Parent Handbook 2026-2027

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FACILITIES AND ORGANIZATION

Plymouth Haven Christian Preschool (PHCP) is a non-profit, self-sufficient partner to the ministry and services currently provided by Plymouth Haven Baptist Church (PHBC) located at 8600 Plymouth Road, Alexandria, Virginia, 22308. PHCP has a religiously exempt license. Plymouth Haven Christian Preschool follows the guidelines outlined by the Virginia Department of Education. We also endorse the code of ethical conduct and program standards established by the National Association for the Education of Young Children (NAEYC).

PHCP uses the ground floor of the Children's Education Hall of PHBC, as well as a room off of the Fellowship Hall. Currently, six rooms are available for use as classrooms. The Fellowship Hall is used for group gatherings and gross motor activities during inclement weather and is supplied with appropriate equipment (ex: portable basketball hoop, gymnastics mats, ride on cars, etc). There are two fenced-in play areas, the playground and baseball field. The playground has equipment appropriate for children ages two through five years. Inside the fence, there is a slide, playhouse and climbing apparatus. Chapel service will be in the church sanctuary. PHCP also has access to other church space if needed.

The Board of Directors (BOD) and Preschool Advisory Committee (PAC) are in place to provide guidance and support to PHCP. The BOD includes three church representatives that oversee the administration of the preschool. The PAC members include the preschool director, a teacher representative, a parent representative, the pastor (or pastor designee), a church properties representative, and two church members-at-large. Meetings are held a minimum of three times annually, but the members maintain ongoing communication through other forms of contact. The director is the primary operations manager and is responsible for the daily administration of the preschool.

MISSION STATEMENT

PHCP is a ministry of Plymouth Haven Baptist Church, responding to the needs of the families with young children living in our community. The preschool mission is to provide quality early childhood education and spiritual guidance in a Christian environment. Our goal is to nurture the development of the whole child by focusing on emotional, social, physical, cognitive and spiritual growth. This includes providing varied and meaningful activities to aid in the positive development of the total child based on the child's needs, interests and abilities.

PHILOSOPHY AND PRACTICES

We recognize that each child is unique and valuable. To respect the nature of the child and the progression of development is to respect God's creation. We feel the preschool environment and experience should encourage each child to discover and enhance their God-given gifts and abilities. We believe that the preschool environment needs to be safe and conducive to learning, where children can play and grow together while being guided toward exploration and discovery.

PHCP nurtures the early years by providing a balanced and well-planned program. PHCP accomplishes this through implementing a curriculum of age-appropriate experiences supported by early childhood education for the development of the whole child. This includes sharing biblical truths and Christian values through classroom practices in prayer, bible stories, scripture reference and weekly chapel attendance. Our

programs have purpose and provide challenge and support for successful learning as our teachers listen, observe, and interpret children's behavior.

Each class follows a daily schedule that offers structure and consists of both indoor and lots of outdoor activities. Teachers alternate quiet and active learning activities throughout the school day. Independence is accomplished through experiences in classroom learning centers. These include blocks, puzzles and manipulatives; songs, fingerplays, music and movement; dramatic and imaginative play; art and creative expression; science and nature exploration and literacy in reading, listening and writing opportunities. Music, movement and science lessons are provided throughout the month in addition to all regular classroom experiences.

TEACHING TEAM CREDENTIALS

All staff of PHCP meet the requirements established by the preschool Board of Directors. These requirements include the love of young children, experience teaching or caring for young children, and training in the developmental education of young children. Most importantly, the staff is committed to loving God. The teachers work with parents to help their child(ren) develop intellectually, emotionally, physically and socially.

Collectively the staff has received training in early education, curriculum planning, classroom environment and management, safety and hygiene, developmental assessment and age-appropriate practices. We follow a school-wide curriculum with lesson plans specific for each age group, but encourage teachers to bring their creativity and unique experiences to the classroom.

