

2018-2019

Parent  
Handbook  
and  
School  
Calendar

**Walnut Creek  
Presbyterian Preschool**

1801 Lacassie Avenue | Walnut Creek, CA | 94596  
Phone: (925) 935-1669 | Fax: (925) 935-1737 | wcpres.org

License #070200846

*Walnut Creek*

# Preschool Calendar

2018-2019

## Holidays

Veteran's Day ..... Monday, Nov. 12  
Thanksgiving Break..... Monday, Nov. 19- Friday, Nov. 23  
Christmas Break..... Friday, Dec. 21- Monday, Jan. 4  
School Resumes.....Monday, Jan. 7  
Martin Luther King Day .....Monday, Jan. 21  
President's Days ..... Friday, Feb. 15 & Monday, Feb. 18  
Easter Break..... Friday, April 19 - Friday, April 26  
Memorial Day ..... Monday, May 27

## School Events

Parent Orientation ..... Tuesday, Sept. 4  
First Day of School for T/W/TH 3's.....Wednesday, Sept. 5  
First Day of School for T/TH 3's..... Thursday, Sept. 6  
First Day of School for M-F 4's ..... Thursday, Sept. 6  
First Day of School for TK ..... Thursday, Sept. 6  
First Day of School for M/W/F 4's .....Friday, Sept. 7  
First Day of School for F/M 3's..... Monday, Sept. 10  
Family Picnic for F/M 3's..... Monday, Sept. 24  
Family Picnic..... Wed., Sep. 26/ Thur., Sep. 27/ Fri., Sep. 28  
Picture Day for 3's ..... Thursday, Nov. 1  
Picture Day for 4's, TK, F/M 3's .....Friday, Nov. 2  
Christmas Programs .....Wednesday, Dec. 19 & Thursday, Dec. 20  
Parent Conferences for 4's & TK (School Closed) .....Wednesday, Jan. 23  
Dad's Day .....Saturday, April 13  
Mother's Day Tea .....Thursday, May 9 & Friday, May 10  
End of Year Class Celebration: .....Thur., May 30; Fri., May 31  
End of Year Picnics.....Fri., May 24/ Thur., May 30/ Fri., May 31

## Preschool Staff

**Director - Terry Brown**

tbrown@wcpres.org

(925) 935-1669

Administrative Assistant.....Stephanie Decker  
Email: .....splacencia@wcpres.org  
Preschool Office..... (925) 935-1669  
Church Office ..... (925) 935-1574  
Church Fax..... (925) 935-1737  
Church Website. ....wcpres.org

## TEACHERS

Donna Doherty  
Nicole Harlin  
Julie Hicks  
Samantha Howard  
Amy Joseph  
Joselena Lopes  
Donna Maloney  
Jan Powers  
Margaret Stearns  
Lisa Whittington

## Notes

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**From the Director**

It is my great joy and pleasure to welcome you to Walnut Creek Presbyterian Preschool. We seek to provide a warm and nurturing Christian environment for the whole family.

We are honored that you have chosen to partner with us in educating your children during the most important early childhood years. We believe that your children are a gift from God and that each child is a unique person with an individual pattern and timing of development. It is our desire to help children become all God designed them to be, both academically and socially.

Our curriculum values the importance of play as a child develops the skills necessary to prepare them for a successful transition to Kindergarten and beyond. We believe that childhood is a journey, and not a race.

Thank you for inviting us to share the journey with you.

Blessings,  
—Terry Brown

***This is a copy of your Admissions Agreement***

Walnut Creek Presbyterian Preschool  
1801 Lacassie Avenue | Walnut Creek, CA | 94596  
Phone: (925) 935-1669 | Fax: (925) 935-1737 | www.wcpres.org

I understand the tuition of \_\_\_ per month for \_\_\_\_\_ is due June 1, 2018; October 1, 2018; November 1, 2018; December 1, 2018; January 1, 2019; February 1, 2019; March 1, 2019; April 1, 2019; and May 1, 2019. Tuition is considered "past due" after the 10th of the month and is subject to a late fee of \$15.00. I will notify the Director if it is necessary to be "past due." There are no refunds for illnesses or vacations. Checks returned for Non-Sufficient Funds are charged a \$25.00 service charge. If it is necessary to terminate my child's attendance at preschool, I will give a two-week written notice to the Director.

