

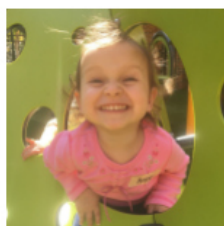
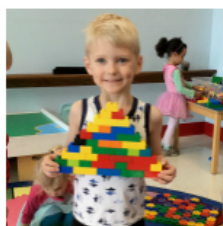


*Training Hearts & Teaching Minds*









# What is PEEPs?

PEEPs stands for Presbyterian Early Education Program and is a weekday ministry of Central Presbyterian Church available to children 8 weeks to 5 years old. Children not only play and socialize with other children their age, but are also taught developmentally appropriate Biblically and academically based lessons by loving Christian staff. Our PEEPs staff is caring, qualified, and carefully screened.

## **Summer PEEPs Schedule**

Mondays and Wednesdays

June & July

9:00am to 2:00pm

## **School Year PEEPs Schedule**

Mondays, Wednesdays, & Fridays

September through May

9:00am to 2:00pm

## **Contact**

Christine Vandervoort

*PEEPs Director*

314-854-0145

[cvandervoort@centralpres.com](mailto:cvandervoort@centralpres.com)

## **Location**

Central Presbyterian Church

7700 Davis Drive

Clayton, MO 63105

Central's Nursery and Early Childhood Wing

# What will my child do at PEEPs?

## **Panda Room (infants):**

The babies eat and sleep based on whatever schedule mom and dad have (or don't have, as the case may be).

## **Turtle Room (crawlers/early walkers):**

9:00 - 10:00	Arrival, Playtime
10:00 - 10:15	Prayer, Snack time, Story time
10:15 - 10:30	Diaper change
10:30 - 10:45	Sleepy kids go down for a nap
10:45 - 11:30	Walk (weather permitting), Guided playtime, Books
11:30 - 12:00	Prayer, Lunchtime
12:00 - 12:30	Sleepy kids go down for a nap
12:30 - 1:00	Quiet time, Swings
1:00 - 1:30	Diaper change
1:30 - 1:45	Books, Blocks, Playtime
1:45 - 2:00	Prepare to go home

## **Kangaroo Room (one year olds):**

9:00 - 9:30	Arrival, Centers, Free play, Clean up
9:30 - 9:45	Welcome song & Bible story
9:45 - 10:00	Potty break/Diaper check, Prayer, Snack
10:00 - 10:20	Music class
10:20 - 10:55	Recess
10:55 - 11:30	Craft/Lesson
11:30 - 12:00	Special centers/Fine motor Play
12:00 - 12:30	Lunch

12:30-12:45	Quiet time/iPad story
12:45- 1:05	Open play/Diaper check
1:05 - 1:35	Outside/Indoor organized play
1:35 - 2:00	Open play/Get ready to go home

### **Giraffe Room (young two year olds):**

9:00 - 9:45	Arrival, Learning centers
9:45 - 9:55	Clean-up
9:55 - 10:15	Potty break/Diaper check, Prayer, Snack
10:15 - 10:35	Circle time (Bible story, Memory verse, Finger plays)
10:35 - 11:05	Recess
11:05 - 11:40	Craft
11:40 - 12:00	Music class
12:00 - 12:15	Potty break/Diaper check, cClean-up
12:15 - 12:45	Lunch
12:45 - 1:30	Rest period (Academic/Bible-related video or book)
1:30 - 1:45	Potty break/Diaper change, Free play
1:45 - 2:00	Gross motor, Group games, Story time

### **Lion Room (older two year olds):**

9:00 - 9:40	Arrival/Centers/Free play
9:40 - 9:50	Clean-up
9:50 - 10:05	Circle time: Bible story/Memory verse/Songs
10:05 - 10:30	Prayer/snack, Diaper change/Potty break
10:30 - 10:50	Academic concepts/Calendar/Mustard, a therapy dog, visits one Friday per month

