



Okolona Christian Preschool
Parent Handbook
2025-2026

Okolona Christian Preschool 2025-2026 Parent Handbook

Dear Parents,

Welcome to Okolona Christian Preschool! We are excited to show you just how much we care about you, your family, and especially your child. At our Preschool, we want your child to know they are a beloved child of God and very important to Jesus and to us. We aim to share His love and the beauty of His creations with them.

In the mornings, your Preschooler will engage in a variety of fun learning activities. We begin with Circle time, which includes our daily theme, Bible stories, songs, fingerplays, and books. After Circle time, each child will create a craft related to the day's theme and participate in learning centers. We also have a morning snack, followed by another Circle time 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 9:30 and 11 o'clock services. Programs designed specifically for preschool and elementary students are available during those service times. Middle School meets during the 9:30 service, and high school meets during 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

It is truly wonderful to witness children learning about Jesus, heroic Bible characters, and the world around them! We pray that God blesses you and your family as we embark on this journey of learning and growth together.

With heartfelt blessings,

Angela Sheffer, Codirector
Kimberly Masterson, Codirector
okolona.preschool@okolonacc.org
(502)962-6521
10801 Faithful Way, Louisville, KY 40229

Please Read Thoroughly

PARENT HANDBOOK

Program

At Okolona Christian Preschool, we believe that Early Childhood should be filled with fun, love, security, exploration, and discovery. Preschool children are naturally creative and enthusiastic about learning. Our dedicated staff is committed to nurturing and encouraging these wonderful qualities in every child.

At Okolona Christian Preschool, our purpose is to create an environment that fosters the spiritual, social, emotional, physical, and intellectual growth of each child. We believe that children learn best through hands-on experiences, and our Activity Center approach is designed to support this. Children will engage in various centers such as art, blocks, home living, and instructional manipulatives. Each day includes a Circle Time featuring a 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 eager to share all they've learned!

Okolona Christian Preschool is part of the Outreach Ministry of Okolona Christian Church. Although we operate for less than 10 hours per week and are not required to be state licensed, we adhere to all applicable safety and health codes.

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 birth date.
- 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's assistant.
- 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/>. You must have your \$125 nonrefundable registration fee, automatic tuition payments scheduled, immunization form, and walking permission forms, submitted for your child to be considered 'enrolled'.
- G. If the classes are already full, the child's name may be placed on a waiting list.

Important Forms

- Online Non-Refundable Registration fee \$125 – this covers snacks, special guests, 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 obtained 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.

Your child will be enrolled once all the required forms have been submitted online.

Curriculum

We will be using the Beginner Bible, which is specially designed for Preschoolers. Each lesson highlights a Bible character and a life value evident in their story. Children will learn values such as **JOY** from the story of the shepherds visiting the manger, **HELPLESSNESS** from Jesus calling His disciples, and **THANKFULNESS** from Jesus healing the ten lepers. Each lesson is paired with a theme that reinforces basic skills like transportation, communication, seasons, and self-esteem.

In addition to this curriculum, we will teach letters, numbers, shapes, and colors each month. The daily schedule includes a Circle time to introduce the Bible story and its corresponding preschool theme, followed by a review Circle time at the end of the day to reinforce the lesson. We will introduce a letter each week, helping children become familiar with its shape and sound. We will also focus on color, number, and shape of the month (e.g., letters A, B, C, the color Red, the number Zero, and the shape Circle in September). Additionally, we will teach the true meaning of holidays. Halloween themes (witches, ghosts, and monsters,) 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 an exciting Chapel Time to introduce your child to Large Group Praise and Worship! We'll say the pledges, recite our weekly Bible verse, pray, sing joyful songs, and share a captivating Bible story tailored for Preschoolers. They'll absolutely love it!

Discipline

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 listen to their teacher. If disruptive behavior continues after several warnings, they will be removed from the group activity. After a few minutes they will be invited to rejoin the group if they can make the right choices. Children will not be allowed to hurt their teachers or classmates with words or actions. We encourage them to make choices that show kindness and friendship, just as Jesus cares for all of us. The teacher and student will work together to create a plan to help them make better choices. If the problem persists, parents will be notified, and a conference may be scheduled at the earliest convenient time. Please encourage your child to make good choices and always do the right thing.

Tuition

Please READ Thoroughly

Yearly Tuition for the 2025-2026 school year is \$1800 which may be paid using one of 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) 9 monthly payments of \$200 to begin on September 1, 2025, and end May 1, 2026.

