### TABLE OF CONTENTS

Mission Statement and Statement of Philosophy ………………………... 2

The Faculty………………………………………………………………. 3

The Board of Directors…………………………………………………… 3

School Calendar…………………………………………………………... 4

Hours of Operation………………………………………………………. 5

Tuition and Payment Schedule…………………………………………… 5

Regulatory Agencies…………………………………............................... 6

Developmental Screening.………………………………………………… 6

Speech and Language Screening.………………………………………… 6

Occupational Therapy Screening…………………………………………. 6

Vision Screening…………………………………………………………. 6

Arrivals and Dismissal………………………………………………….. 6

Carpool Procedure……………………………………………………….. 7

Early Birds………………………………………………………………... 8

Lunch Bunch..…………………………………………………………….. 8

Health and Attendance…………………………………………………… 8

Medication……………………………………………………………….. 9

Snacks……………………………………………………………………. 10

Evaluation Methods……………………………………………………… 11

Discipline Methods………………………………………………………. 11

Early Childhood Intervention……………………………………………. 11

Facility Information……………………………………………………… 11

Appropriate Dress for School……………………………………………. 12

Bringing Things to School……………………………………………….. 12

Two’s to Three’s Transition Plan………………………………………... 12

Adjustment to School Statement…………………………………………. 13

Questions and Concerns………………………………………………….. 13

Conferences and Visiting………………………………………………… 13

Parties and Celebrations.……………………………………………….… 14

Newsletter………………………………………………………………... 14

Solicitation……………………………………………………………….. 14

Child Abuse Statement…………………………………………………... 15

Statement of Nondiscriminatory Policy………………………………….. 15

Supervision………………………………………………………………….15

Emergency Plans………………………………………………………….. 15

Photo/Video Policy………………………………………………………... 15

Helpful Hints for School…………………………………………………. 15

Carpool Instructions……………………………………………………… 16

Carpool Map……………………………………………………………… 18

Signature Page……………………………………………………………. 19

### HARVEY BROWNE PRESCHOOL MISSION STATEMENT

Our mission is to be a Christian preschool in service to young children.

Through partnerships with the church, community, teachers, and families, we

strive to empower children to achieve their full potential.

### HARVEY BROWNE PRESCHOOL PHILOSOPHY

The Harvey Browne Preschool staff and board members are proud of our school and believe it to be an excellent environment for preschoolers. We believe:

1. Teachers nurture the whole child so that children will experience optimum development of skills in the social, emotional, cognitive, physical, and creative areas is stimulated. Children participate in age-appropriate activities at each level so that each child can progress individually in a comfortable loving environment.

2. True affection for each individual child is demonstrated thus making the transition from home to school a happy transition. The environment is one which encourages a sense of belonging, a feeling of security and the development of a positive self-image.

3. Every child has a sense of their own identity and will experience opportunities to explore, create and master the real world of things and people. Independent thinking, creativity and curiosity are valued thus encouraging children to discover their own special qualities and strengths within an active classroom. Family support and collaborative cooperation and communication are essential to achieving these outcomes. Working together in collaborative partnerships, families and children will feel supported.

4. Opportunities for children to experience creative expression through music and various artistic forms, creative movement and large motor activities, problem solving relation to sharing, constructing, experimenting, listening, discussing, making decisions, and reaching goals are provided. Laughter, singing, encouragement and praise are heard in every corner. Through such a wide variety of activities presented in an enthusiastic, positive way, the children develop a real love for learning and enjoy a positive first experience at school.

5. Respect for oneself and others is instilled in each child. It’s a warm place...a learning place...a caring place...a loving place!

