



FIRST PRESBYTERIAN DAY SCHOOL PRESCHOOL HANDBOOK

2020-2021

**“Start children off in the way they should go,
and even when they are old they will not turn from it.” Proverbs 22:6**

Mission Statement

Believing that children are a heritage of the Lord, the mission of First Presbyterian Day School is:

- **Planting seeds of Christ-likeness in the hearts of children;**
- **Pursuing excellence in academics;**
- **Preparing students for future service in God’s kingdom in their homes, churches, and professions.**

The school is controlled by the Board of Trustees elected by the Session of the First Presbyterian Church.

Dr. Kirk Anderson	Dr. David Elkin	Mr. Phillip Parker	Mr. Will Vise
Mr. Max Bowman	Mr. Paul Hurst	Mr. Richard Russ	Mr. T. Cal Wells
Dr. Jay Brown	Dr. George May	Mr. Jeff Skelton	Dr. Julie Wyatt
Dr. Reid Cotten	Mr. Hu Meena	Mr. Tim Threadgill	Mrs. Jordan Yerger

ADMINISTRATION

Mr. Brian Smith, Head of School
Mrs. Cathy Miller, Preschool Director

OFFICE

Cheryl Gibbs
Susan Graves
Carolyn Wilkinson
Lauren Vance

PRESCHOOL TEACHERS

Assistant to the Director: Ann Claridge Chestnut
Pre K3: Ainsley Bjernegaard, Hasina Brown, Hannah Emerson, Chrissy Maggio, Tina Oates, Leanna Shay,
Pre K4 Lead Teachers: Shannon Blakely, Jennifer Higginbotham, Ann Louise McNamara, Morgan Stevens, Cindy Wilks
Pre K4 Assistant Teachers: Ashley Dukes, Jean Hurst, Ella Payne, Monica Ratcliffe, Sarah Thomas

COMMUNICABLE DISEASES

Students will not be accepted at school if they have any signs of illness, including fever, severe cold or vomiting for 24 hours without medicine before returning to school. Should students get sick at school or have an accident, parents will be notified immediately. In an emergency, if the parent cannot be reached, the family doctor will be called or student will be taken to the emergency room at a local hospital.

Please refer to the FPDS School Re-entry plan regarding COVID-19

Lice (See K5-6th grade student handbook for additional details.)

Any discovery of lice in a child’s hair must be reported to your child’s teacher as well as to the administration.

BIRTHDAYS

Parents may send a special treat(individually wrapped) to serve at snack-time on or near their child’s birthday. Please notify the teacher of your plans as early as possible. Passing out invitations at school to parties at home, such as birthday parties, will be permitted only when all students in the room are invited to the party.

CALENDAR (please note that calendar dates are subject to change given our current healthcare climate)

K3 & K4 Meet the Teacher Drive by	August 7, 2020
First Day of School	August 10

Labor Day	September 7
Fall Break / Monday (Columbus Day)	October 9 and 12
Muffins with Mom	November 20
Thanksgiving Holidays	November 23-27
Christmas Holidays	December 21-January 4 : dismiss 10:30. Return Jan. 5, 2020
Martin Luther King Holiday	January 18
Doughnuts with Dad	February 12
President's Day Holiday	February 15
Spring Break	March 12-19 Return March 22
K3 Program	April 8
K4 Program	April 9
Easter Break	April 2 and 5
Field Day (K5 - 6th only-- no Preschool this day)	May 14
Last Day of School	May 21 dismiss 10:30

CARPOOL and SAFETY (Please refer to FPDS Re-entry Plan)

The safety of all students is one of the most important matters pertaining to school each day.

MORNING CARPOOL: 7:30-8:00 a.m. Parents should drop off students on Belhaven Street driving East next to the curb. Preschool teachers will get your child out under the porte cochere and accompany them to their classrooms. If you prefer to drop off with another child on Pinehurst, that is fine as well. **AT THIS TIME, PARENTS ARE NOT ALLOWED TO ENTER THE BUILDING.**

AFTERNOON CARPOOL: Students will be dismissed from 12:00- 12:15 p.m. Parents should form a line along the curb of Belhaven Street (Eastbound). Teachers will accompany children to their cars.

RAINY DAY CARPOOL: Because of the covered walkway at drop-off and pick-up, rainy day carpool will remain the same as usual.

Please stay in your car. Also, we ask that you assist us when loading carpool at the end of the day by pulling out of line if some problem occurs. Always remember to seatbelt your child.

Cell phones are not allowed in the carpool line. If you receive an emergency call, please pull out of line.

SECURITY: Security guards are posted on both the Belhaven and Pinehurst Street parking lots 24 hours a day. Cameras are also posted inside and outside the building. ALL doors remain locked.

