

First Church Preschool

*Where Children are Loved, Inspired and
Connected!*

Jesus said, let the little children come to me. Matthew 19:14

2026-2027 School Year Parent Handbook



First Church of Christ Preschool
250 Main Street
Wethersfield, CT 06109
860.529.1575
www.firstchurch.org/preschool

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OUR STAFF

Colleen Bolingbroke—Assistant Teacher w/ Melanie Lowe | 4s 4-Day Class

Colleen joins our team in the 4 Day 4's class. She has been a First Church parent since 2017, when her children Harper and Kent attended here. In addition to teaching here, she owns her own Marketing & Graphic Design business. She has a master's in communications from Illinois State University and a bachelor's from Marist College. She was heavily involved in the Mom's Club of Wethersfield when her children were younger and now volunteers with their PTO. She is thrilled to give back to the preschool that taught her children so much and provided a wonderful foundation for them. She loves working with the students here, seeing them grow and flourish each day!

Laura Buccheri—Assistant Teacher w/Kristin Hacker | 3s 5-Day Class

Laura is thrilled to have the opportunity to join the staff of First Church Preschool and return to a classroom setting. She completed her undergraduate coursework at Stonehill College in Massachusetts and later continued her studies at Central Connecticut State University. Laura worked as an art teacher for six years before transitioning to working at home with her two favorite young artists: her children Nino and Renata. Her interests include reading, 1000-piece jigsaw puzzles, learning Italian alongside her husband Paul, and of course making art of her own!

Martha Cudo—Head Teacher w/Mary Greason | 4s 5-Day Class

Martha started her career in Restaurant Management where she worked for many years. She soon realized after starting her family, and many hours volunteering at her children's elementary school, that "Teaching Toddler's" was her calling! Martha taught preschool for 16yrs in West Hartford, ages 2yrs through 5yrs. Martha joined the staff here at First Church Preschool in 2020. She enjoys spending time with her family. Martha loves Reading, Chocolate and Summertime's at Cape Cod. She and her husband Steve live in West Hartford with their daughter Rachel and son James.

Sanai Segree—Head Teacher w/Nicole Wereb | 3s 3-Day Class

My name is Sanai, and I am 21 years old, originally from sunny South Carolina. I am thrilled to be joining this amazing school community as a Head Teacher! A little about me: I got married this July (2025), and when I'm not in the classroom, you can find me reading a good book, painting, or having dance parties. I'm a big believer in bringing energy, creativity, and joy into everything I do. I'm outgoing, passionate about education, and can't wait to build strong relationships with the students, families, and staff. I'm so excited for this new chapter and to be part of the team!

Mary Greason—Assistant Teacher w/Martha Cudo | 4s 5-Day Class

Mary has been at First Church as a parent since 2018 with her three children, Patrick, Connor, and Claire. This past year she was a substitute in several classrooms. Prior to staying home with her kids, she spent many years coaching and teaching swimming for recreational and competitive swimmers and a few years in corporate marketing. More recently Mary has enjoyed being involved with a local moms group, volunteering as a religious education teacher, and shuttling her kids to various sports and activities! Her family has spent 12 years in Wethersfield, and they love seeing familiar faces at the Farmer's Market, on the sports fields, and around town. She is looking forward to joining the teachers that have provided wonderful and memorable pre-school experiences for her family!

Kristin Hacker—Head Teacher w/Laura Buccheri | 3s 5-Day Class

Kristin first became involved at First Church in 2013 as a substitute teacher and co-chair of the Parent Committee for two years, during the time she was a stay-at-home mom, and her children were enrolled in the preschool. Before that, she spent nearly a decade at The Hartford, where she specialized in classroom training for employees. Inspired by a deepening passion for early childhood education, Kristin spent four years teaching in the Pre-K 5's classroom before joining the 3's team in 2020. She is excited to continue nurturing creativity, connection, and confidence in little learners- especially in the areas of social-emotional development and process-based art. Outside the classroom, Kristin enjoys gardening, quilting, and spending time with her family. She lives in Old Wethersfield with her husband, Mark, and their two sons, James (15) and Luke (13)

Erica Liljenberg—Monthly Chapel Teacher

Erica joined our staff after being a long-term substitute teacher during the Spring of 2022. She earned her Bachelor of Science degree in Elementary Education and Psychology from Bridgewater University. After an 11-year career in Corporate America, Erica became a Stay-at-Home mother when she had her first child. Erica and her husband, Scott, have lived in Wethersfield throughout their marriage. They enjoy the charms of small-town life and love raising their children, Anja and Anders here. Erica loves playing games and reading books with her children. She is always on the hunt for new, healthy recipes and enjoys crocheting during the winter months. She also loves getting creative with her at-home manicures. For the past several years, she has run a successful small side business. Erica finds great joy in sharing her love for Jesus with the little ones in our 3 and 4-years old chapel classes.