**HARVEY BROWNE PRESCHOOL FACULTY**

**2023-2024**

Director Amy Squires

Administrative Assistant Anne Hughes

Kindergarten Teachers Ellen Zuber

 Cathy Shade

 Elizabeth Foley

Four Year Old Teachers Donna Tipton

 Joan Schieman

 Julie Cambron

 ` Debbie Raymer

 Jane Sodano

 Mary Dugan

Three Year Old Teachers Betsy Klapheke Julie Hobbs

 Abbey Flynn

 Betsy Barrick

 Carolyn Evans

 Betsy Kenney

 Jane Sodano

 Mary Dugan

Two Year Old Teachers Betsy Barrick

 Felicia Woods

 Lori Bushong

 Teresa Oetken

Enrichment Mondays Julie Cambron

 Debbie Raymer

Lunch Bunch Ellen Zuber, Coordinator

 Carolyn Evans, Lead Teacher

Early Bird Drop Off Ellen Zuber, Coordinator

Music Teachers Abbey Flynn Cathy Shade

Speech and Language Sondi Barnett, Time2Talk

Occupational Therapy Consultants Anna Coble, FUNctional Therapy

**PRESCHOOL BOARD 2023-2024**

Chairperson Becky Evans

Secretary Carol Tinkle

 Kat Atty

 Sam Spitz Audra Grogg Kathleen Gilman

 Dave Doehnert

Ex-Officio Members

Treasurer Donna Minton

Director Amy Squires

**2023-2024**

**Harvey Browne Preschool Calendar**

August 14 Teachers Return

August 16 Parent Meeting - Evening

August 17 & 18 Meet and Greets

August 21 First Day of School

September 4 Labor Day

October 6 PD - No School

October 19 Family Night HBPS

November 6 & 7 Conference Days – No school for students

November 20 – 24 Thanksgiving Break

December 18 – January 2 Christmas Break

January 3 Return to School

January 15 MLK, Jr. Day – No School

February 16 Conference Day – No school for students

March 1 PD – No School

March 29 – April 5 Spring Break

April 8 Return to School

May 3 No School

May 17 Last Day for students

**\*If JCPS is closed for inclement weather, Harvey Browne Preschool is closed. If JCPS closes early for inclement weather, Harvey Browne Preschool and all afternoon programs will dismiss at 12:00 during regular carpool.**

## HOURS OF OPERATION

The Harvey Browne Preschool is a nine-month school starting in August and continuing into May. The school hours are from 8:50 am to 12:00 pm. Lunch Bunch hours are from 12:00 – 3:00pm. Early Birds drop off is from 8:00 – 8:40, after 8:40, please use carpool.

Tuition Schedule 2023/2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Registration | Tuition   | Trimester/ 3 Equal Payments: May 1, Oct. 1, Feb 15 | Monthly PaymentsMay 1 – Feb. 1 |
| Kindergarten | $300.00 | $5250.00 | $1750.00 | $526.00 |
| Five Day Classes | $250.00 | $4440.00 | $1480.00 | $445.00 |
| Four Day Classes | $250.00 | $3960.00 | $1320.00 | $397.00 |
| Three Day Classes | $250.00 | $3390.00 | $1130.00 | $340.00 |
| Two Day Classes | $250.00 | $2820.00  | $940.00 | $283.00 |

Please follow these procedures for trimester equal tuition payments:

1. Make check payable to Harvey Browne Preschool.

2. Write the name of your child, age group, and days attending on your check.

3. Mail checks to: Harvey Browne Preschool

 311 Browns Lane, Louisville, KY 40207

Trimester/Equal tuition payments are due May 1, October 1, and February 15. You will be notified of payment due dates two weeks in advance. If you are paying monthly, you must set up with our bookkeeper an automatic withdrawal from your checking account on the 1st of every month beginning May 1st and ending February 1st, there is a $1 monthly service fee. Harvey Browne Preschool is a non-profit organization. Your tuition payments provide the monies upon which the school operates. It is, therefore, very important that tuition payments be made on time. Delinquent accounts are handled by the Treasurer of the Preschool Committee, not by the Director. Please note that there will be a $25 charge on all late payments. There will also be a $25 charge for all returned checks. **If you would like a receipt for your tuition payment, you must request it at the time of payment. There will be a $5 charge for duplicate receipts and receipts requested after the time of payment.**

Harvey Browne Preschool operates on funds provided by registration and tuition fees. Because of the necessary commitments made by the school, registration fees are not refundable. Furthermore, since the school’s budget is projected on an annual basis, and since teachers are given annual contracts, school registrations are for the entire school year. When unforeseen circumstances require a request for transfer, a conference must be arranged with the Director.

##  REGULATORY AGENCIES

Harvey Browne Preschool and School Age Programs (Kindergarten) are licensed by the Commonwealth of Kentucky under the division of the Cabinet for Health and Family Services.

**DEVELOPMENTAL SCREENING**

At the beginning of each school year, we will work in partnership with parents to conduct a developmental screening on every child using the Ages and Stages Questionnaire. The questionnaire is completed by the parent. The teacher scores the questionnaire and places it in the child’s portfolio securely locked, but always available for parents to view.

