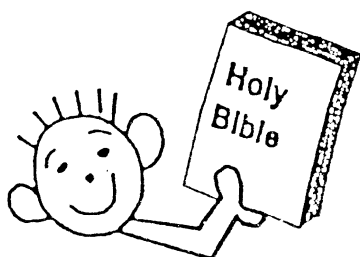


DAHLGREN CHRISTIAN PRESCHOOL



PARENT HANDBOOK 2023-2024

Dahlgren Christian Preschool is a Ministry of
the Dahlgren United Methodist Church

Dahlgren United Methodist Church
P. O. Box 1797 - 17080 Fourteenth St.
Dahlgren, VA 22448
(540) 663-2230

www.dahlgrenumc.org - website,
like us on facebook, Dahlgren Christian Preschool
or email dcpdirector@gmail.com

Dahlgren Christian Preschool 2023-2024

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Our first priority and the focus of all of our efforts is to each child whom God has brought into our lives. This must be our continual fervent prayer.

WELCOME

Welcome to the Dahlgren Christian Preschool (DCP) offering early education for children one or two years prior to kindergarten. DCP is a ministry of Dahlgren United Methodist Church.

Mission statement: The purpose of DCP is to offer, in a Christian environment and through Christian teaching, a foundation needed by preschool children for life in general and for their future education.



This handbook is prepared for the parents of DCP students. Please contact the Preschool Director, teaching staff or any member of the DCP Committee if there are any questions that are not answered in this booklet. (540-663-2230)

CHRISTIAN CURRICULUM

DCP's program offers a wide range of creative, academic and social activities that are age appropriate and provide a complete early childhood curriculum. Instructional units, which are organized by month and subject area, are taught throughout the year. Included are:

- | | |
|---|----------------------------|
| *Letters | *Finger Plays/Poetry |
| *Letter sounds | *Language Activities |
| *Numbers | *Stories |
| *Shapes | *Colors |
| *Music Activities | *Fine Motor/Art Activities |
| *Gross Motor/Movement Activities | *Science lessons |
| *Learning Games/Experimental Activities | *Chapel time |

In addition to working on fine and gross motor development, letter and number recognition, all the children will learn to know Jesus as a friend, a teacher and a Savior by becoming acquainted with His life in the Bible. The church year calendar (Advent, Christmas, Lent, and Easter) will be included in the curriculum. The children will be introduced to the Christian values of love, joy, peace, gentleness, goodness, faithfulness, patience, kindness and self-control. The staff will guide the students in applying Christian principles to everyday life and will teach the children to identify the church as God's family and their family.

PARENTAL INVOLVEMENT

Because studies have shown that parental involvement fosters a more positive learning achievement, we encourage parent participation in class.



For program coordination, and security at the school, however, parents are asked to schedule these opportunities with the teachers prior to visitation or volunteering.

We recognize that some children may experience separation anxiety during the first few weeks of school. We request that parents refrain from visiting during the first month of school. Our teachers will make every attempt to help each student adjust to their new experience. The teachers will keep parents informed on the progress of their child.

DISCIPLINE

Discipline will be offered in a loving and consistent manner. Acceptable behavior will be defined early in the school year. When improper behavior occurs, the student will be told of the offense and reminded of what behavior is acceptable. Age appropriate time out will be used if the improper behavior continues. If the improper behavior persists, parents will be notified.

ADMISSIONS/REGISTRATION

Registration opens 2/1 for alumni and 2/15 for the general public. Registration is accepted on a first come/first served basis. The non-refundable registration fee and registration form are required to guarantee your child's spot in the program. Once accepted, the following required documentation is due by 8/1/2023:



- Birth Certificate (an original we will photocopy)
- Commonwealth of Virginia School Entrance Health Form, (completed and signed by appropriate medical personnel)
- Emergency Contact Form, completed
- Medications Form, signed for acknowledgement

Class Time			
Pre-Kindergarten	4-5 years old	M - Th	8:30-12:00
Early Preschool	3-4 years old	M,T,Th	12:30-3:00

Children may be accepted into the program below the age-appropriate cutoff if: they have appropriate recommendations and there is room available after all age-appropriate students on the wait list have been contacted. The Preschool Director reserves the right to place a child in the appropriate class.

