

**WELCOME  
TO  
WESTMINSTER  
PRESCHOOL**

**PRESCHOOL DIRECTOR**

**KAREN DAVIS**

**843-249-0675**

**WESTMINSTER PRESCHOOL STAFF**

**2017-2018**

**Karen Davis Director (843)-249-0675 (Office)**

4 Year Old Class

Teacher- Karen Davis  
Assistant- Patsy Duncan

3 Year Old Class

Teacher- Jane Belous  
Assistant- Debbie Berger

2 Year Old Class

Teacher- Kim Alexander  
Assistant- Charlotte Drozdowski

Little Lambs

Teacher- Tracy Stancil  
Assistant- Cassie Fleming

# WESTMINSTER PRESCHOOL

## PRESCHOOL CURRICULUMS

Our preschool program includes a planned curriculum that is used each day your child is in school. We strive to stay on top of current trends in preschool education and to continuously evaluate the effectiveness of the curriculum in relationship to our children. Our programs are designed to lay a foundation for an understanding of God, Jesus, the Bible, church, self, family, others, and the natural world. These objectives will be met through story time, group activities, learning centers, and arts & crafts. Our curriculum is theme based and incorporates a variety of hands-on learning experiences. Two conference dates are scheduled for parents to meet with their child's teachers to discuss the progress of their child. Conferences will occur in November and May.

Our purpose is to aid in the development of the total child including social, emotional, mental, and physical needs. In order to achieve this goal you child will be challenged with appropriate work and play activities to meet his/her developmental needs.

## WESTMINSTER PRESCHOOL Ocean Drive Presbyterian Church 2017- 2018 SCHOOL CALENDAR

August 31	Open House 6:00 pm
September 5	Classes Begin
October 9	Staff Workday (no school for children)
October 26	Fall Fun Day
November 9	Student Holiday-Scheduled Conferences For 2's, 3's & 4's- Little Lambs HAVE Class
November 21	Thanksgiving Celebration
November 22 & 23	Thanksgiving-School Closed
December 14	Christmas Program 6:00pm
December 20-January 2	Christmas Vacation-School Closed
January 3	First Day Back to School
January 15 & 16	School Closed-Holiday/Staff Work Day
February 19	Holiday-School Closed
April 2-5	Easter-School Closed
April 9	First Day Back to School
May 3	Student Holiday-Scheduled Conferences For 2's, 3's & 4's- Little Lambs HAVE Class
May 17	Fun at the Park Day
May 24	Spring Concert 6:00pm
May 24	Last Day of School

## Tuition

Tuition is due the first of each month. Tuition envelopes will be sent home with each child. Please note how much is due since the fee varies for different classes. Place your check inside the envelope and return your payment to your child's teacher no later than the 10<sup>th</sup> of each month. A \$15.00 late fee will be assessed after the 10<sup>th</sup> of each month. (There will be a returned check fee of \$20.00). The income that the school receives pays the salaries of all the staff members.

For families with more than one child enrolled, in our program, there is a 10% reduction for the second child's monthly tuition. There is a \$60.00 fee for supplies and materials for the children attending 2 days a week and a \$65.00 supply fee for children attending 3 or 4 days a week. Material fees are paid twice a year. The first supply fee is due September 10th. (\*\*See Note Below\*\*) and the second fee is due in January with tuition. This material fee is used to cover expenses for curriculum and supplies needed to work with the children.

**The current schedule of fees is listed below:**

### Westminster Preschool

4-Year-Old Class-	\$200/month	(4 days a week)
3-Year-Old Class-	\$200/month	(4 days a week)
2-Year-Old Class-	\$200/month	(4 days a week)
	\$180/month	(3 days a week)
Little Lambs Class-	\$200/month	(4 days a week)
	\$180/month	(3 days a week)
	\$160/month	(2 days a week)

If you should ever have a question regarding your payment, please do not hesitate to contact the director. If the fees remain unpaid by the end of the month and no special arrangements have been made, the child will be regretfully removed from the program.

**First Supply Fee is due by September 11**

## ADMINISTRATION

The preschool is administered by the Director of the school with guidance of the Westminster Preschool Board of Directors. The program is self-supporting and is considered an outreach ministry for the children and parents of Ocean Drive Presbyterian Church and the community of North Myrtle Beach.

