

# Westminster Preschool

Parent Handbook 2016 - 2017



**Building a foundation for a lifetime of learning!**

**Westminster Preschool Staff 2016 – 2017**

Eva Brown, Assistant/Bus  
Pam Browning, Music/Assistant  
Susan Clapp, Intermediate Teacher  
Bridget Hoosier, Toddler Time  
Linda Mullenex, K Bound Teacher/Preschool Director  
Beverly Pelts, Director Children's Ministries, Westminster Presbyterian Church  
Heather Shockley, K Bound Teacher  
Robin Morris, Assistant/Bus  
Kimberly Wright, Beginner Teacher

Contact us:

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by mail at P.O. Box 1258, Bluefield, WV 24701;  
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A C C R E D I T E D

## **Welcome!**

We're so glad that you have chosen Westminster Preschool for your child! As part of Westminster Presbyterian Church, WPS has been welcoming students for over 60 years and has established a reputation for excellence. Our staff is proud of that heritage and seeks to maintain those high standards.

## **Mission Statement**

It is the intent of our staff to provide a foundation for a lifetime of learning for each of our students whom we recognize as a special creation of God, uniquely gifted and "fearfully and wonderfully made." (Psalm 139:14) That foundation should support the whole child; socially, emotionally, mentally, physically, and spiritually. This foundation includes: 1) providing a successful first school experience through the establishment of positive social behaviors and academic readiness skills; 2) building confidence and self-esteem; 3) and instilling a basic knowledge of the stories and life values of the Bible.

## **Programs & Learning Objectives**

### Toddler Time

For walkers under 2 years old

Learning objective – separation & socialization (Please see curriculum overviews for details.)

Choice of Thursday or Friday

### Beginners

For children 2 in September

Learning objective: socialization and academic skills (Please see curriculum overviews for details.)

Choice of Mon.- Wed.- Fri. or Tue.-Thurs.

### Intermediate

For children 3 in September

Learning objective: socialization and academic skills (Please see curriculum overviews for details.)

Choice of Mon. – Wed. – Fri. or Tue. – Thurs.

### Kindergarten Bound

For children 4 years old in September

Learning objective – academic skills & socialization (Please see curriculum overviews for details.)

Choice of Mon. through Fri., Mon. – Wed. – Fri. or Tue. – Thurs.

## **Activities/Curriculum**

The school's activities revolve around weekly themes. These themes, taken from the *Beginner's Bible* curriculum, include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner. WPS also utilizes *Creative Curriculum* and *WEE Learn*, as well as a reading readiness curriculum for K Bound students. Westminster Preschool Program Goals and Yearly Curriculum Overviews for each age grouping will be found at the back of this parent handbook.

## **Educational Philosophy**

At WPS, our staff of early educators prepares a stimulating learning environment that provides **developmentally appropriate challenges and opportunities** for children to explore, discover and create. These experiences are based on what is known about learning, on the strengths, interests and needs of each individual child, and on the knowledge of **what learning experiences are meaningful and relevant for preschoolers. The process is the key** to learning for preschool children, **not the product or papers produced.** Active learning choices include: blocks and manipulatives; home living and dramatic play; music and art; books and prereading activities; science and math explorations; and physical education and computer time. We foster a love of learning about God and His world through our Biblically based curriculum and nurture the development of the whole child (“in wisdom and stature and in favor with God and man” Luke 2:52).

## **Hours**

Class begins at 8:30 a.m. and dismisses at 11:30 a.m. Early arrival services are available in Room 204 for a daily fee of \$3.00 from 7:45 a.m. to 8:30 a.m. **Teachers cannot be responsible for your child prior to 8:30 as this is their preparation time.** Early arrival fees and daily late pickup fees (\$5.00 per 15 min. period) for students picked up after 11:45 a.m. will be billed through the mail. Exterior doors and hallway doors will be locked from approximately 9:00 a.m. until 11:30 a.m. **Family members visiting WPS during these hours should enter through the main doors downstairs, take the elevator to the 3<sup>rd</sup> floor, and ring our interior doorbell. Staff members cannot see who is requesting entrance by knocking on an exterior door, and opening the door would compromise student safety.**

## **Admissions Policy**

Westminster Preschool has a licensed capacity of 45 students 2 – 6 years of age, and 4 students under 2 years of age. Westminster Preschool does not discriminate on the basis of race, color, national and ethnic origin, in administration or in its educational or admissions policies. Children are admitted upon submission of a registration form and fee. After admission, parents are asked to submit a physical and a record of updated immunizations, a signed emergency medical consent form, a field trip consent form, a photo/video/audio consent form, an instructional consent, and a signed agreement to abide by preschool policies as set forth in the handbook.

