Orange Presbyterian Weekday School Parent Handbook 2025-2026

Orange Presbyterian Weekday School
162 West Main Street
Orange, VA 22960
540-672-4240 (Church)

Table of Contents

Mission Statement	p. 1
Philosophy	p. 1
Religiously Exempt Child Day Center	p. 1
Our Facility	p. 2
Enrollment Capacity	p. 2
Public Liability Insurance	p. 2
Staff Requirements	p. 2
Tuition	p. 3
Health	p. 4
Potty Training	p. 4
Clothing	p. 5
Mid-Morning Snack	p. 5
MMO Daily Needs	p. 5
Communication	p. 6
Snow Days	p. 6
Parent-Teacher Conferences	p. 6
Daily Schedule	p. 7
School Calendar	p. 8
School Hours	p. 8
Transportation	p. 9
Field Trips	p. 9
Staff	p. 10
Board of Directors	p. 11

Mission Statement:

The mission of Orange Presbyterian Weekday School (OPWS) is to provide an atmosphere where children will grow academically, physically, spiritually, and socially. This philosophy is modeled after how Jesus grew in Luke 2:52 - "Jesus grew in wisdom and stature, and in favor with God and man." Promoting devotion to Christian principles is at the heart of our program and we believe that children learn best through play to achieve growth in all areas.

Philosophy:

The Orange Presbyterian Weekday School is sponsored by the Orange Presbyterian Church. The Weekday School is a ministry of the church and represents the church through its work. It is the church's desire that OPWS promote a devotion to Christian principles and beliefs and fosters faith.

Religiously Exempt Child Day Center:

Orange Presbyterian Weekday School is a Religiously Exempt Child Day Center (RECDC) under the regulations mandated by the Virginia Department of Education.

Our Facility:

Orange Presbyterian Church is the home of OPWS. Our Preschool is located on the lower level of the church's education wing and My Morning Out (MMO) is located on the upper floor.

Enrollment Capacity:

Our enrollment capacity is 44 students. Our staff to child ratio is 1:4 for children 0-36 months and 1:8 for children 3-5 years.

Public Liability Insurance:

Orange Presbyterian Weekday school is covered under Orange Presbyterian Church's liability insurance policy.

Staff Requirements:

Requirements for OPWS Staff include:

- Annual health check performed by a licensed physician
- Criminal background and central registry check
- CPR/First Aid Certified (at least two)

OPWS Tuition

2-Day Program:	$155.00/month
3-Day Program:	$180.00/month
5-Day Program:	$300.00/month

MMO Tuition

2 Days/Week:	$160.00/month
3 Days/Week:	$240.00/month
4 Days/Week:	$320.00/month
5 Days/Week:	$400.00/month
Pay by the Day:	$25/day

Tuition payments are due on the first of the month. A $10.00 late fee will be applied to payments received after the fifth of the month. Accounts overdue by more than one month will result in suspension until the account is paid up to date. Please visit our website to set-up electronic payments or make checks payable to: Orange Presbyterian Weekday School or OPWS. In the memo section write the child's name and month.

If you have any questions or concerns about your child's tuition, please contact Rachel Gibson at opws@orangepc.org.

Health:

OPWS will make every effort to protect the health and safety of the children. The cooperation of parents in helping prevent the spread of communicable diseases is of great importance. We adhere to the health and safety requirements of the Virginia Department of Education.

If your child has a fever (100.4 or higher), has vomited, or has any known contagious illness (such as pink eye), the student must stay home for a minimum of 24-hours. Staff make daily health observations and will contact you, should your child become ill at school. Our staff will not administer any medication except an Epi-Pen.

Please notify OPWS if your child is sick or if your child will be absent. Please let us know any time there is a change to your home, work, or childcare provider's phone number.

Potty Training:

Potty Training is required for OPWS students in the 3-5 year old program. We understand that this may be new to some of our youngest students, and that accidents may happen. Please send children in underwear rather than pull-ups and pack multiple changes of clothing if accidents happen with frequency.

Clothing:

Please dress your child comfortably in clothing and shoes that can stand the wear and tear of crawling, climbing, painting, and other messy activities. We encourage the wearing of shorts, tights, or leggings under dresses and skirts. Bare midriffs should be avoided. Additionally, we ask that you keep a complete change of clothes in your child's bag in the event of an accident or spill.

Mid-Morning Snack:

Please alert the staff if your child has any dietary restrictions or food allergies.

