First Presbyterian Preschool

2020/21 Parent Handbook

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About First Presbyterian Preschool

659 State Street ◆ Holland, MI ◆ 49423
(616)392-9022, ext. 106 ◆ www.fppreschool.org

OUR MISSION & PHILOSOPHY

First Presbyterian Preschool in Holland, MI strives to provide an environment in which a child explores his or her own capabilities. We facilitate the child's natural curiosity and wonder about God's world through play.

We believe play is one of the most important parts of the learning environment. Play is instrumental in developing all phases of growth: social, emotional, physical and cognitive. We believe play is a child's work – an area where he or she can develop self-expression, concentration, self-control and cooperation.

FIRST PRESBYTERIAN PRESCHOOL INCLUSION POLICY

The board of First Presbyterian Preschool, its member families, and the Session of First Presbyterian Church believe:

- That all children are welcome and bring value to our program.
- All families will be treated with dignity and with respect to their individual needs and/or differences.

Children with special needs will be given the opportunity to participate in the best interest of the child. We recognize that some children may need additional individualized accommodations and supports to participate fully in play and learning activities with peers and adults. We will work in partnership with the teachers, parents, and community resources (local school districts, health care providers, educational consultant) to provide reasonable accommodations, as we are able.

(Adopted 5/2013)

FIRST PRESBYTERIAN PRESCHOOL

About First Presbyterian Preschool

STATEMENT OF CULTURAL COMPETENCY

First Presbyterian Preschool is committed to respecting each child's and their family's culture and diverse needs. We recognize that culture influences every aspect of a child's development and is reflected in child-rearing beliefs and practices. We respect the child's home language usage while recognizing that children can and will acquire the use of English language in our program. The families enrolled in our preschool are treated with respect and sensitivity from our first introduction in the following ways.

We employ the use of gestures, photos, and labels to represent actions and objects and repeat children's non-English words in English to support communication and encourage the child to "teach" us the meaning of the word in their native language. Our library provides diverse learning materials.

Families' financial limitations are respected and we facilitate in acquiring tuition assistance from the community and church. (Ready for School, Presbyterian Women, and Outreach Council @ FPC). Additional family activities are provided at little or no cost.

We gather information about our students prior to the beginning of school in several ways.
Parents complete the Ages and Stages Questionnaire (English & Spanish available) with their child. This is scored and shared with the teachers.

- Parents fill out a "Get Acquainted" form where they share information about their child's likes, dislikes, concerns, and cultural traditions or other information they wish to share. They are also encouraged to share any skills or talents they may have that can be shared in the classroom.
- As required by the DHS, each child has a health record and a Child Information record with information regarding allergies and other health concerns.
- Our cooperative preschool program actively involves the families in the daily preschool program by requiring them to work in the classroom once per month and serve on a parent committee. This provides the opportunity for parents to gain knowledge of cognitive, social and emotional developmental expectations and present ideas for enhancing the learning environment at home. In addition, a monthly newsletter is sent home with preschool news, ideas for family activities in the area, and parenting tips. Each month, the teacher sends home a calendar listing the planned classroom themes and activities. (Adopted 6/2014)

2020-2021 Events Calendar

SEPTEMBER 2020	
8	3's Student Orientation 9:50-11:00am, 12:50-2:00pm
9	4's Student Orientation 9:50-11:00am, 12:50-2:00pm
10/11	School Semester Begins 9-11:30am, 12:15-2:45pm
22/23	Picture Days

OCTOBER	
15	Tuition Payment #2 Due

NOVEMBER	
25-27	Thanksgiving Break: NO SCHOOL

DECEMBER	
18	Last day of class
21-1/1	Holiday Break

JANUARY 2021	
4	Classes resume
15	Tuition Payment #3 Due
14/15	Parent /Teacher Conference - NO SCHOOL
18	Martin Luther King Day: NO SCHOOL
18-22	Closed registration for preschool families and church members

FEBRUARY	
6	Open House, 9:30-11:30 am
15-16	Mid-winter Break - NO SCHOOL

MARCH	
15	Tuition Payment #4 Due

APRIL	
2-9	Spring Break: NO SCHOOL
12	Classes resume
17	Wheel-a-thon (Rain date April 24)
29	Mother's Day Tea 3's - last hour of class
30	Mother's Day Tea 4's - last hour of class

MAY	
3-7	Teacher Appreciation Week
5/6	Tulip Time—NO SCHOOL
20/21	Last day of school

Board Members & Church Contact Info.

President: *Carolyn Buck*	619-980-8371	president.fppreschool@gmail.com
Vice President: *Dan Hronchek*	616-610-3397	vp.fppreschool@gmail.com
Membership: *Dianna Coulter*	517-420-2117	membership.fppreschool@gmail.com
Tuition: *Missy Arendshorst*	616-218-7916	tuition.fppreschool@gmail.com
Health: *Amy Smith*	214-535-3914	health.fppreschool@gmail.com
Recording Secretary: *Liz DeBacker*	347-416-4021	secretary.fppreschool@gmail.com
Treasurer: *Alicia Pattullo*	989-670-1425	treasurer.fppreschool@gmail.com
Purchasing: *Shauna Speet*	616-510-7905	purchasing.fppreschool@gmail.com
Newsletter/Website: *Lisa Nelson*	616-379-1058	newsletter.fppreschool@gmail.com
Social: *Amanda Marsman*	818-395-1963	social.fppreschool@gmail.com
Alumni: *Marina Tronrud*	303-517-4970	alumni.fppreschool@gmail.com
Scheduling: *Shanna Van Kempen*	616-293-5079	scheduling.fppreschool@gmail.com
Church Representative: *Bev Plagenhoef*	616-335-3942	rbplagen@live.com
First Presbyterian Church Office: *Sheri Harris*	616-392-9022	office@fpcholland.org
FPC Maintenance Director: *Thom Samuelson*		ThomSam@ameritech.net
First Presbyterian Preschool	616-392-9022 ext 106	

Please note: the contact information in this handbook is to be kept private and is to be used for preschool-related items only.

Preschool Staff Bios & Contact Info.

HEIDI WHITE >> *Program Coordinator*

Heidi received her B.A. in Literature from Mount St. Mary's College in Los Angeles, CA. Her 4 children have all graduated from First Presbyterian Preschool. Her four children James, Willem, Edie and now Wesley are all attending Black River Public School. She first began her involvement with FPP as a cooperative parent in 2013 and also served on the board as Treasurer for 3 years. This is her third year as Program Coordinator and she is eager to continue her relationship with this great community in this capacity.

