

# JCNaz Preschool Handbook

JCNaz –Church of the Nazarene  
1025 S. Washington St. Junction City, KS 66441  
(785) 762-4402  
preschool@jcnaz.org  
www.jcnaz.org  
Preschool Director- Valerie Rock

## Pastoral Staff

Lead Pastor- Jim Bond  
Worship Pastor- Michael Brown  
Youth Pastor- Eli Stewart  
Children's Pastor- Enola Leonard

## Children's Ministries available

- Well equipped and staffed nurseries
- Sunday School classes for all ages
- Sunday morning children's church for preschool and grade-school children
  - Caravans on Wednesday evenings
  - Quizzing for grade-school
- Vacation Bible School in the summer

## Church Service Times

Sunday School- 9:15am  
Church Service- 10:30am  
Wednesday Evenings- 6:45pm (Adult, Youth and Children's classes available)  
Saturday Afternoons- 2pm (Servicio Espanol)  
Saturday Evenings- 6pm (Celebrate Recovery)

*If you are looking for a church home we would like to suggest a visit to our church!*

Thank you for your interest in JCNaz's preschool program. We love the community we are located in, and want to use our facility for God's plans within Junction City. It is our goal to love God, love others and serve the world.

## Purpose

The purpose of our preschool program is to lay an appropriate foundation for children to grow academically, emotionally, socially and spiritually. We will focus on key areas to prepare your child for kindergarten. We strive to help your child develop self-confidence and independence within a safe environment and in an atmosphere of love. Most importantly, we hope to lay a biblical foundation of Christian values which is appropriate to the child's development as well as in helping him/her discern right from wrong.

## Goals

1. **Love God-** by creating an atmosphere of love and security as children learn about the world God created and how much God loves them.
2. **Love Others-** by providing opportunities of being with other children in a social setting that will encourage future wholesome social relationships.
3. **Serve the World-** by developing responsibility, self-confidence and independence with the freedom of making choices within the boundaries of considering other people and things.
4. To prepare preschool children for kindergarten teaching basic academic and social skills.

## Program Hours

Preschool begins at 8:30am and ends at 11:30am. Children may be dropped off no earlier than 8:20am. This gives the teacher time to prepare their classroom for the day. We would appreciate your child being picked up promptly at 11:30. A fee of \$5/15 minutes past pickup time may be due if your child is not picked up at dismissal. The responsibility of the teacher begins the moment a child's parent or guardian drops your child off at their classroom. Please do not let them enter the church building and find their way to their class on their own. If a teacher is not in the classroom **do not** leave your child unattended. You will need to use the proper check-in/check-out system that will be explained to you during the open house. The name(s) listed on your child's enrollment packet will be the only person/people authorized to pick up your child. If the teacher does not recognize the person picking up your child we will ask for proof of identification.

## Admission

Admission is open to any child without discrimination, provided the school can meet the needs of that child. Children enrolled in our preschool class must be 3 or 4 years and potty trained by the first day of school. Children enrolled in our Pre-K class must be 4 or 5 years old and toilet-trained by the first day of school. A \$50 registration fee must accompany the enrollment form. No child will be accepted into either program without proper immunizations or an exemption form filled out as well as an up-to-date medical form. Special needs students will be cared for according to the Kansas state standards guidelines.

Our class sizes are limited to 12 students. If the class is full your child will be put on a waiting list. If a spot opens we will go down the list and when your child's name comes up we will contact you to see if you are still interested in enrolling your child into our preschool.

## **Tuition**

Tuition will be paid on a monthly basis. Tuition is due to JCNaz Preschool the first of every month. A pro-rated rate will be due the first month and last month of school. At this point there are no scholarships available from JCNaz Preschool and no discounts for siblings. **A 10% extra fee of your child's tuition will be added if not paid by the end of the month. After more than 1 month with no payments your child will be dismissed from the program.** Payments can be made by check written to JCNaz Preschool or cash. A parent whose check is returned by the bank will be responsible for the current bank charges in addition to the child's tuition. If the bank returns a check more than twice, tuition must be paid in cash until the preschool director notifies differently. A two-week written notice is to be given in the event that your child is withdrawn from the program. If the notice is not given then two weeks' tuition will be due. Below is a list of the classes with their monthly tuition.