Children are admitted to classes according to the following criteria:

Toddler Time – under 2 years old and walking\*;

Beginners – 2 years old in September\*;

Intermediate – 3 years old in September\*;

Kindergarten Bound – 4 years old in September\*.

\*By Sept. 1 for WV residents; by Sept. 30 for VA residents.

If an appropriate placement is not available for a student, they will be placed on a waiting list.

### **Withdrawal/Change of address**

WPS requires a 30 day notice of intent to withdraw a child from school. **If the student must be withdrawn before the end of the 30 day period, no tuition refund will be made.** Please notify your child's teacher and the preschool director in writing of any change in your address, phone number and other vital information.

### **Expulsion**

A student may be expelled for nonpayment of tuition and fees, for threatening language or behavior (for details see policy on threats), or for persistent inappropriate behavior that causes severe distress among classmates (for details see Discipline heading).

### **Licensure/Accreditation**

Westminster Preschool has received Accreditation from the Association of Christian Schools International. Additionally, Westminster Preschool is inspected on a regular basis by the Mercer County Department of Health and the WV Department of Health and Human Resources. Our license, permits and most recent inspection information are posted in the hallway near our office.

### **Regulations/Grievances**

West Virginia's licensing regulations may be viewed in the preschool office, or online at [www.wvdhhr.org](http://www.wvdhhr.org). Should you have a complaint about compliance with West Virginia codes, you have the right to report it to the Secretary of the WVDHHR. However, we urge you to first share your concerns with your child's teacher, the preschool director, or the Director of Children's Ministries.

### **Communications**

Clear communication is one of the keys to successful early education. This handbook contains specific information and requirements set forth by Westminster Preschool, ACSI (Association of Christian Schools International), and the State of West Virginia. After reading it, please sign the Instructional Consent forms stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be submitted within 30 days of his/her enrollment. The handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

Should you need to get a message to a staff member during the morning hours, please call 304 324-0987 and leave a message. Our staff members are nearly always with students, but messages are checked regularly and we will return your call as soon as possible. If there is a true emergency, please call the church office at 304 325-9121. If you have a concern, we are always willing to schedule a conference, either in person or by phone. **If your communications are not urgent, e mail ([linda.mullenex@wpcbluefield.com](mailto:linda.mullenex@wpcbluefield.com)) and Facebook messages are a convenient way to communicate.**

## **Student Information**

In compliance with the State of West Virginia Department of Health and Human Resources, WPS is required to have the following information in your child's file. All information is treated in a confidential manner. It is necessary to have information updated on an annual basis.

### **Health Status**

A dated, written statement about the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child. The statement of health status shall be submitted at the time of admission or within 30 days after admission.

### **Immunization Form**

Immunizations received, as well as the month and year each was administered, must be recorded and submitted at the time of admission or within 30 days after admission. Exceptions will be permitted only if a doctor provides written documentation of a medical condition that contraindicates immunization, or a parent provides written documentation of religious objections to immunization.

### **Emergency Form/Field Trips**

Two releases with the parent's or guardian's original signatures, permitting emergency medical treatment, providing information concerning your child's health insurance policy, and granting permission for your child to attend field trips, shall be submitted at the time of admission or within 30 days after admission. Students whose parents choose to refuse medical treatment due to religious reasons will not be admitted to WPS.

### **Authorization for Pickup**

When completing a registration form for your child, you have granted permission to other specific persons to pick up your child from WPS. Any person other than the child's parent may be asked by our staff to show identification. It is a good practice for the parent to notify the staff when other persons are picking up the child on a given day. In emergency situations, parents sometimes need other persons not authorized on the registration form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone.

### **Photo Release**

A parent/guardian-signed consent for your child to be photographed, video or audiotaped shall be in the child's file.