Email: firstpresbpreschool@gmail.com **Phone: 616-808-7420**

JENNY TELGENHOF >> *Three-Year-Old Teacher*

Jenny attended Gettysburg College and earned a B.A. in Psychology, along with an Elementary Education Teaching Certificate. She worked as the Elementary Director of The Boys and Girls Club of Greater Holland until she had the first of three daughters. Abigail is now 19 years old, Emily is 15 and Maggie is 11. They all attended First Presbyterian Preschool in both the 3's and 4's classes and now her oldest attends the University of Michigan and her two youngest attend Holland Public Schools, where her husband, Dan, teaches and coaches. While her daughters were at preschool she served on the board as the Membership Chairperson. Jenny has been in the classroom as an aide as well as the gym teacher at FPP. In addition, she substitute teaches and volunteers regularly at HPS. She is so excited to continue her relationship with the preschool!

Email: missjenny.fppreschool@gmail.com **Phone: 616-218-1426**

HALEY YIN >> *Four-Year-Old Teacher*

Received her Bachelor of Arts degree with a Spanish Major and a Minor in Elementary Education from Grand Valley State University. After graduating, she stayed home to care for her two daughters who now attend Zeeland Public Schools. Haley has been involved at First Presbyterian Preschool since 2013 as a cooperative parent. She also served as Treasurer of the preschool board.

Email: misshaley.fppreschool@gmail.com **Phone: 616-550-3298**

For board member biographies, please visit our website at fppreschool.org/our-board.html.

Please note: the contact information in this handbook is to be kept private and is to be used for preschool -related items only.

The ABC's of Preschool

Allergies – We are a Peanut and Tree Nut Free Facility. Please let us know if your child has a food or other allergy we should be aware of. We can then inform other parents in the class of this allergy and arrange to have snack substitutions available when necessary.

Attendance – If your child is sick or will be on vacation, please contact the preschool or let the teacher know that he/she will be absent from school. The phone number is 392-9022 ext. 106. Your child should stay home from school if they are running a fever or have a severe cough and/or continually runny nose. If your child develops a communicable disease such as flu symptoms, strep throat, or chicken pox, contact the teacher. Your child may return to school when they have been symptom free for 24 hours.

Backpacks – All children are asked to bring a backpack or bag **labeled with their name** each day.

Bathroom – Please dress your child so they can manage the bathroom independently. We are happy to help, but the process is up to your child. In the event of an accident that cannot be managed easily we may call you to help your child. It is helpful if a change of underwear and clothing are in your child's backpack.

Birthdays – We love to celebrate birthdays at school. When it's your child's turn to celebrate a birthday or half-birthday, you may include a special, nut-free treat or favor to be sent home at the end of class in addition to the scheduled snack but you are not obligated to do this. We encourage non-food favors. The birthday child will wear a crown along with other special treatment. Bring your camera!

Blood Borne Pathogens - In case of blood exposure in the classroom, acquaint yourself with the procedure we must follow as mandated by the State. The procedures and gloves can be found in the bathroom and near the sink in the snack area.

The ABC's of Preschool

Board – A parent volunteer board oversees the activities of the preschool. Feel free to contact any member of the board or the Program Coordinator with any questions or comments you may have. If you are interested in serving on the board, contact the Board President.

Book Orders – The Preschool offers book orders from time to time. This is a voluntary opportunity for you to purchase books at discounted prices.

Calendars – Each child will bring home a monthly calendar filled with the planned themes for the month. These should arrive home at the beginning of the month.

Car Seats – It is your responsibility to bring and safely install car seats in the vehicle transporting your child on field trips.

Class Times – The morning classes run from 9:00-11:30a.m. The afternoon classes run from 12:15-2:45p.m. Please arrive no earlier than these times unless you are the helping parent, and pick up no later than the ending time.

Cleaning – During and at the end of class, the helping parent's duties include light housekeeping. Most important are washing the snack tables and bathroom using the posted 3 step process.

Committees – Due to the cooperative nature of our school, each co-op and non-co-op family is required to fulfill one committee placement. The committees include: Fundraising, Housekeeping, Child Care and Social Committee.

Communication – The Preschool publishes a monthly newsletter containing school information, important dates, and other useful information. You may elect to receive this electronically or in paper form. Updated information will be e-mailed, and posted on our website and Facebook.

Family Night – Each May we schedule a final event for our families to enjoy together. It marks the end of another school year and is a fun celebration for all ages.

Father's Night – During the year the children honor a special man in their lives by having him join them for an evening of fun. They should come ready to play!

Field Trips – Our four-year-old classes take field trips throughout the year. Parent volunteers will be asked to drive. Michigan law requires children under 8 to ride in a booster seat. Upon arrival to school, please install your seat into the car they will be riding in. We ask that no siblings join us on the trip. This is for the safety of all children.

The ABC's of Preschool

Gym Days – Five times a year, the preschool has special gym time. The children should dress in comfortable clothes and gym shoes, ready to tumble and roll.

Health Forms – We are required to have an up-to-date health form and immunization record or waiver for each child in our care. These forms should be from a current (within the year) physical and need to be updated each year. They will be kept on file at the preschool.

Helping Parent Substitute – If you are unable to work on a date for which you are scheduled, you have two options. (1) Trade dates with another parent from your class and record the switch on the schedule in the coatroom. (2) Call one of the substitutes on your schedule. If they are able to work, but unable to work out a trade, we ask you pay them a $25 substitute fee. All substitutes must have been cleared in a background check prior to working.

Hope College Students – Occasionally we have Hope students who spend time in our class for a field placement. When a student is assigned to a class, we will send home information to introduce them to you.

Illness and Injuries (non-emergency) – If your child becomes ill, has a toileting incident, or is injured, we will use the phone numbers listed on the Child Information card to contact you. If ill, the child will be moved to a comfortable place away from the other children until a designated adult arrives to retrieve them.

Immunizations - First Presbyterian Preschool believes it is in the best interest of the community to be fully up to date on immunizations. However, we do accept waivers according to the guidelines set by the State of Michigan.

Injuries – The procedures for serious accident or injuries appear in this handbook and are posted in the classroom. Please acquaint yourself with them prior to working at preschool.

Mother's Day Tea - During May, we honor the special women in our student's lives. Come dressed up and prepared to have your heart warmed with tea and cookies combined with words and songs of love from your little one.