- Preschool Class- age 3-4 years who still have 2 years before starting Kindergarten
  - o MWF Class- \$150/per month
  - o Tues & Thurs Class- \$100/per month
- PreK Class- age 4-5 years who will be starting kindergarten the next year.
  - o M-F Class- \$250/per month

## **Sick/Vacation Days**

Please call the school to inform us that your child will be absent. A written note should be given to your child's teacher when he/she will be on vacation. In the case of extended consecutive absences the following tuition payment will apply:

- You will be allowed to pay 50% of tuition to hold your child's spot in the program for no longer than 3 months and then your spot will be lost. You may re-enroll your child at a later date if there is a position open with a \$50 registration fee.

## **School Closings**

JCNaz preschool will be on the same schedule as the public school system on dates there is no school (holidays, spring break, etc.). A school calendar will be included in your enrollment packet. The preschool will close due to inclement weather when the public schools are closed. Listen to local radio stations for closings. You can check the following TV stations or radio stations for closings. KJCK 1420AM/ KJCK 97.5FM or WIBW TV station. Announcements determining school closing will be determined no later than 6:30 a.m. If school is not cancelled the parents still make the final decision if they want to send their child to school.

## **Fire and Tornado Safety**

All safety procedures are posted in each classroom where your child will be during preschool hours. Children will have a monthly fire and tornado drill so they will know what to do in case of an emergency. The whole building is equipped with a sprinkler system, fire alarms, fire extinguishers a tornado shelter and several emergency exits.

## **Records and Reports**

Any evidence of child abuse is reported immediately to authorities as required by the Abused/Neglected Child Reporting Act. All students' records are the property of this preschool. No information will be released without the written consent of the parent.

## **Curriculum**

All classes use the *WEE Learn* curriculum that is appropriate for their ages. *WEE Learn* celebrates each child's unique qualities, fosters individuality and creativity, and emphasizes a love of books and reading all while teaching through stories from the Bible. Children's differences and learning styles are considered as children learn through play with teacher led support to maximize your child's learning potential. Our daily schedules will consist of Christian biblical traits, bible stories, bible verses, math skills, reading skills, writing skills, phonological skills and learning centers consisting of art, building, dramatic play, nature, science, music, and games.

Parents are encouraged to visit our school and to participate in their child's experiences. We encourage parent volunteers and will provide a signup if interested in volunteering. All volunteers will need to provide information for a background check. Our teachers will communicate with the parents verbally on a daily basis as well as sending home weekly newsletters. Monthly calendars will be sent home showing daily activities and upcoming events.

## **Field Trips**

If we are planning a field trip a note with a form that needs to be signed and returned will be sent home. All vehicles used have been inspected and approved by a mechanic. On the day of the field trip you will need to leave your child's approved carseat or booster seat labeled with their name. We will also need volunteers during field trips and if you are interested you will need to provide information for a background check.

## **Snacks**

Children will receive a snack during classroom time consisting of juice and a food item as required by Kansas State standards. Any snack including birthday treats brought to school must be listed on our approved snack list which will be provided during your first home visit. If there are special restrictions for a particular classroom, parents will be notified. Parents will be asked

to bring a snack for a week. The teachers will have a signup sheet during your home visit before school and would appreciate your help.

## **Assessments**

Children in JCNaz preschool will be assessed three times a year. The first assessment will be done during home visits before school has started; another in the middle of the year and one at the end of the year. **Assessments are given to help the teachers and parents know areas that we can help the child improve, not to make a child feel unskilled.** Your child will not be expected to know all of these things during their first assessment. Assessments will be given in a way that will help the child to feel comfortable and as if they are “showing off”. Below are just some of the skills children will be asked to show according to their classes; they will also be learning these skills throughout the year.

