



**first  
presbyterian  
church preschool  
charlottesville, va.**

# **2011-2012 PARENT HANDBOOK**

## **Preschool Mission Statement**

**First Presbyterian Church Preschool is an outreach ministry of First Presbyterian Church. The Preschool's mission is to serve children and families throughout the community by creating a foundation for continuous growth and development in a nurturing Christian environment.**

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**Staff Health Reports:**

Annually, each staff member is required to have a licensed practicing physician complete a Staff Health Report in compliance with the Code of Virginia, Section 63.2-1716, certifying each staff member is free from any disability that would prevent the employee from caring for children.

**Religious Exemption:**

Section 63.2-1716 of the Code of Virginia exempts religious institutions operating as a child day center from licensure. **The following documentation must be filed annually with the Virginia Department of Social Services to maintain operation.**

- 1) **Statement of Intent:**  
Statement of Intent is prepared annually. First Presbyterian Church intends to operate First Presbyterian Church Preschool during 2011-2012 for children ages 18 months through 5 years of age. The maximum number of children that may be served is 168.
- 2) **Local Health Report – Report of Sanitary Inspection:**  
First Presbyterian Church Preschool is annually inspected by the Thomas Jefferson Area Health Department.
- 3) **Local Fire Report:**  
First Presbyterian Church Preschool is annually inspected by the City of Charlottesville Fire Marshal. Fire drills are conducted, at a minimum, monthly.
- 4) **Verification of Required Staff/Child Ratios:**  
Verification is prepared annually.

The exemption law requires that the following staff/child ratios be maintained:

- One staff member to four children from zero to 24 months
- One staff member to ten children ages 24 months to six years

First Presbyterian Church Preschool maintains the following staff/child ratios:

- **Tues/Thurs 18-24 months** – 2 staff members with 8 children
- **Tues/Thurs 2’s** – 2 staff members with 14 children
- **M/W/F 2’s/3’s** – 2 staff members with 14 children
- **Tues/Thurs 2’s/3’s** – 2 staff members with 14 children
- **M/W/F 3’s** – 2 staff members with 15 children
- **Tues/Thurs 3’s/4’s** – 2 staff members with 16 children
- **M/W/F 3’s/4’s** – 2 staff members with 15 children
- **MWF Pre-K** – 2 staff members with 16 children
- **5-Day Pre-K (3 classes)** – 2 staff members with 16 children

### **Statement of Code Compliance:**

Section 63.2-1716, Subsection A5 of the Code of Virginia, requires religious exempt centers to comply with the following additional requirements:

#### Staff Background and Criminal History Checks

Section 63.2-1509A of the Code of Virginia requires teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect that may have occurred within and outside the school setting. In lieu of a report to the local Social Services Department or the Child Abuse and Neglect Hotline, Section 63.2-1509A of the Code permits school employees to immediately notify the person in charge or his/her designee who “shall make a report forthwith.” School employees reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.

### **Staff Job Qualifications:**

- A person of faith
- Minimal BA/BS degree preferred or qualified equivalent work experience
- First Aid/Infant/Child CPR Certifications renewed annually, or every three years (First Aid), or as required by American Red Cross
- All staffed positions are co-teachers, sharing 50/50 responsibility for daily planning and implementation.
- Each staff person required to complete continuing educational workshops annually.
- A minimum of 3 staff members trained in the Virginia Department of Social Services Medication Administration Program (MAT)

### **Public Liability Insurance:**

First Presbyterian Church Preschool is covered by public liability insurance, which provides coverage in the event that someone brings suit against the religious institution for personal or bodily harm suffered during the operation of the center as a result of negligence.

