

# Whitefield Academy



WHITEFIELD  

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ACADEMY

## ***Preschool Parent/Student Handbook***

2022-23 School Year

**15201 Shelbyville Road • Louisville, KY 40245**

Phone: (502) 254-9593 • Fax: (502) 239-3144

**Website: [www.whitefield.org](http://www.whitefield.org)**

**7711 Fegenbush Lane • Louisville, KY 40228**

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## **Website: [www.whitefield.org](http://www.whitefield.org)**

### **P.1.0 INTRODUCTION TO WHITEFIELD ACADEMY PRESCHOOL**

The Family Handbook has been prepared to help you understand the policies and procedures of Whitefield Academy Preschool. Please read each section carefully and refer to it for reference during the year.

To assure that Whitefield Academy achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Whitefield Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

#### **P.1.1 Welcome**

Welcome to Whitefield Academy Preschool. We are excited to have your child with us this year. May God bless our Whitefield Academy families as we work together to serve our Lord and Savior.

#### **P.1.2 Mission and Vision**

The vision of Whitefield Academy is to produce powerful and effective student leaders who will impact their world through Biblical thought and action in obedience to the Great Commission (Matthew 28:19-20) and the Great Commandment (Mark 12:30-31).

The mission of Whitefield Academy is to serve Christian families by providing a Christ centered, Biblically- based education marked by academic excellence and spiritual vitality.

#### **P.1.3 Philosophy**

Whitefield Academy fosters intellectual, moral, spiritual, and social development consistent with a commitment to Christian truth, morals and freedom which has been provided by our Creator. Because Biblical objective truth directs the learning at Whitefield Academy, we reject relativism and secularism that accompany political, ideological or philosophical agendas. Therefore, intellectual inquiry affirms the answers that Christianity offers. The ethical absolutes of the Ten Commandments and Christ's moral teachings guide the effort to develop intellect and character in the classroom, chapel, and co-curricular activities.

While many points of view may be examined, the Whitefield Academy unapologetically advocates preservation of a uniquely Christian worldview. Further, Whitefield Academy accepts its role as an institution of academic learning and instruction that ministers in association with Highview Baptist Church. This association exists to enhance the following:

1. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Heb. 1:1-3; II Tim. 3:16,17).
2. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred (Rom. 11:36; 1 Cor. 10:31b).
3. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (2 Cor. 10:4b-5; John 1:3).
4. The primary responsibility for the education of children rests with parents (Dt 6:7,8; Genesis 17:7; Prov. 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Dt. 11:18; Ps. 78:4).

5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher is a living curriculum that models and encourages students in academic, social and spiritual growth (Col. 1:28; Prov. 1:7).
6. God reveals himself to students through revelation, both general and special. Through general revelation students learn of God and His world (Acts 14:17; Rom. 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (I Cor. 2:14).
7. All students are created by God with unique talents as well as particular developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Ps. 139:13-15; Rom. 12:4-8).
8. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Phil. 1:9-11).
9. The goal of Christian education is to develop students who will serve God and affect their community and the world by thinking and acting biblically in all aspects of life (Rom. 12:2).
10. Orthodoxy and orthopraxy cannot be divided; therefore student speech and action must bring honor to Jesus Christ so that the students will be able to give reason for the hope which they have in Christ Jesus (II Tim. 2:15; I Pet. 3:15).

#### **P.1.4 Statement of Faith**

1. WE BELIEVE the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).
2. WE BELIEVE that there is one God eternally existent in three Persons: Father, Son and Holy Spirit.
3. WE BELIEVE in the Deity of Christ (John 1:1-4, John 14:9, Colossians 1:15-17) in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 11:45), in His substitutionary death through His shed blood (I Peter 2:24), in His literal, bodily resurrection (John 20:20-29), in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5), and in His premillennial, imminent, bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:12-17).
4. WE BELIEVE in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23), and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works, (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, Romans 4:4-5).
5. WE BELIEVE that all who receive by faith the Lord Jesus Christ as Personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5 & 16, Romans 3:21-30, Galatians 4:4).
6. WE BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 16:7-11, John 3:5, I Corinthians 6:9, John 14:26, John 16:13).
7. WE BELIEVE in the resurrection of both the saved and the lost. Those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29). First resurrection (I Thessalonians 4:13-17). Second resurrection (Revelation 20:14).
8. WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

#### **P.1.5 Programs Available**

##### **Preschool**

Our preschool program collaborates with families to make the child's first formal learning experience a success. We offer a full or half day program along with options for the days that your child can attend to allow greater flexibility for you and your child. Our preschoolers use the ABeka curriculum and have a

weekly curriculum outline that the teachers use as the basis for all their lessons. Our goal for our preschool students to be ready for Kindergarten.

