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## **HARVEY BROWNE PRESCHOOL MISSION STATEMENT**

Our mission is to be a Christian preschool in service to young children. Through partnerships with the church, community, teachers, and families, we strive to empower children to achieve their full potential.

## **HARVEY BROWNE PRESCHOOL PHILOSOPHY**

The Harvey Browne Preschool is very proud of our school and believes it to be an excellent environment for preschoolers. We believe:

1. Teachers nurture the whole child so that optimum development of skills in the social, emotional, cognitive, physical and creative areas is stimulated. Children participate in age appropriate activities at each level so that each child can progress individually in a comfortable loving environment.
2. True affection for each individual child is demonstrated thus making the transition from home to school a happy transition. The environment is one which encourages a sense of belonging, a feeling of security and the development of a positive self-image.
3. Each child has a sense of his own identity and is able to explore, create and master the real world of things and people. Independent thinking, creativity and curiosity are valued thus encouraging children to discover their own special qualities and strengths within an active classroom.
4. Opportunities for creative expression through music and various artistic forms, creative movement and large motor activities, problem solving relation to sharing, constructing, experimenting, listening, discussing, making decisions and reaching goals are provided. Laughter, singing, encouragement and praise are heard in every corner. Through such a wide variety of activities presented in an enthusiastic, positive way, the children develop a real love for learning and enjoy a positive first experience at school.
5. Respect for oneself and others is instilled in each child. It's a warm place...a learning place...a caring place...a loving place!

**HARVEY BROWNE PRESCHOOL  
FACULTY FOR 2011-12**

Director	Barbara Bailey
Administrative Assistant	Anne Hughes
Kindergarten	Ellen Zuber
	Cathy Shade
	Amy Squires
	Amy Jones
Five Day Four's	Donna Tipton
	Joan Schieman
	Mary Ann Boylan
	Betsy Klapheke
Three Day Fours and Two Day Threes	Becky Evans
	Julie Hobbs
	Julie Brink
	Mary Dugan
Three Day Fours	Tammy Gilles
	Jennie Barker
Three Day Three's & Two Day Two's	Sharon Kuhl
	Jane Sodano
	Lori Bushong
	Teresa Oetken
	Carolyn Evans
	Betsy Kenney
Extended Day	Donna Tipton, Coordinator
Early Bird Drop Off	Cathy Shade
Music Teachers	Kathleen Owen
	Cathy Shade
Spanish Teacher	Karen Rueff
Speech and Language	Allison Fears
	Nancy Olman

**PRESCHOOL BOARD 2010-2011**

Chairperson	Skip Light
Secretary	Marianne Humphries
Publicity and Parent Involvement	Jennifer Starke
	Cheryl Finn
	Alayne Vokurka
Communication	Carol Tinkle
	Betsy Barrick
Equipment	Jeff Barrick
Ex-Officio Members	
Treasurer	Donna Minton
Director	Barbara Bailey

## HARVEY BROWNE PRESCHOOL CALENDAR FOR 2011-2012

PROFESSIONAL DEVELOPMENT DAY	AUGUST 19
TEACHERS RETURN TO SCHOOL	AUGUST 22
PARENT MEETING	AUGUST 25
FIRST DAY OF SCHOOL	AUGUST 26
LABOR DAY (NO SCHOOL)	SEPTEMBER 5
PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL)	SEPTEMBER 30
OPEN HOUSE	OCTOBER 20
CONFERENCE DAYS (NO SCHOOL)	NOVEMBER 7,8
PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL)	NOVEMBER 23
THANKSGIVING HOLIDAY (NO SCHOOL)	NOVEMBER 24-25
CHRISTMAS BREAK (NO SCHOOL)	DEC. 19 –JAN 2
CLASSES RESUME	JANUARY 3
MARTIN LUTHER KING'S BIRTHDAY (NO SCHOOL)	JANUARY 16
CONFERENCE DAY (NO SCHOOL)	FEB. 13
PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL)	MARCH 2
SPRING BREAK (NO SCHOOL)	APRIL 9-13
PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL)	MAY 4
ELECTION DAY (NO SCHOOL)	MAY 22
LAST DAY OF SCHOOL	MAY 25

**If Jefferson County Public Elementary Schools are closed or delayed for weather, Harvey Browne Preschool is closed. If Jefferson County Public Elementary Schools close early for weather, Harvey Browne Preschool and Extended Day will close at 12:00 p.m.**

## HOURS OF OPERATION

The Harvey Browne Preschool is a nine-month school starting in August and continuing into May. The school hours are from 8:50 to 12:00 noon.

