

PORTSMOUTH CHRISTIAN ACADEMY PRESCHOOL (PCAP)



2018-2019

Quick Reference Guide

PORTSMOUTH
CHRISTIAN
ACADEMY
— AT DOVER —

Table of Contents

Letter from Harlee Tuttle, Preschool Director.....	3
Meet the PCAP Staff.....	4
PCAP Supply List.....	5
Open House.....	5
First Day of School.....	5
Arrival Procedures.....	6
Dismissal Procedures.....	6
Daily Schedule for 4 year olds	7
Kaleidoscope	8
Daily Schedule 3 year olds.....	8
Volunteer Opportunities.....	9
Healthy Snacks.....	9
Inclement Weather/School Cancelations.....	9
Sickness/Absences.....	9
Veracross.....	9-10
Dress Code Policy.....	10
PCAP Yearly Calendar.....	11

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 & PCAP 3 Teacher

Meet the PCAP Staff

THE FOUR YEAR OLD TEAM!

HARLEE TUTTLE (PCAP 3)- Hello everyone! My name is Harlee Tuttle. I live in Northwood with my husband and our two children. We attend Higher Ground Baptist Church. I have a Bachelors degree in Early Childhood Education from Lasell College and an M.Ed in Teacher Leadership from Plymouth State University. This is my second 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 (PCAP 3)- Hello, everyone! My name is Sue Long (Miss Sue) and I am Miss Harlee's Aide. I have just completed my twenty-sixth 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 (PCAP 2)- Hi everyone, my name is Beth Jones, "Miss Beth." I started my teaching career at PCA as an aide in kindergarten in the year 2000-2001. This year marks my thirteenth year as a teacher in the PCA Preschool. I have a degree in Early Childhood Education from Gordon College and I attend Bethany Church in Greenland. My son Christopher, who started in PCAP, will be a first year Law Student at UNH in Concord. My daughter Rebecca will be a Junior at the Upper School this fall. PCA has a very special place in my heart and I am looking forward to meeting you and your children and am excited to begin a new school year. May the Lord bless the rest of your summer!

DEB DREW (PCAP 2)- Hello Everyone, my name is Deb Drew (Miss Deb). I live in Dover with my husband Peter and we attend Next Level Church. I have three wonderful sons, three fantastic daughter-in-laws, and the loves of my life Elsie, Caleb, Luke, Rosalie, and Lexington, my beautiful grand children. They are our little blessings and I love being their "Mimi". All three of my sons and two of my daughter-in-laws are graduates of PCA. I graduated from the University of Massachusetts with a degree in Physical Education. I have worked in PCAP for eighteen years. I teach the PCAP P.E. class on Friday mornings where we have lots of fun and learn the importance of keeping fit. In the afternoon I work in the aftercare program. 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.

THE THREE YEAR OLD TEAM!

Holly Decker (PCAP 1)- Welcome! My name is Holly Decker. I will be teaching the three-year-old children. I have a B.S. in Early Childhood Education from the University of Connecticut and I have a M.Ed from Lesley University with a focus on using the arts in education. I am certified through the Association of Christian Schools International (ACSI) as a teacher for both early childhood and elementary education. I have over twenty-five years experience teaching young children in a Christian education setting. I hold a membership in the International Association of Christian Early Educators (IACEE). I live in Barrington with my husband. I am the mother of two grown sons, and the grandmother of one delightful grandson. I am active at the First Congregational Church of Barrington, NH. I love to read, hike and research history in my spare time. I am delighted to be working at PCAP. I am looking forward meeting you and teaching your precious children.

DIANE PINEO (PCAP 1)- Hello, my name is Diane Pineo and I live in Seabrook, NH with my husband Dave. We have two children and are blessed with two sweet grandsons. This will be my twenty-fourth year at PCA. I started doing aftercare when the school was still located in Portsmouth and joined the preschool when it was started in 1999. I truly enjoy working with the little ones, and work with the best team anyone could ask for. I am excited to begin a new year!

PCAP SUPPLY LIST...



You may deposit your items in the bins that will be set up during Open House. Most of the school supply items will be shared among the classes.

- A full change of clothes labeled with child's name and in a large ziplock bag **(All)**
- A recent picture of your child (no bigger than three by five) **(All)**
- 2 containers of Clorox wipes **(All)**
- (1) Multi-pack of glue sticks, (1) Tacky Craft glue, (1) Elmer's School glue, (1) Pack of Crayola washable markers and (1) Crayola water color paint set **(All)**
- (1) Sturdy pocket file folder with child's full name on it (first, middle and last) **(All)**
- A roll of paper towels, plastic spoons and a healthy dry snack (nothing processed **with nuts or peanuts**, please) **(Miss Harlee's PCAP 3 students)**
- (2) packages 5 oz. cups, tissue box and fresh fruit or yogurt **(Miss Beth's PCAP 2 students)**
- A box of baby wipes and napkins **(Miss Holly's PCAP 1 students)**
- PE sneakers to keep at school with clean non-marring soles **(All students who are full day (3's and 4's) also those four year old students who are five half days)**
- Small blanket, small travel pillow and fitted crib sheet to fit in small cubby **(those who stay for rest-time)**. Please no large pillows or sleeping bags.
- White pillow case **(Miss Harlee's PCAP 3 students- this is for the children's costumes for Thanksgiving)**
- Black pillow case **(Miss Beth's PCAP 2 students- this is for the children's costumes for Thanksgiving)**
- PCAP is in need of large paper bags and clean baby food jars w/ lids, paper towel and toilet paper rolls for our fall festival.

