

**PRESTON HOLLOW
PRESBYTERIAN
PRESCHOOL**

FAMILY HANDBOOK

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www.phppreschool.org

PRESTON HOLLOW PRESBYTERIAN PRESCHOOL

Linda Cantrell, Director

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Laura Holthouser, Assistant Director

Overview:

Preston Hollow Presbyterian Preschool was founded in 1953. It is a preschool program for boys and girls age 2 1/2 years through pre-kindergarten. Each year we enroll students in classes as follows:

Three 5 Day a Week classes (M-F) for children 4 years of age and completely potty-trained.

Four 3 Day a Week classes (M-W-F) for children 3 and 4 years of age and completely potty trained.

Four 2 Day a Week classes (T-Th) for children 2 ½ years to 3 years of age

It is a nonsectarian program appropriate for children of any religious background, race, or national origin.

Preschool

Mission

Statement:

Our preschool strives to provide a warm, loving and supportive environment for learning....an environment in which children

- . are cherished and valued for who they are
- . receive respect and care for all aspects (social, emotional, physical, mental, and spiritual) of his/her being
- . play and work within a developmentally appropriate structure to promote growth and support of his/her total being

Curriculum:

Our curriculum is an eclectic program developed over the years to help a child grow socially, emotionally, physically, cognitively, and spiritually. We focus on the development of self-esteem while providing activities that stimulate a child's awareness of the world around him and the expansion of language and listening skills. The "Handwriting Without Tears" Curriculum is an important part of our program that provides school readiness skills. In a self-contained classroom environment each child is exposed to art, music, motor activities, science, dramatic play, and other age-appropriate learning activities. The 5 Day Pre-K classes attend a music class once a week. The "High Touch High Tech" science group visits monthly to introduce scientific methods and conduct hands-on experiments. Our ultimate goal is to promote growth in the whole child in an environment in which a child develops a love of learning and a love of school.

Admission:

Children must be 4 years of age by September 1st in order to enroll in the Pre-K 5 day program. Children must be 3 years of age by September 1st in order to enroll in the 3 day program and 2 ½ years of age by September 1st in order to enroll in the 2 day program. Children enrolling in the 3 day and 5 day programs **MUST BE COMPLETELY POTTY TRAINED**. Returning students and siblings of returning students are registered the first week of registration (early-January). Church members register the following week. New students and new families begin registration the last week in January. Parents should call beginning September 1st to add children to the wait pool for the following year. Parents' Day Out families **ARE NOT** automatically transitioned into the Preschool Program. PDO families interested in Preschool must place their child's name in the Preschool wait pool.

Students are assigned to classes by the Director, the Assistant Director, and the PHP-Preschool Teaching Staff. When forming classes several factors are considered. These include the overall development of each child, the teaching style of each teacher, the peer makeup, and the gender ratio. Careful thought and consideration are taken when placing each individual child. Each child's placement is reviewed many times during the spring and summer to ensure appropriate placement. Please know that we work hard to find the best class possible for each child. When the final class placement is decided, no changes will be made.

2011-2012 Tuition:

5 Day Program: \$502/month for 10 months plus a \$425 enrollment fee

3 Day Program: \$373/month for 10 months plus a \$425 enrollment fee

2 Day Program: \$288/month for 10 months plus a \$425 enrollment fee

Location:

NE corner of Walnut Hill Lane and Preston Road in Preston Hollow

School Hours:

9:00 am to 12:00 noon

Other Church Programs for The Preschool Child:

MADD Afternoon: an after school program from 12:00 -2:30 pm under the direction of Kay Bichler (214-368-6348, ext. 270). This enrichment program provides learning through Music, Art, Dance and Drama for preschool age children on Monday or Tuesday.

Lunch Bunch: An after school program from 12:00 - 2:15 pm under the direction of Lauren Turner (214-363-2002). This program provides special projects for preschool children.

Extended Day: An after school program for children 2 years 6 months to 4 years of age who are in morning preschool. Extended Day is held from 12:00 -2:15 p.m. and is under the direction of Lauren Turner (214-363-2002). The children stay after preschool for lunch, rest and play.

