



First Presbyterian Preschool

820 Colonial Avenue, Norfolk, Virginia 23507

(757) 625 – 0667

www.fppnorfolk.org

2023/2024 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.

2023-2024 Tuition Rates

HALF DAY PROGRAMS: 9:00am-12:00pm (9.5mo. contract)**

Half Day Ones \$110-\$550/mo.*
(Based on the number of days attended per week)

Five Day Twos \$465/mo.*
(M-F)

Five Day Threes \$455/mo.
(M-F)

Three Day Threes \$320/mo.
(M/W/F)

Five Day Fours \$450/mo.
(M-F)

Lunch Bunch (12:00pm-2:00pm)*: \$9.00/hr.

ALL DAY PROGRAMS: 7:30am-6:00pm, M-F (12mo. contract)**

Infants \$1190/mo.

Ones \$1100/mo.

Twos \$1080/mo.

Threes \$1065/mo.

Fours \$1055/mo.

KINDERGARTEN**

9:00am-2:00pm, M-F, \$695/mo. x 9.5

Annual Tuition: \$6,602.50

Supply Fee: \$125 (non-refundable)

Kindergarten Before/After Care Rates
\$450/mo.

Registration Fee: \$100 deposit plus the first month's tuition
(All registration fees are non-refundable)

*Ones & Twos are not eligible for Lunch Bunch

**Tuition rates will not be prorated due to school closings and cancellations, student/family vacations, and/or sick days

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 PROGRAMS:
Lunch Bunch: Care is available from 12:00pm to 1:00pm or 2:00pm for our half day Three and Four Year Old programs. 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 \$9.00 per child. Before Care and Lunch Bunch programming are a privilege.

Late Policy: The preschool **closes** promptly at 6:00pm each day; it is expected that all children/staff 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 \$15.00 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.

Staff: Student Ratios

Infants – 2:7

Twos – 2:10

Fours – 2:15

Ones – 2:8

Threes – 2:14

KG – 2:16

TUITION PAYMENT

September's tuition will be paid by check, due upon registration. All other tuition payments will be made through ACH automatic bank withdrawal beginning on Tuesday, October 10. 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. The teacher will place the invoice in your child's backpack. Payments for Lunch Bunch can be made by check or cash, with the exact change. A letter with detailed instructions on how to use these payment methods 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 5, 2023 through June 14, 2024. All Day preschool students are enrolled under a 12-month contract, beginning September 5, 2023 through August 23, 2024. Families are financially responsible for the full duration of their contract period. FPP teaching staff members operate on a 9.5-month work agreement. Additional staffing is determined as needed during summer months for All Day programs.



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 \$100 non-refundable Registration Fee or a \$200 non-refundable Registration Fee and \$125 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 additional 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 during the year for Ones through Kindergarten students. Please check the calendar for specific dates.
- Parents who have children in the infant classes and All Day Ones 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.



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 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. Please note that All Day

students should also have a packed lunch and afternoon snack for the day. Additionally, 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.

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.



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 precious 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 \$15.00 per five-minute increment. Example: If you pick up your child at 6:03pm, you will be charged \$15.00 and \$30.00 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!

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. Their photo ID will be checked upon arrival.

Please, do NOT take your child from the preschool without notifying a teacher or preschool staff member first. These procedures are for the safety of your child.

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.) are related 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 ingredients 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 a sore throat, discharge from eyes or nose, a constant cough, diarrhea or vomiting in the last 24 hours. **A child must be fever-free (less than 100.4) for 24 hours without the use of fever-reducing medicine. Similarly, a child must be diarrhea-free and vomit-free for at least 24 hours before returning to school.**

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.



COVID-19 POLICY UPDATES

Please understand that FPP COVID-19 policies and procedures may change mid-year due to current local COVID conditions or CDC recommendations. It is our goal to keep our staff and students safe, while also providing the most nurturing and engaging educational experience possible. First Presbyterian Preschool has a COVID-19 Safety Panel comprised of both medical and educational professionals; collectively we make careful and informed decisions in the best interest of our preschool family. Changes to these policies can include, but are not limited to, the following: mask-wearing for visitors, staff, and/or students over two years of age; pick-up and drop-off procedures for both All Day and Half Day students, as well as changes to carpool; adjustments to the preschool calendar and in-person events; modified social distancing practices.

LICE POLICY

Head lice are 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, on the fingers, the palms of the hands, the buttocks, and the soles of the feet. Signs of the common cold with fever, sore throat, runny nose, and cough may also be present. Children with HFMD generally do not need to be excluded from school unless the child is particularly uncomfortable and is not able to participate in normal school activities. Children who have HFMD cannot return to school until they are fever free for 24 hours without the use of fever reducing medicine. Blisters should be healed or covered completely before returning to school.

PINK EYE POLICY

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 preschool 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!
- The maximum speed limit on church property is 10 mph.
- Be aware of the designated traffic patterns and always watch carefully for small children crossing 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 must accompany any child entering/exiting the building unless he/she is participating in carpool.

ARRIVALS & 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.

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.

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. Parents are notified by preschool administration.
3. An Incident Report form 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.

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.

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.



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.

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.





Preschool Office Hours: 8:30am – 5:00pm, M – F
Preschool Office: (757) 625 – 0667
Website: www.fppnorfolk.org



HUNTER JOHNSTON
Preschool Director
Director of Family & Children's Ministries
hunter@fpcnorfolk.org

- Children's Ministry
- Youth Ministry
- Tree of Lives
- Urban Renewal Center



SCARLETT TURNER
Preschool Coordinator
scarlett@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