



Letting our light shine...
Matthew 5:16

STUDENT & FAMILY HANDBOOK

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INTRODUCTION

Derbyshire Preschool ("DPS") is a non-profit program and a ministry of Derbyshire Baptist Church. Licensed as a church operated program, religious exempt, DPS meets the annual requirements of the state of Virginia. It provides planned educational experiences for children who range in age from six months through five years. In an atmosphere of love and acceptance, each child is encouraged to grow and develop a positive self-image.

Derbyshire Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or any other school administered programs.

CURRICULUM

Our program is based on the award-winning, research-based *Learning Without Tears* curriculum, which utilizes a multisensory approach to teach a variety of readiness, writing, literacy, and early math skills including directionality, letter recognition, matching, vocabulary, rhyming, imitation, problem solving, patterns, and sequencing.

Children move, touch, feel, and manipulate real objects as they learn the habits and skills essential for kindergarten. Other multisensory lessons in the teacher's guides use Imaginary Writing, Wet-Dry-Try, music, movement, finger plays and building Mat Man to teach crayon grip, top-to-bottom habits, capital letter formation, body awareness, drawing, and counting skills.

Beginning with our Cherub classes, age appropriate activities are incorporated into daily activities. Emphasis is placed on the developmental level at which each child and age group is functioning. Daily activities include center time, small group activities, music, science, art, chapel, creative movement, and outdoor play.

All ages, including even our youngest Cherubs, at 6 months, will enjoy a weekly music class and various other age appropriate activities.

Through our curriculum, DPS encourages each child to love learning and have lots of fun along the way. This curriculum provides opportunities for children to grow cognitively, emotionally, and socially in a secure Christian environment.

FACILITY AND SAFETY PROCEDURES

Derbyshire Baptist Church provides bright, spacious classrooms for use by DPS. A sanctuary, music room, resource rooms, and indoor play areas are also available for the Preschool. The outdoor playgrounds are fenced and have certified playground mulch surface for safety purposes. The playgrounds are checked daily by the staff and inspected annually by an outside inspection company. DPS is approved annually by the Virginia Department of Education, Health Department, and the Fire Marshall. Fire safety is a part of the curriculum in all age groups. Fire drills, with a fire alarm, are held each month to ensure the children's safety. Twice a year the children practice indoor safety procedures in the event of a tornado or hazardous occurrence outside the building.

For the safety of our children, all entry doors remain locked throughout the facility. During peak arrival and departure times, a DPS staff member will be at the doors allowing parents and authorized personnel into the building. Complete Drop Off & Pick Up procedures are described in related sections below.

INSURANCE AND ENROLLMENT

Derbyshire Baptist Church provides liability insurance in excess of state law. The annual program enrollment is approximately 100 children. The staff/child ratio is dependent on the age group and meets or exceeds the expectations outlined by the State of Virginia.

STAFF

Staff members are selected on the basis of educational background and experience as well as personality, love of children, and the ability to work effectively with children, individually and in groups. Staff members are required to 20 hours of continuing education each year. They are also provided special training in lifesaving techniques for infant and child First Aid and CPR. Several staff members are certified in PMAT training to administer emergency medication. Each staff member must submit an annual statement from a practicing physician stating that she/he is free from any disability that would hinder her/his work with children. Fingerprinting and background record checks are also required for all staff.

ENROLLMENT OPTIONS

Students from 6 months through 3 years old have the option of attending DPS for 3, 4, or 5 days per week. PK students must attend for 4 or 5 days per week. 3-Day Programs operating on Tuesday, Wednesday & Thursday. All 4-Day Programs operate Monday through Thursday. 5-Day Programs operate Monday through Friday.

EARLY DROP OFF & AFTER SCHOOL ENRICHMENT PROGRAMS

All ages have the option to participate in the Early Drop Off program from 8:15 to 9:00 AM, Monday through Friday.

Preschool students who are fully potty-trained can take advantage of the After School Enrichment Program, which operates until 1:15 PM on Tuesday & Thursday.

Both of these programs, Early Drop Off and After School Enrichment, are on a sign-up basis and are priced separately from annual tuition.

