



Letting our light shine...
Matthew 5:16

STUDENT & FAMILY HANDBOOK

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INTRODUCTION

Derbyshire Preschool ("DPS") is a non-profit program and a ministry of Derbyshire Baptist Church. Licensed as a church operated program, religious exempt, DPS meets the annual requirements of the state of Virginia. It provides planned educational experiences for children who range in age from six months through five years. In an atmosphere of love and acceptance, each child is encouraged to grow and develop a positive self-image.

Derbyshire Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or any other school administered programs.

CURRICULUM

Our program is based on the award-winning, research-based *Learning Without Tears* curriculum, which utilizes a multisensory approach to teach a variety of readiness, writing, literacy, and early math skills including directionality, letter recognition, matching, vocabulary, rhyming, imitation, problem solving, patterns, and sequencing.

Children move, touch, feel, and manipulate real objects as they learn the habits and skills essential for kindergarten. Other multisensory lessons in the teacher's guides use Imaginary Writing, Wet-Dry-Try, music, movement, finger plays and building Mat Man to teach crayon grip, top-to-bottom habits, capital letter formation, body awareness, drawing, and counting skills.

Beginning with our Cherub classes, age appropriate activities are incorporated into daily activities. Emphasis is placed on the developmental level at which each child and age group is functioning. Daily activities include center time, small group activities, music, science, art, chapel, creative movement, and outdoor play.

All ages, including even our youngest Cherubs, at 6 months, will enjoy a weekly music class and various other age appropriate activities.

Through our curriculum, DPS encourages each child to love learning and have lots of fun along the way. This curriculum provides opportunities for children to grow cognitively, emotionally, and socially in a secure Christian environment.

FACILITY AND SAFETY PROCEDURES

Derbyshire Baptist Church provides bright, spacious classrooms for use by DPS. A sanctuary, music room, resource rooms, and indoor play areas are also available for the Preschool. The outdoor playgrounds are fenced and have certified playground mulch surface for safety purposes. The playgrounds are checked daily by the staff and inspected annually by an outside inspection company. DPS is approved annually by the Virginia Department of Education, Health Department, and the Fire Marshall. Fire safety is a part of the curriculum in all age groups. Fire drills, with a fire alarm, are held each month to ensure the children's safety. Twice a year the children practice indoor safety procedures in the event of a tornado or hazardous occurrence outside the building.

For the safety of our children, all entry doors remain locked throughout the facility. During peak arrival and departure times, a DPS staff member will be at the doors allowing parents and authorized personnel into the building. Complete Drop Off & Pick Up procedures are described in related sections below.

INSURANCE AND ENROLLMENT

Derbyshire Baptist Church provides liability insurance in excess of state law. The annual program enrollment is approximately 100 children. The staff/child ratio is dependent on the age group and meets or exceeds the expectations outlined by the State of Virginia.

STAFF

Staff members are selected on the basis of educational background and experience as well as personality, love of children, and the ability to work effectively with children. Staff members are required to do 20 hours of continuing education each year. They are also provided special training in lifesaving techniques for infant and child First Aid and CPR. Several staff members are certified in PMAT training to administer emergency medication. Each staff member must submit an annual statement from a practicing physician stating that she/he is free from any disability that would hinder her/his work with children. Fingerprinting and background record checks are also required for all staff.

ENROLLMENT OPTIONS

Students from 6 months through 3 years old have the option of attending DPS for 3, 4, or 5 days per week. PK students must attend for 4 or 5 days per week. 3-Day Programs operating on Tuesday, Wednesday & Thursday. All 4-Day Programs operate Monday through Thursday. 5-Day Programs operate Monday through Friday.

AFTER SCHOOL ENRICHMENT PROGRAM

Preschool students who are fully potty-trained can take advantage of the After School Enrichment Program, which operates until 1:30 PM on Tuesday, Wednesday & Thursday.