### **Handbook Verification**

A parent/guardian-signed verification that they have received, read, and agree to abide by the policies and practices in the *Parent Handbook* is kept in the child's file. This information shall be submitted at the time of admission or within 30 days after admission.

### **Sign-in/Sign-out Procedures**

Each child must be signed in and out daily by an adult. Sign-in logs for students are located outside the early arrival room and in the classrooms. Sign-out logs are located in the classrooms. This sign-in/out procedure provides added safety for your child and greater peace of mind for you. It does require that **only authorized persons sign your child out each day**.

### **Separation Anxiety**

Starting school for the first time often causes anxiety for children. While parents are always welcome to visit us during classroom hours, on a day to day basis, your child, the teacher, and class will benefit most from a speedy goodbye at the classroom door! Students who are experiencing separation anxiety are reminded of their parents when they see other parents, and that makes things more difficult for them and the teacher, and interrupts those teachable moments. **So leave a note** for the teacher if you need to or **schedule a conference** time when you can talk together. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education experience.

### **Attire**

Appropriate attire for your child is play clothing that both **promotes independence and that will withstand messy learning experiences**. For example, elastic waistlines make it easier for a child to take care of their own toileting needs. **WPS requires that you provide a change of clothes** (kept in your child's backpack) in case of an accident. Sending a **jacket** (please put their name on the inside) and putting **practical shoes** (no flip flops please) on your child ensures that they are **safe** and comfortable when playing on the playground even in cooler weather.

### **Gum/Candy/Cough Drops/Toys**

Please do not allow your child to bring candy, gum, or cough drops to school at any time. Toys should be brought to school only on days designated by your child's teacher. If your child needs the comfort and security of a favorite stuffed animal or blanket, he or she will be encouraged to place it on his or her shelf for safe keeping.

## Illness

The state of West Virginia requires that there be daily observation of each child on arrival at school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival will not be admitted or will be separated from the other children until a parent or guardian can pick the child up.

When children have been exposed to head lice or communicable diseases such as chicken pox or measles, all staff members and all parents or guardians of children shall be notified immediately by the school. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

	fever
	diarrhea
	nasal secretions that are thick, yellow or green, and accompanied by a fever (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.)
	sore throat with fever or throat spots
	cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus
	eye drainage of any type should be checked by a doctor to rule out infection
	unusual rashes should be checked by a doctor to rule out bacterial infection
	child not feeling well, such as lethargic behavior and/or crying

The child may return after illness when one of the following happens:

	fever has broken for 24 hours
	nausea, vomiting, or diarrhea has subsided for 24 hours
	at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
	child is feeling well again and normal behavior has returned

## Absences

If your child is unable to attend, please notify the school. If your child is absent because of illness with a communicable disease, please let us know as soon as possible.

## Medication

Westminster Preschool **is not permitted to** dispense medication for students. **Medication meant for use by a babysitter following dismissal from**

**Preschool, shall not be stored in or transported to the babysitter in the same backpack used at Preschool.**

### **Allergies**

All allergies to medication and/or other substances must be stated on registration forms. Information about children with allergies will be posted in classrooms and in the kitchen.

### **Birthdays**

If you would like to provide food treats for your child's birthday, they must be in their unopened original containers or individually wrapped. No homemade foods are allowed. Fruits or vegetables must be cut and prepared in the school using the school's utensils. WV regulations prohibit the distribution of balloons due to safety concerns.

### **Discipline**

Simple, developmentally appropriate rules are established by classroom teachers. Encouragement to reinforce proper behavior, reminders of rules, and redirection of improper behavior are used to mold students' behavior. Quiet time may also be used to allow the student to calm down and start over. Corporal punishment is prohibited at Westminster Preschool. **If a child's behavior is repeatedly inappropriate, the teacher will request a conference with the parent and preschool director to coordinate behavior management strategies.**

### **Threatening Behavior and Language**

Westminster Preschool has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. If the school determines that a threat of violence is credible (a reasonable belief or suspicion, determined at the sole discretion of WPS, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat) and specific (directed toward particular students or staff), the threat will be reported to the staff member, or the parents of the students threatened. Students making such threats will be suspended, and may be expelled.

In circumstances which the school determines that the threat is likely not credible, the school may suspend the student pending a parent meeting. These include all cases in which the student was "just joking", as it may be seriously disturbing to other students.