Non-Cooperative Option – We offer a non-cooperative option at preschool. In this case a substitute will be paid to work for you. You will still be responsible for beverage or snack and your child will have show and tell on those assigned dates. The non-cooperative option costs an additional $250.00 per year for our 3's classes and $300 for our 4's.

The ABC's of Preschool

Outdoor Play – Unless the wind chill is too cold, we play outside everyday. Please dress your child appropriately in boots, snow pants, mittens, hats, etc. Label all items clearly to aid in this process.

Registration – Closed registration for returning families and church families will take place January 20-24 with a mail-in application process. Open registration will begin the morning of the preschool Open House on February 1.

Show and Tell – When a child's parent/grandparent is the helper, that child may bring in one item for show and tell. Pets are welcome, but please let us know ahead of time. We love to learn more about our preschoolers.

Snacks –The snack and beverage calendar is posted in the coatroom and on sign up genius. Please do your best to bring in the snack/beverage assigned to your day. Write on the dry erase board what will be served. Always bring in an amount equal to your child's class size plus four for the teacher, aide and helping parents.

Snow Days – First Presbyterian follows the Holland Public School criteria for snow days. **If HPS is closed, so are we.** Weather Delays – When Holland Public Schools are delayed due to snow or fog, our morning class for the day of the delay will be canceled. The afternoon class will meet as scheduled.

Tuition - Tuition Payments may be made in full by August 15th or in four installments due the 15th of August, October, January, and March. Tuition for the T/Th class is $650. Tuition for the MWF class is $950. Reminders for when payments are due will be in the newsletter and posted on the classroom door. Payments may generally be made by check or credit card. Please place checks in the black locked box outside the classroom door. For credit card payments, there is a link on our website. Credit card payments are processed through PayPal and processing fees charged for this service (approximately 3%) will be added to the tuition amount due. For cash payments or any other questions related to tuition, please contact the Tuition/Deposit Chairperson.

Conflict Resolution & Discipline Procedure

CLASSROOM PROCEDURE

The following is a guideline the teacher and/or parent helper will follow in cases where discipline of a student is necessary:

1. The teacher or parent will inform the child that the particular behavior or activity is inappropriate.
2. The teacher or parent will explain to the child the reason(s) that the behavior or activity is inappropriate and redirect the child to a positive activity.
3. If the behavior caused physical harm to another child, the teacher will move directly to step 4.
4. If the child persists with the inappropriate behavior, the teacher will place the child in a timeout chair for a few minutes.
5. The teacher and the child will discuss why the child is being disciplined prior to the child resuming play.
6. At the completion of class, the teacher will talk with the parent of the child to inform them of the situation that occurred.

BY-LAWS PROCEDURE

Article III: Membership

Students causing continuous disruption or exhibiting physically aggressive behavior in the classroom, where other children or adult's safety is at risk, will be issued one documented verbal warning from a Preschool staff member to the parent. If the behavior continues, a written warning will be issued. In addition, there will be a conference involving the program coordinator, the parent, and the teacher to discuss behavior modification and a reasonable timeline for results.

As a final alternative, the teacher, with the consent or recommendation from the Program Coordinator, will provide a written notice of the student's dismissal from the Preschool. A refund prorated from the beginning of the semester will be reimbursed, excluding deposit.

Responsibilities : Classroom Helper **A**

Free Play	• Help in the large muscle area (circle time area, climbing tower, story time bean bag) and familiarize yourself with the activities. • Supervise and encourage participation by coming down to the children's eye level and offering encouraging words. • Check to make sure the preschool door is locked when circle time begins.
Pick up	• When free time is finished, help pick up the area with assistance from the children.
Circle Time	• Participate in Circle Time activities. • Monitor children as needed, reminding them to listen so they are not distracting others.
Snack Time	• Wash tables (see posted guidelines), set out nametags, food and drink for each student. Please pay attention to any allergies listed on the nametags. • Helper A brings snack and beverage with paper cups. • Assist with hand washing and drying. • Everyone comes to the tables for prayer first, then we can all eat together. • Feel free to visit and ask questions during snack time. • Let the children take care of their trash.
Outside	• Clear snack tables and join group activity or help children get ready to go outside. • Go outside with teacher to help supervise.
Clean Up	• Return to classroom when parents arrive to complete cleanup. Spray the bathroom toilet seats, sinks and classroom sinks with disinfectant and wipe with paper towels. Then, spray with bleach and water solution and leave to air dry. Clean counters and tables with the 3-Step Process listed on page 33.
Good Bye	• Check with other Classroom Helper and teacher that all clean up is finished. • Thank you for helping today!

A

Responsibilities: Classroom Helper **B**

Free Play	• Help in the small muscle area (house, dress up, tables) and familiarize yourself with the activities and craft. • Supervise and encourage participation by coming down to the children's eye level and offering encouraging words.
Pick up	• When free time is finished, help pick up the area with assistance from the children.
Circle Time	• Participate in Circle Time activities. • Monitor children as needed, reminding them to listen so they are not distracting others.
Snack Time	• Wash tables (see posted guidelines), set out nametags, food and drink for each student. Please pay attention to any allergies listed on the nametags. • Helper B brings snack and if needed, paper plates, napkins and utensils. • Assist with hand washing and drying. • Everyone comes to the tables for prayer first, then we can all eat together. • Feel free to visit and ask questions during snack time. • Let the children take care of their trash.
Outside	• Clear snack tables and join group activity or help children get ready to go outside.
Clean Up	• Return to classroom to complete cleanup, sweep around tables, empty full wastebaskets into large container in bathroom, vacuum carpet and sweep out entryway. Help the other Classroom Helper clean up if you finish early. • Place activities for next class back out on tables. • Set out nametags for next class on benches.
Good Bye	• Check with other Classroom Helper and teacher that all clean up is finished. Thank you for helping today!

B

Communication Tips

PRAISE VS. ENCOURAGEMENT

Praising children can diminish their ability to make judgments and create solutions for themselves. It can deprive them of internalizing the value of their effort and enjoyment, or their dissatisfaction and subsequent corrective measures. Encouragement notices a child's effort and allows them to make the judgments about how satisfied they are and how they might want to change.