### **Mother's Day Out**

Mother's Day Out is a part of our preschool program that we offer for two days a week for parents that want a beginning school experience for their child. This is for children ages one and two years old. Mother's Day Out does not include the ABeka preschool curriculum but exposes them to basic preschool skills. The goal of this program is socialization and learning how to work and play with others. Families pay the daily rate even if the child is out for illness or family reasons. Lunch is not included in the tuition for Mother's Day Out but may be purchased if families wish.

### **P.1.6 Curriculum**

We believe that young children learn best by doing. Our preschool curriculum includes the ABeka curriculum and Wee-Learn theme curriculum. The curriculum is based on the understanding that young children's play is their work. Whitefield Academy trains children to develop through a balance of child-initiated and teacher directed activities to help prepare them for future academic growth and development.

### **P.2.0 GOALS**

#### **P.2.1 Social Goals**

1. To lead the child to an awareness and an understanding of the Bible, God, the Holy Spirit, Jesus and His sacrifice for us.
2. To help the child learn how to get along with others.
3. To help the child learn self-control.
4. To help the child increase in independence.
5. To help the child give and receive affection.
6. To help the child begin to understand and appreciate the world around him.
7. To help the child develop large and small motor skills.
8. To help the child develop a good self-image.

#### **P.2.2 Academic Goals**

1. To recognize and identify shapes, colors, numbers, and letters.
2. To gain an understanding of concepts such as first, last, next, middle, same, etc.
3. To be able to share things in front of peers.
4. To print first name correctly.
5. To listen attentively.
6. To follow commands in order.
7. To be able to perform fundamental movements such as walking, running, hopping, skipping, and galloping.
8. To develop body awareness: knees, head, shoulder, elbow, hip, front, back, side, etc.
9. To develop memory skills through poems, rhymes, and songs.

**We reserve the right to observe and/or evaluate each child periodically as scheduled or needed. Academic goals are based on age and vary for each classroom.**

#### **P.2.3 Expected Student Outcomes**

1. Responsible Stewards

2. Life-Long Learners
3. Discerning Thinkers
4. Effective Communicators
5. Servant Leaders

## **HOURS AND ATTENDANCE**

### **P.3.0 Hours of Operation- Both locations**

Preschool	Full Day: 7:45 AM – 2:45
PM	
	Half Day 7:45-AM-11:30 AM

Teacher in-service dates and holidays are scheduled yearly. **Please refer to the Whitefield Academy school calendar for days that school is not in session. We require that all children be at school by 9:30 unless there is a reason, such as a doctor’s appointment. Please let us know ahead if possible.**

### **P.3.1 Extended Care Program**

The extended care program is a service that is offered for families that need earlier or later times than the traditional school day. Please see the extended care coordinator for an application and information regarding the program.

The morning extended care program is from 7:15-7:45 AM each day. The children are taken to their classrooms by the morning care staff.

The afternoon extended care closes at **5:45 PM promptly**. After 5:45 PM there will be a late charge of **\$1.00** per minute per child. Payment for late arrivals will be added to your account. If you know you are going to be late for pick-up, please call the preschool immediately to inform the staff of your late arrival.

Fegenbush Campus	(502)-239-3359
East Campus	(502)-254-9593

### **P.3.2 Attendance**

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardiness will be a disruption to your child, other students, and the teacher. If your child is sick or will be absent for the day, please notify the preschool office by 8:30 a.m.

Children arriving late to school during the day can be a distraction and they miss out on valuable learning experiences. Please let the preschool office know if your child will be coming in late to school. Children must be at school by 9:30 a.m. for the day. **Please note, we do not allow children to attend if they arrive after 9:30 a.m. without prior notification.**

### **P.3.3 Enrollment**

Classes are filled on a first come first serve basis. Families applying after classes meet the state teacher-student ratio will be placed on a waiting list. All children must register properly before admission is granted. Registration includes an up-to-date Immunization Certificate, Birth Certificate, application, and any enrollment fees. Whitefield Academy is a Christian preschool serving Christian families. Church attendance is not required for preschool families but at least one or both parents (or

legal guardian) must be a Christian who has professed faith in Jesus Christ.

