year olds will sign their children into school each day from the beginning of school year until the end of September. Beginning the first Monday in October, parents have the option of signing their child into school each day either inside by the classroom door or outside by using the carpool lane

Please note that carpool lane is open from 9 to 9:15am. Depending on the arrival time, the DPS staff member may no longer be at the door and the door will be locked. If you arrive after the morning carpool has been completed, please call the preschool office, 741-9473, and a staff member will let you in to take your child to his or her classroom and sign them in at their classroom door.

## **Dismissal**

Parents of 6-36 month old children will need to come to their child's classroom to pick up their child. Please bring your driver's license with photo identification for security purposes. Carpool lane pick up will not be available for this age group.

Until the Carpool lane opens in October, parents will need to come into the building and sign out their children from their classrooms. Once Carpool Lane begins, DPS requests that parents use the carpool lane **only** for picking up their preschool child each day. If parents have a child in the cherub classrooms on a particular day, they may pick up their preschool child from room 174 or 176 between 11:50 A.M. and Noon. Drivers Licenses and security numbers will be required for all pick-up. **The DPS Security Policy will be followed with no exceptions.**

## **Security Policy**

The staff at DPS takes the security of your child seriously. Please support us to do our very best to assure that your child is safe by carefully reading through our security policy because there will not be any exceptions to our procedures. We apologize for any temporary inconvenience these procedures may cause, but we think you will agree that these procedures are for your child's benefit.

For children in the Cherub area, 6 months-35 months by October 1<sup>st</sup>, the parent or the person picking up your child, will need to show their driver's license to the classroom teacher to confirm that you are on the authorized pick up list for that child.

For children in the Preschool area, the parent or person picking up your child will need to show their driver's license to the classroom teacher if inside or the carpool teacher if coming through the carpool lane. The license will confirm that you are on the authorized pick up list for that child. .

If a child is being picked up, either at the classroom or in the carpool lane, by someone **NOT** on his or her authorized pick up list, **a completed and signed pink parent permission form must be given to the child's teacher the morning of the change.** For an emergency change in the pick-up person, call the preschool office immediately and supply the information required on the pink parent permission form.

Please notify the DPS office or your child's teacher if your child will be picked up early from school. If you arrive after the morning carpool has been completed, the doors will be locked. Please come to either the "Cherub Door" which is the door on the back of the church between the two playgrounds or the Preschool carpool door, knock and a staff member will let you into the building. If you have any problems, please call our office, 741-9473.

## **Health**

Parents are asked to use their best judgment to protect their child as well as other children in school from illness. Children who have symptoms of any contagious colds or illnesses should be kept at home. This includes: fever within the past 24 hours, throwing up or diarrhea within the last 24 hours, a deep cough, excessive fatigue, nasal discharge that is either thick or discolored, Chicken pox, "Fifth's disease," Impetigo or unexplained rash, conjunctivitis or a cold. When a child show signs of illness at school, his or her parents will be called to come and pick-up the child from school. The child will be brought to the school office until the parent or authorized pick-up person arrives. Parents are asked to maintain accurate emergency contact numbers and current cell phone numbers in the school office.

A medical health form signed by a physician must also be kept on file in the DPS office. This form, mandated by the Department of Social Services, states the child has received the required vaccinations and is signed by the physician.

## **Snacks**

Derbyshire is a **Nut Free Preschool** due to the increased number of students with allergies that may require Epi-pens. Each child is asked to bring a nutritional nut-free snack and water bottle/cup to school each day. Fresh fruit is an excellent choice for snack. Please do not send snacks in lunch boxes. Small snack containers or baggies are preferred. Please label with your child's name. Candy and cookies should be limited to special occasions. No gum is allowed. Lunch is not provided by the school.

## **Personal Belongings**

### **Six to 36 month olds**

Please allow your child to bring his or her “lovie” from home. The “lovie” item can be pacifiers, blankets, and/or stuffed animals and let your teacher know what your child calls that “lovie” item!

Your child should bring a diaper bag or DPS tote bag given at Orientation, diapers, a change of clothes, their bottle or sippy cup and a nut-free, healthy snack. Please label all of the items, including the diapers, with the child’s name.