Melanie Lowe—Head Teacher w/ Colleen Bolingbroke | 4s 4-Day

Melanie joined the First Church staff as an assistant teacher after serving as a substitute during the 2023-2024 school year. In 2015, Melanie and her husband made the move to Wethersfield to be close to family and raise their daughter who attended First Church for her preschool years. As a stay-at-home mom, Melanie was able to provide regular childcare for family members and loved every minute of it. Prior to her stay-at-home years, she earned her bachelor's degree in marketing from UConn followed by an esthetician's license and worked in various roles within the spa industry for several years on both the east and west coasts. In more recent years, she looked to take on a new role as a volunteer at her daughter's school and is actively involved in the PTO. Melanie enjoys spending time with her family, especially their yearly trips to Cape Cod, reading, and being a mom.

Karla Pelarinos—Head Teacher w/ Chelsea Scalora | 3s 3-Day

Karla joined our staff in 2023 as an assistant teacher in the 3's classroom! As a stay-at-home mom until her youngest started kindergarten, she discovered what she was meant to do while providing childcare for the Mastering Motherhood program and serving as a substitute teacher at First Church Preschool. A resident of Wethersfield, she is also an active volunteer at her children's elementary school, Emerson-Williams. Prior to stay-at-home mom life, Karla graduated from Providence College in 2005 with a Bachelor of Arts in Political Science and moved to Connecticut after accepting a job at Travelers Insurance handling environmental litigation. She loves spending time with her husband, Manny, and their

two children, Alex and Eliana. Her family enjoys planning Disney vacations, visiting the beach during all seasons, and eating dinner at The Charles. She can't wait to meet her class of students!

Lisa Roncaioli—Preschool Director

Lisa is happy to be the director for the FC preschool. She appreciates the teachers and families who are the foundation of this quality program. Lisa has a Bachelor of Social Work, a teaching certificate in art and a CT Head Teacher certificate. She has taught for over 30 years at various levels, her favorite being preschool of course. She loves all the little “wow” moments kids have when they learn something new. Lisa is married and lives in Wethersfield with her husband Ray and their dog and 2 cats. Their own children attended FCC preschool and are grown now. Their son Jayden (24) and daughter Hannah (28) both work with young children.

Chelsea Scalora—Kiddie Caregiver Teacher | Assistant Teacher w/ Karla Pelarinos | 3s 3-Day

Chelsea joined First Church in 2024 as a substitute teacher while her daughter attended First Church preschool. She worked in the veterinary field for 11 years but decided to stay home once she had Elliana (5). She also has a little boy Giovanni (2). Since 2021, she has worked alongside a newborn photographer, specializing in gently posing and caring for newborns during photo sessions. In her spare time, Chelsea enjoys raising Holland Lop bunnies—a hobby she's loved since 2020. She raises sweet bunnies to families with young children and 4H programs and even hosts bunny birthday parties and snuggle sessions. Chelsea is looking forward to helping toddlers grow, learn, and feel confident as they transition into the preschool environment.

Nicole Wereb—Assistant Teacher w/Sanai Segree | 3s Classes

Nicole joined the staff at First Church Preschool in 2022 and has been honored to work in the 5-day 3's class for the past 3 years. Helping nurture each child's growth, learning and confidence has truly been a joy and a privilege. This year, she's excited to join the 3-day 3's as she hopes to take time on her days off to pursue another passion of hers - writing. She discovered her love of working with young children in 2018 when she began providing childcare for the First Church Mastering Motherhood program. During that time, she also substituted in the preschool from time to time. She's originally from upstate New York where she

graduated with a BA in English (Writing) from SUNY Plattsburgh. Prior to having children, she worked as a Grant Writer for continuing medical education. She became primarily a stay-at-home mom when her son was born in 2009. She enjoys reading, writing, and spending time with family and friends. She lives in Wethersfield with her husband, Matt, and her children, Ethan and Ariana (Ari).

SCHOOL HOURS

Morning hours are

8:45 - 11:45

3s/3-day Monday, Wednesday, Friday

3s/5-day Monday - Friday

4s/4-day Monday - Thursday

4s/5-day Monday - Friday

All Day Learning Through Play

11:45 - 3:30

3s/4s/5s Monday, Tues, Wed, Thursday

Lunch Bunch

11:45 - 12:30

Our teachers arrive early to prepare for each day's activities. Classroom doors open at 8:45. Teachers will greet parents at the door as the children enter the classroom. Please be prompt in dropping off and picking up your child. **(POLICY: There is a \$15 late fee for those who abuse the scheduled pick-up time. It will be added to your invoice.)** If you are running late, please contact us at 860-529-1575.