## TUITION AND PAYMENT SCHEDULE

Following is an itemized list of Preschool fees paid quarterly. You may also choose a monthly payment plan which is paid from May 1 through February 1.

	Kindergarten	
	<u>Church Member</u>	<u>Non-Church Member</u>
Yearly Tuition	\$2970	\$3120
Registration fee	\$ 250	\$ 250
Tuition payable May1, October 1, and February 15	\$ 990	\$ 1040
Monthly	\$ 298	\$ 313
	Five Day Four's	
	<u>Church Member</u>	<u>Non-Church Member</u>
Yearly Tuition	\$2280	\$2430
Registration fee	\$ 200	\$ 200
Tuition payable May 1, October 1, and February 15	\$ 760	\$ 810
Monthly	\$ 229	\$ 244
	Threes and Fours - Three Days	
	<u>Church Member</u>	<u>Non-Church Member</u>
Yearly Tuition	\$ 1920	\$ 2070
Registration fee	\$ 200	\$ 200
Tuition payable May 19 October 1, and February 15	\$ 640	\$ 690
Monthly	\$ 193	\$ 208

Threes - Two Days

	<u>Church Member</u>	<u>Non-Church Member</u>
Yearly Tuition	\$ 1770	\$ 1920
Registration fee	\$ 200	\$ 200
Tuition payable May 1, October 1, and February 15	\$ 590	\$ 640
Monthly	\$ 178	\$ 193

Twos - Two Days

	<u>Church Member</u>	<u>Non-Church Member</u>
Yearly Tuition	\$ 1740	\$ 1890
Registration fee	\$ 200	\$ 200
Tuition payable May 1, October 1, and February 15	\$ 580	\$ 630
Monthly	\$ 175	\$ 190

Please follow these procedures for tuition payments:

1. Make check payable to Harvey Browne Preschool.
2. Write the name of your child, age group, and days attending on your check.
3. Mail checks to: Harvey Browne Preschool  
311 Browns Lane, Louisville, KY 40207

Tuition is due May 1, October 1, and February 15. You will be notified of payment due dates two weeks in advance. If you are paying monthly, you must set up with our bookkeeper an automatic withdrawal from your checking account on the 1<sup>st</sup> of every month beginning in May and ending February 1. Harvey Browne Preschool is a non-profit organization. Your tuition payments provide the monies upon which the school operates. It is, therefore, very important that tuition payments be made on time. Delinquent accounts are handled by the Treasurer of the Preschool Committee, not by the Director. Please note that there will be a \$25 charge on all late payments. There will also be a \$25 charge for all returned checks. You may have your tuition payment automatically paid from your bank account. Please contact the preschool office if you would like to set that up.

Harvey Browne Preschool is operated on funds provided by registration and tuition fees. Because of the necessary commitments made by the school, registration fees are not refundable. Furthermore, since the school's budget is projected on an annual basis, and since teachers are given annual contracts, school registrations are for the entire school

year. When unforeseen circumstances require a request for transfer, a conference must be arranged with the Director.

## **ACCREDITATION AND REGULATORY AGENCIES**

Harvey Browne Preschool is accredited by the National Academy of Early Childhood Programs (a division of the National Association for the Education of Young Children). We are one of only two half-day preschool in the Louisville area that is currently accredited. We are licensed by the Commonwealth of Kentucky under the division of the Cabinet for Health and Family Services.