Walnut Creek Presbyterian Church (WCPC) Preschool reserves the right to modify any of the conditions of this agreement upon a 30 days written notice to the parent or guardian.

The parent is aware that the State of California Licensing Agency (Community Care Licensing) has the following authority:

1. to interview children or staff, and to inspect and audit child or facility records without prior consent.
2. to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

The parent/guardian agrees that he/she has received and read a copy of the PARENT HANDBOOK and agrees to all the operating policies and procedures as described therein.

This agreement may be terminated by WCPC Preschool with 3 days notice for the following reasons:

1. Parent/Guardian has not cooperated with the Preschool regarding the child's discipline needs.
2. Parent/Guardian has not paid the agreed upon fee or has been late paying the fee more than twice in a six month period.

WCPC PRESCHOOL MAY ADD ANY OTHER TERMS TO THIS AGREEMENT WHICH THE LICENSEE DEEMS NECESSARY, AS LONG AS THEY ARE NOT CONTRARY TO LICENSING REGULATIONS, STATE LAW OR PUBLIC POLICY.

_____	_____
Director	Date
_____	_____
Parent or Guardian	Date

## Payments Methods

### Cash:

You can pay cash directly at the preschool office. Please have the exact amount of payment, as we do not keep cash on hand at any time.

### Checks or Money Orders:

Please make checks or money orders payable to: “**WCPC**” or “**Walnut Creek Presbyterian Church**” and indicate “**Preschool and the Child’s Name**” in the memo section.

Checks may be turned in at the Director’s office or mailed to the following address:

Walnut Creek Presbyterian Church  
Attention: PRESCHOOL  
1801 Lacassie Avenue  
Walnut Creek, CA 94596

### Credit Cards:

Credit card payments are accepted online at [www.wcpres.org/preschoolpay](http://www.wcpres.org/preschoolpay).

There is a **\$5.00** fee for each online credit card transaction. Please add **\$5.00** to the amount you are paying at the time of making a credit card payment.

Should you wish to pay the entire year’s tuition via credit card or otherwise, please contact the preschool office to receive your balance and the credit card percentage fee that will be charged.

## Policy for Non-payment of Tuition & Fees

After the 10th of the month, a \$15 late fee will be assessed. A notice will be sent to all who have not paid their tuition. If payment of the tuition and the late fee are not paid for one month, the family will be asked to contact the Director for possible assistance or to make other arrangements with the preschool.

After two months, if tuition and late fees have not been paid, or if other arrangements have not been made, the family will be asked by the preschool Director to withdraw their child from school.

*NOTE: Please see section on Admission and Continued Enrollment for information about tuition refunds.*

## Organization & Philosophy

WCPC Preschool is licensed by the Division of Licensing of the State Social Services to enroll children ages 2.9 years through 5. The facility and the children’s records are subject to review by the Licensing Department of the Department of Social Services.

Five types of classes are available at Preschool:

1. For 3 year olds: Tuesdays and Thursdays from 9:00 a.m.-12:00 p.m.
2. For 3 year olds: Tuesdays, Wednesdays, and Thursdays from 9:00 am-12:00 pm
3. For 3 year olds: Fridays and Mondays from 9:00 a.m. - 12:00 p.m.
3. For 4 year olds: Mondays, Wednesdays, and Fridays from 9:00 a.m.-12:00 p.m.
4. For 4 year olds: Monday—Friday from 9:00 a.m.-12:00 p.m.
5. Transitional Kindergarten (TK): Monday—Friday from 9:00 a.m.-12:00 p.m. for children who are chronologically ready for kindergarten but for whom another year of pre-kindergarten experience would be beneficial for their growth and development.

We limit the number to 16-18 children in the 3 year old classrooms and 20 children in the 4 year old classrooms. Each classroom has two fully qualified teachers.

WCPC Preschool recognizes the crucial importance of children’s experiences during early childhood. Positive and supportive relationships during the earliest years are essential for a healthy emotional development, cognitive development, and social attachment. We believe that all areas of a child’s development - physical, social, emotional, academic, and spiritual are interrelated and equal in importance, and that play is the best vehicle for discovery and growth.

