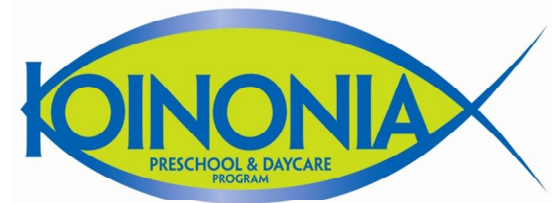


# **KOINONIA PRESCHOOL/DAYCARE PROGRAM**

**2011-2012  
PARENT HANDBOOK**

**Doris L. Buckley, MEd.  
Director**

**Celebrating 16 years!**



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*“Even a child is known by his actions,  
whether his conduct is pure and right.”*

— Proverbs 20:11

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## **SEABROOK EMERGENCY**

In the case of an emergency at the Seabrook Nuclear Power Station every attempt will be made to notify each parent and have them pick up their child from the center. If families are not able to reach the school by the time the school is evacuated, parents may pick up their children at our host school which is Tewksbury High School located at 320 Pleasant Street Tewksbury, MA. If monitoring or decontamination is necessary the staff and children of Koinonia will be transported to Masconomet Regional School at 20 Endicott Road in Topsfield, MA 01983. From there, we will be transported to Tewksbury High School. The staff and children of Koinonia will be transported by school bus provided by the local emergency management agency in West Newbury. Scott Berkenbush is our Emergency Management Director and can be reached at 978-363-1103.

## **OUR VISION**

Koinonia Preschool Daycare is an outreach and support ministry of the West Newbury Congregational Church. We believe the church today is called to perform a vital role in our communities by actively ministering to the needs of individuals. Through this daycare, we seek to respond to the valid concerns of working families, and provide support to parents in the care and nurturing of their children. Through an active and stimulating program in a secure, loving, and Christ-centered environment, our vision is that children will be instilled at an early age with the desire to do what is right and good as taught in the Word of God, and that as a result of this positive influence, our children, our families, and our communities will benefit today and for generations to come.

## OUR PHILOSOPHY

“Even a child is known by his actions, whether his conduct is pure and right.”

-Proverbs 20:11

At Koinonia Preschool Daycare, we believe it is important to instill in our small children the desire to do what is right and good. Our philosophy of early childhood education is built upon five educational tenets.

### The Five Foundational R's

- \* Having a **relationship** with God and learning to get along with others are priorities in life.
- \* **Respecting** others' lives and property are key to effective socialization
- \* The appropriate **releasing** of both frustration and forgiveness sets an early standard for self-control.
- \* Training children to take **responsibility** for their actions provides a foundation for life-long confidence.
- \* Koinonia Preschool Daycare provides **reinforcement** of family values.

We believe in a strong background of social skills and respect for God, family, peers, and adults. We instill the 14 characteristics of Christ, as found in scripture (Philippians 2:5-11). These 14 characteristics have been defined in T.W. Hunt's and Claude King's book: "The Mind of Christ". With the permission of the authors, Jean Cronk, founding director, has developed a curriculum around them which is developmentally appropriate for preschoolers. The 14 characteristics are as follows: humble, obedient, willing, good, meek, able to teach, not quarrelsome, patient, gentle, faithful, wise, watchful, loyal, and courageous.

Snacks are provided by the school. **Lunches are not supplied by the school.** Children in all of our programs should bring a lunch box and freezer packs to keep lunches cold. We do have a microwave to heat up lunch items. In the summer, during the six or seven weeks of the church day camp, the microwave is not available for the preschool class. Please refrain from sending in warm up lunches during that time. The infants do have a refrigerator for bottles and a freezer for breast milk if needed.

All families are encouraged to provide a healthy lunch for their child in accordance with USDA guidelines.

## SNACK LIST/FOOD INFORMATION

Cinnamon Life Cereal	Cheerios
Cream Cheese	Apples
Bagels	Animal Crackers
Cinnamon Toast Crunch Cereal	Graham Crackers
Saltines	Ritz Crackers
Corn Tortilla Chips	Salsa
Cheez- Its	Pretzels
Apple Sauce	Bananas
Club Crackers	Goldfish Crackers
Pudding	Jello
Sliced Cheese	Pancakes
Original or Cheddar	Maple Syrup
Chex Mix	Strawberries
Yogurt	Oranges
Blueberries	Cantelope
Seedless Watermelon	Popsicles
Slush	Ice Cream
Veggie straws	Apple straws
Nilla Wafers	Pirate Booty
Chocolate chips (for pancakes and in snack mix or school made snack mix)	

\*\*\*Please note that this list contains most items which we serve. Occasionally, we will deviate from this list if parents send in a special snack, etc...Cake or cupcakes with frosting is sometimes sent in for birthday celebrations. If your child has ANY food allergy please refer to our allergy policy.

