

**Welcome  
To  
Pearce 4 Kids  
Nursery School & Pre-K**

It is a pleasure to have your family involved in our Nursery School and Pre-K program. The 2010 - 2011 school year begins our 42<sup>nd</sup> year of ministry to our community. Our program is designed to encourage language development, discovery learning, social skills, creativity, physical development and a beginning of the understanding that God made us, He loves us and He wants to be our friend. Our hope is that this handbook will be helpful to you regarding our purpose and policies. Please contact any of the staff if you have questions that the handbook does not address. We look forward to an exciting year with you and your children! Welcome to Pearce 4 Kids!!

*Lydia Monroe*  
P4K Executive Director



## CONTACT INFORMATION

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4322 Buffalo Road  
North Chili, NY 14514

Phone: 585-594-1833

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### **Current Staff:**

Lydia Monroe  
Pearce 4 Kids Child Care Center Executive Director  
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Please put "P4K" in the subject line as our computer security often blocks attachments.

## **P4K MISSION STATEMENT**

Pearce 4 Kids Nursery School & Pre-K programs exist to provide a Christian environment where children from our community and our church are led in their transition from home to school life.

Pearce 4 Kids Nursery School & Pre-K will:

- Provide an introduction to Biblical concepts
- Provide a basis for pre-academic learning
- Expose children to a variety of activities which will stimulate individual interests
- Provide an environment where play is seen as a learning tool
- Provide an environment for hands-on learning, discovery, and reinforcement
- Provide avenues for personal and group exploration
- Stimulate imagination
- Provide avenues for individual and group social development
- Provide a staff where classroom leaders will each have a personal testimony of faith in Jesus Christ as their Lord and Savior
- Provide rooms designed with age appropriate needs in mind

## **PROGRAM OVERVIEW**

The daily schedule in the Nursery School and Pre-K is flexible enough to meet the individual needs and interests of the children. The atmosphere in the school demonstrates the love of Christ in all areas of activity. Throughout the session, evidence of the principles of Christian living is the first and foremost aim.

Through informal learning situations, children enrich their backgrounds of information. Stories for both amusement and educational benefit are read and told. Each child is encouraged to verbally share ideas and interests with friends. The teacher stimulates their enthusiasm and curiosity about their environment with questions and suggestions. Encouragement is given to children as they use their imagination through dramatic play and with creative materials. Field trips are planned throughout the year to enhance learning.

Children broaden their horizons as they gradually make the transition from home to school. The P4K programs help to bridge the gap with Christian understanding. Children are encouraged to be responsible for cleaning up after play, finishing what they have begun, and putting away clothes and supplies. They become more independent as they make small decisions and choices. They learn to respect and cooperate with those their own age and are encouraged to look upon themselves as individuals of importance and worth.

## **ENROLLMENT & ADMISSION**

The Pearce Nursery School is designed to accommodate a maximum of 18 children in class per session. The school is open to children who will be three or four years old by **December 1, 2010**. All children who are fully potty trained and of the appropriate age will be admitted to the school regardless of sex, race, religion or national origin.

Our Pre-K program is open to children who are eligible for kindergarten **or** who are 4 years old by **September 1<sup>st</sup>** and have attended one year of nursery school. Class size is limited to 18. (An exception will be made to the September 1<sup>st</sup> cut off if/when the child's nursery school teacher recommends them for the Pre-Kindergarten class based on the child's readiness skills, maturity level and the teacher's assessment of the child's ability to handle a more rigorous academic environment.)

In compliance with state law, it is necessary that each child have a physical examination by a qualified physician and have had all required inoculations prior to entering school. Proper forms will be sent to you.

There will be a six-week probationary period, as an aid to both parents and the school, during which time it may be decided by one or both parties that a child is not ready to make the adjustment to nursery school. Parents will be financially responsible for those sessions attended during this period.

## **REGISTRATION PROCEDURE**

1. Contact the P4K Registrar @ 594-1833 for information.
2. Enrollment forms and a parent handbook will be mailed to the registrant.
3. Parents must complete all forms and return them to the church office before children begin the program.
4. The non-refundable registration fee must accompany the form.

## **SCHEDULE**

We offer the following class sessions contingent upon a minimum enrollment of 15 students. In the event that a class must be closed because of lack of enrollment, we will make every effort to accommodate your child in one of the other sessions.

