

**BARTLETT CHAPEL PRESCHOOL**  
4396 EAST MAIN STREET  
AVON, IN 46123  
745-2504

**PURPOSE**

Our purpose at Bartlett Chapel Preschool is to provide a safe and nurturing environment that promotes the physical, social, emotional, spiritual, and cognitive development of each child. Children learn through play. We offer a multi-sensory environment so the child can learn in the way that is most comfortable for the student.

**ENROLLMENT REQUIREMENTS**

Children must be 3 years old or older by August 1, 2023, toilet trained, and able to speak well enough to make his/her basic needs known. Parents should also have completed and signed an enrollment form and paid the \$50 non-refundable registration/supply fee. Registration for the fall starts March 1<sup>st</sup> each year.

**CLASS SCHEDULE**

The Pre-K is a three-day a week schedule with classes meeting on Mondays, Wednesdays, and Fridays offering a morning class and an afternoon class. The Young Threes class is a two-day a week schedule with classes meeting on Tuesdays and Thursdays.

Pre-K class: 9:00 a.m. – 11:30 a.m. 12:30pm – 3:00pm  
Young Threes: 9:00 a.m. – 11:30 a.m.

A tentative yearly calendar can be found on page 6. A monthly schedule will be sent home each month. This schedule will indicate any days preschool will not meet and any special activities, field trips, etc. for the month.

**CLASS SIZE AND STRUCTURE**

The maximum student-teacher ratio will be 7-1. All classes will meet together for some activities and separately for others.

**PAYMENT POLICY**

Pre-K tuition is \$150.00 per month for August through May or \$1500.00 for the school year. Young Threes class tuition is \$90 per month for August through May or \$900 for the school year. Tuition is payable by the month and is due the first preschool day of the month. A late fee of \$5.00 will be charged for each week payment is late. See calendar and monthly payment schedule on page 6.

## **ABSENCES**

We would appreciate a phone call before the start of class if your child is not going to be present at preschool. You can call the church at 745-2504 or send a text to 317-941-1881.

## **RECEPTION AND DISMISSAL**

Please line up your cars facing west under the awning in the back of the church building. The teachers will meet you there at the opening of your class and after school is over. If you need to come into the building and drop off or pick your child up, please park your car in the parking lot and come into the building.

Please pick your child up as close to dismissal time as possible. If you feel you might be a few minutes late, let us know as soon as you can. If anyone other than a parent will be picking up your child, we need to know ahead of time. We will not release a child to anyone other than his/her parent or guardian unless previous arrangements have been made.

## **ILLNESS**

Please do not bring your child if he/she displays any of the following symptoms: a temperature of 100 degrees or over, vomiting, diarrhea, or any sign of a communicable disease. If your child becomes ill or is injured while at preschool, you will be notified. A child should be symptoms free for 48 hours before returning to school.

## **SCHOOL CLOSING AND WEATHER**

We don't do delays since we start later and we don't have to worry about children in the cold waiting for a bus. Closings are posted on our Parent Connection Face Book page, as well as a text to each family.



We will spend some time outdoors each day, weather permitting. Please be sure that your child has a jacket or coat, when weather is cool. We usually participate in an art activity each day, such as painting, drawing with markers, playing with playdough, etc. and precautions such as paint smocks are taken, but accidents do happen. Dress your child with this in mind.

## **SNACKS**

We will send home a note when it is your turn to send snacks or milk. We usually only ask each parent once or twice a year and for special snacks to celebrate holidays. You may send a birthday snack on your child's birthday, please let the teacher know ahead of time.



## **DISCIPLINE**

We try to use positive methods of discipline, which encourages self-control, self-direction, self-confidence and cooperation. Your child will be treated with respect as an individual. Our expectations will be reasonable for his/her particular personality and stage of development.

We have very few rules. Limits are set to insure respect for teachers, other children and their property as well as each child's safety.

When children forget or test these limits, they will be reminded of our expectations and reasons for them. We may suggest an alternative activity or behavior. If the behavior persists, the child will be required to take a "time out" chair. The purpose of this time is to help the child regain his/her composure and to think of an appropriate way to resume activities. Time out will never exceed five minutes and is usually much shorter. If a child has a time out, we will inform you. When the discipline practices mentioned fail to bring results, the parent will be notified and the teacher and parent will try to find a solution.

## DAILY ACTIVITIES

This is a tentative schedule of our daily activities. We often extend one portion of the day or shorten another to accommodate curriculum needs or attention spans.

