



PARENT HANDBOOK

2025-2026



—— NOTES ——

2025 - 2026 PARENT HANDBOOK

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Dear First Presbyterian Preschool Family:



Welcome to First Presbyterian Preschool, an exceptional early-education landmark in the Norfolk community for more than forty-five years. As a Norfolk native and parent of a FPP graduate, I couldn't be more proud to serve as your preschool director. Our preschool and staff provided an outstanding educational and Christ-centered foundation that continues to serve my daughter into her college years. I look forward to carrying on that tradition with your child as well, as we commit to the educational development and spiritual growth of each and every student at FPP.

On behalf of both the preschool and church staffs, I would like to welcome you into our First Presbyterian Preschool family. I look forward to a wonderful school year. If you have any questions, feel free to contact me at contact@fpcnorfolk.org.

In His Name,

A handwritten signature in black ink that reads "HUNTER". The signature is stylized with a vertical line through the "H" and a cursive "ER" at the end.

Hunter Johnston
Preschool Director
Director of Family & Children's Ministries

Dear First Presbyterian Preschool Family:



We're so glad you're here! As senior pastor at First Presbyterian Church, it is a joy to welcome you to both our church and preschool. First Presbyterian Preschool has been an important and vibrant part of our church community for over forty years, and we are excited for the opportunity to provide your child with an excellent preschool education while also instilling a love for Jesus. You honor us by entrusting your child to our care and to that mission. Thank you.

If you don't already have a church home, I would love for you to bring your family and worship with us. We have contemporary and traditional in-person and online services every Sunday. You can find our worship schedule on our church website at www.fpcnorfolk.org.

If you have any questions or if there's ever anything I can help with, please let me know. You can reach me at contact@fpcnorfolk.org. I would love to help you get plugged in and to grow a friendship. Looking forward to a great year!

In Him,

Jim Wood
Senior Pastor



join us on sunday mornings
we LOVE kids at first presbyterian church

8:00AM traditional service

9:00AM contemporary service

- childcare provided for kids under 3
- children's church programming for kids 3 & older during the service

10:00AM community hour

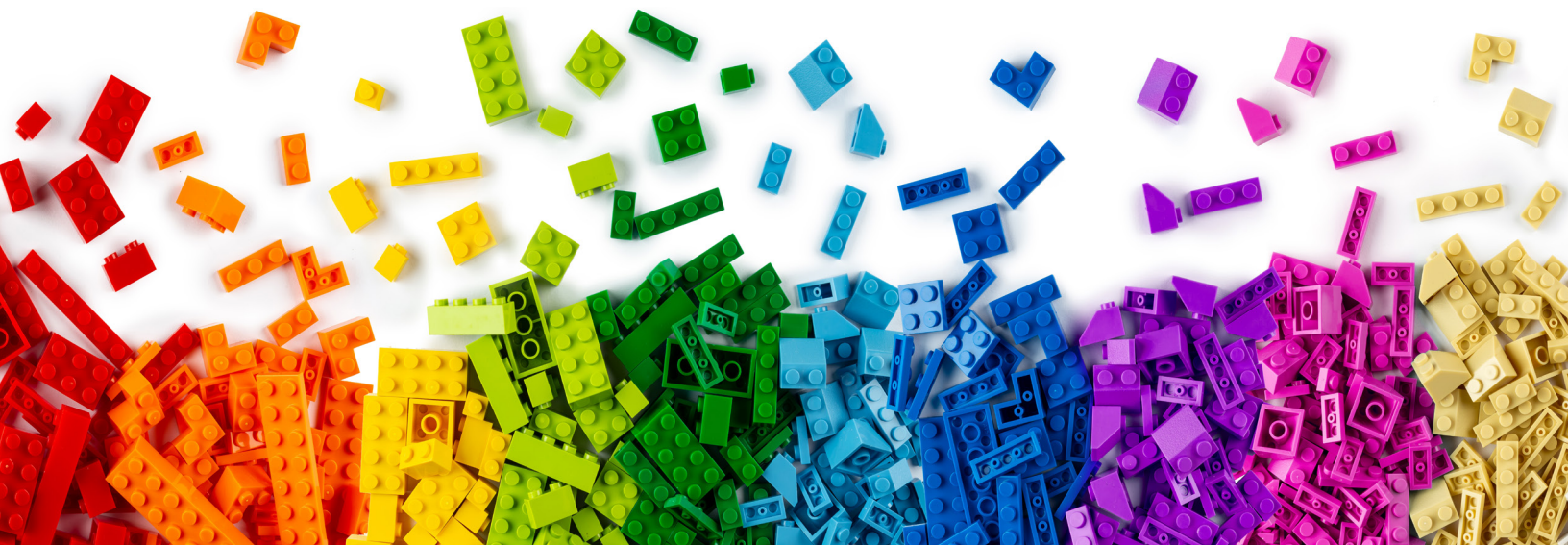
- childcare provided for kids under 3
- sunday school for kids 3 & older
- community groups for adults

11:00AM traditional service

- childcare provided for kids under 3
- children's church programming for kids 3 & older during the service

*Nursery attendants are paid preschool employees.
Children's ministry volunteers are trained and background checked.*

Hunter Johnston
Director of Family & Children's Ministries
757-675-3700
hunter@fpcnorfolk.org





2025-2026 PARENT HANDBOOK



PHILOSOPHY

Our preschool is based on the philosophy that each child is a unique individual created by God. Our program encompasses a developmental approach to learning. Both classroom and learning activities reflect this approach. We place emphasis on the joy of learning. Our teachers provide hands-on learning through a literature-based curriculum. This philosophy provides each child with the opportunity to reach his or her God-given potential through thoughtful instruction.

