

(Registration Form continued)

Does your child have any food allergies? \_\_\_\_\_

If yes, what are they? \_\_\_\_\_

Allergies will be addressed further at orientation.

**Indicate class choice in order of preference:**

Three-Year-Olds

\_\_\_\_ Tuesday & Thursday a.m.

\_\_\_\_ Monday, Wednesday, Friday a.m.

Four-Year-Olds

\_\_\_\_ Monday, Wednesday & Friday a.m.

\_\_\_\_ Monday, Tuesday, Wednesday, Thursday a.m.

Five-Year-Olds (Kindergarten Readiness)

\_\_\_\_ Monday through Friday a.m.

Registration fee is **\$25.00** per family for current and previous families.

Registration fee is **\$50.00** per family for new families.

Make checks payable to **Watermark Preschool**.

Return this registration form with fee to:

Watermark Preschool  
Attn: Michelle Borrello  
4999 McKinley Parkway  
Hamburg, NY 14075

Please let us know if anyone referred you to our school:

Rev. (1/21)

# 2021-2022 Handbook

# Watermark

# Preschool



**Michelle Borrello, Director**  
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**WATERMARK**  
WESLEYAN CHURCH

## WELCOME

Dear Parents and Guardians,  
Thank you for your interest in Watermark Preschool. For more than 30 years our preschool has provided a safe place for your children to learn, grow, and play. We are excited to be a part of your children's lives. If you ever have questions or concerns, please contact us and let us know immediately. You are also invited to join us at our weekend services at Watermark Wesleyan. We have services here at McKinley on and Sundays at 9am and 10:30am. Please visit our web site at: **watermarkwesleyan.com** for more information about the availability of children's programming during our services and for our other church programs and locations.

Blessings,  
Adam Batt, Children's Pastor  
Abatt@watermarkwesleyan.com

## CURRICULUM GUIDELINES

To ensure that our curriculum reflects high-quality, developmentally appropriate practices, the teachers of Watermark Preschool rely on the position statement of the National Association for the Education of Young Children. These guidelines address "the following integrated components of early childhood practice: creating a caring community of learners, teaching to enhance children's learning and development, constructing appropriate curriculum, assessing children's learning and development, and establishing reciprocal relationships with families." The Preschool's learning environments and activities not only embrace children's individual differences, but promote creativity and are respectful of the needs and curiosity of your children.

Our curriculum also reflects the Early Literacy Guidelines and the Preschool Planning Guidelines of the State Education Department of New York.

## REGISTRATION FORM

Full Name of Child \_\_\_\_\_ Nickname (if used regularly) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Primary Phone Number \_\_\_\_\_

Primary Email Address \_\_\_\_\_

May the above information be released for a class list? \_\_\_\_\_

May your child's photo be used for promotion? \_\_\_\_\_

Do you regularly attend church here at Watermark? \_\_\_\_\_

Mother's First Name \_\_\_\_\_ Last \_\_\_\_\_

Mother's Cell Number (if different from above) \_\_\_\_\_

Mother's Email (if different from above) \_\_\_\_\_

Father's First Name \_\_\_\_\_ Last \_\_\_\_\_

Father's Cell Number (if different from above) \_\_\_\_\_

Father's Email (if different from above) \_\_\_\_\_

**More information needed on the reverse side.**

## BILLING

When your child is registered, you sign an agreement for the school year (September-May). Tuition is divided into 9 equal payments, the first being a **Commitment Fee** which is due **June 1**. This fee affirms your commitment to the Watermark Preschool program and guarantees your child's placement.

This fee is NOT refundable, but will become the first of nine tuition payments when your child begins school in September. If this fee is not received by **June 1**, your child's name will be dropped from the roll. The eight remaining payments will be due on the 1st of each month beginning in October and ending in May.

All checks are to be made payable to: **Watermark Preschool**. All checks returned because of insufficient funds will be charged a \$35.00 fee.

Yearly Registration Fee: \$50 per new family (**non-refundable**)  
\$25 per current family (**non-refundable**)

Yearly Supply Fee: \$20 per child (collected at orientation)

Tuition Fees per child:

3 year old class, 2 sessions/week = \$130/month  
3 year old class, 3 sessions/week = \$180/month  
4 year old class, 3 sessions/week = \$180/month  
4 year old class, 4 sessions/week = \$230/month  
5 year old class, 5 sessions/week = \$275/month

- There is a 10% discount for families with more than one child in the program.
- Tuition is due on the 1st of the month. A \$30 late fee is charged for payments not received by the 10th of the month.