The staff is certified annually by a physician to be free from any disability which would prevent them from caring for children. We participate in professional development activities individually and as a team. The staff is certified in child CPR and First Aid and is encouraged to attend a minimum of 12-16 additional hours of continuing education annually. Both PHCP and PHBC personnel are required to sign a sworn disclosure statement, and receive criminal and child protective service background investigations and fingerprinting.

All teachers receive training in Child Abuse and Neglect. They are trained to observe overall health and well-being and to recognize the signs of child abuse and neglect and are mandated by law to report any suspected case to Child Protective Services. This includes bruises and unexplained injuries; neglect includes the appearance, cleanliness, and emotional state of the child. Such incidents, should they occur, will be handled according to procedure recommended by the Department of Social Services. If you have any questions or concerns, please speak to the director.

PHCP considers both the Code of Virginia and NAEYC recommendations for staff to child ratio. The classroom ratio is based on average age of the class but varies from 1:5 to 1:10. The preferred supervision is two adults per classroom, however this is only possible when financially feasible and deemed necessary.

SCHOOL YEAR AND HOURS

The school year will begin in September with Orientation on a Tuesday evening. The school year will end in May on the Thursday before Memorial Day. Office hours are held from 9:15am to 2:15pm weekdays. The preschool office is closed during summer

vacation, generally July and August. The director will check office messages on a regular basis throughout the summer. If PHCP holds a summer camp following the regular school year, information will be made available at that time.

The classroom hours for the Bears, Frogs, Owls and Hedgehogs are 9:15am to 12:15pm. Classroom hours for the Monkeys class are 9:15am to 1:15pm. Classroom hours for the Busy Bees class are 9:15am to 2:15pm. Arrival for all students begins at 9:15.

WEATHER OR EMERGENCY CLOSINGS

We follow the policy of Fairfax County Public Schools (FCPS) regarding school closings for snow or other emergencies. Families will be notified by email/Brightwheel if PHCP is closed for any reason. If FCPS is closed, PHCP will also be closed. If FCPS open two hours late, PHCP will also open two hours late (11:15am). On days with a two-hour delay, all classes will dismiss at 1:15pm except for the Monkeys and Busy Bees classes which will dismiss at 2:15pm. If FCPS close early, we will close at our regular time, 12:15pm (1:15pm for Monkeys and 2:15 for Busy Bees). If there is any variation from this schedule, your teachers will contact you by e-mail that same morning. We do not make up any days resulting from inclement weather or emergency closings. If the school is closed temporarily as a health precaution, because of weather conditions, or for any reasons beyond the control of the school, tuition shall continue to be charged. If classes are out more than two weeks and virtual learning is not an option, parents will not be charged tuition for the following months or as long as there is no in-person instruction.

REGISTRATION & ENROLLMENT

PHCP is currently able to serve a capacity of 75 children each day. Enrollment shall be open to any child between the ages of two and six years, provided the school can meet the needs of that child. Depending on child's age, our morning weekday program offers two, three, four or five day options. Children will be placed in classes based on their age as of September 30 of the current school year. While we intend to follow FCPS age requirement, changes in placement may occur based on staff recommendation. PHCP encourages enrollment of all children regardless of race, color, gender, religion, national or ethnic origin or background.

Registration and enrollment information is available through the preschool office. In-house registration begins at the beginning of January for the upcoming fall. The in-house registration is only open to church members and current preschool families, including upcoming siblings. Open registration for the community begins later in January. Please encourage any prospective families to contact the office immediately to be placed on an interest list for the upcoming school year.

Enrollment is for the entire school year, or for the balance of the school year when enrollment occurs after the start of school. The days of attendance cannot be modified without approval of the director. If for any reason, withdrawal or dismissal is made during the school year, the director and responsible parties must document their notice date. If less than one month notice is given, tuition must be paid for the remaining four-week period. When four weeks written notice is given, withdrawals occurring mid-month can be prorated. All payments and documents must be kept current for your child to remain enrolled. This includes fees related to enrollment, tuition and activities.