PRAISE	ENCOURAGEMENT
You did it just like I told you.	You worked hard on that.
You did it better than anyone else.	You did your best, and didn't give up.
I'm so proud of you!	You must be so proud of yourself.
All A's! I'm going to give you a big prize.	I love you no matter what.
You are such a good girl (boy).	How do you feel about it?
With more work, you just might get this right.	Look how far you've come. You can do it!
You really know how to please me.	I have faith in you.
Great! That is what I expected.	I appreciate your help.
You always have the right answer.	Your creative solution really worked for you.
You always look perfect.	You can decide. What do you think is best for you?
You are the best player on the team.	You are a team player.
I'm glad you know how to sit in class.	You figured it out for yourself.

Communication Tips

PARTNERING IN CHILDREN'S PLAY

- Observe and listen before and after entering play.
- Allow the children to choose your role in the play.
- Allow the children to choose the direction and content of the play and follow their lead.
- Imitate children.
- Offer ways to extend children's play.
- Match the complexity of their play.
- Stay within the children's play theme.
- ENJOY YOURSELF!

OPEN ENDED CONVERSATION STARTERS

- Tell me about . . .
- How did you decide to use . . .?
- What could we use for a . . .?
- What would happen if . . .?
- Where could we find . . .?
- What is the story about . . .?
- How does it work . . .?
- How do we play . . .?
- What if . . .?
- How would . . .?

HOW TO HANDLE CONFLICTS

- Treat the situation matter-of-factly.
- Defuse the situation before problem solving.
- Approach in a calm manner.
- Stop any hurtful actions.
- Acknowledge feelings.
- Have the children help identify the problem.
- Ask all children involved what happened.
- Restate the problem.
- Have the children help brainstorm ways to solve the problem and have them help choose a solution.
- Ask for their ideas.
- Have the children choose one together.

Weather & Emergency Procedures

WEATHER AND EMERGENCY PROCEDURES

Please familiarize yourself with our fire and tornado evacuation procedures, our medical emergency plan and other emergencies. This plan can also be found posted on the cupboards in the preschool room.

Fire/Bomb Threat Evacuation Procedures

Teacher
- exits with the children through preschool entryway or alternate safe exit, taking attendance book with her. At a safe distance from school, (likely First Reformed Church if shelter is needed), accounts for all students.

Helper A
- checks the bathroom for any remaining students, close all open windows, joins class outside.

Helper B
- accompanies the teacher and students.

Tornado Evacuation Procedures

Teacher
- exits with the children to the basement midway-high classroom, taking attendance book with her. Once in the safe location will account for all students.

Helper A
- checks the bathroom for any remaining students, joins class in basement.
- will pick up epi-pens, medications, or adaptive equipment and assist teacher with moving any students with mobility issues. When the students are in a safe, secure area, contact the appropriate emergency personnel (911) using the land line or mobile phone.

Helper B
- will pick up the bin with emergency supplies of food and water from the storage closet and follow the teacher and students to a safe area. Contact parents via telephone using the numbers provided on the child information card. Contact the Program Coordinator or Newsletter/Website Chairperson to send a mass e-mail and post on the website.
- accompanies the teacher and student.

Medical Emergency Plan

In case of serious injury or illness of a child:

Teacher
- will attend to the child.

Helper A
- will telephone ambulance, if necessary, will telephone injured child's parents (child information cards located in box on teacher's desk) and then attend to the other children.

Helper B
- will be sent to retrieve the AED and assist the teacher if needed and attend to the other children. Or will retrieve the Emergency Action Plans for our food allergic students located on the inside of the snack cupboard doors.

Weather & Emergency Procedures

Emergency Plan for Intruders

Teacher
- will check all doors to make sure they are locked and then join the parent helpers and children in locked storage closet with cell phone.

Helper A&B
- will bring the children to the storage closet and lock the door.

Flood Plan

Teacher
- will assemble the students and take Child Information Cards located the a box on the teacher's desk and mobile phone, and students up to the next level and safe area in the church building.

Helper A
- will pick up epi-pens, medications, or adaptive equipment and assist teacher with moving any students with mobility issues. When the students are in a safe, secure area, contact the appropriate emergency personnel (911) using the land line or mobile phone.

Helper B
- will pick up the bin with emergency supplies of food and water from the storage closet and follow the teacher and students to a safe area. Contact parents via telephone using the numbers provided on the child information card. Contact the Program Coordinator or Newsletter/Website Chairperson to send a mass e-mail and post on the website.

Man-Made Disasters Plan ***Gas leak or chemical spill, sewer back-up, long-term power outage***

Teacher
- will take the Child Information cards, epi-pens, inhalers or any other items for special needs students;
- will post a note on the school door informing parents of new location.
- will contact Program Coordinator and/or Newsletter/Website Chairperson to send a mass e-mail to parents;
- will tend to the children's needs.

Teacher & Helpers
- will relocate the children to a safe location, elsewhere in the church building if appropriate or to First Reformed Church across State St. Will assist any students with mobility issues.

Helper A
- will assist teacher with attending to children.
- will pick up epi-pens, medications, or adaptive equipment and assist teacher with moving any students with mobility issues. When the students are in a safe, secure area, contact the appropriate emergency personnel (911) using the land line or mobile phone.

Helper B
- will pick up the bin with emergency supplies of food and water from the storage closet and follow the teacher and students to a safe area. Contact parents via telephone using the numbers provided on the child information card. Contact the Program Coordinator or Newsletter/Website Chairperson to send a mass e-mail and post on the website.
- will use the Child Information cards, located in a box on the teacher's desk, to telephone parents.

Snack & Bathroom Policies

SNACK POLICY

The Health Chairperson shall create a monthly snack calendar for all helping parents. When it is a parent's turn to help in the classroom, the Helper A and Helper B parents shall bring in the snack/drink listed on their date. All snacks must be ***free of peanuts and tree nuts***. Menus shall be posted in the coatroom and the helping parents shall write on the dry erase board the snack/drink being served each day.

A list of allergies and action plans for allergic students will be posted on the inside of the snack supply cupboards. The preschool will work with parents and children with special dietary needs to provide a special snack if necessary.

BATHROOM POLICY

Our bathroom is unisex. A curtain is provided for privacy in our two individual stalls. Children are encouraged to use the toilet independently. Please dress your child so they can do so with ease. We are happy to help, but the process is up to your child. With the exception of hand washing time before snack, only two children should be allowed in the bathroom at one time. We ask that helper parents assist the teachers with bathroom management, by redirecting waiting students outside the bathroom until a bathroom stall is available. If a child requests assistance in the bathroom please do your best to talk them through the process. If necessary ask a teacher for assistance. Under no circumstance should the main bathroom door ever be shut in the classroom. We also request that parents always keep a change of clothing and underwear in your child's backpack in case an accident occurs.