## OUR PURPOSE

Preschool offers a good beginning for children to learn and play with other children outside the home. Our purpose is to provide a loving and safe Christian environment for the children of our church and community. Our program emphasizes learning through discovery. It is our desire that we provide a stimulating environment that encourages each individual child to discover and learn as they experience the world around them. While enrolled in our school we pray that your child will grow and mature to the best of their individual capabilities.

## POLICIES

1. Registration is open to all children without regard to race, creed, sex, religion or ethnic background.
2. The assignment of children to classes will be based on the age of the child.
3. WPS cannot guarantee a space in the program for any child who is absent unless tuition is paid for each month of absence. Please notify the director if your child will be out of school for an extended length of time.
4. All children enrolled in the 3 and 4-year-old programs must be toilet trained.
5. ALL immunizations must be up to date and a Certificate of Immunization issued by a licensed physician or local health department must be on file for all children. For the protection of the children, no child will be admitted without the proper immunizations.

## EARLY WITHDRAW

There must be a 2 week notice if a child or children are going to withdraw from school before the end of the school year. If a 2 week notice is not given parents will be required to pay one month's tuition.

## SCHOOL HOURS

Doors at the school will open 10 minutes before classroom starting time. Children will not be allowed to enter their classroom early. This time is used by the staff for preparation for the day. Classes begin promptly at 9:00 a.m. and end at 12:00 p.m. Please make sure that your child arrives at class on time. We don't want him/her to miss any important activities or interrupt the class once it has begun.

## DROP-OFF

The children in the Little Lambs, 3 and 4 yr class will enter their classrooms from the front of the education building. Children in the 2 yr old class are to enter from the side of the education building by the playground, if you arrive with your child after 9:10 am it will be necessary for you to enter the school through the 4 yr old classroom.

## PICK-UP

All children are to be dismissed from their classrooms. Children WILL NOT be permitted to leave with anyone other than a parent or guardian unless we are notified. If someone is to pick up your child, and we do not know him or her, they will be required to show us identification.

## LATE PICK-UP

We ask you to pick up your child on time. A late fee of \$5.00 will be charged beginning 15 minutes after your child's pick-up time. We ask you to say "Goodbye" to your child's teacher or assistant so that they know that your child has left the school safely.

## ABSENCES

Westminster Preschool is operated on a non-profit basis, and as a result there cannot be a refund for temporary absences. They will be NO reduction of fees for scheduled holidays, sick days, or closure due to inclement weather.

## INCLEMENT WEATHER

If the Horry County Schools have a 1 or 2 hour delay due to weather conditions we will still begin our class day at 9:00 A.M.

If the Horry County Schools cancel school due to weather conditions we will also cancel school.

## HEALTH

All immunizations should be current and updated as necessary and kept on file in the director's office. A healthy environment is of most importance to us and the success of our program. We ask your cooperation in not sending your child to school if he/she shows signs of illness or signs of an infectious disease. Please do not send your child to school if he/she has diarrhea, contagious rash, fever, vomiting, earache, chronic cough, sore throat, or non-clear mucus drainage or congestion. If your child develops one of these symptoms at school, you will be notified and asked to pick him/her up. Children must be FEVER FREE and DIARRHEA FREE for 24 hours before returning to school. If your child develops a contagious illness, please inform your child's teacher immediately so that parents and teacher can watch for symptoms among the other children. PLEASE keep your child at home if he/she is unable to go outside with the class. Children are not allowed to be left unattended in the building.

## MEDICATION AND MEDICAL RELEASE FORMS

NO medication will be administered at school. Should your child become ill or injured at school, we will notify you as soon as possible. If we are unable to reach you, we will notify the person listed on your emergency form. We will provide care for your child until someone is reached, or in an emergency, we will contact your child's physician or EMS.

## CLOTHING

Children in the Little Lambs and 2 yr old class will need to have a supply of diapers, wipes and any lotion they would need kept at school. We ask that you dress your child in comfortable clothing that is appropriate for play and can also be handled easily by the child during bathroom times. Since your child will be playing outside and also will be working with arts and crafts, please dress him/her in clothes that they may work and play in. **No Flip Flops**, sandals, or crocs are to be worn. Children are to wear enclosed shoes that have rubber soles. This is for their safety in the classroom and on the playground. We ask that children in the 2 Year-Old through the 4 Year-Old classes bring a backpack with them daily so that papers, notes and art projects can be taken home. Please send jackets, hats, mittens, sweaters; whatever is appropriate for the weather. A change of clothes should also be sent in a large plastic zip lock bag to be stored in the classroom. Remember to change out the extras as the season changes and as your child grows. LABEL EVERYTHING!!!!

