

INTRODUCTION

First Presbyterian Playschool had its beginning in 1971 as an offshoot of the established kindergarten program that had been in existence since the 1950's. The first teacher was Shirley Adams. G. G. Bray was hired as Director/Teacher in 1972. Originally the Playschool operated from September to May from 9:00-11:30 AM with one teacher and one "Mother-Helper."

In January 1975, Penny McRee was hired as the Music Teacher for the Kindergarten and the Playschool. That fall, she was hired as a teacher in the Playschool and the "Mother-Helper" program was phased out. In May 2002, "Miss G. G." retired after thirty years and Penny McRee was named Director.

The Kindergarten closed its program in the early 1980's due to compulsory public kindergarten. The Playschool expanded and increased the staff. Eventually, the program expanded to include 2-year-old classes and a large 3- and 4- year-old program. The hours expanded to 9:00-12 noon or 2:30 (Sack Lunch program). A two-week Summer Fun program with a "day camp" atmosphere was also added. It has been very successful.

At present, there are six teachers and one Secretary/Bookkeeper. Programs are offered either Monday-Wednesday-Friday or Tuesday-Thursday for two, three, and four-year-olds. The Playschool has been **licensed** by the Department of Human Services and received a **Three Star Rating** under the new assessment program for daycare and preschools.

PURPOSE

The Playschool functions as an approved program of the First Presbyterian Church. Its purposed is to provide an opportunity for preschool children in this church and community to participate in a structured educational program with the companionship of their peers in an environment scaled to their needs under trained adult supervision.

First Presbyterian Playschool does not discriminate on the basis of race, color, creed, religion, gender or national origin in its acceptance of students nor in its hiring practices.

WELCOME TO PLAYSCHOOL!

A good preschool provides the preschool child with the companionship of children his/her own age in an environment scaled to his needs under trained adult supervision. In addition to the child-directed play and activities such as the dress-up corner, blocks, and kitchen area, there is provision for activities requiring special adult direction such as story telling, PEP program, reading, use of rhythm instruments, and singing games. It is our desire that each preschooler becomes confident in his own abilities and has acquired the cognitive, social and emotional skills to be successful in Kindergarten. Some of the things that enrich a child's experience in preschool are:

1. Companionship with others his own age who have similar interests and abilities.
2. Learning to share.
3. Opportunities for creative expression in paints, blocks, clay, cutting, pasting, etc.
4. Quiet concentration with books, puzzles, pegboards, etc.
5. Dramatic play- doll corner, kitchen, dress-up clothing, acting out simple stories, etc.
6. Language development (Peabody Language Development Kit)
7. Music in many forms: listening, singing, dancing, and rhythmic.
8. Stories and poems with all their possibilities.
9. Outside play- use of large equipment and development of the "big muscles."
10. Number fun (pre-readiness activities with math).

HEALTH

The care and safety of your children is of utmost importance to our staff. Our staff is trained in infant/child and adult CPR and first aid safety.

When a child shows any sign of illness or possible infection, it is the responsibility of each family to keep the child home. Should a child expose the group to a communicable disease, please notify the teacher.

The Playschool **cannot** care for sick children. If a child is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the child. If your child has diarrhea at school you will be called to pick up your child.

Teachers are not allowed to give medication to children. If your child is on medication and must have it during school hours, you must come to school to administer it.

If your child exhibits any of the following symptoms, please be sensitive to the health of our children and families in the Playschool community by keeping your child at home.

- Fever over 100 degrees in the last 24 hours
- Diarrhea in the past 24 hours
- Vomiting in the past 24 hours
- Yellow/green nasal discharge
- A contagious skin condition such as impetigo (Should be treated 48 hours and should not be draining)
- Pinkeye (until treated with antibiotics for 24 hours)
- Chickenpox (until all sores are crusted over)
- Productive cough
- Allergies with a secondary infection
- Common Cold

DAILY SCHEDULE

Three and Four Year Olds:

9:00 - 10:00	Free play, Art Activities, "PEP" Program
10:00 - 10:30	Clean up, Music, Spanish
10:30 - 10:45	Small Groups: Math, Music, and Language
Development	
10:45 - 11:00	Snack time
11:00 - 11:45	Outdoor Play
11:45 - 12:00	Group Time (stories, fingerplays, sharing)
12:00	Dismissal or "Sack Lunch Time"

