



Letting His Little Light Shine

Calvary Kids Preschool

Located at Calvary Baptist Church

2407 Broadway, Yankton, SD

(605) 665-5594

www.calvarykidspreschool.com

2017-2018
Student Handbook

Welcome to Calvary Kids Preschool!

When you enroll your child at Calvary Kids Preschool, we as a staff assume the responsibility of assisting you with your child's unique needs. We will love and respect your child and help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned program to provide a beneficial and educational experience.

You are welcome to contact us at any time during the school year. We are here to partner with you in your child's education. We are so glad you chose Calvary Kids Preschool... thank you for sharing your child with us!

Laurie Hanson, Teacher

Cell number: (605) 760-2816

E-mail: lauriehanson@cbchurch.com

Laura Kotalik, Children's Ministry Director

Cell number: (605) 760-3717

E-mail: lurakotalik@cbchurch.com

Calvary Office Phone Number: (605) 665-5594

Office Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday

Calvary Kids Preschool is a ministry of Calvary Baptist Church under the Children's Leadership Team.

The Calvary Kids Preschool Committee consists of the Children's Ministry Director and 3-4 additional members which are appointed by the Children's Leadership Team. The Committee meets monthly.

The 2017-2018 Preschool Committee members are: CMD Laura Kotalik, Erin Schuster, and Hannah Zimmerman.

History of Calvary Kids Preschool

In January 2010, the proposal for Calvary Kids Preschool was presented to the church and approved. The Preschool Committee continued working and our first year of operation was the 2010-2011 school year. We began our inaugural year with 14 students.

Our second year of operation, we added a teacher's aide position. Student numbers increased to 33 by the end of the 2011-2012 school year. A Mexican Fiesta fundraising dinner was held which allowed us to purchase a SmartBoard for the classroom.

New students and new families came to the school each subsequent year. With a strong curriculum and gifted teachers, our preschool will continue to be an outreach mission. We are currently in our eighth year (2017-2018) and are so grateful to Calvary Baptist Church for supporting the school.

Calvary Kids Preschool Mission Statement & Philosophy of Education

MISSION STATEMENT

Calvary Kids Preschool is an outreach ministry of Calvary Baptist Church. The mission of the school is to provide quality education in a caring Christian environment and to minister to our students and their families.

All staff members are to be role models of Christian living, to be witnesses to Jesus' love through routine experiences, to be open to the Holy Spirit's direction, and to maintain professional relationships with staff, students, and their families.

PHILOSOPHY OF EDUCATION

We believe comprehensive preschool education should be age appropriate and based on solid child development principles. It should address the child's development in the following areas:

Social Emotional Physical Cognitive Spiritual

In our setting, the preschooler will have a stable environment and the opportunity to:

- Learn to work and play with others
- Development large and small muscle dexterity
- Receive stimulation for creative mental development
- Learn to deal acceptably with emotions
- Develop an understanding of God, Christ, loving, sharing, and other Christian values

We believe play should be the primary medium for a preschooler's learning. The preschool provides a group setting with which the child can feel secure and separate easily from parents.

The teacher/child ratio is low, so teachers have the opportunity to observe play and creative expression, and there is a balance between child-selected and teacher-guided activities.

Our preschool provides an opportunity for one-on-one experiences between teacher and child and fosters the development of peer group friendships. We believe that each child develops at his/her own pace and he/she is treated as an individual.

STUDENT & SCHOOL INFORMATION

3 YEAR OLD CLASS

Tuesday & Thursday
8:30 - 11:15 a.m.

4 YEAR OLD CLASS

Monday, Wednesday, Friday
8:30 - 11:15 a.m.

JUNIOR KINDERGARTEN

Monday - Friday
12:30 - 3:15 p.m.

ENROLLMENT

When we have received a completed registration form and registration fee, students will either be officially enrolled as a student at Calvary Kids Preschool or placed on a waiting list until space allows (registration fees will be refunded to those on the waiting list if space does not allow).

3 YEAR OLD CLASS – child must be 3 on or before September 1 to be eligible to enroll in the fall semester of preschool.

4 YEAR OLD CLASS & JUNIOR KINDERGARTEN – child must be 4 on or before September 1 to be eligible to enroll in these classes.

TOILET TRAINING - All children must be toilet trained upon enrollment.

SPECIAL NEEDS – Calvary Kids Preschool may not be able to provide for children who require special care or services. Please communicate special needs to us so we can determine if we are able to provide appropriate classroom accommodations.