**SPEECH AND LANGUAGE SCREENING**

Sondi Barnett of Time2Talk will conduct optional speech and language screenings each fall. This optional service is at the parents’ expense. Screening forms are distributed the 2nd week of school and when requested by the parent.

**OCCUPATIONAL THERAPY SCREENING**

Anna Coble of FUNctional Therapy will conduct optional occupational therapy screenings each fall and as requested by parents. Screening forms are distributed in the fall and when requested by the parent.

**VISION SCREENING**

All children enrolled will receive a free vision screening. Harvey Browne Preschool is partnering with the Kentucky Lions Eye Foundation and the Kidsight program to conduct the screenings. The program screens pre-literate children for eye disorders and will use a bi-plex camera and measure refractive error between the photos. A consent form will be sent home and will need to be signed and returned to have your child’s eyes screened. If a problem is identified, the Kidsight program will work with the family to ensure the child’s vision issues are corrected.

**ARRIVALS AND DISMISSALS**

Arrival time for preschool is 8:50 - 9:05 a.m. During this time Harvey Browne faculty members will be at the doors to supervise the arrivals. **To maintain the required pupil teacher ratios, carpool ends no later than 9:05 so that teachers can get into the classrooms**. **If you need to drop children off before 8:50, please use our Early Bird program which begins at 8:00 a.m. We believe it is very important for children to arrive on time as it helps set the tone for a positive school day. If you are running late and miss carpool, you must bring your child to the side office doors and buzz the preschool office for Mrs. Squires or Mrs. Hughes to walk your child to their class.**

If you have a child in PDO, you may drop off your older preschool aged child to the side office doors with Mrs. Hughes. Parents may not walk their child to their classroom for morning drop-off. Please use carpool. For safety reasons, teachers must have their full attention on the children in their classroom. Carpool is the safest and most efficient way to enter and exit the children from the building. If you live close enough to walk your child to school, you may drop your child off at the side door with Mrs. Hughes during our morning carpool. Due to supervision during carpool, afternoon pickup at 12:00 is carpool only unless you have a younger child in Parents’ Day Out.

**YOU MUST HAVE YOUR CARPOOL NUMBER WITH YOU ANYTIME YOU ARE IN THE BUILDING.**

**Please do not leave any children unattended in cars**. Please park in parking spaces and do not park in the fire lane or in handicap spaces. Always hold children’s hands securely in the parking lot.

Dismissal time for preschool is 12:00 noon. During carpool, Harvey Browne Preschool faculty members will bring your children to your car and place them in the backseat. We ask that you pull up your car past the loading area before fastening seat belts to facilitate an efficient dismissal. You will then exit the parking lot on to Browns Lane.

All dismissal changes should be outlined in written notices. These changes should include such things as if your child will be visiting someone else or if someone else will pick up your child. Please put notes in the clear plastic sleeve we will attach to the backpack (we will send notes home in the same manner).

# **CARPOOL PROCEDURE**

To facilitate safe and efficient arrivals and dismissals, all children are encouraged to travel in carpools. Your child’s teacher should be notified of any changes in carpools that are made during the school year. **Please write a note AND verbally inform the school office at 895-2577**. This is for the safety of your child and will help to eliminate any mix-ups. **IMPORTANT: All carpools and single student cars will be assigned a number and all drivers must have a HBPS card for carpool.**

We will not send children home with a person who does not have a pre-printed HBPS carpool card unless we receive a note asking us to do so. You may request as many cards as you need. Please place the carpool card on the rearview mirror and **bring it with you any time you are entering the building**. As you are forming your carpool, please remember that for the safety of all the children we will only place children in the back seat during afternoon carpool and children 40 pounds or under must be in a car seat and in a booster seat after that up to the age of 7. A study conducted by the National Highway Traffic Safety Administration concluded children are safer riding in the back seat and organizations such as the American Academy of Pediatrics, the National Safety Council, and the American Federation of Teachers are advocating that children ride in the back seat in a car seat. If you want us to either place children in the front seat or place them in a car without a car seat during afternoon carpool, you will need to pick up a waiver in the school office, sign it, have it notarized and return it to school. As advocates for children, we at Harvey Browne Preschool want to take every measure possible to ensure the safety of the children here.

Staff members are not allowed to drive children to and from school unless it is an emergency evacuation.