ABSENCES

We suggest that you program our phone number into your phone so that you can call. If your child is going to be late or absent from school, call Brigette, at 860.529.1575, or you can contact the school and classroom teacher directly by email.

If you need to contact your child's teacher in the classroom, call the Church at 860.529.1575.

PARKING

Please enter, exit and drive SLOWLY through the parking lot and STOP at the stop sign. We have elderly people and parishioners crossing on a regular basis, and we want everyone to be safe. The parking lot is often crowded and hazardous for young children. Keep your children close to you when walking to and from cars and **never** drop them off and allow them to enter the building alone or unassisted. You need to park in designated spots only, not along the grass or in front of the gate.

TUITION PAYMENTS

We ask all parents to honor the tuition agreement signed at registration. The ten monthly payments begin in **August** and are due on the 15th of each month through **May**.

Payments are as follows:

3-day Classes	\$3,600.00 per year	\$360.00 monthly
4-day Classes	\$4,170.00 per year	\$417.00 monthly
5-day Classes	\$4,900.00 per year	\$490.00 monthly

All Day Learning

1-day Classes	\$1,240.00 per year	\$124.00 monthly
2-days Classes	\$2,460.00 per year	\$246.00 monthly
3-days Classes	\$3,680.00 per year	\$368.00 monthly
4-days Classes	\$4,900.00 per year	\$490.00 monthly

Kiddie Caregiver Class

10 Week Class	\$200.00 per semester
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Lunch Bunch

M, T, W, or Th	\$12.00 per day
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Payment Options are:

- Online through Amplify
- Check or Cash
- Mail to:
First Church of Christ Preschool
250 Main St.
Wethersfield, CT 06109

ADMISSION POLICY

Upon admission to a class, all children are welcomed and will receive a high level of respect and care while attending FCC Preschool.

Although we strive to meet every child's needs, not all children easily adjust to a preschool setting. At our discretion, we may recommend other options that could best accommodate your child. All children must be toilet trained to attend school. **The Preschool Director reserves the right to discharge a child, for any reason, at any time with a 24-hour notice.**

REGISTRATION AND PAYMENT POLICY

The registration fee must be paid prior to the start of the school year. Please note, if you withdraw your child for any reason, the registration fee is *non-refundable*.

Tuition is payable within 10 days of the due date. If after 10 days, the payment has not been received, a **late fee of \$25.00** will be charged automatically.

WITHDRAWAL

Parents may withdraw their child from the program at any time. A two-week notice is requested. Parents will be responsible for the tuition **through the last day of the month of their child's attendance at school.** In some cases of advance payment, a refund will be permitted. Again, the registration fee is nonrefundable.

SCHOOL YEAR and HOLIDAY SCHEDULE

First Church preschool closely follows the WPS calendar **with some exceptions.** We are open during most professional development days and for some holidays. Below is a list of important dates during the school year.

September 3	Meet the Teachers – child and parent Open House parents only
September 7	Labor Day – No School
September 8 or 9	First Day of School and ADL

September 23 or 25	Scott's Orchard Field Trip (4-year-olds)
September 24	School Picnic (evening family event)
October 6 or 7	Fire Station Visit (4s class, one day per class)
October 8 or 9	Fire Truck Visit (3s classes, one day per class)
October 12	Columbus Day – No School
October 19 or 20	Picture Day
October 22	BINGO Night (evening family event)
October 29 or 30	Costume Parade
November 25-27	Thanksgiving Recess – No School
December 1 or 2	Victorian Christmas Field Trip (4s class only)
December 17 or 18	Christmas Play
Dec. 21- Jan. 3	Christmas Break – No School
January 4 or 5	Return to school
January 18	Martin Luther King Jr Day – No School
February 12-16	Winter Break – No School
March 11 or 12	Parent/Teacher Conferences – No School
	Day of Conference
March 15	Registration for next year
March 26	Good Friday – No School
April 12-16	Spring Break – No School
May 13	Art Show
May 24	Memorial Day - No School
June 3 or 4	Graduation (4s classes only)
June 3 or 4	Last Day of School

WEATHER CANCELLATIONS and DELAYED OPENINGS

Due to inclement weather, the school will **always** follow the Wethersfield Public School cancellations. If the Wethersfield Public Schools are closed, FCC Preschool will also be closed. (*Please note: the Wethersfield Public “Preschool” Cancellations do not pertain to us.*)

Please make note: *Wethersfield* Schools operate on a 2-hour delay. **In the event of a delayed school day, our preschool morning classes will have a 90-minute delay, weather permitting. Morning classes will begin at 10:15 a.m.** If it is not safe to commute to school after 90 minutes, the morning classes will be cancelled.