HISTORY

First Presbyterian Preschool began as a "Mother's Day Out" program. The preschool opened its doors in September 1979 with 32 children and two teachers. Today, FPP can have up to 160 children enrolled!

OUR MISSION

First Presbyterian Preschool is an early childhood ministry of First Presbyterian Church of Norfolk whose primary purpose is to provide an excellent preschool experience in a Christian environment. The school is dedicated to the intellectual, cultural, emotional, social, physical, and spiritual growth of its students. It is important for parents to understand the spiritual dimension of our philosophy of education. The preschool is non-denominational in its teaching, stressing the central values of the Bible that unite all Christians. We are a community seeking Christ and sharing His love. We want our children to know that God loves them, their teachers love them, and that school is a fun-filled place of exciting learning experiences.

TUITION RATES

HALF DAY PROGRAMS: 9:00am-12:00pm

Half Day Ones	\$110-\$550/mo.	(M-F, MWF or Tu/Th)
Five Day Twos	\$495/mo.	(M-F)
Five Day Threes	\$485/mo.	(M-F)
Five Day Fours	\$485/mo.	(M-F)

ALL DAY PROGRAMS: 7:30am-6:00pm, M-F

Infants	\$1325/mo.
Ones	\$1200/mo.
Twos	\$1175/mo.
Threes	\$1150/mo.
Fours	\$1150/mo.

KINDERGARTEN: 9:00am-2:00pm, M-F

Monthly Tuition:	\$765/mo.
Annual Tuition:	\$7,267.50
Before/After Care: 7:30am-9:00am & 2:00pm-6:00pm, M-F	Rate: \$525/mo.

* Please note: All tuition payments, beginning in October, will be made monthly through ACH; Automatic Bank Withdrawal. Registration fees and tuition deposits are final and non-refundable. Tuition rates will not be prorated due to school closings and cancellations, student/family vacations, and/or sick days.

STAFF: STUDENT RATIOS

Infants – 2:7	Twos – 2:10	Fours – 2:14
Ones – 2:8	Threes – 2:13	KG – 2:15

OPTIONAL CARE PROGRAMS

ALL DAY PROGRAMS:

FPP offers all-day care (7:30am-6:00pm) for Infants- Pre-K. These contracted classes run September through August.

HALF DAY PROGRAM:

Lunch Bunch: Care is available from 12:00pm to 2:00pm for our Half Day Three and Four Year Old programs only. Please provide your child with a lunch to enjoy, and they will have a little extra playtime with friends. Using your child’s provided lunch bunch tag, please indicate daily whether your child will be picked up at 12:00pm, 1:00pm, or 2:00pm. There is an hourly charge of \$12.00 per child. Lunch Bunch programming is a privilege.

LATE POLICY

The preschool closes promptly at 6:00pm each day; it is expected that all children are picked up and off the preschool premises by this time. Parents whose children are picked up after this time will be charged a late fee of \$10.00 per five-minute increments. This also applies to half day students picked up after 2:00pm. Please understand, families who are continuously late picking up their children at the end of their program will be asked to withdraw from the preschool.

TUITION PAYMENTS

September's tuition will be paid by check, due upon registration. All other tuition payments will be made through ACH automatic bank withdrawal beginning in October. ACH automatic bank withdrawals will occur on the tenth of each month, unless it is a weekend or holiday, in which case, ACH automatic bank withdrawal will occur on the next business day. Please make sure that you have filled out a bank form, and provide a voided check to attach.

Tax ID: 540548000

LUNCH BUNCH BILLING

Invoices for Lunch Bunch charges will be sent home monthly. Preschool administration will place the invoice in your child's backpack. Payments for Lunch Bunch can only be made by check. A letter with detailed instructions on how and when payments are due will be attached to your child's invoices.

Please be aware that child participation in Lunch Bunch programming is a privilege. Preschool financial standing will be taken into consideration to determine child participation in these programs. Preschool administration reserves the right to withdraw a child from Lunch Bunch should the child's behavior be disruptive to the extent that the classroom cannot operate effectively with him/her present.

CONTRACTS

Half Day preschool students are enrolled under a 9.5-month contract, beginning September 2, 2025 through June 12, 2026. All Day preschool students are enrolled under a 12-month contract, beginning September 2, 2025 through August 21, 2026. Families are financially responsible for the full duration of their contract period. FPP teaching staff members operate on a 9.5-month work agreement. Staffing may change during summer months for our All Day program.