EARLY BIRDS

We provide for early drop-off each day at 8:00 a.m. The cost for early drop-off is $5 and you may drop off any time between 8:00 and 8:40. When you enter the building, you must bring your carpool number with you and push the bell for the early bird room to get in. The Early Birds classroom is B5 under the chapel. Follow the brown line down the hallway and turn left before you get to the gym. B5 is directly in front of you. This drop-in service is for any child attending school on that day.

**LUNCH BUNCH**

Harvey Browne Preschool is excited to continue our after-school program, Lunch Bunch! Lunch Bunch will serve all ages of children attending the preschool (however, children must be potty-trained to attend this program). The program is offered every afternoon Monday through Friday from noon to three o’clock and begins the second week of school. Children can attend Lunch Bunch in the afternoon even if it is not their regular preschool day. Lunch Bunch is a play based program that encourages exploration in math, literacy, music, science, art, and creative movement. There will be a mix of quiet time, explorative learning center activities, hands on games and experiments, short circle times, and outdoor/gym play throughout the afternoon.

The fee is $25.00 a day for one child and $22.00 a day for additional children in the same immediate family (brother or sister). The fee for drop-in is $30.00 a day. The children must bring their own lunch and a drink. **Pick up is at 3:00** and all children should be dismissed by 3:00. A late charge of $25.00 will be charged.

You can make reservations for Lunch Bunch by calling the office (895-2577) or emailing lunchbunchhbps@gmail.com. You may sign up for a certain day or days each week for the whole year or you may sign up as you need it. Because space is limited, it is advisable to call as soon as you know that you need the program. For pick up at 3:00 pm, please park by the foyer doors and line up outside on the ramp with your carpool card. Your child will be dismissed to you by their Lunch Bunch teachers. Please make sure that as you walk with your children in the parking lot that you hold their hands securely. If your child will be going home after Lunch Bunch with someone other than a parent, we must have a written note stating with whom the child will be going home or they must have your carpool card or be on the child’s emergency form.

## HEALTH AND ATTENDANCE

**All children are required to have a CURRENT Immunization Form, it must be signed by a healthcare provider and include an expiration date. Upon entrance to the kindergarten program, we require a Preventative Health Care Exam form from your child’s pediatrician.** Please get these forms to the preschool within the first 2 weeks of school. If your child’s immunization expires during the school year, you must supply us with an updated immunization form for your child to be able to continue attending school. We will send you a reminder 2 weeks before your immunization form expires. Regular attendance to Harvey Browne Preschool is very important, please send your child regularly and on time. Whenever your child returns to school after an absence, please send a written explanation as to why your child was absent. We take children outside as much as possible. If your child is too sick to play outside, we request that he/she remain home until he/she is well enough to participate in outside play. We play outside every day when the weather conditions, according to health authorities, are safe. Please dress your child appropriately and send coats, hats and gloves or mittens and apply sunscreen of 15 SPF or higher to any exposed skin. During times when public authorities are recommending insect repellent due to insect-borne disease, please apply insect repellent containing DEET before dropping them off at school. We will play in the gym on days and times when there are air pollution alerts.

**Sick Child Policy: In order to keep all children and staff members healthy, we take a conservative approach to our sick policy.**

**If your child has been ill, please keep them home for at least 24 hours until all symptoms are gone.**

**Please keep your child at home for at least 24 hours after fever is gone**, regardless of the illness. Also, please keep your child at home when he/she displays any of the following symptoms **and 24 hours after the symptoms are gone:**

1. Fever, acute cold, coughing, sneezing, and/or runny nose

2. Sore throat or earache

3. Swollen glands

4. Red and discharging eyes

5. Skin eruptions or rashes

6. Nausea, diarrhea, or vomiting

7. Signs of listlessness, weakness, drowsiness, flushed skin, chills, headache,

 or your child is just generally not himself/herself.

8. If they develop any vaccine preventable disease.

\*Please notify the school office if your child contracts any communicable disease so that we may take necessary precautions and notify families, if needed. All names are kept confidential.

If your child is exposed to a communicable disease within the classroom, you will be notified.

It is the policy of Harvey Browne Preschool when one case of a vaccine-preventable disease is present in the school any non-immunized child will be excluded from attending. (This does not include flu or COVID.) The exclusion will remain in force for the duration of the disease’s incubation period range per the CDC. Before returning to school, parents must furnish a signed statement from a pediatrician confirming the child has not contracted the disease. Children who attend Harvey Browne Preschool must be immunized.

If your child becomes sick at school, they will be brought to the office, and you will be called immediately to pick up your child. Your child must be picked up within the hour.