School closings will be communicated on the major network television stations. You may check the Wethersfield Public Schools website to find out if schools are closed due to weather conditions.

If an **Early Dismissal** occurs; all afternoon sessions including lunch bunch, and all-day learning will be cancelled. **In the situation of an early dismissal, pick-up time for all is 11:45.** Extra Days have been added to our school year calendar to cushion us in case of snow day cancellations. We will only make up those days that exceed one week of school. In other words, 3-day programs will make up snow days in excess of 3 days, 4-day programs in excess of 4 days and 5-day programs in excess of 5 days. The make-up days will be tacked on during conference days or at the end of the year.

FORMS

We are required by the state to keep the following forms on file for each child. The forms required by the state are listed below. All information must be kept **current and up to date throughout the year** to meet state requirements.

Medical Health Form (**MUST HAVE THIS FORM ON OR BY THE FIRST DAY OF SCHOOL**)

Enrollment Application (as registered online)

General Permission Forms which include Pick-up, Program Guidelines, Local Walks, Medical Emergency, Fieldtrip Participation, Photo and Address/Phone/Email Information.

Tuition Contract

Emergency Information Card

Medication Administration Form from physician (Regarding allergies or needed medications if applicable.)

Discipline Policy Form

Field Trip Permission Slips (separate form for each trip)

HEALTH CARE POLICIES

A child who is not well does not benefit from school. If sick, they will feel fatigued or exhibit other unhealthy symptoms. They also present health risks to other children and adults they may come in contact with. To ensure healthy conditions for your child and other children, we have compiled a list of guidelines when determining whether your child should attend school or not. Please do not send children with the following symptoms to school:

- Colds (with symptoms of coughing and sneezing) and colds (with runny noses with yellow or green discharge)

- Any fever (fever of 100.3 degrees or higher).
- ***Child must be fever free, diarrhea-free, and vomit-free for 24 hours before returning to school without medication.***
- A rash of any kind until diagnosed, treated, and declared harmless by physician.
- Red, runny, or matted eyes (possible pink eye [conjunctivitis]).
- Bronchitis (if your child is coughing frequently).
- Coughing accompanied by phlegm.

If you have any doubts regarding your child's health, please keep your child at home and contact your physician.

IF YOUR CHILD IS EXPOSED TO ANY OF THE FOLLOWING COMMUNICABLE DISEASES, PLEASE NOTIFY THE TEACHERS IMMEDIATELY!

Chicken Pox	Conjunctivitis	COVID
Flu	German measles	Impetigo
Lice	Measles	Mumps
Ringworm	Tonsillitis	Whooping Cough

If your child is exposed to any of these communicable diseases at the school, **WE WILL NOTIFY YOU!**

MEDICAL: (Sick Child)

The procedure for helping a child who does not feel well will include:

1. The teacher will remove the child from the group. This is to protect the privacy of the sick child and not upset the remaining children. An adult will always supervise the child.
2. A parent (or emergency contact person) will be notified to take the child home as soon as possible.
3. Other staff will help, as needed, while the ill child is being cared for.
4. The Director is always available to assist.
5. Children requiring emergency medication (for allergies, etc.) at the school must have all the required paperwork completed and kept on file. PLEASE inform the teachers of any contagious diseases the child may have (i.e., Chicken Pox, etc.) This will enable us to inform the staff and parents to be aware of the illness and its symptoms.

ADDITIONAL HEALTH AND SAFETY MEASURES

All teachers and staff will go through health and safety practices training. We continue to follow CDC and OEC guidelines.

- **Handwashing and sanitizing.** Handwashing has always been and will continue to be integrated into the curriculum. Hand sanitizer will be available throughout the center.
- **Stay home if sick.** If your child has been sick, we ask that they stay home until they have been symptom-free without medication for at least **24 hours**. Classrooms will be open to well individuals only.
- **Sick space.** There will be a dedicated space (in or out of the classroom) where teachers can care for sick children while being separated from others until a family member can come to pick up.
- **Protective equipment.** All teachers and staff will stay in compliance with CDC and OEC requirements. Families are asked to adhere to requirements as well.
- **Classroom cleanliness.** Classrooms and high-touch surfaces will be regularly sanitized with a bleach and water solution.

SUPERVISION

The Teaching Staff (Head teachers and Assistant Teachers) are responsible for the supervision of the First Church of Christ Preschool children.

When the teaching staff needs substitution, they will arrange for a qualified substitute from the school list. If unsuccessful in finding a replacement after multiple attempts, they may ask the Director to assist in calling or substitute in any of the programs. This is to always ensure adequate supervision. There will always be at least one program staff person for every 10 children or fraction thereof. This supervision includes both indoor and outdoor activities. Children are always supervised, including naptimes.