INCLEMENT WEATHER

When weather conditions or emergency situations necessitate the closing of school, DPS will follow the closing of Henrico County Public Schools. For a delayed HCPS opening, DPS will open from 10:15 AM – 12:15 PM. This applies for **any** HCPS delay (one or two hours).

The reopening of school will follow HCPS unless the parents are notified by phone.

Days missed because of inclement weather or emergency closings will not be made up.

VISITATION

Parents are encouraged to be a part of their child's preschool experience. Opportunities for participation in field trips and other class activities will be offered during the year for Preschool Classes (3s & PK). Parents with special talents are invited to share them with his/her child's class. Parents are always welcome to visit our classrooms.

COMMUNICATION

Good parent-school communication is essential in preschool. Teacher updates are emailed regularly to notify the families of daily activities and events. A school-wide Weekly Newsletter is emailed every Friday as well.

Parents of Preschool children (3s & PK) are encouraged to participate in Conference Days held both in the fall and spring. Each parent will have a scheduled time with the teacher to discuss their child's progress. Written evaluations will be given to the parents.

Parents of children in our Cherub classrooms (6-35 months) are encouraged to discuss their child's development and success in the classroom through phone calls or requested conferences outside of school hours throughout the year.

Whenever a parent desires a special conference, the teacher and/or director will be available upon request. For the safety of the children, unscheduled conferences with the teacher should not take place during school hours. The Director is available for conferences each day.

DISCIPLINE

Positive methods of discipline, such as redirection and active listening are implemented at DPS. If a child is having a behavior problem at school, the parents will be notified. DPS reserves the privilege to dismiss any child whose needs cannot be met by our program.

ARRIVAL & DISMISSAL (CARPOOL LANE POLICIES)

Staggered Morning Drop Off Schedule

Early Drop Off 8:15 - 8:30 AM - at Cherub Office Entrance & Preschool Portico Entrance

Cherub Drop Off 8:45 - 9 AM - at Cherub Office Entrance

Preschool Drop Off 9 - 9:15 AM - at Preschool Portico Entrance

Staggered Pick Up Schedule

Cherub Pick Up 11:45 AM - 12 PM - at Cherub Office Entrance

Preschool Pick Up 11:55 AM - 12:05 PM - at Preschool Portico Entrance

After School Enrichment Pick Up 1:15 PM - from DBC Courtyard, walk up with ID

All vehicles should enter the church from the LARGE, main parking lot by the west entrance off Derbyshire Road. Turn LEFT and follow the parking lane to the back parking lot behind the Preschool playground. Continue AROUND the playground following the parking lane to enter the ONE-WAY carpool lane drive that leads to both the Cherub Office Door and the covered entrance at the Preschool Portico Entrance. It is vital that you follow this pattern when using the carpool lane throughout the year. Do NOT take shortcuts through the large parking lot!

Please display your child's Carpool Sign on the front passenger window (with provided suction cup hook), and ensure you have it in place prior to entering the carpool lane.

Cherub Drop Off

Park on the RIGHT side in between the two playgrounds. Bring your child to the Cherub Staff at the door.

Preschool Drop Off

Park on the RIGHT side of the carpool lane under the Preschool Portico Entrance. Preschool Staff will come to the car, open the door, and walk in each child. Parent's please stay in the driver's seat so we can keep the line moving.

Preschool Pick Up

Park on the RIGHT side of the carpool lane under the Preschool Portico Entrance. Preschool Staff will bring the child out to the car.

Once your child has entered the car, drivers should pull forward and put flashers on and park along the left side of the small parking lot. At this time seatbelts can be placed on the children by the driver. This process allows the line to move at a faster pace.

Cherub Pick Up

Park on the RIGHT side in between the two playgrounds. Come out of your car with your ID and come to pick up your:

INFANT Parents walk into Cherub office door with flag to pick up at classroom inside

TODDLER At the first toddler playground from teachers

2 YEAR OLDS At the second, bigger playground from teachers

Cherub wing drivers will buckle Cherubs immediately in the carpool lane.