As children experience early academic and social success, it paves the way for later success in Kindergarten. We focus on the building blocks of school readiness including academics, social expression, self care and motor skills. Our curriculum is balanced to include both teacher directed learning and child directed activities. We strive to provide stimulating materials conducive to exploring, experimenting and decision making. Our goal is to foster a love of learning that will last a lifetime.

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## Admission & Continued Enrollment

Preschool is available to any child regardless of his/her parents' religious affiliation, creed, or race. Children must be 3 years old by December 1, 2018 and potty trained, as we do not have diaper changing facilities. Openings at the school are filled according to the position of a child's name on the waiting list based on the date the Director receives the application. We recommend that a child's name be placed on the waiting list at the earliest possible date. Placement on the waiting list does not guarantee that there will be an opening for the child.

**All forms required for admission will be due before your child begins school. The forms include the following:**

- 1) Application
- 2) Acknowledgement of Receiving Handbook
- 3) Child Preadmission Health History LIC 702
- 4) Consent for Medical Treatment LIC 627
- 5) Emergency Information Form
- 6) Identification and Emergency Information LIC 700
- 7) K12 Alerts
- 8) Notifications of Parent's Rights LIC 995
- 9) Personal Rights LIC 613A
- 10) Physician's Report LIC 701
- 11) Picture Release
- 12) Sign-in/Sign-out Signature Form

Continuation in school shall be determined by periodic reviews and parent conferences with the Director and the teaching staff. The best interest of the child and preschool group shall be the final determining factors in continued enrollment. If your child's behavior poses a hazard to other children, he/she will be immediately dismissed from preschool. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the preschool staff. In some cases, the Director and teachers may recommend that a child have a "sabbatical"- a few days at home before returning to school. (No tuition refunds are given for this time period).

In case of withdrawal from school, parents must give a two-week written notice to the Director. Parents are also responsible for tuition during this two-week period.

In the event of an extended absence initiated by the parents, a two-week notice in writing must be given to the Director. The child may be taken off the active enrollment list and placed at the top of the waiting list for re-admission (*Note: No tuition refunds are given for absences or holidays*).

## Tuition

Tuition is charged on the basis of the total cost of operation for the school year. We offer a 10% sibling discount for the enrollment of more than one child in the preschool program. Please contact the preschool office for more information. Tuition fees for the 2018-2019 school year are as follows:

	<u>1st Child</u>	<u>2nd Child</u>
Registration Fee:	\$50	\$50
2-day program:	\$265/mo.	\$238.50/mo.
3-day program:	\$325/mo.	\$292.50/mo.
TK (5-day) program:	\$425/mo.	\$382.50/mo.

Tuition is paid monthly, October through May. The total cost for tuition is based on 9 equal payments. September tuition is paid at the time of registration (new families), or June (returning families). ***All tuition payments are due on the 1st of each month, October to May.*** A fee of \$15 will be charged after the 10th of each month if tuition is not received. A fee of \$25 will be charged for checks returned for non-sufficient funds.

## Scholarships

A limited number of scholarships are available to assist children who might otherwise be excluded because of economic factors.

Please email the director at [tbrown@wcpres.org](mailto:tbrown@wcpres.org) for more information.

Tax Identification Number for Walnut Creek Presbyterian Preschool:

**Tax ID #: 94-1196244**

## Lunch Bunch

The Lunch Bunch program is an extended day enrichment Opportunity from 12:00-2:00 p.m. following the preschool morning programs. Children bring their lunch and participate in music, art, cooking, drama, perceptual motor skills and outdoor play.

### When is Lunch Bunch

4's & TK Programs: Starts September 17, 2018

- Mondays, Wednesdays, and Fridays: 12:00 - 2:00 p.m.

3's Program: Starts November 1 & 2, 2018

- Thursdays or Fridays: 12:00 - 2:00 p.m.

### What to Bring

A lunch consisting of a sandwich, fruit and a drink is sufficient. **Please remember that we are a nut-free school.**

### Sign-Ups

Parents may sign their child up for the Lunch Bunch program, in advance, on a semester basis and can choose from the following options:

4's & TK Programs: (1) Every Monday, (2) Every Wednesday, (3) Every Friday, (4) Every Monday, Wednesday & Friday, (5) 1st Wednesday of each month (Pizza Day).