A suspended student may be required to obtain counseling at family expense, from a professional agreeable to the school. The student will not be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

### **Tuition Policy**

It is the policy of Westminster Preschool that all tuition and fees be paid on or before the 20th of the month for the month's services. Failure to do so may result in the child being suspended from the school until the account is current. The church generously

provides the facilities, utilities and custodial care, and liability insurance coverage, but supplies, teacher salaries, as well as special events and activities are supplied by your monthly tuition and other fees. Therefore tuition cannot be prorated or refunded for class time missed due to illness, vacations or other reasons.

### **Tuition Assistance**

Westminster Preschool occasionally has limited tuition assistance available through generous gifts from church and community members. These funds are meant to provide assistance to WPS students' families who may find payment of tuition to be a hardship. To apply for limited tuition assistance, please request an application form from the preschool director. Applicants should demonstrate genuine financial need. Additionally, a written recommendation from a community member will aid the Financial Aid Committee's decision-making process.

### **Fees**

- 2 day Monthly tuition \$85.00  
Monthly snack fee \$5.00  
Annual activity/supply fee \$85.00  
Optional bus \$22.00
- 3 day Monthly tuition \$100.00  
Monthly snack fee \$7.00  
Annual activity/supply fee \$100.00  
Optional bus \$33.00
- 5 day Monthly tuition \$150.00  
Monthly snack fee \$10.00  
Annual activity/supply fee \$150.00  
Optional bus \$55.00
- Toddler Time Monthly tuition \$60.00 (1 day) or \$120.00 (2 days)

Early Arrival \$3.00 per morning from 7:45 – 8:30 a.m. (free for bus riders)

Late Pick-up \$5.00 per 15 minute period past 11:45 a.m.

Annual registration for all programs is \$35 per child. This is a non-refundable.

### **Report Cards**

Student evaluations are made at the beginning of each semester. Parents will receive a report card in January and May. An opportunity will be given for parent teacher conferences in January. Parents may also schedule a conference at other times throughout the school year.

### **Field Trips & Special Events**

Field trips and special events are an integral part of the early education experience. They enhance learning by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip in advance in the *Preschool Post Script* or by their child's teacher. Daily reminders may be made on Facebook. Throughout the school year the school's staff plans special activity days to enhance the weekly classroom themes. Parents are encouraged to participate.

## **Newsletters**

The preschool Director publishes a monthly newsletter, the *Preschool Post Script*, which is mailed along with billing statements. **You'll want to post the *Post Script* where you can easily refer to it for information concerning field trips and special events.** Additionally teachers send home a monthly newsletter containing specific class information.

## **Bus Service**

Bus transportation is available within the town limits of the Bluefields. Child safety seats are provided by the school for use by students as required by West Virginia and Virginia law. A route will be established by the preschool director at the beginning of the school year. Additional riders may be added if the requested location is in close proximity to the established route, and there are unfilled spaces on the bus. **In order to maximize classroom time for all of our students, we ask that the person responsible at pick up time be waiting at the curb with your child, ready to step onto the bus. We will not be able to wait for students.** Approximate pick up and drop off times will vary depending on traffic, detours, and absentees. If your child will not be riding the bus, call 324-0987 prior to 7:15 a.m. and leave a message for the driver. Text messages may also be sent to the cell phone numbers supplied by the bus drivers. In an emergency, it may not be possible for your driver to alter a pick up or a drop off location, even if 24 hour notice is given. **Remember, only people with sign-out authorization on your registration form will be allowed to receive your child from the bus.**

## **Please provide an EXTRA large backpack for your child's use on the bus.**

Fees for one way service are the same as for two way service. However bus riders may use early arrival services free of charge.

## **Snow Days**

Inclement weather may occasionally cause the implementation of an hour late schedule with early arrival beginning at 8:45 and classes beginning at 9:30, or the cancellation of school. Bus service may be limited to take home only, or cancelled. Parents may check for changes on WVVA Snow Patrol on television or on line, or listening to local radio stations. If bus service is canceled due to inclement weather, bus riders may take advantage of our early arrival service free of additional charges. Refunds for cancellation of bus service will occur only after 10 days of canceled service. **There will not be tuition refunds for school cancellations due to inclement weather.** Snow days may be utilized as teacher work days, helping to maintain the quality of our program.

