



PRESCHOOL HANDBOOK

**Rosslyn Academy
2024-2025**

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INTRODUCTION

Welcome to Rosslyn Academy Preschool.

To assist you as a full partner in your child's education, I have put together this handbook. Please read it and keep it handy. It will help answer questions as the year moves along.

About the Teachers

My name is Dr. Peninah Kamau. I am an Early Childhood certified teacher. I studied at Nairobi University, University of Wisconsin, and University of South Carolina. I moved to Kenya 2024 after living in South Carolina for almost 30 years. God called me to work with children 20 years ago, after teaching college and doing research work for 8 years. Serving children and their families is my passion. It is what God assigned me to do. It has been a joy working and serving children at Rosslyn.



Mrs. Miriam Mahinda will be assisting me in preschool. She shares my love for children and passion for education. She has been an excellent preschool assistant for the past 5 years at Rosslyn. We are excited to get to know your children and to discover their individual gifts and talents. We believe in infinite value of children and hope to encourage our students to see this in themselves, others and the world around them.



Morning Class

Preschool Daily Schedule

2024-25

	Monday	Wednesday	Thursday	Friday
8:00-8:30	Arrival Activities	Arrival Activities	Arrival Activities	Arrival Activities
8:30-8:40	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer
8:40-9:15	Choice Play Activities/Social skills	Choice Play Activities/social skills	Choice Play Activities/social skills	Choice Play Activities/social skills
9:15-10:00	2nd Circle Time Math/phonics/ Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups
10:00-10:25	Snacks/social skills/Book choice	Snacks/social skills/Book choice	Snacks/social skills/Book choice	Snacks/social skills/Book choice
10:25-10:55	Recess	Recess	Recess	Recess
10:55-11:30	Special Areas Music	Special Areas P.E.	Special Areas Science	Special Areas Library
11:30	Departure/Pick up students	Departure/Pick up students	Departure/Pick up students	Departure/Pick up students

Morning Class Tuesday schedule

8:00-8:30 Arrival Activities

9:30-9:50 Chapel/Devotion in the classroom

11:00 Departure/Pickup

Afternoon Class **Preschool Daily Schedule** 2024-25

12:00-12:30	Monday Arrival Activities	Wednesday Arrival Activities	Thursday Arrival Activities	Friday Arrival Activities
12:30-12:40	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer	1st Circle time Song/devotion/ prayer
12:40-1:15	Choice Play Activities/Social skills	Choice Play Activities/social skills	Choice Play Activities/social skills	Choice Play Activities/social skills
1:15-2:00	2nd Circle Time Math/phonics/ Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups	2nd Circle Time Math/phonics Read Aloud Small Groups
2:00-2:25	Snacks/social skills/Book choice	Snacks/social skills/Book choice	Snacks/social skills/Book choice	Snacks/social skills/Book choice
2:25-2:55	Recess	Recess	Recess	Recess
2:55-3:30	Special Areas Music	Special Areas P.E.	Special Areas Science	Special Areas Library
3:30	Departure/Pick up students	Departure/Pick up students	Departure/Pick up students	Departure/Pick up students

Tuesday Afternoon Class schedule

12:00-12:15 **Arrival Activities**

1:30-1:50 **Chapel/Devotion in the classroom**

2:30 **Departure/Pickup**

Fostering Classroom Community



I am a strong believer of responsive classroom management within the classroom. I believe in working with students to understand the natural consequences for their actions and focusing on dignity rather than shame.

Students are included in the conversation to ensure that they can evaluate their behaviors and make the best choices. I value connection, reflection, communication, honesty and compassion in my classroom leadership and culture.

Our classroom rules are simply: **Be kind, be safe, and try your best.** Students are also taught that **"We are friends."** Therefore, friends support and encourage one another during play and other class activities. Our preschoolers are taught that they were made by God to glorify Him. Our curriculum is play-based allowing children to problem solve and think for themselves as they pursue answers to

their questions. By fostering curiosity, we guide them along their learning journey—each child setting their own pace.



SEPARATION ANXIETY

The first few weeks can be difficult for some students and families. It can be a big adjustment. It is not unusual for children to love school one day and then not want to go the next. I want you to know that we will do everything to support your child and create an environment where they feel safe, happy and loved.

Here are some tips for getting through the first few days:

Try to act confident yourself. If you seem anxious and unsure about leaving your child, your child will pick up on your emotions and start wondering if there really is something to worry about!

Be consistent with goodbyes. We will greet your child and you can give kisses and say good-bye. We promise to welcome your child and help ease him/her into the classroom.