As part of the enrollment process, parents are asked to bring in the original, state issued birth certificate. Please obtain an original birth certificate from the Department of Vital Statics. The form to order the certificate is available online at <https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/birth-certificates.aspx>. The cost is \$10.00.

If you are coming to Whitefield from another state, you will have 90 days to provide us with a Kentucky Immunization Certificate that is up to date.

We know that changes can occur in family schedules to necessitate a schedule change. If you change your child's preschool schedule, a \$50.00 fee will be charged.

Enrollment to Whitefield Academy Elementary is not guaranteed if your child is enrolled in the preschool. Information regarding the steps to enroll for kindergarten will be given to preschool families well in advance of the enrollment period. Kindergarten testing of current Whitefield Academy Preschool students will be done during the school day. Please remember that a church reference is required for admittance to Whitefield Academy Elementary.

### **P.3.4 Arrival and Dismissal**

#### **East Campus**

Upon arrival, parents are to park in the lot in front of the school and behind the greenhouse. **Parking in the circle and grassy areas is prohibited.** Please do not leave cars running or leave another child in the car. Each child must be signed in at the door of the classroom (child's room or before school care (BSC) room). The signature must include the complete name of the person dropping off the child **Initialing is not sufficient.** If the child is brought to the BSC room, the homeroom teacher will sign him/her into the classroom after morning care. We ask parents not to remain outside the classroom after dropping off. This is a distraction for teachers and students.

During the dismissal period, each child must be signed out at the classroom. Again, parking for dismissal is in the lot in front of the school and behind the greenhouse. If a child is not picked up by 3:00, he/she will be signed into the extended care program. An additional fee for extended care applies.

#### **Fegenbush Campus**

Upon arrival, parents are to park in the lot behind the school. Parking in the fire lane is prohibited. Please do not leave other children in the car and do not leave the car running. Each child must be signed in at the door.

During the dismissal period, parents are to sign each child out at their classroom. The signature needs to be the complete name of the person picking up. **Initialing is not sufficient.** All persons that pick up must be on the child's pick up list. If an individual does not regularly pick up, they will be required to show their driver's license before we release the child. If a child is not picked up by 3:05, he/she will be signed into the extended school care program. This will result in additional fees.

#### **Carpool for Half Day Students- Fegenbush Only**

1. Preschool carpool is only for dismissal of half day preschool students. Preschool carpool begins at 11:30.
2. Please park in the first row of parking spots.
3. Each family will be assigned a specific carpool number. This number must be visible for the

teachers to facilitate pick up efficiently. We will not release your child to anyone who does not have this number in the car and is not authorized by the parent to pick up the child.

4. Preschool staff members will walk your child out to you.

### **Half Day Students-East Campus**

East Campus half day students need to be picked up at 11:30 in their classroom by their parent or someone that is listed on the pickup list.

#### **P.3.5 Visitors**

Whitefield Academy encourages visitors, particularly parents of current students. Visitors need to sign into the preschool office and be given a visitor's tag before going to their child's classroom.

If your child has a therapist coming to school to provide services, they must sign in at the preschool office and have a visitor's tag on during their visit. A third-party permission slip must be on file before your child can receive services.

#### **P.3.6 Inclement Weather Policy**

Closings and delays of PreK-12 schools will be announced via the following media:

- 1<sup>st</sup> FACTS SIS Alert System**
- 2<sup>nd</sup> Whitefield Academy Website: [Whitefield.org](http://Whitefield.org)**
- 3<sup>rd</sup> Local School Outlets- see below**

You may watch for closing information under the name of Whitefield Academy on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from FACTS SIS Alert system. If you see that Whitefield Academy is closed this means that both campuses of the preschool are closed.

#### **P.4.0 HEALTH AND SAFETY**

##### **P.4.1 Health Policy**

Whitefield Academy has established the following regulations regarding children who are ill or become ill while in attendance:

1. According to the Health Department guidelines, children with any of the following symptoms are potentially contagious and are not allowed to attend school:
  - Elevated temperature within the last 24 hours
  - Upset stomach within the last 24 hours (including diarrhea or vomiting)
  - Unidentified rash
  - Sore throat, pink eye, stiff neck, difficult/rapid breathing, severe coughing yellow or green drainage from the nose
  - Any other unusual sign or symptom of illness

\*A child must be symptom free and without fever reducing medication for 24 hours before returning to school.