Prior to attendance, each child's file must be complete as mandated by our oversight agencies, the Virginia Department of Education and the Fairfax County Health Department. Required documentation includes: 1) Proof of Child's Identity (original must be presented), 2) Virginia School Entrance Health Form (current with updated immunizations), and 3) Enrollment Agreement (all sections completed with necessary signatures). Parents are responsible for updating their information and their child's immunization record as needed. A family choosing not to immunize their child is required to complete a Certificate of Religious Exemption with a notarized signature.

Under state law, PHCP must honor formal petitions for waiver of these requirements for religious or medical reasons in accordance with Code of Virginia 22.1-271.2, C (i). This means that there may be children in class who could contract a variety of diseases, including Rubella (German Measles). Other children or adults who have been immunized are protected by their own immunizations, but it is crucial that women who are or may become pregnant be certain of their immunity to Rubella or other diseases which might impact pregnancy. Women may have the current level of immunity checked by a simple blood test known as a Titer. All responsible obstetricians require this of their patients, and these test results should be certified by your doctor.

The tuition fee is divided into nine monthly payments. The first of these nine payments is due in May and will secure your child's placement for the upcoming school year. This non-refundable payment is referred to as the good-faith deposit. If for any reason you choose to withdraw your child, you must notify us in writing by August 1 or you will be required to pay September tuition in full. The remaining eight payments are due the fifth of each month from September through April. A $20.00 late fee is assessed for any payment received after the 10th of each month. Both the current month's tuition and the good-faith deposit are due immediately for children enrolling after September 1. Most payments will be made through the brightwheel app. We also accept cash and checks. Checks are to be made payable to "Plymouth Haven Christian Preschool," or "PHCP." In the case of a returned check, reimbursement is expected for any bank charges incurred as a result. Two returned checks will require all future payments be made in cash or money order. Please place your check in an envelope with your child's name and write in the memo what the check is for. Checks may be mailed or put in your child's bag. If you send a payment with your child, please send an email to our admin to let them know.

ARRIVALS AND DEPARTURES

All preschool traffic and parking is limited to the rear parking lot. Always drive slowly and carefully in and around our parking lot. When being transported by automobile to and from school, all preschoolers must be properly restrained in a child safety seat or booster seat. It's the law.

Frogs, Owls, Hedgehogs, and Monkeys: The preschool entrance is at the courtyard, right access door (opposite Fellowship Hall). Busy Bee students will enter through Fellowship Hall. Parents are to pull up in their car all the way up to the first handicap parking space. Parents are to wait in their cars while a staff member escorts your child to the designated area for their class. Please make sure your child's nametag is visible on their bag/backpack. If you are arriving with your child on foot or by bicycle, please approach the school entrance using the sidewalk closest to the preschool sign by the benches (the side of the church). If you walk or bike to school and are early, please gather in the courtyard and wait for the doors to open and for a staff member to get your child.

Bears: Parents may park in an area away from the carpool line and walk their child to the classroom. Bears parents are also welcome to drop children off in the car line.

At 9:25 am the school doors will be locked. If you arrive after the doors are locked and PHCP staff are all in the building, please park your car and walk your child to the preschool entrance doors.

Please notify the school if your child will be late or absent from preschool on any given day.

Dismissal (All Classes): Parents will park in the parking lot and come inside to pick up your children. The handicap parking spaces just outside the preschool entrance are reserved for parents with children they wish to leave in the car while they come inside to pick up their preschooler. A car monitor will be on hand each day to keep an eye on children left in cars in these designated spaces.

Doors will be unlocked at 12:15pm. The teachers have additional responsibilities beyond the program hours. Please be respectful of their schedules in this regard. A $10 late fee will be incurred if your child is not picked up within 10 minutes of their dismissal time. There is a grace of two late arrivals and charges will begin with the third tardy, regardless of circumstances. We recognize that it is possible that your late arrival may have been outside of your control; however, repeated tardiness will result in late fees and possible withdrawal from enrollment.

