



Okolona Christian Preschool
Parent Handbook
2025-2026



Okolona Christian Preschool 2025-2026

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 Our nursery, 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. Middle School meets during the 9:30 service, and high school meets during the 11:00 service in the "Commons". During the week there are many other opportunities for studies and service. Please check out our website for more information: 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,

Nicole Nilson, Preschool Director
okolona.preschool@okolonacc.org
502-962-6521 (Preschool phone/voicemail)
10801 Faithful Way, Louisville, KY 40229

OCP Parent Handbook

Please Read Thoroughly

"Program"

Okolona Christian Preschool believes that Early Childhood should be a time of fun, love, security, exploring and discovery. Preschool children are creative and very 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 to be admitted into our Four year old program.
- B. A 3 year old must be Three years old on or before August 1 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 before school starts.
- E. Each class will have up to 15 students with 1 teacher and 1 teacher assistant present.
- 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 \$125 nonrefundable registration fee, automatic tuition payments scheduled, immunization form, and walking permission forms, submitted in order for your child to be considered 'enrolled'.
- G. If the classes are already full, when a parent calls, the child's name may be placed on a waiting list.

“Important Forms”

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

- Online Non-Refundable Registration fee \$125 – this covers snack, special guest, special events, and all craft supplies.
- On-line Registration documents filled out and special permissions signed
- Set-up Online Automatic Reoccurring Tuition Payments of \$200 for monthly payments unless paying lump sum amounts on the 1st of each month. Payments will run from September 1, 2025 - May 1, 2026.
- 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

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 all 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”

OCP Yearly Pre-school Tuition for the 2025-2026 school year is \$1800. The total amount due may be paid using one of the following 3 options:

1. One-time payment of \$1,800 which may be paid online by September 1, 2025.
2. Two payments of \$900 to be paid by September 1, 2025 and January 1, 2026.
3. Nine monthly payments of \$200. Tuition payments begin on September 1, 2025 and end on May 1, 2026.

“Non-refundable Registration and Supply Fee”

The non-refundable Registration and Supply fee will be paid at the time of registration. The Non-refundable Registration and Supply fee is \$125. This fee will be due when you register your child the upcoming school year. The fee covers the initial paperwork, snacks, special guest, special events, and basic supplies for your child throughout the school year.

Your child **will not** be given a spot in a classroom until the Registration Fee and 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. Please let the pre-school director know as well as your child’s classroom teacher if you plan to unenroll your child from our program.

All parents will need to set up an automatic recurring tuition payments. Please use the following link to do so <https://www.okolonacc.org/weekday-preschool-2/org>. If you are unable to pay online, please contact the Preschool Director to make other payment arrangements.

“Past-Due Tuition”

If your child’s tuition is not paid by the 1st of each month, your child’s tuition will be considered past-due. If your child’s tuition is past-due you will receive an email and a phone call reminder to pay the months tuition fee promptly. If tuition is not paid promptly or by the end of the current past-due month you will be notified, and your child will be unenrolled from our preschool program.

If you are having financial issues, please contact the Preschool Director to discuss your situation. We will make every effort to be flexible because we love your child and want to see him/her grow. We want to give as much grace and provide as much support as possible.

OCP tuition is a non-deductible tax item. Pre-school Tuition is paid for services rendered, not as a financial gift to the church.

If you are completing a Form 2441 <https://www.irs.gov/pub/irs-pdf/f2441.pdf> for Child and Dependent Care Expense, you can fill out Part 1 as follows:

1. Care provider’s name – “Okolona Christian Preschool”
2. Address – “10801 Faithful Way, Louisville, KY 40229”
3. Identifying number – “Tax Exempt”
4. Was the care prover your household employee – “No”
5. Amount paid – (see the statement provided by OCP)

For more information, see the instructions for Line 1 of Form 2441 <https://www.irs.gov/pub/irs-pdf/i2441.pdf>.

Okolona Christian Church is a 501c3 tax-exempt organization, and it is not required that you provide our EIN or Tax-ID Number to complete this form.

However, End of the Year statements will be sent out at the end of January. If you do not receive an email with your statement link included, please contact the OCP Director.

“Daily Schedule”

Please see monthly calendar and Newsletter. We will be open Tuesdays, Wednesdays and Thursdays except during Fall Break, 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).

“Student Drop Off & Pick-up”

- **Arrival-** Upon arrival you will drop your child off at their designated door. Orange and Gray rooms will be dropped off at Door #3. Green room will be dropped off at Door #4. Yellow and Brown rooms will be dropped off at Door #5. Please walk your child to the door. Our staff will be waiting to welcome your child to school. We will be sure your child gets to their classroom. Once your child has been received by our staff you are free to go. Thank you for walking your child to their designated door.
- **Dismissal-** At dismissal time you will be picking up your child from the same door. **At dismissal time, please be sure to bring your Car Tag Number with you.** Each number represents a child's name. You must have your child's car tag number in hand in order to pick-up your child. Upon pick-up, present the Car Tag Number to our staff. We will be using the Car Tag Number to verify that you do in fact have permission to pick up your child. OCP is not on the tag anywhere, so if your tag is lost, no one will know where it came from and be able to take your child. If someone other than you will be picking up your child, please send an email or text to your child's teacher or Pre-school Director. Please remember to send them with your child's Car Tag Number. If they have a Car Tag Number, we will assume you have given permission to pick up the child. We still reserve the right to ask for identification if we haven't received word that someone different will be picking up the student. The name of the child that is associated with the number will show on the display inside. Students will not have to remember their Car Tag Number. Students will need to listen for their name to be called and recognize their name.