### Preschool Ages 3-4 years

- Listens attentively to books/stories.
- Able to describe actions from looking at a picture.
- Holds scissors and pencil correctly.
- Names letters in first name.
- Names 6 basic colors.
- Copies name from a model (first letter capital and rest lowercase).
- Copies two of four basic shapes (circle, square, triangle, rectangle).
- Identifies written number 1 to 5
- Counts by rote to 15
- Names three of four shapes.

### Pre-Kindergarten Ages 4-5 years

- All the 3-4 year old preschool assessment items
- Claps out syllables to word
- Tells a story from a wordless book
- Identifies beginning letter sounds of alphabet
- Identifies lowercase letters of alphabet
- Able to pick out two of three words that rhyme
- Writes name without a model
- Counts to 29
- Copies an AB pattern
- Names all four shapes

## **Clothing and Personal Items**

We want your child to have an enjoyable and comfortable time here at school. For this reason, please send your child in comfortable play clothes. Children will be more at ease and we don't want them to ruin or soil any good clothes while they are here. Send your child in clothes that they can button, zip, snap, etc. themselves. Children must be able to take care of bathroom needs on their own. This includes getting clothing back on their selves.

Please do not send your child with toys from home. There will be times during the school year that the teacher will send notes on items your child can bring to share. **Guns and other toy replica weapons may never be brought to school. Live animals are not allowed for show and tell unless given permission by the preschool director.**

Hooks for children's jackets and backpacks are provided for each student. Each student needs to have a complete change of clothes (no shoes) in large zip-lock bags with their name on it. The change of clothes will remain in the classroom until May, in case of spills or personal accidents.

## **Illness**

Please see the attached page for guidelines for exclusion of children who are ill. If you send your child to school and we recognize any of the symptoms listed you will be called and need to pick your child up immediately. Your child will need to be without any of these things for 24 hours before returning to school.

A communicable disease is transmitted through people, animals, surfaces, foods, or air. Communicable diseases rely on fluid exchange, contaminated substances, or close contact to travel from an infected carrier to a healthy individual. Examples of communicable diseases include: influenza, herpes, malaria, mumps, HIV/AIDS, chicken pox, ringworm, and whooping cough. Cancer **is not** a communicable disease. You **MUST** inform the school if your child has a communicable disease.

Necessary medications may be administered to a child at the facility provided that the medications are administered as required by a physician. Medications must be provided in original container labeled properly for administration. A medical form will need to be filled out by the parents and attending physician. These must be on file for each child for the administration of any and all prescribed medications. Please ask your child's teacher or the preschool director if you want your child to be given medication during school hours.

## **Injuries**

If a child is injured while attending preschool, simple first aid is administered. A first aid kit is available in every classroom. Notification to the parent is made as soon as possible, and a written injury report is completed and filed.

In the case of a more serious injury or illness, every effort is made to contact the parent/guardian and the physician indicated on the registration form. If the parent/guardian cannot be reached, the school will contact the person authorized by the parent at the time of enrollment as an emergency contact. We will then follow the instruction of the parent/guardian or authorized adult.

If it is necessary to transport a child to the hospital, a staff member from the school will accompany the child and provide all pertinent information to the hospital staff. The staff member will remain with the child until a parent/guardian arrives. The Geary Community Hospital is the closest hospital and is where the ambulance will take the child.

The preschool carries liability insurance for each student as a secondary coverage plan to the parent's policy.

## **Discipline**

Please see the attached forms on Behavior and Guidance guidelines. Our staff consists of professional and caring people. The well-being of your child is their utmost priority. All children are treated with care and respect. We provide learning experiences in an environment that encourages a child to find that he/she is a person to be valued for his/her own unique being. Every attempt will be made to resolve the discipline problems with the help and input of the child, parents, teachers and director before involving the preschool board.

Any child who, continues to demonstrate inability to benefit from the type of care offered by the facility because of behavior or whose presence becomes detrimental to the group, will be discharged from the facility.

If parents do not agree with the removal of their child, they may request a meeting with the Preschool Board.

We look forward to having your family a part of our school. Please let us know of any questions or concerns that you may still have after reading our parent handbook.

JCNaz Preschool Staff