3's Program: (1) Every Thursday or Friday, (2) 1st Thursday or Friday of each month.

Please read the lunch bunch contract for details.

### Payment

The cost of the 2-hour program is \$16.00 per day and billed in advance on the monthly tuition invoice for the following month's Lunch Bunch (i.e.: Billed in September for October's Lunch Bunch).

### Pick-Up

DISMISSAL IS 2:00 p.m. SHARP. A late fee of \$1.00 per minute per child will be charged beginning at 2:10 p.m.

## Arrival & Departure Procedures

Arrival time is 9:00 a.m. sharp. Children should not arrive more than 5 minutes before starting time. All children must be signed in to their classroom by an authorized adult. **A full legal signature as well as arrival and departure times are required on the daily sign in sheet provided by the school.**

A child may not leave the classroom or school premises until they have been signed out and released by the teacher or Director to an authorized adult. Children are released only to those adults authorized on the Emergency Form in the child's file. **NO EXCEPTIONS!** Dismissal is 12:00 p.m. SHARP. A late fee of \$1.00 per minute per child will be charged beginning at 12:10 p.m. Do not leave siblings in the car at any time.

### First Days of School

In these first days of school, you are welcome to remain with your child for as long as you feel necessary. Our primary concern during this time is your child's comfortable transition to school. If you suspect his/her confidence might waver before the end of the morning session, try to have your phone with you. Sometimes he/she will need to call it a day and just go home early. It is very common for a child who makes an easy initial adjustment to get "cold feet" one month into the school year. See your child's teacher for suggestions.

### Sample Daily Schedule

Our daily schedule is designed to offer a balanced program that has continuity and flexibility in meeting the individual needs of young children.

Greeting Circle  
Art/Free choice activities  
Small Group Time & Learning Centers  
Snack  
Outdoor Activities  
Storytelling/Literature  
Group Teaching Time  
Dismissal



## Curriculum

Experience and teaching encourage children to grow in the knowledge of God. In all areas of learning they will know that God loves and cares for them. Our curriculum includes:

- Learning experiences that stimulate social, emotional, spiritual, physical, and intellectual development
- A safe environment for the freedom of discovery, creation, exploration, and surprise
- Activities that develop age appropriate skills and concepts needed to experience success and designed for Kindergarten readiness
- Zoo-Phonics: Multi-sensory approach to teaching letter recognition, letter sounds, decoding (reading) and encoding (spelling & writing)
- Opportunities to help children learn together, share, cooperate, and grow in confidence and trust

Our preschool strives to maintain a good balance between child-initiated play activities and teacher-directed learning activities. It is our goal to stimulate independent thinking and to give each child many opportunities for experimentation and problem solving. Teachers guide children in ways that build good self esteem and encourage learning. Words giving positive reinforcement to each child are used throughout the morning.

### Bible Lessons

Biblical themes are woven into our curriculum each month. We share the stories of God's love, Jesus' lessons, and the people of the Bible and how they followed God. Through Bible verses and stories, we hope to show children how Jesus and His lessons can be very real for them. For example, the children learn that Jesus is our friend and how they can be a friend to others. We want to help children understand that God loves them and will help them every day.

## Emergency Information

It is imperative you leave a cell phone number where you or another authorized adult can be reached during preschool hours. Remember to keep cell phones "on" during school hours.

### Injuries

An Ouch Report is made in the event of a minor injury and parents will be notified when the child is picked up. In the event of a more serious injury, you will be called immediately. The signed registration form gives us permission to seek emergency medical treatment for your child if you and/or the person you have designated as the emergency contact are unavailable.

### Medication

No medication of any kind will be administered to a child without a parent's written instruction. Only medication prescribed by a physician in its original container with the child's name will be given.

## Community Disaster Guidelines

If an emergency, earthquake or other disaster occurs at the preschool:

- Communication with the school or church may be temporarily disrupted.
- Teachers will give children any emergency care needed.
- When it is determined to be safe, and you arrive at school to pick up your child, cars must be parked so that emergency vehicles can get through. The Director and/or teachers will be responsible for the release of children.
- If evacuation or school closure is necessary, parents will be notified via a text or an email alert through the K12 Alerts notification system.