Our favorite part of each day is greeting and catching up with our preschool families! If you have an important conversation with preschool administration in the hallway, it is imperative that you follow up with that individual via email. For sensitive matters, please schedule an appointment with the Preschool Director. We meet and chat with more than 160 individuals throughout the course of each day. Written communications and formal appointments are important steps in helping us to better serve you and your family as well as provide an excellent preschool experience for your child!

ENROLLMENT PROCESS

ELIGIBILITY: Children are assigned to classes according to their age, as determined by the Norfolk Public School system's cut-off date of September 30. No exceptions will be made. Administration works thoughtfully to place each student in his/her class assignment each year, considering each child and how he/she will relate to the specific teacher and other children in his/her class. Consequently, we cannot guarantee a teacher request.

REGISTRATION

This process begins in February. You will need to submit the following:

1. A \$175 non-refundable Registration Fee for Infants-Fours or a \$200 non-refundable Registration Fee and \$150 Supply Fee if your child is enrolled for Kindergarten. A non-refundable Tuition Deposit of September's tuition.
2. Preschool enrollment packet/contract.
3. Documentation of immunization, physical, and a copy of birth certificate.
4. Enrollment is accomplished once the completed enrollment packet is returned to the office, dated and signed, along with the associated fees. Please note re-enrollment will not be considered if your family is delinquent on any payments for the current academic year.

The Preschool Committee has developed the following policy to ensure that all applications are considered in a fair and consistent manner.

1. Children who currently attend First Presbyterian Preschool receive preferential enrollment.
2. FPC members and siblings of currently enrolled students are considered next.
3. All remaining applicants are ordered chronologically according to tour date.

PARENT INVOLVEMENT

First Presbyterian Preschool has an open door policy and encourages parents to be active participants in their child's education. Ongoing and frequent communication is important to us, and we welcome interaction with the teachers and the administrators of our school. There are several ways to stay informed and up to date!

- Teachers will send home and/or email a weekly and/or monthly newsletter including a calendar detailing some of their planned activities.
- The preschool's website, www.fppnorfolk.org, and Facebook page, www.facebook.com/FPPnorfolk.
- Written communication from the office may include emails, newsletters, calendar reminders, notification of illnesses/injury including incident reports, and invoices.
- Parent-Teacher Conferences: Formal conferences are scheduled throughout the school year for the Threes Program and up. The final conference at the end of the year is required and must be done in person with parents. Please check the preschool calendar for specific dates.
- Parents who have children in the Infant and All Day Ones programs will receive a daily written note about their child's day. The All Day Ones classes will transition out of these daily reports during the summer.



PHYSICAL FACILITIES

First Presbyterian Preschool is housed within the church facility located at 820 Colonial Avenue, Norfolk, Virginia 23507. Fourteen classrooms are used by the preschool. Two playgrounds and an infant courtyard are located on the premises. Kitchen facilities are not available for use by the preschool.

ENROLLMENT CAPACITY

The maximum number of children our program will enroll is 160.

PUBLIC LIABILITY INSURANCE

The preschool and childcare programs are covered by public liability insurance.

ARRIVALS AND DISMISSALS

Parents should walk his or her child into school to complete the drop-off process. All Day students should use the Preschool Entrance, by Raleigh & Colonial, for both drop-off and pick-up. Half Day students should use the main church entrance, off First Way, by the Bell Tower for drop-off.

If your child is in a Half Day Three Year Old program or older, we encourage you to use the carpool line, located in the preschool parking lot, for drop-off and dismissal. Carpool lines will be open from 8:55 to 9:05 for drop off, and 11:55am to 12:05pm for dismissal. Additionally, carpool will be open from 12:55pm to 1:05pm and 1:55pm to 2:05pm for Lunch Bunch dismissal.

The first person to arrive in the carpool line should park in front of the door and wait for a preschool staff member to assist your child in/out of the car. They will not secure children in car seats or seat belts. All vehicles should have the proper car/booster seat in order to pick up any child. Once your child is loaded into the vehicle, please pull forward to buckle your child in his/her seat. Exit the parking lot onto Colonial Ave. Please note that it is a right turn only. Carpool line is not available during summer programming.

CHANGES IN ARRIVAL OR DISMISSAL

Regular attendance is encouraged and supports your child's developmental progress! If you have a change in arrival/dismissal time or if your child will be absent for the day due to illness, vacation, doctor's appointment, etc., please inform the office AND your child's teacher of this change.

If you have a change to an individual bringing or picking up your child, please inform the office, giving written permission, including the individual's full name that is listed on their photo ID that will be checked upon arrival.

Please, do NOT take your child from the preschool without notifying a teacher or preschool staff member first. Additionally, individuals must be 18 or older to drop-off/pickup students. These procedures are for the safety of your child.

DRESS CODE

Play is considered the work of children and it can be a messy business. Please dress your child in clothes that can stand a little paint, sand, food, and dirt. Shoes appropriate for running and jumping are recommended – no flip-flops please! Accidents do happen so please provide an extra set of clothes (shirt, pants, underwear, and socks) appropriate for the season. Please send these in a labeled Ziplock bag to be stored in the classroom.

