



2015-2016 HANDBOOK

PRESCHOOL PROGRAM AND GOALS

Young children learn by doing! With this in mind, our program attempts to establish developmentally appropriate activities to make learning meaningful. As teachers of young children, we do not merely give out information. We strive to provide stimulating and challenging materials in an effort to help children develop habits of observation, questioning and listening.

As facilitators of your child's development, we recognize the notion that play is the child's work. Through this directed play, children learn the social and emotional skills necessary for their eventual acquisition of cognitive skills. Development is a truly fascinating and wonderful phenomenon. Each stage is essential and predictable. Knowing these stages, we strive never to give your child too much -- too soon!

At the core of our program are four basic goals:

1. Development of a secure self-esteem.
2. Development of a good sense of respect for self and others.
3. Development of an understanding of responsibilities.
4. Development of a love of learning.

When these goals are accomplished, our job has been successful. With your help, we hope to make your child's early school experience a very happy and positive one.

Our school was founded 42 years ago by a small group of Bayville parents who sought to fill the need for a preschool experience for children in our village. In 1973, with twenty-five students and two teachers, the Village Preschool began. As we begin this school year, approximately 35 families will benefit from all our good works.

"A co-op is a do-it-yourself school." Without each of us working together for the benefit of all our children, our school cannot exist. Every parent plays an important role in the functioning of our co-op. Every success is shared and reflects a group effort. Along with meeting your tuition payments, there are four other cooperative responsibilities we ask of our preschool parents.

OVER

1. **ATTENDANCE AT MEETINGS:** Each family is encouraged to send one parent representative to each of our General Membership Meetings.

2. **COMMITTEE RESPONSIBILITY:** Each of us has accepted a job in our co-op. It is expected that we will all fulfill the requirements of our jobs. When we each do our fair share, these responsibilities should not become too burdensome on any one of us. Our school and children will benefit accordingly.

3. **PARTICIPATION IN SCHOOL ACTIVITIES:** At each age level, parent members are encouraged to participate in the classroom. Your help is helpful in providing the children with a safe and fun educational experience. It's also a great way to spend some quality time with your child and learn more about his/her school experience.

4. **SUPPORT FUNDRAISING ACTIVITIES:** The mandatory fundraisers include the Fall Raffle and the Fashion Show. Each family will be issued a predetermined number of chance books and fashion show tickets. You may elect to sell these or to simply donate the specified amount. However you choose each family is responsible to provide the predetermined amount. Receipts from our fundraising efforts provide the capital for many of the non-essentials that help improve our students' experiences at the preschool, such as playground equipment, furniture, etc; as well as covering any unforeseen expenditures not incorporated in the budget. Lastly, fundraising monies are used directly as a proponent to the budget.

The following is a brief outline of the educational goals and philosophy of our school.

Early childhood education is a special kind of education in that teaching (and therefore learning) involves the whole child. In the upper grades, we teach various subjects to the child. In early childhood education, we teach the whole child. A single concept is taught in the form of artwork, movement, music, language, etc. This age is not ready for formal learning; rather they are ready for learning through their senses - utilizing play experiences and manipulating materials to foster a desire for learning.

Early childhood professionals know that play is the natural medium used by young children to consolidate every kind of learning. While children play, they put their ideas in action. They learn to communicate effectively. They discover how to get along with other children. They make things happen and enjoy a sense of mastery. Play fosters the ability to focus attention and concentrate for long periods of time. It provides opportunities for children to work out their feelings in acceptable ways. It fosters imagination and encourages them to generate creative ideas.

Learning must be based on actual experiences and participation. This is play in a preschooler's world. Play is the lifeblood of childhood. Within play, children are offered the ability to translate experience into something internally meaningful to them. Play becomes the child's work. Children use play to represent reality. They engage in self-directed, problem-solving activities that foster their "whole-self" development. The play in our classrooms is purposeful and directed. Each of our learning centers provides activities aimed at specific developmental achievement.

The following is a basic outline of the concepts and curriculum used at the VPS.

SOCIAL/EMOTIONAL

1. Interpersonal Relations (sharing, taking turns, respectful of the rights of others).
2. Play (solitary-parallel-cooperative).
3. Behavior (self-esteem, responsibilities, appropriate expression of feelings).

COGNITIVE

1. Directional, Dimensional, Positional terms (comparatives, opposites)
2. Self-Identification
3. Memory

FINE MOTOR

1. Cutting
2. Paste/Clay/Paint
3. Blocks
4. Graphomotor skills (coloring, writing)
5. Beads
6. Pegs
7. Puzzles

MATH

1. Measurement
2. Shapes/Colors (matching, sorting, sequencing)
3. Numbers/Counting

READING

1. Listening skills
2. Visual Discrimination
3. Visual Memory
4. Alphabet
5. Auditory Discrimination
6. Auditory Memory
7. Eye Movement (left to right)
8. Thinking skills

SOCIAL STUDIES

1. Community Helpers
2. Transportation
3. Holidays
4. Family Living
5. Suburban, City, Farm Living
6. American Ethnic Culture

