



ACTIVA-TREE
Christian
Pre-School
Handbook

ACTIVA-TREE Christian Preschool

Statement of Ministry

We are a ministry of the First United Methodist Church. All children, regardless of race, creed, or ethnicity are welcome. We teach and try to live the life of a Christian as we follow Jesus. Each child is welcomed as a child of God, each with his or her own gifts and graces. We seek to provide an atmosphere where each child can grow and share with others.

The pastor of the First United Methodist Church is Reverend Luis Benavides. Reverend Benavides can be reached at: 622-8863. The director of the pre-school is Kathleen Steinmetz. The assistant teacher is Christine Ewing. The number at the preschool is 622-6654.

We are located in Morse Hall, a charming house located directly next to the First United Methodist Church. The house was left to the church by Millicent Morse, to be used for children's ministries. The upstairs of Morse Hall houses the Sunday school classes for the church. The first floor is home to ACTIVA-TREE Christian Preschool. Our teaching staff consists of a Director/teacher and assistant. We are governed by a board of directors comprised of church representatives and parents of students.

Our Preschool Day

Our preschool day is structured with a mixture of free play and group time activities. It includes arts and crafts, table games, movement, stories, Bible time, finger plays and songs, snack, table work, and outdoor play. We do not have a set toileting time and encourage self-regulation of personal needs with reminders throughout the day, especially during transition times between inside and outdoor play and when going into the bathroom to

Registration

No applications are accepted without a registration fee of \$50. Each application is numbered in the order it is received. Should a class be filled, a waiting list is formed and any openings mid-year will be filled in the order applications were received in. Only registration fees for students that are on the waiting list will be returned—should you be accepted and not attend ACTIVA-TREE, you forfeit your registration fee.

ACTIVA-TREE has open enrollment, meaning we accept students until our classes are full. In order to be eligible for enrollment, a child must be 2 years 9 months and toilet trained.

to contact Reverend Luis Benavides, School Administrator, immediately. He may be reached during the day by calling the church office at 622-8863. Parents may also contact the head of the Pastor/Parish Relations Committee through the church office at 622-8863.

Tuition

Tuition for the school year is broken down into ten monthly payments. The first payment is due by August 1. Thereafter tuition is due in full on or before the first day of the month. The final payment is due on May first.

Tuition Refund Policy

If a child is absent more than one full week because of illness, a rebate may be applied to the following months' bill. The parent must supply a doctor's report verifying the child's illness to be eligible for a rebate. Absences of single days or one week are not included in the refund policy; nor are days closed for school holidays/ vacations/and or cancellations.

Early Withdrawal

If a child is withdrawn from our program during the school year, a two-week notice is required for tuition refund.

Extra Fees

School hours for the half-day program are 8:00-12:00. School hours for the full day program are 8:00-3:30. Early arrival between 7:30 AM and 8:00 AM is billed at the rate of \$5 per day. Extended day rates of \$15 per day are billed for the hours of 3:30-5:00. Late pick-up for the session your child is enrolled in will accrue at the rate of \$5.00 for every fifteen minutes late. Late fees are due at the time you pick up your child. The director must approve any extenuating circumstances in advance. Any bank fees charged ACTIVA-TREE would be assessed on any check returned by the bank for insufficient funds.

There are no extra fees for art supplies or snacks. All snacks meet or exceed USDA guidelines for preschool snacks.

wash hands as part of the routine.

During the year we teach Old and New Testament Bible stories along with other unit themes such as I am special, Jesus loves me, dinosaurs, insects, weather, safety, etc. Our curriculum is set up to make learning natural, with math, science, art, dramatic play, and even language arts learning happening as play is ongoing. Our pre-kindergarten students work on recognizing letters and their sounds and practice writing their names.

Throughout the year we celebrate a number of special days: birthdays (we provide the special snack and party games), backwards day, pajamas day, full reward- bottle days, Christmas, Easter, and Valentines Day. On these days we begin the day as usual and fit the special celebration in during group and snack times so the routine is not disrupted enough to upset children who find security in routine.