### **Illness**

In order to protect all of our children, please do not send your child to school if they are showing signs of illness, such as a fever (100.5 degrees F. or above), diarrhea, stomachache, nausea, constant coughing, sore throat, or headache the previous night. Children should be free of pain and fever, without any fever reducing medications, for 24 hours before returning to school. Children who are ill will be sent back home during health inspection. Parents should notify the school office whenever their child is to be absent from school due to illness or injury or if the child has a contagious disease.

### **Communication**

Only when the school and the parents have open communication can we continue to provide an outstanding program to meet the needs of your child. Should you have any questions or concerns, please call the preschool office at (925) 935-1669. Our office is open during preschool hours. If a meeting is needed, the Director and the teaching staff will meet with you at a mutually agreeable time.

### **Parent Conferences**

The parents of children in our 4 year old and TK programs will be scheduled for a parent-teacher conference for each child at the end of January. We do not schedule formal conferences for 3 year olds. Parents are welcome to make an appointment to meet with the Director and/or teachers at any time.

### **Chapel**

We welcome you and your family to Chapel once a month at 9:15 a.m. in the Sanctuary. Chapel is a time for kids to hear about God's love in a fun and wiggly way. Children share the Bible verse they learn during the month about who God is and how He wants us to care for one another. Each class will also lead the other children in a praise song. Dates for Chapel will be given in our classroom newsletters.

### **Dramatic Play**

Dramatic play helps children understand their world by playing out other roles and characters:

- Cooperating and sharing
- Working out fears
- Empathy and understanding
- Fine motor development (buttoning, snapping, lacing, and putting on/off jackets)
- Math skills (cash registers, scales and measuring tapes)

### **Art**

Our goal is for children to creatively express themselves and to feel good about their creation. It is the *process* that matters, not the product.

- There is no right or wrong way to do art
- Colors, textures, shapes and lines
- Geometry and spatial sense
- New words (i.e. palate, collage, wavy, blending)
- Some projects that are craft-like help children to follow directions

### **Science**

- Life Science: Explore plants, animals, rocks, etc.
- Earth Science and the Environment: Participate in sand and water play
- Develop good observation skills
- Appreciate God's wonders

## Tactile

- Open ended creativity (builds confidence)
- Hand strengthening (fine motor activities and pre-writing)
- A calming effect (can help shy children)
- Pound, roll, squeeze and safely cut play dough and other tactile materials (introduce cutting skills)

## Sand & Water

- Promote cooperative play (socialization)
- Help develop hand-eye coordination (pre-reading)
- Use fine motor control (pre-writing)
- Teaches the concepts of volume, capacity and conservation (pre-math)
- Can have a calming effect on children (self-care and pre-social skills)

## Manipulatives

- Connecting beads, patterns, geo-boards, parquetry blocks, shape puzzles (problem solving)
- Data collection, sorting, matching, classifying and counting (math)

## Blocks

- Negotiating, sharing and respecting others in cooperative play (social/emotional)
- Hand-eye coordination, large and small muscle development (physical)
- Learning to recreate mental pictures of their world in a concrete form which is the basis of abstract thinking (cognitive)

## Clothing

Vigorous play and a variety of art experiences require that children be dressed in durable, washable clothing (girls are usually more comfortable in pants). A sweater or coat should be provided for a change in the weather. Please dress your children in age appropriate clothing (not difficult to put on or take off by themselves). **Due to safety concerns and the insurance policy of the church, students must wear enclosed shoes. Please check to have extra season-appropriate clothing available in your child's cubby, including a pair of socks for bathroom accidents .** Be sure to mark all of your child's belongings with his or her name and place them in a zip-lock bag to be stored in his/her cubby.

## Nutrition

A mid-morning snack is served daily. Snacks may consist of a fruit or vegetable, cheese and crackers, and juice or water. Please alert your child's teacher if your child has any food allergies. **The preschool is a nut free environment.**

## Birthdays

If your child has a birthday during the school year and you would like to bring a treat for all the children in your child's class, please make arrangements with your child's teachers. Summer birthdays may also be celebrated. If you are planning a birthday party and **all** of the children in the class are invited, you are welcome to place invitations in the children's cubbies. If only a select number of children are invited, please mail your invitations.