MARK THIS DATE ON YOUR CALENDAR
PCAP OPEN HOUSE
Tuesday, August 28, 2017
9:00-10:15 am

Please enter through the center door, go down the stairs, take a right and follow the hallway, turn left. PCAP is at the end of the hallway.

If you are unable to attend the **OPEN HOUSE, you may bring in these items throughout the month of August before the school year begins*

Tuesday	Wednesday	Thursday	Friday
28	29	30	31
PCAP OPEN HOUSE 9:00-10:15am	PCAP first day of school *For PCAP 1 (3 and 5 day)* 9:00 AM Arrival time on the lower loop	PCAP first day of school *For PCAP 1 (2 day)* 8:00 AM Arrival time on the lower loop	Regular arrival time on the lower loop 8:00 AM Arrival time on the lower loop

IMPORTANT

The first day of preschool will begin at 9:00 AM. August 30-31st will have a regular drop off time of 8:00-8:20 AM on the lower loop. PCA will be closed on Monday, September 3rd for Labor Day.



Arrival Procedures



Early arrival before 8:00 am

Parents are asked to park their vehicles in the parking lot and enter the building through the gym doors. Please remember to **always** sign in your child with the staff on duty.

Arrival between 8:00-8:20 am

Parents are asked to pull up to the curb in the Lower School parking lot (lower loop) where a PCAP staff member and shepherds will assist your preschooler out of your car to be escorted to the Multipurpose Room entrance, where another preschool staff and shepherd will greet them. Please note, if you need to enter the building, you must enter through the main lobby, and sign in and get a visitors pass. The preschoolers will be escorted to PCAP by 8:20 AM. Please be prompt with arrival time.

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 8:20 AM, you are asked to park your vehicle in the parking lot and escort your child through the front entrance, pick up a visitor pass at the reception desk, and proceed to the preschool area.

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 Dismissal Time (11:30 AM)

Please drive into the parking lot and park. We will be dismissing the children from the multi-purpose room door. 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 your child's teacher once you are at home. We welcome your calls.

Early Dismissal Days

On school-wide early dismissals days, PCAP will hold their dismissal at 11:00 to facilitate a staggered school dismissal.

If you have older children, your preschooler may be dismissed from the lobby with him or her at noon. There will be no charge for the hour of aftercare from 11:00-12:00 on early dismissal days. Be sure PCAP has your carpool number and is aware of your dismissal choice. This method prevents families from having to line up twice. Also, if your child will be using Kaleidoscope aftercare, he/she will follow the same schedule as full day students, with lunch at noon and nap at 12:45. At 3:30, PCAP will merge with elementary aftercare in the MPR.

Mid-Day pick-up 12:30-3:30PM

If you pick up your child between 12:00 PM and 3:30 PM, please come in through the center doors, sign in with the receptionist, pick up a visitor's pass, come down to the PCAP area, sign your child out with staff, and also sign out with the receptionist as exiting the building through the center door. For those children who will be staying for lunch but not nap, please make sure you pick up your child by 12:30. Nap time begins promptly at 12:45.

All children staying beyond 3:30 PM will proceed with a PCAP staff member to the MPR to join the elementary children in Kaleidoscope aftercare.

Afternoon Dismissal Time (3:00 – 3:20 PM)

Every family has a carpool number given to the oldest sibling. The carpool number must be displayed at dismissal time. A staff member will be in the driveway to radio in your child's number, which will be announced over the computer system. Your child will be dismissed from the gym lobby to wait for you. Students will not be dismissed to other drivers who do not have the correct carpool number. Please be sure to let the school know if your child will be picked up by someone else.

ALL FAMILIES WITH PRESCHOOL CHILDREN WILL BE DIRECTED TO THE UPPER LOOP. DUE TO SAFETY RESTRICTIONS.