### **Morning Classes:**

- M, W, F 9:00 – 11:30am 4 Year Olds
- T, Th 9:00 – 11:30am 3 Year Olds

### **Afternoon Classes:**

- M, W, F 12:30 – 3:00pm 4 Year Olds
- T, Th 12:30 – 3:00pm 3 & 4 Year Olds

### **Pre-K Classes:**

Monday – Thursday 9:00 – 11:30am 4 & 5 Year Olds  
(Four year olds must have completed one year of Nursery School)

## **CALENDAR**

The programs will follow a schedule similar to that of the Churchville-Chili public school system for school holidays/vacation days. The opening and closing dates for the Nursery School and Pre-K will vary from the public school calendar. Parents will be given a schedule prior to the opening of school.

## **DAILY PROGRAM**

In order to achieve the aims set forth in the booklet, the schedule must be flexible and changes may be made by the teacher to meet the needs of the children. Calendars will be posted monthly with activities listed for each day.

Some of the daily activities in which the children will participate may include:

- Free activity time (indoor and outdoor)
- Art activities (free and directed)
- Christian Development
- Language and Concept Development
- Refreshments and Cooking
- Story Time
- Songs, Rhythms, Group Games
- Listening Center
- Computer

Our school strives to provide an atmosphere of security. Through planned activities, children are guided into successful experiences in many areas. These experiences allow each child to gain self-confidence in their own ability to interact with peers within their environment.

## **FACILITY PROVISIONS**

Furniture, bathroom facilities, toys and other equipment are developmentally appropriate for three through five year old children. In order to help children develop coordination, as well as provide them with a place to release their boundless energy, we have provision both inside in the church gym and outside on a preschool playground for large motor, active play.

## **CONCEPT AND SKILL DEVELOPMENT**

All age groups will follow a program designed to be a Kindergarten readiness program. Through literature, circle time activities, games, free play, music and art, the following areas will be presented and encouraged:

### **Adjustment**

- Be comfortable within the school environment
- Become aware of school routines
- Follow school routines
- Work and play well with others
- Develop good safety habits

### **Language**

- Verbally express their needs and ideas
- Participate in group discussion
- Relate an experience or tell a simple story from pictures
- Develop vocabulary skills through the use of literature
- Songs
- Finger plays
- Make predictions about stories

### **Listening**

- Listen to stories and rhymes
- Listen to others in group discussion
- Follow one and two step directions
- Listen for letter sounds
- Listen for patterns in books

### **Identification**

- Basic colors
- Basic shapes
- Own name in manuscript form
- Letters
- Numbers

## **Math**

- Count from 1 to 20
- Identify numerals
- Become familiar with the calendar
- Copy patterns using math materials
- Use a variety of math manipulative such as pattern blocks and unifix cubes, to enrich math learning

## **Visual Discrimination**

- Recognize likeness and difference (size, shape, action)
- Locate details in pictures

## **Coordination**

- Develop gross motor coordination (run, jump, gallop)
- Develop eye-hand coordination (color, paste, cut)
- Write name in manuscript (4 year olds)
- Fine Motor Skills

## **Spiritual Development**

- Participate in prayer before snack
- Listen to Bible stories and do related activities
- Learn about God's creation
- Learn that God created each person unique
- Learn that God loves each person

## **Observation of the World Around Them**

- Weather
- Change of Season
- Colors in Nature

The children will not be expected to master all of the skills listed or have all of the concepts fully developed. Each child is to progress at his/her own rate of speed and degree of interest.

## ***EARLIER IS NOT BETTER***

Many parents are concerned when their children aren't learning letters and numbers. They feel that ditto sheets and homework in preschool programs will prepare their children for elementary school.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read in preschool may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored concepts enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, buttons, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (like  $2+2=4$ ), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division and multiplication. Without these concrete experiences, children may give correct answers, but probably won't understand what they are doing and why.

If children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are told what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers, and inventors.

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## **TRANSPORTATION**

No transportation to and from school is furnished by Pearce 4 Kids. Arrangements must be made by the parents to transport children to and from school for regular school days as well as arranged field trips.