Cherub Rain/Snow Pick Up - children will NOT be on the playgrounds:

INFANT & TODDLER Classrooms will dismiss from the backside of the classrooms through the first toddler playground.

TWO YEAR OLDS Classrooms will dismiss from Cherub Office Door - come inside the hallway to dismiss from the Cherub Lobby.

Teachers will sign-out each student as he/she is loaded in the correct vehicle.

Staggered times will help alleviate congestion, however, we ask for your patience and consideration as we wait for drivers to buckle their children into seats. Please use extreme caution when passing a vehicle in our two-lane carpool lane and as you travel behind the parked church vehicles as they also may need to leave at the same time as our carpool time frame. The carpool lane will move more quickly as we become familiar with the vehicles and faces.

Remember to drive slowly in the parking lots, be courteous to each other, and always be aware that the safety of the children is of greatest importance.

Additional details can be found in the DPS Security Policy.

HEALTH

Parents are asked to use their best judgment to protect their child as well as other children in school from illness. Children who have symptoms of any contagious colds or illnesses should be kept at home. This includes: fever within the past 24 hours, throwing up or diarrhea within the last 24 hours, a deep cough, excessive fatigue, nasal discharge that is either thick or discolored, Chicken pox, "Fifth's disease," Impetigo or unexplained rash, conjunctivitis or a cold. When a child shows signs of illness at school, his or her parents will be called to come and pick up the child from school. The child will be brought to the school office until the parent or authorized pick up person arrives. Parents are asked to maintain accurate emergency contact numbers and current cell phone numbers in the school office.

Additional details can be found in the DPS Health Precaution & Infection Policy.

A medical health form signed by a physician must also be kept on file in the DPS office. This form, mandated by the Department of Social Services, states the child has received the required vaccinations and is signed by the physician.

SNACKS

Derbyshire Preschool is a Nut Free Preschool due to the increased number of students with allergies that may require Epi-pens. Each child is asked to bring a nutritional nut-free snack and water bottle/cup to school each day. Fresh fruit is an excellent choice for snack. Small snack containers or bags are preferred. Please label with your child's name. Candy and cookies should be limited to special occasions. No gum is allowed. Lunch is not provided by the school.

PERSONAL BELONGINGS

CHERUB (6 - 35 months)

Please allow your child to bring his or her "lovie" from home. The "lovie" item may include pacifiers, blankets, and/or stuffed animals, and please let your teacher know what your child calls that "lovie" item!

Your child should bring a diaper bag or DPS tote bag (provided at orientation) with diapers, a change of clothes, their bottle or sippy cup and a nut-free, healthy snack. Please label all of the items, including the diapers, with the child's name.

When your child is in the process of potty training, as long as he or she is having reasonable success at home and initiating going to the potty, we encourage you to let them come in training pants or pull-ups. Please send extra sets of clothes! Don't expect your child to have more or even as much

success away from home. We praise for all successes and never scold for accidents. Discuss this with your child's teacher when your child is ready to make these changes!

PRESCHOOL (3 - 5 years)

Your child should bring their DPS tote bag (provided at orientation) to school each day, which is large enough to accommodate artwork and school papers. We ask that you send one set of all season clothing (including socks) in a plastic bag marked with your child's name. These clothes are left at school for emergency use. Please exchange clothing during the year if your child's size changes. Remember to return emergency clothing to school if your child wears them home.

ALL STUDENTS

Please do not allow your child to bring toys to school. We have ample toys and equipment at the school.

The children enjoy outdoor playtime every day that the weather permits. Please be sure to check the weather report so that your child will be dressed comfortably each day. Children need to wear shoes that are suitable for playing in the mulch on the playground. Coats, hats, mittens, gloves, and boots must be plainly marked with your child's name. Please do not send an umbrella with your child due to safety issues in the hallway.

ADDITIONAL ACTIVITIES

Additional Activities are activities outside the normal hours of Derbyshire Preschool operation, Monday-Friday, 9:00 AM - 12:00 PM. Participation in these additional activities is optional. Sign up for these activities is an additional fee and will be incorporated into your tuition.

