



# Handbook

Celebrating 59 years of Fun, Education, and Excellence!



# **WR PRESCHOOL HANDBOOK**

## **OBJECTIVE & PURPOSE**

At Will Rogers Preschool our purpose is to provide a variety of early childhood learning experiences which will help young children develop socially, physically, mentally, emotionally and spiritually. We seek to provide, in all age groups, the type of environment in which the child may learn concepts through concrete “hands-on” activities. Through the use of learning centers and special classes we provide a well-rounded foundation for growth.

## **AGE ELIGIBLE**

Preschoolers one year through three years old will meet on Tuesday, Wednesday AND/OR Thursday from 9:00 a.m. till 2:00 p.m.

Pre-Kindergarteners are required to attend full days on Tuesday, Wednesday and Thursday.

## **ADMISSIONS PROCEDURES**

To enroll your child, to view the school facilities, to discuss the program and/or discuss the individual needs of your child, please contact the Director. Enrollment is completed when the proper forms have been filled out and a registration fee has been paid. The registration fee is non-refundable.

## **PRESCHOOL STAFF**

A competent Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers have chosen to teach in this preschool because of their love of children and their enthusiasm for teaching preschoolers in a Christian setting.

Our teachers have years of experience teaching preschoolers and continue their training attending workshops offered by professional education organizations.

## **CURRICULUM**

Currently our curriculum is theme based pulling material from numerous resources to expand class activities. Teachers share songs, stories, and Bible thoughts as they provide activities in the learning centers. The learning centers include art, blocks, books, puzzles, nature and home-living.

Along with these activities, all preschoolers will be exposed to the alphabet, shapes, numbers and colors. The Pre-Kindergarten class will cover everything they will need to know before they start Kindergarten. Please remember that all children learn at a different pace and we attempt to expose your child to these skills in a fun environment. The daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their class.

## **SPECIAL CLASSES**

### **Motor Skills**

Two's through Pre-Kindergarten do many activities with the parachute, hoops, beanbags, balls, balloons and balance beams. They will also have free playtime either on the outside playground or in our inside playroom.

### **Spanish**

Three's and Pre-Kindergarten enjoy a fun class learning the names of numbers, letters and objects in a foreign language through songs and activities.

### **Music**

Each age group will have a special time with our music teacher. The children enjoy theme based songs, incorporating movement, instruments, and bible verses.

### **Chapel**

Two's through Pre-Kindergarten attend chapel. During that time a member of the ministerial staff will share a short Bible story on their level and lead the group in some Bible songs and finish the class with the Lord's Prayer.

## **Field Trips**

Three's and Pre-Kindergarten enjoy field trips relating to the unit of study throughout the year. Bus transportation is provided.

## **PROGRAM POLICIES**

### **FEE STRUCTURE**

Registration – A NON-REFUNDABLE registration fee of \$35.00 (\$20.00 for summer) must accompany each registration form. “In-House” enrollment for the fall session is held the first 2 weeks of March. Enrollment for the public begins April 1st.

Monthly Tuition – Tuition is due the first week of school each month. Payment can be made either by cash, check or money order. We cannot make refunds or allowances for holidays, illness, days canceled due to bad weather, or absence for family convenience (vacation). The tuition will be the same each month regardless of the length of the month (no more for long months and no less for short months). It is important that tuition be paid on time, as expenses must be met each month in order to assure the quality of our program. Any fees uncollected after the 15<sup>th</sup> of the month will have a \$5.00 late charge added to them. If for some reason you are unable to meet this schedule, please talk to the director to make special payment arrangements. Tuition is as follows:

1 full day a week	-	\$95.00 per month
2 half days a week	-	\$105.00 per month
2 full days a week	-	\$155.00 per month
3 half days a week	-	\$130.00 per month
3 full days a week	-	\$200.00 per month

### **ATTENDANCE**

School begins at 9:00 a.m. and ends at 2:00 p.m. Please arrive NO EARLIER THAN 8:55 a.m. It is very important to a child to arrive on time so that they don't miss out on any of the planned activities. A child that is consistently late will have a harder time making friends and adjusting to the routine.

Please **NEVER** let your child off at the outside door. You have no way of knowing if they arrived safely, nor do we. Also, please arrive PROMPTLY BY 2:00 p.m. to pick up your child. It is very upsetting for a child to wait after the rest of the children have gone.

## **TOYS AND PERSONAL ITEMS**

We request that parents not allow a child to bring personal toys to his classroom. This helps avoid a wide variety of problems. We do, however, encourage a child to bring a personal item, which is needed for security or comfort.

Occasionally, teachers will ask parents to help children bring certain items for show and tell, nature activities, or special days. Parents will need to check with teachers before bringing pets, insects or other animals.

## **SCHOOL RECORDS**

Because emergencies may arise, please keep the school up-to-date on home, cell, business and emergency phone numbers. In case of accident, every effort will be made to contact a parent or guardian. Should we not be able to contact a parent, we will use the emergency numbers listed.

The health and safety of the children is of major importance. Your child's immunizations need to be updated according to his/her age. A copy of updated immunizations needs to be turned in by the second week of class.