When your child is in the process of potty training, as long as he or she is having reasonable success at home and initiating going to the potty, we encourage you to let them come in training pants or pull-ups. Please send extra sets of clothes! Don’t expect your child to have more or even as much success away from home. We praise for all successes and never scold for accidents. Discuss this with your child’s teacher when your child is ready to make these changes!

### **Three, Four and Five year olds**

Your child should bring the DPS tote bag you received at Orientation or backpack to school each day which is large enough to accommodate artwork and school papers. It is preferred that rolling backpacks not be used since it can be difficult for the children to maneuver these backpacks in the hallway at pick-up time.

We ask that you **send one set of all season clothing** (including socks) in a plastic bag marked with your child's name. These clothes are left at school for emergency use. Please exchange clothing during the year if your child's size changes. Remember to return emergency clothing to school if your child wears them home.

### **All Age Groups**

Please do not allow your child to bring toys to school. We have ample toys and equipment at the church.

The children enjoy outdoor playtime every day that the weather permits. Please be sure to check the weather report so that your child will be dressed comfortably each day. Children need to wear shoes that are suitable for playing in the mulch on the playground. Coats, hats, mittens, gloves, and boots must be plainly marked with your child's name. Please do not send an umbrella with your child due to safety issues in the hallway.

### **Additional Activities**

Additional Activities are activities outside the normal hours of Preschool operation, Monday-Friday, 9:00-12:00. Participation in these additional activities is optional. Sign-up for these activities is an additional fee and can be incorporated into your annual tuition.



**Early Morning Drop-Off (available for all ages)**

Parents have the option of dropping off their child at 8:15 A.M. Advance reservations for one to five mornings per week may be made on a semester basis. Individual days may be reserved one day in advance when open spots are available. Refunds are not given for missed days.

**Extended Day Activities (3’s, 4’s and Pre-K4’s and 5’s)**

After-school enrichment classes will be offered Monday through Thursday, 12:00-1:45pm. Activities include Parents can sign up and include the cost with their tuition. Refunds are not given for missed days. Children bring a nut-free bag lunch and drink (no milk or bottles with caps, a Health Department requirement). All children must be picked up no later than 1:45pm in the Carpool Lane.

**After school Enrichment (Preschoolers only, 12-1:45pm M-Th)**

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<b>Mat Man Monday</b>	<b>Team Tuesday</b>	<b>Wacky STEM Wednesday</b>	<b>Talented Thursday</b>	<b>Closed at Noon</b>
School Readiness Skills using our favorite, fun <i>Handwriting</i> <i>Without Tears</i> Character!	<i>Little Kicks Soccer-</i> Fall/Spring  <i>Amazing Athletes-</i> Winter  Exploring 9 other sports!	Children's Engineering, Wacky Science Experiments, "Fun"damental Mathematics, and exposure to technology and "how things work"	Programs taught by our talented teachers including: "Mosquito Burrito" Roger Day, & Derbyshire Chefs, 2nd semester Talents TBA	

## **Class Parties (Preschoolers Only)**

Each Preschool class has five holiday parties during the year. The parties are celebrated at Halloween, Christmas, Valentine's Day, Easter, and the end of school. Parents are asked to help with at least one party. A sign-up sheet is available at orientation and at the beginning of school. Gifts are not exchanged among the children at Christmas. We encourage our party planners to limit the sweet treat to one item for a party and bring in healthy snacks in addition to that one sweet treat. Please be sure to check ingredients with the teacher to be sure they are safe for all of our students. We want all of our children to enjoy a safe and healthy holiday celebration.

Everyone is encouraged to celebrate his or her birthday at school. We celebrate summer birthdays, too! If you would like to provide a non-edible treat for the class on your child's birthday or special designated day, or come to read to the class, please contact the teacher. Due to the increase of allergies and the awareness of raising healthy children, we ask that extra sugary treats are not sent into the classroom. We also request that you do not send party invitations to school unless every child in the class will be invited to the celebration.

## **Activity Highlights**

**Music** - Every week all of the children will meet with Mrs. Carrie Haacke-Golden who has been teaching music in schools, churches and privately for almost 20 years! The children will enjoy learning a variety of songs including traditional, seasonal, religious, and patriotic songs. The children will present musical programs for their families in the fall and the spring.

