



## Okolona Christian Preschool Parent Handbook 2018-2019

Dear Parents,

Welcome to Okolona Christian Preschool! We're anxious to show you just how much we love you, your family and especially, your child! At our Preschool we want your child to know that they are a child of God and very important to Jesus and to us. We want to show them His love and the beauty of His creations.

During the morning your Preschooler will be involved in many fun learning activities. We start our mornings with a Circle time that includes our theme for the day along with Bible stories, songs, fingerplays and books. Following Circle time, each child will be busy making a craft that goes along with that day's theme and participating in learning centers. We have a morning snack and then we meet again for circle to review what we've learned that day.

Throughout the week we offer many experiences for your family to join us:

- Our Sunday Morning program includes Worship and Adult Bible Studies at 9:30 and 11:00. During both services we have "WEE Celebrate" which is a worship hour especially designed for Preschool children. During both services we also have "KIDS Celebrate" for Elementary Children and during the Second service we offer "Reverb" which is worship designed for Middle School students. (Nursery provided for all morning services.) Worship designed specifically for High school students, called "Rise", is available Sunday evenings at 6pm. Many opportunities for all!

It is so exciting to see children learning about Jesus, heroic Bible characters and the world around them! We pray that God will bless you and your family as we learn and grow together.

With His Love,

Karen Lane, Preschool Director  
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**More info at: [www.okolonacc.org](http://www.okolonacc.org)**

# PARENT HANDBOOK

## "Program"

Okolona Christian Preschool believes that early childhood should be a time of fun, love, security, exploring and discovery. Preschool children are creative and excited about learning. Our staff strives to nurture and encourage these qualities in our children.

Okolona Christian Preschool's purpose is to provide an atmosphere that encourages spiritual, social, emotional, physical, and intellectual growth and development of the child as a whole. We believe that children learn best by doing and that the Activity Center approach does this more effectively than any other teaching model. Children will be busy working at centers such as art, blocks, home living, instructional manipulatives, etc. Each day they will have a Circle time that will include the daily Bible story and teaching themes. A Sample Daily Schedule is included in this handbook. Your child will have a wonderful, busy time and will come home wanting to tell you all about what they've learned today!

Okolona Christian Preschool is an extension of the Outreach Ministry of Okolona Christian Church. Since we are in session for less than 10 hours per week, we are not required to become state licensed; however, we follow all of the safety and health codes as are applicable.

## "Admissions"

Okolona Christian Preschool admits children age 3 to 4 years old. JCPS requires Kindergarteners to be 5 years old on/before August 1. Admission requirements (based on JCPS admission rules) and enrollment procedures are as follows:

- A. **A 4 year old must be Four years old on or before August 1, 2018 to be admitted into our Four year old program.**
- B. **A 3 year old must be Three years old on or before August 1, 2018 to be admitted into our Three year old program.**
- C. Classroom assignments are based on a child's birthdate.
- D. **Your child must be potty trained.**
- E. Each class will have approximately 15 students with 1 teacher and 1 teacher's aide.
- F. Classes are filled on a first-come basis according to the date of enrollment. Your tuition and supply fee, along with all your forms, must be submitted in order for your child to be considered as 'enrolled'.
- G. If the classes are filled when a parent calls, the child's name may be placed on a waiting list to fill vacancies as they occur.

## "Important Forms"

**Your child will be enrolled only after all the following forms have been turned in:**

- An Enrollment form for your child
- A Medical Release Form (Notarized!) – a new one each year
- A Personal Profile sheet
- The Parent Handbook Receipt Form/Walking Trip Form - Signed
- A current immunization certificate – valid through the end of that school year. (available from your child's doctor)
- The \$90 supply fee plus the first month's tuition \$130; totaling \$220; paid to Okolona Christian Church.

**Please turn in completed forms and fees to the director or the church office.**

All of these forms (excluding the immunization form) are in the back of this handbook. The Medical release form will need to be notarized. Your immunization certificate can be acquired from your doctor. It is essential that we have a current certificate for each child enrolled in our program. Also, please pay special attention to the enrollment form and the people who can pick up your child. We must be very strict on this, as your child's safety is very important to us!

## **"Curriculum"**

We will be using the Beginner Bible which is a great Bible designed for Preschoolers. Each lesson features a Bible character and a life value that was evident in his or her life. Children will discover values such as JOY taught in the story of the shepherds visiting the manger, HELPFULNESS taught in the story of Jesus calling His disciples, and THANKFULNESS taught in the story of Jesus healing the ten lepers. Each lesson correlates with a theme and reinforces basic skills such as transportation, communication, seasons, and self-esteem.

