

Liberty
CHURCH

Kids **ROCK**
PRESCHOOL

A non-profit, private Christian preschool

Williamsport Afternoon Class
102 East Third Street
Williamsport PA 17701

570-324-3513

preschool@mylibertychurch.com

Table of Contents

Contact Information.....	p. 3
Staff List.....	p. 3
Insurance Company.....	p. 3
Goals.....	p. 3
Daily Schedules.....	p. 4
Curriculum.....	p. 5
Class Size.....	p. 5
Days in Session.....	p. 5
Hours.....	p. 5
Conferences.....	p. 5
Holidays/Snow Days.....	p. 5
Tuition Information.....	p. 5
Withdrawing a Child	p. 6
Potty Training Policy.....	p. 6
Supply List.....	p. 6
Illness Policy.....	p. 6
Lice Policy.....	p. 6
Daily Snack.....	p. 6
Birthdays & Holidays.....	p. 7
Clothing.....	p. 7
Shoes.....	p. 7
Outdoor Clothing.....	p. 7
Backpacks.....	p. 8
Transportation.....	p. 8
Drop Off & Pick Up.....	p. 8
Late Pick Up.....	p. 8
Volunteers.....	p. 8
School to Home Communication.....	p. 8
Home to School Communication.....	p. 8
Toys From Home.....	p. 8
Skills Your Child Will Learn.....	p. 9
General Monthly Themes.....	p. 10
Recommended Reading for Parenting.....	p. 10



Preschool Parent Handbook

A non-profit*, private Christian preschool

*This means that we do not accept grants or money from the state of Pennsylvania or the Federal government.

Our budget is funded by the enrollment of the children into the preschool and private donations.

Physical Address: Liberty Church
Kids Rock Preschool
102 East Third St
Williamsport PA 17701

Mailing Address: Liberty Church
Kids Rock Preschool
PO Box 22
Liberty PA 16930

Phone number: 570-324-3513 (office staff is in Liberty)

Email: preschool@mylibertychurch.com

Website link: www.mylibertychurch.com/preschool

Facebook Page link: <https://www.facebook.com/Kids-Rock-Preschool>

Staff:

Preschool Oversight: Pastors Lon & Dawn Williams

Teacher

Co-teacher

Teacher's Aide

Contact with our staff during school hours will be decided among parents at the beginning of each year.

School Insurance Policy held by:

Brotherhood Mutual Insurance Company

Our Goals: To prepare kids for Kindergarten while helping them to build self-respect, respect for others, and to experience the faith, hope and love of Jesus. We will strive to create a child-friendly atmosphere that encourages independence while using PA Pre-K Standards and the 9 Fruits of the Spirit to drive curriculum.

Daily Schedules

Morning Schedule: 3 & 4 yrs. old 8 AM - 11:30 AM Tuesday, Wednesday, Thursday

7:15	Staff Arrival	
7:45-7:55	AM Student Arrival	10 minutes
7:55-8:15	Transition/potty	15 minutes
8:15-8:30	Morning Wiggles/Circle	15 minutes
8:30-10:00	Centers/Art/Academics	90 minutes
10:00-10:15	Clean Up	15 minutes
10:15-10:30	Snack	15 minutes
10:30-10:45	Restroom Break	15 minutes
10:45-10:55	Music/Story	10 minutes
10:55-11:00	Transition to coats	5 minutes
11:00-11:30	Recess/Outside lesson*	30 minutes
11:30-11:40	Dismissal	10 minutes

Afternoon Schedule : 4 & 5 years old 12:30 PM - 4:00 PM Tuesday, Wednesday, Thursday

12:00	Staff arrival	
12:20-12:30	PM Student Arrival	10 minutes
12:30-12:40	Transition/potty	10 minutes
12:40-12:55	Circle Time	15 minutes
12:55-2:30	Centers/Art/Academics	95 minutes
2:30-2:45	Clean Up	15 minutes
2:45-3:00	Snack	15 minutes
3:00-3:15	Restroom Break	15 minutes
3:15-3:25	Music/Story	10 minutes
3:25-3:30	Transition to coats	5 minutes
3:30-4:00	Recess/Outside lesson*	30 minutes
4:00-4:10	Dismissal	10 minutes

**during inclement weather or temps below 25 degrees we will have inside large motor activities.*

Fridays:

Make-up days for snow days, delays and early dismissals will be Fridays.

