



Kingswood Christian Preschool
at
Crozet United Methodist Church

2008 - 2009
Parent Handbook

1156 Crozet Avenue (P.O. Box 70)
Crozet, VA 22932
434.823.1258
www.crozetumc.org/kingswood

Dear Parents,

It is my pleasure to welcome you and your child to Kingswood Christian Preschool at Crozet United Methodist Church. The staff and I are excited about getting to know your child and are certain this will be a happy and successful year. This handbook was designed to provide you with necessary information about our preschool. However, if you should have further questions, please do not hesitate to contact the school or one of the teachers. As parents, you are always encouraged to visit us, ask questions, and make suggestions.

Psalm 127:3 says, "Children are a gift of the Lord". Thank you for entrusting your precious gift to us this school year. We accept this great responsibility with pride and will do our best to live up to your expectations.

Sincerely,
Jennifer Whitley
Director

Mission Statement

The primary mission of Kingswood Christian Preschool is to help families prepare their children for school

and for life as Christians. The preschool is to operate with competent, well-trained, and loving Christian teachers who help the children to grow intellectually, physically, socially, emotionally, and spiritually. As an important Christian education ministry of this congregation, the preschool's policies are to align with the Crozet United Methodist Church (CUMC) mission and vision statement:

Because we believe in Jesus Christ,
it is our mission to show the love of Christ
through our actions and service to all.

We will accomplish our mission
by showing the love of Christ
through our hands, in service to all,
our heads in learning and growing
in the knowledge of Christ,
and our hearts in ministries of love.

Kingswood supports the mission of the church in outreach and service by providing a joyful, nurturing, and enriching Christ-centered preschool experience for children of the community as well as children whose parents are members of this congregation.

Preschool Board

Kingswood is administered by a Preschool Board consisting of 12 volunteers who serve a minimum of a one year term. The Board is responsible for the supervision and operation of the preschool. Board positions include a Chairperson, Preschool Director, CUMC Pastor, CUMC Ministry Coordinator, CUMC Administrative BOD Representative, CUMC Staff Pastor Parish Relations committee Representative, CUMC Trustees Representative, CUMC Education Representative, CUMC Finance Representative, Preschool Bookkeeper, Preschool Parent Representative and an At Large Member.

Insurance

Kingswood Christian Preschool is covered by the liability insurance policy of Crozet United Methodist Church.

Religious Exemption

Kingswood Christian Preschool is exempt from licensure and follows all Virginia state guidelines for Religious Exemption. These standards are strictly enforced to ensure that your child is safe and well cared for during his/her preschool experience.

Faculty

All faculty members are both CPR and First Aid certified and have been verified by a physician to be free from any disability that would prevent them from caring for and/or working with children.

Meet the staff:

Jennifer Whitley: Director/3 yr.old Lead Teacher

Jen is the mother of two children and holds a Bachelor of Science degree in Education from the University of Georgia. She has taught Kindergarten in the public school system as well as three year-old, four year-old, and Pre-K classes in a Christian preschool setting. Jen also brings to our preschool experience in curriculum planning, maintaining financial records, and general bookkeeping.

Temple Jensen: 3 yr.old Teaching Assistant

Temple is the mother of two children and having attended Piedmont Virginia Community College, is a licensed nurse. She has worked as a substitute teacher in the Albemarle County school system as well as a Sunday school teacher here at CUMC for many years. Temple also brings with her the wonderful leadership experience gained from serving as a Girl Scout Leader for 5 years.

Jenny Briney: 4 yr.old Lead Teacher

Jenny holds a Bachelor of Science degree in Home Economics from the University of Georgia with graduate work in home economics education and early childhood education. She has taught three year-old and four year-old classes in a Christian preschool setting for the past fifteen years. Jenny brings a wealth of experience to our preschool in curriculum development and as a workshop presenter.

Debra Hearn: 4 yr.old Teaching Assistant

Debra is the mother of three children and attended Meredith College as well as Hardbarger Junior College of Business in Raleigh, NC. While in North Carolina, Debra worked as a substitute teacher at the Children's Community School in Davidson. She also served as a Sunday school teacher at UCUMC in Charlotte, where she was a member for 15 years. After working as a flight attendant for 22 years, Debra and her husband decided to leave the airline and begin new careers -bringing them to Crozet last summer. We were thrilled when she joined our staff for the final months of the previous school year.

Pam Carmagnola: Kindermusik® Teacher

Pam is a graduate of Temple University in Philadelphia with a Bachelor's Degree in Communications. Bringing

her love of music and young children together, Pam founded and is the Director of **Kindermusik with Pam**. An active member of Crozet United Methodist Church, Pam directs the church's preschool choir. Her Kindermusik classes provide a foundation for future learning in all areas of development, while assuring parents that they are giving their children the best possible start in life. Kingswood Christian Preschool is delighted to have Pam sharing the joy of music with all the children at our preschool!

Entrance Requirements

Three Year Class: child must be at least 2 $\frac{1}{2}$ years old by September 30th and potty trained. Two and three day classes per week are available.

Four Year Class: child must turn 4 by September 30th and potty trained. Five day classes are available.