10:50 – 11:15	Music Mon. & Wed./Science on Fridays
11:15 – 11:30	Potty break/Finger plays
11:30 – 12:00	Recess
12:00- 12:30	Lunch
12:30 – 12:45	Puzzles/Reading
12:45 – 1:15	Rest/Biblical or academic video
1:15 – 1:30	Diaper change/Potty break
1:30 - 1:50	Group games/Gross motor play/Second recess
1:50 – 2:00	Clean up and prepare to go home

**Elephant Room (three year olds):**

Monday	Wednesday	Friday
9:00-9:30 Arrival/Centers	9:00-9:30 Arrival/Centers	9:00-9:30 Arrival/Centers
9:30-10:00 Creative Play	9:30-10:00 Creative Play	9:30-10:00 Creative Play
10:00-10:25 Bathroom/Snack	10:00-10:25 Bathroom/ Snack	10:00-10:15 Story Time/Academic
10:25-10:50 Music	10:25-10:50 Music	10:15-10:40 Bathroom/Snack
10:50 -11:10 Bible Story/Memory Verse	10:50 -11:10 Bible Story/Memory Verse	10:40-11:00 Bible Story/Memory Verse (10:30-11:30 Cooking Class once a month)
11:10-11:30 Bible or Academic Activity	11:10-11:30 Bible or Academic Activity	11:00-11:30 Bible or Academic Activity (Therapy Dog Visit once a month)
11:30-12:00 Bathroom/ Recess	11:30-12:00 Bathroom/ Recess	11:30-12:00 Bathroom/ Recess
12:00-12:40 Lunch	12:00-12:40 Lunch	12:00-12:40 Lunch
12:40-1:10 Art Class	12:40-1:10 Story Time/Academic	12:40-1:10 Science



1:10-1:25 Story Time (Yoga Class 1:20-1:50 2nd & 4th Mon)	1:10-1:40 Craft/Centers	1:10-1:25 Story Time
1:25-2:00 Craft/Centers	1:40-2:00 Creative Play	1:25-2:00 Craft/Centers

**Koala Room (four and five year olds):**

Monday	Wednesday	Friday
9:30-10:15 Circle Time & Creative Play	9:30-10:15 Circle Time & Creative Play	9:30-10:15 Circle Time & Creative Play (1st & 4th) 9:30-10:00 Cooking Class (2nd) 9:45-10:15 Therapy Dog (3rd)
10:15-10:30   Calendar & Snack	10:15-10:30 Calendar & Snack	10:15-10:30 Calendar & Snack
10:30-11:10 Literacy & Math	10:30-11:10 Literacy & Math	10:30-11:10 Literacy & Math
11:15-11:40 Music	11:15-11:40 Music	11:15-11:40 Show & Tell (1st, 4th) Creative Play (2nd, 3rd)
11:40-12:10 Recess	11:40-12:10 Recess	11:40-12:10 Recess
12:10-12:40 Lunch/Quiet Time	12:10-12:40 Lunch/Quiet Time	12:10-12:40 Lunch/Quiet Time
12:40-1:10 Yoga (2nd & 4th) or Story Time	12:40-1:30 Bible, Memory Verse, Craft	12:40-1:15 Bible
1:20-1:50 Art	1:30-1:50 Story Time or Outdoor Time	1:20-1:50 Science
1:50-2:00 Pack Up & Goodbye	1:50-2:00 Pack Up & Goodbye	1:50-2:00 Pack Up & Goodbye

## Extra-Curricular Classes

- **Literature-based art class** for Elephants and Koalas is offered on Mondays
- Monthly visit by a **therapy dog** for Giraffes, Lions, Elephants, and Koalas is offered on Fridays
- Monthly **cooking class** for Elephants and Koalas is offered on Fridays
- **Music class** for Turtles, Kangaroos, Giraffes, Lions, Elephants, and Koalas is offered on Mondays and Wednesdays
- **Yoga** for Elephants and Koalas is offered on Mondays
- **Science class** for Lions, Elephants, and Koalas is offered on Fridays



## How do I sign up?

There are two sessions of PEEPs: School Year (September - May) and Summer (June & July). Pre-Registration for both Summer & School Year PEEPs begins February 1 for Central members. Open enrollment begins February 15. Current PEEPs users have the month of January to re-enroll. The pre-registration form can be found on our website: [www.centralpres.com/ministries/peeps](http://www.centralpres.com/ministries/peeps).