Curriculum

- PA Pre-K standards, Bible Stories and the 9 Fruits of the Spirit will be used to guide lesson plans. [Pennsylvania Learning Standards for Early Childhood](#)

- Lots of outdoor education lessons during all seasons whenever possible. Weather, dirt and messy activities are not an obstacle for this program.

- Montessori/Waldorf Inspired Activities and classroom set up.

Ages accepted: 3, 4 & 5 year old children who are potty trained (no pull ups) or are accompanied by a Bayada nurse. *If there is an opening, a child will be evaluated for enrollment as they turn 3.*

Class Size: 20 children in each class

Days in Session: 3 day program, Tuesday, Wednesday, Thursday.

Hours

3.5 hours each day

Morning class 8 am – 11:30 am

Afternoon class 12:30 pm – 4:00 pm

Staff Conferences & Continuing Education

- November – date to be determined
- February – date to be determined

Holidays/Snow Days

- Follow most of the Williamsport School District Schedule, beginning the day after Labor Day and end the Thursday before the Memorial Day weekend
- All snow days will be made up on Fridays - to be determined by staff.
- If the WASD has a 2 hour snow delay there will be no morning class and be considered a snow day.
- If the WASD has an early dismissal for snow there will be no PM class and be considered a snow day.
- 2 hour delays, early dismissal and full day snow days will be made up on Fridays as time allows.
- Teachers will decide and inform parents of these make-up days as soon as possible.

Tuition Information

Yearly: \$1620

Monthly: \$180 due the 1st of each month

Late Fee: \$10

Sibling Discount: 10%

Referral Bonus: A \$10 referral bonus per referred family will be applied to the last month's tuition of the referring enrolled child.

A spot for each child will be considered "filled" when:

- all paperwork has been submitted and signed
- \$50 non-refundable deposit has been received and cleared by the bank
 - All deposit checks should be made out to Liberty Church with **“Kids Rock Preschool” in the memo.**

- To pay **online**, <https://pushpay.com/g/mylibertychurch> Under “**Fund**” choose Kids Rock Preschool. Choose “one time gift” for your deposit.
 - To set up **automatic** tuition payments, use a **recurring gift** option
 - Monthly tuition can also be mailed or dropped off at our office in Liberty. Make checks out to Liberty Church with “**Kids Rock Preschool**” in the memo.
- Direct payment through your bank account or credit card is set up

Withdrawing a Child

A 30 day written notice prior to withdrawal from tuition due dates is required.

Tuition will be paid by the parent/guardian until the school receives the written notice.

Potty Training Policy: All children must be potty trained (no pull ups) unless accompanied by a Bayada nurse.

Supply List

Parents will be asked to supply each of the following for their child’s class before the first day of class. Please put child’s name on supplies:

- (1) 2 roll pack of paper towels
- 4 large rolls toilet paper
- 2 pkg of primary colored card stock paper
- 1 pkg of 5 oz paper cups (available on Amazon or club stores)

Illness Policy

Preschool children share germs easily! Please keep children home who display fever, vomiting, acute cold symptoms, sore throat, earache, swollen glands, rash, headache, eye infections or drowsiness. Your child must be fever and medicine free for 24 hours before returning to school. This will help us keep germs to a minimum.

That being said, children who have not had exposure to lots of child group activities tend to get sick a lot the first year of school. Do your best to see that your child is eating well and getting plenty of rest. A quality, daily multivitamin is a great idea to help support your child’s immune system. Please notify a member of the staff if your child comes down with a common childhood disease so we can alert other parents.

Preschool takes a lot of self-control and attention. It is exhausting and a little stressful for little ones learning to share and follow new rules. Don’t be surprised if your child is tired and a bit cranky after school. This is totally normal. Using self-control during school can be challenging and takes a lot of energy. Give them time to “let loose” on a playground or backyard before going inside again. A quick trip to the store after class might just turn into a battleground. A little strategy after school time just might save your sanity. We want YOU to have a great preschool experience too!