Tuition

A \$75 registration fee and \$25 activity fee are due upon enrollment. Thereafter, tuition is due by the 5th of the month for the following month. Rates are as follows:

2 days/week = \$185/month

3 days/week = \$220/month

5 days/week = \$275/month

Please make checks payable to Kingswood Christian Preschool and mail the pre-addressed envelopes to:

Kingswood Christian Preschool at Crozet UMC

Attn: Evelyn Cotton

P.O. Box 70

Crozet, VA 22932

Please do not send tuition into preschool with your child as it could easily get lost. Tuition statements are sent in December as well as at the end of the school year. Our bookkeeper, Evelyn Cotton, will provide monthly tuition receipts upon request. One month's notice (30 days) is needed to withdraw a child from preschool during the school year. Otherwise, the following month's tuition is forfeited.

School Hours

Preschool activities begin at 9:00 a.m. each morning. School ends at 12:00 noon. Please bring your children to school on time and pick them up promptly

afterwards. The staff uses the time before and after school to prepare class activities. Children need the security of knowing their parents will bring them to school at the correct time and be waiting for them when school is over. A staff member will be outside to greet children as they arrive. The Lead Teachers will be just inside the Kent Building at the entrance of each classroom to greet the children as they walk inside. If you should arrive after 9:10 a.m., please bring your child to the door and ring the bell. A staff member will meet you at the door to let you in. To ensure the safety of the children and staff, our doors must remain locked once classes begin.

Holidays

We will typically observe the same holidays as Albemarle County public schools. If inclement weather occurs, we will follow the Albemarle County school closing policy. Should the county delay school for 2 or more hours, Kingswood will be closed for the day. School closings are announced on radio station WINA 1040 AM and on NBC 29.

"Carpool" a.k.a. Pick Up and Drop Off

Laminated carpool identification placards will be distributed to each family. Please prop the placard

against the right side of your windshield, allowing for staff members to read your child's name. We will load and unload children from the passenger side only, as this is the safest way to transport your child into and out of the building. The teachers must have written permission to send a child home with a friend in a different vehicle. Please contact the preschool by 11:45 a.m. if an urgent change of plans occurs during the morning. Please note that simply giving your child's carpool identification placard to another driver will not grant permission for your child to ride with that driver.

Kingswood staff members are not authorized to buckle the children into their car seats. Once your child is in the car, pull immediately over to the left into a parking space in the gravel parking lot to fasten seat belts. **Please do not leave the parking lot until every child in the car is buckled up.**

Emergency Information

Your child's Emergency Contact Information card must be on file prior to the first day of school. If you should move, change mobile phone numbers, change physicians, etc. at any time during the school year, please contact the Director.

Field Trips

We will need parent volunteers to help with parties and to drive on field trips. If we are unable to have an adequate number of parents from each class to drive, that class will not be able to go on the field trip. Parent drivers will be required to provide a copy of their insurance card and driver's license. Annual field trip forms will be kept on file for each student. Individual field trip forms will not be necessary.

Parents who are not accompanying their child on field trips are required by Virginia law to leave a labeled car seat for their child. Children are expected to wear their school t-shirt whenever they leave school grounds on a field trip.

Health and Safety

Along with you, we are concerned about your child's health. Please keep your child at home whenever there are symptoms of illness or if you do not wish him/her to go outside. Your child may return to preschool no sooner than 24 hours after vomiting or running a fever. Please notify your child's teacher of any illnesses other than colds, especially communicable diseases such as chicken pox or conjunctivitis.

Notices will be sent home if a communicable disease is reported.

Appropriate dress is essential for children to fully participate in all facets of our program. It is desirable for children to dress in a way that allows them to participate in messy art activities or active play. Children should be sent with weather appropriate outerwear during the colder months. Classes will play outside each morning unless it is raining or below freezing. Please write your child's name inside sweaters, coats, hats, and gloves.

Students will be provided with a preschool tote bag. In this bag, please provide a daily change of clothing to include a seasonally appropriate shirt, shorts or pants, underwear, and socks.

Snack

Kingswood Christian Preschool is happy to provide students with a healthy mid-morning snack. Some examples of the snacks we will serve include Goldfish, string cheese, sliced fresh fruit, pretzels, and animal crackers. Apple juice and water will be the beverage choices. **Please notify your child's teacher of ANY food allergies.** Should your child have any food

restrictions, we encourage parents to provide snack for their child.

Birthdays

This is a special celebration of your child's life. We encourage parents to send a special snack for the child to share with his/her classmates. We leave parties, presents, and goodie bags for home celebrations. Please consider the feelings of all the children in the class by not sending invitations for the teacher to distribute.

Religion

There is a Christian atmosphere throughout Kingswood. A prayer is said or sung before each snack. A 15 minute chapel service is held once a week with Pastor Doug Forrester for all children. There is no pressure brought upon any child or family to become a Methodist or a member of Crozet United Methodist Church. However, our church seeks to

minister to all of our preschool families and we welcome you to call upon us for help of any kind.

Registration

Current students and their siblings may pre-register for the following school year in January of each year. Any other interested families may register during General Registration, held later in the month of February. Please contact the preschool Director at 434-823-1258 for any further information concerning registration.