INCLEMENT WEATHER

When weather conditions or emergency situations necessitate the closing of school, DPS will follow the closing of Henrico County Public Schools. For a delayed HCPS opening, DPS will open from 10:15 AM – 12:15 PM. This applies for **any** HCPS delay (one or two hours).

The reopening of school will follow HCPS unless the parents are notified by phone.

Days missed because of inclement weather or emergency closings will not be made up.

VISITATION

Parents are encouraged to be a part of their child's preschool experience. Opportunities for participation in class activities will be offered during the year for Preschool Classes (3s & PK). Parents with special talents are invited to share them with his/her child's class. Parents are always welcome to visit our classrooms.

COMMUNICATION

Good parent-school communication is essential in preschool. Teacher updates are emailed regularly to notify the families of daily activities and events. A school-wide Weekly Newsletter is emailed every Friday as well.

Parents of Preschool children (3s & PK) are encouraged to participate in Conference Days held both in the fall and spring. Each parent will have a scheduled time with the teacher to discuss their child's progress. Written evaluations will be given to the parents.

Parents of children in our Cherub classrooms (6-35 months) are encouraged to discuss their child's development and success in the classroom through phone calls or requested conferences outside of school hours throughout the year.

Whenever a parent desires a special conference, the teacher and/or director will be available upon request. For the safety of the children, unscheduled conferences with the teacher should not take place during school hours. The Director is available for conferences each day.

DISCIPLINE

Positive methods of discipline, such as redirection and active listening are implemented at DPS. If a child is having a behavior problem at school, the parents will be notified. DPS reserves the privilege to dismiss any child whose needs cannot be met by our program.

CLASS PLACEMENT POLICY

While final class placement is at the sole discretion of DPS' Director, the Director, in conjunction with the teacher and the parents, may make exceptions for class placement based on the individual needs of the child and DPS.

ARRIVAL & DISMISSAL POLICIES

Morning Drop Off Schedule

Cherub Flexible Drop Off 8:15 - 9 AM - at Cherub Office Entrance
Preschool Flexible Drop Off 8:15 - 9 AM - at Preschool Portico Entrance

Afternoon Pick Up Schedule

Cherub Pick Up 11:50 AM - 12:00 PM - enter at Cherub Office Entrance; exit from Church Main Doors
Preschool Pick Up 11:50 AM - 12:00 PM - via Carpool at Preschool Portico Entrance
After School Enrichment Pick Up 1:30 PM - from DBC Courtyard, walk up with ID

All vehicles should enter the church from the LARGE, main parking lot by the west entrance off Derbyshire Road. Turn LEFT and follow the parking lane to the back parking lot behind the Preschool playground. Continue AROUND the playground following the parking lane to enter the ONE-WAY carpool lane drive that leads to both the Cherub Office Door and the covered entrance at the Preschool Portico Entrance. It is vital that you follow this pattern when using the carpool lane throughout the year. Do NOT take shortcuts through the large parking lot!

Please display your child's Carpool Sign on the front passenger window (with provided suction cup hook), and ensure you have it in place prior to entering the carpool lane.

Cherub Drop Off

Park on the RIGHT side in between the two playgrounds. Bring your child to the Cherub Staff at the Cherub Office door.

Preschool Drop Off

Park on the RIGHT side of the carpool lane under the Preschool Portico Entrance. Preschool Staff will come to the car, open the door, and walk in each child. Parent's please stay in the driver's seat so we can keep the line moving.

Preschool Pick Up

Park on the RIGHT side of the carpool lane under the Preschool Portico Entrance. Preschool Staff will bring the child out to the car.

Once your child has entered the car, drivers should pull forward and put flashers on and park along the left side of the small parking lot. At this time seatbelts can be placed on the children by the driver. This process allows the line to move at a faster pace.