**ALL PAYMENTS ARE NON-REFUNDABLE.** As a non-profit organization, our budget is based on enrollment in the program. Tuition is due regardless of a child's attendance or in the event of a building closure.

## GENERAL INFORMATION

### Drop-Off and Pick-Up Time

The Three-Year-Old classes begin at **9:15 a.m.** and end at **11:45 a.m.** The Four-Year-Old and Five-Year-Old class begin at **9:15 a.m.** and end at **12:00 noon**. Teachers are preparing for the day's activities before school and cleaning up afterwards. Please be considerate of these times.

### Teachers & Staff

Each class has a state certified teacher and an assistant who focus on the development of the whole child by creating environments and opportunities for each child to grow socially, emotionally, intellectually, physically, and spiritually.

### Partnering with Parents

Recognizing that a preschooler's primary place of learning is in the home, the Preschool strives to cooperate with parents and guardians to strengthen and educate entire families. This is accomplished through monthly newsletters, scheduled parent observations and/or conferences, and casual conversation.

### Class Size

All classes have two teachers with a maximum of 16 children.

### School Calendar

Preschool calendars are available in September. Our school schedule follows the Hamburg Central School District's calendar. There will be no Preschool on days when the Hamburg schools are closed due to holidays and weather conditions.

### Field Trips

We will be taking field trips periodically throughout the school year. For most trips, we will need parent drivers. Parents will need to provide a car seat for their child.

### What Your Child Will Need

A backpack or tote bag that can be carried to school each day is necessary so that art projects and notices can be sent home.

### **Setting & Structure**

We realize a preschooler's development is best enhanced through play in a structured setting, so we have designed the environments to be engaging, secure, comfortable, and age-appropriate. We develop each child's reading, writing, and math skills through age-appropriate academic instruction.

### **Potty Training**

Bladder and bowel control is necessary for all students. However, it is understood that occasional accidents are normal.

### **Skills Development**

Activities are designed to enhance a child's small motor coordination through art, manipulatives, and games. We also have well equipped spaces both inside and outside to use for large motor skills development.

### **Faith Development**

As a ministry of Watermark Wesleyan Church, believing each child to be a unique creation of God, the staff seeks to be a model of God's love. We provide a Christ-centered climate that enables each child to discover who God is and learn that God loves them. Children will thank God through prayer for their snack. We will use the Bible for lessons, themes and activities during the year. We do not take the place of Catechism or indoctrinate the child into the Wesleyan Church. If you have questions, please ask.

### **Special Needs Placement**

If your child has been evaluated and it is determined that he/she has special needs, it is necessary that you inform the Preschool Director. We will do our best to meet the needs of each individual child. Regular communication between the director, classroom teacher, and parents will be necessary to ensure proper growth and development of the child. Our program welcomes outside therapists to work with children during class times. (If you believe that your child has special needs, testing and services may be available by contacting your home school district's Committee on Preschool Special Education—the C.P.S.E.)

## **A TYPICAL DAY ~ FIVE-YEAR-OLDS TRANSITIONAL KINDERGARTEN**

- 9:15-9:25      Opening and Greeting
- 9:25-9:55      Morning Meeting and Large Group Instruction
- 10:00-11:15    Transition to small groups
1. Two small groups in centers (teacher-directed)  
    May include:
    - a. Math
    - b. Science
    - c. Reading/Writing
    - d. Art
    - e. Cooking
  2. One small group (free choice for play)
- 11:15-11:25    Clean-Up
- 11:25-11:35    Follow-Up Large Group Instruction
- 11:35-11:55    Large Motor Activities, Games/Music/Gym
- 11:55-12:00    Closing



## FIVE-YEAR-OLD TRANSITIONAL KINDERGARTEN

The Transitional Kindergarten class is intended for children who are five or will be five on or before December 1, but will not be attending kindergarten in the fall. The program is designed to bridge the gap between preschool and kindergarten for children who are not yet ready to meet the challenges of full day kindergarten.