Health Care & Hand Washing

HEALTH CARE & CLEANING POLICY

1. Any blood exposure (bloody nose, cut, etc.) vomit or nose discharge must be handled by a care giver wearing rubber gloves, which are provided in the preschool room above the sink in the bathroom and the sink in the classroom. This is for the safety and security of everyone.
2. Any soiled clean-up materials (sponges, paper towels, etc.) must be soaked in a mild bleach solution or sealed in a plastic bag before discarding in the wastebasket. Bleach solution can be found above both sinks.
3. All areas affected by blood must be sanitized by cleaning with a mild bleach solution.
4. When disinfecting the surfaces (counters and tables) in the classroom at the end of every session, please follow these 3 steps:

    a) Spray with soapy water (Bottle # 1).
    b) Rinse with water (Bottle # 2) and wipe dry with paper towel.
    c) Spray surface with bleach water (Bottle # 3) and let air dry.

Thank you for helping keep the germs away!

HAND WASHING PROCEDURE

Helping Parents: Please guide children through the hand washing procedure.

1. Have a clean paper towel available.
2. Turn on the water to a comfortable temperature.
3. Moisten hands with water and apply soap.
4. Rub hands together until a soapy lather appears and continue for at least 20 seconds.
5. Rub areas between fingers, around nail beds, under fingernails, and back of hands.
6. Rinse hands under running water until they are free of soap and dirt.
7. Leave water running while drying hands.
8. Dry hands with a clean, disposable paper towel. Turn tap off with the paper towel.
9. Dispose of the paper towel in a lined trash container.

First Presbyterian Preschool By-Laws

ARTICLE I. NAME: This organization shall be known as First Presbyterian Preschool, a co-operative non-profit group licensed by the Department of Human Services of the State of Michigan. The Preschool is an extension of the First Presbyterian Church and is thereby under the care and government of the Session of the church.

ARTICLE II. PURPOSE: The purpose of the Preschool is to provide a physical and social environment in which the children may experience a sense of independence and thus explore their own capabilities, experience themselves and their peers in a group setting, expand their concepts of the world and the community, and develop an awareness of God's presence in our world.

ARTICLE III. MEMBERSHIP:

1. Membership consists of all parents or guardians of children enrolled in the Preschool, with one vote per enrolled child.
2. The order of application for membership shall be given full consideration, but be secondary to the need of the group in order to maintain reasonable balance with regard to age and sex. Priority shall be given to church members, current, and former Preschool members who apply within the set time reserved for this application.
3. Children with special needs will be given the opportunity to participate in the best interest of the child. A team consisting of the parent, health care providers, educational consultants, preschool teacher, Program Coordinator, President, and Membership chairperson will make the determination regarding appropriate placement for the child.
4. The number of children enrolled shall comply with the regulations of the Department of Human Services of the State of Michigan.
5. The First Presbyterian Preschool Board has determined that a child should be 3 years old by September 1 to enroll in the three-year-old class or 4 years old by September 1 to enroll in the four-year-old class. Children with birthdays falling between September 1 and December 1 will be considered conditionally upon a meeting with the parent(s)/gaurdians(s), child, Preschool Staff, and signing an "Age Waiver" as shown: "*I have been informed that according to Michigan law, students entering Kindergarten in 2015 or after must be 5 years old by September 1 of that year or, with a waiver, by December 1. I also understand that the First Presbyterian Preschool Board has determined that a child should be 3 years old by September 1 to enroll in the three-year-old class or 4 years old by September 1 to enroll in the four-year-old class. Although my child's birthday occurs between September 1st and December 1st, I am choosing to enroll her/him in preschool with the full knowledge that an additional year of preschool education may be necessary prior to my child entering kindergarten. I understand that my child's admission to FPP as a "young birthday" will be conditional upon meeting with me (parent/guardian), my child, and Preschool Staff.*"

6. The child must meet the State of Michigan requirements for good health and have a current (within one year) physical examination report signed by a licensed physician. This includes a record that states the child has been completely inoculated against diphtheria, chicken pox, whooping cough, tetanus, polio, measles, rubella, pneumococcal diseases and hepatitis B, and that inoculation took place at the time of examination and will continue to completion.
7. Continuing membership is contingent upon the fulfillment of the parental obligations to the Preschool, including familiarization and compliance with the rules of this organization.
8. Students causing continuous disruption or exhibiting physically aggressive behavior in the classroom, where other children or adult's safety is at risk, will be issued one documented verbal warning from a Preschool staff member to the parent. If the behavior continues, a written warning will be issued. In addition, there will be a conference involving the Program coordinator, the parent, and the teacher to discuss behavior modification and a reasonable timeline for results. As a final alternative the teacher, with the consent or recommendation from the Program Coordinator, will provide a written notice of the students dismissal from the Preschool. A refund prorated from the beginning of the semester will be reimbursed, excluding deposit.

ARTICLE IV. PARENT OBLIGATION:

1. One parent, or a substitute, must assist at the Preschool the allotted number of days. Duties include: functioning as an aide to the teacher, assisting with the discipline policy, working with the children under the teacher's guidance, providing healthy, peanut and tree nut-free snacks, and properly cleaning all facilities after use.
2. Parents can pay more tuition for the non-cooperative option of not working as a parent helper. The increased fees will be used for a paid substitute. Parents are still required to provide the scheduled snack on work days and serve on a committee.
3. One or both parents must attend the orientation session, and child protection training as required by the church.
4. At least one parent is expected to attend all parent/teacher conferences scheduled during the year.
5. Parents are required to participate on committee assigned workdays and/or complete committee assigned tasks.
6. Parents have the responsibility to report all communicable diseases to the teacher and/or Health Chairperson.
7. All parent volunteers must be screened by the Department of Human Services Central Registry Clearance.

ARTICLE V. ADMINISTRATION:

The Preschool is operated by a democratically elected Board, according to the By-

laws adopted by the Preschool membership, and according to the Standing Rules.

