



Handboo

Celebrating over 60 years of Fun, Education, and Excellence!



WR PRESCHOOL **HANDBOOK**

OBJECTIVE & PURPOSE

At Will Rogers Preschool our purpose is to provide a variety of early childhood learning experiences which will help young children develop socially, physically, mentally, emotionally, and spiritually. We seek to provide, in all age groups, the type of environment in which the child may learn concepts through concrete “hands-on” activities. Through the use of learning centers and special classes we provide a well-rounded foundation for growth.

AGE ELIGIBLE

Preschoolers one year through three years old will meet on Tuesday, Wednesday, AND/OR Thursday from 9:00 a.m. until 2:00 p.m. Pre-Kindergarteners are required to attend full days on Tuesday, Wednesday, and Thursday.

ADMISSIONS PROCEDURES

To enroll your child, to view the school facilities, to discuss the program and/or discuss the individual needs of your child, please contact the Director. Enrollment is completed when the proper forms have been filled out and a registration fee has been paid. The registration fee is non-refundable and not pro-rated.

PRESCHOOL STAFF

A competent Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers have chosen to teach in this preschool because of their love of children and their enthusiasm for teaching preschoolers in a Christian setting. Our teachers have years of experience teaching preschoolers and continue their training attending workshops offered by professional education organizations.

CURRICULUM

Currently our curriculum is theme based pulling material from numerous resources to expand class activities. Teachers share songs, stories, and Bible thoughts as they provide activities in the learning centers. The learning centers include art, blocks, books, puzzles, nature, and home-living. Along with these activities, all preschoolers will be exposed to the alphabet, shapes, numbers, and colors. The Pre-Kindergarten class will cover everything they will need to know before they start Kindergarten. Please remember that all children learn at a different pace, and we attempt to expose your child to these skills in a fun environment. The daily schedule includes a balance of active and quiet play, indoor and outdoor activities, and group and individual experiences. Teachers are flexible and sensitive to the needs of their class.

SPECIAL CLASSES

Motor Skills

All classes will participate in many activities with the parachute, hoops, beanbags, balls, balloons, and balance beams. They will also have free playtime either on the outside playground or in our inside playroom.

Spanish

Threes and Pre-Kindergarten enjoy a fun class learning the names of numbers, letters, and objects in a foreign language through songs and activities.

Music

Each age group will have a special time with our music teacher. The children enjoy theme-based songs, incorporating movement, instruments, and bible verses.

Chapel

Twos through Pre-Kindergarten attend chapel. During that time a member of the ministerial staff will share a short Bible story on the children's level and lead the group in some Bible songs and finish the class with the Lord's Prayer.

Field Trips

Threes and Pre-Kindergarten enjoy field trips relating to the unit of study throughout the year. Bus transportation is provided.

PROGRAM POLICIES

FEE STRUCTURE

Registration – A NON-REFUNDABLE registration fee of \$35.00 (\$20.00 for summer only) must accompany each registration form. Regardless of enrollment date, the fee is the same. “In- House” enrollment for the fall session is held the first 2 weeks of March. Enrollment for the public begins April 1st.

Monthly Tuition – Tuition is due the first week of school each month. Payment can be made either by cash, check or money order. We cannot make refunds or allowances for holidays, illness, days canceled due to bad weather, public health safety days, or absence for family convenience (vacation). The tuition will be the same each month regardless of the length of the month (no more for long months and no less for short months). It is important that tuition be paid on time, as expenses must be met each month to assure the quality of our program. Any fees uncollected after the 15th of the month will have a \$5.00 late charge added to them. \$5.00 will continue to accrue in weekly increments after the initial grace period. If for some reason you are unable to meet this schedule, please talk to the director to make special payment arrangements.

Tuition is as follows:

1 full day a week	\$95.00 per month
2 half days a week	\$105.00 per month
2 full days a week	\$155.00 per month
3 half days a week	\$130.00 per month
3 full days a week	\$200.00 per month

ATTENDANCE

School begins at 9:00 a.m. and ends at 2:00 p.m. Please arrive **NO EARLIER THAN 8:55 a.m.** Do not enter the interior school door before 9 am. It is very important to a child to arrive on time so that they do not miss out on any of the planned activities. A child that is consistently late will have a harder time making friends and adjusting to the routine. Please **NEVER** let your child off at the outside door. You have no way of knowing if they arrived safely, nor do we. Also, please arrive **PROMPTLY BY 2:00 p.m.** to pick up your child. It is very upsetting for a child to wait after the rest of the children have gone. Effective 9/1/2022 any child left in the care of our staff after 2:10 will be charged an initial charge of \$10, after 2:15 it will be \$1 per minute. This fee will be due before the following week of school begins. We reserve the right to not allow a student to attend until all fees are paid.

TOYS AND PERSONAL ITEMS

We request that parents not allow a child to bring personal toys to his classroom. This helps avoid a wide variety of problems.

Occasionally, teachers will ask parents to help children bring certain items for show and tell, nature activities, or special days. Parents will need to check with teachers before bringing pets, insects, or other animals.

SCHOOL RECORDS

Because emergencies may arise, please keep the school up to date on home, cell, business, and emergency phone numbers. In case of an accident, every effort will be made to contact a parent or guardian. Should we not be able to contact a parent, we will use the emergency numbers listed.