While inside the building, please comply with PHCP staff guidance on where to wait for your child, and be sure to keep the hallway clear for parents to come and go.

Please call the preschool if you will be late at pick-up. If we have not received a phone call within 10 minutes of dismissal time to inform us you will be late, we will begin calling you, and if you can't be reached, call emergency contacts. Please make sure all additional persons allowed to pick-up your child is written on the enrollment agreement. We will not release your child to someone we are not able to identify as being authorized to pick him or her up, unless we have written or verbal permission and a photo ID is presented at time of pick up.

EXTENDED DAY – STAY AND PLAY

Stay and Play (S&P) is an optional program for an additional fee and offers extended hours from 12:15 -2:15pm. S&P will generally be offered five times a week, but is subject to change based on worker availability, family interest and special events. Children are allowed to participate as long as they can handle an extended day (no nap in schedule), behave appropriately and are enjoying themselves. If your child is in the Bears class, please discuss Stay & Play with the Director and your child's teacher for the first month of school.

Stay and Play typically begins during the second week of school.

Stay and Play Rates 2025-2026

Class	12:15-1:15	1:15-2:15
All Classes	$15	$15

*$2.00 Discount given to Monkeys siblings from 12:15-1:15
**$4.00 Discount given to Busy Bee siblings from 12:15 – 2:15
**$2.00 Discount given to the second sibling if both are attending S&P

Attendance is taken during each hour of Stay and Play. You will only be charged for the hours that your child is in attendance. A $10 late fee will be incurred if your child is not picked up by 2:25pm. There is a grace of two late pick-ups.

On the day that your child is scheduled to attend S&P, please pack a nut free lunch. Your child's name should be on their lunch and on any items that you want returned. Each child must bring a well-balanced, kid friendly lunch and water. Simple, healthy and ready to go! Please do not send in items that require cooking or reheating. Please use a cool pack in their lunch if refrigeration is required.

We must have at least 5 children signed up for us to have Stay & Play. You will be notified the night prior if Stay & Play is canceled on any particular day.

PERSONAL BELONGINGS

While some preschoolers are still using comfort items (toy, pacifier, blanket), they have limited use here in the preschool. We understand that bringing them can help with transition or comfort the child in distress; however, please respect the teacher's policy about when and which personal items are allowed. Some children have difficulty sharing or leaving their item in the bag most of the day and can also be distracted from their involvement in preschool activities. Some classes participate in show and tell or sharing days with schedules or guidelines to follow. You may set your child up for a difficult time should you allow an inappropriate item to be brought to school.

We do encourage children to bring things from home when they lend themselves to our curriculum or would be of interest to the class. Let us know if the items need special care. All items brought from home should be labeled with the child's name. If you or your child would like to share a book, music, special collection, item or presentation related to classroom lesson, we welcome this and ask that you coordinate with the teacher.

All students are required to bring a tote or backpack to school that is large enough to carry a lunchbox, water bottle, and full-size folder. Please be sure to check your child's bag each day for timely notices and your child's work.

PERSONAL HYGIENE (TOILETING) AND DRESS

Both staff and children are required to wash their hands after toileting and before eating. Children do not need to be toilet trained to be enrolled in the Bears Class (2–3-year-olds). If your child is still wearing diapers, you are responsible for keeping a supply of diapers and wipes available at the preschool. Our staff uses gloves and sanitizes the changing surface with each diaper change. We may not apply over the counter or prescribed medication. The Bear's Class is the only classroom with diaper changing accommodations.

We encourage parents to begin toilet training by 2 1/2 years of age. Since it is likely your child has already been introduced to using the toilet, successful completion can be accomplished over a long weekend or during the winter or spring break. Please keep us informed of your child's progress and when appropriate, we will begin to include them in our regular bathroom visits.