1. Election:
   a) A nomination committee of three (3) persons appointed by the President, and the President shall present a slate of one or more candidates for each office.
   b) The general membership shall elect the officers of the Board.
   c) Elections shall be by written ballot sent home in the spring.
   d) Election shall be by the majority of the votes cast.
   e) The term of office shall be from July 1 to June 30.
   f) No members shall be elected to the same office for more than two consecutive terms; however, under special circumstances, the Board may vote to extend their term.
   g) The President shall fill by appointment all vacancies that arise on the Board, subject to Board approval.
   h) The Board will contain at least one, and no more than four, First Presbyterian Church members.
2. Structure:
   a) Officers shall consist of the following: President, Vice President, Treasurer, Recording Secretary, Social Chairperson, Purchasing Chairperson, Membership Chairperson, Newsletter/Website Chairperson, Health Chairperson and Tuition/Deposit Chairperson, Scheduling Chairperson, Alumni Chairperson, and Church Representative(s).
   b) These officers shall constitute the Board.
   c) The officers shall fulfill their duties as detailed in the Standing Rules.
3. Areas of responsibility include:
   a) The Board is responsible for the operation of the Preschool.
   b) At the termination of office, each officer shall make written reports for the new officer and the president.
   c) The Board shall handle matters of general policy and routine decisions.
   d) The Board shall meet monthly and/or as necessary.
   e) The Board shall meet jointly with the newly elected officers during the last Board meeting.
   f) In accordance with Article III.9, the Board may request the withdrawal of a child from the Preschool following a recommendation of the Board, and a professional child development specialist if deemed necessary, with remaining tuition refunded, excluding deposit.
   g) Criticisms and suggestions concerning the Preschool as a whole shall be submitted to a Board member.
   h) The Board shall hire any salaried employees.
   i) The Board shall decide upon repairs and the purchase of new equipment in consultation with the staff.
   j) The Board shall oversee a written evaluation of the Program Coordinator a minimum of once a year.
   k) The Board shall determine how scholarship/financial aid is dispersed on a yearly basis.

ARTICLE VI. STAFF OBLIGATION: The Board will supervise the Program Coordinator. The Program Coordinator will supervise the teachers.

Section A: Teachers

1. The teachers shall be in authority with the Program Coordinator in accordance with the By-laws while the Preschool is in session.
2. Teachers shall be consulted on recommendations for study and purchases of equipment.
3. Teachers shall be available for advice and counsel, but have no vote.
4. Teachers will be evaluated in writing by the Program Coordinator at least once a year.
5. The teachers will evaluate in writing the Program Coordinator at least once a year.

Section B: Program Coordinator

1. The Program Coordinator shall be responsible for the implementations of the philosophy and objective of the Preschool with the support of the Board.
2. The Program Coordinator shall provide continuity of leadership in program development.
3. The Program Coordinator shall serve as a liaison between teachers and Board, between Board and community organizations, and between the Board and staff of the First Presbyterian Church.
4. The Program Coordinator shall attend Board meetings but has no vote.
5. The Program Coordinator will do a written evaluation of the teachers at least once a year.
6. The Program Coordinator shall be evaluated in writing once a year by the Board, teachers, and the church.

ARTICLE VII. COMMITTEES: The Board committees shall include nominating, and any other deemed necessary by the Board.

ARTICLE VIII. FEES AND FINANCES:

1. The Treasurer and President are empowered to sign checks, except for salaries.
2. Tuition is payable to the First Presbyterian Preschool.
3. A deposit to be applied to the tuition must accompany the application form. This fee is non-refundable.
4. The first semester full or one-half payment is due by August 15. Final payment is due by October 15. Second semester full or one-half payment is due by January 15, and final payment is due March 15. If payment deadlines are not met, the child's place in the class will not be held. Arrangements may be made with the Tuition/Deposit Chairperson in cases when these deadlines cannot be met.
5. Withdrawals:
   a) If a child withdraws within the first three weeks of either semester, having paid the partial or full tuition fee, the tuition shall be refunded less the deposit and the charge made for days attended.

b) If the Board requests the withdrawal of a child who has not made a satisfactory adjustment to the Preschool, tuition will be refunded, less the deposit, less the charges for the days attended.
c) In the event of a prolonged absence due to illness, the balance of the tuition after the first month of absence will be refunded, provided the child withdraws from the Preschool. No other refund will be made for illness or vacations.
d) Refund for all other withdrawals after the first three weeks of class will be made on a pro-rated basis, less the deposit, provided the vacancy can be filled with no tuition loss to the Preschool.

6. The Preschool will pay an overhead fee to the First Presbyterian Church, to be established by the Session of the Church and the Board.
7. A review of the Preschool's finances shall be made annually at the end of the fiscal year in June or as deemed necessary by the Board or church.
8. Dissolution:
   a) In the event First Presbyterian Preschool should dissolve, all assets, and real and personal property will revert to First Presbyterian Church.
   b) First Presbyterian Preschool will remain a non-profit organization forever.

ARTICLE IX. AMENDMENTS:

1. These By-laws may be amended upon the recommendation of the Board and a vote of the general membership. Notice of a proposed amendment shall be given in writing to all members, at least one week in advance of the proposed vote. A majority of those who vote shall be considered sufficient. By-law amendments will be approved by the Church Session.
2. The Standing Rules may be adopted, amended, or repealed by a two-thirds (2/3) vote of the entire Board without notice, or by a majority vote if one week's previous notice is given.
3. A written petition of ten percent (10%) of the Preschool membership submitted to the Board within one month of public announcement of a change in a Standing Rule shall make mandatory a written note of the General Membership on such change. A simple majority vote shall decide. (Revised 5/2017)

Preschool Standing Rules

A. PARENTAL RESPONSIBILITIES

1. One parent, or a substitute, must assist at the preschool the allotted number of days. If a parent fails to be present on the assigned assist day a $25 penalty fee will be assessed.
2. If a parent is unable to work on his/her scheduled work day, the parent may exchange work days with another parent or pay a $25 fee to a substitute. It is the responsibility of the originally scheduled parent to make these arrangements.
3. Parents are required to participate on committee assignments. If a parent fails to fulfill a committee assignment, a make up assignment will be given.
4. One or both parents must attend the parent orientation session, as well as the child protection training program required by the church.
5. Any adult who will be working in the classroom must attend a child protection training and submit to a Central Registry clearance.

B. FEES AND FINANCES

1. Tuition Payments may be made in full by August 15th or in four installments due the 15th of August, October, January, and March. Tuition for the T/Th class is $650. Tuition for the MWF class is $950. Reminders for when payments are due will be in the newsletter and posted on the classroom door. Payments may generally be made by check or credit card. Please place checks in the black locked box outside the classroom door. For credit card payments, there is a link on our website. Credit card payments are processed through PayPal and processing fees charged for this service (approximately 3%) will be added to the tuition amount due. For cash payments or any other questions related to tuition, please contact the Tuition/Deposit Chairperson.
2. The **non-refundable** deposit to be applied to the tuition will be $100.00, due with registration. An additional non-refundable deposit of $50 is required for the Enrichment class.