BACK PACKS

Each child should bring a backpack to school every day. It is a great way to communicate with your child's teacher. Please check it for notes, artwork, etc. on a daily basis. Please make sure it is clearly labeled with your child's name and that it is large enough to bring home all of their artwork and belongings.



Please label items such as jackets, sweaters, hats, and mittens that might be removed during the school day. If your child is missing something, please check with your child's teacher first and then the lost and found rolling rack, just outside of the Preschool Wing. Items left in our lost and found for an extended period of time will be donated to a local charity.

LATE POLICY

The preschool closes promptly at 6:00pm each day. Parents whose children are picked up after this time will be charged a late fee of \$10.00 per five-minute increment. Example: If you pick up your child at 6:03pm, you will be charged \$10.00 and \$20.00 if you pick up your child at 6:07. This also applies to half day students picked up after 2:00pm. FPP is obligated to contact the Department of Social Services if a child is picked up thirty minutes after their program's designated end of day and we are unable to reach his/her parents and emergency contacts. This policy also applies to frequent and recurring lateness. Please understand, families who are continuously late picking up at the end of their child's program will be asked to withdraw from the preschool.

VISITORS

We welcome visitors and encourage you to visit your child's classroom. However, please inform the preschool office and your child's teacher prior to your visit. Upon arrival, please check-in at the preschool office. It is imperative that we keep track of our visitors!

NAP TIME

All Day One and Two-year-old classes nap between 1:00pm and 3:00pm

Three and Four-year-old classes nap between 2:00pm and 3:30pm

Health regulations require each child to bring a fitted crib sheet to cover his/her nap cot. For children 12-months and up, we also suggest that they bring a small blanket, travel sized pillow, and a cuddle toy. These items can stay at school during the week and will be sent home on Friday afternoons for washing. Please make sure all these items are labeled and carried in a nap bag provided by the preschool.

Infant crib sheets will be provided by the preschool and washed once a week, in-house.

CURRICULUM

We use an integrated literature-based approach in our curriculum. One book is chosen as a starting point for a month-long theme. Books that relate to this theme are added throughout the month. All activities (circle time, crafts, small group, center time, etc.) relate back to this common literature-based theme. Because all of a child's development is interrelated and interdependent, an integrated curriculum provides a natural and cohesive context for learning.

Our teachers integrate a variety of elements for active learning. Each day includes experiences in language and literacy, social and emotional development, fine and gross motor skills, drama/music, art, as well as math and science. This allows our students to make choices so that they can explore, play, and problem solve. Activities are considered for the children's enjoyment, interest, control, probability of success, and feelings of competence and self-confidence.

Key developmental areas are assessed and considered throughout the year. Our staff uses the Center of Disease Control's milestones, as well as the American Academy of Pediatrics, and the National Association for the Education of Young Children for reference and guidance.

ILLNESSES

In order to protect all of the children and staff of First Presbyterian Preschool, we ask that you do not send sick children to school. Please keep your child at home if he or she has any of the following symptoms: sore throat, body aches, discharge from eyes or nose, a constant cough, diarrhea or vomiting in the last 24 hours. A child must be fever-free (100.4 and above) for **a full school day** without the use of fever-reducing medicine to return to school. Similarly, a child must be diarrhea-free and vomit-free for **a full school day** before returning. For example, if your child is sent home at 11:00am on a Tuesday, your child is not able to return until Thursday.

If your child becomes ill at school, you will be called to pick up him/her within one hour. If you are unable to pick up your child within the hour, please make arrangements for someone else to do so. If your child is staying home from school because of an accident or illness, please inform the preschool office. FPP reserves the right to require a doctor's note due to any sickness.

HEAD LICE

Head lice is more of a nuisance than a health problem. Keeping them to a minimum during the school months requires cooperation and awareness from everyone.

Some tips to help:

- If your child has long hair, pull it back. Braids, ponytails, and even partially pulled back is best.
- Remind your child not to share brushes, combs, hats, and bedding.
- There are lice prevention sprays that may also be helpful.

If live lice or nits are found on a child's head, the parent will be contacted to pick him/her up. Once treated, the child may return to school. However, staff will continue to check the children for the next 7-10 days to make sure that no new lice have hatched.

Once a case of head lice has been confirmed, a letter will go home to the other families in that class. At that point, it is imperative that you check your child's head daily for the next 7-10 days.

HAND, FOOT, & MOUTH DISEASE (HFMD) POLICY

Hand, Foot, & Mouth Disease is a common viral infection amongst preschool-aged children that is generally mild, presenting itself mainly in the fall and summer. The symptoms of HFMD present themselves as tiny blisters in the mouth and on the fingers, buttocks, palms of the hands and soles of the feet. Signs of the common cold with fever, sore throat, runny nose, and cough may also be present. Children who have HFMD cannot return to school until they are fever free for **a full school day**, without the use of fever reducing medicine, and blisters are completely healed.

PINK EYE

Pink eye is an acute bacterial infection of the lining of the eyes. Symptoms may include redness, burning, fever, itching and discharge of the eye. Children should see a physician for appropriate diagnosis and treatment, and should not attend school until they have taken prescribed treatment for a minimum of 24 hours and are no longer contagious.