**First Presbyterian Church Preschool  
2011-2012 Preschool Calendar**

August 25-26	New Teacher Orientation
August 29-Sept. 2 (August 29--CPR/First Aid Training)	Teacher Work Days
<b>Sept. 1 (7:00-8:00PM)</b>	<b>Parent Orientation (No Childcare Available)</b>
<b>Sept. 2</b>	Teacher/Parent/Child <b>Open House</b> (All classes)
	<b>Tuesday/Thursday students – 9:00-10:00</b>
	<b>Monday/Wednesday/Friday and 5 Day students: 10:30-11:30</b>
Sept. 5	Labor Day ( <b>No School</b> )
Sept. 6	First Day of Preschool
Sept. 12	Lunch Bunch Begins (12:00-1:30 Monday-Thursday) Early Morning Drop-Off Begins (8:50 curbside) <i>Wee Little Arts</i> Begins
<b>Sept. 26 (Mon.)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
Oct. 10	Teacher Workday (NO SCHOOL FOR CHILDREN)
Oct. 17,18,19 (9:30am)	Gitchell's Studio- Individual Student Photos
<b>Oct. 25 (Tues)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
Nov. 7, 8	Fall Parent/Teacher Conferences (NO SCHOOL)
<b>Nov. 14 (Mon.)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
Nov. 23, 24, 25	Thanksgiving Holiday (NO SCHOOL)
Nov. 28	Children Return to School
<b>Dec. 9 (Fri.)</b>	<b>Staff Meeting (12-2:00pm)</b>
Dec. 19-30	Winter Break (NO SCHOOL)
Jan. 2	Children Return to School
Jan. 16	Martin Luther King Day (NO SCHOOL)
<b>Jan. 24 (Tues.)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
<b>Feb. 20</b>	<b>Teacher Workday (No School for Children)</b>
Mar. 9	Teacher Development Day-VAECE Conference (NO SCHOOL)
Mar. 22,23	Spring Parent/Teacher Conferences (Optional)
<b>Mar. 27 (Tues.)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
April 2-6	Spring Break (NO SCHOOL)
April 9	Easter Monday (No School)
April 16,17,18 (9:30)	Gitchell's Studio- Classroom Group Pictures
<b>April 26 (Thurs.)</b>	<b>Staff Meeting (12-2:00pm) NO LUNCH BUNCH</b>
May 10 (Thurs)	LAST DAY FOR LUNCH BUNCH
<b>May 15 (Tues.)</b>	<b>Staff Meeting (12-2:00pm)</b>
May 25	Last Day (Pre K Graduation)

**\*\*Summer Camp offered at the end of each school year, pending sufficient enrollment.\*\***

**TEACHERS' MONTHLY STAFF MEETINGS**

**Please note the days Lunch Bunch is cancelled due to a staff meeting.**

<b>DATE</b>	<b>DAY OF THE WEEK</b>	<b>LUNCH BUNCH CANCELLED?</b>
<b>9/26/11</b>	<b>Monday</b>	<b>Yes</b>
<b>10/25/11</b>	<b>Tuesday</b>	<b>Yes</b>
<b>11/14/11</b>	<b>Monday</b>	<b>Yes</b>
<b>12/9/11</b>	<b>Friday</b>	<b>No</b>
<b>1/24/12</b>	<b>Tuesday</b>	<b>Yes</b>
<b>2/20/12</b>	<b>Monday</b>	<b>No</b>
<b>3/27/12</b>	<b>Tuesday</b>	<b>Yes</b>
<b>4/26/12</b>	<b>Thursday</b>	<b>Yes</b>
<b>5/15/12</b>	<b>Tuesday</b>	<b>No</b>

Office Use:

MWF (4)

T/TH (5)

## TUITION

Tuition rates for the 2011-2012 school year are as follows:

2-day program	\$195.00/month
3-day program	\$250.00/month
5-day program	\$325.00/month

One month's tuition is **due and payable by March, 2011** for children enrolled for the 2011-2012 academic year. **This advance tuition will be credited as the May 2012 monthly tuition payment.** If a child is withdrawn from the program, then the May prepayment fee will be forfeited. **September tuition is due by September 12, 2011.** **Remaining tuition payments are due on the 1<sup>st</sup> of each month; delinquent by the 11<sup>th</sup> of each month, with a \$10 late payment surcharge.**

Tuition checks may be mailed to First Presbyterian Church Preschool, 500 Park Street, Charlottesville, Virginia 22902. There is also a drop box available outside the Preschool office where checks may be placed. Please make tuition checks payable to First Presbyterian Church Preschool, or FPCP, and clearly indicate your child's name in the MEMO section of your check.