Two Year Olds:

9:00 - 10:00	Free play, Art Activities
10:00 - 10:15	Clean-up
10:15 - 10:30	Snack time
10:30 - 11:00	Circle Time (Stories, Music, Sharing)
11:00 - 11:45	Outdoors
11:30	Sometimes Story
11:50	Dismissal or "Sack Lunch Time"

Our program offers classes for ages 2 to 4 years old. Classes will be filled by a lottery system in the spring and from a waiting list during the school year.

CLASSES and FEES

The following is a listing of classes and information. You will note that we are charging an annual fee. You have the option of paying tuition annually or in monthly payments.

Money will not be taken unless labeled with breakdown of the amount paid, i.e. tuition, Sack Lunch, or other fees and in an envelope. The Playschool Treasurer is Vicki Pope.

In order to keep tuition as low as possible, we operate on a very tight budget and it takes all families paying on time for us to pay bills, order supplies and purchase new inventory for your children to use.

Please note the following guidelines for payment due dates and late fees, effective August 1, 2008:

Tuition for each month and Sack Lunch charges for the previous month are due on the first of the month. There is a 5-day "grace period." There will be a \$5.00 late fee levied on the 6th if your payment has not been received, with \$1.00 per day added for each day thereafter that your account remains unpaid. If your account is not paid in full by the last day of the month (the current month's tuition plus the previous month's Sack Lunch fees, plus any accumulated late charges), your child will not be able to return to Playschool until the bill is paid, **unless other arrangements have been made with the director.** Please include the late fee with payment if payment is not made by the 5th at 4:00 PM. If you choose to pay annually or for several months at a time, **you must pay in advance**- not later.

Call Vicki, (422-1591) if you have any questions.

Playschool is happy to accept payments from third parties, such as grandparents. However, each child's PARENTS HAVE PRIMARY RESPONSIBILITY to see that Playschool statements are paid on time. Late charges will be applied if payments are made late, no matter who is paying the bill.

Sack lunch (optional extended care until 2:30) is a separate fee and must be paid at the end of the month. **Sack lunch bills for the previous**

month, not paid by the 5th, will be noted and child may not stay for sack lunch again until bill is paid.

The late pickup fee is \$10 after the first 10 minutes and \$1.00 per minute thereafter. Our clocks and watches are set by the Weather Line Forecast Service provided by JEA and the West Tennessee Physicians' Alliance - you may call for automated time and temperature by dialing 423-1230.

ALSO!!!!!! We will not release any child to anyone whom we consider to be a risk to that child's safety. Any questions, contact Penny McRee, Director.

Two Year Olds (Must be two by September 30, 2011)

Monday/Wednesday/Friday 9:00-12:00	Teachers: Jennifer
Geraghty	
Tuesday/Thursday 9:00-12:00	Libby
Carmichael	

Non-church members:

MWF Tuition: \$1,125/yr or \$125/mo.

Second child- \$1,080/yr or \$120/mo.

TT Tuition: \$900/yr or \$100/mo.

Second child- \$855/yr or \$95/mo.

Members of First Presbyterian Church:

MWF Tuition: \$844/yr or \$94/mo.

Second child- \$799/yr or \$89/mo.

TT Tuition: \$675/yr or \$75/mo.

Second child- \$630/yr or \$70/mo.

Sack Lunch until 2:30 available every day @ \$8.00 per day.

Registration fee- \$65 per child. This fee is non-refundable.

Three and 4 Year Olds (Must be 3 by September 30, 2011)

NOTE: 3 and 4-YEAR OLDS MUST BE FULLY POTTY-TRAINED!

Monday/Wednesday/Friday 9:00-12:00	Teachers: Penny McRee
Tuesday/Thursday 9:00-12:00	Anita Langdon
	Becky Crockarell
	Debbie Gomez

Non-church members:

MWF Tuition: \$1,125/yr or \$125/mo.

Second child- \$1,080/yr or \$120/mo.

TT Tuition: \$900/yr or \$100/mo.

Second child- \$855/yr or \$95/mo.