2. If the child should become ill while in attendance at school, he or she will be isolated from other children and the parent or designated contact person will be notified and required to pick up the child immediately. Parents are to provide current emergency contact numbers.
3. If the child should become injured while at school, only minor first aid treatment will be

- given. Parents will be notified of all significant accidents or injuries.
4. If your child requires prescription medication that needs to be administered during school hours, please notify the preschool office and complete a medication form available in the office.
  5. Food allergies should be discussed at enrollment and noted on the medical history form.
  6. We are a nonsmoking facility and vaping is not allowed in the building.

#### **P.4.2 Potty Training Policy**

Potty training is an important developmental milestone during the preschool years. After potty training has been started in the home and the child is showing more signs of readiness at school please communicate with your child's teacher about a plan for potty training at school. While using pullups, please only send to the school pull ups with Velcro sides. Please do not send your child to school in underwear without communicating with the teacher first. No child will ever be punished or humiliated for having an accident. Our staff will help potty training students in the process but will encourage them to be as independent as possible. Handwashing is required after toileting.

We know that most children can be potty trained between the ages of 2-3. If your child is entering the 3-year-old program they must not be in diapers and be actively working on potty training. The goal is for all children entering the 3-year-old program be completely potty trained during the first semester. Under no circumstances will a 4-year-old student be allowed to come to Whitefield Academy that is not potty trained. We do expect that 4-year-old students can use the restroom independently.

#### **P.4.3 Permanent Records**

The following items are kept in the permanent record file: Immunization Record, copy of Birth Certificate, and a current application.

#### **P.4.4 Safety Drills**

Emergency drills will be conducted on a regular basis. This is done for the safety of your child. It is good to practice fire safety at home to help your child realize the importance of drills. As a preschool we will complete Fire, Earthquake, Intruder and Tornado drills during the school year. State regulations state that we must place a sign on the preschool door of when we are completing an Intruder/or Shelter in Place drill. We will notify you before a scheduled drill or after an unscheduled drill.

#### **P.4.5 Disaster Protocol**

In the occurrence of threatening weather or an emergency, the following procedures apply:

- Notify all staff to follow posted instructions
- Move children to designated locations identified during emergency drill procedures

Please refer to the appendices of this handbook for campus specific reunification procedures.

Appendix A: Fegenbush

Appendix B: East

#### **P.5.0 DISCIPLINE**

##### **P.5.1 Discipline Policy**



At Whitefield Academy, we believe that good discipline consists of positive training in the right direction. We believe in simple and consistent rules for both children and care givers that set the limits for behavior. These disciplinary methods help children develop self-control; assume responsibility for their own actions; and gain a sense of security when they know limits. To maintain a pleasant classroom environment, we encourage positive reinforcement along with encouragement of appropriate behavior.

The Cabinet for Human Resources (CHR) regulations clearly state that:

- Children are not subjected to harsh or physical discipline.
- Loud, profane, threatening, frightening or abusive language is not permitted by care givers or other individuals on the premises.
- Discipline is not to be associated with rest, physical activity, toileting, or food.

Our Classrooms follow the following guidelines:

- To use positive communication techniques. We want the child to become calm, express his or her feelings and take responsibility for their action. We will guide them to talk out problems and develop good solutions.
- To redirect the child to another activity. We will praise the and encourage the correct behavior.
- To give the child a brief period of time-out (one minute per year of age, example: 2 years old – two minutes time out) to consider his or her actions and then be able to return to the activities.

On occasion, the child may be removed from the classroom for a brief respite and a discussion with the Director. If a child is removed from the classroom more than once in a day, then the parent will be contacted. For students with inappropriate behavior on a regular basis, the parents will be contacted to schedule a meeting and develop a plan for continued behavior. Continued misbehavior (physically harming him/herself, another child or teacher and/or destruction of school property) can lead to suspension or dismissal from the program. If the student has major disciplinary issue, an incident note will be sent home for the parent to sign.