Along with this curriculum we will also be teaching letters, numbers, shapes and colors every month. The daily schedule will consist of a circle time that teaches the Bible story and its coordinating preschool theme and then at the end of the school day a review circle time that reinforces the day's lesson. We will be introducing a letter per week to the children, familiarizing them with their shape and sound. We will also have a color, number and shape of the month (i.e. the letters A, B, C, the color Red, the number Zero and the shape Circle are taught in September). We will also teach the true meaning of holidays. Halloween themes (i.e. witches, monsters and ghosts), Santa Claus, and the Easter Bunny will not be a part of our Curriculum. Instead, we will learn about God's abundant goodness in Fall, the Gift of His Son at Christmas and the excitement of New Life at Easter.

Each week we will have a Chapel Time which will introduce your child to Large Group Praise and Worship. We'll say the pledges, recite our weekly Bible verse, have prayer, sing songs and have a Bible Story aimed at Preschoolers. They'll Love it!!!

## **"Discipline"**

When and if your child has difficulty following directions in class, they will be gently reminded that their parents want them to learn to obey and that they should obey their teacher. If the child's disruptive behavior continues, they will be removed from the group activity. After a few minutes in "The Thinking Chair" they will be asked to join the group if they can make the right choices now. Children will not be allowed to hurt their teachers or classmates with words or actions. We want them to make choices that show others that they are friends and that they care about them just like Jesus cares for all of us. The teacher and the student will come up with a plan that will help them to make the right choices. If the problem persists, the parents will be notified and a conference may be scheduled at the earliest possible convenient time. Please encourage your child to do their best and to always do the right thing!

## **"Tuition"**

Yearly Tuition is \$1170 and may be paid in nine (9) monthly installments of \$130 each. Tuition will be due the first school day of each month. If tuition has not been paid by the third school day, a \$10 late fee will be assessed for each school day it is late. For each child, there is a \$90 registration and supply fee. This provides for their initial paperwork and basic supplies throughout the year. Checks may be written to "Okolona Christian Church" and marked: "Tuition". (Please place your child's name in the check's memo area). At the first of each month, just place your tuition check in the Tuition envelope that will be sent home with your child. Thank You!

## **"Schedule"**

We will be open Tuesdays, Wednesdays and Thursdays except for Thanksgiving, Winter and Spring Breaks and some Jefferson County days. Our hours are from 9:30 am to 12:30 pm. Please be on time (9:30 and 12:30). Cars line up at Door #3 and children are escorted to their classes by the teachers. Please place your child in the back seat of the passenger's side. While waiting your turn in line, **please have your child unbuckle, put on their backpack and be ready to exit the car quickly!**

When picking up your child, you will need to be in the car line 5 minutes before pick-up. It is better for you to wait than for your child to wait. It is mandatory that you have your **child's Car Sign**; this lets us know you've been approved to pick up. When receiving your child in the car line, **please buckle them into their car seat for us after you have pulled out of carline. If you are having difficulty buckling them or you are transporting many children, please pull forward to buckle them so that the carline can continue.** Remember, it's important that you be punctual! Tardy arrivals and late pick-ups disrupt schedules and, therefore, cannot be tolerated. A charge of \$5 per 10 minutes will be added to late pick-ups. **Please share this information with whoever will be transporting your child! Thank you!**

## "Emergency Schedule"

Please watch the morning local TV news stations and their websites to find out about closings. We may not always have the same decision as Jefferson County Public Schools; they make their decision based on so many more schools and students!! Here's how you can find out our schedule:

1. Call the preschool's voicemail number and hear our plan for the day (962-6521).
2. Check the church's website: [www.okolonacc.org](http://www.okolonacc.org). If possible, the Closing information will be on the Home page of the church's site. Also, watch the local TV news channels.

Please under any circumstances, do not attempt to get to school if your roads are hazardous or dangerous. The main roads may be passable but certain subdivisions are treacherous. Please use your own best judgment and let safety be your guide. Be assured that we do not like to close – we love working with your children and have so much to do! If we're off, feel free to have preschool with your child. Have them play flashcards with you or write their letters and numbers for you. Maybe you can even go over the calendar and record the weather. They may even like a turn being the teacher! It's amazing what they'll teach you!