## **VISITS**

We welcome your visits to your child's room throughout the year. We do ask that you give us the first month to allow the children to make adjustments to classroom before you begin your visits. Please remember while visiting that our first priority is to the children. Please do not use this time for a conference with the teacher. This is best done by phone or by setting up a convenient time with the teacher.

## **AUTHORIZED RELEASE**

At the beginning of school you will receive a card identifying your child and his class. Anyone other than a parent that regularly picks up the child must present the security card to the Director or

teachers. The parent must also inform the teachers earlier in the day of the plans for the pick-up of their child. We must have proper authorization before we will let a child leave school with anyone other than the parent.

## **ILLNESS/MEDICATION REGULATIONS**

Please notify the school if your child will not be attending due to illness, (918) 834-9706. You will be called to pick up your child if they appear to have symptoms of illness during the day.

### **PLEASE KEEP YOUR CHILD HOME IF THE FOLLOWING APPLIES:**

- \*Child has a fever or has had one during the prior 24 hours.
- \*Child has a heavy nasal discharge or constant cough.
- \*Child has vomited or has had diarrhea in the prior 24 hours.
- \*Child has the symptoms of a possible communicable illness.

**Teachers may NOT administer medications.** Parents may come to school and give it in appropriate situations or you may sign a medical authorization form to allow the center director to administer medications.

## **LUNCHES**

Children staying until 2:00 p.m. will be responsible for their own lunch, including a drink. Please make lunches of “finger-type” foods, and nothing that has to be heated. Please limit the amount of sweets in the lunch and refrain from sending sugary drinks. Label all lunch boxes and plastic lunch items with your child’s name. We are a PEANUT FREE school.

## **DRESS**

Please think of your child’s comfort and dress him/her simply in easy to manage play clothes. Although the child wears a smock, many of our activities are messy and accidents do happen. Since our playground has small pebbles, **closed toe shoes are required.** We go outside even on “chilly” days. Dress your child with a coat, hat and mittens on these days.

LABEL ALL diaper bags, blankets and containers with the child’s name. Label outerwear and any other clothing that the child might remove. Children should have another change of clothing in their bag, especially those who are in diapers or potty training.



## **BIRTHDAYS**

Birthdays are a special time for children and they often like to share it with their friends. If you wish to provide a special snack for your child's birthday, please inform the teacher.

## **HOLIDAYS**

We love to celebrate the holidays! For individual class parties, teachers will ask parents to provide snacks. There will be sign-up sheets outside each classroom.

At Halloween, we will have class parties and look forward to seeing all your cute costumes. We ask that you **not** send your child in any ghost, goblin, witch costumes or costumes that include weapons. Teachers WILL NOT use these symbols in any art, book, song or finger play activity.

## **PARENT/TEACHER COMMUNICATIONS**

Please feel free at any time to discuss your child's development with their teacher. Please take time to discuss with your child the activities listed on "What We Did Today" take home sheets and learn about their day.

In December the Pre-Kindergarten teacher will formally communicate with you about your child's skills and adjustment in their class. This will be followed up in April with a structured "Skills Assessment."

## **INCLEMENT WEATHER**

We will close due to bad weather when Tulsa Public Schools are closed. Please listen to the local television and radio stations for that information.

## **CALENDAR & OPERATING DAYS 2019-2020**

### **Fall Session**

Classes Begin	Tuesday	September 3, 2019
Fall Break	Wednesday	October 16, 2019
	Thursday	October 17, 2019

Thanksgiving    Tuesday            November 26, 2019  
                         Wednesday        November 27, 2019  
                         Thursday    November 28, 2019

Christmas Break        Dec 23, 2019 - Jan 2, 2020

## Spring Session

Classes Resume Tuesday            January 7, 2020

Spring Break        Thursday            March 17-19, 2020

Classes End        Thursday            May 21, 2020

## Summer Sessions

There will be 2 four-week summer sessions on Tuesday, Wednesday and Thursday from 9:00 till 2:00.

Session 1: Tuesday, June 2, 2020 -  
                         Thursday, June 25, 2020

Session 2:    Tuesday, June 30 2020 -  
                         Thursday, July 23, 2020

**School is closed the month of August**  
**Fall session begins after Labor Day**

## OTHER WRUMC OPPORTUNITIES FOR FAMILIES

Church Services	Sundays @ 8:20am & 10:45am
Children's church (ages 4-11)	Sundays @ 10:45am
Community Groups	Sundays @ 9:30 am
Nursery	Sundays @ 10:45 am



Special Events announced via church website [willrogersumc.org](http://willrogersumc.org) such as Neighborhood Bible Club, Trunk or Treat, Christmas Caroling, Valentine Caroling, Easter Egg Hunt and Special Kids Days.

**Contact Us:**

**Preschool**

(918) 834-9706

[wrumcpreschool@gmail.com](mailto:wrumcpreschool@gmail.com)

**Church Office**

(918) 834-0891

[news@willrogersumc.org](mailto:news@willrogersumc.org)