# How much will it cost?

Since every family is different, we offer a couple of different options - you do what works best for your family! Your child may attend one, two or three full days a week, or two or three half days a week. We do not offer a one day half day option.

Summer PEEPs is held on Mondays and Wednesdays from 9 a.m. to 2 p.m. in June and July.

School Year PEEPs is held on Mondays, Wednesdays and Fridays from 9 a.m. to 2 p.m.

## **FULL DAY SUMMER TUITION**

1 full day: \$435/summer; \$218/month

2 full days: \$869/summer; \$435/month

## **HALF DAY SUMMER TUITION**

2 half days: \$530/summer; \$265/month

## **FULL DAY SCHOOL YEAR TUITION**

1 Full Day \$1,574/year; \$175/month

2 Full Days \$3,148/year; \$350/month

3 Full Days \$4,665/year; \$518/month

## **HALF DAY SCHOOL YEAR TUITION**

2 Half Days \$2,108/year; \$234/month

3 Half Days \$3,148/year; \$350/month

For full day children, there is a 35% discount in tuition per additional child. For children attending half day, there is a 10% discount for additional children.

The registration fee for summer is \$60 (\$45 for CPC members) and \$100 (\$70 for CPC members) for the school year. The registration fee is non-refundable and is due upon acceptance or re-enrollment into the PEEPs program.

## How and when is tuition to be paid?

Tuition for the school year is divided into 9 installments. Each installment is due the first week of each month from August-April. Tuition for the summer session is divided into two installments and is due the first week of May and June. Note: Invoices are **not** sent out, so please mark your calendar or set a cell phone reminder, so that payment is made on time.

If your monthly tuition payment is not received by the 15<sup>th</sup>, then a late payment fee of \$20 will be applied to your account.

Tuition adjustments will not be made for absences resulting from travel, illness, snow days, etc.

Tuition payments may be made by cash, check, or credit card. If paying by cash, please see the PEEPs Director so that a receipt

may be given. Checks are to be made out to CPC, **not** PEEPs. A check may be mailed to Christine Vandervoort, 7700 Davis Drive, Clayton, MO 63105, or dropped off at the PEEPs office. If paying by credit card, click on the "Make a Payment" button on the PEEPs website at [www.centralpres.com/ministries/peeps](http://www.centralpres.com/ministries/peeps). There is a 3% processing fee for paying by credit card.

## What if I need to unenroll my child from the program?

For school year enrollment, if you decide to remove your child from the program early, then we ask that you give us two months notice. If notice is not given, then you will be required to pay a penalty equal to two months tuition.

For summer enrollment, once you are officially registered for the summer program (the registration form and fee have been submitted), payment is expected for both months regardless of early termination.

## What if I only want my child to come once in a while?

Your child may attend PEEPs on a drop-in basis, but you must be enrolled in the program to do so. Contact the PEEPs Director for more information on the drop-in option.

## What if I need to send someone else to pick up my child?

We know this happens! If you plan to have someone else pick up your child, please let the PEEPs Director know. If there's an emergency, and you can't pick up your child, just call the office (314-854-0145) to let us know who will be picking up. Your child's safety is very important to us. No child will be released to a person unfamiliar to the PEEPs Director or teachers without your consent. Even with authorization from you, we will ask to see a picture ID if we have never met the person picking up before.

## What if I am late picking up my child?

We know that the unexpected happens. Please call the director to let her know that you will be late so that the teachers can be informed. The first several times will be excused. However, if it becomes habitual, your child will be sent to aftercare at 2:05 pm and a \$10 late pick up fee will be added to your account.