Please refrain from sending in the following foods in your child's lunch due to choking guidelines: raw carrots, raisins (including chocolate or yogurt covered), other dried fruit, raw celery, nuts, whole grapes, whole cherry tomatoes, popcorn, or chunks of meat, watermelon with seeds, cherries with pits, jelly beans, hard candy. Hot dogs must be sliced lengthwise and then cut into bite-sized pieces. All food should be cut up at home for all of our classrooms.

\*\*\*Additional exclusions for our infant/toddler rooms include grapes and pretzels. Peanut butter will not be served to children in our program under the age of two.

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## KOINONIA PRESCHOOL/ DAYCARE RATES

### Full Day Program

	5 Days	4 Days	3Days	2 Days	1 Day
Preschool	\$255	\$212	\$160	\$113	\$60
Toddler	\$282	\$236	\$187	\$144	\$73
Infant	\$375	\$310	\$233	\$173	\$88

### Half Day Program

Preschool	\$144	\$126	\$104	\$69	\$45
Toddler	\$170	\$152	\$124	\$85	\$54
Infant	\$215	\$185	\$145	\$106	\$59

### Kindergarten Extension Program

\$27.00 per day with a 2 day minimum

### Hourly Rate for Extra Hours

\$8.50 After School (only until age 7)

### HOURS OF OPERATION:

ALL DAY PROGRAM	7:30 AM TO 5:30 PM
HALF DAY MORNING	7:30 AM TO 12:00 PM
HALF DAY AFTERNOON	12:30 PM TO 5:30 PM
KINDERGARTEN- EXTENSION	11:30 AM TO 2:30 PM

\*A discount will be given to families with more than one child attending Koinonia Preschool. The child whose weekly attendance cost is lowest will receive a 15% tuition reduction.

### Registration Fee

\$75.00 non-refundable per child annually for new enrollment

\$60.00 non-refundable per child annually for returning enrollment

4.

## **CHILD GUIDANCE**

Appropriate behavior plays an important role in the day care center. The principle of discipline is to help the child develop self-control and responsibility for his/her actions. We encourage positive behavior and child participation. There shall be no forms of corporal or cruel punishment, no humiliation or verbal abuse, and no child shall be denied food as a form of punishment. However, there will be verbal correction and redirection. If redirection is not effective, a child may be encouraged to take a break from the group setting and return when he or she feels ready and/or a teacher has had an opportunity to discuss the situation with him or her. Serious behavior problems will be discussed with parents or guardians as soon as they occur.

When a discipline issue needs to be addressed with a child, it will be done using positive language and redirection. Staff will not be allowed to belittle a child when disciplining. Staff will help the child remedy a situation by helping the child to learn acceptable means and steps to deal with the problem.

It is our philosophy that the most effective discipline strategies are consistent at school as well as in the home.

Koinonia Preschool will provide referral services for any child whose needs are beyond what we are able to provide. A variety of resources are available at Koinonia upon request.

A child's attendance should not be continued if the needs of the child cannot be met.

If it becomes apparent that a child is having difficulty functioning within the boundaries and philosophies of Koinonia Preschool/Daycare the following procedures will be implemented:

1. Parents will be notified and required to conference with the director and staff members involved to make parents aware of the problem.

## **ALLERGIES/INDIVIDUAL HEALTH CARE PLANS**

Koinonia Preschool Daycare is NOT a peanut free facility. If a child has an allergy in our program that requires an epi-pen and/or other accommodations, an individual health care plan must be made before the child begins school. Any child with a chronic health condition such as asthma, diabetes, etc... must also have an individual health care plan on file. This plan will be drafted by the child's physician, the director, and the child's parents. Our health care consultant will approve all individual health care plans and train staff if necessary. The plan will be shared with all staff working with the child and then placed in the child's file. The allergy plan must be re-done annually and/or if there is a change in a child's allergy or health condition/status.

