

MERRY MOMENTS

Pre-School Handbook



Revised August 2017

**Merry Moments Pre-School
Park Hill Christian Church
6601 NW 72nd Street
Kansas City, Missouri 64151
816-741-1851**

WELCOME

Welcome to Merry Moments Preschool. This parent handbook contains important information to help you and your child understand the expectations and philosophies of our programs.

TEACHING PHILOSOPHY

Our goal is to provide for the intellectual, emotional, physical, and social development of our students through hands-on, creative play. Through a variety of learning areas children will explore art, music, language and math. Fine motor skills are developed by the use of puzzles, beads, and crayon activities. Gross motor skills are promoted by the use of playground equipment, parachute and balls.

DISCIPLINE POLICY

Webster's defines discipline as "the training of the mind and character." We believe in guiding children's behavior consistently by focusing their attention on the problem or task, using explanation and instruction. Problem solving is encouraged and reasoning is used so that children will begin to see logical consequences of their actions.

Occasionally children will experience the temporary loss of a privilege or activity as a consequence of their misbehavior. Our school is designed so that few "no's" are necessary. Our goal is to provide opportunities for children to become independent, responsible and self-controlled in a variety of settings. Our intent is to establish an atmosphere of respect between children and teachers as well as respect for the environment including equipment, materials and property of others.

FIRST YEAR PRESCHOOL CLASS

The first year class is for children who have turned 3 years old before August 1 of the school session. Each child must be toilet trained. The first year class is designed to teach children to work and play in a group situation. Activities will include art, songs, story time, fine motor skills and gross motor skills. Basic introduction of shapes, colors, alphabet and numbers will provide a good foundation to build from.

SECOND YEAR PRE-K CLASS

The second year Pre-K is for children who have turned 4 years old before August 1 of the school session. This class will expand on all of the skill areas taught in the first year class and prepare the children for kindergarten. Activities will include learning to write their name, letters and numbers, recognition of alphabet, early phonics, numbers and shapes.

REGISTRATION FEE

A non-refundable \$100.00 registration fee will be charged upon completion of a registration form. The registration fee is used to provide learning materials, fund field trips, and offer supplementary learning opportunities brought in to the preschool (music classes, art experiences, etc.)

TUITION

Yearly tuition will be divided into 10 monthly payments.

2 days/week - \$1,250/year	\$125/month
3 days/week - \$1,750/year	\$175/month
4 days/week - \$2,150/year	\$215/month
5 days/week - \$2,500/year	\$250/month

School year begins mid-August and ends mid-May.

****First year preschool students must enroll in a minimum of 2 days/week.**

****Second Year/Pre-K students must enroll in a minimum of 3 days week.**

Designated days will be chosen at the time of registration.

Tuition fees are due the beginning of each month. We prefer, out of convenience for everyone, that all families use the electronic tuition payment provided by Park Hill Christian Church. If that's not possible, checks are to be turned in to the church office. Payments made after the 15th of each month will be subject to an additional late fee of \$15.00.

ARRIVAL AND DEPARTURE

We use a car line for arrival at the beginning of the day. One of the teachers will help your student out of the car and they will transition into school from there. Arrival time is 9:00 a.m. and departure is noon.

A parent or authorized person must sign your child out each day at your classroom door. The church prefers that all preschool families use the entrance marked Life Center. For safety purposes, that door remains locked. You will receive a family code to use for entrance into that door.

A SAMPLE DAILY SCHEDULE

- 9:00 - 9:30 Free Choice Play, Individual Attention
- 9:30 -10:00 Clean Up, Calendar Time, Circle Time (plan for the day)
- 10:00 - 10:30 Learning Topic/Activity/Craft
- 10:30 - 11:00 Gross Motor Play (Outdoor or Gym Recess)
- 11:00 - 11:15 Snack
- 11:15 - 11:30 Story Time
- 11:30 - 11:45 Fine Motor Work
- 11:45 - 12:00 Pack Bags, Show and Tell, Dismissal

FIELD TRIPS

Below are some of the tentative field trips we'll experience throughout the school year. All confirmed field trips would be identified on the yearly calendar at Fall Orientation.

Alldredge Apple Orchard
Theatre for Young America

Kaleidoscope
Deanna Rose Farmstead

Additionally we provide:

Monthly Story Time with Mid-Continent Public Library, Firefighters during Fire Safety Week, Dentist for Dental Health Month

Times and dates of field trips will be included on the monthly calendar that we will issue the first week of each month. We like to have all the parents be a part of these events and we are not able to transport students, so please make every effort to attend these functions with your child or have a friend or grandparent join them. If a field trip is planned on a day that is not one of your regularly designated days of the week, you and your child are welcome to join class that day for the field trip and fun.

SNACK AND DRINK

Parents help to provide snacks on an alternating calendar, which will be sent home each month. On your assigned day you will need to bring a nutritional snack and small disposable cups and we will provide water each day. Homemade or store bought items are both acceptable. Napkins will be provided.

The student that is the snack leader for that day will also be the line leader, calendar person, and is able to bring a show and tell item to share with their friends.

CALENDAR

We will follow the Park Hill School District elementary school calendar for vacation and holidays. We will be closed on inclement weather days. Listen to your radio or television stations for school closings. You may also check the website www.parkhill.k12.mo.us for school closing information.

CONTACT INFORMATION

If you need to contact the preschool teachers, call the church office 816-741-1851. You may also email them at merrymomentsphcc@gmail.com or office@parkhillcc.org.

CLOTHING

Please keep an extra set of clothing in your child's backpack. Clothing should be marked with the child's name. Remember to change them out as the seasons change. You never know when we might have a spill or accident

BIRTHDAYS

Your child's birthday is recognized at school on the day closest to his/her class time. It is a "special day" for them. They will receive a crown, and may bring a treat to share with the class. Please note that we cannot hand out birthday invitations in the classroom unless all students are invited.

IMMUNIZATIONS

We are required by the state to have a copy of your child's current immunization record on file.

PARTIES

Making a special occasion out of the holidays helps the children better understand the significance of the day. We will work with the hosts to plan the party and provide a signup sheet for supplies and helpers. Mark your calendars to join us for a Halloween Party and Valentine's Day party! Other celebrations we'll recognize in our classrooms and as part of our lessons will be Thanksgiving, Christmas, and Easter.

Just like field trips, if a party is planned on a day that is not one of your regularly designated days of the week, you and your child are welcome to join class that day for the party time and not miss any of the fun.

SCHOOL PICTURES

Individual and group school pictures will be taken in the spring so that we can get them back before the school year ends. If you have younger children at home, they are welcome to have their picture taken as well. We will also have graduation photos taken in the spring for Pre-K students.