## **Fire Drills/Emergencies**

Fire drills are held on a regular basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. A fire drill record is posted in the hallway. Classrooms are equipped with fire doors, the school building is protected by a certified fire alarm system, and is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the office. Fire safety is not

compromised when entrance doors are locked for security reasons; students may always exit in an emergency. In the event of a fire or other emergencies, students will be evacuated according to plan and parents notified by phone if possible. Other notification may be made on local radio and television, on Facebook and our website. **During an evacuation, students may be temporarily housed at Canada House at 409 Albemarle St., Bluefield, WV, or Edgemont Baptist Church at 2507 Jefferson Dr., Bluefield, WV.**

### **Accidents**

Staff members are certified in child CPR and first aid. In the case of any accident, assessment and treatment of the injury will be given. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent.

### **Child Abuse**

The staff members of Westminster Preschool are required by West Virginia state law to report any suspicion of child abuse or neglect to the WVDHHR. Parents have the right to report complaints related to compliance with West Virginia Codes governing child care centers, to the Secretary of Health and Human Resources.

### **Publicity for our Community**

Parents should request permission to distribute any publicity for sports, dance, music and other classes and events prior to distributing the information to preschool students. Permission may be requested from the director.

### **Reenrollment**

Enrollment for the upcoming school year is held at the start of the second semester. You will have an opportunity to enroll your child in a class for the following school year.

### **Student/Staff Ratios**

Student/staff ratios are formulated using both the age of the student and the square footage of the room. The ratios used this year are as follows: Toddlers 4:1; Beginners 8:1; Intermediate 10:1;; and Kindergarten Bound 12 or 10 :1.

### **Staff Members**

Ms. Susan (Clapp) ~

~graduated from Concord University with honors in Elementary Education and an emphasis in reading,

~has been involved in teaching children since she was 13,

~was awarded Who's Who Among American Teachers in 2005,

~has taught preschool for 23 years,

~keeps abreast of new methods by attending seminars, such as the 2005

WVAYC Kindergarten Workshop with Dr. Jean Feldman.

This year Ms. Susan is teaching our Intermediate (3 year olds) classroom in Room 210.

Ms. Bridget (Hoosier)~

- ~nominated for Bluefield Daily Telegraph's Teacher of the Year 2013,
- ~recently inducted into National Honor Roll's Outstanding American Teachers,
- ~was an assistant teacher at Bonsack Baptist Preschool, in Roanoke, Va. for 5 years,
- ~holds a Career Studies Certificate in Early Childhood Education at Southwest Virginia Community College,
- ~keeps abreast of current educational theory through classes like Preschool Inclusion Class at Concord University, June 2004, and including Math and Science for the Young Child, summer 2007, at Southwest Virginia Community College
- ~was awarded Who's Who Among American Teachers in 2005,

This year Ms. Bridget is teaching our Toddler (under 2 and walking) classroom in Room 203.

Ms. Linda (Mullennex)~

- ~graduated with honors from Bluefield College, receiving licensure in Early Childhood,
- ~has been an instructor of adults for the West Virginia Apprenticeship for Childhood Development Specialists program,
- ~keeps abreast of professional trends through training in current methods, such as ECHERS, the Early Childhood Environmental Rating System,
- ~was named to Who's Who Among American Teachers in 2005,
- ~serves as an Early Education member of ACSI Accreditation team.

This year Ms. Linda is teaching a K Bound class in room 208 and is also Director of WPS.

Ms. Heather (Shockley)~

- ~earned a B.A. in Music Education, Pre K – 12, and holds a Virginia Teaching License,
- ~has been the Children's Choir Director at Green Valley Baptist Church in Lebanon, VA,
- ~has been an instructor for the Bluefield Fine Arts Community School, the Four Seasons Cottage School, as well as doing private piano instruction,
- ~earned graduate credit at Concord University in Early Care and Education, Pre K – Kindergarten Methods and Materials,

This year Ms. Heather is teaching a K Bound class in Room 207

Ms. Kimberly (Wright)~

- ~holds an Early Childhood Education certificate from Southwest Virginia Community College,
- ~will complete her Associates Degree in Early Childhood Education Fall 2016,
- ~member of Phi Theta Kappa honorary at Southwest Virginia Community College;
- ~assistant coach for Graham High School Cross Country Team,
- ~proud parent of three Westminster Preschool grads.