ALLERGIES & ASTHMA

If your child has food allergies, allergic reactions to insect bites, or other serious allergies, please notify both the office and your child's teacher to ensure that we have the most current information on file. Ask your doctor for an antihistamine to bring to the preschool office and a prescription for an EpiPen if the doctor thinks that it is warranted. If a child's allergy is very severe, certain food items/ allergens may be prohibited in that child's classroom or program. FPP is NOT a peanut/tree nut free facility. The office will notify parents if any allergens must be excluded from your child's class.

If your child has asthma, please ask the doctor to write a prescription for an inhaler to be kept at school. All medicine is kept in a cabinet in the office along with an individual emergency action plan for each child.



MEDICATIONS

Prescription medication can be administered at school only when it is hand-delivered to the pre-school office by a parent. It must be in its original packaging and accompanied by a doctor's prescription/note. Over-the-counter medicine can also be administered if it is hand-delivered by the parent, in its original packaging. A Medication Authorization Form must be completed in order for prescription and over-the-counter medication to be administered. Only MAT certified staff may administer prescription and non-prescription medications. An Authorization Form for Non-Prescription Over-The-Counter Skin Products must be completed and submitted to your child's teacher in order for skin products, such as sunscreen, diaper cream, bug repellent, etc. to be applied. Students attending summer programming must have this form on file for the sunscreen of your choice.

ACCIDENTS, INJURIES, & INCIDENT REPORTS

If your child has a serious injury or an injury involving the head, you will be called immediately. If your child requires emergency treatment, the preschool will call 911 and a staff member will accompany the child to the hospital.

An incident report will be completed and sent home if your child receives a minor injury. You will be contacted by phone, email, or text if necessary. Please feel free to follow up with the preschool office or your child's teacher if you have any questions or concerns about an incident.

Please notify the office and your child's teacher if your child has an injury at home that may interfere with his/her day at preschool.

TOILET TRAINING

We will work with your child's toilet training once toilet training has begun at home. Our Ones through Fours programs have bathrooms in their classrooms to make toilet training/toileting easier! All students enrolled in a Fours program and kindergarten must be potty trained before attending preschool. We request that these children come to school in underwear. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents that happen infrequently.

SAFETY

Safety is our top priority. The following conduct is required while on the property:

- Never remove a child from the carpool area or classroom without speaking to the teacher first.
- Never leave a child in the car unattended.
- Never leave a child unattended at any time inside or outside the building.
- Please do not use cell phones while driving on the church property!
- Observe the maximum speed limit on church property - 10 mph.
- Be aware of the designated traffic patterns and always watch carefully for small children in the parking lots.
- Hold your child's hand in the parking lots and don't let them get too far ahead of you in the building.
- Please do not ever drop your child off at the Preschool or Tower Entrance unattended.
- An adult, 18 or older, must accompany any child entering/exiting the building unless he/she is participating in carpool.

LICENSURE

First Presbyterian Preschool has been granted Exemption from Licensure. This exemption is available to religious institutions when the proper inspections have been completed and documents relating to daily operations have been submitted and approved. This information is on file with the Virginia Department of Social Services, Division of Licensing Programs.

EMERGENCY CLOSINGS, DELAYED SCHEDULES, & EARLY DISMISSALS

FPP uses a system called "Parent Reach" to advise families of any emergency closings, school delays, or early dismissals. Families will be contacted by phone with a recording of the notification. It is imperative that the preschool office has the primary phone numbers on file. Please note that this system is voice-activated; in order to hear the message, you must prompt the system and say "Hello." This will allow the system to run the message. We will also place this information on Facebook and the school website, www.fppnorfolk.org, and send a mass email and text message to families.

FIRE DRILLS

FPP conducts fire drills on a monthly basis. If you are inside during a fire drill or enter the building and begin to hear the alarms go off, please proceed to the nearest emergency exit. It is CRUCIAL that you do not open any doors without an exit sign during this time, including entering the building during a fire drill. All the double doors in the preschool and church automatically close and are fireproof. During fire drills, administration checks all doors to make sure they are working properly in case of an emergency.



POSITIVE DISCIPLINE POLICY

FPP is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of FPP's values, including self-control, respect for others, and positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of our curriculum and it helps children grow as successful, lifelong learners.

FPP's commitment to an age-appropriate and play-based curriculum ensures that activities are child-centered and promote positive social interactions.

Teachers carefully craft the environment, communicate and enforce clear boundaries, express expectations for behavior, use verbal and nonverbal cues, and/or redirect a child's behavior in order to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

- The teacher will observe and document the child's behavior.
- The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement.
- The teacher will discuss options with the Director.
- The teacher will follow up with the parent about how these strategies are influencing the behavior.
- If concern persists, a conference will be held with the teacher, parent, and Preschool Director to discuss options to help the child further develop appropriate social skills.

Staff members will make reasonable efforts to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the Director to seek support from outside resources.