If a child needs to use the restroom while outside, the teacher attending the child will take the child inside; in addition, she will also take enough children so that the number of children outside for the remaining staff person will not exceed 10. If there is an emergency, the staff member may buzz the office and request assistance from the Director, or any staff members.

If a child needs to use the hallway restroom during school hours, a teacher must always accompany the child or children. If a child needs to use the restroom before or after school hours, a parent may accompany their child in the child designated restroom only. Adults may at no time use the child designated restroom. Adults may use the staff restroom at any time. Since this is a shared adult restroom, it is suggested that the individual locks the door upon entry.

SECURITY POLICY FOR DROP-OFF AND PICK-UP

All entrances to the preschool are secured. During drop-off and pick-up, the playground entrance will be open for a period of 15 minutes (8:45 - 9:00) with the director or other staff present to allow entrance to the building and greet the families. If you arrive after 9:00 please use the secured playground entrance where you will be buzzed in.

Session dismissal times are as follows: (11:45 a.m., 12:30 p.m. lunch, 3:30 p.m. all day learning). **There is a \$15 late fee for those that *abuse* the scheduled pick-up time. It will be added to your invoice.** Please be respectful of the teacher's time and make every effort to be prompt picking up your child at their scheduled dismissal time.

PLAN FOR A CHILD NOT PICKED UP At DISMISSAL TIME TWO STAFF MEMBERS WILL STAY WITH ANY CHILD REMAINING AFTER DISMISSAL.

When a child is left beyond the close of school, we will follow this procedure:

1. Try to reach the parents by phone.
2. Continue phone effort, and utilize the emergency contacts designated by parents, if necessary.
3. Remain in the building with the child until the scheduled adult arrives.
4. The police will be called after 1/2 hour, if parents or other adults, specified on the permission to release forms, cannot be reached. At that time, the child may be released to the police.

PLAYGROUND POLICY

Please know that we love that our families gather on our playground each day and connect as parents and children. **CHILDREN MUST BE**

SUPERVISED AT ALL TIMES. If using the playground when a class is present, teachers are responsible for their students only. While supervising your children during off-school hours, please help them clean up the playground after use by following our simple school rules:

- **NO DIGGING OUTSIDE OF THE SANDBOX.**
- **RIDING TOYS ARE PARKED IN FRONT OF THE BARN.**
- **PLAYHOUSE IS NOT FOR CLIMBING.**
- **BINS ARE FOR TOY STORAGE, NOT FOR CHILDREN TO CLIMB INSIDE OR CLIMB ON TOP OFF.**
- **PLEASE KEEP PICNIC TABLES CLEAN OF SAND.**

The returning children know the rules, and the new students will soon know them also. The children are great at cleaning up their playground! Thank you for your help.

PARENTAL INVOLVEMENT

We encourage parental involvement in our school and, in fact, feel this is an essential part of your child's preschool experience. We will occasionally ask for help with special class activities.

If you have a hobby or occupation you would like to share, please feel free to approach us so we can schedule a time for you to demonstrate your expertise with your child's class.

PARENT/TEACHER CONFERENCES

Individual, formal, in person, "in classroom" parents/teacher conferences will be scheduled for March.

If you would like to speak with us at any other time, we will set aside a special time for you. Please be considerate of your teacher's time. You may also contact Lisa at lisar@firstchurch.org or at 860.529.1575 x107.

MONTHLY CALENDAR, NEWSLETTERS AND WEBSITE

At the beginning of each month, you will receive a detailed class calendar and an explanation of the month's class activities from your child's Head Teacher. This will enable you to talk to your child about school activities and help you plan for upcoming events or field trips. You will also receive monthly newsletters. **Please read these calendars & letters carefully so**

your children will not miss any activities. *You will find all this information, and more, on our website: www.firstchurch.org/preschool.*

FIELD TRIPS

Some of our field trips will be within walking distance of our school. When this is not the case, parents will be asked to drive. Drivers **MUST** have a valid Connecticut license and carry current auto insurance. The First Church of Christ Preschool will not insure drivers. Children **cannot** be transported without car seats. All field trips will have separate permission slips.

HEALTHY SNACKS

We ask parents to provide a snack and water bottle for their child daily, **no glass containers please**. We strive to be environmentally conscience. Use of water bottles cuts down on the amount of paper cups that we use and ensures the children stay hydrated throughout the day.

Please keep snacks simple and healthy. The state requires that snacks representing **2 food groups be provided**. ***We are a NUT-free school. Please read labels carefully.*** Children love choosing their snacks. Fruits, raw veggies, cheeses/crackers, and hummus are a few examples. Please reserve sweet treats for classroom parties.

FOOD ALLERGIES MUST BE REPORTED TO YOUR TEACHER IMMEDIATELY!
Communicate a plan with your teacher. Thank you.