Goals of the program are to develop literacy and math skills through a variety of activities, play and direct instruction. Emphasis also is given to developing fine motor skills through manipulatives and sensory play, as well as art and writing activities, special projects and field trips. Because social development is an important part of functioning in a classroom community, these skills are intentionally emphasized to foster communication skills, attentiveness, cooperation and self-awareness.

The Transitional Kindergarten program is designed to meet children wherever they are in their development and help them grow into confident learners and friends. The 'gift' of an extra year to grow allows children time to mature as learners and as people, so that their transition to kindergarten is a smooth one.



### Snacks

Parents will be asked to provide snacks at scheduled times throughout the year. The children's snacks should be kept very simple and nutritious. We ask that all snacks be peanut and tree nut free. (This would also eliminate snacks processed in a factory with nuts, or may contain nuts) There may be additional allergies in your child's classroom and the teacher will let you know what those are.

### Allergy Procedure

Food allergies must be noted on our Health Form. Certain allergies will require that you keep a few special snacks in your child's backpack in case that day's snack is not safe for him/her. Often children with severe allergies have their own supply of snacks at school to eat each day. The classroom teacher will work out a plan with you that is best for your child.

### Birthdays

Birthdays are special times for children which we celebrate during the snack period. Please do not send in birthday cakes. Try to choose birthday snacks that are easy for the children to eat. Large, messy snacks with a lot of frosting are often frustrating for the children. Feel free to participate with us the day we celebrate your child's birthday. Summer birthday celebrations are equally as important and will be celebrated during May.

### Health and Safety

If a child has a communicable disease (e.g., pink eye, lice, Covid), please notify the school as soon as the physician has confirmed the disease. The child may have exposed the whole class and the other families in the class must be notified. If your child has been sick with a fever, vomiting or diarrhea, he/she must be symptom free for 24 hours before returning to school. A copy of our Covid policy is available for review.

### Clothing

Preschool is a place for safe and comfortable **play clothes** and **sneakers** (or rubber soled shoes). Please keep a full extra set of clothing in your child's bag in case of spills or accidents.

## Parent Participation

We currently have limited visitation because of Covid protocols. When permitted, your child's teacher will explain specific times that are scheduled in each class for parent participation.

## Discipline

A child is not born with the ability to control his own actions. He must develop self-control under the careful guidance of adults whom he trusts. This we call **discipline**.

A child finds security in limits. She needs to know what is expected of her and what she can and cannot do in a given situation. Establishing limits to assure a child's safety is our first consideration. Then we set limits for appropriate use of materials and equipment, as well as appropriate behavior within a group.

Participating teachers and other adults must all be positive and consistent in teaching, guiding and enforcing the established limits. As the child tests the limits and finds them to be consistent, he can begin to develop self-control, which is the beginning of independence.

We talk with the child about the consequences of his actions, his feelings and the feelings of others. Removal from the group is used only as a means of helping the child to gain self-control, to refocus or to redirect his negative feelings.

There may be times when parents are contacted so that they can be aware of and can support the teacher's plan to reinforce positive behavior.



## A TYPICAL DAY ~ FOUR YEAR OLDS

### Greeting/Instructional Time/Morning Message-30 minutes:

The children are greeted by the teachers, opening with a song. The teachers direct discussion of the day's activities including calendar, weather and art experience. This time encourages participation and interaction between teachers and children.

### Center/Choice/Instructional Time - 50 minutes:

Art and instructional activities are usually teacher-directed and may be either one-on-one or small groups. Play activities are the child's choice and include games, books, puzzles, blocks, manipulatives, dramatic play, and sensory play.

**Clean-Up Time - 10 minutes:** All working together to put toys and materials away.

**Language Arts - 15 minutes:** Storytelling with books and flannel board, often with student interaction.

**Large Motor Time - 20 minutes:** A time for directional play using music and games or free play in the gym or on the playground.

**Snack Time - 15 minutes:** Hand washing and enjoying a nutritious snack with children preparing their own from time to time.

**Closing Time - 10 minutes:** A relaxing time for end of the day sharing and singing.





## FOUR-YEAR-OLDS

The Four-Year-Old program is a structured, routine based program designed to prepare children for kindergarten. They learn to pay attention, follow instructions, use patience, and get along with other children. These readiness skills and a number of others are the focus of this class.