## **TOILET TRAINING**

Children will not be excluded from our program if they are not potty-trained. Toilet training is best done successfully at home before attempted at school. Food rewards will not be given at school for successful attempts. Verbal praise will be given. Children in preschool who are not yet potty trained will be charged the toddler rate. If there are several children still working on this developmental skill, an additional teaching assistant may be added to the preschool classroom. Children in pre-k and kindergarten must be potty trained prior to their start in these programs.

We will define toilet training as follows:

Child asks to go to the bathroom.

Child is able to go to the bathroom without assistance (pull down pants, get on toilet, wipe, pull pants up, wash hands).

Child is wearing underwear (NOT diapers or pull-ups).

Child does not have accidents on a regular basis (two or fewer per week if the child attends full time), (fewer than two per week if the child only attends part-time).

A child who is potty-trained at home is not necessarily trained at school. In order for a child to be considered potty-trained, the child must display the above readiness for a minimum period of one full week at school. The child's parents, teachers, and school director must also all agree that the child has mastered this developmental milestone.

## CALENDAR OF SCHOOL CLOSINGS

Labor Day  
Columbus Day  
Thanksgiving Day and the day after  
\*Christmas Day  
New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
February 3rd, 2012-Professional/Teacher Workshop Day  
Good Friday  
Memorial Day  
July 4th  
Teacher Orientation : August 29 & 30, 2011  
August 27 & 28, 2012

The week between Christmas Day and New Year's Day is a closed vacation week. For the 2011-2012 school year, we will close at 5:30 on Friday, December 23rd. The week of 12/26 is our Christmas shut-down week. The school will re-open on Tuesday, January 3rd, 2012. For the 2012-2013 school year we will close at 5:30 on Friday December 21st, 2012 and re-open on Wednesday, January 2nd, 2013. We are also closed the second to last week in August, which for the 2011-2012 school year is the week of August 22nd-26th. For the 2012-2013 school year it will be the week of August 20th-24th.

### SNOW DAYS/DELAYED OPENINGS & OTHER EMERGENCIES

**Koinonia will now be following the Pentucket Regional School Districts decisions regarding snow related delays and cancellations.** If a storm is predicted to hit mid- day or end of day, please be alert to an early closing at Koinonia. A notice will be posted in the morning and parents will be asked to contact the school for updated decisions. **If the area is in a State of Emergency due to unsafe weather or driving conditions the school may be mandated to close.** If possible, an email will be sent out and an announcement will be placed on the school's voicemail system if Koinonia will be delayed or closed.

2. A plan of action will be decided upon where both the school and the parents agree to work with the child at school and at home. A designated time period will be set to try and work with the child and help him/her to grow and resolve the problems and issues.

3. Koinonia will make every effort to work for the child's best interest and well being, in a cooperative manner with parents, to help the child. After the designated time frame, the director, staff and parents will meet again to discuss progress and assess the situation. At this time, it will be decided if a suspension from the program is a necessary step. All matters discussed will be documented and kept confidential. All documents will be dated and signed by all in attendance.

### SUSPENSION POLICY

Serious behavioral issues which are not age appropriate need to be addressed immediately. You will be called and asked to pick up your child immediately. Your child may not return until a meeting is held with the parents and the classroom teacher and/or director. The goal of this meeting will be to come up with a behavioral plan to prevent further incidences. On the second offense, a child will be suspended from the program for two school days. The third offense will result in termination from the program. Please see termination policy.

### HOME COMMUNICATION

Please keep us informed of any changes which affect your child, such as new phone numbers and/or living arrangements, a death in the family, etc.... Our staff can interact better with your child if they are aware of these things.

### PHOTOS/VIDEO

Please do not post pictures of other children and/or videos on the internet without the consent of the child's parents.

# CURRICULUM

Our curriculum consists of a combination of age appropriate skills and activities that enrich a child's mind and heart. Language skills, songs, and music and movement are an important part of all of our programs, including the infant and toddler program.