BIRTHDAYS

Children are welcome to celebrate their birthdays at school. Please check with your child's teacher on her policy for birthday treats. Each classroom teacher has a plan for summer birthdays.

When sending party invitations (birthday, etc.) please **do not** distribute them at school, unless all the children in your child's class are included on the invite list. (We need to be aware of the other children's feelings.)

CLOTHING

Please send your child in comfortable and washable play clothes that will endure food, juice, and art spills. **Clothing should be easily manipulated by the child for the use of the toilet. All children must be toilet**

trained. We are not licensed to clean children after a bowel movement; Parents will be called to assist.

Please be sure to dress your child appropriately for our changing New England weather. When the temperature is 32 degrees & above, and it is not raining, we will get fresh air and outdoor exercise. **Please label all outer clothing – coats, boots, hats, mittens, etc. with a permanent marker.**

Send in a change of clothes in a plastic zip lock bag that includes pants, shirt, underwear, and socks. We will keep the change of clothing at school in case your child has an accident or becomes sick during the school year. It is comforting for the children to put on their own clothing. **Remember to change shorts to pants as the weather gets colder.**

TOYS

Please do not send in toys from home with your child. It causes conflict for the children. We need their backpacks to be empty for transporting papers and art projects to and from school.

CREATIVE CURRICULUM

(A play based developmental continuum addressing each child's needs; social, emotional, physical, cognitive and language development.)

PreK 3-YEAR-OLD PROGRAM

- A year of social and emotional growth.
- Learning to separate from parents and learning to take direction from other adults.
- Simple and creative art activities which will include the enjoyment of many media and the opportunity to paint, glue, cut, and color.
- Listening to stories and having a chance for verbal expression through rhyming, finger-play, and music.
- Making choices and simple problem solving.
- Learning to attend a task for short periods of time.
- Playing in a child-centered room with many opportunities for creative play in fun-filled centers that may include trucks and cars, dress-ups, blocks, books, art supplies, and a large variety of manipulative toys for fine motor control.
- Opportunities for outdoor play, large motor development.

- Center activities will be a combination of child directed and teacher directed.
- Name recognition.
- Learning in a loving Christian environment which promotes strong values and a cheerful outlook.

PreK 4-YEAR-OLD PROGRAM

This program will include all the objectives of the three-year-old program but will also include other objectives, taking into account that each child develops at a different rate and with different interest levels:

- Enjoyment of school, build self-confidence, and take pride in accomplishments.
- Increased emphasis on verbalization, being able to express feelings.
- Working cooperatively during projects, play, and clean-up.
- Learning to follow directions and becoming a good listener.
- Many small group opportunities for games, creative crafts, and manipulatives.
- Basic reading readiness skills introduced, color blending, calendar fun, science exploration, patterning, sequencing, and graphing.
- Building awareness of themselves through beginning to learn addresses, phone numbers, and writing.
- Community awareness through field trips.
- Occasional Show and Tell.
- Alphabet and Number Skills
- Development of Fine Motor Skills

ALL DAY LEARNING THROUGH PLAY PROGRAM

All day learning is an extension of our school day for parents who need extra care for their child. This class will include the following:

- Additional outdoor play.
- Further academic development through less structured use of materials.
- Occasional enrichment themes.
- Daily quiet/rest time (state required).

CHAPEL

Chapel is held once a month for each class. Throughout the year, the theme will focus on God's promises and His love for us. Children will learn through Bible stories, songs, scripture verses, crafts and other fun, age-appropriate activities.

MOST IMPORTANTLY, OUR GOAL IS TO INSTILL A LOVE FOR LEARNING!

MULTI-HAZARDS EMERGENCY PREPAREDNESS PLANS

Local Emergency Management Director's: **Anthony Dignoti** Phone Number: **(860) 721-2806**

FIRE

The EMERGENCY FIRE PROCEDURE is posted near the door of each classroom and in the Director's office. Fire drills are practiced six days each school year-4 scheduled & 2 unscheduled.

The FIRE ALARM IS THE SIGNAL TO LEAVE THE BUILDING.

1. Teachers will take their classroom children, in orderly fashion, out the designated door following the posted evacuation plan.
2. One teacher is responsible for carrying the attendance roster, emergency cards, and a cell phone.
3. Please close all windows, turn off lights, and close the hallway and restroom doors.
4. Children and teachers will proceed out of the building via playground doors and continue to the last three parking space lines prior to the cemetery entrance in the parking lot.
5. If the playground exit is blocked, due to fire, please exit through the main parking lot doors.
6. Teachers will check attendance to ensure everyone is accounted for.
7. The signal to return will be either a whistle blown, or a loud verbal command given by church staff or fire officials.
8. Children and teachers will return to the building in an orderly fashion.

