

Mission Statement:

Providing faith based quality education to young children in our community.

Contact Information:

85 Walnut Grove Road

Benton, KY 42025

walnutgrovepreschoolky@gmail.com

Gina Hutchison Cell Phone: (270) 564-6952

Church office Phone Number: (270) 527-1271

Registration:

To secure your child's placement in Walnut Grove Preschool an application must be filled out and returned with a $75 non refundable registration fee.

Each student will need:

Backpack

Lunch Box

Ice Pack

Extra Outfit

Diapers/Pull-ups/wipes (if needed)

Tuition Rates:

$110 per month August-May

Payment Policy:

Payments must be made the first school day of each month. There will be a late fee charge of $25 if payments are not made on time. One month of no payments will result in your child being removed from our program. Since Walnut Grove Preschool is a non-profit program of Walnut Grove church of Christ, overdue tuition greatly impacts our ability to operate effectively. Please make checks payable to Walnut Grove Preschool and send to school by placing in the clear protective sheet in your child's daily folder.

Hours of Operation:

Monday, Wednesday and Friday

7:45-11:00 a.m.

Arrival and Departure:

Drop Off Time: 7:45 a.m. Student will need to be dropped off under the auditorium drive thru. Please enter on the far right side of the drive thru and a teacher will assist in getting your child safely into the building.

Pick up: Pick up will be under the auditorium drive thru. Please enter the drive thru on the far right side and then we will send your child out to your car.

Dress Code:

Dress your child in comfortable clothing. Though protective measures will be taken there are times when paint and other materials are used and may get on your child's clothing. Please do not send your child to school with clothes that are of value.

Personal Belongings:

Please label all of your child's belongings with their first and last name. This includes but is not limited to backpacks, ice pack, lunch box, jackets, and extra clothes

Newsletters:

Class newsletters and calendars will be sent home at the beginning of each month. Any additional class or student information will be sent as needed. It is important to read all information that is sent home.

Daily Folders:

Each afternoon your child will bring home a daily folder. The folder contains two pockets: a 'leave at home' and a 'bring right back' pocket. Please check the folder daily. If you need to send any type of information, please send in this folder. We will use this folder to communicate with one another.

Snacks:

Snacks must be brought in your child's lunch box and need to be healthy. Please make sure snacks are items your child has tried before and are foods they like. Also, have foods prepared and ready for your child to eat.

School Closings and Holidays:

We will operate on the Marshall County School calendar. We will agree with the Marshall County's decision to close due to weather. If the Marshall County Public Schools are on a delayed one hour schedule, we will also operate on a delayed schedule. If Marshall County is on more than a one hour delay then will be closed for the day.

Parties:

We will have parties throughout the school year to celebrate special days and Holidays. A note will be sent home if you are needed to bring any supplies to help with a party. We will celebrate birthdays on one day during each month. A note from your child's teachers will be sent home telling the birthday child's parent what to bring. All food brought in for parties must be store bought.

Social Media:

If your child is not allowed to have a picture posted on social media please let the staff know. If you are visiting and want to snap a few pictures of your child, that is perfectly fine. We just ask you not post pictures of your child on social media that includes children other than your own. We try to protect each students' privacy and information while attending Walnut Grove Preschool.

Discipline:

Students will be reminded of rules and expectations several times during the day. If a child's behavior is repetitive or a teacher decides it is needed, a child may have to move their card. Once a child moves their card they will then sit out of recess and a note will be sent home to inform their parent. Walnut Grove preschool reserves the right to remove a child from our program if we feel the child's behavior continually disrupts other students ability to learn and staff's ability to teach.

Visitor, Early Pick Up, or Late Arrival:

Each visitor, early pick up, or late arrivals to our program must enter through the office door. The office is located in the back of the building near the playground and through the double glass doors. We will keep all doors locked during school hours for the protection of our students and staff.

Medication:

If your child is going to take medication at school, we must have a signed form giving us permission to administer medication to your child. Parents must turn in medication to their child's teacher. Children are not allowed to transport medication to school.

Sick Policy:

Students will not be permitted to attend school if they are vomiting, have diarrhea, or fever. They cannot return until 24 hours have passed form the last incident of fever, vomiting or diarrhea. If a child becomes sick at school or has a fever of 100 degrees or more, parents will be notified and the student will need to be picked up immediately.

Diaper/Pull-up Policy:

Parents must provide diapers/pull-ups and wipes for their child. If your child is not fully potty trained please still provide pull-ups for your child. We will assist in helping your child potty train but will not start the process for any parent. We understand accidents will still happen so we ask each parent to provide and extra outfit (including socks) for their child.

Schedule:

7:45- Arrival

8:00- Bathroom

8:15- Circle Time

8:45- Lesson

9:15- Bathroom

9:30- Art/Centers

10:00- Snack

10:20- Recess

10:50- Lesson Review

11:10- Pack up and Lineup

11:15- Dismissal

-------------------------------------------------------------------------------------------------------------------------------

I have read, understand, and agree to the Walnut Grove Preschool Handbook. I received a copy and understand all rules, regulations, and requirements put forth in handbook.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_