## **DEVELOPMENTAL SCREENING**

Upon entry to our program, we will work in partnership with parents to conduct a developmental screening on every child using the Ages and Stages Questionnaire. The questionnaire is completed by the parent. The teacher scores the questionnaire and places it in the child's portfolio securely locked, but always available for parents to view.

## **SPEECH AND LANGUAGE SCREENING**

Allison Fears and Nancy Olman conduct optional speech and language screenings each fall. This optional service is at the parents' expense. Permission forms are handed out at the 2<sup>nd</sup> week of school.

## **VISION SCREENING**

All children enrolled will receive a free vision screening. Harvey Browne Preschool is partnering with the Kentucky Lions Eye Foundation and the Kidsight program to conduct the screenings. The program screens pre-literate children for eye disorders and will use a bi-plex camera and measure refractive error between the photos. A consent form will be sent home and you will need to sign a consent form in order to have your child's eye's screened. If a problem is identified, the Kidsight program will work with the family to ensure the child's vision issues are corrected.

## **ARRIVALS AND DISMISSALS**

Arrival time for preschool is 8:50 - 9:00 a.m. During this time Harvey Browne faculty members will be at the doors to supervise the arrivals. **If you need to drop children off before 8:50, please use our early bird program which begins at 8:00 a.m.. The teachers need to be in and out of the classrooms getting ready for the day. It is very important that you observe the arrival time. Children get off to a good start when they arrive on time. If you are late, you must walk your child to his/her class.** Arrival and dismissal time is a good time to inform a teacher that you have a question you would like to discuss with her. She will call you or write a note as soon as possible to answer your questions either on the phone or with a conference. Please know that we want to communicate fully with you and answer all your questions, but we do not discuss children or issues in front of the children so arrival and dismissal is not a good time to have that full discussion. It is a time when the teachers need to be giving their full attention to children.

Please do not leave children unattended in cars. Also please park in parking spaces and do not park in the fire lane or in spaces designated for church staff. Hold children's hands securely at all times in the parking lot.

Dismissal time for preschool is 12:00 noon. During this time, Harvey Browne faculty members will bring your children and place them in the car. We ask that you pull up a little before fastening seat belts to facilitate an efficient dismissal.

All dismissal changes should be outlined in written notices. These changes should include such things as: if your child will be visiting someone else, if someone else will pick up your child, or even if you are in the building for the day, and plan to take your child with you after school. Please put notes in the clear plastic sleeve we will attach to the back pack (we will send notes home in the same manner).

### **CARPOOL PROCEDURE**

In order to facilitate safe and efficient arrivals and dismissals, all children are encouraged to travel in carpools. Your child's teacher should be notified of any changes in carpools that are made during the school year. **Please write a note AND verbally inform the school office at 895-2577.** This is for the safety of your child and will help to eliminate any mix-ups. **IMPORTANT: All carpools and single student cars will be assigned a number and all drivers must have a HBPS card for carpool.**

We will not send children home with a person who does not have a pre-printed HBPS carpool card unless we receive a note asking us to do so. You may request as many cards as you need. Please place the carpool card on the rearview mirror.

As you are forming your carpool, please remember that for the safety of all the children we will only place children in the back seat during afternoon carpool and children 40 pounds or under must be in a car seat. It is recommended that children remain in car seats until they are much older. A study conducted by the National Highway Traffic Safety Administration concluded children are safer riding in the back seat and organizations such as the American Academy of Pediatrics, the National Safety Council, and the American Federation of Teachers along with many others are advocating that children ride in the back seat in a car seat. If you want us to either place children in the front seat or place them in a car without a car seat during afternoon carpool, you will need to pick up a waiver in the school office, sign it, have it notarized and return it to school. As advocates for children, we at Harvey Browne Preschool want to take every measure possible to ensure the safety of the children here.

**Staff members are not allowed to drive children to and from school under any circumstances.**

### **EARLY BIRDS**

We provide for early drop-off each day at 8:00 a.m. The cost for early drop-off is \$5 and you may drop off any time between 8:00 and 8:50. When you come in, please bring your carpool number with you so that the church staff may let you in. Early Birds is in room B5 under the chapel. This drop-in service is for any child attending school on that day.

