

## Welcome to A Child's First Steps Preschool

Dear Families,

We are delighted to welcome you to A Child's First Steps Preschool. Thank you for joining our preschool family! Our mission is to provide a nurturing, educational, and faith-friendly environment for children ages 2.5 to 5 years. These early years are foundational, and we are honored to play a role in your child's development.

We strongly believe in partnership and open communication. Our open-door policy means you are always welcome to visit, observe, or participate in your child's learning. Your involvement enhances your child's experience and success in preschool.

Please take time to read through this handbook. It serves as a valuable resource throughout the school year, answering many common questions and outlining important policies. If you ever need clarification or support, don't hesitate to reach out to any of us.

With appreciation,

Tiffany Lindsay (Director) – (253) 736-5240

Kimberly Kuntz – (253) 797-3721

Jennifer Nagy – (513) 255-0112

Anita Price – (570) 954-7229

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### Registration & Tuition

- **Registration Fee:** \$170 (non-refundable)
- **Tuition Options:**
  - 2.5's Class (Tues/Thurs AM): \$215/month
  - 3's Class (Tues/Thurs AM or PM): \$230/month
  - 4's Class (M/W/F AM or PM): \$270/month
  - 4/5's Class (5 days): \$330/month

Tuition is due between the 1st–10th of each month. Tuition is averaged across 10 months to ensure a consistent rate. No refunds are given for missed days due to holidays or vacations.

Please use the provided envelope each month to submit tuition, receive newsletters, and snack calendars. Make checks payable to **A Child's First Steps Preschool**. Cash receipts available upon request.

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## **Class Hours**

- 2.5's: Tues/Thurs 9:00–11:30 AM
  - 3's: Tues/Thurs 9:00–11:30 AM or 12:15–2:45 PM
  - 4's: M/W/F 9:00–11:30 AM or 12:15–2:45 PM
  - 4/5's: Combination of M/W/F and Tues/Thurs PM
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## **Arrival & Dismissal**

Please arrive at the scheduled class time. Staff use the minutes before class to prepare. For safety, children must be escorted inside the building. At dismissal, please be patient as we safely release each child.

**Late Pick-Up Policy:** A 5-minute grace period is given. After that, a late fee of \$5 per minute will be billed.

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## **Health & Safety**

Keep your child home if they have a fever, rash, cough, vomiting, diarrhea, or symptoms of contagious illness. If your child becomes ill during school, we will call you and your emergency contacts.

Emergency drills for fire, earthquake, and lockdowns are practiced regularly. Please submit a family photo and comfort letter for use in emergency situations. If your child has severe allergies, provide necessary medical supplies (e.g., EpiPen).

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## **Parent Involvement & Communication**

We value your input! Please keep us informed of any major changes in your child's life. Monthly newsletters and calendars will keep you updated on events, themes, and snack schedules.

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## **Curriculum Overview**

Our age-appropriate curriculum includes:

- Language & literacy
- Math & science exploration
- Arts & crafts
- Music & movement

- Cultural awareness
- Cooking and nutrition
- Social/emotional development

We also teach responsibility, sharing, and self-help skills to prepare your child for kindergarten.

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### **Show & Tell**

Show and Tell promotes confidence and communication. One item per child, based on classroom themes, is encouraged.

- **Girls:** First class day of the week (Mon/Tues)
  - **Boys:** Second class day of the week (Wed/Thurs)
  - **2.5's:** Tues/Thurs for all
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### **Field Trips**

Field trips occur during regular hours and are supervised by staff and parent volunteers. Transportation is provided by families. A signed Field Trip Consent and Liability Release form is required.

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### **Snack & Nutrition**

Children take turns providing snacks. A monthly snack calendar will indicate your child's day. Please bring enough for the whole class, including teachers. We strive to be a nut-free environment.

Examples: fruit, crackers, cheese, yogurt, muffins, popcorn, trail mix, granola

**Birthday Snacks:** Cupcakes and favorite treats are welcome! Children will also create a special birthday crown.

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### **Discipline Policy**

We use positive discipline strategies to guide behavior and teach self-regulation. Children are redirected and encouraged to make better choices. If ongoing issues arise, we will partner with families to support the child.

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## Diversity & Faith

We celebrate all cultures and welcome families to share their heritage. Children begin and end each day with prayer and sing a blessing before snacks. You are welcome to share a family prayer with us.