**Chapel** - The children will regularly attend Chapel with Elizabeth Tuck the Children's Director or William Deal, the Youth Director where they will hear Bible stories and songs that teach basic values about family, friends, and an appreciation for God's world.

**STEM Lab** – Preschool classes will meet weekly for special STEM (Science, Technology, Engineering and Math) learning activities which will include an introduction to the computer and science experiments. During this time half of the class will be in learning lab and the other half will be working on skills with their teacher in small groups, providing more focused attention on each child and their unique abilities.

**Field Trips** – A field trip is planned during the year for our Pre-K fours and Pre-K fives. Three year olds do not go on field trips. Parent volunteers help transport the classes and are always welcome to join us! In-house field trips will be enjoyed by all including Mad Science, School bus safety, and the Henrico County Fire fighters.

**Family Events** - In the fall, a family night is scheduled in conjunction with Derbyshire Baptist Church. Our Trunk-or-Treat event includes pizza, bounce houses, crafts and treats from various church member and Preschool Staff volunteers. In the spring, we have a family night. Various other events are scheduled throughout the year! Mothers and fathers will be honored at special celebrations in the spring.

**Outreach Projects** - DPS families will have the opportunity to participate in several service projects throughout the year. These may include collections for the Henrico Christmas Mother, Food Bank, and SPCA.

## **Tuition Fees and Rates**

**Registration Fee (all students)** \$ 100 (non-refundable)

\*(Discount available for Derbyshire Church members and families with multiple children enrolling in DPS)

### **Age 6 months - 35 months (not potty trained)**

2-Day Program	\$ 1,900 per year
3-Day Program	\$ 2,850 per year
4-Day Program	\$ 3,800 per year
5-Day Program	\$ 4,750 per year

### **Age Three Years - Five Years (fully potty trained)**

3-Day Students	\$ 2,520 per year
4-Day Students	\$ 3,360 per year
5-Day Students	\$ 4,200 per year

Annual tuition can be paid in full or divided into 10 equal payments, due the first of the month, August through May.

### **Early Morning Drop-Off (8:15 - 9:00am, ALL Ages)**

- \$8 daily rate when scheduled by semester (added to tuition)
- Drop-In Rate: \$10 per day

### **Extended Day (12:00 - 1:45pm, Preschoolers Only)**

- \$18 per day offered by semester (added to tuition for easy payment)

## **Tuition Payments**

Payments may be submitted to Derbyshire Preschool through your personal online banking, delivered to the Preschool office or mailed to: Derbyshire Preschool, 8800 Derbyshire Road, Richmond, VA 23229. We do not send bills. If you are delivering or mailing the payment, please be sure to include your child's name on the check. We do not accept cash payments.

The tuition for students entering school after the beginning of the school session will be prorated based on the remaining months in the school year. The deposit and registration will be due on the child's first day and all remaining payments will be due the 1<sup>st</sup> of each month for the remainder of the year.

## **Withdrawal**

If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given. Release from the contract is given at the discretion of the DPS school administration.

If the school feels the needs of a child can be met better elsewhere, DPS reserves the right to withdraw a contract.

DPS also reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact us if there is a problem.

## **Derbyshire Preschool School Objectives**

### **Social**

1. To learn to get along with others
2. To begin to assume responsibility
3. To learn to give and share
4. To become aware of making good choices

### **Physical**

1. To participate in a variety of motor activities
2. To develop fine and gross motor skills
3. To know and follow simple safety rules
4. To practice good hygiene and nutrition

### **Academic**

1. To stimulate a desire to learn
2. To develop necessary school readiness skills
3. To broaden his or her range of interest
4. To encourage curiosity and creativity

### **Emotional**

1. To grow in independence
2. To develop self-control and discipline
3. To maintain a feeling of security while away from home
4. To develop a positive self concept

### **Spiritual**

1. To develop an awareness of God's love
2. To learn by Christian example
3. To learn about the Bible through stories and songs
4. To worship through prayer and song
5. To understand that each child is special