If tuition fees are not paid on time, you will be notified by letter. If the problem persists, the Preschool Council reserves the right to address your child's continuation in the program. **There is a \$25 returned check fee; no exceptions.**

**There will be no refunds for days missed due to inclement weather or illness. If tuition is due during this time, you are still responsible to see that tuition is postmarked on or before the 10<sup>th</sup> of the month. Also, if school is closed for a holiday (i.e. winter break), the tuition must still be postmarked by the 10<sup>th</sup> of the month, or the late fee will be assessed.**

## WITHDRAWAL POLICY

The Preschool Council acknowledges that circumstances may warrant early withdrawal from the preschool program. The following guidelines apply:

1. Personal adjustment. Upon mutual agreement between the Director and parent/guardian, a recommendation may be made to the Council that a child be withdrawn from the program due to personal adjustment. The advance tuition (May fee) will be forfeited. The Preschool Council reserves the right to address any reimbursements on an individual basis.
2. Personal behavior. Upon recommendation by the Director and after counsel with the parent/guardian, a recommendation may be made to the Preschool Council that a child be withdrawn from the program due to personal behavior. The Preschool Council reserves the right to address any reimbursements on an individual basis.
3. Relocation. If a child is withdrawn from the program due to family relocation, the advance tuition (May fee) will be forfeited. The fees for the month the child last attended will be pro-rated on a per-day basis.
4. Other. The Preschool Council will address any circumstances not noted above on an individual basis.

If, for any reason, you must withdraw your child from the program, please notify Donna Buchanan, Director, immediately. Should a written notification be needed, she will address this with you at that time. A two-week written notice is preferred.

## ARRIVAL TIME

Teachers' paid planning time is from 8:30 a.m. until 9:00 a.m. The teachers use this time for conferences, meetings, and preparing for your child's day. Therefore, the teachers will not always be in their rooms. **If you arrive before 9:00 a.m., please wait quietly in the hall with your child until the teacher opens the classroom door.** Classes will begin promptly at 9:00 a.m. Please do not allow your child to play in other areas of the church.

## DROP OFF

First Presbyterian Church Preschool uses a voluntary drop off for children to facilitate a safe and efficient beginning to his/her school day. A child must be 2 ½ years old to start using drop off services. **This service will become available the second week of school, beginning September 12. This is a free service and drop off begins at 8:50, Monday through Friday.** You may also walk your child into class each morning.

## DISMISSAL

We do not offer curbside pick up in the afternoons. Therefore, all children will be picked up at their classroom by their parent. Dismissal is promptly at 12:00 noon. A parent or guardian is considered late after 12:10 p.m. A late fee of \$1.00 per minute per child will be charged after 12:10 p.m. Our time schedule will be based on the Preschool clock. If an emergency occurs and you must be late, please call the Preschool immediately to alert us of the situation.

## PARKING

- Parents are to park their cars in designated parking spaces.
- Please refrain from double-parking in any of the designated spaces.
- PLEASE BE COURTEOUS AND LEAVE THE HANDICAPPED SPACES FOR THOSE WITH PHYSICAL NEEDS REQUIRING THESE SPACES.
- Spaces marked “FOR CHURCH USE ONLY” in the lower lot are also available for preschool use. ALL numbered spaces are rented to individuals and businesses during the week, **and may not be used.**
- PLEASE DO NOT PARK IN THE NUMBERED SPACES, **unless** there is a BLUE CIRCLE in the space. These BLUE CIRCLES represent Martha Jefferson Hospital parking, and we have been given permission to use these spaces on a “limited time” only basis. If you arrive at Preschool and a BLUE CIRCLE numbered space is available, you are permitted to park in this spot **for a very short time** to drop off or pick up your child. If we abuse this privilege, then it will be taken away.
- PLEASE DO NOT PARK ANYWHERE IN THE CIRCULAR DRIVEWAY. The circular driveway is our daily “drop off” area for parents. The circular driveway is also used for loading/unloading elderly and physically handicapped church members.

