

PORTSMOUTH CHRISTIAN ACADEMY PRESCHOOL (PCAP)



2023-2024

Quick Reference Guide



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The mission of Portsmouth Christian Academy is to honor God joyfully by inspiring students to maximize their God-given potential.



Hello PCAP Families,

Welcome to Portsmouth Christian Academy Preschool. We are pleased that you have chosen our preschool for your child. We look forward to working with you and your child this year. We want you to feel that you are part of our team in helping your child grow and develop physically, spiritually, emotionally, socially, and intellectually. We believe that when teachers and families work together in a partnership the child reaps the rewards. We encourage our parents to become regular volunteers and to join us during our special events throughout the school year. Your assistance is invaluable to us.

This reference guide has been prepared to help you get acquainted with our program and our policies. We will give you our handbook at open house. We ask that you read through the handbook entirely so that you can be familiar with the policies and procedures of our daily operations.

Once again, thank you for selecting Portsmouth Christian Academy Preschool. We hope that this will be a fun and exciting year for both you and your child.

In Christ,

Harlee Tuttle
Preschool Director & Teacher

Meet the PCAP Staff

Harlee Tuttle (Frogs)- Hello everyone! My name is Harlee Tuttle. I live in Northwood with my husband and our two children. I have a Bachelor's degree in Early Childhood Education from Lasell University and an M.Ed in Teacher Leadership from Plymouth State University. This is my seventh year at PCA and I am so incredibly thankful to be a part of such an amazing team. In my free time I enjoy spending time with my family, going to the beach, camping and kayaking.

Sue Long (Frogs)- Hello, everyone! My name is Sue Long (Miss Sue) and I am Miss Harlee's Aide. I have just completed my 31st year at PCA. My four children were here for most of those years. They all started in the preschool and my youngest graduated from our upper school in 2011. It has been a joy and a blessing each year. My favorite pastime is doing anything with my family. I love to read, kayak, and cheer for Boston sports teams. I count it a privilege to be a part of each child's introduction to school and PCA while creating long time bonds with each of the families. Being a part of the PCAP team is such a big part of my life, and I look forward to seeing each new face.

Beth Jones (Polliwogs)- Hi Everyone, my name is Beth Jones, "Miss Beth". I am so honored to be a part of the Portsmouth Christian Academy Preschool. This will be my 18th year as a "Polliwog" Teacher. I have a degree in Early Childhood Education from Gordon College, and I attend Bethany Church in Greenland. I have two children that both attended PCA from the preschool through graduation. My son is now an attorney, and my daughter is a senior at Penn State University. I enjoy spending time with my family, reading, swimming, cross-stitch, listening and dancing to music, but most of all teaching and getting to know your family and your precious children. I look forward to beginning a new school year. May the Lord bless the rest of your summer!

Deb Drew (Polliwogs)- Hello Everyone, my name is Deb Drew (Miss Deb). I live in Dover with my husband Peter. I have three wonderful sons, three fantastic daughters-in-law, and the loves of my life, my beautiful grandchildren. They are our little blessings and I love being their "Mimi". All three of my sons and two of my daughters-in-law are graduates of PCA. I graduated from the University of Massachusetts with a degree in Physical Education. I have worked in PCAP for 23 years. When not at school I enjoy running, reading, and spending time with my growing family. I am excited to start a new year and welcome our new little students. We have a great staff and lots and lots of fun.

Aimee Kardulas (Minnows) Hello Everyone! My name is Aimee Kardulas. This will be my third year at PCA in PCAP! I have a CDA with 28+ years' experience working in many different areas of Early Childhood Education! I live in Eliot, Maine with my husband, Daniel and my daughter, Mychaela. I also have a son, Cody and two granddaughter Lyleigh and Adaleigh. God has blessed me with so many experiences teaching children and I am so very grateful and blessed that he led me here to PCA! When I am not teaching I love to hike, go to the beach, read and spend time with my family. I look forward to meeting and working with you all for the best learning experiences for your children!

Albo Sih (Minnows)- Hello everyone, my name is Albo Sih. My family moved up from New Jersey to New Hampshire four years ago. I am the mother of two, my eldest, Elizabeth finished college and my youngest, Michael will be in college soon. I have been serving in children's ministry and teaching Sunday school in the 3-5-year-old class for many years. I love hiking, kayaking and listening to music. I am thanking God for this opportunity to work in the Minnows class. I can't wait to meet/see all these children.

Jodi Karnes (Fireflies)- Hi everyone! My name is Jodi Karnes and I am very excited for the year ahead! I have a Bachelor's degree in Family Studies from UNH and I have worked at PCA for 9 years and feel privileged to be a part of your child's educational journey. I have 3 children, one who graduated from PCA in 2017 and two who are in Middle School at PCA. In my free time, I enjoy kayaking, searching for sea glass, creating art, hiking, and going to camp to get off the grid (really, just anything I get to do with my family!).