Children must be potty trained. Except in cases of medical necessity, children should not come to school in pull-ups or any other potty training aids. Children are expected to be familiar with proper bathroom etiquette and procedure.

SCHOOL CALENDAR

DCP follows the KG County school year calendar with two exceptions. The first day of DCP will be the second day of KG school openings, and the preschool year ends the Thursday two weeks prior to KG school closings. The DCP calendar will be sent home with students the first week of school.

INCLEMENT WEATHER POLICY

King George County Schools are closed – DCP is closed.

King George County Schools on delay- DCP will be open on time unless you are contacted by 8:00 am.

TUITION AND FEES

Class Fees			
	Registration* (due at sign-up)	Materials (Due in Jan)	Tuition
Pre-Kindergarten	\$50	\$50	\$256
Early Preschool	\$50	\$30	\$115

- Nine-month tuition for the **Pre-kindergarten Day Class** is \$2,304.00.
- Nine-month tuition for the **Early Preschool Class** is \$1,035.00
- Monthly tuition payments are due by the 5th day of the month.
- **August/May tuition are exactly ½ month fee at \$128/\$57.50 (Pre-K/Early Pre-K).**
- ***Note* August tuition is due on 8/5.**
- Second semester materials fees are due by the 5th of January.

Materials fees and tuition payments may be paid with one check. Cash is accepted, but payment by check is preferred. Checks should be made payable to Dahlgren Christian Preschool. Payment may be placed in the white drop box located in the preschool entryway or they may be mailed to:

Dahlgren Christian Preschool TREASURER
c/o Dahlgren United Methodist Church
P. O. Box 1797
Dahlgren, VA 22448

~Dahlgren Christian Preschool is a Ministry of Dahlgren United Methodist Church~



SCHOOL DAY

Pre-Kindergarten class: the school day begins at 8:30 a.m. and ends at 12:00 noon.

Early Pre-K class: the school day begins at 12:30 p.m. and ends at 3:00 p.m.

Parents are requested to park in the parking lot and walk with the child to the Rosedale Street entrance. Students or parents with impaired mobility may use the main entrance. Parents must notify the school in writing each time a child will be leaving with someone other than those persons that are listed on the registration form or the Child Pick-Up Permission List (given out at orientation in August).

STUDENT SUPPLIES

Necessary school supplies will be determined on a per year basis. Refer to the school supplies insert in this handbook for the current preschool supply list/needs. So as to be prepared for start of class first day, all supplies should be brought by the church prior to or no later than orientation day.

Each student is requested to bring a lunchbox **AND** a backpack where the children's work will be placed for transportation home. Paint smocks will be supplied by DCP.

Parents are asked to provide a change of clothes for their child. These clothes should be brought to school each day in their backpack. Having a spare set of clothing goes a long way toward minimizing a child's frustration and embarrassment if an accident occurs.

Students should bring suitable outdoor wear to school each day to be prepared for playground time and/or practice fire drills.

FOOD

Students should bring a pre-packed lunch and drink each day, as well as a snack for those attending the Pre-K class. If your child has a food allergy, please notify the teacher of this situation. Please do not send sodas for your child. Teachers will inform parents of special party days.

ILLNESS AND INJURY

If your child is ill please notify the staff. PLEASE keep your child home if he/she has:

- ◆ Had a fever in the previous 24 hour period
- ◆ A cold that is less than two days old
- ◆ A heavy nasal discharge
- ◆ A constant cough
- ◆ Symptoms of communicable disease (sniffles, reddened eyes, rash, sore throat, headaches, abdominal pain plus fever, vomiting or diarrhea.)

State law requires the preschool staff to implement a daily health screening and exclusion of sick children. The screening will include a forehead temperature check and a health observation of each child to identify changes in a child's behavior or physical appearance. The preschool staff will use their discretion in determining the existence of the above symptoms, or some other infectious disease. When a child has been ill, please allow 24 hours to elapse after the fever/illness before sending your child back to school. If your child becomes ill at school or is injured, you will be notified. The staff member that notifies you will specify the action they wish you to take. Please inform your child's teacher if your child is diagnosed with a contagious ailment and was in class same day.