Early Drop-Off (EDO, available for all ages)

Parents have the option of dropping off their child at 8:15 AM. Advance sign-up for one to five mornings per week. Individual days may be reserved one day in advance when open spots are available. Refunds are not given for missed days.

After School Enrichment (ASE, ages 3-5)

After School Enrichment enrollment is offered for Tuesday & Thursday, from 12:00 PM - 1:15 PM. Refunds are not given for missed days. Children bring a nut-free bag lunch and drink (no milk or bottles with caps, a Health Department requirement). All children must be picked up no later than 1:15 PM in the Church Courtyard (along Derbyshire Road), with their ID ready to be presented to the ASE staff.

CLASS PARTIES

Each class may celebrate with various holiday parties during the year. Parents will be contacted directly by their child's teacher when coordinating class parties, and we ask that parents contribute what they can for these celebrations. Please be sure to check ingredients with the teacher to be sure they are safe for all of our students. We want all of our children to enjoy safe and healthy celebrations.

Everyone is encouraged to celebrate his or her birthday at school. We celebrate summer birthdays, too! If you would like to provide a non-edible treat for the class on your child's birthday or special designated day, or come to read to the class, please contact the teacher. We also request that you do not send party invitations to school unless every child in the class will be invited to the celebration.

ACTIVITY HIGHLIGHTS

Music

Children will have weekly music class with the DPS Music Teacher. The children will enjoy learning a variety of songs including traditional, seasonal, religious, sign language, and patriotic songs. Special Family Music Days where the children will present the music they've learned will be announced throughout the school year.

Chapel

Children will attend bi-weekly Chapel Time with Elizabeth Tuck, the Director of Children & Family Ministries at Derbyshire Baptist Church. They will hear Bible stories and songs that teach basic values about family, friends, and an appreciation for God's world.

STREAM Lab

Preschool classes will meet weekly for special STREAM (Science, Technology, Reading, Engineering, Art and Math) learning activities, which will include an introduction to technology and science experiments. Art projects will also be incorporated throughout the year.

In-House Field Trips

Throughout the year, DPS holds special events as in-house field trips for our students. This may include visits from local authors, Henrico County Fire & Police Departments, Teddy Bear Clinics, The Story Lady, and many more!

Family Events

DPSI works in conjunction with the special seasonal events at Derbyshire Baptist Church! This includes a fall Trunk-R-Treat event, Palm Sunday Easter Egg Hunt & Petting Zoo event, and so many more in between!

Various other events are scheduled throughout the year at DPS! Mothers, fathers and Grandparents are honored with special celebrations throughout the spring.

Outreach Projects

DPS families will have the opportunity to participate in several service projects throughout the year. These may include collections for the Henrico Christmas Mother, Food Bank, and SPCA.

Fundraising

DPS families will have the opportunity to participate in various fundraising events for the school's Elliott Mayfield Scholarship Fund each year.

WITHDRAWAL

If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given. Release from the contract is given at the discretion of the DPS school administration.

If the school feels the needs of a child can be met better elsewhere, DPS reserves the right to withdraw a contract.

DPS also reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact us if there is a problem.

DERBYSHIRE PRESCHOOL OBJECTIVES

Social

1. To learn to get along with others
2. To begin to assume responsibility
3. To learn to give and share
4. To become aware of making good choices

Physical

1. To participate in a variety of motor activities
2. To develop fine and gross motor skills
3. To know and follow simple safety rules
4. To practice good hygiene and nutrition

Academic

1. To stimulate a desire to learn
2. To develop necessary school readiness skills
3. To broaden his or her range of interest
4. To encourage curiosity and creativity

Emotional

1. To grow in independence
2. To develop self-control and discipline
3. To maintain a feeling of security while away from home
4. To develop a positive self concept

Spiritual

1. To develop an awareness of God's love
2. To learn by Christian example
3. To learn about the Bible through stories and songs
4. To worship through prayer and song
5. To understand that each child is special

STUDENT & FAMILY HANDBOOK ACKNOWLEDGEMENT

By signing below, you confirm that you have both read and agree to all policies within the Derbyshire Preschool Student & Family Handbook.

Parent's Name _____

Parent's Signature _____ Date _____