Jordan Craig (Fireflies)- Hi everyone. My name is Jordan Craig. I live in the beautiful state of Maine with my husband, 3 children and our brown tabby cat named Ramsey. I love coffee, making music (especially on piano & drums), and playing basketball! I also enjoy hiking, fishing and ice cream trips! I hold a Bachelor's degree in worship arts from West Coast Bible College and Seminary. My most favorite thing of all is spending time with my family.

PCAP SUPPLY LIST...



PCAP Supply List

A full change of clothes labeled with child's name and in a large ziplock bag- **All**

A large reusable bag for winter gear- when winter comes- **All**

A recent picture of your child (no bigger than three by five)-**Minnows, Polliwogs, Frogs**

Clorox wipes- **All**

(1) 12 Pack of crayons – **Minnows and Fireflies**

(1) 24 pack of crayons- **Polliwogs and Frogs**

(1) 12 Pack of Colored Pencils -**Polliwogs, Fireflies and Frogs**

(4) Glue sticks- **All**

(1) 10 Pack of Pipsqueak washable markers classic colors (**Polliwogs only**)

(1) 10 pack washable markers classic colors- **Minnows, Fireflies, and Frogs**

(1) Water color paint set- **All**

(1) Pair scissor- I recommend the Fiskar brand- **All**

(1) Mini dry-erase board 8.5*11"- **All**

(1) multi-pack Expo dry erase markers (we find this brand works best)- **All**

(1) Sturdy 2-pocket folder with child's full name on it (first and last) (**All**)

Please label all of your child's materials

2 rolls of paper towels (**Frog's Class Students**)

(1) packages 5 oz. cups (1) package uncoated paper plates (**Polliwog Class Students**)

(1) Package paper bowls (1) package muffin liners (big or small) (**Firefly Students**)

(1) box tissues (1) box gallon storage bags (**Minnow Students**)

Small blanket, **small pillow** and fitted crib sheet to fit in cubby- the **cubby size is 10.5X10.5** for reference. (**those who stay for rest-time**). Please no large pillows or sleeping bags.

PCAP is in need of large paper bags and clean baby food jars w/ lids, paper towel and toilet paper rolls for an event in October.

MARK THIS DATE ON YOUR CALENDAR

PCAP Open House

Tuesday, August 29th

Open House: 10:00-11:30 am (come and go)

First day of school:

Wednesday, August 30th



Arrival Procedures



Before Care- early arrival before 7:45 am

We offer a before care program beginning at 7:15 am. Before care is an additional fee, which will be billed monthly. Parents are asked to park their vehicles in front of the gym lobby and enter through the gym lobby doors. This is where before-care takes place for the Preschool Students. Please remember to **always** sign in your child with the staff on duty.

Arrival between 7:45-8:10 am

Parents are asked to pull up to the MPR doors (located in the lower parking lot) where a PCAP staff member will meet you. We ask that you remain in your vehicle, have your child unbuckled and ready to get out, and have them seated on the passenger side. We will then escort your child into the MPR. If your child is going to be absent, please send an email to **BOTH** your classroom teacher and the PCAP director.

Late arrivals

We encourage you to be prompt during arrival time. The first half hour of our morning is a very important part of your preschooler's day. If you do arrive after 8:10 AM, you will need to park in the lower parking lot and walk your child into the building. Please be sure to sign in at the front desk before heading down to the preschool.

Dismissal Procedures

Children will be dismissed only to those persons known by the preschool staff to be authorized to pick up the child, unless the parent has given direct, written permission for someone else to do so. It is important to attach a written note to the outside of your child's backpack if the staff needs to be aware of any changes.

Preschool Half-Day Dismissal Time (11:30 AM)

Please drive into upper loop and park in front of the gym lobby doors. We will be dismissing the children from the gym lobby. Parents are to come and pick them up at this door and a staff member will be there to sign them out. We attempt to dismiss quickly; therefore, lengthy chats with a teacher at that time are discouraged. You may call the preschool office 603-742-3617 ext. 113 or email your child's teacher. We welcome your communication.

Afternoon Dismissal Time (2:55 – 3:15 PM)

PCAP dismissal takes place in the Lower School parking lot, by the MPR (this is the same location as PCAP arrival). Dismissal will begin at 2:55 pm and end promptly at 3:15 pm. You will drive slowly into the parking lot, lining up in a single-file line alongside the soccer field. Please have your carpool number displayed.