We use Howard Gardner's theory of "The Multiple Intelligences" as a basis for working with and assessing children at Koinonia. In his work "Frames of Mind" (1983), Gardner suggested that there are at least eight different intelligences: linguistic, logical-mathematical, spatial, musical, bodily kinesthetic, interpersonal, intrapersonal and naturalist. Most recently, a "big question" intelligence has been added. Children who are strong in this area ask big questions about God, the nature of how things work, and the big questions about the universe. All of us possess these intelligences, but to different degrees. Children, just like adults, have their own preferred strengths, learning styles, interests, likes, and dislikes. We at Koinonia feel that it is our responsibility to consider each child's individual learning styles and strengths as we provide appropriate learning environments, plan learning activities, and set up suitable social structures. Learning is not restricted to one's learning style. However, learning can be enhanced when strategies are personally appealing. Applying Gardner's theories to early childhood looks like this:

**Linguistic:** Linguistical learners enjoy reading, writing, and telling stories. They are good at memorizing names, places, dates, and trivia. They learn best by seeing and hearing.

**Logical/Mathematical:** Logical/mathematical learners try to figure things out, do experiments, engage in activities that involve quantities and numbers, ask questions, and explore patterns and relationships. They are good at math, reasoning, logic, and problem solving and learn best by categorizing, classifying, and working with abstract patterns/relationships.

Koinonia Preschool/Daycare is a twelve month provider. If you decide to terminate enrollment for the summer months, a holding fee equivalent of one week's tuition per month (July and August) is required. This is a holding fee, not a tuition charge. If you need occasional care in the summer, but not regular attendance in the summer you will be charged tuition in addition to the holding fees and only if approved by the Director or Lead Teacher prior to the start of summer session. If you are planning to terminate for the summer, written notification must be given to the director by March 1st or full tuition for the summer months will be charged. Fall enrollment requests are also due on March 1<sup>st</sup> for the following school year.

## TERMINATION POLICY

Koinonia Preschool Daycare reserves the right to terminate a child from the program for the following reasons:

- Delinquency in payment of fees after process described in Tuition Policy.
- Inability of the program to meet the individual needs of the child after following referral procedures.
- Failure of the parent to fully cooperate or respond in a rational and reasonable manner.
- Failure to provide an updated physical form and lead screening results on an annual basis per the Department of Early Education and Care's regulations by the date required.
- Failure to provide Koinonia Preschool Daycare with changes in address, phone numbers, emergency people or job/status/location resulting in the inability to contact anyone in an emergency situation.
- Failure with the parent to comply with the hours of operation with continual lateness at closing time.
- Continual disruptive, inappropriate behavior or behavior that endangers the safety of the other children and staff.

Prior to termination, the parents will be informed of Koinonia's decision to terminate a child and the reasons for termination. The availability of services and referral for other services will be provided to the parents, if appropriate. Parents may request a hearing before the Koinonia Board of Directors regarding termination, whose decision will be binding.

## TUITION POLICY

Weekly tuition must be paid the Friday before each week of school. **Please make checks payable to WNCC.** The full fee is due even though the child is absent, a holiday observed, there is a snow day, or there is an abbreviated stay. There will be a \$25.00 fee for all returned checks.

One week grace period will be given, after which time a letter will be sent out by the Board of Trustees of WNCC requesting more information concerning the delinquent account. If an adequate response is not given and arrangements (to pay the account) after a two week period have not been made with the Board of Trustees, the parents will be asked to come before the Koinonia Board of Directors. It will be the Board's decision whether or not to allow the child to continue in the program. Failure to attend the requested board meeting will result in immediate termination from the program. It will be the Board of Trustees decision whether or not to render the services of a collections agency to collect payment.

LATE PICK UP : 5:30 - 5:45 a \$10.00 fee per staff member. After 5:45 - an additional \$5.00 for every 5 minutes after 5:45 per staff member. This fee is paid to WNCC and then paid to the staff members who waited with your child. These fees are doubled if there are two children, tripled for three children, etc...**PLEASE NOTE THAT IN MOST CASES AT LEAST TWO TEACHERS WILL BE WAITING WITH YOUR CHILD.**

All questions regarding payments and/or statements should be made with the Director.

THERE IS A FOUR WEEK NOTICE REQUIRED WHEN A FAMILY CHOOSES TO WITHDRAW FROM THE PROGRAM. TUITION WILL BE CHARGED FOR THOSE WEEKS IF THE PROPER TIME FRAME HAS NOT BEEN GIVEN.

Scholarship assistance is available for families experiencing financial difficulties. Scholarship applications are available by contacting the preschool office. All scholarship decisions are made by the Koinonia Board of Directors.