## Medication

Since we are not health care professionals, no over the counter medication will be administered. Any prescription medication for children will be kept locked in the classroom except for rescue medications which will be kept with the teacher out of reach of children. Parents must give written permission **and** provide written instructions from a licensed health care provider who has prescribed the medication for your child. The medication shall be in the original container. If you have questions about medication administration at school or the appropriateness of sending your child to school while taking a particular medication, please contact the office.

**SNACKS**

Each child will have a “snack week” when he or she will provide nutritious snacks for the entire class. Please send in spoons and forks when appropriate. Teachers keep a record of snacks served and it is available in the classroom.

All snacks must be store bought, nutritious, and include 2 food groups: \*milk \*bread/grain \*meat/meat alternative \*fruit/vegetable

**Snacks per KY state licensing: milk must be 1% or skim, crackers/breads must be whole grain or enriched, yogurt must have less than 23g of sugar per serving, dry cereal must have less than 6g of sugar or less per dry ounce.**

**Snack Suggestions: All Items Must Be Store Bought**

milk (must be 1% or skim)

berries

bananas

apples

watermelon

cantaloupe

pineapple

clementines

raisins/craisins/dried cherries

cereal bars

granola bars

dry cereal: must have 6 g of sugar or less per dry ounce (divide sugars by grams of serving size listed on Nutritional Facts- must have .212 or less) Good choice: cheerios, whole grain chex

peanut butter crackers (only if the class is not a peanut free zone)

cheese and crackers (whole grain or enriched crackers)

fish crackers (whole grain or enriched)

graham crackers

cheeze-its (whole grain or enriched)

bagels & cream cheese

blueberry muffins (or any fruit muffins)

Ritz bits (peanut butter only in classrooms that are not peanut free zones)

yogurt: must have 23g of sugar or less per 6 oz serving

snack size applesauce- Gogo squeeze

vegetables with dip (carrot chunks or celery not for children under 5)

bread sticks (whole grain or enriched)

vanilla wafers

string cheese/cheese slices

**Because of choking hazards, we cannot serve children under 5: hot dogs, grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, raw carrots, or cheese cubes**

**Life Threatening Food Allergy**

Any child enrolled in Harvey Browne Preschool who has a food allergy will be required to bring his/her own snacks. They must also have an Allergy Action Plan from their pediatrician on file at the school before the first day of school. The Allergy Action Plan can be found on the homepage of our website. harveybrownepreschool.org

## EVALUATION METHODS

## Children are assessed in our program in an authentic way through their activities at school aligned with the curriculum guide. All assessment information is kept in their portfolio and will be available at conference time to review with the teacher and is also available for you to review at any time. The portfolio will be given to you when your child leaves Harvey Browne Preschool and is their permanent record. All information regarding your child will be kept strictly confidential and any observation or evaluation with a specialist will be completed only with written parental permission. We will work with the family and specialists to evaluate, develop, and implement individual education plans for any child diagnosed with special needs. All assessment data collected is used to plan individually and age-appropriate activities in the classroom and communicate progress to parents. Children entering Harvey Browne Preschool will receive the Ages and Stages Screening Instrument, a formal screening that is completed by the parent. For confidentiality, portfolios are kept in classrooms securely locked.

## DISCIPLINE METHODS

The faculty of Harvey Browne Preschool use positive guidance techniques. No physical discipline or methods which are emotionally shaming or hurtful are used. Discipline issues are used as opportunities to teach children in a proactive way. We will work together in partnership with parents and professionals (with parents’ permission) confidentially to develop individual plans to address any behavior that cannot be managed at school.

## EARLY CHILDHOOD INTERVENTION

Additional outside services may be requested at the parents’ expense such as speech and language therapy, occupational therapy etc. Harvey Browne Preschool has consultants who observe children with parent permission, conduct screenings and make recommendations. These consultants are available to work with your child at Harvey Browne Preschool during the school day. Jefferson County Public Schools, free of charge, will also evaluate children at Harvey Browne Preschool at the parents’ request. If specialized needs are identified an Individual Education Plan will be developed with an interdisciplinary team in consultation with parents.

## FACILITY INFORMATION

 Asbestos - As you know, Harvey Browne Preschool is very committed to maintaining a safe and healthy learning environment for everyone. According to state and federal regulations, our school is inspected on a regular basis to ensure that any asbestos-containing material is posing no health hazards and that the Preschool meets all government standards and regulations. The complete inspection report and laboratory analysis is available in the Plant Manager’s office.