Cherub Pick Up

Park in the large parking lot of the church building. Walk behind the church, along the sidewalk of the carpool lane to the Cherub Office door for pick up of your child:

INFANT Parents walk into Cherub office door to pick up at classroom inside; exit internally through church main doors

TODDLERS At the first toddler playground from teachers; exit internally through church main doors

2 YEAR OLDS At the second, bigger playground from teachers; exit internally through church main doors.

Cherub Rain/Snow Pick Up - children will NOT be on the playgrounds:

INFANT & TODDLER Classrooms will dismiss directly from their classrooms inside.

TWO YEAR OLDS Classrooms will dismiss from Cherub Office Door - come inside the hallway to dismiss from the Cherub Lobby.

Teachers will sign-out each student as he/she is loaded in the correct vehicle.

These policies are intended to help alleviate congestion, however, we ask for your patience and consideration as we wait for drivers to buckle their children into seats. Please use extreme caution when passing a vehicle in our two-lane carpool lane and as you travel behind the parked church vehicles as they also may need to leave at the same time as our carpool time frame. The carpool lane will move more quickly as we become familiar with the vehicles and faces.

Remember to drive slowly in the parking lots, be courteous to each other, and always be aware that the safety of the children is of greatest importance.

Other Carpool Policies:

Children will only be loaded and unloaded on the passenger side of the car.

DPS Staff will not load children into cars that are not properly equipped with car seats and/or booster seats for all of the children riding in the car.

DPS will not release a child to any person (other than parents and those listed as Emergency Contacts/Authorized Pick Up) with a parent's written consent. If your child will not be going home with his/her regularly scheduled pick up person, a Pick Up Permission slip must be sent to the school. If there is a last minute change in carpool arrangements, you may call the school office.

Parent Permission Form This form must be completed and sent in to your child(ren)'s teacher if someone other than an authorized pick up person or authorized carpool driver is picking up your child from school on a specific day. It is available on the DPS website, and may also be obtained through your child(ren)'s teacher or the DPS Office. When in doubt, fill it out! You can send these forms through your child(ren)'s daily folder for collection each morning. Be sure your pick-up person is familiar with this security policy, and has their driver's license ready to show to a DPS staff member. If an emergency arises, call the DPS Office immediately to give pick-up instructions and we can fill out the form for you.

LATE PICK UP POLICY

DPS assesses fines for late pick ups. This includes a parent arriving at the school late to pick up their child at the end of the school day or a school-sponsored program, and a parent arriving more than 30 minutes after being provided notice that their child is sick and must be picked up. DPS assesses a fine of \$10 for every 10-minute block of time (or part thereof) that a parent is late picking up a child, as determined by the school's clock (minimum will be \$10). Parents are not considered late for purposes of this policy if they are waiting in the carpool line. Parents who are running late as a result of an emergency should contact DPS.

The doors to DPS will be closed at 12:05 PM. After that time, parents are considered late and must come inside to pick up their child. Parents must sign the child out and indicate the time of pick up according to the school clock. Parents will be billed accordingly.

All other programs end at 1:30 PM (After School Enrichment). Parents will be considered late for any of these afternoon programs if arriving after that time.

Morning Flexible Drop Off permits that students may arrive any time between 8:15 and 9 AM. Morning activities begin at 9 AM. **It is important that your child be here on time in order to participate fully in the activities.** IF THERE IS NO DPS STAFF OUTSIDE TO GREET YOUR CHILD, PLEASE PARK YOUR CAR AND WALK YOUR CHILD TO THE DOOR. IT IS IMPORTANT THAT YOUR CHILD'S TEACHER IS AWARE THAT HE/SHE HAS ARRIVED. You must walk your child to the classroom door or walk your child to the office if the class is not in their room. NEVER LEAVE YOUR CHILD UNATTENDED.

HEALTH

Parents are asked to use their best judgment to protect their child as well as other children in school from illness. Children who have symptoms of any contagious colds or illnesses should be kept at home. This includes: fever within the past 24 hours, throwing up or diarrhea within the last 24 hours, a deep cough, excessive fatigue, nasal discharge that is either thick or discolored, Chicken pox, "Fifth's disease," Impetigo or unexplained rash, conjunctivitis or a cold. When a child shows signs of illness at school, his or her parents will be called to come and pick up the child from school within 30 minutes. The child will be brought to the school office until the parent or authorized pick up person arrives. Parents are asked to maintain accurate emergency contact numbers and current cell phone numbers in the school office.