Preston Hollow Presbyterian School Board Members

John Hamm, President
Ellen Keszler, Vice President
Cindy Jung, Secretary
Julie Anderson
Todd Anderson
J.T. Coats
Sue Hubbard Coleman, MD
Kent Comer
Lynda K. Csaszar, Ph.D.
Susie Demarest
Wells Housson
Allison Lorimer
Aguinaldo Valdez
Suzy Yaeger

Non-voting/Ex Officio Members:

Sheila Phaneuf
Blair Monie
Beth Jones
Linda Cantrell
Alison Hannay

Faculty

Sheila Phaneuf, School Director
Linda Cantrell, Preschool Director
Laura Holthouser, Preschool Assistant Director

| | |
|--------------------|---------|
| Carolyn Bicknell | 5 Day |
| Merribeth Kerr | 5 Day |
| Ana Harshaw | 5 Day |
| Kay Bichler | 2-3 Day |
| Michele Brockett | 3 Day |
| Jeannine O'Bannon | 3 Day |
| Carol Schlueter | 2-3 Day |
| Diane Shackelford | 2 Day |
| Barbara De La Rosa | 2 Day |

Operational Policies

Preston Hollow Presbyterian Preschool will be open from September through May. Beginning and ending dates, holidays and vacation days will be indicated on the enclosed school calendar.

The hours are from 9:00 a.m. - 12:00 noon. We ask that your children arrive promptly so they will not miss any of the morning activities and will be able to settle into their classrooms with the other children. All children will be escorted to the classrooms in the morning. Please do not send a child into the building alone.

Children may be dismissed from their classrooms at 11:45 or be released in carpool no later than 12:00. If the children have already been taken to the gym, you must drive through the carpool line. Do not enter the gym after 11:45. All children will be released from their classrooms the first two weeks of school. Carpool will begin the third week. **Please read the carpool procedure sheet carefully**, as these rules are important to the safety of the children. **Two Day classes only** will be released at **11:00 a.m.** on their first day of school. Parking for parents is available in the back (east) parking lot. Enter the building through the PDO door.

You will need to sign in and sign out your child/children daily to ensure their safety. **Children may be released only to parents or a person designated in writing by the parent.** In order to follow State Regulations, we cannot accept phone calls to dismiss children to **another person**. **We must have this information in written form.** **Verbal** instructions will not be acceptable.

Due to safety issues and State Regulations, **Car Seats MAY NOT be left at school with your child. They CAN NOT be brought to carpool by your child's teacher.**

Please inform the school by 8:30 a.m. when a child will be absent for any reason. This will help the teacher plan for the day and avoid interruptions during class.

Parents are encouraged to discuss, with the Director, questions or concerns regarding any program policies or procedures. We have an open-door policy at our facility. You may visit the school at any time without having to secure prior approval.

We encourage parental involvement. Please talk with your child's teacher or the Director about ways you can contribute your time and talents.

Health, Safety & Nutrition

All accidents/injuries will be taken seriously and reported to the parent the day they occur. An Incident/Illness Report form will be filled out and signed by the teacher or Preschool Director and the parent. A copy is to be given to the parent and a copy is to be placed in the child's file. Parents will be called to pick child/children up if there is a question as to whether the child should see a doctor or if the child is overly upset.

If a child has a contagious illness, please inform the school as soon as possible. An Incident/Illness Report form or note containing the same information will be sent out to all parents of children exposed to a contagious disease.

Keep your child home if he or she:

- 1) **Has a fever of 100.4 degrees or greater; IF your child has a fever, he/she needs to be fever free for 24 hrs before returning to school**
- 2) **Has signs of a new cold with sore throat, frequent cough, purulent eye discharge or copious mucous and is uncomfortable**
- 3) **Has a headache or head pain**
- 4) **Has a loss of appetite**
- 5) **Is excessively irritable or shows unusual lethargy**
- 6) **Has inflammation of the eye or eyes**
- 7) **Has a skin abscess or open sore not previously treated with an antibiotic; these should be covered with a bandage until healed***
- 8) **Has a rash**
- 9) **His/her behavior is not usual due to "generally not feeling well"**
- 10) **Has abdominal pain**
- 11) **Is vomiting or has diarrhea (must be symptom free for 24 hours)**

Your child will be sent home if he or she exhibits any of the above symptoms during the school day.

