

**BARTLETT CHAPEL PRESCHOOL
HANDBOOK 2012-13**

**4396 East Main
Avon, Indiana 46123
Church Phone (317) 745-2504
Preschool Director's Phone (317) 908-8013**

PURPOSE

Our purpose at Bartlett Chapel Preschool is to provide a safe and nurturing environment that promotes the physical, social, emotional, spiritual, and cognitive development of each child. Children learn through play. We offer a multi-sensory environment so the child can learn in the way that is most comfortable for the student.

ENROLLMENT REQUIREMENTS

Children must be 3 years old or older by August 1, 2012, toilet trained, and able to speak well enough to make his/her basic needs known. Parents should also have completed and signed an enrollment form and paid the \$50 non-refundable registration/supply fee. Registration for the fall starts March 1st each year.

CLASS SCHEDULE

The preschool is a three-day a week schedule with classes meeting on Mondays, Wednesdays, and Fridays.

Morning classes: 9:00 - 11:30 a.m.

Afternoon classes: 12:30 - 3:00 p.m.

A tentative yearly calendar can be found on page 6. A monthly schedule will be sent home each month. This schedule will indicate any days preschool will not meet and any special activities, field trips, etc. for the month.

CLASS SIZE AND STRUCTURE

The maximum student-teacher ratio will be 7-1. All classes will meet together for some activities and separately for others.

PAYMENT POLICY

Tuition is \$100.00 a month. Tuition is payable by the month and is due the first preschool day of the month starting August 1st. A late fee of \$5.00 will be charged for each week payment is late. See calendar and monthly payment schedule on page 6.

ABSENCES

We would appreciate a phone call before the start of class at 745-2504, if your child is not going to be present at preschool.

RECEPTION AND DISMISSAL

Please line up your cars facing west under the awning in the back of the church building. The teachers will meet you there at the opening of your class and after school is over. If you want to come into the building and drop off or pick your child up, please park your car in the parking lot and come into the building.

Please pick your child up as close to dismissal time as possible. If you feel you might be a few minutes late, let us know as soon as you can. If anyone other than a parent will be picking up your child, we need to know ahead of time. We will not release a child to anyone other than his/her parent or guardian unless previous arrangements have been made.

ILLNESS

Please do not bring your child if he/she displays any of the following symptoms: a temperature of 100 degrees or over, vomiting, diarrhea, or any sign of a communicable disease. If your child becomes ill or is injured while at preschool, you will be notified. A child should be symptoms free for 24 hours before returning to school.

CLOTHING

We will spend some time outdoors each day, weather permitting. Please be sure that your child has a jacket or coat, when weather is cool. We usually participate in an art activity each day, such as painting, drawing with markers, playing with playdough, etc. and precautions such as paint smocks are taken, but accidents do happen. Dress your child with this in mind.

SNACKS

We will send home a note when it is your turn to send snacks or milk. We usually only ask each parent once or twice a year. You may send a special snack on your child's birthday, just let the teacher know ahead of time.

DISCIPLINE

We try to use positive methods of discipline, which encourages self-control, self-direction, self-confidence and cooperation. Your child will be treated with respect as an individual. Our expectations will be reasonable for his/her particular personality and stage of development.

We have very few rules. Limits are set to insure respect for teachers, other children and their property as well as each child's safety. A copy of the classroom rules is discussed at the start of school and a copy is sent home.

When children forget or test these limits, they will be reminded of our expectations and reasons for them. We may suggest an alternative activity or behavior. If the behavior persists, the child will be required to take a "time out" chair. The purpose of this time is to help the child regain his/her composure and to think of an appropriate way to resume activities. Time out will never exceed five minutes and is usually much shorter. If a child has a time out, they will not receive a hand stamp at the end of the preschool session. A note will be sent home to explain what happened. When the discipline practices mentioned fail to bring results, the parent will be notified and the teacher and parent will try to find a solution.

DAILY ACTIVITIES

This is a tentative schedule of our daily activities. We often extend one portion of the day or shorten another to accommodate curriculum needs or attention spans.

SHOW & TELL	9:00-9:15/12:30-12:45
CIRCLE TIME	9:15-9:45/12:45-1:15
STATIONS	9:45-10:35/1:15-2:05
BATHROOM/SNACK	10:35-10:50/2:05-2:20
GROSS MOTOR	10:55-11:10/2:25-2:40
CLOSING CIRCLE	11:10-11:25/2:40-2:55

SHOW & TELL- We will have show and tell while we wait for all the children to arrive at school. Your child will have the same show and tell day every week.

CIRCLE TIME- During Circle time your child will learn about the calendar and weather, sing songs, and do various activities based on the theme of the week/month.

STATIONS- We have three stations going every day. One station is an art station; another is an academic station (playing math games, learning colors, shapes, numbers, the alphabet or doing worksheets). The last station is “busy boxes”. Busy boxes are activities children can do without the teacher’s help- matching patterns, coloring, stringing beads etc. If there is any extra time the children free play in the classrooms.

SNACK- Our snack is milk or juice and snacks parents provide. We will always thank God for our food and read a book while we eat. If your child is celebrating a birthday during the school year please feel free to send a special snack to celebrate. We will ask for snacks a couple times a year as needed. Please let us know if you child has allergies or any food related concerns.

GROSS MOTOR- Active play may consist of free play outside on the playground, weather permitting, or organized games and movement time inside where we exercise our large muscles.

CLOSING CIRCLE- Closing circle is designed to give the children a chance to reflect on what was taught in school that day. During closing circle the teacher tells a Bible story and sings the verse song. We will close the day with our “Goodbye Song”

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STAFF

Brenda Smith established Bartlett Chapel Preschool in 1991. Joanna Sell, joined the staff in 1992 and became the director in 1993. Cindi Margason joined the staff in 1994. They both taught until retirement in spring 2007.

The current director is Beth Thorpe. Beth has a B.S. in Elementary Education from Southeastern Bible College. She has been an employee of Danville Community Schools as a teacher aide, substitute teacher, and the teacher of the Developmental Preschool. Beth is married to Jim Thorpe and they have 4 children. The Thorpes attend Northview Christian Church in Danville.

Kathy Tucker is also on our staff. Kathy attended ST. Joseph College with a degree in Computer Science. She is the wife of Ron Tucker and has two children. She also attends Northview Christian Church.

FROM THE DIRECTOR

I am so thankful for the opportunity to be the director of this Bible based preschool. I believe that all children are created by God and can learn and grow. I will enjoy teaching them to love God and each other as they prepare for their future education.

Please feel free to call me at home, (317) 908-8013 or before or after classes at church, 745-2504.

PAYMENT SCHEDULE

Monthly tuition of \$100.00 is due the 1st preschool day of the month. Make all checks payable to Bartlett Chapel Preschool.

SCHOOL CALENDAR

2012-2013 Schedule

Wednesday, August 15	Open House
Friday, August 17	First Day of Preschool
Monday, September 3	Labor Day- No School
Friday, October 22-26	Fall Vacation - No School
November 21 & 23	Thanksgiving Break - No School
December 21 – January 4	Christmas Break - No School
Monday, January 7	Return to School
Monday, January 21	Martin L. King Day - No School
Monday, February 18	Presidents' Day - No School
March 25- April 5	Spring Vacation - No School
April 8	Return to school
Thursday, May 16 - 7:00 p.m.	Closing Program