## **EXTENDED DAY**

Extended day will be provided Monday through Friday from 12:00 p.m. until 3:00 p.m. and will begin the **second week of school**. The fee will be \$15.00 a day for one child and \$13.00 a day for additional children in the same immediate family (brother or sister). The fee for occasional use will be \$17 a day. The children must bring their own lunch and a drink. There will be a \$25 late fee charged for late pick-up past 3:05 p.m.

You can make reservations for the extended day program by calling the office (895-2577). You may sign up for a certain day or days each week for the whole year or you may sign up as you need it. Because the extended day program is very popular, it is advisable to call as soon as you know that you need the program. Children who are enrolled at Harvey Browne Preschool can attend extended day in the afternoon even it is not one of their regularly scheduled school days.

It is also important that you call us as soon as possible if you know you have to cancel an extended day because most days we have a waiting list of children who would like to attend the program. If your child will be going home after extended day with someone other than a parent, we must have a written note stating with whom the child will be going home.

There will be two teachers for up to 20 children. Our ratio will not exceed ten children to one adult.

The curriculum will be loosely structured and will include: lunch (make sure your child's name and date are on the lunch bags and the lunch is nutritious and meets USDA guidelines), short rest time, outside play, large motor activities, snack and story time.

We ask that you park and walk inside to the foyer which is where we gather for 12:00 p.m. carpool to pick up your child. Please make sure that as you walk with your children in the parking lot that you hold their hands securely.

## **HEALTH AND ATTENDANCE**

Children are required to have an up to date immunization form and a physical form within the first 2 weeks of school. Regular attendance to Harvey Browne Preschool is very important, so please send your child regularly and promptly. Whenever your child returns to school after an absence, please send a written explanation as to why your child was absent. We take children outside as much as possible. There is really no one to supervise your child while the other children are on the playground. If your child is too sick to play outside, we request that he/she remain home until he/she is well enough to participate in outside play. We play outside everyday when it is 40 degrees or higher, it is not raining and there are no air pollution alerts. Please dress your child appropriately and send coats, hats and gloves or mittens and apply sunscreen of 15 SPF or higher to any exposed skin.

Please keep your child at home for at least 24 hours after fever is gone, regardless of the illness. Also, please keep your child at home when he/she displays any of the following symptoms:

1. Acute cold, coughing, sneezing, and/or runny nose
2. Sore throat or earache
3. Swollen glands
4. Red and discharging eyes
5. Skin eruptions or rashes
6. Nausea, diarrhea, or vomiting
7. Signs of listlessness, weakness, drowsiness, flushed skin, chills, headache, or your child is just generally not himself/herself
8. If they develop any vaccine preventable disease.

Please notify us at once if your child or family member contracts any communicable disease. Children may attend school after exposure to communicable disease, but they should be watched closely for symptoms during the incubation period. Please keep your child at home if any suspicious symptoms develop.

Outlined below are some good guidelines to follow when returning children to school after exposure to communicable diseases:

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>RETURN TO SCHOOL</u>
Pink Eye		When eyes are free from redness and discharge
Lice		Child is nit-free

### **Medication**

Since we are not health care professionals, no over the counter medication will be administered. Any prescription medication for children will be kept locked in the classroom. Parents must give written permission and provide written instructions from a licensed health care provider who has prescribed the medication for your child. The medication shall be in the original container. Children will come to the office to take medication. If you have questions about medication administration at school or the appropriateness of sending your child to school while taking a particular medication, please contact the office and we will contact our health consultant, Dr. Cara Price.

### **Snacks**

Each child will have a “snack week” when he or she will provide nutritious snacks for the entire class. You will receive a list of suggested healthy snacks from your classroom teacher. All snacks must be store bought.

### **Life Threatening Food Allergy**

Any child enrolled in Harvey Browne Preschool who has a life-threatening food allergy will be required to bring his/her own snacks.