## FUNERALS

There may be a funeral service that will be held at First Presbyterian Church during preschool dismissal time. Every advance notice will be given to each family should a funeral service be taking place that would conflict with our daily operations. Typically if a funeral service conflicts with our dismissal time of 12:00 p.m., there will be pick up at the entrance to the preschool.

### **SCHOOL CLOSINGS/WEATHER-RELATED CLOSINGS**

The Preschool will be closed when the City of Charlottesville Public Schools are closed due to inclement weather. All closings or delays will be announced on local radio and television stations. Also, you may go to the website [www.nbc29.com](http://www.nbc29.com) to obtain a listing of school closings.

In the event Charlottesville City schools will have a delayed opening, PLEASE listen to your radio, television or check the NBC 29 or Newsplex Channel 19 website. There will be more detailed information available at our back-to-school orientation so we may all be adequately equipped to handle bad weather circumstances.

As a reminder, there will be no tuition refunds for days missed due to inclement weather. If tuition comes due during this time, you are still responsible to see that tuition is postmarked on or before the 10<sup>th</sup> of the month.

Other unforeseen circumstances (such as electrical failure, health epidemic, or church function) may require closure or early dismissal of classes. Every effort will be made to provide adequate notice of closures. The Preschool Council will address these issues on an individual basis.

**Whenever school is closed due to weather, any extra-curricular activities such as Lunch Bunch or Wee Little Arts is also cancelled.** We do not make up Lunch Bunch days missed due to weather.

Mrs. Barbie Brannock, the Wee Little Arts instructor, works very diligently to make up any missed days due to weather-related closings. She communicates with parents about make-up days as these missed days occur.

### **ILLNESS AND ABSENCE**

Please use the following guidelines when you are deciding whether or not to send your child to school during or following an illness:

**FEVER:** Your child should stay home with a temperature greater than 100 degrees. They should return to school only after the temperature has been below 100 degrees, without fever medications, for at least 24 hours.

**Keep your child home under the following conditions:**

- **VOMITING AND DIARRHEA** – even if just once
- **FREQUENT COUGH** – if congested (wet) or croup-sounding cough
- **EXCESSIVE NASAL CONGESTION** – with excessive runny nose or frequent need to blow (having to wipe the child’s nose more than 3 times in a 10 minute period)
- Colds are most contagious during the first 48 hours
- A child who has started antibiotics needs to be on the medication for 24 hours before being considered non-contagious and able to return to school.

**BROKEN LIMBS/STITCHES/TRAUMAS** – These situations shall be discussed with the Preschool Director **PRIOR** to your child returning to the classroom.

If we feel your child is too ill to remain at school, we reserve the right to send your child home. If your child gets sick during the morning, you will be notified and required to come pick up your child. Please notify the teachers if your child has exposed other children at school to a contagious illness.

**When you child will be absent from school (whether illness-related or not), kindly inform the Preschool office.**

**CHRONIC ILLNESS**

First Presbyterian Church Preschool welcomes all children. In order to provide a safe and healthy learning experience for every child, the Preschool and its Preschool Council reserve the right to review any child’s health status prior to his/her entry and/or re-entry into Preschool. Should a child’s health history be significant enough to present harm to himself/herself or others; or present an exceptional strain on the teaching staff and administration; First Presbyterian Church Preschool and its Preschool Council may

require a designated time table to make necessary changes to its current environment, or choose to not provide or discontinue services to a child. Any service changes or

discontinuation of services would be handled with both verbal and written documentation. Discretion and care will be given to work with each family towards a loving conclusion.