**Spatial:** Spatial learners like to draw, build, design and create things, daydream, look at pictures, watch movies, and play with machines. They are good at imagining things, sensing changes, mazes/puzzles, reading maps/charts. Spatial learners learn best by visualizing, dreaming, using the "mind's eye", and working with colors/pictures.

**Musical:** Musical learners enjoy singing, humming, listening and responding to music, and playing an instrument. They are good at picking up sounds, remembering melodies, noticing pitches/rhythms, and keeping time. They learn best by rhythm, melody, and music.

**Bodily/Kinesthetic:** Bodily/kinesthetic learners like to move around, touch, talk, and use body language. They learn best by touching, moving, interacting with space, and processing knowledge through bodily sensations. A bodily/kinesthetic learner is likely to excel in physical activities (sports/dance/acting) and also crafts.

**Interpersonal:** Interpersonal learners like to have lots of friends, talk to people, join groups, and are good at understanding people, leading others, organizing, communicating, manipulating, and mediating conflicts. They learn best by sharing, comparing, relating, cooperating, and interviewing.

**Intrapersonal:** Intrapersonal learners like to work alone and pursue their own interests. They are good at understanding self, focusing inward on feelings/dreams, following instincts, pursuing interests/goals, and being original. The intrapersonal learner learns best by working alone, individualized projects, self-paced instruction, and having his/her own space.

**Naturalist:** Naturalist learners love the outdoors. They enjoy studying nature, collecting things, classification, and learning about their natural environment.

## INFANT PROGRAM

Infants have their own schedules dependent on their individual needs. As they grow older, they usually work up to the following schedule:

7:30 AM	Center opens - Infants arrive Serve a.m. bottles or solids as needed Free play - finger plays; various infant toys
9:00 AM	Younger Infants nap/ Older Infants Snack
9:15 AM	Music & Movement in Gross Motor Room
10:00 AM	Free play / indoor and outdoor activities (weather permitting)
10:30 AM	Songs
10:45 AM	Cleanup
11:30 AM	Lunch/Toothbrushing
12:00 - 2:00	Naps or Individual Quiet Activities
2:00 PM	Free play (indoor)
3:00 PM	Snack
3:30 PM	Free play / indoor and outdoor activities (weather permitting)
4:30 PM	Wind down for parent pick-up

Free play in our Infant Room consists of staff and children interacting with various forms of stimulation. For younger infants toys, books, singing and movement are daily activities. Older infants are introduced to some age appropriate art materials, textures, gross motor activities, songs, and books.

Your child should be in good health and must have a recent medical examination upon admission. If your child is ill and cannot keep up with the normal pace of the day, please keep him/her home. Any children with communicable illnesses must also be kept home. We enforce a 24 hour fever free policy at Koinonia. ***We also require that children who have vomited or had diarrhea within the past 24 hours remain out of school. Children who are absent from school due to illness for one week or more must have a doctor's note to return .***

Children staying for the full day program are required by the Department of Early Education and Care to have a rest time each day. Parents are asked to send a blanket/pillow and crib size sheet, with the exception of infants who just need a sheet.

Koinonia must have a written order from the child's physician in order for the center to administer medicine (prescription drugs). Parents will enter on the medication consent form directions for administration, the dates and time for administration, and sign and date the form.

**First doses of medications cannot be administered at school. They must first be administered under the parent/guardian's care to assure that no adverse reactions occur.** Administration of non-prescription medication can be done under the following conditions:

A child must have a written and signed physician form allowing the center to give the non-prescription medication. The form must be dated and signed by the physician and will cover the child for one year.

Parents must supply the non-prescription medication. The director or designated staff member will notify the parent and get verbal permission before the non-prescription medication is administered.

## HEALTH CARE POLICY

Health Care Consultant:	1-978-373-3493
Jennifer McIntyre, RN MA CRN 194269	
Fire/Police/Ambulance	911
Poison Prevention Center	1-800-682-9211
Anna Jacques Hospital	1-978-463-1000
Designated Adult	
Pastor Kevin Leach	1-978- 363-2673
Designated Neighbor	
Kathy Jennell	1-978-363-2256
314 Main St., West Newbury, MA	

Children will be transported to Anna Jacques Hospital by emergency personnel or ambulance if they are seriously injured or extremely ill, and the child's pediatrician will be called. Parents will be notified and asked to meet us at the hospital. If the parent can't be reached, the parent's designated caregiver will be contacted. A member of the staff will accompany the child and remain with him/her until the parent(s) arrive at the hospital.