BEHAVIOR POLICY SPECIFIC TO BITING

Biting can happen in a preschool setting, especially with young children from ages of infancy to two years of age. Typically, this behavior is due to the inability of children to use verbal skills to express their feelings or other environmental factors including frustration, attention seeking, tiredness, teething, overstimulation, etc. In line with FPP's overall behavior policy, teachers try to create a positive, peaceful and nurturing environment that encourages children to maintain self-control. If a biting incident occurs, the staff's job is to keep the children safe and help a child that bites learn a different, more appropriate behavior. We never use techniques to alarm, hurt, or frighten children due to a biting incident and names of children are never shared with any other child that is involved in an incident.

WHEN BITING DOES OCCUR:

For the child who was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. The parents are notified by preschool administration.
3. An Incident Report is filled out documenting the incident and given to parents at pickup to review and sign.

For the child who bit:

1. The teacher will remove the child from the situation and place them in a safe, calm environment.
2. The parents are notified by preschool administration.
3. An Incident Report is filled out documenting the incident and given to parents at pickup to review and sign.

When Biting Becomes Excessive:

If a child inflicts 3 or more bites in a one-week period, a meeting with the parent(s), teacher and Preschool Director will be scheduled to discuss further actions in handling these incidents.

STAFF QUALIFICATIONS

Our staff at First Presbyterian Preschool is composed of experienced, caring, and creative individuals who are seeking Christ and sharing His love. All Lead Teachers have a background in Early Childhood Education through college certification and/or experience. All staff members are required to complete eight hours of Early Childhood Training each school year.

All staff members are Infant/Child/Adult CPR, First Aid, and AED certified. Nine of our staff members are MAT trained and certified, qualifying them to administer medication. All staff members employed in the classroom have earned Food Handler Certification, as per the Norfolk Department of Health. In addition, all staff must pass extensive criminal background checks through the Department of Social Services and the Federal Bureau of Investigation.

First Presbyterian Preschool staff members operate on a 9.5-month work agreement. Additional staffing is determined as needed during summer months for our All Day programs.

STAFF HEALTH REQUIREMENTS

Staff members are certified annually by their physician confirming they are free from any disability that would prevent them from caring for children. Staff is also required to undergo TB screening.

FOOD SERVICES

Each child must bring a lunch/snack from home. Refrigeration and heating of lunches/snacks is not available. Please include a cold pack with your child's lunch/snack. Refrigeration/warming of formula, breast milk, and milk for infants are the only exceptions to this policy.

SNACK TIME

Snack time is a highlight of the preschool day. Not only do children enjoy a yummy treat, but they also have a great opportunity to practice important social and language skills. Please pack a small, nutritious snack and water bottle for your child every day such as fruit, veggies, applesauce, and cheese. Hot dogs, grapes, popcorn, and similar snacks are not recommended, as they are choking hazards. Perishable snacks should be packed in insulated lunch boxes with cold packs. We are not permitted to refrigerate or heat snacks/lunches, with the exception of infant milk.

Additionally, no medication of any kind should be mixed in a student's water bottle. Please note that All Day students should also have a packed lunch and morning and afternoon snack for the day. The preschool does not serve or provide breakfast/dinner, these meals should be enjoyed at home!

BIRTHDAYS

Your child may have a small celebration for his/her birthday in his/her classroom. Parents are encouraged to bring a small treat for the entire class, such as cupcakes, cookies, donut holes, etc. We do ask that these treats are pre-packaged and store-bought, with ingredients listed, if possible. Please let your child's teacher know several days in advance if you are planning a small class celebration. In addition, please consult your child's teacher about possible food allergies and dietary restrictions prior to bringing in any treats. Small celebrations are welcome during the school day at snack time, however we do not allow birthday parties to be conducted at school during the day. If you are planning a celebration outside of school and you are inviting the whole class, you may distribute the invitations at school. Please do not send invitations for only a few children, as misunderstandings and hurt feelings may result.

FIRST PRESBYTERIAN PRESCHOOL

Preschool Office Hours: 8:30am–5:00pm, M – F

Preschool Office: (757) 625–0667

www.fppnorfolk.org

MEET OUR OFFICE STAFF:



HUNTER JOHNSTON

Preschool Director

Director of Family & Children's Ministries

contact@fpcnorfolk.org

First Presbyterian Children's Ministry

First Presbyterian Youth Ministry

Tree of Lives

Urban Renewal Center



SCARLETT TURNER

Preschool Coordinator

contact@fpcnorfolk.org

Preschool emails

Billing information and inquiries

ACH questions

Tuition questions

Before Care & Lunch Bunch balances

Information regarding dispensing student medication

Student records and attendance

Changes in student drop-off and pick-up times

Changes to pick-up list

Scheduling Preschool Tours

Preschool wait list information

Registration and enrollment information

MUSIC SCHEDULE

TUESDAY & WEDNESDAY

- 9:10-9:25 INFANT 1
- 9:35-9:55 HALF DAY ONES (109)
- 10:00-10:20 ALL DAY ONES (107 & 108)
- 10:30-10:50 HALF DAY/ALL DAY FOURS (112)
- 11:00-11:20 HALF DAY/ALL DAY FOURS (113)