### **P.5.2 Child Abuse and Neglect**

Whitefield Academy maintains an affirmative policy to protect children from abuse and neglect, as spelled out in the current statues of the Commonwealth of Kentucky. All suspected cases of abuse or neglect will be reported to CPS (Child Protective Services) at 502-595-4550.

### **P.5.3 Biting Policy**

When a child bites, he/she is immediately removed from the situation. As a consequence, the child will remain separated from the class for a minimum of 1 minute per year of the child's age. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office. If biting continues, then parents will be contacted to pick up their child. A follow-up meeting with the parent(s) will be scheduled to determine if the student should continue in the preschool program.

### **P.6.0 SCHEDULES**

#### **P.6.1 Typical Daily Schedule**

Opening with Pledges (Three and Four-year old's)  
Days of the Week, Calendar, and Weather  
Week) Phonics and Writing Lesson  
Bible Lesson

Learning/Play Centers  
Special Lesson (Theme of the  
Art/Music Activity  
Nap

Restroom Break  
Number Lesson

Outdoor Play (when weather allows)  
Dismissal

Special Areas that the children participate in vary by age and campus. Special areas can include library/story time, Spanish, computers, and music.

### **P.6.2 Television and Media Policy**

Television and other forms of passive media can be a way to enhance a child's learning. It can offer learning benefit that just cannot be experienced in any other way. Whitefield Academy Preschool believes that television and other media is appropriate for classroom use. Teachers are required to adhere to the following guidelines:

- Children under 2 are not allowed to watch television at school.
- State guidelines require that during times when food is being served, the television cannot be on.
- A program being shown during the day cannot last more than 20-30 minutes except for Fridays when a longer movie time is allowed.
- The program that is being shown must support one or more of the learning concepts being taught during the week. A program may also be shown as a review to previously learned material. It must be age appropriate.
- Use of YouTube, Right Now media, and other programming may be used in a large group setting if it directly relates to the subject matter that is being taught. This media can be used as a short transition or brain break between academic activities.
- Sometimes, an instructor is not available to teach a specific subject. On those occasions, it is acceptable to utilize a video resource. The East campus uses a DVD series currently to teach Spanish.
- Total time of television and passive media in preschool and afterschool care cannot exceed more than 60 minutes in a day.

### **P.6.3 Meals and Snacks**

Kentucky regulations for meals and snacks in the preschool have changed in 2021. These changes include:

1. Increased portion size for milk servings. Children under the age of 2 must be served 4 ounces of whole milk. Children 2 and older must be served 1% or skim milk. The portion size for a 3- and 4-year-old is 6 ounces.
2. No foods that are fried on-site are allowed to be served to children.
3. Sweet grains can not be counted as part of a meal or snack.
4. Juice can only be served once a day.
5. Guidelines are provided for food groups that are served for snacks and meals.

**Snacks** Parents are asked to send two healthy snacks each month. We are a PEANUT AND TREE NUT FREE preschool so please take this into consideration when purchasing snacks. Parents will be notified of the snacks that are needed from each age group to have variety and not be overwhelmed with one variety of snack. Homemade items are not allowed due to state regulations.

**Lunch** Children attending the full-day program will be served a healthy lunch daily. Those attending for the half-day program will receive a morning snack but not lunch. If food allergies are an issue, please have the allergies listed on your child's application. Monthly menus will be provided by the lunchroom staff. If your child has a food allergy, religious preference, or an intolerance a Food Substitution Form must be completed and on file in the preschool. Children that have a lot of severe food allergies may be required to provide their own food if we cannot accommodate the food needs.

Children may bring a healthy packed lunch that is easy to serve if they do not want a school lunch. Any products containing nuts will not be served. Please refrain from using glass containers. Please label lunchboxes and containers with last name. A healthy packed lunch must contain a grain, a meat or meat alternative, fruit, vegetable, and milk. If your child's lunch does not have those components, then we will provide the missing food and you will be charged for it.

As a reminder, Mother's Day Out students need to either bring or purchase lunches. Lunch accounts can be paid by check in the preschool office or online on the Parent Portal.

#### **P.6.4 Communication**

We strongly encourage good communication between parents and teachers. You will be given your child's teachers email address to communicate with them at any time. Teachers will also email a daily "What we did Today" to let you know what has happened at school that day. Teachers will also give you the information regarding the Classroom Dojo app so that you can see pictures and have an instant messaging option to communicate with your child's teacher.