All staff are trained in First Aid and CPR Procedures. A first Aid Kit will be located on the daycare office wall with an accompanying manual, and an ice pack will be kept in the freezer. The injured child will be attended to by one staff member who will administer appropriate First Aid. Parents will be informed of any first aid administered to their child and shall be informed immediately of any injury or illness which requires care other than first aid.

The First Aid kit will include adhesive tape, Band Aids, sterile gauze rolled bandages, sterile gauze pads, disposable latex gloves, scissors, tweezers, instant cold pack, and a thermometer.

If a child becomes ill, a parent will be notified. Depending on the illness, they will be asked to come to the center and pick up the child.

## TODDLER PROGRAM

7:30 AM	Center opens; Toddlers arrive. Free play, Gross Motor, Fine Motor
8:30 AM	Snack
9:00 AM	Circle
9:15-9:45 AM	Music and Movement in Gross Motor Room
9:45 AM	Project Time
10:00 AM	Fine Motor Planned Activity
10:15 AM	Outside play (weather permitting)
11:30 AM	Lunch/Toothbrushing
12:00 Noon	Diapers
12:15 PM	Naps
2:00 PM	Children wake at own pace. Quiet Free Play
3:00 PM	Snack Diapers
3:30 PM	Outside Play (weather permitting)
4:30 PM	Quiet stories/ Songs/Fingerplays
5:30 PM	Center closes

The Toddler schedule remains flexible to suit needs and changes as they arise.

## PRESCHOOL PROGRAM

7:30 - 9:00 AM	Arrival, Quiet Free Choice
9:00 - 9:10 AM	Bathroom
9:10 - 9:30 AM	Circle
9:30 - 9:45 AM	Snack
9:45 - 10:15 AM	Group A Music and Movement in Gross Motor Room/ Group B Project/Free Choice Time
10:15 - 10:45 AM	Group A Project/Free Choice Time Group B Music and Movement in Gross Motor Room
10:45-11:25	Outside Play
11:25-11:45	Second Circle
11:45 - 12:00	Bathroom/ Handwashing
12:00	Morning Children Depart
12:00 - 12:45 PM	Lunch/Tooth brushing
12:45 - 1:00 PM	Story Time
1:00 - 2:30 PM	Nap/Rest
2:30 - 3:00 PM	Cleanup/Bathroom
3:00 - 3:15 PM	Snack
3:15 - 4:15 PM	Outside/Gross Motor Play
4:15 - 5:00 PM	Games/Stories
5:00 - 5:30	Songs and Dancing
5:30	Center closes

\* This schedule remains flexible to suit needs as they arise.

\* For your child's safety, all children must be escorted into the building by a parent or guardian and brought to the classroom. A staff member will greet the child as parent/guardian and child enter the room. Parent/guardian will sign the child in on the designated Sign In/Sign Out area. Parent or guardian will retrieve the child from a staff member at the end of the day and sign the child out, and then escort the child to his/her vehicle in the parking lot. The method of signing in and out will be writing the time of the child's arrival and time of departure.

Under NO circumstances can we allow your child to leave Koinonia with anyone whose name does not appear on the Release Form. Please keep this list updated at all times. If the staff have any doubts about the person picking up your child, they will contact you by phone before allowing the child to leave the center.

**WE ENCOURAGE PARENTS TO HOLD THEIR CHILD'S HAND WHEN COMING TO AND FROM THE PARKING LOT. DO NOT LEAVE CHILDREN AT THE FRONT DOOR!**

### **CHILDREN IN DIAPERS**

Parents are expected to supply diapers and wipes for their child's time at school. If they are not available, there will be a \$1.00 charge per diaper. These will be billed separately from tuition and must be paid separately.

### **SLEEP SAFE FOR INFANTS**

All infants will be put to sleep on their backs. Pillows and stuffed animals will not be permitted in cribs. All infant parents will meet with their child's teachers to discuss daily schedules and sleep safe guidelines provided by the American Academy of Pediatrics.

## POLICIES AND INFORMATION

Preference is given to those requesting full time day care.

Prior to admitting a child to Koinonia, the parents will meet with the Director or Lead Teacher.