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families, they come into contact with viruses and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to, shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold could become a serious illness. We do, however, want to protect a child from an unusually high exposure to germs all at once.

In a child care setting, children come into contact with groups of other children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken.

For this reason, the staff at Derbyshire Preschool will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs which may be spread in several ways. Intestinal tract infections are spread through stools. Respiratory tract infections are spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful hand-washing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well, taking extra precautions with diapering or toilet training children, and working to maintain sanitary conditions throughout the school.

You, the parents, can help us in our efforts to keep your children healthy. We ask your cooperation in the following ways:

If your child has been exposed to any of the diseases listed on the Communicable Disease Reference Chart, we ask that you notify us of the exposure.

Disease From	Early Signs & Symptoms	Incubation Period	Excluded School
Chicken Pox	Rash of small blisters developing from small pimples; fever with start of eruption	3-17 days	7 days after eruption
Conjunctivitis	Redness of one or both eyes with or without discharge	24-72 hours	24 hours after eruption
COVID-19	Fever, cough, fatigue, body aches, chills, headache, sore throat, nasal congestion, nausea	Current guidance from CDC & VDH	Current guidance from CDC & VDH

Strep throat	Low-grade fever, irritability, loss of appetite, and swollen glands	3-5 days	2 days after treatment begins
Scarlet fever	Fever, sore throat, rash on body	1-3 days	7-10 days
Flu	Fever, aching muscles, chills, headache, cough, fatigue, weakness, nasal congestion, sore throat	1-7 days	5-7 days
Infectious Hepatitis	Fever, nausea, abdominal pain, jaundice	7-21 days	7 days
Impetigo	Blisters which dry, yellowish crusty scab on skin or mucous membrane	1-5 days	3-5 days
Head Lice (Pediculosis)	Severe itching and scratching, eggs attached to hair in small, round, gray lumps	7-14 days	Effective until treatment is complete. "Rid" is effective and available at the drugstore
Mononucleosis	Fever, sore throat and enlarged lymph glands	2-6 weeks	Exclude until doctor says child may return
Ringworm of scalp	Localized round patches, with short broken hair	10-14 days	None, if under treatment
Ringworm of skin	Scaly, red circular or oval patches on skin	10-14 days	None, if under treatment

If your child shows any of the following symptoms you will be called and asked to come immediately. Please help us protect the other children by responding promptly. If your child has any of the following symptoms at home, we ask that you keep them out of school until the symptoms are gone or until your physician says it is all right to return. Again, children should not return to school until 24 hours after a fever, without the use of fever-reducing medications.

These symptoms include, but are not limited to:

- Fever greater than 100 F, or 37.7 C
- Severe coughing - child gets red or blue in the face
- High-pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing - especially in infants
- All indications of respiratory illnesses (including influenza, COVID-19, RSV, etc.)
- Yellowish skin or eyes
- Pinkeye tears, redness of eyelid lining, followed by swelling and discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Crusty, bright yellow, dry or gummy areas of skin - possibly accompanied by fever
- Unusually dark, tea colored urine - especially with a fever
- Gray or white stool
- Headache and stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of scalp

If any of the above symptoms are present or if a child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, you are asked to look for any of the above symptoms or inform the child's teacher so that the child can be watched carefully for the development of symptoms.

If at any time the child tests positive for any illnesses, you are to follow the guidance of the child's doctor for when they are to be cleared to return to school.

A medical health form signed by a physician must also be kept on file in the DPS office. This form, mandated by the Department of Social Services, states the child has received the required vaccinations and is signed by the physician.