The health and safety of the children is of major importance. Your child's immunizations need to be updated according to his/her age. A copy of updated immunizations needs to be turned in by the second week of class.

VISITS*

We welcome your visits to your child's room throughout the year. We do ask that you give us the first month to allow the children to adjust to the classroom before you begin your visits. Please remember while visiting that our first priority is to the children. Please do not use this time for a conference with the teacher. This is best done by phone or by setting up a convenient time with the teacher.

***Visits must be pre-approved by preschool the director.**

AUTHORIZED RELEASE

At the beginning of school, you will receive a card identifying your child and his class. Anyone other than a parent that regularly picks up the child must present the security card to the Director or teachers. The parent must also inform the teachers earlier in the day of the plans for the pick-up of their child. We must have proper authorization before we will let a child leave school with anyone other than the parent.

ILLNESS/MEDICATION REGULATIONS*

Please notify the school if your child will not be attending due to illness, (918) 834-9706. You will be called to pick up your child if they appear to have symptoms of illness during the day.

***Due to the recent pandemic, please follow the health and exclusion guidelines of Tulsa Public Schools found at the end of this document. Every child must complete the screening questions daily prior to attending preschool.**

PLEASE KEEP YOUR CHILD HOME IF THE FOLLOWING APPLIES:

*Child has a fever or has had one during the prior 24 hours.

*Child has a heavy nasal discharge or constant cough.

*Child has vomited or has had diarrhea in the prior 24 hours.

*Child has the symptoms of a possible communicable illness.

Teachers may NOT administer medications. Parents may come to school and give it in appropriate situations, or you may sign a medical

authorization form to allow the center director to administer medications.

LUNCHES

Children staying until 2:00 p.m. will be responsible for their own lunch, including a drink. Please make lunches of “finger-type” foods, and nothing that must be heated. Please limit the number of sweets in the lunch and refrain from sending sugary drinks. Label all lunch boxes and plastic lunch items with your child’s name. We are a PEANUT FREE school.

DRESS

Please think of your child’s comfort and dress him/her simply and in easy to manage play clothes. Although the child wears a smock, many of our activities are messy and accidents do happen. Since our playground has small pebbles, **closed toe shoes are required**. We go outside even on “chilly” days. Dress your child with a coat, hat, and mittens on these days.

LABEL ALL diaper bags, blankets, and containers with the child’s name. Label outerwear and any other clothing that the child might remove. Children should have another change of clothing in their bag, especially those who are in diapers or potty training.

CELEBRATIONS

Birthdays are a special time for children, and they often like to share it with their friends. If you wish to provide a special snack for your child’s birthday, please inform the teacher ahead of time.

We love to celebrate the holidays! For individual class parties, teachers will ask parents to provide snacks. There will be sign-up sheets outside each classroom. Please note that all snacks must be store bought.

At Halloween, we will have class parties and look forward to seeing all your cute costumes. We ask that you not send your child in any scary ghost, goblin, witch costumes or costumes that include weapons. Teachers WILL NOT use these symbols in any art, book, song, or finger play activity.

DIRECTOR OFFICE HOURS

The Director's office hours are Tuesday, Wednesday, Thursday 8:15 a.m. to 2:15 p.m. If you contact the director outside of these hours, you will hear back during the next business day.

PARENT/TEACHER COMMUNICATIONS

Please feel free at any time to discuss your child's development with their teacher. Please take time to discuss with your child the activities listed on "What We Did Today" take home sheets and learn about their day.

In December, the Pre-Kindergarten teacher will formally communicate with you about your child's skills and adjustment in their class. This will be followed up in April with a structured "Skills Assessment."

SCHOOL CLOSURES

We will close due to bad weather when Tulsa Public Schools buildings are closed. Please listen to the local television and radio stations for that information.

At any time, the preschool may close due to the community conditions of the pandemic or any other public health safety concern. This decision will be informed by the Tulsa Health Department updates and Tulsa Public Schools response to the situation.

CALENDAR & OPERATING DAYS 2022 – 2023

Fall

Classes Begin -	Tuesday	September 6, 2022
Fall Break -	Wednesday	October 19, 2022
	Thursday	October 20, 2022
Thanksgiving Break -	Tuesday	November 22, 2022
	Wednesday	November 23, 2022
	Thursday	November 24, 2022
Christmas Break -	December 20, 2022 - January 2, 2023	

Spring Session

Classes Resume	Tuesday	January 3, 2023
Spring Break		March 14-16, 2023
Classes End	Thursday	May 25, 2023

Summer Sessions

There will be two four- week summer sessions.

Session 1: June 6th - 29th

Session 2: July 5th - 27th

School is closed the month of August. Fall session begins after Labor Day

OTHER OPPORTUNITIES FOR FAMILIES

Church Services **Sundays @ 10:15am**

Children's church (ages 4-11) **Sundays @ 10:45am**

Community Groups **Sundays @ 9:30 am**

Special Events announced via church website willrogersumc.org such as Neighborhood Bible Club, Trunk or Treat, Christmas Caroling, Valentine Caroling, Easter Egg Hunt and Special Kids Days.

Contact Us:

Preschool

(918) 834-9706

wrumcpreschool@gmail.com

Church Office

(918) 834-0891

news@willrogersumc.org