No child or family will be discriminated against because of race, religion, cultural heritage, national origin, political beliefs, disabilities, sexual orientation or marital status. Koinonia Preschool/Daycare respects all family and lifestyle choices and does not discriminate against family or lifestyle choices when a family is going through the interview and enrollment process. The interview process is a requirement of the family before starting the program. It is a step that involves the family and the director, either on the day of a visit to the program, or set up separately by the director.

The maximum number of children in the center at one time is determined by the Department of Early Education and Care, our licensing authority. At present, the maximum number is 48. Their address is 360 Merrimack Street Lawrence, MA 01843. Their phone number is 978-681-9684.

There will be a one month trial period in which to determine the child's emotional readiness to separate from his/her parents for the necessary period of time, together with the parent's willingness to let Koinonia share in the care of their child.

Appropriate health forms, required shots, and lead screening results must be complete and on file prior to entry into Koinonia.

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## PRE - K PROGRAM

8:45 - 9:15	Free Choice
9:15 - 9:30	Circle
9:35 - 9:45	Bathroom/Handwashing
9:45 - 10:00	Snack
10:00 - 11:00	Project Time/Centers/Music and Movement
11:00 - 11:10	Clean Up
11:10 - 11:50	Outside/ Gross Motor Time
11:50 - 12:00	Bathroom/ Hand washing

## KINDERGARTEN - EXTENSION PROGRAM

11:45 - 12:00	Kids off bus/ Transition time/Bathroom
12:00 - 12:30	Lunch/Tooth brushing
12:30 - 1:00	Free Choice
1:00 - 1:25	Meeting Time:Language Arts Songs Poems, Word Wall
1:25 - 1:45	Bathroom & Outside/Music and Movement in Gross Motor Room
1:45 - 2:30	Project time, Centers MI Activities
2:30 - 2:45 PM	Clean Up and Departure

\*These schedules are flexible and subject to change at any time!

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## **ORGANIZATIONAL STRUCTURE**

Koinonia Preschool Daycare is run by the Koinonia Board of Directors which includes representatives from the Trustees, Diaconate, and Christian Education Committees, and two at-large members of the Congregational Church in West Newbury. Additionally, parent representatives from the Koinonia ministries are appointed by the directors of the ministry they are responsible for. The Koinonia Board of Directors is directly responsible to the Congregational Church. It is an integral part of the ministry of the church.

### **KOINONIA BOARD OF DIRECTORS**

Pastor Kevin Leach, Ex Officio  
Doris Buckley, Ex Officio  
Stacha Gabriele, Youth Pastor, Ex Officio  
Jordan Mini, Camp Director, Ex Officio (Seasonal)  
Beth Wilcoxson, Diaconate Representative, Chairperson  
Jen McIntyre, Parent Representative/Church At Large  
Dave McLaughlin Trustees Representative  
Patsy Fish, Christian Education Representative  
Allison Beauparlant, Parent Representative  
Sara Treem, Parent Representative

### **PARENTS RIGHTS**

Parents are entitled to the following:  
A statement of our philosophy.  
A copy of the fee schedule.  
Organizational information  
Progress reports at least twice a year, three times for children with disabilities.  
A conference with your child's teacher upon request.

## **PARENT INFORMATION & INVOLVEMENT**

Each child will have his/her own cubby where a complete change of clothes and all other personal labeled belongings will be kept. Please send your child in play clothes and sneakers. If weather requires boots and snow pants, please send them, as we try to get outside every day. Please send in a water bottle daily, labeled with your child's name. We encourage children to bring in books, but for the most part to leave toys at home.

Parents are encouraged to visit Koinonia Preschool Daycare and to join in whenever their child is present.

Written progress reports will be sent out once in January and once in June, after which teachers will be available for conferences. Both parents will be given the opportunity to attend the conference for their child. Separate conferences will not be scheduled. All progress reports are kept confidential. Upon request, parents will have access to children's records, and they will have the right to request amendments and conferences with the child's teacher and with the school director. Transferring the child's records to parents/guardians will be done upon written request by the child's parents/guardians.

### **TOOTHBRUSHING**

If you would like your child to brush his/her teeth at school, parents must send in a toothbrush labeled with their child's name as well as an appropriately ventilated holder, and toothpaste. Children will be supervised when brushing his/her teeth. Toothbrushes, and toothpaste will be sent home each day in his/her lunchbox. If you do not want your child to brush his/her teeth at school written notification must be given to the director to be placed in your child's file.