Four Year Old Program (PCAP 2 AND PCAP 3) Daily Schedule

Monday & Friday

8:30 - 9:00 Circle time
9:15 - 10:10 PE class with Miss Deb (Friday)
9:30-9:50 PE Shoes/Snack
9:50-10:20 Recess
10:20 - 11:20 Story/Bible/Music & Movement/
Activity/Reading Buddies
11:20 - 11:30 Dismissal

Tuesday/Wednesday/ Thursday

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

KALEIDOSCOPE AFTER-CARE PROGRAM 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
2:00-3:00	Enrichment periods for full day preschoolers Learning Centers/Outdoor play for part-time students
3-3:30	Dismissal/Clean- up
3:30	Remaining preschoolers to the MPR
3:30-5:45	MPR/ Aftercare





3 Year Old Program (PCAP 1) Daily Schedule (half or full day)

Monday – Friday

8:30 - 9:00	Circle Time
9:00 -10:00	Academic (2 groups)
10:00 -10:20	Snack
10:20 -10:40	Learning Centers
10:40 -11:00	Bible
11:00 -11:20	Recess

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 workshops have been offered for the preschool age child:

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

If you are interested in finding out more about this wonderful program, please give the Kaleidoscope office a call at 742-3617, Ext. 137.

Additional Information for Parents

Volunteer Opportunities:

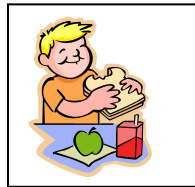
Volunteers are always welcome, appreciated and provide invaluable contributions to the school. At the end of each month, each teacher will send home a volunteer calendar. Parents can sign their names on the days they are available to help for the coming month. If too many volunteers sign up for the same day, the classroom teacher will call to ask some volunteers to come in on another day.

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 Jodi Karnes, Director of Volunteer Relations, at extension 119.

Healthy Snacks:

To supply our kitchen with snacks, we request that each family bring in one healthy snack during the first week of each month.



We have two PCAP staff who organize the kitchen, e-mail parents to let them know of which healthy items we are in need, and put together weekly menus so that the children are eating a variety of healthy foods.

If our kitchen is full of snacks, the PCAP staff may request other items such as: baby wipes, napkins, paper cups, Clorox wipes, paper towels or plastic spoons. See the items to bring to Open House for the month of September for more information.

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.

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:

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.

Sick/Absences

When your child cannot attend school, please let us know via the PCA absence line at 603-742-617 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 flu 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 your child not wear blue jeans to school. 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 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.

Five day four year olds are required to have a clean pair of non-marring sneakers to keep at PCA for their Monday PE class. Please bring them in ASAP and label them with your child's name.

PCAP 2018-2019

CALENDAR

August

8/27 All New Family Luncheon 12:30-1:15 PM
8/28 PCAP Open House 9:00-10:15 AM
8/29 PCAP 1 (3/5 days) first day of school 9:00 AM
8/29 PCAP 2 & PCAP 3 first day of school 9:00 AM
8/30 PCAP Regular Start Time 8:00 AM
8/31 All School Convocation 8:30 AM

September

9/3 **No School/** Labor Day

October

10/8 **NO SCHOOL/** Columbus Day
10/26 Grandparents' Day
10/26 Early Dismissal / 11:00 AM Dismissal
10/26-2 Lower School Scholastic Book Fair

November

11/6 Early Dismissal 11:00 AM
11/8 **No School/PCAP ONLY** Parent- Teacher Conferences
11/11 Veterans' Day
11/12 **NO SCHOOL/** Veterans' Day
11/14 Thanksgiving celebration/ PCAP 1 9:00 AM
11/15 Thanksgiving celebration/ PCAP 2 & 3 10:00 AM
11/21-23 **Thanksgiving Break/ PCA closed**

December

12/13 PCAP Christmas Parties
12/20-1/1 **Christmas Vacation PCA CLOSED**

January

1/2 Classes resume
1/11 Early Dismissal 11:00 AM
1/21 **Martin Luther King Day/ No School**

February

2/14 PCAP Valentine's Day Parties
2/15 **No School/ PCAP ONLY** Parent-Teacher conferences
2/18 **Presidents Day- No School**
2/25-1 **Winter Vacation- PCA Closed**

March

3/16 AUCTION/ Early Dismissal
3/22 **PCA CLOSED/ Teacher In-service**
3/28 PCAP Kapok Tree Presentation 10:00 AM

April

4/19 **Early Dismissal- NO AFTERCARE**
4/19 Good Friday
4/21 Easter Sunday
4/22-26 **Spring Vacation- PCA Closed**

May

5/2 National Day of Prayer 8:20 AM
5/9 Mothers' Tea/ PCAP 2 and PCAP 3 10:00 AM
5/10 Mothers Picnic/ PCAP 1 11:00 AM
5/10 Spring Fling 3:00-7:00 PM
5/12 Mother's Day
5/27 **NO SCHOOL/ Memorial Day**
5/30 PCAP 3 Year-Old Celebration 9:00 AM/**Last Day**
5/31 PCAP 4 Year-Old Milestone 9:00 AM /**Last Day**

June

6/3-4 PCAP Parent-Teacher Conferences

NO AFTERCARE ON THE FINAL DAY OF SCHOOL

Portsmouth Christian Academy at Dover
20 Seaborn 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.*