Make sure to say good-bye when you leave.

Trying to "sneak out" when the child is busy and not looking sometimes makes the child panic a few minutes later, and may make separation even more difficult the next day.

Separation problem sometimes show up on the second or third day. Stay consistent with your goodbye routine, and make your connection at pick-up time especially long and attentive.

Family Photos

In the first week of preschool and beyond, it is important that children are able to begin making connections between their home and preschool. This helps to encourage each child to gain a sense of belonging within this new community. It also helps them to feel safe and settled. We kindly ask you to send in a family photo that we can display in the classroom, so that children can be reassured by the familiar faces and feel more at home in this new space.



Drop off/Pick Up

For preschool, we require that you walk your child to the preschool/kindergarten playground to drop them off. To ensure safety, wait until a member of staff arrives. If your child will be coming by bus, please inform us and we will organize to collect them. This helps to keep everyone in the preschool at the preschool safe and accounted for at all times around the campus. For dismissal teachers will bring your child at elementary field just near the playground near where parents park their cars.

Morning Class:

Drop off time 8:00-8:30 am

Pick up time 11:30 am

Tuesday pick up time 11:00 am

Afternoon Class:

Drop off time 12:15-12:30 pm

Pick up time 3:30 pm

Tuesday drop off time 12:00 noon

Tuesday pick up time is 2:25 pm

*Please leave a note if there are changes such as collecting your child early for an appointment.

If you have questions or concerns that require time and privacy, please make an appointment, so that I can give you my full attention.

LEARNING CAN GET MESSY

In preschool, we learn through hands on activities and lots of play, both which are often messy and mucky. With this in mind please send your child in clothing that are comfortable.

Also, please send in a spare change of clothes (including spare underwear). These will be kept at school for emergencies. These clothes should be in a labelled bag.



BIRTHDAY CELEBRATIONS

Birthdays are very important events to preschoolers! We would love to celebrate together in a special way. You are welcome to send in a treat to share, preferably something easy to distribute like cupcakes, donuts, cookies or anything else that you think children would enjoy. Please let us know which day you would like us to celebrate your child's birthday, so that I can mark it on the calendar. This is especially relevant if your child's birthday falls during a weekend, or vacation times.



Forest Fridays

*On Fridays we get to take mini field trips to the nature trail on campus. We go every **Friday** but will cancel for rainy weather or special events. In the forest we do all kinds of activities, both teacher and student led. Students will explore, play, create and discover in the beautiful forest setting.*

Please remember to send your children in comfortable clothes and shoes on Fridays.



Special Classes

Each week the children will attend 3 specialist classes outside of the preschool classroom.

Music - Monday

Teacher: Mrs. Dawn Blankenstyn

Email dawnb@rosslynacademy.com

Wednesday: P.E.

Teacher: Mrs. Mureithi

Email carolinem@rosslynacademy.com

For P.E. class all children need to wear appropriate clothing ie, shorts/trousers, running shoes and a hat (during hot weather). They will also need to carry a water bottle.

Science - Thursday

Teacher: Mrs. Angela Gitonga,

Email angelag@rosslynacademy.com

Library - Friday

Teacher: Mrs. Angela Gitonga

For library all children need to bring a large library bag. A cotton bag with straps or a handle is ideal. The children will be able to check out 3 books each week and return them into a library basket outside our classroom each Friday

Tuesday - Chapel

Chaplain Mrs. Amie Cross

Email amiec@rosslynacademy.com

Mrs. Cross will come to our class each Tuesday to have a short lesson with students.

If you have questions about music, science, PE, Library or spiritual formation, please contact the respective teacher.

PARENT VOLUNTEERS

Parents and families are our greatest resource for the classroom. It is such a thrill to the child whose family members are helping her/his classroom with special projects. Throughout the year, I will welcome volunteers to help with a variety activities.

- *Donating needed projects
- *Reading to children as a Mastery Reader
- *Assisting with forest explorations
- *Celebrating with your home culture
- *Classroom cooking

I would also welcome incorporating any gifts/talents that you wish to share with us. Let me know how you would like to be involved in fostering a love of learning in your child and his/her classmates. I also recognize that many of you are not able to make yourselves available during the school day, but you would like to help in other ways.

Quarter 1

August-October



Quarter 2

October-January



Quarter 3

January-March



Quarter 4

March-May





Welcome to Rosslyn



I value collaboration and insight as we seek to serve your child. You are always welcome to send me email at

peninahK@rosslynacademy.com

We are excited for all the growth and joy this year will bring