All children enrolled in the full day program must bring a "sack lunch" with them. We have a short nap period following lunch to allow our students to rest. Special blankets or sleep toys from home may be used during this rest time.

Schedule

Classes are held five days a week from 8:00-12 noon. Our full-day program runs from 8:00-3:30 and our extended day program operates until 5:00. An early arrival option for parents who need it is offered beginning at 7:30 AM. ACTIVA-TREE opens the Wednesday after Labor Day and closes in June. We follow the Manchester Public School calendar with the following exceptions: We are closed on Good Friday. We are closed for all major holidays, including Presidents Day and Columbus Day. Classes will be held on Election Day and used as make-up for snow days. We are open on Manchester teacher conference days, (unless a pre-school teachers conference is offered); these days will be used as make-up days for snow days. If school is cancelled or delayed in Manchester because of weather, we will be closed or delayed in opening also. All days closed due to weather closings are made up by the end of the school year.

Policy on drop-off and pick-up of children

Each child must be accompanied into ACTIVA-TREE by their parent or the adult responsible for them. The person must sign their name on the sign-in sheet next to the child's name. Only parents or designated individuals can pick up a child. This designated individual must be specified on the emergency form. When this individual comes to pick up the child, a drivers license will be required if he or she is unknown to the staff. Under no circumstances will a child be released to someone not specified by the parent. The person picking up a child from preschool is required to sign their name on the sign-out sheet next to the child's name and to put the time of pick-up next to their name.

Policy on Field Trips

We follow NH State Guidelines on field trips. Each child is required to have a completed parental consent form prior to participating in any field trip. Parents and staff who volunteer to drive shall provide a photocopy of their certificate of automobile insurance. Each child will be restrained in the rear seat of a vehicle in a child car seat or booster seat. The floor of the car shall be free of loose objects that could cause harm in an accident.

Policy on Discipline

ACTIVA-TREE is committed to a gentle and loving environment. We achieve this by stressing non-aggressive games and play. We recognize and positively reinforce acceptable behavior. When the need arises for a child to have a "time out" from the group in order to regain control of emotions, the child is not seated in a "time out seat" but rather separated from the group in an appropriate manner and welcomed back when ready to rejoin the group. During free play, acting inappropriately might involve the loss of choice of play, with the child being told where to sit at a table and being given a toy to play with. If the child cannot be maintained in this environment, the parents will be notified.

Conferences and Progress Reports

We encourage good communication between home and school

regarding significant events that may affect the child's behavior. Parent/teacher conferences can be requested at any time. Parents may call the school to speak with the teachers or leave a message asking for a conference before or after school. Written progress reports are sent home twice a year in January and June.

Health and Safety

Upon enrollment, each child must submit an immunization form documenting that the child has been immunized against the diseases the State of NH requires for registration in a school or child care facility. Within 60 calendar days a health form signed by the child's physician stating the child has had a physical within the last year must be on file at the center.

Your child should not attend school if within the last 24 hours:

- *He/she has had a fever of 101 degrees
- *Has any symptoms of a communicable disease such as reddened mucous eyes, sore throat, diarrhea, or vomiting

Only medication prescribed by a physician accompanied by a signed medication permission form will be administered at preschool. Forms are available from the director. All medication must be in its original container and labeled with the medication name, dosage, child's name, and name of physician. Whenever possible, medication schedules should be worked out so the medicine is given only at home.

Child Abuse

Teachers in all schools, in every state, come into contact with troubled children and families. Because educators are concerned for the whole child, seeking help for a child victim of abuse or neglect is a natural, ethical, moral and legal response by the school. We at ACTIVA-TREE Christian Pre-school are mandated to make an oral report to the Division For Children and Youth Services of any suspected child abuse. (Child Protection Act, RSA 169-C)

If parents are in suspect of any action or behavior taken towards children by any member of this preschool staff, they are