## **HEALTH POLICY**

Pearce 4 Kids is a well-child center and parents are asked to keep children home from school if they are showing symptoms of illness or have a temperature. Such symptoms include:

- A temperature of 100 degrees or any fever accompanied by:
  - A deep cough
  - An earache or draining ear
  - Spasms of cough
  - A sore throat
- A rash of any kind until diagnosed treated or declared harmless by a physician.  
(Documentation from the physician must accompany the child when returning to school.)
- Early colds (coughing and sneezing) or very bad colds with purulent discharge
- Diarrhea or vomiting (child needs to be free from vomiting and diarrhea for 24 hours before returning to school)
- Red, running or matting eye
- Bronchitis

If a child develops any of the symptoms while at P4K, you will be notified and asked to pick up your child immediately.

## POLICIES FOR RETURNING FROM ILLNESS

ILLNESS	RETURN
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after the start of treatment (if drainage and excessive tearing has stopped)
Croup	After illness has subsided
Diarrhea Gastro Enteritis	24 hours after loose stools or after one normal bowel movement
Fever	24 hours after temperature is normal <b>without the aid of medicine</b>
Impetigo	24 hours after the start of antibiotic Rash must be covered with Band-Aid
Influenza	24 hours after symptoms have ended
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment is completed NO NITS may be present
Whooping Cough	At least 7 days after therapy is begun
Pinworm	After treatment is completed
Roseola	After illness has subsided
Strep Throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician
Mumps	14 days after swelling begins

## MEDICATION ADMINISTRATION POLICIES

Medications may be administered by trained staff only. Medications must be checked in with a trained staff member who will ensure their immediate and proper storage in the designated lock box or refrigerator. There are basic guidelines we must follow in order to administer medications, including specific paperwork we will need from your child's physician. Both the Nursery School teacher and the Pre-K teacher are certified to administer medications. Please see one of the teachers or the P4K Director if you have any questions regarding medication administration.

## TUITION & FEES

The Pearce 4 Kids Nursery School and Pre-K are non-profit programs. The expenses of the school are met by the tuition fees.

### **Tuition:**

Tuition is due on or before the following dates:

- ❖ By August 15 (two, three & four day classes)
- ❖ By October 15 (two, three & four day classes)
- ❖ By December 15 (two, three & four day classes)
- ❖ By February 15 (four day classes only)

### **Fees:**

- ❖ *Registration Fee:* A non-refundable fee of \$30.00 is to be paid at the time of registration each year.
- ❖ *Late Payment Fee:* A late fee of \$20.00 will be charged for any payments that are 10 or more days past due. Failure to follow this schedule may result in the child being withdrawn from the program.
- ❖ *Late Pick-Up Fee:* For every 10 minutes you are late at the end of your child's session there will be a charge of \$10.00.

**Make all checks payable to Pearce 4 Kids and note Nursery School or Pre-K on the memo portion of the check.**

## **SCHOOL CLOSINGS: INCLEMENT WEATHER & EMERGENCIES**

In case of inclement weather, the Nursery School and Pre-Kindergarten will be closed when the Churchville-Chili district is closed. The following media outlets will be called to post closings: 13 WHAM-TV, CW-WHAM, R-News, WROC TV-8, WHEC TV-10, and WHAM 1880 radio station. The following websites will also post our closing information: [democrateandchronicle.com](http://democrateandchronicle.com), [Momslikeme.com](http://Momslikeme.com) and [pearcechurch.org](http://pearcechurch.org)

When the school district announces a delayed start time or an early release time due to weather related issues, we will continue classes at the normal times unless you hear from us.

## **WITHDRAWALS**

Withdrawals from school will be reimbursed as follows:

Withdrawal between August 10 – September 3:

Payment will be refunded less a \$15.00 processing fee

Withdrawal between September 7 – October 22:

Tuition will be pro-rated based on the number of session attended. The refund amount will be subject to a \$30.00 processing fee.

Withdrawal after October 25:

Tuition will be pro-rated based on the number of sessions provided. The refund amount for the remainder of the school year will be 50% of the payments received.\*

Parent who choose to withdraw their child once school is in session are expected to notify the director in writing 30 days in advance. Failure to give such notice may result in your being responsible for the full tuition.

**\*A 50% tuition reduction is necessary as materials have already been ordered by this time and it is unlikely that a class can be filled after this date.**