C. PARENT COMMITTEES

1. **Housekeeping and Grounds**
   a) General cleaning by all committee members will take place in August and near the semester break on a date set by the Health Chairperson.
   b) The Health Chairperson shall assign committee members for occasional cleaning and maintenance of toys, dress up clothing, classroom, playground, and other facility upkeep as necessary.

2. **Social Events**

a) shall provide refreshments and/or supplies for Preschool Social Events *(i.e. Father's Night, Mother's Day Tea, Spring Family Event).*

3. **Fundraising**
   a) shall assist with projects to raise money for Preschool activities (ie. fall and spring fundraisers).
4. **Child Care for Board Meetings**
   a) provide care in the church nursery for children of board members during their monthly meetings.

D. DUTIES OF THE OFFICERS

1. President::

a) shall call, prepare an agenda for, and preside at Board meetings and membership meetings.
b) shall appoint all committees and officers not otherwise provided for, subject to the approval of the Board.
c) shall serve as an officer member of all committees.
d) shall appoint and serve on a committee to revise the By-laws and Standing Rules when necessary.
e) shall fill all vacancies on the Board, with help from a nominating committee consisting of at least three Board members.
f) shall monitor the activities of the Preschool.
g) shall be responsible for the implementation of the objectives of the Preschool, together with the Board, teachers, and Program Coordinator.
h) shall be responsible for writing teacher contracts. The President shall consult with the Program Coordinator and obtain Board approval before offering the contracts to the teachers.
i) shall have responsibility for keeping the records of the Preschool in good order.
j) shall assist in the selection of the financial aid recipient(s) together with the Membership/ Financial Aid chairperson and the Program Coordinator.
k) shall prepare the budget with the Treasurer for approval of the Board and the Church Session.
l) shall be responsible for communication with membership.
m) shall work with the teachers and the Program Coordinator to present an orientation program.
n) shall notify delinquent parents of penalty.
o) shall prepare an Annual Report to be submitted to the church in December.
p) shall facilitate an annual financial review in July.
q) shall prepare a written report at the end of his/her term, and turn it over to the succeeding officer.

r) shall attend the first meeting of the succeeding board and be available via telephone and e-mail to assist the new board.

2. Vice-President:

a) shall preside in the absence of the President.
b) shall be responsible for the fundraising parent committee.
c) shall coordinate Board approved fund raising activities including (but not limited to) our traditional events: Fall (Quality Car Wash Sale), and Spring (Wheel- A-Thon).
d) shall prepare a written report at the end of his/her term for the succeeding officer and President.

3. Recording Secretary:

a) shall arrange for babysitting for Board meetings (using Child Care Committee members).
b) shall arrange with the church when meetings are to be held and where they will be held.
c) shall take attendance at all Board meetings and a count at all general meetings of the membership. Shall prepare and keep minutes of the Board and general membership meetings and send them to Board President within one week of meeting.
d) shall submit a copy of all approved minutes to the Church Session, church secretary, and to all staff and Board members.
e) shall file a complete membership list in the minutes books.
f) shall be responsible for preschool publicity, including the preschool signs, flyers, showcases in the community and submitting publicity items to local newspapers.
g) shall prepare a written report at the end of his/her term for the succeeding officer and President.

4. Social Secretary:

a) shall prepare parent information packets for Orientation Night and coordinate this event with Program Coordinator and teachers.
b) shall be responsible for all expressions of sympathy, gratitude and other necessary correspondence.
c) shall be in charge of coordinating social events (i.e. Spring Family Night, Staff and Board Parties).
d) shall be in charge of the social events parent committee.
e) shall arrange for hospitality at preschool events (i.e. Father's Night, Mother's Day Tea, Spring Family Night).
f) shall assist with planning activities for March is Reading Month and Parent Community Nights (i.e. Make It, Take It).

g) shall prepare a written report at the end of his/her term for the succeeding officer and President.

5. Treasurer:

a) shall receive, keep safe, and disburse all funds upon the order of the Board.
b) shall be responsible for managing the checking and savings accounts and investing temporary surplus funds in high yield accounts approved by the Board.
c) shall keep an itemized ledger of all receipts and disbursements.
d) shall submit a full financial report monthly to the Church Session, giving a copy to all Board members and staff members.
e) shall make financial reports at Board meetings.
f) shall be prepared to give a status of the budget report at any time at the request of the President.
g) shall prepare books for audit and/or succeeding officer.
h) shall prepare three written reports at the end of the school year commenting on fiscal decisions as well as the overall financial status, one for the Church Session, one for the Preschool President, and one for the Treasurer's records.

6. Membership Chairperson:

a) shall handle all inquiries concerning applications for membership, interpreting school objectives and philosophy.
b) shall send out all information and regulations concerning the Preschool, enrollment, and health forms.
c) shall record name, address, phone, gender, birth date of child, First Presbyterian Church membership, former Preschool membership, and date registration form and deposit are received.
d) shall turn deposits over to the Tuition/Deposit Chairperson.
e) shall fill the enrollment according to the provisions in the By-laws.
f) shall supply the church office and church bulletin with preschool materials for interested families.
g) shall keep a waiting list if necessary.
h) shall compile the new membership list when necessary.

i) shall give enrollment forms to teachers in the fall. They shall then file forms at the Preschool by the opening day of school.
j) shall organize information and details for Closed Registration, Open house, and Open Registration.
k) shall prepare a written report at the end of his/her term for the succeeding officer and President.

7. Purchasing Chairperson:

a) shall be responsible for purchasing consumable supplies for teachers and any other supplies needed by teachers.
b) shall purchase and arrange for delivery of wood chips, sand, and any other items needed for the playground (consult with Program Coordinator).
c) shall coordinate logo wear sales.
d) shall arrange for annual class group photographs.
e) shall coordinate book order sales.
f) shall submit all bills and receipts of purchase to Treasurer for payment or reimbursement.
g) shall keep a record of purchases and prepare a written report at the end of his/her term for the succeeding officer and President.

