



Okolona Christian Preschool  
Parent Handbook  
2023-2024



## Okolona Christian Preschool 2023-2024 Parent Handbook

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.

Our Sunday Morning program includes Worship at 9:30 and 11:00 in-person or online at [www.okolonacc.org](http://www.okolonacc.org). Our preschool and elementary ministries have a 9:30 and 11 o'clock services. Preschool has "WEE Celebrate" which is specially designed for Preschool children and "KIDS Celebrate" for Elementary Children. Nursery is also provided during the 9:30 and 11:00 service. Middle schoolers meet during the 9:30 service and High school students meet at the 11:00 service. During the week there are many other opportunities for studies and service. Please check out our website for more information: [www.okolonacc.org](http://www.okolonacc.org)

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,

Allie Lucas, Preschool Director  
[okolona.preschool@okolonacc.org](mailto:okolona.preschool@okolonacc.org)  
502-962-6521 (Preschool phone/voicemail)  
10801 Faithful Way, Louisville, KY 40229

**More info at:** <https://www.okolonacc.org/weekday-preschool-2/>

# Please Read Thoroughly

## 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 KY Educational admission rules) and enrollment procedures are as follows:

- A. **A 4 year old must be Four years old on or before August 1, 2021 to be admitted into our Four year old program.**
- B. **A 3 year old must be Three years old on or before August 1, 2021 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. **Please go to <https://www.okolonacc.org/weekday-preschool-2/r> to enroll. You must have your \$100 nonrefundable registration fee, automatic tuition payments scheduled, medical form, and walking permission forms, submitted in order for your child to be considered '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 online:**

- Online Non-Refundable Registration fee \$100
- Online Medical Release Form – a new one each year
- Online Participation and Walking Trip Agreement - Signed
- **Set-up Online Automatic Tuition Payment**
- A current immunization certificate – valid through the end of that school year. (available from your child's doctor) This may be emailed to [okolona.preschool@okolonacc.org](mailto:okolona.preschool@okolonacc.org)

All of these forms (excluding the immunization form) are online. 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 Clause, 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, and they have received several warnings, 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 make good choices and to always do the right thing!

### **"Tuition"- Please READ Thoroughly**

**Yearly Tuition for the 2023-2024 school year is \$1350 which may be paid in a lump sum or by setting up nine (9) monthly automatic payments of \$150 each. In addition there is a non-refundable Registration and Supply fee of \$100, which covers the initial paperwork and basic supplies for your child throughout the year.**

Once your child will not be given a spot in a classroom until automatic tuition payments are set up. Tuition is due, even if your child is unable to be present. Tuition will continue to be owed until your child is officially withdrawn. **Tuition will be due the first school day of each month. We are asking all parents to set up an automatic payment online this year at <https://www.okolonacc.org/weekday-preschool-2/org>. If you are unable to pay online, please contact the Preschool Director to make other arrangements.**

We want to give as much grace as possible, but teachers must be paid and other expenses continue. If you are having financial issues, please contact the Preschool Director to discuss your situation and work out a plan. We will make every effort to be flexible, because we love your child and want to see him/her grow.

OCP tuition is a non-deductible tax item. However, End of the Year statements will be sent out in December, and again in May after your last tuition payment is made. If you do not receive one, please contact the director at [Okolona.preschool@okolonacc.org](mailto:Okolona.preschool@okolonacc.org)

## "Schedule"

We will be open Tuesdays, Wednesdays and Thursdays except for Thanksgiving, Winter and Spring Breaks. 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 ushered to their classes by the teachers. **For 9:30 Drop off: please place your child in the back seat of the passenger's side. While waiting your turn in line, please have your child unbuckled, 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 pull forward to buckle you child in so that the carline can continue.** Remember, it's important that you be punctual! Tardy arrivals and late pick-ups disrupt schedules. **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 snow closings. We may not always have the same decision as Jefferson County Public Schools as 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 (502-962-6521).
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 website. Also, watch the local TV news channels. Many news stations allow you to sign up for text alerts when your child's school schedule has changed.
3. Your teacher should message you the status of preschool and our plan for the day through Remind 101 app.

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 preschool voicemail (502-962-6521), Mrs. Lucas (502-961-0921), or your teacher if someone besides the parent (or regular driver) 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 tell the Director and your child's teacher.

## "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 the bottom of their backpack. Don't forget to keep these extra clothes seasonally appropriate. Please do not send an umbrella at any time. Umbrellas are unsafe in a group of children.

**(Please do not use the small character backpacks; that are cute but are hard to fit everything)**

## “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 store bought and sealed 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 the beginning of the school year 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 or individually wrapped. Please DO NOT send in anything that is not on the LIST! (Even on your Child’s Birthday.) NO PEANUTS OF ANY KIND Please. We reserve the right to send any peanut filled snack home uneaten. *‘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.

**TENTATIVELY:** During the month of May, the 4-year olds will be bringing their lunch every day 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. **Please keep in mind, other children’s allergies when sending in lunch food. Please don’t send in peanut butter, especially if there is an allergy in your class.** 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 or tell the teacher!) **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 eat quickly.

## “Toys and Personal Items”

This year backpacks will be taken home daily. This will aide in communication and Child of the Day, snacks. We will also be reinstating “Show and Share” this year. Please send in a “show and share” item that fits in your child’s backpack. Blankets , Lovies, and pacifiers will not be allowed at preschool. Please keep those at home.

## “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 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 “wheezzy”,
- 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 and staff 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 as well as an adult, 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 cannot administer any medications, prescription or over-the-counter drugs, during school hours.**

### ***SAMPLE DAILY SCHEDULE***

- 9:30 – 10:00    Greeting – Circle Time: Introduction of Today's Theme  
                            Child of the Day  
                            Calendar  
                            Weather Charts  
                            Pledges  
                            Prayer  
                            Bible Story Lesson  
                            Theme for the Day (i.e. color, shape, letter or number)
- 10:30-11:30    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 – 12:50    Snack
- 11:50 – 12:20    Large muscle development and group play
- 12:20 – 12:28    Circle Review Time & Get ready to go home!
- 12:28 - 12:30    Dismissal

## ***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 Stories of Peter, John and Paul Door into Heaven Old Testament Classics	Color: Blue Shape: 3-D: cube, sphere, pyramid Letters: X, Y, Z, Numbers: 12, review