Pesticide Notification - Harvey Browne Preschool has pesticide application done the 4th Saturday of each month. If you would like to be notified each Friday that the pesticide application will take place the following day, please send a note requesting notification to the school office.

## Building Security - The building is locked during school hours. Please use the doorbell marked preschool at the side office doors. Remember you must have your carpool card with you to gain access to the building.

## APPROPRIATE DRESS FOR SCHOOL

During the preschool years, we are trying to encourage children to gain as much independence as possible. **Children should wear clothes that they can manage easily.** Large buttons are easier than zippers. Pants with elastic rather than snaps and belts help children feel competent as they are dressing themselves and taking care of bathroom needs. We do many messy things at school, so we encourage you to send them in play clothes. **Tennis/running shoes are BEST!** Because we run and play on the playground or in the gym every day, **it is important that children wear rubber-soled shoes that either Velcro or tie so that will remain safe as they are climbing, riding trikes, and running. Please do not send children to school wearing sandals, rain boots, cowboy boots, flip flops, dress shoes, or Crocs.** They make participating in play activities difficult and unsafe.

## BRINGING ITEMS/TOYS TO SCHOOL

Other than for show and tell, we request that toys not be brought to school.

We will make some exceptions to this rule, such as when a beloved familiar toy or comfort item can bridge the home-school gap during the first month of school.

Consult with your child’s teacher before you bring anything you think will contribute to a good learning experience. We welcome such contributions but like to plan for them. Please mark objects and containers with your child’s name.

Please do not let your child come to school with money, play guns, or violent toys. Gunplay is not allowed at school. We feel these things are best controlled at home. Play money will be used in a learning situation in many classrooms.

We request that children not bring umbrellas to school. The teachers will have umbrellas in carpool.

**TWO’S TO THREE’S TRANSITION PLAN**

Kentucky’s Child Care Regulations state that children who are toddlers (under 36 months of age) must not be blended with older children for care. Our 2 ½ - 3 transition classroom is unique in that all children are very close in age. It is our belief that children are more successful when they are allowed to remain in the same room with their friends, as opposed to being promoted one at a time into a new classroom.

As the children enrolled in the 2 ½ - 3 transition classroom celebrate their third birthdays, our teachers will ensure that the classroom is continuously updated so that learning experiences and equipment are age and developmentally appropriate for each child in the group. Instead of promoting your child to a new classroom on their third birthday – we will remain as a group for the school year. We believe this is the best setting for your child and look forward to a wonderful year. *By signing the last page of the handbook, you are acknowledging that you agree that this Two’s to Three’s Room would be the best placement for your child.*

**ADJUSTMENT TO SCHOOL STATEMENT**

We know that all children will go through a period of adjustment as school begins. We will work closely with you to make the transition as smooth as possible. In the rare case when a child is unable to make the adjustment in a reasonable amount of time or when there is a safety issue related to your child’s attendance, we reserve the right to ask the parents to terminate the child’s enrollment at Harvey Browne Preschool.

## QUESTIONS AND CONCERNS

The following procedures will apply when a parent has a concern about some aspect of the educational program:

1. If applicable, the parent should discuss the issue with the teacher involved at a prearranged time.
2. If no resolution is reached, then the parent should discuss the issue with the Director. The Director will strive for a resolution with the teacher and the parent.
3. If no resolution is reached, a meeting will be arranged with all parties.
4. If no resolution is reached, then the parent should discuss the issue with the Director and a board representative.

Our goal is to achieve resolution and work through challenges.

## CONFERENCES AND VISITING

We invite you to volunteer for parties and events held at the preschool. Please remember **you must have your carpool card with you anytime you are in the building.**

The faculty takes the safety of every child at Harvey Browne Preschool very seriously. We have consulted with the St. Matthews Police Department and have put the recommended safety measures in place. Please help us by always having your carpool card visible and with you. In the case of emergencies, the school will follow all procedures required by the local authorities.

Conferences with your child’s teacher will be held twice a year. There are three conference days scheduled for the coming year. **Children do not attend school on conference days.** We will try to provide baby-sitting for the conferences on days when Jefferson County Public Schools are open. The babysitting is made possible by parent volunteers. If you need to use this service, please note when the baby-sitting will be available so you can make your conference during that time. Teachers are happy to schedule a phone conference if in person conferences are not possible due to work schedules or you are unable to find childcare. We encourage you to have additional communication with the teachers or speak with the director if concerns arise. Your child’s teachers will give you the best contact information to reach them. A portfolio will be created for each child and discussed at the conferences. Parents may come in to see the portfolio throughout the year.

