



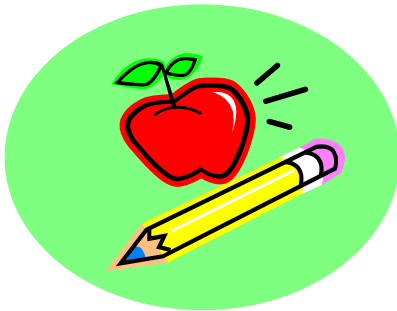
LITTLE HANDS PRESCHOOL

SEPTEMBER 2017

"He who sows courtesy reaps friendship, and he who plants kindness gathers love."

-Spanish-

Welcome to Little Hands Preschool! The Preschool Staff has been hard at work planning all sorts of fun things to do this year. We are all excited to be back and look forward to working with your children in the coming year.



Class Times

Classes are in session from 9:00 am to 12:00 noon.

The teachers begin their day with free play. This is the most important part of the preschool day. The children learn to make choices, interact with their classmates, and ease themselves into the day.

Please do not bring your children earlier than their class time because the teachers use the time before class to set up and prepare for the day. We appreciate your patience in allowing them these few undisturbed moments before class.

Late Pick-Up Fees

Parents are required to sign their children in and out of class each day.

Late Charges will be assessed if a parent is 5 or more minutes late. Children will either be picked up in their classroom or the preschool office.

Late Fees will be payable in cash to the teacher when you pick your child up.

Late charges are as follows:

- 5 Minutes late \$5.00
- 6-10 minutes late \$10.00
- 11-15 minutes late \$15.00
- 16+ minutes late \$30.00

If you are going to be detained and unable to pick your child up at dismissal, please notify the preschool immediately. The Preschool Director will determine if the reason for arriving late is excusable. Unexcused late arrival for pickup will be assessed a late fee.

Once children are signed into class they will become the responsibility of the preschool staff and once the children are signed out, they become the responsibility of the person signing the child out. Preschool staff is not responsible for any child signed out of a classroom.

First United Presbyterian Church of Dale City

14391 Minnieville Road
Woodbridge, VA 22193
703-670-7834
Fupcdc.org

8:30am

Traditional Worship

9:45am

Christian Education for all Ages

11:00am

Contemporary Worship

The Rev. Jeri Fields

Pastor for Interim Ministry

Jeri.Fields@fupcdc.org

Passion for Christ-Compassion for Others

Loving God-Loving Others
Connect-Grow-Serve

Little Hands Preschool

703-878-2366

fupcdc.org/little-hands-preschool

Lucia Juarbe

Preschool Director

littlehands@fupcdc.org

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Tuition

You should have received tuition coupon books from your child's teacher during your child's meet and greet. Each coupon in the book lists your child's or children's name(s), month, the amount of the due, and what date a late fee will be added to your payment.

Tuition payments are due on the first school day of the month. Please put your tuition coupon and payment in an envelope and put the envelope in the tuition box that is on the wall outside Room 11. Checks should be made payable to Little Hands Preschool. The first page in your coupon book lists a date for each month that is the last day payment can be received by the preschool before a late fee of \$20.00 is automatically added to your payment.

If you do not wish to write a check each month for tuition, we suggest you set up automatic bill pay for recurring payments through online banking at your bank. Setting this up varies from bank to bank, so please check with your bank for instructions.

We assess a \$25.00 charge for checks that are returned from the bank for any reason.

Absences

If your child will be absent due to sickness, doctor's appointment, vacation plans, etc., please notify your child's teacher and the preschool office. Teachers should have provided you with a preferred method of contacting them. The Preschool office can be notified by email (littlehands@fupcdc.org) or by phone (703-878-2366).

We appreciate your taking the time to let us know. This allows the teachers to prepare for the class and arrange for your child to make up missed work if necessary.

Doorbell Information

The Church Office and the Preschool Office have doorbells installed with cameras and call boxes at the each entrances of the church. Both doors can be monitored and opened by the Preschool Director and Church Office Manager.



← Camera

← Doorbell

The preschool door will be unlocked each morning no earlier than 8:50 am and will be relocked for security purposes at 9:15 am. The preschool door will be unlocked for dismissal at 11:50am.

If you arrive at the school after the doors have been locked, please stand in front of the camera located on the key pad outside the door and ring the bell. If you are recognized, you will be rung in right away. If I am not at my desk and someone else answers the bell, they may ask you to state who you are and why you are here. This is to help insure the safety of everyone inside the building.

Clothing Reminders

Please be sure to write your child's name in permanent marker inside any take-off clothing (for example; sweaters, jackets, and hats) your child will be wearing to preschool. Multiply your child's take off clothing by the number of children in your child's class. That's a lot to keep up with! Please help your child's teacher by taking the time to mark clothing.

Children need to wear sneakers when they are on the playground. Sneakers are the safest choice for running, climbing and active play. If your child does not wear sneakers, he/she will be allowed on the playground, but restricted from certain equipment. Make sure your child has the opportunity to use all their large muscles everyday by having them wear sneakers.

Every child should have an extra change of clothes in their backpack or tote for spills or accidents.

Reminders to Parents

- Class times are 9:00 am to 12:00 noon
- Doors open at 8:50 am and are locked at 9:15 am. They reopen at 11:50 am
- Ring the doorbell and stand in front of camera if outside doors are locked
- Report absences to your child's teacher and the Preschool Office
- Write your child's name in all removable clothing in permanent marker
- Children must wear sneakers in order to participate in all playground activities
- Keep a change of clothes in backpack or tote

Curriculum

For the month of September our classes will be focusing on Class Rules, Me, Senses and Friends.

For the first week (or longer in the younger classes) children will be learning the classroom routine and rules. It takes time for the children to learn the daily routine.

In the first few weeks teachers will be measuring and recording the height and weight their students and measurements will be repeated during the year to chart growth during the school year. It is amazing how much the children grow and change during the school year!

The children will be learning about how they are alike and different. They will use their senses to discover the world in different ways.

They will begin their journey of making new friends and finding their way around the preschool. We hope that the friends your child makes this year in school will become lifelong friends.

As they venture onto the playground, they will discuss the rules that are important to use in order to be safe getting to the playground and while they are on the playground.



Sunflowers from the Preschool garden

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unit: Me, Senses & Safety					1	2
3	4 Labor Day	5 Preschool Begins	6	7	8 Tuition Deadline Tuition received in preschool office after this date will be assessed a \$20.00 late fee.	9
10	11	12	13	14	15 Tee Shirt Orders Due	16
17	18	19	20	21 Advisory Board 7:00pm	22 Book Orders Due	23
24	25	26	27	28	29	30