Children's Release: Only authorized adults will be permitted to pick up a child. Please notify the director in writing or by calling if there is a change. If an individual requesting to pick up a child is unknown to the school employees, he/she will be required to produce proper identification before the child is released.

Preschool students will not be given tardies. **However, please make every effort to have your child here by 8:00.** Our day begins with a devotional and instructional group activities that introduces key points of the week in language arts, math, and science. Students will feel like they have missed an important part of the day if they continuously miss group time.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any changes in addresses, telephone numbers or email addresses should be made by the parent on ParentsWeb.
This information is important to ensure proper communication between home and school.

COMMUNICATIONS

Parents are asked to maintain current email addresses and cell phone numbers with their child's teacher and via ParentsWeb: <https://fp-ms.client.renweb.com/pw/>. This link and other important links can be found under the *For Parents* section located at the bottom of the home page of www.fpds.org. **It is extremely important to maintain a current cell phone number via ParentsWeb as that is how the school will alert you in the event of school closings or emergencies.

If you have a timely message for your child, please call the school office or Preschool Director, as teachers are away from their computers and phones the majority of the day.

School-wide announcements will be included in newsletters emailed from classroom teachers or the preschool director. Information to include should be sent to Meredith Johnson, Director of Communications (mjohnson@fpds.org), by noon on Thursdays.

FPDS will not send emails out on behalf of parents for any non-school sponsored activity. Parents are responsible for distributing these emails to their child's classes or grade levels.

In the event it becomes necessary to close school, you will receive a text message and email. Closings may also be viewed at fpds.org or via social media.

Our web site www.fpds.org is a valuable resource for all FPDS information for your family. Also, please make sure to like us on Facebook <https://www.facebook.com/FirstPDS> and follow us on Twitter <https://twitter.com/FirstPDS> and Instagram @fpdscrusaders and Instagram @fpdspreschool

CRUSADER CIRCLE AFTER-SCHOOL PROGRAM

Crusader Circle is First Presbyterian Day School's after-school care program available for any currently enrolled K3 or K4 student. Please let your teachers know at the first of the day their plans for the afternoon by the designated bag tag.

Students who stay for Crusader Circle will have lunch at 12:00. Preschoolers can bring their own lunch or purchase a meal from the cafeteria, which will be delivered to the preschool area. They will have a short nap, outside time, and enrichment activities.

Please do not send toys or other items with your child for fear of losing or breaking them. However, Crusader Circle students will need to bring a nap mat, and small lovey, which will all be kept in a designated cubby.

Crusader Circle begins the first full day of school and is open only full days when school is in session. (Crusader Circle is not available when school dismisses for a half-day.) Parents must pick up their child from the front door. Your child will be signed out by a staff member.

**Students will also have the option to be accompanied to the afternoon carpool area at 2:30/2:40 so that parents picking up older siblings may meet them there. Siblings are not permitted to pick up or drop off preschool students from their classrooms or the kindergarten suite for morning or afternoon carpool.

- Parents must fill out a permission form each year for their child to attend Crusader Circle. The form is found at <http://www.fpds.org/programs/after-school-care>.

- Hours: 12:15 p.m. until 6:00 p.m.
- Cost: \$4.75 per student per hour (*Note: A \$15 per quarter hour, or any part thereof, will be charged for students picked up after 6 p.m.*)
- Billing: At the end of each month, you will be billed for the time your child spent in Crusader Circle. A computerized time clock will be used to keep a record of each child's stay throughout the month.

CRUSADER CLUB

Crusader Club is FPDS' parent organization made up of multiple committees of parent volunteers who assist the administration and faculty with school-life. Crusader Club is an excellent way to get involved and a great way to meet other FPDS parents. This truly is the heart of our school family.

DISCIPLINE

Failure to obey classroom rules (being kind to friends through words and actions, respecting teachers and others) will be dealt with by the classroom teachers with methods such as "time out" losing privileges, or a note home. After repeated offenses, they will be taken to the Director's office for a visit and time out from their class. If that is not successful, there may be rare times when the parent is called to come pick up the child from preschool that day. Parents will be notified if disciplinary action is taken and made aware that their help and reinforcement is imperative.

FIELD TRIPS (not permitted at this time)

During Field Trips, students will be under the close supervision of at least one teacher and several parents. A field trip permission slip is to be signed by parents at the time of registration. All children are required to wear seat belts while being transported to and from field trips. If a child is still within the weight suggestion of using a car seat, these must be supplied. **Siblings may not attend field trips.**

FIRE AND TORNADO DRILLS

Fire drills will be held several times during the school year. On the signal, all students will leave their classrooms in orderly lines and proceed to an assigned place outside the building to the playground. At the beginning of school, each teacher will give students detailed instructions regarding fire drills.