**PARTIES AND CELEBRATIONS**

We celebrate many holidays with class parties and the children, teachers, and faculty really look forward to these celebrations. At least once during the year, all parents will be invited to the classroom to join the fun. **During parties and celebrations, we ask that siblings not attend so that your child can enjoy a very special time with you.** In addition, we ask that parents attend the parties that they have signed up for at the beginning of the school year. Classroom space is at a premium and we do not want to overwhelm the children with too many adults in the classroom. Please coordinate your party plans with the teacher.

Birthdays

It has always been the custom at Harvey Browne Preschool to celebrate birthdays in a very simple, but happy way. Children are given special recognition on their birthday, and parents are welcome to send a treat to the class on their child’s birthday. **Due to state regulations all treats must be store bought**. We request that anything planned be kept simple. **Please do not send party invitations to school to be passed out with the children. The invitations will be returned home with the birthday child.**

Book Donations

We are updating our library continually to meet both the teachers’ and the children’s needs. On special occasions (birthdays, etc.) children may donate a book to our school. Bookplates are placed in the books with the child’s name. The children enjoy picking out a favorite book and giving it to their school. This is completely optional.

**NEWSLETTER**

We will be regularly emailing newsletters and updates to keep you informed of events at Harvey Browne Preschool. Included will be a letter from the Director and summaries of events, schoolwide mission projects, and reminders so you can be informed of activities. Your child’s teachers will keep you informed of class happenings on a regular basis and will send home a monthly calendar.

## SOLICITATION

The school will send home school and church related information regarding school-sponsored activities and events. Parents and organizations that are non-profit wishing to distribute information within the school concerning opportunities for children should submit a sample of their communication to the preschool office for approval.

Many parents own small businesses or are sales representatives for companies and want to include preschool parents and faculty in the opportunities they offer. Because we have so many requests from parents asking us to participate, the board has voted not to allow outside sales to parents or faculty.

## CHILD ABUSE POLICY

We are required by Kentucky State Law to report any suspected case of child abuse to Child Protective Services and the Division of Licensing and Regulation.

#### STATEMENT OF NONDISCRIMINATORY POLICY

Harvey Browne Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administrations of its educational policies, admissions, policies, financial assistance, and any other school-administered programs.

**SUPERVISION OF CHILDREN WHILE AT SCHOOL**

While your children are at school, they will be supervised by sight and sound inside the building and on the playground. The classrooms, playground, and gym are arranged so children remain supervised and safe at all times. School aged children, kindergarten, are supervised by sight or sound at all times.

## EMERGENCY PLANS

We do monthly fire drills and quarterly disaster, lockdown, and earthquake drills. In the event of an emergency evacuation, children will be transported by faculty and Harvey Browne Church staff to the St. Matthews Mall inside the Cheesecake Factory entrance. You will receive a detailed letter regarding emergency plans at Harvey Browne Preschool. In the event of an emergency, you will be notified via One Call Now text alert system and email.

**PHOTO/VIDEO POLICY**

Teachers will be allowed to photograph children at Harvey Browne Preschool with parent permission. This policy is to insure the privacy, safety, and security of all the children and families at Harvey Browne. You may take pictures of your child at Harvey Browne Preschool but please only post pictures of your child and do not include other children in the picture.

## HELPFUL HINTS

Outlined below are a few things that you can do at home which will help us at school:

1. Share in your child’s happy anticipation of going to Harvey Browne Preschool.

2. Arrange for your child to have several experiences with and without parents.

3. Give your child opportunities to do simple tasks.

4. Provide a place which your child can use, without adult help for hanging his/her

 jackets and coats.

5. Provide your child with clothes which are comfortable, and which allow self-help.

6. Mark their clothes with their name and help them recognize their jackets and coats.

7. Encourage good health habits: using their elbow for covering mouth and nose when coughing and sneezing, eating a proper diet, washing hands before eating, playing outdoors, and getting plenty of rest.

8. Encourage your child to be independent.

9. Include your child in family worship.

10. Give your child opportunities for experiences with children their own age.

11. Include your child in family conversations, particularly at the dinner table and in the car. Limit the use of personal devices and give your child your undivided attention. Do not talk down to your child or about your child in your child’s presence.