This year Ms. Kim is teaching our Beginner class in Room 209.

Ms. Eva (Brown)-

- ~ graduated from Bluefield High School and has attended Bluefield State,
- ~has been an active volunteer with Bible in the Schools,
- ~is a proud parent of two Westminster Preschool graduates,
- ~is a proud grandparent of three Westminster students.

This year Ms. Eva is driving our bus and assisting in all classrooms.

Ms. Robin (Morris)-

- ~graduated from Graham High School,
- ~works with babies and preschoolers at her church,
- ~is a proud parent of two.

This year Ms. Robin will be assisting in all classrooms.

Ms. Pam (Browning)-

- ~is Worship Leader and a member of Voice of Praise,
- ~has lead the Voice of Praise Kidz choir and produced children's Christmas and Easter programs,
- ~has been Children's Education Director at Voice of Praise, as well as Vacation Bible School Director,
- ~has been an active volunteer with Bible in the Schools, as well as a homeroom mother and Read aloud volunteer.

This year Ms. Pam assists on the bus and classrooms and teaches music daily.

**Staff Affirmation of faith**

1. I believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son and Holy Spirit. To him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and his virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead,

ascended into heaven where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.

3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior, indwelling our hearts. He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits his righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity, where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting she awaits the return of her lord.
6. Jesus Christ will come again to the earth personally, visibly, and bodily – to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come, lord Jesus." (Rev 22:20)
7. The Lord Jesus Christ commands all believers to proclaim the gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave himself for us." He calls us to a life of self-denying love and service. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Eph. 2:10)

### **Staff Covenant**

Westminster Preschool is an educational community committed to integrating evangelical Christian faith with learning and life. As people created in the image of the covenant-making God, we covenant together to discover the mind of Christ and to grow in maturity as faithful followers of Jesus Christ. We believe it is the chief end of men and women, boys and girls, to give glory to God and to enjoy Him forever.

The Bible describes character qualities and actions that should be present in the lives of believers. These include love for God and others, regular worship and study of God's word, prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, accountability to one another, sharing of our faith with others, commitment to justice and mercy, and living in unity.

The Bible also identifies character qualities and actions that should not be present in the lives of believers. Examples are destructive anger, malice, rage, sexual immorality, impurity, adultery, evil desires, greed, idolatry, slander, profanity, lying, homosexual behavior, drunkenness, thievery, and dishonesty.

We believe that life is sacred and people have worth because they are created in God's image. We believe that our relationships reflect our connection in the body of Christ and our minds and bodies should be used in God-honoring ways. We encourage and challenge each other with these words from Scripture: "Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do. But above all these things put on love, which is the bond of perfection. And let the peace of God rule in your hearts, to which also you were called in one body, and be thankful...And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3: 12 – 15, 17)

## Westminster Preschool Program Goals

Westminster Preschool intends to provide a foundation for a lifetime of learning by supporting development of the whole child:

1. Socially – through the establishment of positive social behaviors. Children will:

- 1.1 learn to conform classroom procedures that provide reasonable limits for behavior, play space, materials usage and activities
- 1.2 learn to conform to classroom rules with appropriate behavior for the school environment
- 1.3 learn to act and speak with kindness
- 1.4 learn to negotiate conflict with classmates
- 1.5 develop self confidence in interactions with classmates

2. Emotionally – through the development of self confidence and esteem. Children will:

- 2.1 learn that their school environment is a safe and caring one
- 2.2 learn to care for their own personal needs
- 2.3 learn to work independently and cooperatively
- 2.4 learn about their own personal characteristics, talents and strengths
- 2.5 develop mastery in using age appropriate tools and materials

3. Mentally – through the development of knowledge by scaffolding new concepts and experiences with previous knowledge and experience. Children will:

- 3.1 develop concepts of number, quantity and space
- 3.2 develop sorting, classification, questioning, experimentation observation, and summarization strategies
- 3.3 learn to attach meaning to symbols and print
- 3.4 develop an awareness of their own thought processes
- 3.5 increase receptive and expressive vocabularies
- 3.6 express themselves through writing and art
- 3.7 establish an intrinsic motivation for learning