TRIAL PERIOD – All children are considered on a trial basis for two weeks and, if need be, children may be removed from the school at the discretion of the preschool committee. Calvary Kids Preschool reserves the right to request the withdrawal of any child for reasons consistent with the best interest of the child himself, the other children, and the school. This policy is without regard to race/sex/creed/color/religion, and is in place in order to ensure all children attending are in a safe and comfortable atmosphere in which to grow and develop.

TUITION & FEES

A \$50 registration fee is required with application. Tuition is payable on the first school day of each month (August to April) as follows:

3 Year old class - \$75 monthly payment

4 Year old class – \$90 monthly payment

Junior Kindergarten - \$135 monthly payment

Payments may be dropped off at the Calvary Baptist Church office or placed in the payment box on the wall by the student mailboxes (make checks out to Calvary Baptist Church). Payments may also be made on line through the church website. Payment inquiries may be directed to the Calvary Baptist Bookkeeper.

ARRIVAL & DISMISSAL

Students are to be dropped off no earlier than five (5) minutes prior to their class time and should be picked up promptly when school is dismissed. Please remember that our teachers have other commitments and respect their time. Please call if unusual circumstances keep you from getting here on time.

Parents (or caregivers) are asked to drop students off at the classroom (where you will sign them in) and pick them up at the classroom (where you will sign them out). If someone other than those designated on the registration form will be picking up the child, please contact us to let us know.

PARKING

In order to ensure the safety of all of our preschoolers, please be sure to park in a parking space in the lot (not in front of the door) when you drop off and pick up your children.

ABSENCES

Parents must call the school (606-665-5594) or e-mail (lauriehanson@cbchurch.com) to let us know if your child will miss school due to illness, family plans, etc. If we do not hear from parents, the Preschool Teacher or Children's Ministry Director will attempt to contact the family.

SCHOOL CANCELLATIONS AND EARLY DISMISSALS

In the event of inclement weather, if school will be postponed, cancelled, or dismissed early, announcements will be made on the Calvary Kids Facebook page. There will be no school on the days the Yankton School District cancels due to weather and we will dismiss early when the Yankton School District dismisses early for weather as well. Yankton School District announcements are made on KYNT / WNAX and KELO television.

APPROPRIATE DRESS - STUDENTS

Parents should label all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name.

EVERYDAY CLOTHES - Parents should dress the children in comfortable, washable play clothes. Classes will be painting, cooking, mixing, etc. and things can get messy!

OUTDOOR PLAY - Students play outside all year unless it is very cold. Parents should make sure children are properly dressed for the South Dakota weather (winter gear should include a winter coat, snow boots, snow pants, mittens, and hats).

EXTRA CLOTHES – Parents should send a complete change of clothing with your child at the beginning of the school year. Place in a Ziploc bag, clearly marked with the child's name.

FIELD TRIPS – Each student should wear his/her Calvary Kids Preschool t-shirt for all field trips 😊

HEALTH & SAFETY

Your emergency contact / health information is included on the preschool registration form and will be kept on file.

ILLNESS – Children who are ill should not be sent to school. Children should not be sent if they have had a fever, diarrhea, or vomiting in the last 24 hours. Please call the school and let us know when your child is sick. You will be called if your child needs to go home from school due to illness as well.

COMMUNICABLE DISEASE - If your child has been exposed to a communicable disease, (such as measles, mumps, chicken pox, influenza, strep throat, lice, etc.), please let us know. You will also be informed if your child was exposed while in school.

INJURIES - Every effort is made to keep children safe, however, they are likely to acquire bumps, bruises, and scratches during their early years. Parents will be notified by phone if the injury appears to be serious.

MEDICAL RELEASE - In the event of a serious medical emergency, we will call 911 and contact parents. We will not attempt to transport the children ourselves. The child will be transported in an ambulance to the closest hospital, unless another hospital has been designated by the parent(s). Parents will be responsible for any costs incurred due to any emergency treatment.

SAFETY DRILLS

The Children's Ministry Director will conduct periodic tornado, fire, and lockdown drills as required.

DISCIPLINE

Staff will give positive praise to children to acknowledge behavior such as taking turns, sharing, and keeping hands to themselves.

1. If unwanted behavior happens, the teacher will stop the behavior and gently explain why the behavior is not acceptable.
2. If behavior continues, the child will receive a time out.
3. If behavior becomes a pattern, teacher and/or Children's Ministry Director will contact the parents to be partners in a positive plan.
4. If a child continually endangers the physical or emotional well-being of others, and the behavior has gone beyond control of the teacher (with the involvement of the parents), the child may be removed from school.

COMMUNICATION

MAILBOXES – Each child is assigned a mailbox. Parents should check their child's box for take-home papers, newsletters, and other information each day.

CALENDARS - Parents will be provided with a yearly calendar. A monthly calendar will be sent home with students.