8. Newsletter/Website Chairperson:

a) shall update email contacts at the beginning of the year and as changes arise.
b) shall obtain articles for and publish the monthly Preschool Newsletter.
c) shall make submissions in the Church bulletin and monthly newsletter as needed.
d) shall update the preschool website with preschool events and announcements.
e) shall post updates and photographs on social media site(s).
f) shall prepare a written report at the end of his/her term for the succeeding officer and President.

9. Health Chairperson:

a) shall attend mandatory Health Department Training (single day, usually in August)
b) shall file health forms in Preschool by the first day of classes.
c) shall be responsible for locating delinquent health forms.
d) shall be responsible for submitting the Waivers to the Ottawa County Health Department annually.
e) shall complete the MICR Health report by October 1 and update as needed through December. This is discussed at the Health Department Training in August.)

f) shall be responsible for completing and submitting the weekly health reports.
g) shall inform parents of communicable diseases and allergies when present at the preschool.
h) shall be responsible for preparing the snack menu once the parent work schedule is determined by the schedulers.
i) shall be in charge of and utilize the Housekeeping Committee to ensure the preschool is thoroughly cleaned twice a year, the playground is prepared for school in August, and general cleaning and maintenance tasks are completed on an as needed basis.
j) shall prepare a written report at the end of his/her term for the succeeding officer and President.

10. Tuition/Deposit Chairperson:

a) shall collect and deposit tuition check and report deposit to Treasurer.
b) shall notify parents when payment is not received on time.
c) shall keep a by-class record of deposits made, including check numbers and names, of tuition payments.
d) shall keep written log of Ready for School students and payments received.
e) shall remind parents, prior to due date, of impending tuition due dates.
f) shall keep a written log of all parent communication.
g) shall prepare a written report at the end of his/her term for the succeeding officer and President.

11. Scheduling Chairperson:

a) shall be responsible for setting up and maintaining a web-based volunteering platform for the use of all preschool volunteers.
b) shall assure that all families have access and knowledge needed to use volunteering website.
c) shall be responsible for assuring that all families have completed their co-op volunteer times in the classroom.
d) shall designate healthy snack schedule for classrooms.

12. Church Representative:

a) is appointed by the Session of First Presbyterian Church.
b) shall act as a liaison between First Presbyterian Church and First Presbyterian Preschool. The liaison shall facilitate communication with the Session, Pastor, and staff when necessary in consultation with the Program Coordinator and/or Preschool Board.
c) shall coordinate the First Presbyterian Church Child Protection Program requirements for an annual training at the time of Parent Orientation in consultation with Chair of Children's Ministries. Shall coordinate additional training events needed for any volunteers who will be

working with children, if necessary. Shall file required documentation for such training in a locked file in the church office.

d) shall seek financial, supply, and special project assistance for the Preschool through partnerships with appropriate church committees, staff, and members when necessary.

13. Alumni Chairperson (Optional each year):

a) shall be primarily responsible for communication with alumni families.
b) shall give tours of the classroom to new families.
c) shall add history and continuity to the Board.
d) shall assist other board members as needed.

Revised 10/2018

Health Related Resources

Allegan Co. Community Mental Health 3285 122nd Ave., Ste 200 Allegan, MI 49010 (269) 673-7700	Provides managed mental health care to individuals, children, or families with mental illness or developmental disabilities.
Allegan Co. Department of Human Services Children's Protective Services 3255 122nd Ave. Allegan, MI 49010 (269) 673-7700	Department of Human Services provides a large variety of programs related to family health concerns, including adult and child protective services. Other services are Children's Special Health Services, Healthy Kids, Maternity Outpatient Medical Services & Healthy Kids for Pregnant Women at (269) 673-5540
Allegan Co. Health Department 3255 122nd Ave. Ste 200 Allegan, MI 49010 (269) 673-5411	Maternal/Infant Support Services, Vision and Hearing, Sexually Transmitted Infection-counseling, testing and treatment, Communicable Disease/TB control, Immunization and TB testing, Clinic for International Travel & Health Promotion Education. Lead Testing.
Allegan Co. United Way 650 Grand St. Allegan, MI 49010 (269) 673-6545	Information and referral services to local, regional and state wide and Human service agencies.
Bethany Christian Services 12048 James St. Holland, MI 49424 (616) 396-0623	Counseling services and therapy for individuals, child, adolescent, families. Pregnancy and adoption services.
Center for Women in Transition 411 Butternut Holland, MI 49424 (616) 392-2829	Domestic abuse and sexual assault/abuse support and advocacy services for all victims. Emergency shelter for victims of domestic violence.
Children's Advocacy Center 12125 Union St. Holland, MI 49424 (616) 393-6123	Services for abused children and their families.

Health Related Resources

Community Action House 345 W. 14th St. Holland, MI 49423 (616) 392-2368	Clothing distribution, food pantry, community kitchen, homelessness prevention, guaranteed security deposit, home ownership counseling, case management, and doctors with a heart.
Holland Community Health Center 336 S. River Ave Holland, MI 49423 (616) 394-3788	Provides primary care with a focus on family practice.
Holland Hospital – Behavioral Health Services 854 S. Washington Ave. Holland, MI 49423 (616) 355-3926	Outpatient and Inpatient mental health counseling services.
Ottawa Area Early On & Infant Development Program 10160 96th Ave. Zeeland, MI 49464 (616) 895-4303	Early intervention for infants (ages 0 – 3 yrs. old)
Ottawa Co. Community Mental Health 12265 James St. Ste 200 Holland MI 49423 (616) 393-5681	Provides managed mental health care to individuals, children, or families with mental illness or developmental disabilities.
Ottawa Co. Department of Human Services (DHS) 12185 James St. Ste 200 Holland, MI 49424 (616) 394-7200	Child welfare services including: Children's Protective Services, Foster Care, Adoptions, Juvenile Justice and Youth Programs.
Ottawa Co. Health Department Clinic and Community Health Services 12251 James St. Holland, MI 49424 (616) 396-5266	Maternal/ Infant Support Services, vision and hearing, sexually transmitted infection counseling, testing and treatment, communicable disease/TB control, immunization and TB testing, clinic for international travel and health promotion education.

IF YOU NEED IMMEDIATE ASSISTANCE

Dial 2-1-1 which is an access point for persons needing health and human service programs.

First Presbyterian Preschool

offers a warm, supportive environment in which children can make choices, explore and experiment.

659 State Street ◆ Holland, MI ◆ 49423

392-9022, ext. 106

www.fppreschool.org

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