Children must be toilet trained before attending the Frogs and Owls (3-4yo) classes unless there has been communication and permission from the director. This is defined as the ability to consistently control bladder and bowel functions *without* the use of Pull-Ups. It is understood that occasional accidents may occur. The teacher will notify the parents and director of any difficulties a child is having with potty training weekly for the first four weeks of the school year. If the training process has not been satisfactorily accomplished six weeks into the school year, it may be necessary to work with the child individually or move the child to another class.

All preschoolers benefit from wearing clothes that are easy to get on and off, requiring minimal if any assistance, especially for bathroom independence. School clothes should be play clothes that are simple, comfortable and can stand up to rough play, paint, paste, etc. Children should wear shoes that allow them to run and climb. They should not wear shoes that may cause tripping or expose to injury (open-toed). We try to ensure children get outdoors daily so please dress your child for the forecast.

An extra set of seasonal clothes (complete with socks and shoes) should be kept at the preschool. Even though we are careful, this helps us to be prepared for an occasional bathroom, spill or craft accident. Label all removable clothes (i.e.: jackets, sweaters, boots, mittens, caps, etc) with the child's name. 'Nameless' articles will be placed in a box labeled "Lost and Found" that is located outside of the preschool office (under the bench). Unclaimed items will be used as extras for the preschool, or given to charity at the end of each school year.

HEALTH & SAFETY PRACTICES

We screen your children as they arrive and continue to observe them closely throughout the day. Please keep your child home if there is any indication of illness as mutual concern and respect for one another will help us all stay healthy. Do not wait for a fever to develop. Children should not attend school if they have had a fever, vomiting, nausea or diarrhea **in the past 48 hours**. We also need to be notified of any communicable disease so that we may alert other families. Likewise, you will be informed if your child has been exposed.

Students with infectious diseases, such as gastroenteritis, bronchitis, pneumonia, influenza, chicken pox, strep throat or pink eye, etc. must stay out of school until the contagious stage has passed. It is not our intent to exclude children from school attendance if they have a minor common cold, but we must differentiate between mild to severe symptoms. A child who has symptoms that indicate a possible contagion should remain at home. This includes frequent coughing or sneezing, stomachache, moderate to more copious nasal secretion, thick green nasal secretions, feels sick, abnormal fatigue, and/or fever of 100.4 degrees or above. If a child is out more than three class days due to illness we require a doctor's note for the child to return.

We will continue to monitor CDC, VDH, and Fairfax County Health Department recommendations regarding COVID-19. Parents will be notified if changes occur to the current guidelines at PHCP.

Please do not send your child to school with **head lice or nits**. The child must be treated either professionally or with an at home kit. If your child is exposed to head lice at school, we will notify you by email. Please wait 24 hours after treatment to send your child back to school. The child must be free of nits and live lice before coming back to school.

Please let the teacher know if you have given your child any medications prior to coming to school in the morning. Some antibiotics cause severe allergic reactions in children and need to be taken for a time to allow a parent to observe. In addition, it is important to know whether your child is taking any over-the-counter or prescribed medications so we can identify behaviors or reactions different from the normal behavior. If a child becomes ill while at preschool, the parent will be contacted by phone. If the parent cannot be reached, the staff will call emergency contacts to pick-up the child. The child will be kept in isolation with a staff person and should be picked-up as soon as possible (within 30 minutes). If emergency medical care is indicated, the staff will call 911.

We do not generally administer any medication other than to cleanse minor wounds with soap and water and provide Band-Aids. We do not apply over-the-counter agents including sunscreen and insect repellant. If your child has ever reacted to any foods, animals or environmental allergens please inform the child's teachers and ensure that these details are clearly stated in the enrollment agreement health care section.