THURSDAY & FRIDAY

- 9:10-9:25 INFANT 2
- 9:35-9:55 HALF DAY TWOS (101)
- 10:00-10:20 ALL DAY TWOS (102 & 106)
- 10:30-10:50 KINDERGARTEN (208/209)
- 11:00-11:20 HALF DAY/ALL DAY THREES (104)
- 11:30-11:50 HALF DAY/ALL DAY THREES (111)



MORNING PLAYGROUND SCHEDULE

INFANTS

9:00-9:20AM INFANT 2

9:30-9:50AM INFANT 1

SMALL PLAYGROUND: ONES AND TWOS

9:15-9:45AM HALF DAY ONES (109)

10:00AM-10:30AM ALL DAY ONES (107 & 108)

10:45-11:15AM HALF DAY TWOS (110)

11:30AM-12:00PM ALL DAY TWOS (102 & 106)

BIG PLAYGROUND: THREES, FOURS, AND KINDERGARTEN

9:15-10:00AM HALF DAY/ALL DAY FOURS (112 & 113)

10:15-11:00AM HALF DAY/ALL DAY THREES (104 & 111)

11:15-12:00PM KINDERGARTEN (208/209)

AFTERNOON PLAYGROUND SCHEDULE

INFANTS

3:45-4:10PM INFANT 2

4:20-4:50PM INFANT 1

SMALL PLAYGROUND: ONES AND TWOS

3:30-4:00PM ALL DAY TWOS (102 & 106)

4:15-4:45PM ALL DAY ONES (107 & 108)

BIG PLAYGROUND: THREES, FOURS, AND KINDERGARTEN

2:30-3:15PM KINDERGARTEN (208/209)

3:45-4:15PM ALL DAY THREES (104 & 111)

4:30-5:00PM ALL DAY PREK (112 & 113)



2025-2026 SCHOOL CALENDAR

FIRST PRESBYTERIAN PRESCHOOL

August	25-29	Teacher Work Week: School CLOSED for all students
August	28	Open House Thursday at 6:00pm
August	29	Teacher Meet and Greet Friday at 11:00am-12:00pm
September	1	Labor Day: School CLOSED Monday for all students & staff
September	2	First Day of School!
October	14-17	Student Picture Day: Individual student pictures ONLY
October	29	FPC Fall Harvest Festival Wednesday at 6:00pm
November	11	Observance Veterans Day: School CLOSED Tuesday for all students & staff
November	17	Conference Day for 3s: School in session
November	18	Conference Day for Pre-K and KG: School in session
November	19, 21, 24	Thanksgiving Program Rehearsals Wednesday, Friday and Monday at 9:30am
November	26	Thanksgiving Program Wednesday; 9:30am in First Hall; 1:00pm Dismissal
November	27 & 28	Thanksgiving Holiday: School CLOSED for all students & staff
December	5	Pajama & Movie Day; 9:30am in the Big Room
December	12, 15, 17	Christmas Program Rehearsals on Friday, Monday and Wednesday at 9:30am
December	19	Christmas Program Friday; 9:30am in First Hall
December	22- Jan. 2	Winter Break: School CLOSED for Half Day Preschool Programs
December	24-26	Christmas Break: School CLOSED for students and staff
December	31	New Year's Eve Observed: 4:00 Early Dismissal for All Day Preschool Programs
January	1 & 2	New Year's Observed: School CLOSED for students and staff
January	5	Half Day Preschool Programs return to school from Winter/ New Year's Break
January	19	Martin Luther King Jr. Day: School CLOSED Monday for all students & staff
February	6	Sports Day: Wear your favorite team's jersey!
February	16	Presidents' Day: School CLOSED Monday for all students & staff

February	18	Conference Day for 3s: School in session
February	19	Conference Day for Pre-K and KG: School in session
March	4	Wacky Wednesday! Wear your silliest outfit!
March	13	Leprechaun Dash on Friday at 10:00!
March	20	Continuing Education Day: School CLOSED Friday for all students
April	3	Good Friday: School CLOSED for all students and staff
April	5	Easter Sunday
April	6-10	Spring Break: School CLOSED for all students & staff
April	13	All students & staff return to school
April	29 & 30	Class Picture Day: Group class pictures ONLY
May	4-8	Teacher Appreciation Week!
May	10	Mother's Day!
May	15, 18, 20	End of Year Program Rehearsals Friday, Monday and Wednesday at 9:30am
May	22	End of the Year Program; Friday at 9:30am in First Hall
May	25	Memorial Day: School CLOSED Monday for all students & staff
May	27	Conference Day for 2s & 3s: School in session
May	28	Conference Day for Pre-K and K: School in session
June	3-8	Kindergarten Graduation Rehearsals at 9:30am in First Hall
June	10	Kindergarten Graduation Wednesday; 10:30am in First Hall
June	12	Last Day of School for Half Day Preschool Programs
June	14	Father's Day!
June	15	Summer Program begins for All Day Students
June	19	Juneteenth Observed: School CLOSED Friday for all students & staff
July	3	Independence Day Observed: School CLOSED Friday for all students & staff
August	21	Last Day of School for All Day Preschool Programs
August	24-28	Teacher Work Week: School CLOSED for all students