## What if my child is sick?

We want to keep the children and staff healthy, so please do not send a sick child to PEEPs. Please read and adhere to our policies below. **Please call the nursery director at 314-854-0145 to let her know that your child will not be attending PEEPs that day.**

The PEEPs director will call to have you pick up your child should your child become sick during PEEPs. Your child will remain in the director's office until picked up to prevent spread of illness to classmates. We ask that someone is always available to pick up your child within 20 minutes from the time of the call.

## Healthy Child Policy

Please do **not** bring your child to the Nursery if the following applies:

1. Child has nasal discharge (thick or continual clear, green, or yellow discharge)
2. Child has vomited or had diarrhea in the last 48 hours
3. Child has a fever, or has been on fever reducing medicine, in the past 24 hours
4. Child has been on an antibiotic for less than 24 hours.
5. Child has an unexplained rash or shows signs of conjunctivitis (pinkeye) or any type of infection

Please let the director know if a doctor diagnoses your child with a communicable illness such as pink eye, the flu, hand/foot/mouth disease etc. We would also like to know if your child has the stomach flu, lice, or any other condition that is easily spread to other students.



***Please note:***

The PEEPs Staff is **not** permitted to give medication. Please do not include any medication in bottles or food.

## My child has an allergy. What should I do?

Please make sure to list your child's allergies on the registration form. If your child can come in contact with what he/she is allergic to while at PEEPs (food, bees, etc.), you will need to fill out the yellow allergy sticker at the check-in computer every PEEPs day and place the sticker on your child. This sticker is a reminder to the teachers as well as to any subs who may not know your child. Allergies that require an Epipen/Auvi-Q, will need a written care plan from the doctor as well as an Epipen that can remain in the classroom while the child is in attendance. We no longer restrict peanuts and peanut butter from our program. However, if a child does have a life-threatening allergy, we may restrict certain foods from that particular classroom. This will be done on a case-by-case basis.

If your child has a chronic allergy, such as a seasonal allergy, which may give the appearance of illness, please supply the PEEPs director with a note with your physician's approval for admittance to PEEPs.

# What do I need to pack for my child?

- 1) **LUNCH:** Please send a lunch in a “bento” style lunch container marked with their name, along with any necessary utensils. All food should be sent already cut to the appropriate size for your child to eat. Do not send foods which are choking hazards (whole hot dogs, popcorn, grapes, hard candy etc.).
- 2) **DRINK:** Please send at least two bottles each day (If you send a bottle containing breast milk, be sure to label it as such. Glass bottles are not allowed.) or a spill-proof sippy cup for our younger classes and a spill-proof refillable water bottle (ie Nalgene or other brand with spout and straw) for our older classes. All bottles and cups must be labeled.
- 3) **DIAPERS:** Bring three diapers or pull-ups per day, labeled with your child’s name. We provide wipes.
- 4) **LABELED BELONGINGS:** Please make certain that all of your child’s belongings such as lunch, diaper bag, bottles, pacifiers, diapers, etc., are clearly marked with your child’s name.
- 5) **AN EXTRA SET OF CLOTHES:** Please place the clothes in a labeled ziplock bag and leave in your child’s cubby or classroom. If your child uses the extra clothes, please make sure to replace them the next day. When seasons change, swap out the old set for an appropriate set for the new season.

# Is there a dress code?

Please send your child to PEEPs dressed in clothing that he/she can easily move in, as well as art and playground friendly clothing. If it is not raining and above freezing, we will be going outside. Please send appropriate outerwear for the weather. We ask that you do NOT send your child in any type of boots (rain, hiking, snow etc). You are welcome to leave a pair of sneakers in their cubby so that they have a pair of play appropriate shoes to change into. Girls should wear bike shorts or bloomers under dresses. For children in the potty training process, please see our potty training section for what to wear.