Each child should bring a healthy, nut-free snack to enjoy during snack time. OPWS will provide a list of suggested snacks. Additionally, each child should have a refillable water bottle labeled with his/her name. Backup snacks and water will be available at OPWS if needed. Families are welcome to send in a special treat (cookies, donut holes, or mini-cupcakes) for birthdays. Children should not bring any candy, gum (nor should it be in their mouths when they come in), or extra treats to school.

MMO Daily Needs:

Each day, please pack for your children, two complete changes of clothing, diapers (if necessary), snack (children who are able will sit together for snack time mid-morning), water bottle/cup, milk/formula bottle and feeding instructions.

Communication:

The primary forms of communication used by OPWS are email and our private preschool Facebook page. Important dates, closures, information about special days, etc. will be shared both via email and Facebook. We ask that all school communications are made through the director's email (preschool@orangepc.org) or phone number. Please do not communicate with teachers via their personal phone number, email, or social media.

Each month, you will receive a calendar and newsletter that includes important information about what is happening at school. PLEASE READ THESE AND KEEP THEM IN A SAFE PLACE!

Snow Days:

Snow days will not necessarily align with public school closings. There will be a notification via email as well as on the private preschool Facebook page regarding school closings. Please make sure that the director has your correct email address.

Parent-Teacher Conferences:

Prior to public school kindergarten registration, Parent-Teacher Conferences will be held for rising kindergarteners to discuss your child's readiness. Conferences for all other students may be arranged whenever the need arises or at the parent's request.

Daily Schedule

9:00 Children Arrive
Children arrive and put away personal items.

9:00 - 9:20 Learning Centers
Children choose from periodically rotating centers such as art, library, discovery, imaginative play, and building.

9:25 - 9:45 Circle Time
Teachers rotate leading the children through calendar, songs, Bible time and stories.

9:45 - 10:15 Bathroom and Hand-washing
Independent reading or Music & Movement while children take turns using the bathroom.

10:15 - 11:00 Snack and Small Group Time
Children move into classrooms for snack followed by small group learning, art, math, and/or science.

11:00 - 11:30 Gross Motor Play
Weather permitting, children play on the playground, ride bikes outdoors, or play in the indoor play room.

11:35 - 11:55 Closing Circle Time
The day closes with some daily reflection, story, or game, and a goodbye song.

11:55 Pack Up

12:00 Dismissal

2025-2026 School Calendar

August 20	Open House
August 28	Playground Social
September 2	1st Day of School
October TBD	Picture Days
October 17	Field Trip to Sarah's Pumpkin Patch
October 23	Spaghetti Dinner Fundraiser
November 26-28	Thanksgiving Break
December 7	Children Sing for Preschool Sunday
Dec 22 - Jan 2	Winter Break
January 19	Martin Luther King Jr. Holiday
February 16	President's Day Holiday
March 15 or 22	Spring Market Fundraiser
April 6-10	Spring Break
April 19	Children Sing for Preschool Sunday
May 17	PreK Graduation
May 22	Last Day of School

School Hours:

Students may be dropped off beginning at 9:00 am and school concludes at 12:00 noon.

Transportation:

Parents and/or caregivers are responsible for the transportation of children. Please inform OPWS if any changes are made to your transportation plan, or if someone different will be picking up your child. It is possible to reach us during school hours by calling or texting the director, Caroline Baldwin at 703-244-9439.

Field Trips:

We will occasionally take walking field trips in the town of Orange. Additionally, we will take seasonal field trips such as to Sarah's Pumpkin Patch in the Fall. For any field trip off site, parents/caregivers are responsible for transportation

Staff

Caroline Baldwin, Teacher/Director

Caroline has a BA in Music from George Mason University and a certification in early childhood music education. She has extensive teaching experience in music, preschool, and church settings.

Sara Cutone, MMO Teacher

Sara has experience in daycare and educational settings with a background in child development. She grew up in Orange Presbyterian Church and attended OPWS as a child.

Brittany Nelson, Teacher

Brittany holds a BA in Psychology with a focus on child development. After substituting at OPWS while her daughter attended, she decided to join the teaching team.

Margaret Samuels, MMO Teacher

Margaret has over 25 years of childcare experience. She has worked in various childcare settings and most recently ran her own in-home daycare. Margaret has been a lifetime member of the Presbyterian Church and is a graduate of OPWS.

Brittany Weedon, Teacher

Brittany graduated from Liberty University with a BA in Psychology and has a history of working in early childhood education. She had the opportunity to substitute while her daughter attended OPWS and has now joined the teaching team.

Presbyterian Weekday School
Board of Directors

Sharon Mohrmann, Chair
Rachel Gibson, Registrar
Carol Sue Graves, Outreach
Susan Southard, Treasurer