One primary goal is to facilitate socialization with other children. As they develop friendships, an appreciation for the uniqueness of others is fostered. They learn to be part of a group by exercising self-control and using manners. The children develop confidence as they become more independent, feeling good about themselves and their accomplishments.

Another important aspect of the program is to prepare children to read, write and understand math concepts. Pre-reading skills are developed through the use of games and instruction as they identify numbers, letters, colors and shapes. Sequencing and rhyming is also learned through stories, books, finger plays and songs. Pre-writing skills are enhanced when art experiences and the use of manipulatives strengthen fine motor muscles in preparation for forming letters and numbers. Pre-math skills are promoted through sorting and classifying with manipulatives and games.

Preschoolers are natural scientists and will benefit from having plenty of hands-on, self-directed experimentation. Our classroom is an environment providing children with interesting materials to explore. We strive to create an environment where children feel safe to learn and where they are respected, empowered, trusted, and listened to. This environment also includes an appreciation for God and His creation.

## ENROLLMENT

Regardless of national, ethnic or religious origin, any child who will be three, four or five years old on or before December 1<sup>st</sup> will be eligible for enrollment in Watermark Preschool.

### Registration

To register your child, you must return a completed application and the registration fee. Upon receipt of the above, your child's name will be placed on our enrollment list. Yearly, non-refundable registration fee for new families is \$50.00. The registration fee for current or past families is \$25.00.

Open registration will begin in February. Forms are available at the preschool and online. Registration will be on a first-come, first-serve basis.

### Classes

Tuesday & Thursday a.m. - Three-Year-Olds  
Monday, Wednesday, Friday a.m. - Three-Year-Olds  
Monday, Wednesday, Friday a.m. - Four-Year-Olds  
Mon, Tues, Wed, Thurs a.m. - Four-Year-Olds  
Monday through Friday a.m. - Five-Year-Olds

### Waiting List

If the class for your child's age is filled and you have sent in the registration fee, it will be returned to you and your child's name will be put on the waiting list. When an opening becomes available, we will contact you. The waiting list operates on a first-come, first-serve basis.



## THREE-YEAR-OLDS

The Three-Year-Old program is designed to help children develop confidence by doing many things for themselves and managing their feelings. They learn to be competent children away from mom and dad.

The children learn how to be part of a group by waiting their turn, listening to others, and responding at appropriate times. Using verbal cues for their wants and needs fosters good manners as they become more aware of others and their surroundings.

Working with the physical development of the child is an important aspect of the program. Fine motor skills are strengthened by making art creations and by the use of manipulatives. The children develop large motor skills when playing on the gym equipment, both inside and outside.

Language skills are promoted through listening and reacting to stories, rhyming with finger plays and songs, and talking with their classmates and teachers.

Pre-reading skills are developed through story structure, guided reading, interacting with books, and learning letters.

The classroom has a variety of hands-on, self-directed activities where a child can experiment and develop a curiosity for learning. Our goal is to create an atmosphere of love and praise where the three-year-old is encouraged to make good choices. Therefore, learning about God and His love through songs, Bible stories and creation is an integral part of our program.

## A TYPICAL DAY ~ THREE YEAR OLDS

**Circle Time - 15 minutes:** The children are greeted by the teachers in a secure atmosphere of singing and togetherness. The teachers briefly present the activities of the day and introduce letters and other academic concepts.

**Play Time - 60 minutes:** The children have free choice play including creative materials for an art experience, a housekeeping center, pretend center, music center, book center, blocks and other manipulative toys. The primary goals of this time are to develop small motor skills and creativity, as well as social skills. There is also small group instruction during this time.

**Clean-Up Time - 10 minutes:** Children and teachers work together to put toys and materials away.

**Language Arts/Learning - 20 minutes:** Storytelling with a variety of medium, often with student interaction. Learning through finger plays, music and rhymes.

**Large Motor Time - 20 minutes:** An opportunity to use large muscles in directional play with music and games or free play in the gym or on the playground.

**Snack Time - 15 minutes:** Hand washing and enjoying a nutritious snack.

**Closing Time - 10 minutes:** A relaxing time for end of the day sharing and singing.