4. Physically – through the development of large and fine motor skills and an understanding of how to care for their body's health. Children will:

- 4.1 gain confidence in using basic motor skills such as running, jumping, balancing, hopping, galloping, skipping, and throwing, kicking and catching a ball
- 4.2 gain confidence as they practice hand-eye coordination
- 4.3 develop special awareness
- 4.4 learn about good hygiene and nutritional habits

5. Spiritually – through the development of knowledge of Bible stories and life values. Children will:

- 5.1 hear and retell Bible stories from the Beginner's Bible, or other age appropriate version
- 5.2 memorize Bible verses
- 5.3 identify and apply Biblical life values

# Westminster Preschool Yearly Curriculum Overview

## For Toddlers

### Objectives by Domain

#### **Emotional**

The learner:

1. is able to separate from Mom or Dad without a great deal of anxiety or crying
2. feels safe and loved in a healthy secure environment

#### **Physical**

The learner:

1. is actively involved in play and pretend
2. can stack blocks
3. plays with balls, jumps, climbs and slides

#### **Mentally**

The learner:

1. listens to and looks at books
2. listens to music and can imitate sounds, movements and commands
3. communicates nonverbally and verbally at an increasing rate
4. expresses self using words
5. works simple puzzles
6. knows most body parts

#### **Socially**

The learner:

1. plays alone but alongside other children
2. is aware of others in the class
3. is gaining confidence in himself/herself as he/she tries new things
4. helps with little tasks

#### **Spiritually**

The learner:

1. understands that God loves him/her
2. practices praying by the saying of grace before snack
3. praises God for His love and His creation

# Westminster Preschool Yearly Curriculum Overview

## For 2 year olds Objectives by Domain

### **Emotional**

The learner:

1. is developing a positive self-image
2. has the ability to adjust to new situations
3. is learning to control feelings
4. is developing a positive self-image

### **Socially**

The learner:

1. respects and shows concern for people and things around him/her
2. accepts and responds to teacher's suggestions
3. plays and shares with other children
4. follows simple directions
5. gets involved and attends to activities
6. seeks fair share of teacher's attention

### **Mentally**

The learner:

1. is curious
2. asks questions
3. knows some colors
4. makes choices
5. knows some shapes
6. knows some body parts
7. has a lengthening attention span
8. listens to stories
9. is developing clear speech
10. communicates in sentences
11. combines words to name things
12. has an expanding vocabulary
13. uses language to communicate desires and wants
14. can answer some questions
15. beginning to recognize first letter of own name

## **Physically**

The learner:

1. uses tools for drawing and writing
2. uses crayons
3. participates in art activities (painting)
4. can work simple puzzles
5. is beginning to thread beads
6. scribbles
7. is beginning to draw a line
8. is beginning to draw a circle
9. walks forward/backward
10. is beginning to walk up/down stairs
11. jumps in place
12. balances on left foot/right foot
13. hops two feet/is beginning to hop on one foot
14. throws a ball forward
15. kicks a ball forward
16. is beginning to put toys away at cleanup time

## **Spiritually**

The learner:

1. recognizes the Bible as God's word
2. understands that God loves them
3. talks to God anytime/anyplace through prayer
4. recognizes God made them

# **Westminster Preschool Yearly Curriculum Overview**

## **For 3 year olds Objectives by Domain**

### **Emotional**

The learner:

1. has the ability to adjust to new situations
2. responds well to teacher's suggestions
3. is gaining appropriate control over feelings
4. is developing a positive self-image

### **Socially**

The learner:

1. respects and shows concern for people and things around him/her.
2. accepts and responds to teacher's authority
3. plays and shares with other children
4. seeks only fair share of teacher's attention
5. participates in classroom activities
6. follows simple directions

### **Mentally**

The learner:

1. is developing clear speech
2. communicates in sentences
3. has an expanding vocabulary
4. uses language to communicate desires and wants
5. has a lengthening attention span
6. listens to stories and asks questions
7. waits turn to speak
8. knows some colors
9. knows some shapes
10. knows some alphabet letters
11. knows some numbers
12. knows some body parts

### **Physically**

The learner:

1. uses tools for drawing and writing and cutting
2. is beginning to use paste and glue
3. builds with blocks
4. participates in art activities
5. works puzzles

