

CHRIST CLARION
COMMUNITY PRESCHOOL

PARENT HAND BOOK

Three, Four & Five Year Old Program



2024 / 2025 School Year

Christ Clarion Community Preschool

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1 Overview

1.1 Our Mission

We recognize that the years before a child enters elementary school are decisive in developing the child's basic personality. Life is new, exciting, and full of first time experiences. What a child learns at an early age about himself, others, and the world around him will help to form his attitudes towards life. *Christ Clarion Preschool* is designed to serve the community by providing a program to foster social, intellectual, physical, creative and moral development in children through activity and discovery in a nurturing environment. Our purpose is to promote each child's potential as a confident and caring citizen with a lifelong love of learning.

1.2 Policy

The Preschool is a self-supporting, non-profit, professional program organized to provide a well rounded means of beginning the process of learning and developing social consciousness. The school is open to all, regardless of race, religion or natural origin.

1.3 Program

We will assist each child in making the transition from home to school setting in a nurturing and comfortable environment. Through day-to-day experiences, the children will be encouraged to understand themselves as well as their relationship to others and the world around them. A wide variety of developmentally appropriate activities will be provided through which the child may enjoy free expression and personal enrichment. These experiences and activities will help to develop self confidence, a readiness for school situations at the next level, independence in daily routines, curiosity and a love for learning.

1.4 Enrollment

To be eligible, children must be three years old by December 1st for Tuesday/Thursday and Tuesday/Thursday/Friday sessions, and age three by June 1st or age four by December 1st for our Monday/Wednesday/Friday sessions. The number of children per class shall be limited to 15 students for the T/Th and T/TH/F sessions, and 16 students per class for the M/W/F sessions. A non-refundable registration fee is required. A waiting list will be maintained on a first come, first served basis.

1.5 Tuition

There are several payment options. Tuition can be paid annually, semi-annually, or on a monthly installment plan. If there any changes or withdrawals during the school year, please notify the Registrar as soon as possible so that a replacement can be found. Tuition will be refunded when the vacancy is filled.

1.6 Scholarships

Christ Clarion Preschool is able to provide assistance to children who otherwise would not be able to have a preschool experience by maintaining a scholarship fund. We raise funds for this purpose through the sale of our T-shirts and bags, as well as through our annual picnic at the end of the school year. Please contact one of our directors or board members if a scholarship need exists.

2 Getting Started

2.1 Orientation and Parent / Child Visits

Our evening orientation for new parents has been canceled this year due to the current health crisis. All information normally discussed at the meeting is in the **Handbook**. Any questions you have can be addressed by emailing the Director at christclarionps@gmail.com or at the **Parent / Child Visit**.

Parent / child visits will take place during the first week of school. These visits of about 20 minutes are an opportunity for you and your child to meet the teachers one-on-one. Your child can explore the room and become familiar with his or her teachers and surroundings. Your child will receive a letter from his or her teacher giving you a date and time for your visit.

The **Student Information & Health Forms** should be brought in at this time. **It is a state law that we have the health form before your child can enter the school.** You may also share any additional information that you think might be valuable in helping us to understand your child.

2.2 School Calendar

We begin with our orientation week during the week following Labor Day, and we end on the Tuesday and Wednesday after Memorial Day. The full calendar is located at the end of the handbook and on our website: <https://christclarionpreschool.org>.

We will follow the Pittsford Schools' closings for inclement weather as announced on local TV and radio stations.

2.3 School Bag

Please have your child bring a bag with his or her name on it. Please check it daily for your child's artwork, projects, and personal posses-

sions. A shopping style bag, easily opened and about 15" x 18" will work well. Most children at this age have difficulty operating zippers and buckles, and our paintings and projects are often quite large. The bags will also need to hold winter clothing in the coming months. *Christ Clarion* tote bags are available for purchase if you wish. The proceeds go into our scholarship fund.