*Due to the increase in MRSA (Methicillin resistant Staphylococcus aureus), we are now requiring that all skin trauma, such as abrasions or cuts, be covered with a clean, dry bandage until healed. **Children may not attend school with uncovered lesions.**

In trying to avoid accidents, children and activities will be carefully monitored at all times and in all places to ensure their safety while in our care.

In the event of an emergency, the caregiver will administer first aid and if necessary call 911. The parent will then be notified. Only medical emergency vehicles will transport children should the need arise. Although we cannot guarantee a specific

hospital or doctor, all medical and application forms listing your designated doctor and hospital will be sent with emergency personnel.

The Preschool staff will have current certification in First Aid and CPR. Teachers will check student application form for allergies or medical conditions and note any needing consideration. This information will be posted in the Preschool Office and the child's classroom. **PLEASE DISCUSS ANY SPECIAL MEDICAL NEEDS WITH YOUR CHILD'S TEACHER.**

Over-the-counter Benadryl is kept for emergencies only. It will only be administered with a parent's written permission. **For children with severe allergies, TWO EpiPens will need to be provided by parents.** This will allow one EpiPen to be kept in the Preschool Office and one in the child's classroom. A signed and notarized Medical Consent form must be on file to administer EpiPens. **NO OTHER MEDICATIONS WILL BE DISPENSED.**

We are licensed by "The State Department of Family and Protective Services". As mandated by this state agency, children must be current on all immunizations, tuberculin tests and vision and hearing screening requirements. A copy of the "Minimum Standards" and our latest Licensing inspection is available for your information in the Preschool Office (Room N116). Instructions on how to contact the local Licensing Office, PRS child abuse hot line and PRS web site can be obtained from the Preschool Director. Under the Texas Penal Code, any area within 1000 feet of a school is a gang-free zone, where criminal offenses are subject to harsher penalty. The following are posted in the classrooms and the preschool office:

- 1) Emergency Management and Evacuation Plan
- 2) A fire/emergency exit map showing two routes
- 3) Emergency telephone numbers
- 4) The names of children with allergies and procedures to follow
- 5) Class schedule and activity plans
- 6) Class assignments
- 7) Gym and music schedules
- 8) A map of the classroom furniture arrangement
- 9) School and monthly calendars

Snacks will be provided by the school and served daily. Parents of children with special dietary needs are responsible for sending snacks for their child/children. Parents are also welcome to read the labeled ingredients in school snacks. Snacks are kept in the Preschool Office (N116)

Discipline & Guidance Policy

Discipline is derived from the word disciple meaning, "to teach". Therefore, at Preston Hollow Presbyterian Preschool, we do not think of discipline as punishment but rather as an opportunity to teach self-control and Christian attitudes. This will be done in a loving and supportive way. In no instance will corporal punishment be administered, nor will consequences be related to food, rest or toileting. Please carefully read the Preston Hollow Presbyterian Preschool Discipline and Guidance Policy and sign the enclosed Parent Acknowledgement Form.

Discipline at Preston Hollow Presbyterian Preschool, when necessary for the safety and well being of our children, is individualized and consistent for each child. Discipline is appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

At PHP-Preschool, only positive methods of discipline and guidance are used that encourage self-esteem, self-control, and self-direction. Methods include using praise and encouragement instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements, redirecting behavior using positive statements and brief supervised time out from the group which is limited to no more than one minute per year of the child's age.

No harsh, cruel, or unusual discipline or punishment is ever used at PHP-Preschool. Corporal punishment or threats of corporal punishment are never used. Children are never humiliated or ridiculed. Voices are never raised at children.