#### **P.6.5 Nap Time**

Children rest each day with times that vary by age. By state law, nap time can never be more than 2 hours. Parents are asked not to pick them up during this time if possible. A mat or cot will be provided. Parents will need to supply a crib sheet and blanket that are labeled with the child's name. Blankets will be sent home on Fridays to be laundered. Sheets will be laundered at school each week.

#### **P.6.6 Pledges**

Pledges are recited each day in our three and four-year-old classrooms as part of their group time. Pledges are also a part of each week's chapel program.

##### **AMERICAN FLAG**

I pledge allegiance to the flag of  
the United States of America  
and to the Republic for which it  
stands, one nation under God,  
indivisible,  
with liberty and justice for all.

##### **CHRISTIAN FLAG**

I pledge allegiance to the Christian  
flag and to the Savior  
for whose kingdom it stands, one  
brotherhood uniting all Christians  
in service and in love.

##### **BIBLE**

I pledge allegiance to the Bible,  
God's Holy Word,  
a lamp unto my feet, a light unto  
my path.  
Its words will I hide in my heart  
that I might not sin against God.

### **P.6.7 Chapel**

Chapel services are held weekly. This is a great time of singing and hearing a Bible story or object lesson.

East Campus – Thursdays at 8:45  
Fegenbush Campus- Thursdays at 8:30

### **P.7.0 MISCELLANEOUS**

#### **P.7.1 Clothing Regulations**

Children should be dressed in play clothes with simple fasteners allowing them to be independent in caring for personal needs. Please follow these guidelines:

1. No belts, shoulder straps or suspenders.
2. Closed-toe shoes and socks are required of all students. Velcro fasteners are preferred.
3. Long pants are best in cold weather.
4. A change of clothes, for the season, including socks and underwear, need to be sent to school in their backpack. Please label each item with your child's name.
5. Please have little girls wear shorts under dresses and skirts.
6. Be cautious of scary or grown-up theme pictures on shirts.

#### **P.7.2 Personal Items**

Parents are asked not to allow a child to bring toys, electronic devices, candy, gum and/or other personal items. They may bring a small stuffed toy to rest with at nap time. If a child continues throughout the year to bring in toys and other items that are a distraction, they will be taken to the preschool office to be picked up at the end of the day.

#### **P.7.3 Parties**

Due to food allergies, please check with your child's teacher before sending in any food item. Only store-bought items are allowed in the preschool as stipulated by state regulations.

**Birthdays.** Birthdays are special to our preschool students, and we love celebrating with them. Children who wish to celebrate their birthday may bring a treat to share with the class. Please advise your child's teacher when you plan to do this. Treats that work best are small cupcakes, cookies or anything teacher approved. Birthday treats will be a part of morning snack time and must be store bought.

**Parties.** Children will celebrate Valentines and Easter with a special treat and simple classroom activities. Parents are welcome to attend our Christmas and End of the year parties. We require background checks on every parent that attends class parties or helps with classroom activities. We will not celebrate Halloween and treats are not allowed in the preschool that are related to this holiday.  
\*Any party invitations distributed at school must include each student in the class.

#### **P.7.4 Pictures**

Every child has a school pictures and class pictures taken during the school year. Notifications will be given several weeks in advance of the picture date.

#### **P.7.5 Parent-Teacher Conferences**

Parent-Teacher conferences are offered during the school year. The teachers may on occasion send

notes or call parents to share important information. Other conferences may be scheduled if needed.

#### **P.7.6 Parent-Teacher Fellowship**

The purpose of parent-teacher fellowship (PTF) is to assist in coordinating volunteers that will serve both the classroom students and the teachers and to assist in raising funds that will directly benefit and enhance the learning experience for all students. The goal of the PTF is to promote Christian education and to create a greater fellowship among all parents, teachers, staff, and student body.