12. Encourage your child to speak clearly and to look at the person to whom your child is speaking.

13. Encourage your child to listen without interrupting and to follow directions with some degree of promptness.

14. Take advantage of the carpool drop-off system. It makes separation less stressful and gives your child a sense of independence and competency which raises self-esteem.

15. Send your child with a backpack every day and check it daily for notes and anything your child may have done that day. Please do not purchase a backpack that you roll on wheels. They do not fit in the cubbies or go up and down the steps well. It is also important to have your child’s hands free so that we can hold it securely during carpool.

**HARVEY BROWNE PRESCHOOL CARPOOL INSTRUCTIONS**

**The parking lot is a NO CELL ZONE.**

There is only one entrance into the parking lot if you are getting into the carpool line. Please do not use another entrance or attempt to make a left turn into the parking lot from Church Way. There will be a teacher at the entrance to the parking lot to help direct you and to prevent left turns into the carpool line. Cones will be placed at the end of the parking lot lanes to prevent anyone from pulling into the line that will prevent people from entering the carpool line from any other entrance from Church Way or the parking lot.

If you are parking to walk in and pick up a child, for safety reasons, we ask that you park in the back parking lot and come in the back door away from where we are running carpool. Please bring your carpool number in with you. Please use extreme caution and hold your child’s hand securely at all times while in the parking lot.

There will be a teacher to direct you as you pull up to the doors where the children will be brought to your cars. Please follow her direction so that the cars will be in the order that was radioed into the building previously. **Please have your carpool # visible while you are on Church Way and please leave your carpool number up until the children have been put into your car.** **For safety reasons, we do not allow cell phone use while you are in the carpool line.**

**NO CHILD WILL BE GOTTEN OUT OF A CAR OR PLACED IN A CAR WHILE ANY CAR ENGINES ARE RUNNING. THERE ARE NO EXCEPTIONS TO THIS RULE.** **PLEASE TURN OFF YOUR CAR ENGINE AS SOON AS YOU PULL UP TO THE DIRECTED POSITION AT THE DOORS**. **PLEASE REMAIN IN YOUR CAR.**

**CHILDREN WILL ONLY BE PLACED IN THE BACK SEAT IN THE AFTERNOON CARPOOL.** After your child has been placed in the car in the afternoon, we ask that you pull up past the loading area and buckle children in seat belts and car seats securely. It will speed up the line if you will do it there rather than making others wait while you do it in the loading area.

Morning carpool is from 8:50 to 9:05 a.m. If you arrive later than these times, please park your car and walk into the building to drop off your child(ren**). Please be in the afternoon carpool line by 12:00.**

**Severe Weather during Carpool:**

Morning carpool will only be canceled in the case of lightning or dangerous weather conditions. Please watch the staff members as they will direct the cars from the unloading/loading areas. Please stay in the carpool line, pull up to the unloading/loading area, turn off your engines, and walk your child to the entrance when it is safe. Teachers will meet your child at the entrance and supervise them to their classroom.

Afternoon carpool will only be canceled in the case of lightning or dangerous weather conditions. Please watch the staff members as they will direct the cars from the unloading/loading areas. Please display your CARPOOL NUMBER, pull up to the unloading/loading area, turn off your engines, and walk to the foyer doors with your carpool number. Teachers will meet you with your child at the entrance for you to take them back to the car.

***Carpool may be paused until the severe weather has passed.***

***No child will be released without the following:***

*Pre-printed Harvey Browne Preschool card*

*Or*

*A note stating that we are to release your child to the person stated in the note. It is standard procedure to ask for identification from anyone we do not know even if we have a note.*

*If a person is listed on your emergency form in the office as a person that is allowed to pick up your child, we will release your child after checking identification.*



**2023/2024 Handbook:**

I have read, understand, and agree to abide by all the policies as stated in the handbook of Harvey Browne Preschool.

I understand that the children who attend Harvey Browne Preschool will use various parts of the HBPres building. These spaces include the chapel, sanctuary, foyer, Eline Hall, the gym, and various enrichment spaces.

If my child is enrolled in the 2’s program, I agree to the 2’s to 3’s Transition Plan as outlined on page 12 of the Harvey Browne Preschool Handbook.

Child’s Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent or Guardian (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SIGN AND RETURN BY THE FIRST DAY OF SCHOOL.**

**Please submit the back page of the handbook for each of your children that attend Harvey Browne Preschool.**