Our goal is to provide positive guidance for children that teaches them skills which help them get along in their physical and social environment. We are endeavoring to give children understandable guidelines and redirection as needed to help them develop internal control of their actions and encourage them to exhibit acceptable age-appropriate behavior.

Carpool/Pick-up Procedures

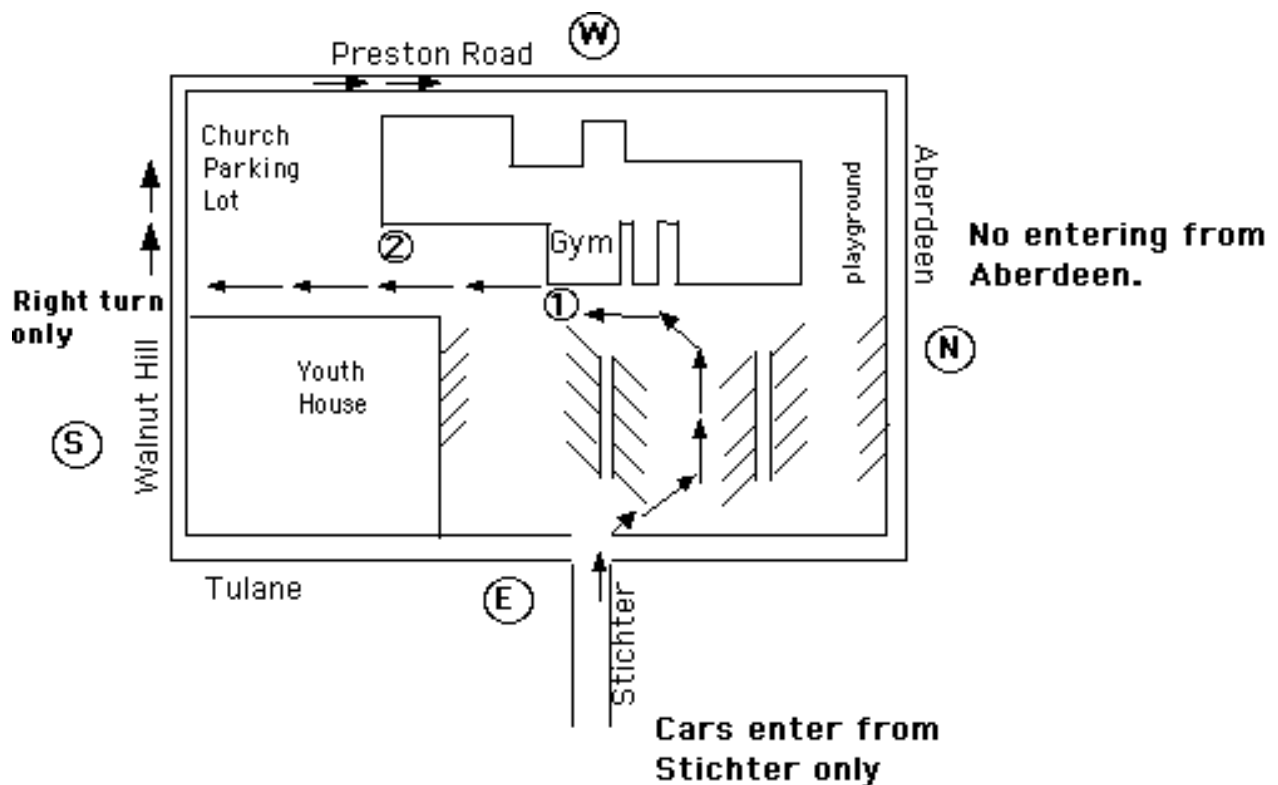
1. Carpool will begin the third week of school. Our carpool starts at 11:45 and ends at 12:00 noon. Please be prompt.
2. A carpool number or child's name should be visibly displayed in the windshield each day when you pick up your children in carpool. Please request additional or replacement cards from the Preschool office.
3. Make sure that any authorized person picking up your child also has a carpool card and is familiar with our carpool procedures.
4. Enter the parking lot from Stichter/Tulane ONLY. This entrance is on the back/east side (view map). DO NOT ENTER FROM ABERDEEN OR WALNUT HILL (view map). Form one carpool line in the center parking lane and along the curb-side by the gymnasium.
5. The first car in the carpool line should pull all the way up to the south gym door (point 1 on map). Three or four cars will be loaded at a time.
6. Children will be brought from the gym door (point 1) and loaded into cars from the curb side only. (passenger side) Please do not ask that children be loaded from the parking lot/drivers side.
7. Teachers will place children into the cars. After children are safely in the car, please pull forward (point 2) and secure children in a car seat. Parents will be responsible for fastening their child/children into car seats/seatbelts.
8. For the safety of all, please do not pull out of line or back your car up while in carpool line. Wait until there are no cars in front of you before proceeding forward. Please exit Walnut Hill when children are safely in car seats.
9. If you must pick up your child from the classroom, park in the 10 minute parking places designated in the back (east) parking lot and enter through the Ramp Entrance. If locked, please ring the doorbell. Children must be picked up in the room by 11:45.
10. After 11:45, children must be picked up in carpool. Do not enter the gym after this time.
11. Hold your child's hand while walking through the parking lot and avoid walking through the carpool line.