In addition there is a non-refundable Registration and Supply fee of \$125, which covers the initial paperwork, snacks, special guests, special events, and basic supplies for your child throughout the year. The non-refundable registration and supply fee will be paid at the time of registration.

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 on the first of each month.**

All parents will need to set up an automatic reoccurring tuition payment online at <https://www.okolonacc.org/weekday-preschool-2/>

If you are unable to pay online, please contact the Preschool Director to make other arrangements.

If your child's tuition is not paid by the 1st of each month, you will receive an email and/or phone call to pay the month's tuition fee promptly. If tuition is not paid promptly or by the end of that month, 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 provider 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 to 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 at Okolona.preschool@okolonacc.org.

Daily Schedule

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. 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 them to their classroom. Once your child has been received by our staff, you are free to go. Thank you for walking your child to the door.
- **Dismissal-** At dismissal time you will also be picking your child up from the same door. At dismissal time, please bring your car tag number. Each number represents a child's name. The person picking up your child must have your child's car tag number in hand to pick up your child. They will present the number to our staff. We will be using this tool to verify that they 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. If someone other than the designated people on your child's list will be picking up your child, please send an email or text to your teacher or director, and feel free to give them a car tag. If they have a 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.

Inclement Weather Days

In the event we must cancel school due to inclement weather, you will not be refunded tuition for the days we missed school.

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. If possible, the Closing information will be on the Preschool Home page of the church's website. Also, watch the local TV news channels.
3. Check the preschool's Facebook page
4. Your teacher should message you the status of preschool and our plan for the day through Remind 101 app or another designated parent/teacher communication app.

Please do not attempt to get to school if your roads are hazardous or dangerous. The main roads may be passable, but certain subdivisions could be treacherous. Please use your own best judgment and let safety be your guide. Be assured that we do not like to close school— we love working with your child. 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 will teach you!

Custody

It is very important that you write a note, call the preschool (502-962-6521), or message your child's teacher if someone besides the parent (or regular person) 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 them up. We will be very strict on this, as your child's safety is extremely important to us. 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 to use the restroom, i.e. zippers or snaps are great! If they wear a belt, make sure they know how to use it. 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. You may want to label each item with your child's name and place it in a clear gallon size zip-loc bag and leave it in the bottom of their backpack. Please make sure to send seasonally appropriate clothing. 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).

Snack

OCP will be providing snacks for the upcoming school year. We realize that food allergies can cause serious life-threatening conditions for some children. To keep all 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 in for your child who may have allergies, you may. 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 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. Please remember to include spoons, napkins, or whatever else they will need in order to eat lunch. It is best if their lunch consists of one growing food, one snack and one drink.

Toys and Personal Items

Backpacks will be taken home daily. This will aide in communication with your child's teacher. On show and share days, please send in a "show and share" item that fits in your child's backpack. Blankets, lovie's, and pacifiers will not be allowed at preschool. Please keep those special things at home.

Health

Children must have an immunization certificate valid until the end of the school year from their doctor upon enrollment. Also, we must have a new Medical Release for each school year.

Please communicate 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 at school and our staff.

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. In the case of an injury during school, a staff member will administer first aid. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If medical attention is required, the staff will call emergency 911, who will transport the child as well as an OCP staff member, 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:

Lesson/Daily 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: Orientation Week

Introduction to the Bible

Creation

Noah

Abraham

Color: Red

Shape: Circle

Letters: T, A, P

Numbers: 0, 1,

October: Joseph

Moses

Joshua

Ruth

Color: Orange

Shape: Square

Letters: H, C, N, Fall

Numbers: 2, 3,

November: David
Daniel
Jonah
Thanksgiving Lesson

Color: Brown

Shape: Triangle

Letters: G, R, S

Numbers: 4

December: Preparing for the Birth of Christ
Jesus is Born!

Color: Yellow

Shape: Star

Letters: V, B Christmas

Numbers: 5

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| January: | Jesus as a boy Early stories of Jesus' Ministry | Color: Black/White Shape: Rectangle Letters: I, D, F, Winter Numbers: 6, |
| February: | New Testament stories of Jesus Shape: Heart Letters: L, K, Y, Q Numbers: 7, 8, | Color: Pink |
| March: | Parables of Jesus Shape: Diamond Letters: X, U, E, Easter, Spring Numbers: 9, 10, | Color: Green |
| April: | The Easter Story Shape: Oval Letters: W, Easter, Spring, J Numbers: 11, | Color: Purple |
| May: | 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: Z, M, Summer Numbers: 12, review |