

Orange Presbyterian
Weekday School
Parent Handbook
2022-2023



Orange Presbyterian Weekday School
162 West Main Street
Orange, VA 22960
540-672-4240 (Church)

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Mission Statement:

The mission of Orange Presbyterian Weekday School (OPWS) is to provide an atmosphere where children will grow academically, physically, spiritually, and socially. This philosophy is modeled after how Jesus grew in Luke 2:52 - "Jesus grew in wisdom and stature, and in favor with God and man." Promoting devotion to Christian principles is at the heart of our program and we believe that children learn best through play to achieve growth in all areas.

Philosophy:

The Orange Presbyterian Weekday School is sponsored by the Orange Presbyterian Church. The Weekday School is a ministry of the church and represents the church through its work. It is the church's desire that OPWS promote a devotion to Christian principles and beliefs and fosters faith.

Christian Emphasis:

The Presbyterian Weekday School has been a ministry of the Orange Presbyterian Church for over forty years. We hope to spread the love of Jesus with the children through daily prayers at snack time and a weekly Bible lesson.

Staff Requirements:

Requirements for OPWS Staff include:

- Annual health check performed by a licensed physician.
- Criminal background and central registry check.
- CPR/First Aid Certified (at least two)

Our Facility:

Orange Presbyterian Weekday School is located on the lower level of Orange Presbyterian Church.

Enrollment Capacity:

Our enrollment capacity is 42 students. Staff to child ratio is 1:6.

Public Liability Insurance:

Orange Presbyterian Weekday school is covered under Orange Presbyterian Church's liability insurance Policy.

Religiously Exempt Child Day Center:

Orange Presbyterian Weekday School is a Religiously Exempt Child Day Center (REDC) under the regulations mandated by the Virginia Department of Education.

Tuition

Three-Year Old Program:	\$150.00/month
Four-Year Old Program:	\$175.00/month

Tuition payments are due on the first of the month. A \$10.00 late fee will be applied to payments received after the fifth of the month. Accounts overdue by more than one month will result in suspension until the account is paid up to date. Please visit our website to set-up electronic payments or make checks payable to: Orange Presbyterian Weekday School or OPWS. In the memo section write the child's name and month.

Payments must be brought to the church office Monday through Thursday from 9:00 am through 12:00 noon or mailed to:

Orange Presbyterian Weekday School
Orange Presbyterian Church
162 W. Main Street
Orange, VA 22960

If you have any questions or concerns about your child's tuition, please contact Rachel Gibson at opws@orangepc.org.

School Hours:

Students may be dropped off beginning at 8:50 am and school concludes at 12:00 noon.

Clothing:

Please dress your child comfortably in clothing and shoes that can stand the wear and tear of crawling, climbing, painting, and other messy activities. Additionally, we ask that you keep a complete change of clothes in your child's bag in the event of an accident or spill.

Mid-Morning Snack:

We serve a healthy snack each day. Families are welcome to send in a special treat (cookies, donut holes, or mini-cupcakes) for birthdays. Children should not bring any candy, gum (nor should it be in their mouths when they come in), or extra treats to school. Please alert the staff if your child has any dietary restrictions or food allergies.

Field Trips:

We will occasionally take walking field trips in the town of Orange. Additionally, we will take seasonal field trips such as to Sarah's Pumpkin Patch in the Fall.

Health:

OPWS will make every effort to protect the health and safety of the children. The cooperation of parents in helping prevent the spread of communicable diseases is of great importance. We adhere to the requirements of the Virginia Department of Education including a current School Entrance Health Form.

If your child has a fever (100.4 or higher) or any contagious illness (such as pink eye), the student must stay home for a minimum of 24-hours. Staff will make daily health observations of each child. Should your child become ill during the morning, we will call you. Our staff will not administer any medication except an Epi-Pen.

Any time throughout the year that there is a change in your home, work, or childcare provider's phone number, please let us know. Notify OPWS if your child becomes ill with any contagious or self-spreading illness (flu, head lice, strep throat, etc.), or if your child will be absent.

Parent-Teacher Conferences:

Prior to public school kindergarten registration, Parent-Teacher Conferences will be held for the 4-year old class to discuss your child's readiness.

Conferences for the 3-year old class can be arranged whenever the need arises.

Transportation:

Parents and/or caregivers are responsible for the transportation of children. Please inform OPWS if any changes are made to your transportation plan, or if someone different will be picking up your child. It is possible to reach us during school hours by calling the Orange Presbyterian Church office at 540-672-4240 or the director, Caroline Baldwin at 703-244-9439.

Handbook, Calendar & Newsletters

In addition to this handbook, you will receive a calendar and newsletter each month. These will include important information about what is happening at school. PLEASE READ THESE AND KEEP THEM IN A SAFE PLACE!

Snow Days:

Snow days will not necessarily align with public school closings. There will be a notification via email as well as on the private preschool Facebook page regarding school closings. Please make sure that the director (preschool@orangepc.org) has your correct email address.

First Days of School:

For parents who will be bringing their children to school for the first time, we understand that the excitement of this new beginning is tinged with some anxiety and reservation. Some children may display various emotions until they begin to feel secure in their new surroundings. You can help by bringing your child with a cheerful, positive attitude. Saying goodbye at the door and leaving promptly will make the transition easier for everyone. Please read the "OPWS First Days" handout for helpful information..

Daily Schedule

8:50 - 9:00 Children Arrive

Children arrive and put away personal items..

9:00 - 9:30 Learning Centers

Children choose from periodically rotating centers such as, art, library, discovery, imaginative play, and blocks.

9:30 - 10:00 Circle Time

Calendar, Songs, Bible Time, Stories

10:00 - 10:25 Bathroom and Hand-washing

Independent reading or Music & Movement while children take turns in the bathroom

10:30 - 11:00 Gross Motor Rotation

Playground, Outdoor Play, Bike Room Play

11:00 - 11:45 Snack & Small Group Time

Children move into classrooms for snack followed by small group learning, art, math, and/or science.

11:45 - 11:55 Closing Circle Time/Table Time

Daily Reflection, Story, Games, Goodbye Song

11:55 Pack Up

12:00 Dismissal

2022-2023 School Calendar

August 23 & 24	Open House
September 2	Playground Social
September 6	1 st day for 3-year old class
September 7	1 st day for 4-year old class
November 23-25	Thanksgiving Break
Dec 21 - Jan 3	Winter Break
January 16	Martin Luther King Holiday
February 20	President's Day Holiday
April 3 - 7	Spring Break
April 10	Easter Monday (No School)
May 18	Last Day for 3-year old class
May 19	Graduation for 4-year old class

Staff

Caroline Baldwin, Teacher/Director

Caroline has a BA in Music from George Mason University. She has extensive teaching experience in music, preschool, and church settings.

Amy Blundin, Teacher

Amy works at Woodberry Forest School in the athletic department and as a writing coach. She has volunteered at schools for the last twenty years teaching writing, art, and fitness.

Ellen Kendall, Teacher

Ellen has a Bachelor's degree in English and Political Science from the University of North Carolina at Chapel Hill and is a long-time member of Orange Presbyterian Church.

Mary Beth Miller, Teacher

Mary Beth is a graduate of University of Virginia. She has a background in children's music ministry, young life ministry, and has a great love for books and reading.

Presbyterian Weekday School Board of Directors

Sharon Mohrmann, Chair

Lynn Clements, Properties

Rachel Gibson, Registrar

Carol Sue Graves, Outreach

Robyn Noriega, Parent Representative

Susan Southard, Treasurer