



**Parent handbook
2026-2029
Caldwell Presbyterian Preschool
Since 1973**

Caldwell Presbyterian Preschool Mission

The mission of the preschool is to prepare children so they can be successful as they begin kindergarten by:

- Using purposeful play to develop socially, emotionally, physically, and academically.
- Use developmentally appropriate curriculum and authentic learning experience for each child.
- God Made me ~God loves me~ God wants to be my friend forever

“Play is a child's life and the means by which they come to understand the world they live in.”

Susan Isaacs

Caldwell Presbyterian Preschool General Information

71 Montcalm St Meghan Quillen -Director Lake George, NY 12845

Caldwellprespreschool@gmail.com 518-668-2613 www.caldwellprespreschool.com

2 year old class- Tuesday and Thursday 9-11:15 - \$150 a month for 10 months

3 year old class- Monday, Wednesday, Friday 9- 11:45 - \$205 a month for 10 months

4 year old class- Monday- Friday 9- 11:45 - \$310 a month for 10 month

Registration, Payment, and Scholarships

Registration

A completed application and \$45 non refundable deposit

Before school begins, students must submit completed/signed documents:

- Vaccination Records
- medical consent form (if needed)

Payment

Tuition is due the first of every Month or the next day of school after it. Parents pay monthly throughout the year or for the entire year at the beginning of school. After two months of non-payment you must speak with the Preschool Director so your child can continue at school.

Scholarships for Preschool tuition are available. Speak to the Director for more information.

Standards

The Caldwell Presbyterian Preschool was established in 1973 to serve the families of the Church and those in the greater Lake George area. We use NYS Department of Education Standards in correlation with Lake George Central School curriculum. The Director has met with the Superintendent and principals to coordinate curriculum and ensure our students are prepared for kindergarten.

Drop off and pickup

Please keep goodbyes brief when dropping off your child. The teachers and assistants will assist your child when arriving and leaving school.

Snacks

Each child will be asked to provide a snack on a weekly rotating basis. Snacks are shared for the class. We will prepare and eat snacks together. Each student should bring a water bottle each day as a drink.

Communication

The school and teachers use the GroupMe App for daily communication. information including but not limited to: Pick up, drop off, absence, snack, activities and pictures.

Food allergies

Due to the severity of nut allergies, the preschool is peanut/ nut free. Therefore, children are not allowed to bring any snacks that are made or contain peanut/nut products.

Outside time

Please have children dressed to be able to play outside each day. Time on the playground develops coordination, agility, balance, posture, spatial and kinesthetic awareness. The children will enjoy 30 minutes on the playground as weather permits. We do not go outside if the temperature is below 20 degrees Fahrenheit.

Potty training

Children should be potty trained before entering the 3 year old class. We understand if this is a work in progress and we will support what training is happening at home.

Conferences

A conference day is scheduled during the school year to review the progress of your child. The teachers are always happy to talk with parents. However, drop off and pick up times can be difficult to discuss any concerns or suggestions you might have. If you would like to stay after pickup time or schedule another time outside of school hours, we would be happy to meet with you.

Toys from Home

Bringing toys from home is discouraged since we stress sharing, taking turns and joint ownership of all preschool equipment. Personal toys often end up on a shelf and are frequently forgotten at the end of the day.

Classroom management

Classroom management is designed and carried out to help each child learn self-control, choose alternatives, identify feelings, and develop an understanding and respect for the feelings of others.

Snow Day Policy

Caldwell Preschool is closed when the Lake George Central School District is closed due to snow. The preschool is open when the school district has a one hour delay. The preschool is closed when the school district has a 2 hour delay. Check Lake George School's website for more information www.lkgeorge.org.

Health policy

The objective of our health policy is to maintain, protect and improve the health of all children and reduce the risk of spreading disease and childhood illnesses. Students must be vaccinated to come to school. Please keep your student home if they don't feel good or 24 hours after a fever.

Withdrawal from the Program

A parent may withdraw their child at any time. To withdraw their child parents must notify the Director.

Student and Parent activities

Field trips. We plan several family field trips throughout the year. Younger siblings are welcome on these trips unless otherwise stated. The four year old class will take walking field trips 1-2 times a month. We plan to go to the library and a local business each month and other trips as they relate to the curriculum.

The two and three-year old classes will take walking field trips as they relate to the curriculum and the students are ready.

Family activities

All classes and their families are invited to other activities throughout the year. In the past we have enjoyed Sunnyside Farms, Halloween Parade, Thanksgiving festival, Gingerbread House Building, and World Children's Awareness Museum.

Discharge policy

To provide the best care possible to those enrolled in our preschool. To do this, it may become necessary to discharge a child for one of the following reasons:

The needs of the child cannot be served by the preschool.

- Behavior of the child is deemed detrimental to the other children in the preschool.
- The parents are uncooperative. Such as, but not limited to, failure to submit required health forms.
- Failure to complete the required immunizations.
- Failure to observe the rules of the school related to the child's arrival and departure.
- Failure to demonstrate a willingness to comply with the policies and rules set forth in this booklet.