NEWSLETTER - A monthly newsletter will be sent home with students.

CONFERENCES – Conferences will be scheduled twice during the school year. Parents may request an additional conference at any time during the school year if desired.

PHONE & E-MAIL – Parents may call or email the Preschool Teacher or Children's Ministry Director with questions or concerns at any time during the school year. We will email the monthly calendar and newsletter.

WEBSITE – Feel free to visit www.calvarykidspreschool.com for information on our preschool.

FACEBOOK PAGE – Please "like" our Facebook page (Calvary Kids Preschool) to stay up-to-date on events and announcements.

CURRICULUM

Christian curriculums (A Beka, Horizons, ABC Jesus Loves Me) with high-quality workbooks and teaching aids will be used in the classroom.

DAILY ACTIVITIES & "SPRINKLES"

Learning & Play Centers: Children learn through active play, exploration, role play, and discovery. Students will encounter a variety of activities including imaginative and creative play as well as centers for math games, letter recognition, reading readiness, and fine motor activities.

Small Group and One-on-One Time: These times are for academic activities and projects which promote cognitive development which may include working with letters, numbers, shapes, color recognition, problem solving, verbal skills, pattern and sequence, matching, and fine motor activities.

Whole Group Time - Circle Time: This time will include calendar, weather, sharing and conversations, singing, stories, prayers, Smart Board Activities, learning and practicing our letters and numbers, social skills, and wrap-up reflections.

Outside Time: This is a time for large muscle activities including running, skipping, jumping, climbing, throwing and catching, etc. Children will interact with each other and their environment.

Snack Time: Parents provide nutritious snacks each day on a rotating basis.

Sprinkles (activities that are “sprinkled” into our days):

- Indoor & Outdoor Group Games
- Kitchen Time
- Community Service
- Library Visits
- Field Trips
- Special Visitors
- Chapter Book Time
- MVCA Reading Buddies

CLASSROOM ENRICHMENT

We will have both in-class and out-of-class experiences to enhance the learning experience for the children. We may also be singing for church from time to time as well as doing some community outreach during the year, such as visiting nursing homes.

SPECIAL SPEAKERS – Special speakers come to the classroom on occasion. Parents who have information or skills they would like to share are welcome to contact the teacher or Children’s Ministry Director for approval.

FIELD TRIPS – A variety of fun and educational field trips are taken each year. Children should wear their Calvary Kids Preschool t-shirt on all field trips.

The Calvary Baptist bus may provide transportation to and from scheduled activities. There are no seat belts in the bus as pursuant to SD law 32-38-3, stating that by federal law passenger/school buses not need be equipped with safety seat belt systems.

In the event that the number of children doesn’t warrant taking the bus, teachers/parents may be asked to drive. If personal vehicles are used, you will be asked to bring a car seat on the day of the field trip.

SNACKS

Snacks will be provided by the parents. Please check monthly calendar for the snack schedule. Healthy, nutritious snacks are preferred, although cookies, cupcakes, and baked goods may be brought in for a special occasion (like birthdays and holiday parties).

Suggestions for snacks: fruit, veggies and dip, cheese and crackers, cheese sticks, popcorn, dry cereal, etc.

SPECIAL EVENTS

BIRTHDAYS - Children may bring a special snack and drink for their birthdays. Dates will be published on the monthly calendars.

HOLIDAYS - Classes will celebrate the following holidays: Fall Harvest Festival, Thanksgiving, Christmas, Valentine’s Day, and Easter. Treats for these events will be assigned.

CHRISTMAS PROGRAM - a Christmas program will be held in December.

GRADUATION & AWARDS NIGHT – a Graduation & Awards Ceremony will be held in May with certificates and awards for all students.

SCHOOL PICTURES

Individual and class pictures will be taken each year. Parents are not required to purchase pictures, but will have the opportunity to do so if desired.

LIBRARY

Classes will visit the church library weekly and will be allowed to check out one book each week providing they have returned the previous book loaned to them. Please be sure to return all books on time so you can check out a new one.

BOOK ORDERS

Book orders will be sent home once a month. Parents are not obligated to purchase books.

FUNDRAISING

Fundraising activities / events may take place throughout the year. Parents will be asked to volunteer at these events.

NON-DISCRIMINATION POLICY

Calvary Kids Preschool, under the umbrella of Calvary Baptist Church, Yankton, SD admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, programs or student activities.

Child's Name _____

CALVARY KIDS PRESCHOOL HANDBOOK: 2017-2018

I/we have read and agree to the policies stated in the handbook.

Signature of
Parent(s) _____ Date _____

*This form must be returned before children begin preschool.
Thank you!*