If unable to re-enter the school building, children will be escorted either to the Morgan House, (Colonial home across the driveway), or to the basement of the Grifith Academy/American Legion, 275 Main St, where

they will be kept safe. Parents/guardians will be notified by phone if the children are escorted to these locations.

LOCK DOWN DRILL, “Hiding Drill”

Lock Down Drills are practiced at the beginning of the year so the children can practice “hiding” until the Director finds them.

The Director will alert all the classroom teachers via walkie talkies or an announcement.

- Teachers will escort their children to the designated classroom safe area. Sit down, very quietly and “hide.”
- Teachers and Assistant Teachers will pull blinds & curtains closed. You will have emergency cards, medication bags, and cell phones with them. **Cell phones will be immediately silenced.**
- Teachers will keep children calm and quiet until the Director unlocks your classroom door and “finds” them.

WEATHER

School closings will be communicated on the major network television stations. You may check the Wethersfield Public Schools website or call (860-529-8181) to find out if schools are closed due to weather conditions. If the Wethersfield Public schools are closed, FCC Preschool will be closed. *Wethersfield has changed to a 2-hour delay.* In the event of a delayed school day, our preschool morning classes will have a **90-minute delay**, weather permitting. If it is not safe to commute to school safely after 90 minutes, the morning classes will be cancelled. You will be notified on the Church Preschool website: firstchurch.org/preschool.

If a weather emergency occurs while children are *in* school, please follow the suggested procedures:

1. Please check our Preschool Website or you may call the church office at 860-529-1575.
2. You will be notified by phone and/or email if it is necessary to pick up your child before dismissal time.
3. Watch one of the major local television stations – instructions will be announced.
4. Remember – your child will be safe and supervised.
5. If you are concerned, come to the school and pick up your child.
6. If Wethersfield has an early dismissal, all afternoon sessions will be cancelled, including Lunch Bunch, Extended Session, and Late Pick-up.

7. Please note that the *Wethersfield Public Preschool Cancellations does not pertain to us.*

MEDICAL: (Serious Injury)

1. All staff members are trained in Epi-pen administration yearly, Medication Administration every 3 years, CPR/First Aid every 2 years.
2. The staff member will stay with the injured child and begin First Aid procedures.
 - a. Will go with the child to the Doctor or Hospital if parent or emergency contact person cannot get to the school on time.
3. A second staff member will:
 - a. Obtain assistance from another teacher or the Director, if needed.
 - b. Call 911 and ask for EMERGENCY help (Provide pertinent information, via the medical/emergency forms)
 - c. Call parents (or emergency contact person).
 - d. Alert Front Desk (0) of situation and ask for classroom assistance from the preschool administrative assistant, if the first teacher needs to leave for the hospital with the child.
 - e. Contact child's physician, dentist or practicing consultants: Diana Striffler, A.P.R.N., Smiles for the Future Pediatric Dentistry & Orthodontics, or Poison Control. (Phone #s posted by classroom phone)
 - f. Third and fourth staff members will combine classes and help where needed. If necessary, the Director will pull the child's file from her office to take to the hospital.
 - g. Notify the Church Administrator.

MULTI-HAZARD EMERGENCY EVACUATION PROCEDURES

FIRE OR CATASTROPHE

In case of fire or serious damage to the building, assistance will be given by church staff to help teachers relocate the children to a temporary shelter provided at the following location until parents/caregivers are able to pick up their children. The Director has a key for this facility. Cell phones will be used to call the parents of the children. Teachers will carry with them their emergency cards and first aid bags. This evacuation policy is posted on our hall bulletin board.

- TEMPORARY SHELTER: First option: Grifith Dance Academy/American Legion Bldg., 275 Main St., Wethersfield, CT 06109 (The entrance is

on the Hartford Avenue side) OR a second facility as designated by the Fire Marshall of the Wethersfield Fire Department, currently The Charles Hart Seed Company, 304 Main St., Wethersfield.

- The preschool will hold an evacuation drill each school year. The Church Staff will be assigned to our preschool classes for assistance. We will meet in the classrooms, and all walk together to the Griffith Academy/American Legion building in an orderly and safe fashion.

SEVERE WEATHER

In extreme, severe weather, i.e., tornadoes or hurricanes, the children will be moved to the lower-level hallway of the school building away from all windows. This area is the safest location in our building. The children will remain in the hallway until the weather settles. Parents will then be contacted, via phone, to pick up their children.

POWER OUTAGE

If the power goes off and if it creates an environment of dropping temperatures or extremely high temperatures that may endanger the health of the children, the Director, teachers, or church staff will contact parents to pick up their children.

