

PORTSMOUTH CHRISTIAN ACADEMY PRESCHOOL (PCAP)



2020-2021

Quick Reference Guide

PORTSMOUTH
CHRISTIAN
ACADEMY
— AT DOVER —

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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

THE FOUR YEAR OLD TEAM!

Harlee Tuttle (Frogs)- 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 fourth 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 twenty-eighth 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 started my teaching career at PCA as an aide in kindergarten in the year 2000-2001. This year marks my fifteenth 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, is in his final year as a Law Student at UNH in Concord. My daughter Rebecca will be a Freshman at Penn State 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 (Polliwogs)- 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 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 twenty years. 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 (Minnows)- 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-six 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.

Amy Ponchak (Minnows)- Hi everyone, my name is Amy Ponchak. I live in North Berwick, Maine with my husband and 3 children. All 3 of my children have been at PCA since preschool, my oldest graduated in 2018. We are headed into our 17th years as a PCA family. I have worked as a lower school aide and a substitute. My family attends Christian Life Church in Eliot, Maine. I have served as the preschool class supervisor for many years but not just serve as a teacher. I love children and I am very excited to be working with the preschool.

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) **(All)**
- ☐ Clorox wipes- **IF** you happen to have access to any Clorox wipes we would love to have some in the Preschool
- ☐ (1) 24 Pack of crayons, (1) 24 Pack of Colored Pencils, (1) Elmer's School glue, (1) 10 Pack of washable markers classic colors and (1) Water color paint set (1) Hard plastic pencil box- approximately 9*5 for size for the supplies listed (1) Pair scissor- I recommend the Fiskar brand **(All) Please label all of your child's materials- each marker, crayon, etc ☺**
- ☐ (1) Sturdy 2-pocket file folder with child's full name on it (first and last) **(All)**
- ☐ A roll of paper towels, plastic spoons **(Miss Harlee's students)**
- ☐ (2) packages 5 oz. cups, tissue box **(Miss Beth's students)**
- ☐ A box of baby wipes and napkins **(Miss Holly's students)**
- ☐ PE sneakers to keep at school with clean non-marring soles **(All full day 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.
- ☐ White pillow case **(Miss Harlee's students- this is for the children's costumes for Thanksgiving)**
- ☐ Black pillow case **(Miss Beth's 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- by Classroom- Open house is not a drop-in, but a set time for 1 hr.

Tuesday, September 1st

Minnows: 9:00-10:00am

Polliwogs: 10:30-11:30am

Frogs: 12:00-1:00pm

Tuesday	Wednesday	Thursday	Monday
9/1	9/2	9/3	9/7
PCAP Open Houses	PCAP first day of school	7:45 AM	Closed on Monday
Minnows: 9:00-10:00 am	9:00 AM	Arrival time on the upper loop-gym annex	9/7/20 for Labor Day
Polliwogs: 10:30-11:30 am	Arrival time on upper loop- gym annex		
Frogs: 12:00-1:00 pm			

IMPORTANT

The **first day** of preschool will begin at **9:00 AM**.
 September 3rd we will have a regular drop off time of 7:45-8:15 AM on the upper loop in front of the Gym Annex.
 PCA will be closed on Monday, September 9/7 for Labor Day.



Arrival Procedures



Before Care- early arrival before 7:45 am

We offer a before care program beginning at 7:15 am. In order to attend before care you will need to sign up through Kaleidoscope for the quarter. Before care is an additional fee, which will be billed monthly. Parents are asked to park their vehicles in front of the gym annex and enter through the gym annex 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 7:45-8:15 am

Parents are asked to pull up to the Gym Annex (on the upper loop) where a PCAP staff member will meet you. We ask that you park your car and then get your child out of the car. We will then escort your child into the annex. The preschoolers will be escorted to preschool 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 will need to call the front desk. The receptionist will notify you where to meet a PCA staff member so that your child can be brought 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 Dismissal Time (11:30 AM)

Please drive into upper loop and park in front of the annex doors. We will be dismissing the children from the gym annex 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.