PARTIES

Parents are invited to bring special snack foods or beverages to school to celebrate their child's birthday but must check with the Director pertaining food allergy restrictions. Parents whose children have summer birthdays are encouraged to check with teachers to celebrate before school year's end. Gifts are not exchanged at school. The staff will plan parties to celebrate special holidays such as Thanksgiving, Christmas, Valentine's Day, and Easter. Parents will be asked to sign up to bring food, beverages, and paper products.



NOTICES TO PARENTS

Virginia State law requires the following notices to parents.

RELIGIOUS EXEMPTION: In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

STAFF QUALIFICATIONS: The staff must have an undergraduate college degree in early childhood education or a related field, or significant experience in working with children. The staff must profess the Christian faith and should be mature and sensitive in working with children, parents, and other staff persons. Each staff member must successfully complete Virginia Department of Social Services and Virginia State Police background checks. Position descriptions are available for review in the church office.

PHYSICAL FACILITIES: DCP is housed at Dahlgren United Methodist Church (DUMC). The church fellowship hall is the primary meeting place for the school. Activities may also take place in the preschool, kindergarten and second grade classrooms and in the kitchen of DUMC from time to time. Weekly Chapels/Music classes are held in the sanctuary. Additionally, time will be spent outdoors on the grounds.

ENROLLMENT: DCP will enroll a maximum of 16 students in the 4-day class and 12 students in the 3-day class. The maximum number of children to be in care at any one time is 29.

FOOD SERVICE: DCP will not prepare food for the students in the program. Birthdays are celebrated with the parents providing special snacks, should they like to do so.

STAFF HEALTH REQUIREMENTS: Staff employed at DCP must be certified by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children. Documentation is on file at DCP.

PUBLIC LIABILITY INSURANCE: The DCP is covered by public liability insurance which provides coverage in the event someone brings suit for personal or bodily harm suffered during the operation of the Preschool as a result of negligence.

MEDICATION ADMINISTRATION

DCP staff will administer only prescription Epi-Pen, pre-medicated Benadryl, and inhaler medications. Consult with the Director upon registering is necessary to ensure all appropriate paperwork is completed and on file.

SMOKING

Smoking is not permitted in the church facilities, properties or on field trips.

CHILD ABUSE AND NEGLECT

DCP staff is required to report to the proper official any suspicion of child abuse or neglect.

WITHDRAWAL/DISMISSAL

A two-week written notice is requested for early withdrawal. Registration/Materials fees are not refundable. Tuition paid in advance of the current month is refundable. Please request and return withdrawal notices to the Preschool Director.

Any student absent for two consecutive weeks without notification to the preschool staff and/or behind on tuition payments shall be considered non-attending and his/her application will be considered for withdrawal by the preschool committee.

Fighting, violence, and disruptive behavior as well as abusive and harassing conduct toward teachers and/or other students will not be tolerated. Discipline, including dismissal from school, applies to all students. Dismissal from the school will be at the discretion of the Dahlgren Christian Preschool Committee.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Dahlgren Christian 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, scholarship and loan programs, and athletic and other school-administered programs.

FIELD TRIPS

The staff will notify parents of upcoming field trips and fees associated with such. DCP does not provide transportation. Parents must provide transportation for all field trips.

Permission slips will be required for each field trip. ALL CHILDREN WILL BE REQUIRED TO RIDE IN CAR SEATS ON THESE TRIPS. Persons driving shall possess a valid driver’s license. All vehicle inspection stickers must be valid, and all vehicles properly insured.



DCP Committee for 2023-2024

Committee Chair.....	April Getty
Vice Chair.....	Daphne Erickson
Treasurer.....	Pam Engel
Secretary.....	Diane Boyle
Member.....	May Downum
Member.....	Michelle Watson
Pastor.....	George Warner
DCP Director.....	Amanda McLoughlin