### **IMMUNIZATIONS**

A copy of your child's immunization record **MUST** be filed with our Preschool prior to the start of school on September 6, 2011. We can make a copy of it and return the original to you, if you wish. **In the event this information is not received, the child may be involuntarily withdrawn from the program.**

### **FOOD ALLERGY ACTION PLAN AND MEDICATION DISPENSING**

Should your child be allergic to **ANYTHING**, please notify your child's teacher and make sure that it is documented on your child's registration form. We also keep a master list identifying children and their allergies so all teachers have been advised of allergies, especially since our preschoolers may have Lunch Bunch with a different teacher.

If your child has severe allergies and requires medication that will need to be administered at school, even in an emergency situation, a Food Allergy Action Plan will need to be completed by you and your child's physician. This would include Epipen use and inhalers.

If your child has an Epipen or an inhaler, then the Preschool will require one be kept with your child's teachers at school. Always remember to note the expiration date on any such meds, as you may need to replace it during the school year. Your child's physician will need to provide written instructions for dispensing medication to your child, including dosages and time intervals. It is very important you inform your child's teachers if you have administered any medications such as Albuterol on the morning your child attends school.

### **HEAD LICE POLICY**

Your child's health, safety and well-being are our primary concern. Our school has a "NO NIT" lice policy. This means if your child has been infected with head lice and there are nits still present (**whether the nits appear dead or alive**), your child will not be able to attend school until his/her head is nit-free. This policy provides for all our

students' and teachers' health and well-being. Once your child's head is nit-free, your child may return to class **ONLY** after the Director has completed a physical inspection of

your child's head.

## **CLOTHING**

All clothing (especially coats, sweaters, and jackets) should have your child's name on it. Our program offers plenty of activity and movement, so washable play clothes are best. Children are most comfortable in closed toed, closed heeled shoes that do not allow the small pea gravel to get inside their shoes. Clothing that the child can independently manage is also encouraged.

Please include a change of clothing (appropriate for the season) in your child's backpack in case your child has an accident or gets soiled during the day. If your child is in diapers, please bring disposable diapers each day. All diaper bags should be labeled. An extra change of clothes should be in the diaper bag. If written instructions are needed, please attach them to your child's diaper bag.

## **MORNING SNACKS, SCHOOL SNACK POLICY, BIRTHDAYS**

**Our Preschool is a "NUT FREE" school.** This means when snacks are prepared, or purchased, labels need to be reviewed for contents referencing tree nuts and peanuts. Where the snack is prepared is also important. The package may indicate the food was packaged in a nut-packaging plant. Please refrain from purchasing any packaged foods that refer to a food being packaged in a nut-packaging plant, even if the package states "Allergen Information: Good manufacturing practices used to segregate ingredients in a facility that also processes milk, egg, peanut and tree nut ingredients."

Your child's nutrition and healthy eating habits are important to us. Each class will have sign-up sheets posted for parents to participate in our "Snack Stars" program. Parents are encouraged to support this program by providing healthy and nutritious **nut-free** snacks for your child's classroom. Individual teaching teams will provide further information at the beginning of the school year.

Children like to have their birthday parties at school. We are happy to have you bring snack and refreshments to your child's class to celebrate his/her birthday. Please check with your child's teachers so she can schedule this with our "Snack Stars" program. **We encourage healthy choices.**

Please be sensitive to all children when it comes to birthday parties. We ask that you refrain from distributing birthday party invitations at school unless the entire class is invited.

## **LUNCH BUNCH**

Lunch Bunch will be available for interested children **who are at least 2 ½ years old and no longer napping, beginning Monday, September 12.** This program will be offered Monday, Tuesday, Wednesday, and Thursday from 12:00 noon until 1:30 p.m. Each child must bring his/her lunch and a drink.

**Whenever school is closed due to weather Lunch Bunch is also cancelled.** We do not make up Lunch Bunch days.

## **WEE LITTLE ARTS**

We are pleased to announce Mrs. Barbie Brannock and Wee Little Arts will be returning for the 2011-2012 school year. This after-school art program is offered for children 3 to 5 years old. This program has a three-year cycle, with the fourth year beginning a new cycle with the curriculum and media selections that were offered in the first year. The first session for 2011-2012 will begin Monday, **September 12, 2011.**

Mrs. Barbie Brannock, the Wee Little Arts instructor, works very diligently to make up any missed days due to weather-related closings. She communicates with parents about make-up days as these missed days occur.