Members of First Presbyterian Church:

MWF Tuition: \$844/yr or \$94/mo.

Second child- \$799/yr or \$89/mo.

TT Tuition: \$675/yr or \$75/mo.

Second child- \$630/yr or \$70/mo.

Sack Lunch until 2:30 available every day @ \$8.00 per day.

Registration fee- \$65 per child. This fee is non-refundable.

- Once you enroll your child in the program, you are reserving your space for the program.
- Payment for the services for which you register will be expected promptly.
- Returned checks will result in a \$15 charge, plus late fees if applicable.
- Members of First Presbyterian Church will receive a reduced rate.
- Grandchildren of members of First Presbyterian Church will be allowed to register on the same day that children of members do, but will not receive a reduced rate.
- Parents with more than one child enrolled in the program will receive a reduced rate for the second child.
- The registration fee is non-refundable and is required to ensure a place for your child. This money is used to purchase permanent equipment for the school.

Fees may be paid to the Director at Playschool at arrival times during the first five days of the month, or may be mailed to:

Mrs. Vicki Pope, Treasurer
First Presbyterian Playschool
1573 North Highland Avenue
Jackson, TN 38301.

Make checks payable to **First Presbyterian Playschool**.
Fees are to be placed in an envelope and labeled with:

CHILD'S NAME
PARENT/GUARDIAN'S NAME
SESSION (MWF or T-TH)
TUITION_____ SACK LUNCH_____
LATE FEE_____ TOTAL_____

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ORGANIZATION

The Presbyterian Playschool meets in the Education Building of the First Presbyterian Church as an approved activity of the church. As such, we do not pay rent on the space used, which includes large playrooms and a fenced yard. We receive limited financial support from the church, so our only other source of money is registration fees and tuition. We will pay our share of the utility cost to the church and upkeep of the Education Building.

There are six permanent teachers: Three and Four Year Old Class: Mrs. Penny McRee, Director, Mrs. Becky Crockarell, Mrs. Anita Langdon, and Mrs. Debbie Gomez. Two-Year-Old Class: Mrs. Libby Carmichael and Mrs. Jennifer Geraghty.

The Playschool Committee is composed of the following:

- Mrs. Penny McRee, Director
- Mrs. Vicki Pope, Treasurer
- Mr. Bill Hendricks, Elder of First Presbyterian Church
- Mrs. Caroline Campbell, Church/Parent Representative
- Mrs. Molly Richardson, Church/Parent Representative
- Mrs. Ceil Cowles, FPC Staff Representative
- Mrs. G. G. Bray, Ex-officio

Once a year, the parents will be asked to complete an evaluation of our program. With this frank input, we will be able to incorporate program ideas and services to better meet our families' needs.

We are licensed by the Tennessee Department of Human Services (the licensing agency daycares and preschools) and received a 3-star rating (the best!) again this year!

In 2000 and 2001, Tennessee launched a broad program to improve childcare. This program's goals are to give more information to parents and to improve the quality of childcare in the state. This new program actually includes two programs, the Child Care Evaluation and Report Card Program and the Star-Quality Child Care Program.

The **Child Care Evaluation and Report Card Program** is required for all licensed and approved childcare providers in Tennessee. During the process of renewing a license, the State evaluates a provider on seven areas of quality. The **Star-Quality Child Care Program** recognizes childcare providers who meet a higher standard of quality. Once qualified for this program, providers can receive one, two, or three stars to place on their license. Each star shows that a provider meets increasingly higher standards. In other words, the more stars a program has, the better the quality of care it offers to children.

Both programs require a **program assessment**. This part of the licensing process is new in Tennessee, and is required for both Child Care Centers and for Family and Group Homes. An assessment (an on-site observation by a highly trained Assessor) evaluates many things. For example, it evaluates the interactions between the children and staff (to be sure that it is appropriate for the age of the children). It also examines the layout and use of space and rooms and looks at health and safety practices. It even makes sure that the program includes appropriate math, language, music, and art activities.