#### **P.7.7 Screening of Students**

Whitefield Academy Preschool has a plan for working with students that we feel need extra supports for their learning. When we feel that a child is struggling academically, emotionally, or socially we will schedule a parent meeting to discuss what has been observed. As part of this meeting, we will go over the CDC age profile and Brigance testing results previously taken to discuss where the child has mastery and where they might be struggling. After the parent meeting, if a child requires extra help or support with speech, academics, or occupational therapies we suggest the following options:

1. **First Steps:** If the child is under 3 years of age, we recommend that the parents/ guardians call the First Steps program. This is a free service offered by the state of Kentucky. First Steps offers free family support, speech, and occupational therapy. The therapists will visit the home and the school to help give guidance on what can be done for the child. Recommendations are made for the home and the school to further the child's development. If services are still required after the age of 3, First Steps partners with the local public-school system (JCPS) for further recommendations of testing and services.
2. **Private Services:** We also recommend companies that provide private services. We have a list of providers that offer diagnostic testing of children. Parents will take their child to receive evaluations and services. The Preschool Director also keeps business cards of professionals that do private sessions in speech and occupational therapy.
3. **Public Schools:** The local school system, Jefferson County Public Schools, has resources available to work with students needing extra supports. They offer occupational and speech therapy along with the transportation. They currently use the Brigance testing when assessing a student. If a student does not live in Jefferson County, we can assist families to find a local school district office to help their child get the services that they need.

After an evaluation is given to the child, a follow up meeting will be scheduled between the child's parents, teacher, and the preschool director. Services they will be needing going forward will be discussed. If the need of a student is beyond what we can provide, the decision may be made that we are unable to accommodate him/her at Whitefield Academy.

Each campus has a binder of referral services that are available.

## **Appendix A**

### ***Emergency/Disaster Preparedness Parent Information for Reunification***

Whitefield Academy Preschool  
7711 Fegenbush Lane  
Louisville KY 40228

All families will immediately be contacted by the school via text message, phone call or email using the FACTS/SIS Alert. Please refrain from calling the school office during such emergencies.

### **Important Phone Numbers**

Whitefield Academy Preschool (502)-239-3359  
Whitefield Academy (502)-239-2509  
East Campus Location (502)-254-9593

### **Emergency Contact Information**

Lisa Hammond, Preschool Director: (502) 231-6276  
Samantha Goodin, Extended Care Coordinator: (502)-239-3359 or (502)- 231-6274

### **Emergency Relocation Site:**

- On Site-
- Fire Drill- Outside in parking out facing the preschool
- Tornado drill- Interior classrooms and preschool offices
- Earthquake Drill- Classrooms
- Lockdown Drill- Classrooms

### **Emergency Relocation Sites:**

Location #1-  
St. Bernard's Catholic School  
7500 Tangeloo Drive  
Louisville KY 40228

Location #2  
Highview Fire Department  
7308 Fegenbush Lane  
Louisville KY 40228

### **Health Care Facility**

Unless specified otherwise, in the event of injury or illness due to emergency/disaster children will be transported to:

Norton's Children's Hospital  
231 East Chestnut Street  
Louisville KY 40203  
(502) 629-6000

Please contact the preschool director if you would like to review the complete emergency/disaster preparedness plan.

## **Appendix B**

### ***Emergency/Disaster Preparedness Parent Information for Reunification***

Whitefield Academy Preschool East Campus  
15201 Shelbyville Road  
Louisville KY 40245

Please note: This is not the school's mailing address.

All families will immediately be contacted by the school through the FACTS/SIS alert system. Please refrain from calling the school office during such emergencies.

### **Important Phone Numbers**

East Campus Location (502) 254-9593  
Fegenbush Campus Preschool (502) 239-3359  
Whitefield Academy (502) 239-2509

### **Emergency Contact Information**

Debbie Samples, Site Director (502) 231-6281  
Meghan Rouse, Preschool Administrative Assistant (502) 231-6277  
Lisa Hammond, Fegenbush Campus Preschool Director (502) 239-3359

### **Emergency Relocation Site:**

- On Site-
- Fire Drill- Outside in parking out facing the preschool or outside near grassy area near the playground
- Tornado Drill- Interior classrooms and interior stairwells
- Earthquake Drill- Classrooms
- Lockdown Drill- Classrooms

### **Emergency Relocation Sites:**

Location #1  
Christian Academy of Louisville  
English Station Road  
Louisville KY 40245

Location #2  
Eastwood Fire Department  
16010 Shelbyville Road  
Louisville, KY 40245

### **Health Care Facility**

Unless otherwise specified, in the event of injury or illness due to emergency / disaster children will be transported to:

Norton's Children's Hospital  
231 East Chestnut Street  
Louisville KY 40203  
(502) 629-6000

Please contact the preschool director if you would like to review the complete emergency/disaster preparedness plan.