Medication should not be necessary during our three-hour morning program. Currently, we have limited number of staff trained to administer an Epi-pen, inhaler, or liquid Benadryl. If these items are provided for our use, the appropriate documentation must be on file. Necessary forms are available through the office. We do not currently have anyone on staff for medication administration outside of these items. Any needs beyond the above, needs to be discussed with the director. If your child's health requires medication, the preschool office must receive the following: 1) a written doctor's authorization indicating dosage, frequency and possible side effects 2) a completed permission slip from the parent providing authority to dispense medication, 3) medication must be in the original container with pharmacy labeling consistent with the above. The admin will keep a log of all doses administered.

PHCP is required to follow safety guidelines as recommended under local fire codes. This includes monthly safety drills during preschool hours. The fire alarm can be unsettling to children but is necessary for preparedness. Please discuss fire safety and practice your emergency procedures at home. Procedures for various emergencies are included in our employee handbook and parents may request a copy. A facility checklist is followed and reviewed by the director and PAC on a regular basis to assess any safety concerns. PHCP holds an insurance policy for liability exposure.

SNACKS AND CELEBRATIONS

Snack time is part of our daily schedule. Each child's family will provide a snack and water bottle each day. Snacks should be child-friendly, ready to eat and nutritious such as fruit, vegetables, crackers, cheese, etc. Children are encouraged to try their snack, but it is their choice to eat or not. Please, no candy or similar products. Please remember we are a nut free school and please provide a snack that can be eaten in about 15-20 minutes. We ask that their snack can easily be opened.

BEHAVIOR GUIDANCE

We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented. Behavior guidance (aka discipline) teaches children to develop self-control, learn to be safe and healthy, and to act in a socially acceptable way. It involves helping children acknowledge their emotions, control their reactions, and understand the way the world works and their place in it. Children are guided in their behavior through clearly stated expectations, modeling of appropriate behaviors, positive reinforcement, redirection and correction. When we approach discipline as a teachable moment and not simply as a punishable one, we are more likely to help a child learn and succeed.

Our basic rules are: 1) Respect others and yourself physically. 2) Respect the feelings of others. 3) Respect your own and other's belongings. 4) Listen and speak at appropriate times. 5) Run only under safe circumstances. 6) Take turns and share toys and equipment. By using the following guidance techniques, we strive to minimize inappropriate behavior: Our teachers will maintain consistent supervision, model and reinforce appropriate behavior, set reasonable expectations for children's behavior and provide interesting and age-appropriate activities. Appropriate behavior is defined as a cooperative spirit on the part of the child to follow guidelines and rules (Ex: willing to put away toys, willing to follow instructions during transition, etc.). Appropriate behavior is encouraged with verbal recognition.

Inappropriate behavior is defined as an uncooperative or harmful behavior to oneself or others i.e., biting, hitting, screaming, disrespectful language, etc. We will redirect by offering alternatives to children engaged in inappropriate behavior. We will provide verbal intervention by encouraging the child to use appropriate words to express feelings and relay emotions. The teacher will help the child understand logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. If repetitive improper behavior continues, we will progress to use of the thinking chair (aka time-out) and if necessary work with parents on behavior modification. Our goal is to foster conflict resolution, increase social-emotional learning, and teach children the importance of self-regulation and making good choices. If necessary, children will be taken to the preschool office because of disruption to class. Persistent inappropriate behavior will not be tolerated and will be dealt with on a case by case basis. PHCP reserves the right to request parents withdraw their child from enrollment if the inappropriate behavior cannot be brought under reasonable control.

FIELD TRIPS AND SPECIAL GUESTS

Field trips this year will be decided by individual classroom teachers. Field trip opportunities vary based on classroom age and ability to participate. Field trips are an opportunity to broaden learning and experience based on classroom lessons or seasonal focus. Notices will be shared in each classroom two weeks prior to any field trip allowing parents to opt–out should they desire. Opting-out means that your child will not be attending school the day of the planned field trip, as PHCP is unable to make accommodations.