## **EVALUATION METHODS**

Children are assessed in our program in an authentic way through their activities at school. All assessment information is kept in their portfolio and will be available at conference time to go over with the teacher and is also available for you to observe at anytime. The portfolio will be given to you when your child leaves Harvey Browne Preschool and is their permanent record. All information regarding your child will be kept strictly confidential and any observation or evaluation with a specialist will be completed only with written parental permission. We will work with the family and specialists to evaluate, develop and carry out individual education plans for any child diagnosed with special needs. All assessment data collected is used to plan individually and age appropriate activities in the classroom and communicate progress to parents. Children entering Harvey Browne Preschool for the first time will receive the Ages and Stages Screening Instrument, a formal screening that is a parent questionnaire. For confidentiality, portfolios are kept in classrooms securely locked.

## **DISCIPLINE METHODS**

The faculty of Harvey Browne Preschool use positive guidance techniques. No physical discipline or methods which are emotionally shaming or hurtful are used. Discipline issues are used as opportunities to teach children in a proactive way. We will work together in partnership with parents and professionals (with parents' permission) confidentially to develop individual plans to address any behavior that cannot be managed at school.

## **EARLY CHILDHOOD INTERVENTION**

Additional outside services may be requested at the parents' expense such as speech and language therapy, occupational therapy etc. Harvey Browne Preschool has consultants who observe children with parent permission and make recommendations. Jefferson County Public Schools, free of charge, will also evaluate children at Harvey Browne Preschool at the parents' request. If specialized needs are identified an Individual Education Plan will be developed with an interdisciplinary team in consultation with parents.

## **FACILITY INFORMATION**

Asbestos - As you know, Harvey Browne Preschool is very committed to maintaining a safe and healthy learning environment for everyone. According to state and federal regulations, our school is inspected on a regular basis to insure that any asbestos-containing material is posing no health hazards and that the Preschool meets all government standards and regulations. The complete inspection report and laboratory analysis is available in the Plant Manager's office.

Pesticide Notification - Harvey Browne Preschool has pesticide application done the 4<sup>th</sup> Saturday of each month. If you would like to be notified each Friday that the pesticide application will take place the following day, please send a note requesting notification to the school office.

Building Security - The building is locked during school hours. Please use the doorbell marked preschool at the back doors and then come to the preschool office to sign in and get a visitor badge.

### **APPROPRIATE DRESS FOR SCHOOL**

During the preschool years, we are trying to encourage children to gain as much independence as possible. **Children should wear clothes that they can manage easily.** Large buttons are easier than zippers. Pants with elastic rather than snaps and belts help children feel competent as they are dressing themselves and taking care of bathroom needs. We do many messy things at school so we encourage you to send them in play clothes. Because we run and play on the playground and in the gym, **it is important that children wear tennis shoes that either Velcro or tie so that will remain safe as they are climbing, riding trikes, and running.** Sandals, cowboy boots, flip flops, dress shoes etc. make participating in play activities difficult and unsafe. Children may not wear Crocs.

### **BRINGING THINGS TO SCHOOL**

Other than for show and tell, we request that toys not be brought to school. We know that we make some exceptions to this rule, such as when a beloved familiar toy can bridge the home-school gap during the first month of school.

Consult with your child's teacher before you bring anything you think will contribute to a good learning experience. We welcome such contributions, but like to plan for them. Please mark objects and containers with your child's name.

Please do not let your child come to school with money, guns or violent toys. Gunplay is not allowed at school. We feel these things are best controlled at home. Although a child should learn the value of real money, there is nothing to buy at school and no need for money in the classrooms. Play money will be used in a learning situation in some classrooms.

We also request that children not bring umbrellas to school. The teachers will have umbrellas in carpool and raincoats and hats keep children dryer when going from a car to outdoors. These are also much safer and less trouble.

### **ADJUSTMENT TO SCHOOL STATEMENT**

We know that all children will go through a period of adjustment as school begins. We will work closely with you to make the transition as smooth as possible. In the rare case when a child is unable to make the adjustment in a reasonable amount of time, we reserve the right to ask the parents to terminate the child's enrollment at Harvey Browne Preschool.