## SNACK TIME

Snacks are provided each day for children. Every child needs to have a cup labeled with their name with a beverage in it. Juice boxes are permitted, but please label them. **NO soft drinks** are to be brought to school. If you child has any food allergies, please make sure they are listed on his/her registration form and also inform your child's teacher.

## PARENT-TEACHER COMMUNICATION

Parents are always welcomed in our school. If possible, visits should be arranged in advance with your child's teacher. Our teachers are happy to meet with you regarding your child's progress. Please arrange these meetings in advance. We ask that you try not to discuss your child with the teacher during school hours, as they are responsible for all children at this time. Please check your child's cubby or book bag daily for notes from the teacher or director.

## SPECIAL VISITORS

During the school year, WPS children will have special visitors come to the school for teaching presentations. Special units of study in class will be coordinated with these special events. Advance notice of these occasions will always be given.

## TOYS

Please do not send toys to school unless it is a designated "Show and Tell Day" by the teacher. Toys are often a distraction during our learning time. If your child is having a difficult time with separation, please speak to his/her teacher to work out a plan that is best for you and your child.

## SPECIAL PROGRAMS, EVENTS AND INFORMATION

### Lunch Bunch

Children in the 3 and 4-year-old classes have the opportunity to stay at school until 2:00 p.m. Monday through Thursday. The children are to bring their lunch in a labeled lunch box. **(No soda)**

The fee for this service is \$6.00 for each day they stay.

There will be a sign up sheet outside the 3 & 4 year old classes. No more than 16 children can stay on a given day. Pick up time is 2:00 pm. Please be prompt. There will be a \$5.00 late fee if you come for your child after 2:10 pm.

### Special Occasions

We have special occasions where parents are invited during the year to participate in a "special program" with their child. We look forward to an October Celebration, Thanksgiving Feast, Christmas program, Easter Egg Hunt, Someone Special Breakfast, Sun Fun Field Day, and our end of the year Spring Concert and covered dish dinner. These are wonderful, fun times that you can enjoy with your child.

## Volunteers

During the school year we have special events and activities that require parent help. On Open House night and the 1st week of school forms will be in the hallway so that parents can select what activity they would like to help with.

## Collecting Money

We collect money for Lunch Bunch each week and for various activities throughout the year. We need parents to please have the exact amount due or a check made out to Westminster Preschool for the amount due. We do not have extra cash in the rooms to make change. Please do not combine payments you are making.

## Parties

We like to celebrate birthdays and special occasions with special treats. Children love sweets. Brownies, (No Nuts please) cookies, donuts, jello jigglers, and donut holes are fine for these special times. **Do not bring cupcakes to school.** Please note we are a peanut free environment.

## Federal Tax ID Number

For tax purposes our Federal Tax ID# for the Westminster Pre-School is **57-0152340**.

## WAYS TO HELP YOUR CHILD IN SCHOOL

- ❑ Take your child to church regularly and teach him/her about the love of God. There is no greater preparation for life.
- ❑ Praise your child and show approval for what he/she does.
- ❑ Do not hesitate to tell your child “no” when necessary (and stick to it).
- ❑ Be a good listener. Teach your child to listen to others.
- ❑ Read to your child daily. Children who are read to regularly have larger vocabularies, more information, and clearer concepts than do other children.
- ❑ Make your child part of family hobbies.
- ❑ Give your child a good breakfast.
- ❑ Set a reasonable bedtime. A preschool child requires 10-12 hours of sleep each night.
- ❑ Do not compare your child with others his/her age. Accept your child as he/she is and remember that each child develops at his/her own rate.
- ❑ Plan for a routine so that your child comes to school in a relaxed, happy frame of mind.
- ❑ Check your child’s bag daily for papers, projects, and notes. Respond to correspondence from the teacher promptly.
- ❑ Encourage a positive attitude about school. Remember your own reactions and attitude will go a long way toward determining how your child feels about school in the future.
- ❑ Talk over you child’s progress and/or problems with the teacher and director. Discuss with the teacher how you may work with your child at home.
- ❑ Pray! Pray daily for your children, for their safety, direction and guidance. And teach your child to pray. The rewards will be great!!!!