6. has an increasing ability to manipulate buttons, snaps and zippers
7. climbs up and down
7. shows balance while moving
8. kicks and throws balls
9. goes to bathroom unattended or with minimal assistance
10. can help to pick up toys
11. is learning to brush teeth
12. can wash hands independently

### **Spiritually**

The learner:

1. recognizes the Bible as God's word
2. understands that God loves them.
3. talks to God anytime/anyplace through prayer
4. applies God's truth in our lives

# Westminster Preschool Yearly Curriculum Overview

For 4 and 5 year olds  
Objectives By Domain

## **Social/ Emotional**

The learner will:

- 1.1 accept and respond appropriately to the teacher's authority
- 1.2 follow classroom routines independently
- 1.3 follow directions
- 1.4 seek only an appropriate share of the teacher's attention
- 1.5 wait his/her turn when speaking in a group
- 1.6 show respect and concern for other children and classroom materials
- 1.7 share and play cooperatively
- 1.8 exhibit a positive self image
- 1.9 work well in a small group setting
- 1.10 allow classmates to work without disturbing them
- 1.11 identify emotions
- 1.12 exhibit appropriate control over emotions
- 1.13 participate in music, art, science and social studies activities
- 1.14 care for own bathroom needs
- 1.15 dress self for outdoors
- 1.16 brush teeth independently

## **Mental/Cognitive**

The learner will:

- 1.1 say own first and last name
- 1.2 print own first name
- 1.3 know own age and birth date
- 1.4 know and recognize 8 colors
- 1.5 identify body parts
- 1.6 listen quietly with a lengthening attention span
- 1.7 respond to questioning with an appropriate answer
- 1.8 speak clearly
- 1.9 communicate in full sentences
- 1.10 expand vocabulary
- 1.11 recite alphabet
- 1.12 identify some letters
- 1.13 produce some letter sounds
- 1.14 identify likenesses/differences
- 1.15 know some opposite words
- 1.16 know some position words
- 1.17 count by rote beyond 10
- 1.18 name some numbers
- 1.19 recognize some numbers

- 1.20 recognize some shapes
- 1.21 identify shapes in the environment
- 1.22 identify size differences
- 1.23 sequence sizes
- 1.24 sort and classify according to categories

## **Physical**

The learner will:

- 1.1 use various tools for writing, including crayons and pencils
- 1.2 use scissors to cut
- 1.3 use paint, glue and clay or playdough
- 1.4 assemble puzzles
- 1.5 string beads
- 1.6 zip
- 1.7 button
- 1.8 snap
- 1.9 tie
- 1.10 walk up/down stairs alternating feet
- 1.11 walk forward and backward
- 1.12 run
- 1.13 jump in place
- 1.14 hop on one and two feet
- 1.15 balance on one foot
- 1.16 throw, catch, bounce and kick a large ball
- 1.17 gallop
- 1.18 skip
- 1.19 engage in group games

## **Spiritual**

The learner will:

- 1.1 understand that God is love
- 1.2 recognize the Bible as God's Word
- 1.3 understand that they can talk with God anytime and anywhere
- 1.4 apply God's truth in their lives
- 1.5 see their value as God's creation
- 1.6 recognize God as the giver of all good things

## Westminster Preschool Calendar 2016 – 2017

Aug. 23 – 24 Staff work days  
Aug. 25/26 Meet the Teacher  
Aug. 27 Staff Professional Development  
Aug. 29 First day of class  
Sept. 5 No School/Labor Day  
Nov. 8 No School/Election Day  
Nov. 11 No School/Veteran's Day  
Nov. 23, 24, 25, No School/Thanksgiving Break  
Dec. 19 No School/Program 11 a.m.  
Dec. 20 – Jan. 2 No School/Christmas Break  
Jan. 3 Staff work day  
Jan. 4 Class resumes  
Jan. 16 No School/MLK Day  
Jan. 30/31 No school/Parent – Teacher Conferences  
Feb or March Continuing Ed Dates TBA  
Feb. 20 No School/President's Day  
April 14 No School/Good Friday  
April 17 – April 21 No School/Spring Break  
May 29 No School/Memorial Day  
June 1 Graduation @ 7 p.m.  
June 2 No School/Play day @ the park  
June 5, 6, 7 Staff work days