Lice Policy

It happens. It’s upsetting. Don’t feel guilty, just help us control it. Ask for help if you need to know what to do. A lice killing procedure needs to be done to the hair and all visible nits

(dead-gray and alive-silvery) must be removed from the hair before returning to school. We will have to check your child before they can return to the classroom.

Daily Snack

Our daily snack will be provided by parents for the whole class. A schedule will be sent home to provide healthy, **store packaged** snacks like crackers, fruit, vegetables, pretzels, cheese or cereal with no artificial color. **Please** do not send snacks that are sugary or contain artificial coloring. This will keep our classroom calmer and easier to manage. Parents will also take a turn providing milk for the class. We will alert you of any food allergies. A snack schedule will be sent home monthly.

Birthdays & Holidays

Your child is invited to bring a snack on their birthday (or the nearest date to it). They are allowed to bring their favorite sweet treat. If you bring cupcakes we suggest the mini cupcakes only because most children only eat the icing and throw the cupcake away. This is entirely your choice but we wanted you to know! We ask that you provide white or chocolate icing on any treats because some children are sensitive to artificial colors. Cookies or donuts are a great option too! For safety reasons, please do not send nuts or gum.

Clothing

Please send an extra set of seasonal clothing, socks and shoes for any accidents or illness at school. We suggest that you dress your child in layers and according to the weather. Our classroom can be quite warm but we will be going outside as much as possible. Layers will help us make sure that your child does not become overheated or too cold. Please label ALL clothing, coats, hats, gloves, boots etc... with a permanent marker. Many of us shop at the same stores and duplicate clothing is not uncommon. If girls wear dresses, we strongly encourage you to find little stretchy shorts (like cheerleading shorts) or leggings to put underneath. Underwear is quite a humorous topic in preschool and we sit on the carpet a lot during circle time! During the Winter months, feel free to allow pants worn under dresses. It gets quite cold on those little legs before and after snow pants season!

Shoes

Shoes can be a battle in the morning for families. The best strategy is to always have shoes stored in the same area. Limit the choices in the closet by hiding (or lose) all shoes in a black bag in the basement or attic that are not an option for that season. Out of sight, out of mind. We strongly encourage sneakers for safety and comfort reasons. Sandals and Crocs are cute but they are hard to run in and get lots of debris caught in them. The debris can also cause injury and make feet and shoes dirty quickly.

Outdoor Clothing

We will be going outside a lot in all kinds of weather. Winter gear not only helps keep your child warm, they will stay clean and dry if the ground is a bit wet. You may want to purchase an extra pair of dark-colored (light colors are hard to get clean) snow-boots , snow-pants, scarf or gaiter type neck covering and WATERPROOF MITTENS. By having an extra set, you will have time to get them dry.

Why not knit mittens or gloves? We play in the snow a lot, snow melts and gets the mittens wet. Wet mittens mean cold hands and cold hands make tears. We want to give your child the very best outside preschool experience possible. Yard sales are a great way to get an extra set of snow pants, boots and waterproof mittens for a great price.

Please avoid sending “gloves with fingers” if at all possible. Why? Imagine helping 20 children x 10 fingers – 1 finger in each hole. We would never make it outside. Preschool kids love to be independent but get frustrated and cry when they can’t find the hole or it shrinks up in the wash. We want to make smiles, not tears.

Backpacks

Your child will need a backpack that will be bigger than you think so they can learn how to use it independently for Kindergarten. It will also need to be big enough to carry snow boots and snow pants in Winter (if you choose to not have an extra set at school). If the backpack looks too big in the store, it is probably the right size. Art work, folders and other gear are difficult for your child to get in and out of a small backpack independently. Independence is our goal for your child.

Transportation

Transportation is the responsibility of the parents or guardians. You are encouraged to arrange carpools and to let staff know in writing to be kept on file. Should there be a change in transportation or the person picking up the children has changed, please notify staff in writing as soon as possible. The note should be in the folder provided. It should contain who the new pick up person is and how long this will be taking place. For your child’s safety, please notify the new person that a photo ID will be required to pick up the child.