Written permission from a parent is required for a child to leave school with anyone other than his regular carpool or persons designated on child's enrollment form. It is the parent's responsibility to provide a note the day any changes will take place. This can be done as you are signing your child in at the beginning of the day.

PRESTON HOLLOW PRESBYTERIAN PRESCHOOL

CARPOOL MAP

1. 11:45 – 12:00
Afternoon Pick-up



Things To Remember

1. Please return you child's Physician's Statement by the first day of school.
2. Starting school is an exciting experience for a young child but it can also be a difficult one. It is normal for some children to feel distressed when separated from the parent. Crying is a very normal reaction for most children at some time of another. A hug and a quick exit at the classroom door is the best remedy. If the crying persists, for an unusual amount of time, you will be notified. A visit to the school building and/or playground prior to the first day of school may help make your child's first few days easier.
3. Please dress your child for active play and learning with casual, washable clothes. Please have your child wear **tennis shoes ONLY**. **NO CROCS or BOOTS of any kind will be allowed at Preschool**. This is for their safety and quality of play. Closed toe, light-weight, soft sole shoes with Velcro fasteners are best.
4. Please send your child with a complete change of clothes; shirt, pants, socks and underwear. These need to be in a zip-lock bag labeled with the child's name. (**label all clothing**; coats, hats, sweaters etc.) Remember to change out clothing during the year in accordance with the seasons.
5. The children will spend some time outdoors on a regular basis. Please dress your child appropriately.
6. **2 day students only**: Please send extra diapers/pull-ups if your child is still toilet training.
7. A school tote bag labeled with your child's name is needed to help your child care for his/her personal items. One that opens easily is preferred. **No backpacks please**.
8. Please do not bring toys (including electronic devices) and other personal items from home unless designated for show and tell. We cannot be responsible for lost or broken items. Toy guns and other weapon like toys are not allowed at school.
9. Birthday and special treats are welcome. Cookies and plain muffins are preferred. We try to limit the sugar intake of children. Healthy treats are appreciated.

10. Remember to sign up for room parties or other volunteer opportunities.
11. We welcome donations such as dress-up clothes, items that could be used for art activities, books etc.
12. Look for monthly newsletters from your child's teacher.
13. There will be two parent/teacher conferences each year; one in the fall and one in the spring. Teachers will be happy to meet with you at other times if needed.
14. Remember to sign in and out daily as mandated by "The Department of Family and Protective Services".
15. 2-day children ONLY, will be picked up at 11:00 on their first day of school.
16. If families have a change in address, telephone number, employment, emergency numbers or family situation, that information should be provided promptly to the child's teacher and the Preschool office.
17. Former students will no longer be allowed to stay in the classroom, in accordance with state licensing policies and procedures. (We still welcome a hello and hugs.)
18. For safety and sanitation reasons, pets or animals of any kind are not allowed at Preschool.