\$20.00 sm and \$25.00 lg

2.4 First Day of School

One of the primary tasks of a preschool is to help children gain independence and develop a sense of self-responsibility. For some children, the first day of preschool may be a challenging experience. Might we suggest that you set the tone for a natural departure by talking about what he or she might be doing in preschool while you go about your routine. If your child has fears or apprehensions, state in an assured manner that you accept his or her feeling, but you know that he or she will be fine. Usually, any sadness has subsided before the parent leaves the driveway. Once your child has had time to develop interests, friends, and secure feelings about us, he or she will easily let you leave.

3 Coming to School

3.1 Arrival and Departure

Our sessions will run as follows:

Morning	9:00 A.M. - 11:30 A.M. 9:00 A.M. - 12:00 P.M.
Afternoon	12:30 P.M. - 3:00 P.M.
Transitional Kindergarten	9:00 A.M. - 12:00 P.M.

Children in our **TTh 3s**, **TThF**, **MWF** and **Enrichment** classes will enter and depart from the front door on the lower level. Please drive along the front of the building and stop in front of the sidewalk. Teachers will open doors and walk the children into school. The same procedure will hold true for dismissal.

Children in our **5 Day 4s** and **Transitional Kindergarten** programs will enter and depart from the rear of the building via the access road leading to Thornell Road Elementary. Stay right to enter the car line. Teachers will open doors and walk the children into school. The same procedure will hold true for dismissal.

For the safety of all, adults are to reside in their cars at all times and to remain in the line until the car in front of you has departed.

If different arrangements are made for transportation (i.e. the child is being transported by a neighbor or relative, or is going to a friend's house), please notify your child's teacher **in writing**. It is helpful to include the name of the driver, as well as a description of the car. We encourage carpools when possible; this helps to minimize traffic congestion, and the children enjoy walking in and leaving with a friend.



3.2 A Typical Day at Preschool

Time*	Activity
9:00/12:30	Children are greeted at their cars. As they enter school, they will be greeted by a teacher and friends as they remove and hang their outdoor clothing.
9:15/12:45	Circle time: attendance is taken, news is shared, lessons, songs, finger plays or stories are enjoyed, activities and projects are explained.
9:30/1:00	Free play and project time: dress-up and role-play, block building, sand or water table, easel painting, work bench, dramatic play, puzzles, jungle gym, cooking, crafts, play-dough. The children are free to choose activities in either classroom.
10:30/2:00	Clean-up: Everybody helps!
10:43/2:10	Story or music activities
10:50/2:20	Snack time
11:00/2:30	Prepare for outdoor play and dismissal
11:30/3:00	Departure

*(*Times are flexible, and are given as a general time frame.)*

3.3 Late Pick-Up Policy

We recognize that on occasion unforeseeable circumstances prevent parents from arriving on time for pick-up. However, if a child

is picked-up late more than three times, *Christ Clarion* will charge \$25.00 for each additional 10 minutes a child is supervised past their scheduled dismissal time.

3.4 Clothing

Play clothing that is comfortable, that permits the child to help him- or herself when using the bathroom, and that is easily laundered is suggested. Painting smocks will be provided by the school. In spite of this, paint, glue, or dirt from the playground do find their way onto children's clothes. Please select clothing that the child can put on and take off independently. Too many buttons, zippers and buckles can present an enormous challenge for them!

Please send an extra set of clothing in their school bag each day, in case their clothing needs to be changed.

In good weather, part of the day will be spent outdoors. Please send warm outer play-wear on a daily basis. ***Everything that comes to school should be labeled with the child's name!*** They often do not recognize their own clothing. This includes toys, books, sneakers, mittens, sweaters, jackets, etc.

3.5 Food and Snacks

We provide daily snacks at school for our younger students. All students are asked to bring a **clearly labeled** water bottle each day. The **Transitional Kindergarten** students are asked to bring a water bottle **and small snack each day**. This will allow them the practice needed to master the independent set-up, eating and clean up of meals in a timely manner before entering elementary school. Birthday or other special treats are welcomed. We are only able to accept store-bought treats this school year. Let your teachers know if you plan on sending something special for the class.