PLAYSCHOOL CALENDAR 2011-2012

August 25, Thursday	Parents' Meeting , 6:30 in Memorial Dining Hall
September 6, Tuesday	Playschool Begins
October 17 and 18 <i>Monday & Tuesday</i>	Fall Break
November 23, 24,25 <i>Wed., Thurs., Fri.</i>	Thanksgiving Holidays
December 15 and 16 <i>Thursday & Friday</i>	Christmas Programs
December 19, Monday	Christmas Holidays Begin
January 3, Tuesday	Classes Resume
January 16, Monday	Martin Luther King, Jr. Day holiday
February 20 and 21 <i>Monday & Tuesday</i>	Winter Break/Presidents' Day

March 5, 6, 7 Monday, 5th Tuesday, 6th Tuesday, 6th Wednesday, 7th	Registration for 2010-1011 Classes- Gym/Ed Foyer FPC Member Registration, 9:00-9:45 am Currently Enrolled Families, 9:00 am and 10:30 am Alumnae Families- 1:00 pm Registration for New Families- 9:00 am
March 19- 23 <i>Monday- Friday</i>	Spring Break
March 26, Monday	Classes Resume
April 6 and 9 <i>Friday & Monday</i>	Easter Break
April 16, Monday	"Summer Fun" Registration (class size limited, register early)
May 17 and 18 <i>Thursday & Friday</i>	Spring Programs: Last day of School
May 21-June 1	"Summer Fun"

When adverse weather conditions occur causing changes in public and private school schedules, Playschool will place an announcement on **WBBJ-TV** and on **WNWS 101.5 FM** radio station. We may be listed on TV as **1st Presbyterian Playschool** or **First Presbyterian Playschool** so be sure to watch for us alphabetically both ways. An email will be sent to the address on file for your family listing our schedule changes. *Please send an email to fpplayschool@yahoo.com if your address changes.*

PARTY IDEAS

We ask the Mothers to help with one party during the year. You are free to plan anything you would like. Be creative! Also, you are welcome to celebrate your child's birthday in any way that you wish; just be sure to make arrangements with the teacher.

There will be a daily Snack Calendar posted on the bulletin board. Any time you would like to share with this, feel free - just sign up for which day. We appreciate any and everything you do to help us provide a variety of snack experiences for your children.

Please do not bring any treat with thick icing, and please, NO cupcakes of any kind! This includes cupcakes from Wal-Mart or Kroger!

SUGGESTIONS:

HALLOWEEN: Plan three activities - games, crafts, etc. We will rotate the children in groups. Provide a snack, bag, etc. to put the prizes and treats in for carrying home. Provide a light snack and beverage.

THANKSGIVING: The Playschool teachers will dress our pilgrims and Indians in style. We will have a FEAST. Please send foods for our party such as raisins, goldfish, pumpkin bread, nuts, popcorn, candy corn, etc. The teachers will plan the rest of the festivities.

CHRISTMAS: The Christmas party will be held in the dining hall with a visit from you know who! We ask the Mothers that sign up to be responsible for the table decorations, coffee, and punch. **Everyone** is asked to bring a festive treat. The committee is responsible for the paper products- plates, cups, etc.

VALENTINE'S DAY: Plan three activities and we will rotate the children in groups. Provide some sort of carry bag. Provide a light snack and beverage.

EASTER: Pray for a sunny day! Plan an Easter egg hunt. Each child will bring a basket and a sack of eggs to share for the hunt. Provide a light snack and beverage.

CINCO DE MAYO: The first week in May. Please plan three activities and a light snack and beverage consisting of festive Mexican foods. Mothers are also responsible for decorations, piñata, and helping the day of the party.

UNBIRTHDAY CELEBRATION: The last week in May. This is to celebrate our summer birthdays. Make with the children 2 freezers of ice cream. Furnish balloons, cupcakes, etc.

Remember, these are merely suggestions and we would like for you to feel free to plan anything that you wish. The children love having their Mothers and Daddies at school and it is always a fun time to be there on a special occasion.

The two-year-old class parties consist of snack, drink, and party favor. We do not plan activities and it is usually best if Moms do not stay for parties.