## **QUESTIONS AND CONCERNS**

The following procedures will apply when a parent has a concern about some aspect of the educational program:

1. If applicable, the parent should discuss the issue with the teacher involved at a prearranged time.
2. If no resolution is reached, then the parent should discuss the issue with the Director. The Director will strive for a resolution with the teacher and the parent.
3. If no resolution is reached, a meeting will be arranged with all parties.
4. If no resolution is reached, then the parent should discuss the issue with the Director and a board representative.

Our goal is to achieve resolution and work through challenges.

## **CONFERENCES AND VISITING**

We invite you to visit our classrooms anytime from October through May. We ask that you not visit until October 1, so that the children will have time to become adjusted to school. Please remember to sign in and get a visitors badge whenever you visit.

The faculty takes the safety of every child at Harvey Browne Preschool very seriously. We have consulted with the St. Matthews Police Department and have put the recommended safety measures in place. Please help us by signing in and out and obtaining a visitor badge anytime you visit in the classrooms. In the case of emergencies, the school will follow all procedures required by the local authorities

Conferences with your child's teacher will be held twice a year. There are three conference days scheduled for the coming year. Children do not attend school on these conference days. We will try to provide baby-sitting for the conferences on days when Jefferson County Public Schools are open. On days when the public schools are closed, we are not able to provide babysitting for all the children including the older siblings that need babysitting because they are not in school. We know that many of you will be able to obtain babysitters when the schools are closed and thus, do not need the service on those days. The babysitting is made possible by parent volunteers. If you need to use this service, please note when the baby-sitting will be available so you can make your conference during that time. We also encourage you to have additional conferences or speak with the director if concerns arise. Call your child's teacher at school or the school office to set up additional conferences. A portfolio will be created for each child and discussed at the conferences. Parents may come in to see the portfolio throughout the year.

## **PARTIES AND CELEBRATIONS**

We celebrate many holidays with class parties and the children, teachers and faculty really look forward to these celebrations. At least once during the year, all parents will be invited to the classroom to join the fun. During parties and celebrations, we ask that siblings not attend so that your child can enjoy a very special time with you. In addition, we ask that no more than two parents attend each party so that the children are not

overwhelmed by a large number of adults in the limited space of our classrooms. Please coordinate your party plans with the teacher.

### Birthdays

It has always been the custom at Harvey Browne Preschool to celebrate birthdays in a very simple, but happy way. Children are given special privileges and recognition on their birthday, such as a special song or a special game. Parents are free to bring or send a treat to the class on their child's birthday.

Due to state regulations all treats must be store bought. We request that anything planned be kept simple. **Please do not send party invitations to school to be passed out with the children. The invitations will be returned home with the birthday child.**

### Book Donations

We are updating our library continually to meet both the teachers' and the children's needs. On special occasions (birthdays, etc.) children may donate a book to our school. Bookplates are placed in the books with the child's name. The children enjoy picking out a favorite book and giving it to their school. This is completely optional.

### **FIELD TRIPS**

A separate field trip information and permission form will be sent for each trip. Each child **MUST have a signed permission form to be able to go on the trip.** If you choose not to sign the permission form for your child to attend a field trip, we will provide for your child in another class within the school. A sample copy of the form is at the back of the handbook. All transportation for field trips will be on a school bus.

Field trips at Harvey Browne Preschool are taken for many reasons. We are trying to enrich and extend classroom learning while helping children to enjoy a safe and happy experience outside the classroom. It gives children an opportunity to ride a school bus, which national statistics show is the safest transportation on the road. It gives children another opportunity to increase their feeling of competence as they journey into new adventures. As children learn they are able to try new experiences outside the family structure, they can gain a feeling of independence and confidence that in turn increases self-esteem. We take every precaution to keep your child safe while we are on a field trip which includes taking first aid supplies, a copy of each child's immunization and making sure they have proper supervision.