Wee Little Arts will offer classes during teacher workdays as needed to complete a child's 8-week session. These days have no direct relationship to weather-related school closings. Mrs. Brannock will provide written and verbal communication about make-up sessions.

## **MUSIC CLASS**

All classes will attend a weekly music class with our music teacher, Mrs. Melanie Anderson. The classes will range from 20-30 minutes each session, depending on the children's ages. Our music program's focus will be on singing, keeping rhythm, moving and listening to music. "Miss Melanie" will incorporate both religious and secular music into the program to share her love of music with the children. "Miss Melanie" will provide a monthly newsletter, outlining her focus for each month.

## CHAPEL

We have monthly chapel services in the sanctuary of the Church. This will give all of the classes in the Preschool an opportunity to get together as a group. The program will be short, approximately 15 minutes MAXIMUM, and parents are always welcome to join us. A chapel schedule will be distributed to parents shortly after school starts.

Teachers working with our younger children have the discretion to decide whether their class is ready to attend chapel, based on the physical and emotional well being of our youngest children.

## PICK UP AUTHORIZATION

If your child is to ride home with someone other than his/her usual ride, a phone call or a note is required, giving us the name and a description of the person who will be picking your child up. Your child's safety is our utmost concern. We will not release your child to unauthorized persons.

We will require a valid driver's license be presented for proper identification. Should an emergency arise, please call the Preschool with the name of the person who will be picking up your child. **Please make sure you have completed a CARPOOL AUTHORIZATION form and it remains current and updated.**

## BIRTH CERTIFICATE

A state law passed in July 1998 requires that all children entering preschool for the first time bring their birth certificate to the preschool for verification. **If this is the first time your child will be attending First Presbyterian Church Preschool, we must verify your child's original birth certificate. Please do not send us a copy.** If we do not verify the original birth certificate within 7 days of the first day of school, the authorities must be notified. This law was designed to help parents find missing children.

If you do not have a certified copy of your child's birth certificate and he/she was born in Virginia, please contact the Bureau of Vital Records in Richmond, Virginia. If your child was born in another state, please check with the Bureau of Vital Statistics in that state. In the event you have not received the certified birth certificate by the opening of school, you will need to provide us with a copy of your letter requesting the document, so that we may keep it on file until you receive the actual birth certificate.

## **PRESCHOOL CONTACT INFORMATION**

Our Preschool phone number is 434/296-1447. This is the direct line to the Preschool. All calls are answered by voicemail if we are not available. The Director, Donna Buchanan, will return your call as soon as possible. Should you need to speak with a teacher, and unless an emergency, she will contact you after 12:00 noon the same day. E-mail is checked periodically throughout the day, but if you need to get a message to us immediately, a phone call is the preferred contact method. Donna Buchanan, Director, can also be reached at [dbuchanan@fpchurch.com](mailto:dbuchanan@fpchurch.com)

If any information has changed on the original Registration form you submitted, please notify the teachers on the first day of school, or you may contact the Preschool office at 434/296-1447 Monday through Friday, 8:30 a.m. - 2:30 p.m.

## **SECURITY PROCEDURES**

Our Preschool doors are locked from 9:15 a.m. until 11:45 a.m. daily. If you are visiting the Preschool during these hours, you will need to enter through the main door by the music room and check in at the office.

All classrooms have emergency cards filed in a card file, easily transportable with the class. This emergency card file travels on any trips your child may take.

First Aid kits are available in every classroom. All teachers are certified in CPR/First Aid/AED on a yearly basis. First Aid kits are transported on field trips.

First Presbyterian Church has an Emergency Procedures manual on file and it is readily available for your review. Fire drills are practiced on a regular basis.

Each classroom has a walkie-talkie system in place. These are set on the same frequency as the facilities staff so that we have immediate response time in the event of an emergency. Emergency contact phone numbers (i.e., Poison Control, Police) are posted by the hallway phone and in the Preschool office.