FCC PRESCHOOL POLICY ON COUNTING CHILDREN

1. Each classroom will have a count check of the attending children within the first 20 minutes of school.
2. Each classroom will have a count check of the classroom children with the last ½ hour of the day.
3. Each classroom will have count checks throughout the day including but not limited to traveling to and from activities within the school, playing on the playground and participating in field trips.
4. Teachers must always be prepared to tell the Director immediately how many children are in their care at any given time.

DISCIPLINE POLICY AND GUIDELINES

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. First Church preschool staff use developmentally appropriate methods for resolving conflict:

1. Teachers use positive reinforcement to encourage discipline. They strive to know and understand each child.
2. We use loving, but firm tones, when disciplining a child.

3. We teach our children that mistakes are learning opportunities and not a cause to laugh or humiliate.
4. Teachers set clear limits and behavior expectations, and model positive interactions with others.
5. Children are encouraged to begin solving their own problems with help from the teachers.
6. On rare occasions, a child might need a time out (not to exceed 3-5 minutes). The child is told the reason for removal from the group and with the teacher's help determine positive ways to reengage with the class.
7. Children remain in the view of the teachers during all disciplinary actions.
8. Verbal abuse of any child is not permitted or tolerated.
9. Abuse of any kind, neglectful or use of corporal, humiliating or frightening punishment is prohibited. Teachers will not physically restrain a child *unless* it is necessary to protect the safety or health of the child or others.
10. We never associate punishment with food or deny bathroom privileges.
11. A child who may be overly aggressive or is repeatedly destructive will be redirected to an activity choice in another area of the classroom.
12. When disputes arise among children or between a child and teacher, the teachers encourage a "talking out" process among those involved. This process acknowledges feelings and tries to find solutions using children's ideas whenever possible.
13. If a situation persists, parents are informed and asked to collaborate with the teacher to resolve the issue at hand. If the problem persists, the Director is notified, and a conference is scheduled with parents, teachers, and the Director to develop a method for treatment.
14. As a last alternative, if the situation continues and if the safety and well-being of the child or other children is in jeopardy, consideration of removal from the group or from the school may be necessary.

ABUSE AND NEGLECT POLICY

Our program staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e., shaking, beating, burning)
- Any form of sexual abuse (i.e., sexual exploitation)
- Neglect of a child (i.e., failure to provide food, clothing, shelter, education, mental care, and appropriate supervision)
- Emotional abuse (i.e., excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e., placing a child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as: A child who has had

- Non-accidental physical injuries inflicted upon him.
- Injuries which are at variance with the history given of them.
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment, or cruel punishment.

Child Neglect is defined as: A child who has been

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions, or associations injurious to his wellbeing (CT statutes 46b-120)

Program staff responsibilities:

- As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

Specifics on reporting a suspected case of abuse or neglect:

- ✓ Call the Department of Children and Families (open 24 hours a day) at **1-800-842-2288**.
- ✓ The reporter's name is required but may be kept confidential.

Information needed:

- Name of child, Date of birth, Address, Phone number
- Name of parents or guardians, Address, Phone number

- Relevant information such as physical or behavioral indicators, nature and extent of injury, maltreatment, or neglect
- Exact description of what the reporter has observed
- Time and date of incident. Information about previous injuries, if any.
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child - if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF - 136) to DCF.

Program staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF will be documented and kept on file at the center. A copy of all statements from staff and DCF-136 shall also be kept on file.

The management of this program supports zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a program staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any program staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed.

Based on whether the allegations were substantiated or not, the program staff would either be dismissed from his/her position or allowed to return to work.

Program staff training: Program staff will be required to attend an annual program staff mandated reporter training. This training will focus on the steps for reporting suspected abuse and neglect, the role of a mandated reporter, and the prevention of child maltreatment, abuse, and neglect. All new program staff will be trained in these procedures prior to their start in the classroom.

Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment.

When an accusation of abuse or neglect by a program staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to assess the cause of the child's injuries and offer support and guidance.

COMPLAINT PROCEDURE

This procedure is for child-day care programs which are licensed under the authority of Connecticut General Statute's 19a - 79-12.

Most problems within a childcare center are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the Program Director.
3. If the problem is not resolved, you may contact the Department of Public Health.

In case of emergency, notify the Connecticut Office of Early Childhood as soon as the emergency is under control.

In case of abuse/neglect or life-threatening situations contact the Department of Children and Families at 1.800.842.2288 and the Connecticut Office of Early Childhood – division of Licensing.

All inspection reports and compliance letters are available for your review at this childcare program or by contacting the Connecticut Office of Early childhood - Division of Licensing at:

450 Columbus Boulevard Suite 302
Hartford, CT 06103
1-800-282-6063 OR 1-800-500-4450

**You and your child will always be our priority!
We look forward to working together to build a
quality Christian Preschool!**