In order to achieve all this, we will need help from parents on field trips. The teachers and parents at Harvey Browne Preschool believe that field trips will be safer and more beneficial if all parents who attend field trips understand what their role on the field trip is and how they can most help the teacher and the children. Because we know that like us, you want what is best, several parents and teachers have worked together to develop guidelines that we believe will make the field trip experience a good one for all the participants. On certain field trips, for many reasons including safety, space, and the above stated goals, the teachers will limit the number of parents that will be able to go on a field trip. Please respect the limit that is set by the teacher. We will do our best to see

that parents are allowed to go on at least one field trip or be involved in special class activity once during the year. We want you to be involved and we will continue to try to offer many opportunities for parent involvement. Please understand that in order to allow all parents to have a chance to participate and to give your child a chance to achieve the feeling of independence, increased confidence, and self-esteem, you will probably be limited in the number of field trips in which you can participate.

Listed below are the guidelines for all field trips:

Please arrive 10 to 15 minutes early so the teacher can let you know exactly what your responsibilities are during the trip. All adults attending field trips will be given children that they will be closely supervising.

In order to give your full attention to the children you are supervising, it is imperative that you do not bring siblings on a field trip.

In order to give your full attention to the children you will be supervising, please do not bring a cell phone. In the case of an emergency, one teacher will have a cell phone where you can be contacted. Please leave the school number, 895-2577 for an emergency and we will then be able to contact you on the trip.

In order for all the children to receive the full benefit from the field trip which is enriching and extending class activities, please allow the teacher to remain in charge of the group at all times. This allows the teacher to make sure all the children remain safe and fully benefit from the field trip experience.

Thank you so much for your involvement and your cooperation. As we work together in partnership, we can enhance and enrich the journey of learning for every child.

### **NEWSLETTER**

We will periodically be sending home newsletters with your child. Included will be a letter from the Director and summaries of the class events, so you can be informed of school wide activities.

### **SOLICITATION**

The school will send home school and church related information regarding school-sponsored activities and events. Parents and organizations that are non-profit wishing to distribute information within the school concerning opportunities for children should submit a sample of their communication to the preschool office for approval.

Many parents own small businesses or are sales representatives for companies and want to include preschool parents and faculty in the opportunities they offer. Because we have so many requests from parents asking us to participate, the board has voted not to allow outside sales to parents or faculty.

## **CHILD ABUSE POLICY**

We are required by Kentucky State Law to report any suspected case of child abuse to Child Protective Services and the Division of Licensing and Regulation.

## **STATEMENT OF NONDISCRIMINATORY POLICY**

Harvey Browne Preschool serves children equally without regard to race, religion, or national origin.

## **EMERGENCY PLANS**

We do monthly fire drills and quarterly disaster, lockdown and earthquake drills. In the event of an emergency evacuation, children will be transported by faculty and Harvey Browne Church staff to the St. Matthews Mall inside in front of the men's Dillard's store.

## **HELPFUL HINTS**

Outlined below are a few things that you can do at home which will help us at school:

1. Share in your child's happy anticipation of going to Harvey Browne Preschool.
2. Arrange for your child to have a number of experiences with and without parents.
3. Give your child opportunities to do simple tasks.
4. Provide a place which your child can use, without adult help for hanging his/her jackets and coats.
5. Provide your child with clothes which are comfortable and which allow self-help.
6. Mark their clothes with their name and help them recognize their jackets and coats.
7. Encourage good health habits: using their elbow for covering mouth and nose when coughing and sneezing, eating a proper diet, washing hands before eating, playing outdoors and getting plenty of rest.
8. Encourage your child to be independent.
9. Include your child in family worship.
10. Give your child opportunities for experiences with children their own age.
11. Include your child in family conversations, particularly at the dinner table and in the car. Do not talk down to him/her, or about him/her in his /her presence.
12. Encourage your child to speak clearly and to look at the person to whom he/she is speaking.
13. Encourage your child to listen without interrupting and to follow directions with some degree of promptness.
14. Take advantage of the carpool drop-off system. It makes separation less stressful and gives your child a sense of independence and competency which raises self-esteem. It is also much safer than having children walk across the parking lot.
15. Send your child with a backpack every day and check it daily for notes and anything your child may have done that day. Please do not purchase a backpack that you roll on wheels. They do not fit in the cubbies or go up and down the steps well. It is also important to have your child's hands free so that we can hold it securely during carpool.