Drop off & Pick Up

For security reasons, we cannot have unescorted parents in the building. Please use your choice of communication to let us know if you will be late. Unfortunately, because of safety, we cannot accept any early arrivals for any reason. Please make arrangements with another parent for these instances.

Parents may park in the paved parking lot on East Church St, closest to the building for drop off and pick up. Walk your child up the sidewalk to the courtyard entrance and a teacher will meet you there to open the door.

Late Pick Up

With 2 classes a day it is vital that children are picked up on time. There will be a \$5 charge for every half hour after the 3rd late pick up and every late pick up afterwards. The payment must be received before your child can return to school.

Volunteers

All of our volunteers will need to have state and federal clearances to help in our classroom or attend field trips. We will not be having any volunteers the first month of school so that the children can get used to the school routine.

School to Home Communication

Monthly calendars, snack schedule, newsletters or other announcements will be sent home in folders. Parents can also choose to have the option of text or email or both. Please choose which method of communication works best for your family.

Home to School Communication

At the current time, most parents prefer texting. Please contact the teacher if this does not work for you.

Toys From Home

We have found that it is best to keep toys from home, at home. Toys often get broken, lost, and sometimes, unfortunately, stolen. We will have show & tell days to allow children to bring in their favorite toys.

Skills Your Child Will Learn

Here is a partial list of the skills your child will be learning during our school year. Be sure to review our daily schedule for Art/Music/Gym activities.

How to:

- independently do things for themselves
 - put on/take off all outside clothing
 - button/zipper/snap
 - tie shoes
 - clean up/organize toys
 - clean up solid and liquid spills
 - stay quietly seated
 - stand quietly in line
 - use their “brain power” to problem solve social situations independently
 - how to get what they want
 - how to ask for their needs politely with “please, thank you, you’re welcome”
 - wait their turn

New simple vocabulary in:

- Science/weather/biology/chemistry/zoology/entomology/History/Math

Academic Skills (not a complete list):

- organizing/classifying/patterns/sorting
- fine motor strengthening activities
- cutting & gluing independently
- colors/shapes/sizes
- counting to 100
- simple addition & subtraction as they are ready
- upper & lowercase letter recognition/identification/sounds
- recognizing and writing their name and names of classmates
- sight words as they are ready
- recognize rhyming words as they are reading
- parts of a book

- hourly time on an analog clock as they are ready

For more detailed information or questions, please call or send us an email.

General Monthly Themes

1. September: Self control – Adam & Eve
2. October: Kindness – The Good Samaritan
3. November: Faithfulness – Thanksgiving
4. December: Peace – Birth of Jesus
5. January: Gentleness – Jesus the gentle shepherd
6. February: Love – Jesus Loves the Little Children
7. March: Patience – Abraham & Sarah
8. April: Joy – The Resurrection (may switch with March depending on Easter date)
9. May: Goodness – Ruth & Naomi

Seasonal Monthly Themes

1. September: Ocean/Apples/Fall
2. October: Pumpkins/Fall
3. November: Turkeys/Families/Thanksgiving
4. December: Hibernation/Christmas
5. January: I am a Special Gift from God with a very special purpose made just for me. /Snowflakes/Snowmen
6. February: Friends/Valentines Day/Presidents/Money
7. March: St. Patrick/Spring/Lion or Lamb Weather/Easter depending on dates
8. April: Easter/Eggs/Baby Animals/Rain
9. May: Flowers/Mother's Day/Kindergarten

Recommended Reading for parenting:

If we could give you all the tips & tricks we have learned over the years, these books would cover most of the information! Some of these are available on CD or audio file.

For Little Kids:

[How to Talk So Little Kids Will Listen & How to Listen So Little Kids Will Talk](#)

By Joanna Faber & Julie King

For Elementary children:

[How to Talk So Kids Listen & How to Listen So Kids Will Talk](#)

For Teens:

[How to Talk So Teens Listen & How to Listen So Teens Will Talk](#)

For Siblings

[Siblings Without Rivalry](#)

Kids & Education

[How To Talk So Kids Can Learn At Home And In School](#)

The Bundle

[Reading Collection](#)