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## Potty Training

Children must be potty trained unless enrolled in the 2.5's class. For 2.5's, a signed Diaper Release form is required. If an accident occurs, we will contact an authorized adult to assist.

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## Daily Schedules

### -Daily Schedule- 2's Class

#### A.M.

9:00 – 9:25 a.m.

Welcome, choose a cubby

Welcome Parent/Teacher time

Free Play

9:25–9:30 Songs/Movement

9:30–9:50 Calendar Wall

9:50–9:55 Library Time

9:55–10:40 Learning Activity

10:40–10:45 Clean up

10:45–10:55 Colors, Shapes, Counting

10:55–11:10 Sharing

11:10–11:20 Snack

11:20–11:30 Last Circle

Good-bye Song, Dismissal

### - Daily Schedule - 3's & 4's Class

#### A.M.

9:00 – 9:25 a.m.

Welcome, choose a cubby

Welcome Parent/Teacher

Free Play

9:25–9:30 Hello Song/Movement

9:30–10:00 Calendar Wall

10:00–10:40 Learning Activity

10:40–10:45 Clean up

10:45–11:10 Sharing

11:10–11:20 Snack

11:20–11:30 Last Circle

Good-bye Song Dismissal

#### P.M.

12:15–12:40 p.m.

Welcome, choose a cubby

Welcome Parent/Teacher

Free Play

12:40–12:45 Hello/Movement

12:45–1:15 Calendar Wall

1:15–1:55 Learning Activity

1:55–2:00 Clean up

2:00–2:25 Sharing

2:25–2:35 Snack

2:35–2:45 Last Circle

Good-bye song Dismissal

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## School Closures

We follow the Dieringer School District schedule. If the district has a:

- **1-hour delay:** AM classes continue as usual
- **2-hour delay or closure:** AM classes canceled, PM may proceed

You will be notified via email, phone, and school calendar.

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**Non-Discrimination Policy**

A Child's First Steps Preschool admits students of any race, color, national or ethnic origin and does not discriminate in the administration of its programs and policies.



**Release of Liability Form**  
**2025-2026**

**During the school year, A Child's First Steps Preschool will be taking several class field trips. Transportation needs to be provided by your family or parent volunteers. Students will always be supervised. However, the school assumes no liability beyond that of reasonable caution and care in conducting the transportation of preschool students to and from field trips. Below is a form granting permission for your child to be transported to and from these special learning experiences with release of liability to both the parent volunteers, and A Child's First Steps Preschool, and families.**

**I hereby grant permission for**

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**(Child's Name)**

**Class** \_\_\_\_\_

**To be transported to and from field trips by our family or parent volunteers for the 2025-2026 school year. I release all liability of parent volunteers, and A Child's First Steps Preschool Staff and personal families. Accepting the conditions stated above.**

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**Ten-month Tuition Contract**  
**2025-2026**

**Because our tuition is based on actual operating expenses, we are unable to make refunds or adjustments on monthly tuition because of school holidays, family vacations, etc. Consideration will be given to those students who are absent because of lengthy illness. The Director and the Preschool Board will make all the decisions in these matters. Tuition is averaged over a 10-month period. Some months will have more classroom days than others. This way you are not being charged for holidays or Dieringer District school closures. The average results are simplified by having the same rate each month.**

**I have read and understand these terms regarding the 10 monthly payments due A Child's First Steps Preschool between the 1<sup>st</sup> and 10<sup>th</sup> of each month September through June unless prior arrangements have been made with the Director.**

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**Signature of Parent or Guardian**

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**Date**

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**Child's Name**

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**Class**



Release of Liability  
Diaper Changing  
2025-2026

**During the school year the children in the 2's class may require a diaper change. If for any reason during your absence, your child has a potty accident, this form gives the other parent/guardian/friend permission to come to the preschool and change your child.**

**A Child's First Steps Preschool is not licensed for diaper changes, and technically because we are in a public building, we cannot have anyone changing diapers in the restrooms or hallways.**

**Please sign and date:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Person's available to change my child's diaper if I am unavailable:**

**Person #1** \_\_\_\_\_ **Phone#** \_\_\_\_\_ **Text#** \_\_\_\_\_

**Person #2** \_\_\_\_\_ **Phone#** \_\_\_\_\_ **Text#** \_\_\_\_\_