## "Custody"

It is very important that you write a note or call the church office or preschool voicemail (962-6521) if someone besides the parent (or regular ride) will be picking up your child. Please pay special attention to the enrollment form and the people you list who can pick up your child. If they have a car sign, we will assume you have been in contact with them and they have permission to pick up. So please **Guard your Car Sign!** We will be very strict on this, as your child's safety is extremely important to us! We will not release your child to anyone who is not on this list! We reserve the right to check identification when unfamiliar adults are picking up your child. The school has no legal authority to refuse either parent the right to pick up their child or to refuse to disclose to either parent information concerning the child, their behavior, progress or financial account, unless a court has granted temporary or permanent custody to one parent or to a third party and the school has been furnished with a copy of the order bearing the court's signature. If you have been granted temporary or permanent custody of your child, please provide the school with a signed copy of the order. The school cannot be placed in the position of arbitrating a child's release to a parent or the visitation rights of a parent or other family members. If you know of a specific person who may try to pick up your child and is not allowed to, it is your responsibility to let the Director and your child's teacher know.

## "Clothing"

Please send your child to school in play clothes. Remember it is best if the clothes are easy for them to take on and off in order to use the restroom, i.e. zippers or snaps are great! If they wear a belt, make sure they know how to use it. Please send them in play clothes that they don't need to worry about getting messed up! We ask that they wear tennis shoes and not any kind of sandals. Please do not tell children NOT to get dirty. We will be running, painting and having lots of fun! Clothes need to be comfortable, easy and weather appropriate. Please prepare a spare change of clothing for your child: a top, bottoms, socks and a change of underwear. **Label each item with child's name** and place it in a clear gallon size zip-loc bag and leave it in their backpack every day. Don't forget to keep these extra clothes seasonally appropriate. Please do not send an umbrella at anytime. Umbrellas are unsafe in a group of children. Also, each day please send with your child a Full Size backpack. The small character backpacks are cute but you need to easily fit their lunch box and papers inside it. This will make transportation of their lunchbox and papers easier for everyone!!!!

## "Child of the Day"

During the year, each child will have a turn at being "Child of the Day"! This is a very special day for your child, as they will have leadership responsibilities in the classroom. For example, they may be the line leader or special helper. We are asking the parents to provide snack for their child's class on their Special Day. Please speak to your child's teacher as to what may be appropriate for that day for snack and if there are any allergies among your child's classmates. **Please ONLY bring in the items that are on your class's approved snack list! (even when it is your child's Birthday!)** Thank you for helping us in this way.

## "Snack"

We realize that food allergies can cause serious life threatening conditions for some children. To keep all of our children safe, we will strive to limit those foods that have been determined to cause allergic reactions; realizing that we cannot guarantee an allergy free environment. Peanuts, tree nuts, eggs, etc. can be especially difficult to limit; however, *we will strive to be an allergy sensitive environment.* Your help and participation is important in making this work. We are asking that you be aware of this and try to be considerate in what you send to school for your child's snack. Please be understanding of other children's allergies or medical conditions.

At Open House we will have a snack list for your child's class. During the first week or two of school, we will create a more specific list. We are requesting that you **ONLY** send in the snacks on that list - store bought original packaging only. Please DO NOT send in anything that is not on the LIST! (Even on your Child's Birthday.) *'Child of the Day' snacks will not start until the second week of school.* No gum or candy should be sent with your child in the morning.

During the month of May, the 4-year olds will be bringing their lunch everyday in order to prepare them for Kindergarten. Please make sure that you purchase lunch boxes that are easy for your child to open and will fit easily into their backpacks. Please include a cool ice pack with their lunch, if needed. Your child will be encouraged to eat as much lunch as they can (never forced to eat it all!). We will teach them to eat their "growing food" first (i.e. sandwich, pasta, yogurt or whatever you send as a main entrée). They will not be allowed to share their lunch with other classmates. When finished, each child will clean up their space, throw away their trash and put away their lunchbox in its appropriate place. (If you don't want their trash thrown away so you can see what they've eaten, please tape a note inside their lunchbox!) **Please remember to include spoons, napkins, straws or whatever else they will need in order to eat their lunch.** It is best if their lunch consist of one growing food, one snack and one drink. Most Kindergartens only have about 20 minutes to each so we will encourage them to eating quickly.

