

*Liberty*  
CHURCH

*Kids* **ROCK**  
**PRESCHOOL**

A non-profit, private Christian preschool

102 East Third Street  
Williamsport PA 17701  
570-326-3706  
[preschool@mylibertychurch.com](mailto:preschool@mylibertychurch.com)

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## **Preschool Parent Handbook**

A non-profit\*, private Christian preschool

\*This means that we do not accept grants or money from the state or government.  
All funds are through the enrollment of the children into the preschool.

**Address:** Liberty Church  
Kids Rock Preschool  
102 E. Third St.  
Williamsport, PA 17701

**Phone number:** 570-326-3706

**Email:** [preschool@libertychurch.com](mailto:preschool@libertychurch.com)

**Website link:** [www.mylibertychurch.com/preschool](http://www.mylibertychurch.com/preschool)

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

### **Staff:**

**Preschool Oversight:** Pastors Lon & Dawn Williams

**Teacher:** Mrs. Deb Worthington

**Co-teacher:** Mrs. Carrie Sallada

**Teachers' Aide:** Mrs. Rachael June

Contact with our staff during school hours will be done using the Bloomz App giving you quick and easy text messaging to ensure our teachers' cell phone privacy.

<https://app.bloomz.net/#/app>

### **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**

### **AM Schedule: Monday-Thursday**

7:30	Staff Arrival	
7:45-7:55	AM Student Arrival	10 minute
7:55-8:00	Transition	5 minute
8:00-8:15	Circle Time	15 minute
8:15-9:30	Centers/Art/Academics	75 minute
9:30-10:00	Clean Up	15 minute
9:45-10:00	Snack	15 minute
10:00-10:15	Restroom Break	15 minute
10:15-10:25	Music/Story	10 minute
10:25-10:30	Transition to coats	5 minute
10:30-11:00	Recess/Outside lesson*	30 minute
11:00-11:15	Dismissal	15 minute
11:20-11:40	Staff Lunch	20 minute

### **PM Schedule: Monday-Thursday**

11:45-11:55	PM Student Arrival	10 minute
11:55-12:00	Transition	5 minute
12:00-12:15	Circle Time	15 minute
12:15-1:30	Centers/Art/Academics	75 minute
1:30-1:45	Clean Up	15 minute
1:45-2:00	Snack	15 minute
2:00-2:15	Restroom Break	15 minute
2:15-2:25	Music/Story	10 minute
2:25-2:30	Transition to coats	5 minute
2:30-3:00	Recess/Outside lesson*	30 minute
3:00-3:15	Dismissal	15 minute

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

### **Fridays:**

Teacher Planning & Prep

Cleaning & Organizing

Staff Meetings

Make-up days for 2 hour delays and early dismissals



## Curriculum

-PA Pre-K standards, Bible Stories and the 9 Fruits of the Spirit will be used to guide lesson plans.

<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>

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

**Ages accepted:** 4 & 5 only, *BUT 3 year olds will be placed on a waiting list to fill any openings as of July 1st. A child must be 3 on or before September 3<sup>rd</sup>, 2019 to be eligible. If there are any openings after the start date, children will be accepted as they turn 3 years old if they are potty trained (no pull ups).*

**Class Size:** 20 children in each class

**Days in Session:** 4 day program, Monday-Thursday

### Hours:

3 hours each day

Morning class 8 am – 11 am

Afternoon class 12 pm – 3 pm

### Staff Conferences & Continuing Education

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

### Holidays/Snow Days

- Follow Williamsport School District Schedule, beginning Tuesday September 3<sup>rd</sup> 2019 through May 19<sup>th</sup> 2020.
- All snow days will be made up according to WASD snow day schedules.
- During WASD 2 hour delays there will be no morning class.
- During WASD early dismissals there will be no PM class.
- 2 hour delay and early dismissal 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:** \$2156

**Monthly:** \$239.56

**Sibling Discount:** 10%

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

- all paperwork has been submitted and signed (online or hard copy) and all information has been given to access the FACTS tuition collection program for your child's tuition
- \$50 non-refundable deposit put towards the FACTS tuition collection program

## **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)

## **Supply List**

Parents will be asked to supply each of the following for their child's class:

- (1) 2 roll pack of paper towels
- 1 large box of unscented tissues
- (1) 6 pack toilet paper
- Supply snack for 20 children on a rotating schedule
- Supply 1 gallon of milk for 20 children on a rotating schedule

## **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 the morning class might just turn into a battleground. After the afternoon class, a trip to the playground or time in the yard before a shopping trip, lunch, dinner or sports after school would be a great idea – and 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 snacks like crackers, fruit, vegetables, pretzels, cheese or cereal with no artificial color. Please do not send sugary or snacks with artificial coloring. This will keep our classroom calmer and much more quiet. Parents will also take a turn providing a gallon of milk for the class. We will alert you of any food allergies.