SCIENCE

1. Seasons
2. Weather
3. Senses
4. Sounds
5. Personal Hygiene
6. Animals
7. Magnets
8. Floating Objects
9. Forms of Water
10. Volume Relationships
11. Light/Dark/Shadows
12. Plants
13. Food Groups
14. Body Awareness

LANGUAGE ARTS/LISTENING

1. Direction Following
2. Vocabulary Extension
3. Classification
4. Sequence Recall
5. Main Ideas
6. Comparing
7. Inferences

MUSIC

1. Basic Elements
2. Singing/Instruments/Movement

MOVEMENT

1. Body Control
2. Emotional Expressions
3. Motor Skill Development:
Coordination; Strength; Flexibility; Balance

SELF-HELP

1. Feeding/Drinking
2. Dressing

OVER

The most valuable thing that children can learn during their early years in good programs is that they like school and that they want to come back the next day.

With this in mind, our environment has been carefully planned. Our schedule is built around familiar routines encouraging each child to experience success. Our atmosphere is relaxed and informal, inviting children to be curious.

Through this curiosity, we strive to foster in each child the ability to think. In this way, learning becomes intrinsic.

As facilitators of learning, (not dispensers of information) we provide a structured (yet flexible) environment with plenty of room for the children to grow both inwardly and upwardly.

DAILY SCHEDULE

A. Arrival

1. Please do not enter the building before the appropriate hour, as teachers need the time before school to set up and to make necessary preparations. All are welcome to use the playground before class begins.
2. Walk your child into school, hang up outerwear and bring him/her into the classroom, letting the teacher know your child has arrived. NEVER drop your child at the school door and drive away.
3. Do not congregate in the classrooms or halls to talk to other parents or teachers. In all fairness to both the children and teachers, limit your discussions to either the parking lot or Fellowship Hall.
4. Arrival time is 9:00.

B. Dismissal

1. On fair weather days, when the temperature is above 32F, the children will have recess on the playground immediately prior to their dismissal from school. On such days, pull your car up to the school STOP sign. The teachers will escort the children to your car.
2. On inclement days, pull your car up to the school entrance doors. The teachers will bring the children to your car.
3. A child will not be allowed to go home with anyone other than his/her parents unless the teacher is notified.
4. Dismissal times are:
2's: 11:15
3's: 11:30
4's: 12:00

C. Snack Time

1. A mid-session snack time is scheduled for each day. All parents are responsible for their child's snack and juice.
2. Since snack time is an opportunity to teach our children the basics of good nutrition, the following snacks are preferred:
 - a. Fruit, cheese, dry cereal, crackers, raw vegetables.
 - b. Natural fruit juice rather than drinks and punches.
3. **PLEASE NOTE: WE ARE A NUT- FREE PRESCHOOL!!!!!!!!!!!!!!**

D. Field Trips

1. Parents are asked to sign our Field Trip Permission/Medical Release Form before the start of the school year.
2. Students will be required to wear their red Preschool T-shirts on all school field trips.
3. Parents will be notified of special school trips as they are planned.

E. Absence from School

1. Please call the Preschool at 628-8655 to inform us of your child's absence. The answering machine is checked upon arrival and several times during the day.

F. Parking

1. Enter the school parking lot **SLOWLY** and carefully at all times.
2. Do not park in the row of spaces nearest the playground.
3. Never leave your car running and **NEVER** leave a sibling in the car.

COMMITTEE RESPONSIBILITIES

- A. As a member of the Co-op you will be required to serve on one committee for the school year.
- B. One member of your committee will serve as a Chairperson.
- C. Our school cannot function properly without each member fulfilling their committee responsibilities.
- D. The committee chairpersons are asked to notify the President whenever a committee member is absent from their responsibility without a reasonable excuse.

GRIEVANCES

A. Educational

If a problem develops of an educational nature, speak first to the classroom teacher. If it cannot be resolved, speak to our director.

B. Administrative

If the problem is committee oriented, go to the proper committee chairperson. If the problem cannot be resolved, see the President. If there are any other administrative problems, alert the President.

CONFIDENTIALITY

We ask that you please not give out class list or phone numbers to anyone except for class use.

Safety in our parking lot can never be overlooked or disregarded. This is why we must insist that you always drive slowly and STOP at our Stop sign on a daily basis. Drop off time and pick up time are usually our most crowded times. Yet since the playground is used during the course of the school day, it is necessary to drive slowly at all times.

You must park away from the swings at all times. This is necessary so that an entering driver's vision is not blocked because of a parked car by the swings. Children and parents who come before their class begins often use our swings. As always, there are some children who are anxious to get onto the playground so please be alert and cautious.

Also in the interest of safety, we must ask that you DO NOT enter the building any time before 9:00am. The teachers get to school early specifically to get their classes ready for the day. They cannot be responsible for your child while they are running around preparing the day's activities. **These simple specifications, if followed, will enhance the safety of your child's school year.** Thank you for your cooperation.