## "Toys and Personal Items"

Put names on every item (especially toys or clothing) that comes to school with a permanent pen. Every Tuesday your child will be allowed to bring **ONE** item for Show-and-Share that begins with the letter of that week. Please limit this to only **Show and Share Days** and only to **ONE** item. It is best to transport these items to school, if possible, in a zip-loc bag that will fit inside your child's backpack. Throughout the year, there will also be other special items they may bring in such as Square day, Number 5 day and Red day.

## **“Health”**

Children must have an immunization certificate valid until the end of the school year from their doctor upon enrollment. A copy of shot records is not sufficient. Also, we must have a new notarized Medical Release form each school year. Please call the office if your child is sick or is going to be away for an extended time. Do not bring your child to school if he/she is exhibiting the following symptoms:

- Temperature over 100 degrees,
- Yellow/green nasal discharge,
- Cough that is “barky” or “wheezy”,
- Diarrhea or vomiting,
- Earache,
- Conjunctivitis (pink eye).
- Lice

If you suspect your child is coming down with something or if your child has a runny nose that has any yellow or green color, we would appreciate you keeping him/her home as a precaution from exposing children or staff members to any infection. Please be considerate of other children at school in order to keep everyone healthy and well.

Should a child become ill during the morning, the parent is notified immediately. The child is taken to a quiet resting-place and made as comfortable as possible until the arrival of the parent or other authorized person.

In the case of an injury during school, a staff member will administer first aid. First aid will consist of cleansing the wound(s) with soap or applying ice unless otherwise advised by the parent. Next, the wound will be appropriately bandaged. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If we are unable to contact you immediately, we will contact your physician. If medical attention is required, the staff will call emergency 911, who will transport the child to the nearest local hospital unless otherwise specified in the child’s emergency information. Incident Report Forms are filled out for all accidents and a record is kept. **We can not administer any medications, prescription or over-the-counter drugs, during school hours.**

We hope this handbook answers all your questions. If not, please give us a call. We are looking forward to meeting you and your child and are excited about a wonderful year together!

Okolona Christian Preschool  
10801 Faithful Way  
Louisville, Kentucky 40229  
[www.Okolonacc.org](http://www.Okolonacc.org)

## ***SAMPLE DAILY SCHEDULE***

9:30 – 11:30 Greeting – Circle Time: Introduction of Today’s Theme  
Child of the Day  
Calendar  
Weather Charts  
Pledges  
Prayer  
Theme for the Day (i.e. color, shape, letter or number)  
Bible Story Lesson

Followed by:

Today’s craft  
Working in alternating centers:  
Sand and/or Water Tables  
Art table  
Block-building  
Books  
Housekeeping  
Instructional manipulatives  
Puzzles

11:30 – 12:00 Circle Time: Book, songs and fingerplays

Snack

12:00 – 12:20 Large muscle development and group play

12:20 – 12:25 Circle Review Time

12:25 - 12:30 Get ready to go home!

## ***SAMPLE CURRICULUM SCHEDULE***

<b>September:</b>	Orientation Week Introduction to the Bible Creation Noah Abraham	Color: Red Shape: Circle Letters: A, B, C, Numbers: 0, 1,
<b>October:</b>	Joseph Moses Joshua Ruth	Color: Orange Shape: Square Letters: D, E, F, Numbers: 2, 3,
<b>November:</b>	David Daniel Jonah Thanksgiving Lesson	Color: Brown Shape: Triangle Letters: G, H, I, Numbers: 4
<b>December:</b>	Preparing for the Birth of Christ Jesus is Born!	Color: Yellow Shape: Star Letters: J, K, L, Numbers: 5
<b>January:</b>	Jesus as a boy Early stories of Jesus' Ministry	Color: Black/White Shape: Rectangle Letters: M, N, O, Numbers: 6,
<b>February:</b>	New Testament stories of Jesus	Color: Pink Shape: Heart Letters: P, Q, R, Numbers: 7, 8,
<b>March:</b>	Parables of Jesus	Color: Green Shape: Diamond Letters: S, T, Numbers: 9, 10,
<b>April:</b>	The Easter Story	Color: Purple Shape: Oval Letters: U, V, W, Numbers: 11,
<b>May:</b>	Jesus ascends to heaven Pentecost Stories of Peter, John and Paul Door into Heaven	Color: Blue Shape: 3-D: cube, sphere, pyramid Letters: X, Y, Z, Numbers: 12, review