MANDATORY ABUSE & NEGLECT REPORTING

All Derbyshire Preschool staff must follow Virginia's mandatory reporting obligations for suspected child abuse and neglect. Any DPS employee who, in their professional or official capacity, has a reason to suspect that a child is an abused or neglected child must immediately notify the Director, who will then take responsibility for immediately reporting that suspicion of abuse or neglect. If the DPS employee with the suspicion of abuse or neglect is, for any reason, unable to escalate their suspicion to the Director, that employee must report their suspicion of abuse or neglect to the local department of social services where the child resides or to the Child Abuse and Neglect Hotline (1.800.552.7096) within 24 hours. Any DPS employee who makes or receives a report of suspected child abuse and neglect must inform the Director the day they make or receive the report. In compliance with the law, a notice outlining child abuse and neglect reporting requirements in Virginia is posted within DPS.

Va. Code Section 63.2-100 defines an abused or neglected child as any child under 18 years of age:

- Whose parents or other person responsible for their care inflicts or threatens to inflict a non-accidental physical or mental injury;
- Whose parents or other person responsible for their care has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Whose parents or other person responsible for their care neglects or refuses to provide care necessary for the child's health, including adequate food, clothing, shelter, emotional nurturing or healthcare;
- Whose parents or other person responsible for their care abandons the child;
- Whose parents or other person responsible for their care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material;
- Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis;
- Whose parents or other person responsible for their care creates a substantial risk of physical or mental injury by knowingly leaving a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000 and in the Justice for Victims of Trafficking Act of 2015.

SNACKS

Derbyshire Preschool is a Nut-Free Preschool due to the increased number of students with allergies that may require Epi-pens. Each child is asked to bring a nutritional nut-free snack and water bottle/cup to school each day. Fresh fruit is an excellent choice for snack. Small snack containers or bags are preferred. Please label with your child's name. Candy and cookies should be limited to special occasions. No gum is allowed. Lunch is not provided by the school.

PERSONAL BELONGINGS

CHERUB (6 - 35 months)

Please allow your child to bring his or her “lovie” from home. The “lovie” item may include pacifiers, blankets, and/or stuffed animals, and please let your teacher know what your child calls that “lovie” item!

Your child should bring a diaper bag or DPS tote bag (provided at orientation) with diapers, a change of clothes, their bottle or sippy cup and a nut-free, healthy snack. Please label all of the items, including the diapers, with the child's name.

When your child is in the process of potty training, as long as he or she is having reasonable success at home and initiating going to the potty, we encourage you to let them come in training pants or pull-ups. Please send extra sets of clothes! Don't expect your child to have more or even as much success away from home. We praise for all successes and never scold for accidents. Discuss this with your child's teacher when your child is ready to make these changes!

PRESCHOOL (3 - 5 years)

Your child should bring their DPS tote bag (provided at orientation) to school each day, which is large enough to accommodate artwork and school papers. We ask that you send one set of all season clothing (including socks) in a plastic bag marked with your child's name. These clothes are left at school for emergency use. Please exchange clothing during the year if your child's size changes. Remember to return emergency clothing to school if your child wears them home.

ALL STUDENTS

Please do not allow your child to bring toys to school. We have ample toys and equipment at the school.

The children enjoy outdoor playtime every day that the weather permits. Please be sure to check the weather report so that your child will be dressed comfortably each day. Children need to wear shoes that are suitable for playing in the mulch on the playground. Coats, hats, mittens, gloves, and boots must be plainly marked with your child's name. Please do not send an umbrella with your child due to safety issues in the hallway.

ADDITIONAL ACTIVITIES

Additional Activities are activities outside the normal hours of Derbyshire Preschool operation, Monday-Friday, 8:15 AM - 12:00 PM. Participation in these additional activities is optional. Sign up for these activities is an additional fee and will be incorporated into your tuition.