## **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! White or chocolate icing is best for those children who 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 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. The playground is on the East side of the building and can be cool or very cold. 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 your child wears 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 snow pant season!

### **Shoes**

Shoes can be a battle in the morning. The best strategy is to limit the choices in the closet. Hide (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 Crocks 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 and WATERPROOF MITTENS. If your child's snow gear gets wet, you will have time to get them dry.

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

Please avoid sending "gloves with fingers" if at all possible. Why? Imagine helping 20 children x 10 fingers – 1 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.

### **Backpacks**

Your child will need a backpack that will be big enough to carry snow boots and snow-pants.

### **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**

Parents will park in the parking lot behind the building, filling the paved spaces first. Bring your child to the back door and a teacher will meet you there to open the door. For security reasons, we cannot have unescorted parents in the building. Please use the bloomz communication app 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.

### **Late Pick Up**

With 2 classes a day it is vital that children are picked up on time. There will be a \$5 charge after the 3<sup>rd</sup> late pick up and every late pick up afterwards. The payment must be received before your child returns 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 will be sent home/emailed for weekly themes and upcoming events. Monthly newsletters will be sent home /emailed for news and details about upcoming events.

### **Home to School Communication**

We will send you an email via the Bloomz App which will give you a code to insert into the Bloomz App to connect you with our teachers via text messaging.

### **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
- parts of a book
- hourly time on an analog clock

*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
9. May: Goodness – Ruth & Naomi

*\*Weekly Themes will be given at parent orientation*

**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

[https://www.amazon.com/s?k=how+to+talk+so+little+kids+will+listen&ref=nb\\_sb\\_noss\\_2](https://www.amazon.com/s?k=how+to+talk+so+little+kids+will+listen&ref=nb_sb_noss_2)

**For Elementary children:**

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

[https://www.amazon.com/How-Talk-Kids-Will-Listen/dp/1451663889/ref=sr\\_1\\_1?keywords=how+to+talk+so+kids+listen&qid=1555063709&s=gateway&sr=8-1](https://www.amazon.com/How-Talk-Kids-Will-Listen/dp/1451663889/ref=sr_1_1?keywords=how+to+talk+so+kids+listen&qid=1555063709&s=gateway&sr=8-1)

**For Teens:**

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

[https://www.amazon.com/How-Talk-Teens-Will-Listen/dp/0060741260/ref=sr\\_1\\_2?keywords=how+to+talk+so+teens+listen&qid=1555063777&s=gateway&sr=8-2](https://www.amazon.com/How-Talk-Teens-Will-Listen/dp/0060741260/ref=sr_1_2?keywords=how+to+talk+so+teens+listen&qid=1555063777&s=gateway&sr=8-2)

**For Siblings**

[Siblings Without Rivalry](#)

[https://www.amazon.com/Siblings-Without-Rivalry-Children-Together/dp/0393342212/ref=sr\\_1\\_5?keywords=how+to+talk+so+siblings+listen&qid=1555063864&s=gateway&sr=8-5](https://www.amazon.com/Siblings-Without-Rivalry-Children-Together/dp/0393342212/ref=sr_1_5?keywords=how+to+talk+so+siblings+listen&qid=1555063864&s=gateway&sr=8-5)

**Kids & Education**

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

[https://www.amazon.com/How-Talk-Kids-Can-Learn/dp/0684824728/ref=sr\\_1\\_1?keywords=how+to+talk+so+kids+can+learn&qid=1555064148&s=gateway&sr=8-1](https://www.amazon.com/How-Talk-Kids-Can-Learn/dp/0684824728/ref=sr_1_1?keywords=how+to+talk+so+kids+can+learn&qid=1555064148&s=gateway&sr=8-1)

**The Bundle**

[https://www.amazon.com/Talk-Collection-Books-talk-listen/dp/9526533585/ref=sr\\_1\\_fkmr1\\_1?keywords=how+to+talk+so+kids+listen+bundle+pack&qid=1555063496&s=gateway&sr=8-1-fkmr1](https://www.amazon.com/Talk-Collection-Books-talk-listen/dp/9526533585/ref=sr_1_fkmr1_1?keywords=how+to+talk+so+kids+listen+bundle+pack&qid=1555063496&s=gateway&sr=8-1-fkmr1)