Tornado drills will be held several times during the school year. On the signal, all students will leave their classrooms in orderly lines and proceed to an assigned place on the lower floors of the building. At the beginning of school, each teacher will give detailed instructions regarding tornado drills.

LUNCH

Valley Foods provides food service for FPDS. Parents should set up an account for lunch purchases at <https://www.myschoolaccount.com/>. Instructions may be found at fpds.org.

All parents should go to the Valley website and set "low balance alerts". This will insure you do not go into negative balances without notification.

A variety of food choices is offered each day with a hot lunch available for preschoolers **\$3.25**. Monthly menus are published on the school website. Preschool students will have the first hot lunch option. Please note that outside food such as fast food or take-out from local restaurants cannot be brought to school.

MISCELLANEOUS

Please do not send toys or other items with your child for fear of losing or breaking them. Students who are staying for Crusader Circle are asked to bring a rest mat and small lovey. Blankets are not allowed at this time.

PARENTAL COMMITMENT

By enrolling a child in the First Presbyterian Day School, parents agree to abide by and comply with all policies, rules, and procedures as outlined in the annual school registration contract and all terms of the current student handbook. Parents further agree not to involve school personnel in any domestic disputes, including requesting a teacher or administrator to be subpoenaed to testify in court on the behalf of either parent in such a dispute.

POTTY TRAINING

Students **MUST** be potty trained to enter the preschool program. While we recognize that accidents will occur occasionally, if your child has them repeatedly, he or she may be asked to go on a “potty vacation.”

PROGRESS REPORTS

Progress reports will be sent home with students early second semester that is a report only (no grades). Parents are welcome to schedule a conference with the teacher or director at any time if desired.

SCHOOL PARTIES

Five parties are held throughout the year: Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school. Room mothers are responsible for planning parties and will coordinate with class parents for simple refreshments. (No favors are given at the parties.) Parents are not allowed to come at this time.

SUMMER PROGRAM

Under the Oaks is the summer program of FPDS, available for students who have completed K3 through fifth grades. This will be a fun-filled, interactive summer for your child. Open 7:30 – 6 p.m. Monday through Friday, Under the Oaks is available during the months of June and July. For more information and fees, visit fpds.org.

UNIFORMS AND DRESS CODE

All approved uniforms may be purchased at **Lands' End online**.

The Crusader Club will provide an FPDS t-shirt free of charge that will be worn on special activity days, field trips, etc.

We encourage closed-toe and velcro shoes; we do not recommend boots or sandals.

Each child should bring a change of clothing the first week of school in case of emergencies. Please label all removable clothing, lunch boxes, etc.

On some occasions, the Crusader Store run by our Crusader Club will offer FPDS apparel that the administration has approved to be worn to school as part of the uniform. Those items will be noted as official dress code wear. (Please note that not all Crusader Club apparel is approved for the daily dress code. Be sure to check signs and notes about the specific item you purchase to see if it has been approved for the dress code.)

From time to time teachers may request special dress up days to go along with a unit of study.

K3 & K4 Girls

Required dress:

- Light blue toddler dress with Peter Pan collar and puffed sleeves

Additional choices:

- Light blue pique cap sleeve polo
- White pique cap sleeve polo
- Navy jumper
- Navy skort
- Navy polar fleece jacket

K3 & K4 Boys

Required dress:

- Short sleeve navy jersey polo
- Khaki shorts or pants, pull-on styles available

Additional choices:

- Short sleeve light blue jersey knit polo
- Short or long sleeve white jersey polo
- Long sleeve navy pique polo
- Navy shorts or pants, pull-on styles available
- Navy polar fleece jacket

***Boys' and girls' FPDS applique t-shirts may be worn on Fridays with any bottoms. FPDS tshirts are not allowed except on tshirt days.

Boys hair should be trimmed neatly above the eyebrows and not touching the back collar of the shirt with sides no longer than the earlobes.

WITHDRAWALS

The signing of a re-enrollment contract for the upcoming year indicates the parents' commitment to paying the tuition for that year. When it becomes necessary for a student to withdraw from First Presbyterian Day School, whether prior to the beginning of school or at any time during the school year, the parent or guardian should notify the school office and sign a withdrawal form. No withdrawals are considered by the School Board without a properly executed withdrawal form. All textbooks must be returned. **SCHOOL BOARD APPROVAL IS NECESSARY FOR RELEASE FROM TUITION FINANCIAL COMMITMENT FOR THE SCHOOL YEAR.**