



*First Church of Christ*  
**Preschool**  
≡ **Parent Handbook** ≡

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[preschool.first4christ.com](http://preschool.first4christ.com)

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*Train up a child in the way  
he should go, and when he is old  
he will not depart from it.*

**-Proverbs 22:6**

## *A Message from the Director*

Our goal at the First Church Preschool is to provide a caring and safe environment where children know that we love them – but more importantly that God loves them! Students are given the opportunity to grow spiritually, intellectually, emotionally, socially, and physically through a balanced curriculum.

We believe that spiritual understanding should begin at an early age and be the foundation of a child's development. Simple Christian concepts and principles are taught through daily Bible stories, and students learn a new Bible verse every month.

Additionally, we feel that a balanced curriculum should include instruction in: pre-math, pre-writing, science, social studies, nutrition, health, art, music, and physical education. Activities that stress child involvement are provided in all of these areas.

Finally, we feel that preschool children need opportunities to develop socially and emotionally. Structured free-play, as well as teacher guided activities, are provided so that children begin to feel comfortable in a group. A wide variety of materials and activities help to make learning fun.

We hope your child's experience at First Church Preschool will provide him/her with a strong foundation for later school success. Even more, we hope it will provide your child with the beginnings of a spiritual foundation that will bring happiness in life.

Thank you and God bless!

*Tessa Robley*

**Tessa Robley,  
Preschool Director**



## School Operation

The First Church of Christ Preschool operates as follows:

### 2-year-old Class

Tuesday and Thursday, 10:00-12:00

**Drop-off:** 9:50-10:00

**Pick-up:** 11:50-12:00

### 3-year-old Class

Tuesday - Thursday, 9:30-12:00

**Drop-off:** 9:20-9:30

**Pick-up:** 11:50-12:00

### 4-year-old Class (Pre-K)

Monday- Thursday, 9:30-12:00

**Drop-off:** 9:20-9:30

**Pick-up:** 11:50-12:00

### Lunch Bunch

Tuesday & Thursday, 12:00-2:30

**Pick-up:** 2:20-2:30



## Arrival & Departure

Please bring your child to the preschool entrance, located in the lower parking lot by the playground. If someone other than a parent will be picking up your child, please notify the preschool using ClassDojo before the start of that day.

## Tuition

Tuition payments are due by the 15th of each month. A \$25 late fee will be assessed if payment is overdue. No bill will be sent. Payments can be placed in the preschool mailbox located outside the preschool director's office.



### Monthly tuition is as follows:

**Registration fee:** \$50 upon registration

**2 year old class:** \$70/month

**3 year old class:** \$135/month

**4 year old class:** \$175/month

**Lunch Bunch:** \$90/month

### Ways to pay tuition:

Cash or check made payable to First Church of Christ or online at [www.first4christ.churchcenter.com](http://www.first4christ.churchcenter.com). If you are interested in paying your tuition online, please see the preschool director for more information.

### Lunch Bunch

Lunch Bunch is a month-by-month enrichment program for the 3 and 4 year old classes. It runs from 12:00 to 2:30 on Tuesdays and Thursdays. We ask that you pack a healthy lunch for your child. Please include water in a spill and leak proof cup. In order to participate, an additional cost of \$90 is due with your normal monthly preschool tuition.



## Typical Morning Schedule

- Arrival
- Free Play/Clean Up
- Circle Time/Morning Meeting
- Bible Story/Memory Work
- Learning Centers
- Bathroom Break/Wash Hands
- Snack/Story
- Group Activities
- Dismissal

## Classroom Guidelines

We have implemented three classroom rules for children to follow, based on the scripture found in **Matthew 22:37-39**.

- We take care of the things that God has given us.**
- We take care of others.**
- We take care of ourselves.**

## Supplies for Preschoolers

We ask that you please send the following from home:

- A backpack big enough to hold a folder
- A fresh change of clothes (shirt, shorts, pants, socks, and underwear)
- A large Ziploc bag for dirty clothes in case of an accident
- Closed toed shoes must be worn each day. No sandals or flip flops please.

## Snacks

Please provide one small, nutritional snack each day for your child. We ask that you also include water in a spill and leak proof cup.

## Birthday Celebrations

We will have a Birthday Celebration Day each month. Birthday treats will be provided for snack on that day.

## Calendar

Our school calendar conforms as closely as possible to that of the Altoona Area Schools, including closing on snow days and for holidays. When Altoona Area Schools close for snow, the preschool will also be closed. When the Altoona Area Schools are delayed, the preschool will run on a normal schedule. The preschool will be using Flexible Instruction Days (FID). School work will be sent home for your child to complete. Please return the completed work to your child's teacher upon return to school.



## ClassDojo

We ask that you download the ClassDojo app on your phone or tablet. ClassDojo will be used to communicate between teachers, parents, and the preschool director. Your child's teacher may also post pictures during the school day. Please use ClassDojo to alert your child's teacher if your child will be absent from school.



## Parental Involvement

You will receive a monthly calendar alerting you of upcoming events. Newsletters may also be sent home periodically. Calendars, artwork, and other papers will be sent home in your child's folder. Please check it each day.

Parents may contact their child's teacher or the preschool director about concerns or questions. For the consideration of the classroom, however, we ask that you contact them outside of preschool hours.

## Medical Forms/Illness

### Emergency Contact/Parental Consent Forms

Please return all completed medical forms by the first day of school. If your child becomes ill while at school, you will be notified using these emergency numbers.

First Church Preschool requires a completed medical examination from your child's physician each year. This form must be returned to the preschool as soon as possible.

### Illness

Please keep your child home at the first sign of illness. We ask that you send a message to your child's teacher on ClassDojo if your child will be absent from school that day.



## Field Trips

It is our goal during the year to offer various field trips. Parents will be notified in advance. You will need to provide appropriate car seats on those days.

## Car Seat Policy

Pennsylvania state law requires children under 4 years of age to use a car seat. Children 4 to 8 years are required to use a booster seat. The teachers are not allowed to place the children in vehicles without appropriate car seats.



**Have a wonderful school year!**