Middle school dismissal begins at 3:20 pm in the same location, so please be prompt! For those with siblings in the Lower School- please pick up your preschool child first, then proceed up the hill and directly into the loop. A preschool teacher will communicate your carpool number so that your Lower School student will be ready for you.

FAQ: What happens if I'm late picking up? You may be asked to park and walk in to get your child.

What happens if I am late for PCAP but not late for the LS dismissal? The lower school will communicate with us, and if we are able to we can possibly bring your child upstairs- however this is not guaranteed, so you may need to park and walk in.

Where will my child be after 3:15? Your child will be back in the preschool. Between 3:15 and 3:30 you will walk in the main doors to come downstairs to the preschool to pick up your child. Once it is 3:30, aftercare officially begins and you will need to walk in through the MPR to pick up your child.

Early Dismissal Days

On school-wide early dismissals days, PCAP will hold their dismissal with the lower school from our normal location, of the MPR. You will pick up your PCAP student first and then head into the loop for your older children. Dismissal will run from 12:00-12:20 pm; we will be strict with these times as the Middle School families will line up and begin their dismissal at 12:20 pm.

Four-Year-Old Program Daily Schedule

Monday & Friday

8:30 - 9:00 Circle time
9:05-9:25 Snack Time
9:30-10:15 Recess
10:20 - 11:20 Story/Bible/Music & Movement/
Activity
11:20 - 11:30 Dismissal

Tuesday/Wednesday/ Thursday

8:30 - 9:00 Circle Time
9:00-10:30 Learning Center Rotation (literacy,
science, math, snack)
10:30-11:00 Recess
11:00-11:20 Story/Bible/ Music & Movement
11:20-11:30 Dismissal

Full Day Schedule For All Classes

11:30-12:00 Recess/Learning center/Kaleidoscope
12-12:30 Lunch
12:30-12:45 Story time
12:45-2:00 Rest time
2:00-2:50 Afternoon Snack
Learning Centers/Outdoor play
2:55-3:15 Dismissal/Clean- up
3:30-5:30 Aftercare





3-Year-Old Program Daily Schedule (half or full day)

Monday – Friday

8:20-8:30: Transition into classroom

8:30-9:00: Circle Time

9:00-9:25: Wash hands/Snack

9:25-10:20: Learning Center time

10:20-10:25: Clean up

10:25-10:45: Bible

10:45-11:50: Outside

Kaleidoscope workshops for all!

Every quarter the Kaleidoscope program has a variety of workshop options. These workshops are offered for an extra fee and are available to preschoolers from 11:30-12:00 on assigned days of the week.

The following are examples of workshops have been offered for the preschool age child (offerings differ each year)

- 1) Educational Gaming
- 2) Piano Academy
- 3) Soccer

If you are interested in finding out more about this wonderful program, please give the Kaleidoscope office a call at 742-3617.

Additional Information for Parents

Volunteer Opportunities:

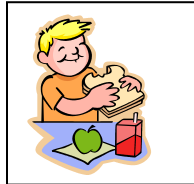
Volunteers are always welcome, appreciated and provide invaluable contributions to the school.

Our desire is to have no more than two volunteers per class for each day. Please honor the request that no younger siblings accompany parents on volunteer days. A volunteer folder with work inside will be provided for each parent volunteer by each classroom teacher.

If you'd like to help us, you will need to fill out the appropriate forms with Summer Heath, Director of Volunteer Relations, at extension 143.

Healthy Snacks:

Please send your child to school with a morning and afternoon snack. If they stay for an aftercare, please send an additional snack. Please make sure snacks are labeled, as they will be pulling them out from their lunchboxes. Some suggestions for healthy snacks: Fresh fruit and veggies, cheese and crackers, yogurt, popcorn, goldfish, graham crackers, animal crackers, saltines, applesauce, small bagels, small waffles, or raisins. Due to state licensing regulations we cannot serve candy.



Lunches:

Families provide lunch each day for their children. We do not have a cafeteria at school but do work with local food vendors that provide a "hot lunch" option. Each quarter you will have the option to sign up for this service using your Veracross account. Please make sure to label all of your child's containers, as well as their lunch box. Please be sure to have an icepack in your child's lunchbox. At this time, we are unable to warm food up for children. A thermos should keep warm food warm until lunch time. We ask that you please send foods ready to eat- please make sure oranges are peeled, hardboiled eggs peeled, etc. We follow the State of NH Child Care Licensing guidelines and do not serve/offer candy at school. Please do not send candy in your child's lunch.

School Cancellations:

The decision to cancel, delay, or release school is not taken lightly and is driven solely by concerns for the safety of the children. PCA is somewhat unique in the sense that most of our children are transported to school by privately owned vehicles.