We welcome chaperones and parents who offer to drive and assist with field trips. Drivers must hold valid and current documentation for the following: Virginia (or military) driver's license, vehicle insurance, vehicle registration and required inspection(s). Driver must exercise proper use of child restraint devices or seats as indicated by law. For field trips and some in-class events, it is our preference that you make other arrangements

for siblings unless they are enrolled here at the preschool. When a parent is acting in a supervisory capacity, we depend on their full time and attention to the children in their charge.

If your child is required by law to use a car seat or booster due to age, size or weight, you are responsible for providing a car seat for safe transportation during field trips. For safety measures, it is requested that both chaperone driver and the parent work together to ensure proper installation and use of the child restraint device. In the event of an emergency while on the field trip, the chaperone in charge has permission to seek necessary medical assistance as stated in the enrollment agreement.

We welcome family involvement in and out of the classroom. We encourage and appreciate when families share their profession, cultural experiences, travels, hobby or special talent. These include music, dance, foreign language, art, cooking, gardening and science to name a few. These opportunities provide enrichment and have educational value for the children without the need to leave preschool grounds. Special guests or programs might include visits from community workers, puppet shows, entertainment or presentations.

SHARING OF TALENTS AND SUPPLIES

There are opportunities for you to help with miscellaneous tasks and special programs. As mentioned above, we value the talents, interests and contributions of our families. In order to present well organized and meaningful events we often depend on family participation, as the staff has limited availability to assist due to classroom obligations. Please consider how your family or business can contribute and join us in our mission to provide an enriching, memorable and meaningful preschool experience. There are plenty of opportunities for you to positively impact the preschool, whether it is direct to your child, the staff or all of our families. Please review our summary of programs, events and fundraisers within this handbook and contact the Parents' Group or the preschool to offer your assistance.

PARENT-SCHOOL RELATIONSHIP & COMMUNICATIONS

Frequent communication between parents and teachers is important in helping us to make your child's experiences at PHCP an extension of the home. Parents are encouraged to communicate with teachers about any unusual changes in their home life. Teachers will inform the parent of any unusual happening that may have affected their child while in attendance. We always welcome feedback from parents on all aspects of our program. Your comments and suggestions, positive or constructive, help us make our program better.

Please remember that the teacher is not free to discuss at length your child's progress during program hours. If at any time you need to speak to the teacher in detail, please request a phone or personal conference. We want to be respectful of your privacy and not discuss anything in the presence of the child or others. Parent-Teacher conferences are held once a year in the fall. Additional conferences may be requested at any time during the school year if parents or teachers feel it necessary.

A preschool directory is distributed shortly after the school year begins. The directory includes classroom lists with family contact information as well as contact information for

the staff, PAC and BOD. This resource is great for coordinating play dates, transportation assistance through carpooling, birthday party invitations, etc.

As you know, a photograph is worth a thousand words so we take pictures on a regular basis. Pictures help us to document events and activities, provide parents with information about the child's day and to share with the children themselves. In addition to regular printing of photos for class and individual use, they may also be used for promotional purposes and to publicize the preschool program. If any identifying captions are used, we would include first name only.

PROGRAMS, EVENTS AND FUNDRAISING

Many of our programs and events are a success because of preschool family participation. All events are held with the hope that everyone will be able to attend. If an event is scheduled on a day your child does not normally attend, please consider joining us. We do make every effort to balance our program dates as much as possible.

The preschool organizes a number of social and fundraising events throughout the year in addition to the holiday celebrations. The Parent Group also organizes social and fundraising events. Some of these programs are a cooperative effort. Please consider how your family can contribute and contact the preschool director or parent group representatives to volunteer.

Parent Group

The Parent Group was formed to support and foster fellowship and growth of the PHCP community through social events and fundraising efforts. All PHCP parents are invited to participate as we 1) explore and share ideas that enrich the program for all, 2) enhance communications between parents and staff by providing feedback on matters of interest or concern, and 3) assist the preschool through volunteer activities including fundraising, gathering or constructing of needed supplies or equipment.