SHOW & TELL	9:00-9:15
CIRCLE TIME	9:15-9:35
STATIONS	9:40-10:35
BATHROOM/SNACK	10:45-11:00
GROSS MOTOR	11:00-11:15
CLOSING CIRCLE	11:15-11:30

**SHOW & TELL-** We will have show and tell while we wait for all the children to arrive at school. Your child will have the same show and tell day every week.

**CIRCLE TIME-** During Circle time your child will learn about the calendar and weather, sing songs, and do various activities based on the theme of the week/month.

**STATIONS-** We have three stations going every day. One station is an art or science station; another is an academic station (playing math games, learning colors, shapes, numbers, the alphabet or doing worksheets). The last station is “busy boxes”. Busy boxes are activities children can do without the teacher’s help- matching patterns, coloring, stringing beads etc. If there is any extra time the children free play in the classrooms.

**SNACK-** Our snack is milk, juice, or water, and snacks parents provide. We will always thank God for our food and read a book while we eat. If your child is celebrating a birthday during the school year please feel free to send a special snack to celebrate. We will ask for snacks a couple times a year as needed. Please let us know if you child has allergies or any food related concerns.

**GROSS MOTOR-** Active play may consist of free play outside on the playground, weather permitting, or organized games and movement time inside where we exercise our large muscles.

**CLOSING CIRCLE-** Closing circle is designed to give the children a chance to reflect on what was taught in school that day. During closing circle the teacher tells a Bible story and sings the verse song. We will close the day with our “Goodbye Song”

## **STAFF**

Brenda Smith established Bartlett Chapel Preschool in 1991. Joanna Sell joined the staff in 1992 and became the director in 1993. Cindi Margason joined the staff in 1994. They both taught until retirement in spring 2007.

The current director is Kim Vandagriff. She started as a teacher in 2014 under director Beth Thorpe. She moved to director in 2015 after Beth accepted a teaching position at Danville Schools. Kim attended Ball State University majoring in secondary education and athletic training. She is a member of Bartlett Chapel and works with the preschoolers in several of the children's programs offered.

Kim is married to Gary Vandagriff and resides in Danville. They have 2 sons Garrett (25), Wil (17), and two dogs, Dexter and Callie.

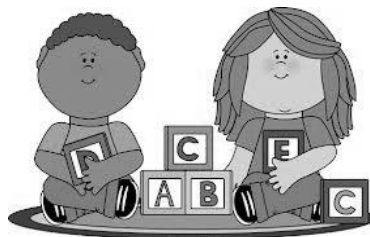
Christeen Wilson joined our staff as a teacher in 2018. She has an Associates of Applied Sciences from Ivy Tech. She has worked as a substitute preschool teacher at the Shooting Stars Gym and Learn Preschool in Plainfield.

Christeen is married to Dave and has 4 children (ages 32 – 12), and 5 grandchildren. She and Dave live in Danville with Aiden (14) and Addy (12), their two dogs, and cat.

Cindy Guerrettaz has been subbing at preschool since 2015. She is joining the Young Threes class as a fulltime teacher. She has an Associates of Applied Science degree from Indiana Business College. She resides in Danville with her husband Mark. They have 2 grown children Brooklynn (27) and Bradley (25).

## **FROM THE DIRECTOR**

I am so thankful for the opportunity to be the director of this Bible based preschool. I believe that all children are created by God and can learn and grow. I will enjoy teaching them to love God and each other as they prepare for their future education. Please feel free to call or text me at 317-941-1881 or at Bartlett Chapel, 745-2504.



# SCHOOL CALENDAR

## 2023-2024 Schedule

Wednesday, August 16	Open House
Thursday, August 17	First Day for Y3's
Friday, August 18	First Day for PreK
Monday, September 4	Labor Day – No School
October 9 - 13	Fall Break - No School
November 22 - 24	Thanksgiving Break - No School
December 22 – January 5	Christmas Break - No School
Monday, January 8	Return to School
Monday, January 15	M.L. King Day - No School *
Monday, February 19	Presidents' Day - No School*
March 18 - 29	Spring Break - No School
Thursday, May 16th - 7:00 p.m.	Closing Program
Friday, May 17th	Last Day of Preschool

\*Snow make-up day if needed.

## PAYMENT SCHEDULE

**Tuition is Pre-k \$150.00 a month and 3s class \$90.00 a month, August through May. Tuition is due the 1<sup>st</sup> preschool day of the month. Make all checks payable to Bartlett Chapel Preschool.**