Please inform your child's teachers of any food allergies or dietary restrictions that your child may have. Special arrangements will be

made for snack time. In severe cases, we may suggest that you provide your child's snack as a precaution. **We are a nut free school.**

3.6 Toilet Training

When children are registered for Preschool as early as December, it is difficult to predict where a child will be in the toilet training process by September. While we are aware that each child has their own timetable, our facility is not equipped or staffed to change diapers. Children are **required** to be toilet trained by the first day of school per the *NYS Department of Education*. We are happy to support your efforts, and will assist the children as needed with accidents. If your child is not reliably toilet trained by October 8th we kindly request that you keep him or her at home to focus on this training, as consistency is essential in developing this skill. We will be happy to support your efforts when your child returns to school.

3.7 Health Policy

Parents or care givers will be required to submit a daily health declaration before children are allowed at school. Details will be communicated during the *Parent / Child Visits*.

Please inform the school if your child will be absent from class. For the protection of all children, please keep at home any child with the following symptoms in the past 24 hours:

abnormal bowel movements	muscle or body aches
beginning cold symptoms	nausea or diarrhea
chills	new loss of taste or smell
cough	shortness of breath
congestion / runny nose	sore throat
fever or vomiting	unexplained rash
loss of appetite	

Or, if the child or a family member has been in contact with a person with COVID-19 or under observation for COVID-19 or has been in active quarantine status over the past 5 days.

A child who has been ill should return to school when he or she feels well, has had no fever for 24 hours, and when all obvious contagious symptoms have subsided.

Should your child become ill during the school day, we will contact you to come and pick him or her up. If we are unable to locate you, we will attempt to reach a relative or friend listed as your emergency contact.

It is not our policy to administer medication. The exception to this is a life threatening allergic reaction. In this case, the school requires written permission from both the parent **and** the child's pediatrician.

Teachers are trained in First Aid and CPR.

4 Field Trips

We will send home information regarding field trips as soon as the arrangements are made. Parents will be asked if they are available to drive on an as-needed basis. While in cars, children must be in an age appropriate car seat. If you are not a driver on the day of the field trip, please bring your child's car seat labeled with their name and help install it in one of the drivers' cars. When driving, please assume responsibility for the children in your car while at the scheduled destination.

5 Communication with Parents

At *Christ Clarion* we value open lines of communication with our students' family. Teachers make it a priority to communicate frequently and effectively with parents. Our days at *Christ Clarion* are very busy, but our teachers make every attempt to respond to emails within 24 hours. Some teachers may choose to share their personal

cell phone numbers with parents, but this is not something that is required. We kindly ask that you exercise discretion if contacting a teacher outside of preschool hours on their personal cell phone. Our teachers have personal and family commitments that also require their attention.

Aside from email, teachers will communicate with parents daily at drop off and pick up time. Announcements, photos and videos are posted to our *Christ Clarion Preschool Facebook Page*. Each class will have their own *Seesaw* account. *Seesaw* will allow for private messaging between the teacher and parent, as well as group messaging for the entire class. *Seesaw* accounts will be set up during the ***Parent / Child Visit***.

You will notice on the school calendar that a week in January has been reserved for parent-teacher conferences. We have found this exchange of ideas and information between parents and teachers to be invaluable in helping us to understand each child and their needs. All parents will be asked to sign up for an appointment in January. If you have any questions or concerns at any time during the year, please do not hesitate to call us. Feel free to call and arrange for a conference at any time during the year.

6 Other Information

6.1 Parent Help

Due to the current health crisis, we must limit the number of adults in the building. Parents will be invited to the classrooms ***only*** if their children need their assistance. We look forward to the day when we can have you visit us in the classroom again.

6.2 Class Lists: Privacy of Information

It is our policy not to release personal information about our preschool families to anyone, with the exception of class lists to children within the same session. Class lists are provided to families for the purpose of forming carpools and planning play dates, and are considered to be strictly confidential.

Out of respect for the privacy of our families, we ask that this information not be used for business or other personal reasons. It is also our policy not to send home any kind of advertising or outside solicitation. Your child's teachers will ask you for your permission to be included on the class list.