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  School CLOSED for all students & staff	2 First Day of School!!! 	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Chapel 	9	10	11
12	13	14 Student Picture Day 	15 Student Picture Day 	16 Student Picture Day 	17 Student Picture Day 	18
19	20	21	22 Chapel 	23	24	25
26	27	28	29 FALL FESTIVAL  Begins at 6:00pm	30	31 	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Chapel 	6	7	8
9	10	11  School CLOSED for all students and staff	12	13	14	15
16	17 Conference Day for 3s: School in Session	18 Conference Day for Pre-K and KG: School in Session	19 Thanksgiving Program Rehearsal at 9:30am	20	21 Thanksgiving Program Rehearsal at 9:30am	22
23	24 Thanksgiving Program Rehearsal at 9:30am	25	26 Thanksgiving Program at 9:30 in First Hall  1:00pm Early Dismissal	27  School CLOSED for all students & staff	28 School CLOSED for all students and staff members	29

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Pajama & Movie Day! 	6
7	8	9	10 Chapel 	11	12 Christmas Program Rehearsal at 9:30am	13
14	15 Christmas Program Rehearsal at 9:30am	16	17 Christmas Program Rehearsal at 9:30am	18	19 Christmas Program at 9:30am in First Hall 	20
21	22 School CLOSED for Half Day Programs	23 School CLOSED for Half Day Programs	24 School CLOSED for all students and staff	25  School CLOSED for all students and staff	26 School CLOSED for all students and staff	27
28	29 School CLOSED for all Half Day Programs	30 School CLOSED for all Half Day Programs	31 New Years Eve Observed: 4:00pm Early Dismissal for All Day students			

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1  School CLOSED for all students & staff	2 New Year's Day Observed: School CLOSED for all students & staff	3
4	5 All students & staff return 	6	7	8	9	10
11	12	13	14 Chapel 	15	16	17
18	19  School CLOSED for all students & staff	20	21	22	23	24
25	26	27	28 Chapel 	29	30	31

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  Happy Granddog Day	3	4	5	6 Sports Day! Wear your favorite jersey 	7
8 Superbowl Sunday!!!! 	9	10	11 Chapel 	12	13	14  Happy Valentine's Day
15	16  PRESIDENT'S DAY School CLOSED for all students & staff	17	18 Conference Day for 3s: School in Session	19 Conference Day for Pre-K and KG: School in Session	20	21
22	23	24	25 Chapel 	26	27	28

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 	3	4 	5	6	7
8	9	10	11 Chapel 	12	13  Leprechaun Dash at 10:00	14
15	16	17 	18	19	20  Continuing Education Day: School CLOSED for all students	21
22	23	24	25 Chapel 	26	27	28
29	30	31				

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Chapel 	2	3  School CLOSED for all students & staff	4
5 	6-10 Spring Break School CLOSED for all students & Staff					11
12	13 All students & staff return to school	14	15	16	17	18
19	20	21	22 Chapel 	23	24	25
26	27	28	29 Class Picture Day 	30 Class Picture Day 		

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Teacher Appreciation Week! 	5 Teacher Appreciation Week! 	6 Teacher Appreciation Week! 	7 Teacher Appreciation Week! 	8 Teacher Appreciation Week! 	9
10 	11	12	13	14	15 End of the Year Program Rehearsal at 9:30am	16
17	18 End of the Year Program Rehearsal at 9:30am	19	20 End of the Year Program Rehearsal at 9:30am	21	22 End of the Year Program at 9:30am 	23
24	25  School CLOSED for all students & staff	26	27 Final Conference Day for 2's & 3's School in Session	28 Final Conference Day for PreK & Kindergarten School in Session	29	30

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Kindergarten Graduation Rehearsal at 9:30am	4	5 Kindergarten Graduation Rehearsal at 9:30am	6
7	8 Kindergarten Graduation Rehearsal at 9:30am	9	10 Kindergarten Graduation at 10:30am in First Hall 	11	12 Half Day Programs Last Day of School for the Year!!!	13
14 	15 Summer Programming begins!!! 	16	17	18	19  School CLOSED for all students & staff	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 School CLOSED for all students & staff in observation of Independence Day	4 
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Last Day of School!!!! 	22
23	24 Teacher Work Week: School CLOSED for all Students	25 Teacher Work Week: School CLOSED for all Students	26 Teacher Work Week: School CLOSED for all Students	27 Teacher Work Week: School CLOSED for all Students Open House At 6:00pm	28 Teacher Work Week: School CLOSED for all Students Teacher Meet & Greet at 11:00am	29
30	31 First Day of School!!! 					



**PARENT HANDBOOK
2025-2026
ACKNOWLEDGEMENT & CONSENT FORM**

The two main cell phone numbers on file will be the numbers used for our Parent Reach Emergency Notification System. If you prefer another number, please include it below:

I have received and read the Parent Handbook; I am aware of and agree to all the policies and procedures of First Presbyterian Preschool.

child's name

parent signature

date

left intentionally blank



820 Colonial Avenue, Norfolk, VA 23507

757-625-0667

www.fppnorfolk.org

7:30am-6:00pm | Monday - Friday

preschool office hours: 8:30am-5:00pm