Parent Group Facebook Page (Parent Group Program)

The Facebook page is a great way to stay connected to others in the PHCP community. We often use the Facebook page to advertise information about play dates and other community activities. It is also a safe avenue to seek special assistance and/or prayer requests. Please join the PHCP Parent Group Facebook page!

Scholastic Books

If you have children in elementary school, you may already be aware of the great value of these books. Scholastic Books offers preschools the opportunity of growing their library or receiving teacher resources through credits from family orders. We have been able to add many new books to our library. Each month we will send Scholastic flyers home that include books for preschoolers. We do not expect every family will want to participate so please do not feel obligated.

Restaurant Nights (Parent Group Event)

Enjoy a lunch or dinner out with the family (& your preschool friends) while helping the preschool! A certain percentage of meals purchased at the selected restaurant on the selected date will be donated to the preschool. Please refer to the monthly school calendar for updates.

School Photos
Each year, we invite a school photographer to take professional pictures of your child and offer up photo packages for purchase. All children will be photographed, but there is no obligation to buy. A flyer is sent home with details of the photo day and the packages available, along with pricing. We also accept reservations if you are interested in getting siblings photos taken as well.

Sunday Service Invitation
While your family is welcome anytime, the church extends this special invitation. We hope you will join us at 10:30 am for our worship service. If you are looking for a church family or interested in finding out more about our church, please come and visit or inquire with the church office.

Christmas Program
The Christmas program will be in the Fellowship Hall. All classes will spend the month of December preparing, decorating and listening to stories about the birth of Jesus.

Special Parent Days
Mother's Day Celebration – An invitation for preschool moms or a special person to join us for a special program. Each class enjoys special activities and a treat with mom. More information will be sent home at a later date.

Dad's STEM Night - Since Father's Day occurs when school is out of session, we did not want to miss the opportunity to recognize our Dads or a special person. This event is held in the evening to encourage the most participation and includes a program designed especially for dads.

Teacher Appreciation (Parent Group Event)
Show your teachers how much you appreciate all that they do for your children. In the past, the children have drawn pictures for their teachers that are put together in little booklets and also hand delivered one flower to each of their teachers for a special take-home arrangement. The parents have also combined efforts to provide lunch one day during the week for the staff. Room Parents from each class are encouraged to assist in the coordination of these efforts.

Spring Spectacular (Parent Group Event)
This event is PHCP's year-end bash! Come for a day of fun, food and fellowship which will include pony & horse rides, live music, crafts and prizes. In addition there will be a silent auction and raffle prizes. Volunteers will be needed to help make this event a success, so be sure to let the Parent Group leaders know if you are able to help.

End of the Year Celebration & Picnic
This day includes a school-wide performance and picnic. Each family brings their own lunch. The Kona Ice Truck will be there to for dessert. Proceeds from the Kona Ice Truck benefit the preschool.

Summer Camp
After the school year ends, we offer summer camp during June. Our summer camp days are packed with play and purpose. In the past we have explored Garden Friends, Safari Hunt, Fun in the Sun and Camping in the Great Outdoors. Registration information is provided to enrolled families in the Spring.

Special Guests

At certain times of the year, we are fortunate to have special guests join us to bring enrichment to our preschoolers. In the past we have enjoyed a visit from a chiropractor, dental hygienist, archeologist, nutritionist and paramedic. If you or someone you know has a special interest, collection, experience or profession to share, we extend an invitation to visit our preschool. Please contact us to discuss this mutually rewarding opportunity.

Special Days

Valentine's Day and St. Patrick's Day - Each classroom coordinates their own separate parties for these holidays.

Easter Celebration Days – As a culmination of all the children learn in chapel and class, these days reinforce the true meaning of Easter. Each class will celebrate in their classroom with special activities to celebrate this special time of year.

School Spirit Days – Throughout the year, on select days of the month, the children and teachers celebrate their school spirit together by wearing their PHCP t-shirts. These school shirts can be purchased through the preschool office for $20 each.

** Teachers may choose to have their own special celebrations within the classroom throughout the year.