6.3 Dismissal Policy

It is our hope that each child will flourish during their time at preschool. We understand that some children need more time to grow and mature before they can have a successful preschool experience. It is for this reason that we have a dismissal policy. If, during the beginning weeks of school, the staff has concerns regarding your child's transition to a school setting, we will discuss them with you and work with you to help your child adjust to his or her new environment. Should the staff then determine that your child is not benefiting from their preschool experience and/or is interfering with the overall peace and security of the classroom, you may be asked to withdraw your child.

In some instances, the school may suggest that you pursue an educational and/or physical evaluation for your child. Information from this type of evaluation may help us provide your child with strategies or support services that will enhance your child's learning experience at *Christ Clarion*.

In the event that it is agreed upon that withdrawal is the best solution for all, you will be refunded the tuition paid for the remainder of the semester or year. Throughout this process, our primary goal is to

provide every child with a positive preschool experience.

6.4 Emergency Procedures

6.4.1 Illness or Injury

In the event that your child feels ill or is injured while at school, their teachers will contact you to come and pick them up. If we are unable to reach you, we will call the person or persons listed as your emergency contact(s).

6.4.2 In the Case of a Temporary Emergency

In the event of a power failure, fire or gas leak, the children will exit through designated doors and assemble on the playground. We will practice this evacuation throughout the year in a non-threatening manner.

6.4.3 Long Term

New York State requires that we have an emergency plan for the extreme situation in which our building and grounds become unsafe. In case of this type of emergency, the children will be relocated to a safe area such as ***Thornell Road School*** and parents will be contacted by phone and asked to pick up their child as soon as possible.



7 School Calendars for 2024 & 2025

SEPTEMBER 2024

Day	Date	Activity
FRI	6	Meet & Greet at Kreag Road Park
T-F	10-13	Child / Teacher / Parent visits
MON	16	First Day of Class (MW-2s, MWF, 4D3s, 5D4s & TK)
TUE	17	First Day of Class (TTh-2s, TTh-3s)
M-Th	16-27	Staggered start times for Two's

OCTOBER 2024

Day	Date	Activity
TUE	8	Books & Beyond Enrichment starts
THU	10	Arts & Smarts 4 YO Enrichment starts
THU	10	Science Enrichment starts
F-M	11-14	Columbus Day: NO SCHOOL
FRI	18	Arts & Smarts 3 YO Enrichment starts
TBD	***	Chase Farm Field Trips (MWF, TK, 5D4s, TTh-3s & 4D3s)
TBD	***	Evening - Family Open Houses

NOVEMBER 2024

Day	Date	Activity
FRI	5	Staff Development Day: NO SCHOOL
MON	11	Veteran's Day: NO SCHOOL
W-F	27-29	Thanksgiving Recess: NO SCHOOL

DECEMBER - JANUARY 2025

Day	Date	Activity
M-F	12/23 - 1/3	Christmas Recess: NO SCHOOL

JANUARY 2025

Day	Date	Activity
MON	6	Classes resume
MON	20	Martin Luther King, Jr. Day: NO SCHOOL
M-Th	27-30	Parent/Teacher Conferences: NO SCHOOL ¹
FRI	31	Staff Development Day: NO SCHOOL

**FEBRUARY 2025**

Day	Date	Activity
M-F	17-21	Winter Recess: NO SCHOOL

¹TWO YO's ARE IN SESSION; NO SCHOOL FOR TKs, 3s & 4s

MARCH 2025

Day	Date	Activity
FRI	28	Staff Development Day: NO SCHOOL
TBD	***	Parent & Preschoolers Night

APRIL 2025

Day	Date	Activity
M-F	14-18	Spring Recess: NO SCHOOL



MAY 2025

Day	Date	Activity
TUE	13	Last day of <i>Books & Beyond</i>
THU	15	Last day of <i>Arts & Smarts 4yo Enrichment</i>
THU	15	Last day of <i>Science Enrichment</i>
FRI	16	Last day of <i>Arts & Smarts 3yo Enrichment</i>
M-F	19-23	Last week of regular <i>Preschool & TK classes</i>
M & T	26 & 27	Memorial Day: NO SCHOOL
WED	28	School wide Family Picnics



8 Parents' Notes and Questions

Parents, record any thoughts below that you wish to discuss with teachers at the school.