After School Enrichment (ASE, ages 3-5)

After School Enrichment enrollment is offered on Tuesday, Wednesday & Thursday, from 12:00 PM - 1:30 PM. Refunds are not given for missed days. Children bring a nut-free bag lunch and drink (no milk or bottles with caps, a Health Department requirement). All children must be picked up no later than 1:30 PM in the Church Courtyard (along Derbyshire Road), with their ID ready to be presented to the ASE staff.

CLASS PARTIES

Each class may celebrate with various holiday parties during the year. Parents will be contacted directly by their child's teacher when coordinating class parties, and we ask that parents contribute what they can for these celebrations. Please be sure to check ingredients with the teacher to be sure they are safe for all of our students. We want all of our children to enjoy safe and healthy celebrations.

Everyone is encouraged to celebrate his or her birthday at school. We celebrate summer birthdays, too! If you would like to provide a non-edible treat for the class on your child's birthday or special designated day, or come to read to the class, please contact the teacher. We also request that you do not send party invitations to school unless every child in the class will be invited to the celebration.

ACTIVITY HIGHLIGHTS

Music

Children will have weekly music class with the DPS Music Teacher. The children will enjoy learning a variety of songs including traditional, seasonal, religious, sign language, and patriotic songs. Special Family Music Days where the children will present the music they've learned will be announced throughout the school year.

French

Preschool children will attend bi-weekly French Lessons. They will learn the basics of French language, culture, and develop a love and appreciation for learning!

Chapel

Children will attend bi-weekly Chapel Time with Elizabeth Tuck, the Director of Children & Family Ministries at Derbyshire Baptist Church. They will hear Bible stories and songs that teach basic values about family, friends, and an appreciation for God's world.

STREAM Lab

Preschool classes will meet bi-weekly for special STREAM (Science, Technology, Reading, Engineering, Art and Math) learning activities, which will include an introduction to technology and science experiments. Art projects will also be incorporated throughout the year.

In-House Field Trips

Throughout the year, DPS holds special events as in-house field trips for our students. This may include visits from local authors, Henrico County Fire & Police Departments, Teddy Bear Clinics, The Story Lady, and many more!

Family Events

DPS works in conjunction with the special seasonal events at Derbyshire Baptist Church! This includes a fall Trunk or Treat event, Palm Sunday Easter Egg Hunt & Petting Zoo event, and so many more in between!

Various other events are scheduled throughout the year at DPS! Mothers, fathers and Grandparents are honored with special celebrations throughout the spring.

Outreach Projects

DPS families will have the opportunity to participate in several service projects throughout the year. These may include collections for the Henrico Christmas Mother, Food Bank, and SPCA.

Fundraising

DPS families will have the opportunity to participate in various fundraising events for the school's Elliott Mayfield Scholarship Fund each year.

WITHDRAWAL

If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given. Release from the contract is given at the discretion of the DPS school administration.

If the school feels the needs of a child can be met better elsewhere, DPS reserves the right to withdraw a contract.

DPS also reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact us if there is a problem.

DERBYSHIRE PRESCHOOL OBJECTIVES

Social

1. To learn to get along with others
2. To begin to assume responsibility
3. To learn to give and share
4. To become aware of making good choices

Physical

1. To participate in a variety of motor activities
2. To develop fine and gross motor skills
3. To know and follow simple safety rules
4. To practice good hygiene and nutrition

Academic

1. To stimulate a desire to learn
2. To develop necessary school readiness skills
3. To broaden his or her range of interest
4. To encourage curiosity and creativity

Emotional

1. To grow in independence
2. To develop self-control and discipline
3. To maintain a feeling of security while away from home
4. To develop a positive self concept

Spiritual

1. To develop an awareness of God's love
2. To learn by Christian example
3. To learn about the Bible through stories and songs
4. To worship through prayer and song
5. To understand that each child is special

STUDENT & FAMILY HANDBOOK ACKNOWLEDGEMENT

By signing below, you confirm that you have both read and agree to all policies within the Derbyshire Preschool Student & Family Handbook.

Parent's Name _____

Parent's Signature _____ Date _____