## HARVEY BROWNE PRESCHOOL CARPOOL INSTRUCTIONS

There is only one entrance into the parking lot if you are getting into the carpool line. Please do not use another entrance or attempt to make a left turn into the parking lot from Church Way. There will be a teacher at the entrance to the parking lot to help direct you and also to prevent left turns into the carpool line. Cones will be placed at the end of the parking lot lanes to prevent anyone from pulling into the line that will prevent people from entering the carpool line from any other entrance from Church Way or the parking lot.

If you are parking to walk in and pick up a child, for safety reasons, we ask that you park in the back parking lot and come in the back door away from where we are doing carpool. Please bring your carpool number in with you. Please use extreme caution and hold your child's hand securely at all times while in the parking lot.

There will be a teacher to direct you as you pull up to the doors where the children will be brought to your cars. Please follow her direction so that the cars will be in the order that was radioed into the building previously. **Please have your carpool # visible while you are on Church Way and please leave your carpool number up until the children have been put into your car. For safety reasons, we do not allow cell phone use while you are in the carpool line.**

**NO CHILD WILL BE GOTTEN OUT OF A CAR OR PLACED IN A CAR WHILE ANY CAR ENGINES ARE RUNNING. THERE ARE NO EXCEPTIONS TO THIS RULE. PLEASE TURN OFF YOU CAR ENGINE AS SOON AS YOU PULL UP TO THE DIRECTED POSITION AT THE DOORS. PLEASE REMAIN IN YOUR CAR. CHILDREN WILL ONLY BE PLACED IN THE BACK SEAT IN THE AFTERNOON CARPOOL.** After your child has been placed in the car in the afternoon, we ask that you pull up past the loading area and buckle children in seat belts and car seats securely. It will speed up the line if you will do it there rather than making others wait while you do it in the loading area.

Morning carpool is from 8:50 to 9:00 a.m. If you arrive later than these times, please park your car and walk into the building to drop off your child(ren). **Carpool will only be canceled in the case of lightning. In the case of lightning, it is unsafe for teachers to be outside with umbrellas doing carpool. Please park and walk in when it is safe.**

*No child will be released without the following:*

*Pre-printed Harvey Browne Preschool card*

*or*

*A note stating that we are to release your child to the person stated in the note . It is standard procedure to ask for identification from anyone we do not know even if we have a note.*

*or*

*If a person is listed on your emergency form in the office as a person that is allowed to pick up your child, we will release your child after checking identification.*

**HARVEY BROWNE PRESCHOOL  
FIELD TRIP PERMISSION SLIP**

I request that Harvey Browne Preschool allow my child \_\_\_\_\_  
to participate in \_\_\_\_\_.

I give permission for my child \_\_\_\_\_ to attend  
\_\_\_\_\_ on \_\_\_\_\_.

I hereby release and save harmless the school of Harvey Browne Preschool and any and  
all personnel of Harvey Browne Preschool from any and all liability for any injuries, loss  
or other claims arising out of or resulting from this trip.

Parent or Guardian (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**HARVEY BROWNE PRESCHOOL  
FIELD TRIP PERMISSION SLIP**

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to participate in \_\_\_\_\_.

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\_\_\_\_\_ on \_\_\_\_\_.

I hereby release and save harmless the school of Harvey Browne Preschool and any and  
all personnel of Harvey Browne Preschool from any and all liability for any injuries, loss  
or other claims arising out of or resulting from this trip.

Parent or Guardian (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read, understand and agree to abide by all of the policies as stated in the handbook of Harvey Browne Preschool.

Name of Parent or Guardian (please print)\_\_\_\_\_

Signature of Parent or Guardian\_\_\_\_\_

Date\_\_\_\_\_

**PLEASE SIGN AND RETURN BY THE FIRST DAY OF SCHOOL.**