Our families reside in forty different communities located in three states. Even though some town or main roads may be passable and safe, many secondary roads in the three-state region may be impassable and dangerous.

After listening to local radio and television stations, consulting people in the affected areas, and in some cases, calling the state police and public works personnel, the Head of School makes a decision that is believed the best for the majority of the school population. Each parent must decide for himself or herself if the trip to school is safe in their area.

We know that any change to routine is disruptive and have tried to minimize cancellations and late openings. However, when we must, the announcement is broadcast over a regional radio station and television station and rarely later than 6:00 AM. The most reliable and powerful radio station in the area is WOKQ, operating on frequency 97.5 FM, and we recommend that you tune in on days when a delay or closing is anticipated. You may also refer to our website www.pcaschool.org.

Sources for determining a delay or cancellation:

You will receive an automated call and email from PCA notifying you of a delay or cancellation.

AM 1270 www.wmur.com
WMUR TV9 www.pcaschool.org

Procedure for 2-hour delay:

PCAP classes will not be held for half-day students, but there will be care for full-day PCAP students.

Before care will begin at 9:15 am. Arrival will begin at 9:45 am. PCAP classes will begin 10:10 for full day students.

Sick/Absences

When your child cannot attend school, please let us know via the PCA absence line at 603-742-3617 ext.112.

You may be prompted to give symptoms in order for us to fulfill our commitment to the NH Department of Health in tracking symptoms.



For long-term absences, see the *Preschool Director*

Veracross:

All PCA families have a Veracross account. Veracross is our school database information system

that allows parents access to their children's assignments, grades and attendance records. In addition, parents can sign up and pay for programs such as lunch and kaleidoscope classes. Veracross also provides access to the family directory and PCA's event calendar.

Instructions and passwords for accessing Veracross through the internet are emailed to newly enrolled families. Returning families can learn more about Veracross at <http://www.veracross.com>. A quick link to the Veracross login can be found on PCA's website in the lower right-hand corner.

Dress code:

Preschoolers are not required to strictly follow all of the PCA dress code, but dress should be appropriate (durable, hole-free, and ready for a day of painting and play). We ask that children do not come into school in pajamas or costumes, as both have the potential to be distracting. All clothing should be labeled with your child's name. Sneakers are required for the playground (sneakers should have non-marring soles). If your child is wearing open-toed sandals or heeled dress shoes, he/she will not be allowed on climbing equipment for safety reasons.

Please keep an extra full set of clothing in your child's cubby at all times. Remember to change clothing as the seasons change. All winter items should be labeled (both mittens etc.)

We attempt to go outside everyday with the exception of when the temperature has a real feel of below 20 degrees. Please make sure your child is dressed appropriately for all weather conditions.

PCAP 2023-2024

CALENDAR

August

8/29 Open House: 10am-11:30am
8/30 First Day of School

September

9/4 **No School/** Labor Day

October

10/9 **No School/** Columbus Day
10/27 Grandparent's Day
10/27 Early Dismissal

November

11/6 **No School/**Parent Teacher Conferences
11/7 **No School/** Parent Teacher Conferences
11/20-24 **Thanksgiving Break/ PCA closed**

- **Thanksgiving Party Dates: To Be Determined**

December

TBD Kindergarten Experience Days
12/20 **Early Dismissal- 11:30 am- NO Aftercare**
12/21-1/3 **Christmas Vacation PCA CLOSED**

- **Christmas Party Dates: To Be Determined**

January

1/3 Classes resume
1/15 **No School/ Martin Luther King Day**
1/29 **Early Dismissal**

February

2/5 **No School/ PCAP ONLY Parent-Teacher conferences**
2/19 No School Teacher Inservice
2/26-3/1 **Winter Vacation- PCA Closed**

- **Valentine's Day Party Dates: To Be Determined**

March

3/16 AUCTION *school for those who have parents in attendance at the auction
3/21 **Early Dismissal**
3/22 **No School/ Teacher Inservice**
3/28 **Kapok Tree Presentation *Time TBD***
3/29 **PCA Closed/Good Friday**

April

4/22-4/26 **Spring Vacation- PCA Closed**

May

5/9 Muffins with Mom (Fireflies, Polliwogs & Frogs)
5/10 Mother's Day Picnic (Minnows)
5/27 **No School/ Memorial Day**

June

6/3 PCAP Minnows & PCAP Polliwogs Milestone/Last Day
6/4 PCAP Frogs & Fireflies Milestone/Last Day

NO AFTERCARE ON THE FINAL DAY OF SCHOOL

Portsmouth Christian Academy at Dover
20 Seaborne Drive
Dover, NH 03820

603-742-3617

www.pcaschool.org

**For a complete PCA calendar of ALL school events please see the calendar on Veracross.*