Early Dismissal Days

On school-wide early dismissals days, PCAP will hold their dismissal at 11:30 to facilitate a staggered school dismissal. If you have older children, your preschooler may be dismissed from the annex lobby with him or her at noon. There will be no charge for the half hour of aftercare from 11:30-12:00 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.

PLEASE BE SURE YOUR CHILD'S TEACHER IS INFORMED OF YOUR PLAN FOR EARLY DISMISSAL DAYS!

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 annex lobby to wait for you. Once you pull up to the annex, please park and walk to the lobby to pick up your child. 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.

Aftercare (3:30-5:45 PM)

We offer an aftercare program for the preschool children. This program is housed in the Preschool. In order to attend after-care you will need to sign up through Kaleidoscope program for the quarter. After-care will be billed monthly. Parents will pick up from the gym lobby doors after notifying PCA staff that you have arrived.

Four Year Old Program (Polliwogs & Frogs) 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

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
3:30-5:45	Aftercare





3 Year Old Program (Minnows) 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) Karate

If you are interested in finding out more about this wonderful program, please give the Kaleidoscope office a call at 742-3617, Ext. 119.

Additional Information for Parents

Volunteer Opportunities:

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

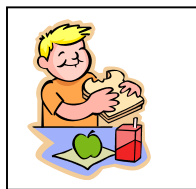
Our desire is to have no more than two volunteers per class for each day.

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

Healthy Snacks:

Please send your child to school with a morning and afternoon* snack (if they stay for aftercare*). Please make sure that the 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.



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 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.

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 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). 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.

PCAP 2020-2021

CALENDAR

September

9/1 Open Houses- Minnow Classroom 9:00-10:00 am
 Polliwog Classroom 10:30-11:30 am
 Frog Classroom 12:00-1:00 pm
 9/2 First day of school- 9:00 Arrival time
 9/7 **No School/** Labor Day

October

10/12 **NO SCHOOL/** Columbus Day
 10/30 Early Dismissal / 11:30 AM Dismissal

November

11/9 **No School/PCAP ONLY** Parent- Teacher Conferences
 11/10 Early Dismissal/ 11:30 AM Dismissal
 11/18 Thanksgiving celebration/ PCAP Minnows 9:00 AM
 11/19 Thanksgiving Feast/ Polliwogs & Frogs 10:00 AM
 11/25-29 **Thanksgiving Break/ PCA closed**

December

12/2-3 Kindergarten Experience Days- Polliwogs & Frogs
 12/17 PCAP Christmas Parties
 12/21-1/3 **Christmas Vacation PCA CLOSED**

January

1/4 Classes resume
 1/18 **Martin Luther King Day/ No School**
 1/22 **Early Dismissal/ 11:30 AM Dismissal**

February

2/8 **No School/ PCAP ONLY** Parent-Teacher conferences
 2/12 PCAP Valentine's Day Parties
 2/22-26 **Winter Vacation- PCA Closed**

March

3/20 AUCTION/ Early Dismissal
 3/24 PCAP Kapok Tree Presentation 10:00 AM
 3/26 **PCA CLOSED/ Teacher In-service**

April

4/1 **Easter Parties**
 4/2 **Early Dismissal- NO AFTERCARE**
 4/2 Good Friday
 4/4 Easter Sunday
 4/26-4/30 **Spring Vacation- PCA Closed**

May

5/6 National Day of Prayer
 5/6 Muffins with Mom: Polliwogs & Frogs 10:00 AM
 5/7 Mothers Picnic: Minnows 11:00 AM
 5/9 Mother's Day
 5/31 **NO SCHOOL/ Memorial Day**

June

6/3 PCAP Minnows Celebration/Last Day 9am
 6/4 PCAP Polliwogs & Frogs Milestone/Last Day 9am

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.*