# What is our discipline policy?

*“Listen to advice and accept instruction,  
that you may gain wisdom in the future.”  
Proverbs 19:20*

At PEEPs, we are training hearts and teaching minds. Our goal is for our students to follow Jesus, through obedience to their teachers and loving treatment of their classmates. We strive to maintain order in our classrooms to keep our students safe and to maximize learning. Our teachers guide the children toward demonstrating the fruit of the Spirit (Gal 5:22-23).

If correction is needed, our teachers will:

1. Explain to the child why his/her choices are not acceptable
2. Provide the child with positive and acceptable choices
3. Put the child in time out in a chair or high chair in the classroom for an age-appropriate amount of time if the acceptable choices are not chosen

If the behavior continues, our teachers will:

1. Inform the parents and collaborate on solutions
2. Have the child meet with the PEEPs Director
3. If 1 and 2 are not effective, a care team comprising of the director and teachers will be set up and a plan of action will be implemented. A meeting with parents will take place when a care plan is implemented.

## What about potty training?

Potty training is an exciting time for you and your child. Please let the staff in your child's room (Giraffe and Lion) know that the process has begun. We are glad to partner with you in this process. For sanitary reasons, please send your child in a pull-up with Velcro tabs (not underwear) until they are consistent with the use of the potty, can ask to use the potty, and are no longer having accidents. We also ask that they wear pants with an elastic waistband- no belt, snaps, buttons, onesies, or skinny jeans/pants. Unfortunately we cannot assist with potty training children in the Panda, Turtle or Kangaroo Rooms. Children need to be well on

their way to being potty independent before being assigned to the three year old classroom (the Elephant room).

## How do I find out about snow days?

PEEPs follows the Central Christian School's major holiday/vacation times during the school year. On possible snow days check radio station KMOX (AM 1120), KSDK channel 5, or Fox channel 2 for announcement of Central Christian School's closing.

If possible, an email will be sent out to PEEP's families announcing the closing.



## What will my child learn at PEEPs?

We seek to foster age-appropriate growth in all areas of a child's development, including academic, social, emotional, physical, and spiritual development. On the following pages is the Koala Room/Pre-K Progress Report. It shows the skills that we are working on in the Koala room to prepare your child for Kindergarten.

## Mathematics

	Extending	Secure	Progressing	Emerging
Counts with one-to-one correspondence				
Recognizes and names shapes				
Counts to 100				
Identifies numerals 1-20				
Recognizes, extends, and creates patterns				

## Fine Motor Development

	Extending	Secure	Progressing	Emerging
The student can form uppercase letters correctly using the Handwriting Without Tears method while holding the pencil properly.				
The student can use scissors correctly.				
Cuts along a straight line				
Cuts along a curved line				
Cuts out simple shapes				
The student can print his/her first name legibly				

## Reading Readiness & Language Development

	Extending	Secure	Progressing	Emerging
The student identifies letters and their sounds				
The student can read his/her first and last name and can read some classmates' names				
The student can dictate a complete sentence or thought for an adult to write				
The student can recall a simple story sequence and the main characters of the story				

## Social/Emotional Development

	Extending	Secure	Progressing	Emerging
The student self-advocates by communicating wants, needs, and feelings appropriately with adults and peers				
The student works and plays cooperatively with peers by treating them with respect, being aware of their feelings, and handling conflict appropriately.				
The student demonstrates responsibility for his/her own actions and exhibits self-control.				
The student accepts limits and consequences set by the teacher.				
The student perseveres through difficulty or challenge				



## Spiritual Development

	Extending	Secure	Progressing	Emerging
The student can articulate God's redemptive story				
The student can recite our monthly Bible verse				
The student participates in worship through song and finger plays				
The student shows a repentant heart for his/her sin, asks others for forgiveness. and forgives others when sinned against				
The student can articulate God's redemptive story				

## Approaches Toward Learning

	Extending	Secure	Progressing	Emerging
The student demonstrates good listening behaviors such as eye contact with the speaker, raising hand to speak, and paying attention to speaker				
The student obeys the rules of the classroom				
The student can persist at a task for an age appropriate amount of time				