“Emergency Schedule”

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

1. Check our Facebook Page for school closings.
2. Check the church's website: www.okolonacc.org. If possible, the Closing information will be on the Preschool Home page of the church's website.
3. 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. Check your Remind 101 App messages from your child's teacher.
4. Call the preschool's voicemail number and listen to our plan (502-962-6521).

Please 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!

"Inclement Weather Days"

In the event we have to cancel school due to inclement weather, you will not receive a tuition refund for the days we canceled school due to inclement weather.

"Custody"

It is very important that you write a note or call the preschool voicemail (502-962-6521), 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 Tag Number, we will assume you have been in contact with them and they have permission to pick up. Please guard your Car Tag Number! 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 Pre-school Director and your child's classroom teacher know.

"Clothing"

Please send your child to school in pre-school appropriate play clothes. Clothes should be comfortable, easy to use and weather appropriate. It works best if the clothes are easy for children to pull up and down in order to use the restroom. If they wear a belt, buttons or bibs make sure they know how to use it. We ask that students wear tennis shoes.

Please prepare a spare change of clothing for your child. Please include a shirt, pants, socks and a change of underwear. Label each item with child's name and place it in a clear gallon size zip-loc bag. Please leave it in the bottom of your child's backpack. Please make sure to send seasonally appropriate clothing for you child. Check backpacks daily. We ask that you keep umbrellas at home. Please make sure all backpacks are regular size. (Please do not send the small character backpacks; they are really cute but are not quite big enough for our school projects).

"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 asked to be the line leader or the teachers special helper.

“Snack Time”

OCP will provide snacks throughout the school year. 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. If you feel more comfortable sending a snack from home for your child who has a food allergy, you may do so. **Please communicate with your child’s teacher about any allergies your child may have.**

“Bring a Lunch to School”

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 lunches. We are a PEANUT FREE SCHOOL.** 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”

Backpacks will be taken home daily. This will aide in communication and Child of the Day. On show and share days, 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 special items 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 be sure to update us with a new immunization record if you receive one during the 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. **Students must be symptom/fever free for 24**

hours before returning to school. Please be considerate of other children and our OCP staff. Let's try to keep everyone as healthy as can be!

Should a child become ill during the morning, the parent will be notified immediately. We will take your child to a quiet resting-place and try to keep them as comfortable as possible until the arrival of the parent or other authorized person comes. 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. Please note: we cannot administer any medications, prescription or over-the-counter drugs, during school hours.

SAMPLE DAILY SCHEDULE

- 9:30 – 10:00 Welcome/Greeting:
Pledges
Circle Time: Introduction of Today's Theme/Letter
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 Daily Lessons & Centers:
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, Read Aloud
- 11:50 – 12:20 Large Muscle Development, Group Play
- 12:20 – 12:28 Circle Review Time & Music
- 12:28 - 12:30 Get ready to go home! Dismissal

SAMPLE CURRICULUM SCHEDULE

September:	Introduction to the Bible Adam & Eve	Color: Red Shape: Circle Letters: T, A, P Numbers: 0, 1,
October:	Noah's Ark A Baby in a Basket The Red Sea	Color: Orange Shape: Square Letters: H, C, N, Fall Numbers: 2, 3,
November:	10 Commandments The Tall Tower Joesph and the Colorful Coat Thanksgiving Lesson	Color: Brown Shape: Triangle Letters: G, R, S Numbers: 4
December:	Baby Jesus is Born! Shepherds Visit The Bright Star & Three Visitors	Color: Yellow Shape: Star Letters: V, B Christmas Numbers: 5
January:	The Battle of Jericho David and Goliath Daniel and the Lion Jonah and the Big Fish	Color: Black/White Shape: Rectangle Letters: I, D, F, Winter Numbers: 6
February:	Jesus Chooses his Disciples A Fisherman's Net Jesus Feeds Thousands Jesus Walks on Water	Color: Pink Shape: Heart Letters: L, K, Y, Q Numbers: 7, 8
March:	The Good Samaritan The Lost Sheep The Last Super Jesus is Arrested, Crucified, Rise	Color: Green Shape: Diamond Letters: X, U, E, Easter, Spring Numbers: 9, 10
April:	Jesus is Alive Jesus & The Little Children The Short Man Lazarus Lives Again	Color: Purple Shape: Oval Letters: W, Easter, Spring, J Numbers: 11
May:	The True King Bible Review	Color: Blue Shape: 3-D Shapes: cube, sphere, pyramid Letters: Z, M, Summer Numbers: 12, Review