SACK LUNCH DAYS

The organization will be as follows:

1. This will be available Monday, Tuesday, Wednesday, Thursday, and Friday.
2. This is an optional program - use it as you wish.
3. There will be a charge of \$8.00 per child per day. You must come in and sign in before your child can stay. You will be billed for Sack Lunch at the end of the month.
4. You must provide lunch and **milk** in a spill-proof cup. If your child **cannot** drink milk, 100% juice may be substituted.... This is a requirement of the Dept. of Human Services concerning all children who eat lunch at school.

5. Dismissal will be at 2:30 PM. The children should be picked up promptly. *Remember, a late fee will be charged if you are tardy.*
6. There will be three or more teachers from the Playschool staff responsible for this program.
7. Naptime will not be enforced - only a rest hour, but children must rest on their mat. No playing or reading. Quiet music will be played. There will be a story time before rest.
8. Please bring a **backpack** with a **crib sheet**, **blanket**, small pillow, etc. All **must fit easily in the backpack** so the child's hands are free to carry papers and his/her lunchbox.

BEHAVIOR MANAGEMENT GUIDELINES

A primary goal of our Playschool *is* to guide our children to be caring, responsible, and cooperative participants in our program. Our staff exclusively employs positive-behavior management techniques (*PBMT*), *e.g.*, redirecting a child's behavior and/or removal from particular activities to achieve this goal. Our end-goal regarding the behavior policy for Playschool is to: 1) teach our children self-control, 2) help them recognize and select appropriate behavioral choices, 3) help them identify their feelings, and 4) to develop an understanding and respect for the needs of others in a community.

Policy regarding behavioral and/or discipline issues: In the rare event that a child does not respond to the positive-behavior management techniques employed by our teachers, the director of the Playschool shall, at her/his sole discretion, determine an appropriate course of action to take in an effort to amend the child's behavioral issue. Three determining factors will be used to assess behavioral issues that require intervention from the director: 1) the child is not responsive to PBMT, is not participating in or benefiting from the program, 2) there are no reasonable

accommodations that Playschool can make to provide adequate or safe care for the child, and 3) the child chronically engages in inappropriate behaviors that interfere with and contradict the aforementioned end-goals of the stated behavioral policy.

NOTE: The director may at any time, at her/his sole discretion, suspend or dismiss from Playschool any child who engages in any behavior that seriously endangers the child, other children or the staff.

Should the director's intervention be required, the following steps will be followed:

- After monitoring and documenting a child's inappropriate behavior, the director will notify the parents about the child. Appropriate modification techniques will be discussed. **NOTE:** *Excessive unruly behavior may warrant asking the parent to pick the child up from the Playschool before the daily dismissal. Examples warranting an early pick up include but are not limited to biting, hitting, deliberate disobedience, or other behavior that inordinately distracts from the normal operation of the Playschool).*
- If the child's inappropriate behavior persists after the initial meeting between the parents and director, a formal conference will be held to discuss the ongoing behavioral issue and determine what steps will be taken to adjust the child's behavior. The director may, at his/her discretion, invite the child's teacher and/or a non-parent member of the Playschool Board to attend.
- If the child's inappropriate behavior persists after the formal conference between the parents and the director, the director shall call a special meeting of the Playschool Board, which body shall determine whether the child should be removed permanently from the Playschool, or other appropriate action.

Policy regarding a trial period for new enrollees: First Presbyterian Playschool has a two month trial period for any enrolled child. The Playschool, at the discretion of the director, reserves the right to request the withdrawal of a child during the trial period if one or more of the following conditions exist: 1) the child is not participating in or benefiting from the program, or 2) there are no reasonable accommodations that the Playschool can make to provide adequate or safe care for the child, or 3) the child is not responsive to PBMT,

Policy regarding children with special needs and handicapping conditions (disabilities): First Presbyterian Playschool will not discriminate against a child with a handicapping condition (disability) solely on the basis of the handicap (disability). Playschool serves children with special needs and handicapping conditions (disabilities) whenever possible. Any eligible applicant with special needs or handicapping conditions (disabilities) will be enrolled in the program if, after careful evaluation of the child's care needs and Playschools' abilities to meet those needs, it is felt that Playschool can make reasonable accommodations to provide safe care to this child as well as to the other enrolled children should this child be enrolled.

Hardship scholarships are available on a case-by-case basis, subject to periodic review. Please contact Penny McRee for more details.