Inclement Weather & Emergency Closing

Closings due to inclement weather will follow the decision made by Dallas Independent School District but it is left to the discretion of the Director of Preston Hollow Presbyterian School. Teachers will call or email their students to let them know the plan for the day. Should school need to be closed due to an early morning electrical outage, which would prevent the Preschool from opening, the staff will contact their students.

No refunds will be given if PHP-Preschool is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond our control. Days missed due to closings will not be made up at a later date.

Emergency Management Plan and Security

Preston Hollow Presbyterian Preschool is dedicated to maintaining a safe and orderly learning environment. To this end, we have devised an extensive Emergency Management Plan to resolve any unexpected or unplanned events that might threaten our students and/or staff. The following emergencies and emergency procedures are addressed in this plan: fire; tornado and severe weather; toxic substance or hazardous materials spills; a stranger or intruder on campus; and abduction or missing person; and/or a utility failure. In the event that our building cannot be re-occupied following evacuation or that the school grounds as well as the building must be evacuated, we will evacuate to the sanctuary of Preston Hollow United Methodist Church, 6315 Walnut Hill Lane. Parents will be notified of this event by phone and will be asked to come pick up their children.

During certain emergency situations, the School Director may deem it necessary to dismiss students early. Parents will be called and will be asked to pick up their children from their classrooms.

Our school is secured during school hours. All doors are locked except during arrival and dismissal times. If you need to enter the Preschool during the school day, ring the bell at the Preschool entrance and you will be admitted.

Goals (2 Day)

Introduction

These are some general goals indicating the developmental steps and school skills that are basic to our preschool curriculum.

While these goals are appropriate for each age level, it is not expected that each child should develop in each of these areas with any set timetable.

Each staff member develops his/her own plans and uses his/her own methods with consideration for both the individual and group needs of his/her class to enact these goals.

1. Personal/Social Development

General Behavior

- Is friendly and happy
- Appropriate separation from parent/caregiver
- Learning to share
- Plays parallel - growing toward cooperative play
- Cares for belongings
- Learning appropriate bathroom behavior
- Engages in Dramatic Play

2. Motor Skills

Fine Motor:

- Manipulates pegs, crayons, paint brushes, puzzles and toys

Gross Motor:

- Hopping on two feet, jumping, climbing, running, riding a Tricycle

3. School and Listening Skills

- Stays with the teacher and the group
- Follows simple directions
- Listens in a group
- Participates in all activities
- Completes an activity
- Cleans up

4. Verbal Skills

- Makes a simple sentence
- Verbalizes thoughts and needs
- Repeats simple finger plays, songs and rhymes
- Learning new vocabulary

5. Visual Skills
 Recognizes colors, simple shapes, sizes
 Recognizes likes and differences (classifies and matches)

6. Math Skills
 Rote Counts 0 to 5
 Recognizes some numerals
 Recognizes sets of 0 to 3
 Recognizes relational concepts (such as above, below, behind)
 Sorts

Goals (3 Day)

Introduction

These are some general goals indicating the developmental steps and school skills that are basic to our preschool curriculum.

While these goals are appropriate for each age level, it is not expected that each child should develop in each of these areas with any set timetable.

Each staff member develops his/her own plans and uses his/her own methods with consideration for both the individual and group needs of his/her class to enact these goals.

1. Personal/Social Development

General Behavior

- Is friendly and happy
- Separates from parent/caregiver and enjoys school
- Learning to share and becoming aware of the needs of others
- Plays cooperatively
- Engages in Dramatic Play
- Cares for belongings
- Performs self-help skills independently (clothing, toileting, etc.)

2. School Skills and Work Jobs

- Works in a group
- Completes task
- Increasing attention span
- Appropriate emotional maturity (accepts limits & follows school routines)
- Follows directions
- Appropriate attitude toward school, peers, activities
- Shows creative ability
- Cleans up

3. Auditory Skills

- Listens in a group
- Beginning to rhyme words
- Follows simple 2 step directions
- Increasing auditory memory
- Learns songs, finger plays

4. Visual Skills

- Knows 6 to 8 colors
- Recognizes name in print
- Knows basic shapes
- Recognizes size differences
- Beginning left to right sequencing
- Recognizes likes and differences

5. Verbal Skills

- Answers questions
- Asks questions
- Increasing vocabulary
- Can communicate with peers, teachers and adults
- Verbalizes thoughts: describes objects and pictures

6. Motor Development

Fine Motor:

- Snips
- Skill with crayons and paint brushes
- Makes scribble drawings with more than 1 or 2 strokes
- Can manipulate small toys
- Beginning to use proper grip

Eye-Hand Coordination:

- Sews with yarn
- Tracks from left to right
- Traces with finger
- Tosses at target
- Pours sand

Gross Motor:

- Running
- Jumping
- Hopping
- Climbing
- Kicking
- Throwing
- Riding a Tricycle

7. Math Skills

- Knows Shapes
- Uses peg boards and pattern blocks
- Understands concepts of above, below, behind, etc.
- Recognizes numerals (0-10)
- Recognizes simple sequence
- Rote counts with understanding (0-20)
- Sorts
- Understands concepts of more than, less than, same as

Goals (5 Day)

Introduction

These are some general goals indicating the developmental steps and school skills that are basic to our preschool curriculum.

While these goals are appropriate for each age level, it is not expected that each child should develop in each of these areas with any set timetable.

Each staff member develops his/her own plans and uses his/her own methods with consideration for both the individual and group needs of his/her class to enact these goals.

1. Personal/Social Development

General Behavior

- Is friendly and happy
- Shows enthusiasm about school and activities
- Shares and is aware of the needs of others
- Plays cooperatively
- Shows self-control
- Verbalizes to settle conflicts
- Independent
- Cares for belongings and helps clean up

2. School Skills and Work Jobs

- Works and participates in group activities
- Completes task
- Increasing attention span
- Listens and follows directions
- Appropriate attitude toward peers, teachers and adults
- Shows creative ability
- Motivated to learn
- Appropriate emotional maturity (accepts limits & follows school routines)

3. Auditory Skills

- Listens in a group
- Rhymes words
- Follows 3 directions
- Beginning to recognize letter sounds
- Increasing auditory memory

4. Visual Skills

- Knows colors
- Knows 5 or 6 shapes
- Recognizes size differences
- Beginning left to right sequencing
- Recognizes likes and differences
- Tracks visually

5. Verbal Skills

- Answers questions
- Asks questions
- Increased vocabulary - about 1,500 words
- Communicates with peers, teachers, adults
- Verbalizes thoughts: describes objects and picture

6. Motor Development

Fine Motor:

- Cuts with scissors
- Uses sewing boards
- Weaves simple patterns
- Traces shapes
- Tracks left to right: follows pathways
- Pours sand and water
- Uses proper grip

Gross Motor:

- Has body awareness
- Runs
- Jumps
- Hops on 1 foot
- Throws at target
- Climbs
- Kicks
- Gallops
- Beginning to skip
- Rides a Tricycle

7. Math Skills

Spatial:

- Names shapes
- Uses peg boards and duplicates patterns
- Knows spatial concepts (above, below, etc.)

Time:

- Knows how to tell time on the hour
- Understands calendar
- Knows days of the week
- Understands concepts of yesterday, tomorrow, etc.

Numbers:

- Recognizes numerals (0-20)
- Sequences story cards
- Beginning to print numbers
- Counts with understanding (0-30)
- Makes 1-1 correspondence when counting objects
- Recognizes the number of small groups of items without counting
- Knows ordinal numbers 1st thru 5th
- Sorts objects by categories
- Knows concepts of more than, less than, same as
- Recognizes, matches and reproduces sets of numbers

Measurements:

- Understands whole and $\frac{1}{2}$
- Able to compare lengths (longer, shorter, etc.)

8. Letters

- Matches letters
- Traces letters
- Beginning to recognize and write letters (upper and lower case)
- Recognizes and beginning to print own name