

**Annual Report**  
**Westminster Weekday Preschool**  
**2006-2007**

Westminster Weekday Preschool is a form of outreach and community service at Westminster Presbyterian Church. The Preschool serves children from the Westminster congregation and the immediate community. Scholarships are provided for children who otherwise might not be able to enjoy a preschool experience through the interest earned on the Donald Campbell Memorial Fund and through a budget line item of the Local Mission Committee of the church.

Licensing and Accreditation The Preschool is fully licensed by the Commonwealth of Virginia. The Preschool is accredited by the National Association for the Education of Young Children (NAEYC). The current accreditation is through June, 2008. This accreditation identifies Westminster as a high-quality early childhood program that complies with a set of national criteria.

Enrollment The children at the Preschool come from varied racial, ethnic, and social backgrounds. During the 2006-2007 school year, 72 children ages 2 ½ to 5 were enrolled. One child received a partial scholarship to attend Westminster Preschool.

Calendar Classes met this year from 9 a.m. to noon daily, October through June. The late start was due to the renovation schedule. An optional 2-week summer session in June was offered this year.

Staff The staff included the director, an administrative assistant, a curriculum coordinator, seven licensed teachers, five teachers' assistants, and one janitorial support person. January 2007 saw the retirement of long-time administrative assistant, Bill Campbell. Adrienne Vincent was hired as the new administrative assistant. The staff meets every three weeks and is regularly asked for suggestions or comments on the school's operations. Professional publications to which the school subscribes are routinely provided to staff members.

As always, staff development was emphasized throughout the year. All staff are required to take a minimum of 12 hours of staff development each year. Due to new state regulations, this will increase to 14 hours for the 2007-08 school year. The Board awarded \$3,750 as part of the incentive program for staff education to seven staff who had each achieved between 32 and 185 hours of staff development. Staff together took 546 hours of staff development.

Program and Curriculum The program is a developmentally appropriate one that encourages each child to grow socially, emotionally, physically and cognitively at the child's own pace. The curriculum is based on an understanding of how children grow and develop and how they learn and attempt to make sense of the world around them. Children acquire this knowledge about their physical and social worlds through play and interaction with other children, adults and objects.

There is an underlying structure to each day so that the child knows what to anticipate. Each day includes a balance of fine and large motor activities, group and individual activities, a snack, outdoor time and circle time. In addition, the individual classes attend a supplementary music class taught by a music teacher once a week.

Special Events and Field Trips To supplement the daily curriculum, the children are exposed to many different experiences in and out of the classroom. As in past years, the Kay-Dee puppets visited the school twice and the “Reptiles Alive” program came for the 3’s and the 4’s. Also this year was the “One Man Band” who entertained students to rave reviews.

Field trips and activities outside the school included trips to: Rock Creek Park, Hidden Oaks nature center, Zio’s restaurant and the fire station.

Traditional special events including the Thanksgiving Feast and a visit to the Chrismon tree in the church Sanctuary were put on hold this year due to the renovation. The three-year olds’ Mother’s Day Breakfast, and the four year-olds’ Mother’s Day Breakfast and Tea were held as usual. Individual classrooms held their own special end-of-the-year celebrations.

This year, each month one or two students from each class and their artwork were featured in the “Artists of the Month.” In May we showcased the self-portraits that each child drew in the fall and again in the spring. These self-portraits highlighted the developmental drawing stages in children from 2-1/2 to 5. Book Week showcased the “Cat in the Hat” honoring its 100 years of publication.

A Garden Club was initiated this year. Once or twice a month interested parents and children would meet after school. The club’s goals were to teach the children about the garden/nature, plant seasonal flowers and vegetables and to care for the garden itself. It was a great success and will be carried over to next year.

Other Resources In the fall, the Prevention of Blindness Society screened the three and four year-olds for vision problems. Alexandria’s Child Find was regularly consulted for help with children with developmental delays.

With the aid of a grant received from the Rotary Club, **READY! (Readiness Education and Assessment of Development in the Young)** was continued for a fourth year. The grant enabled the school to continue its program for developmental education and assessment which included: partnership with Good Beginnings to provide and evaluate developmental screenings for all four year olds, including the reporting of results and staff development, the hiring of a “floater” (assistant) to help out particularly children with special needs, setting up and furnishing a motor playroom.

The Preschool applied for an additional grant of \$6,920 for the school year 2007-08 from the Rotary Club that will allow us to build upon the work done in 2006-07.

Board of Directors In October, the Board held its annual Parents’ Night at George Mason Elementary School to introduce parents to the staff and program of the preschool. Visits

to the classrooms followed. Rev. Patrick Hunnicutt welcomed parents on behalf of the church. Board members also staffed two January Open Houses for prospective students' families. They also initiated recognition of the staff for Teacher Appreciation Week. The Board conducted a required end-of-year parent evaluation of the Preschool.

In addition to traditional duties, the Board undertook several other projects this year. They included:

- A study of the possibility of adding a Treasurer position to the Board of Directors.
- Finalizing the review and updating of the Director Evaluation.
- Reviewed the Admission Policies and Procedures.
- Researched new 403(b) plans and elected to continue the current one.
- Oversaw establishment of a job description for the Administrative Assistant.

The Board of Directors, staff, director and parents worked diligently during the 2006-2007 school year to create an atmosphere in which children can grow, develop, and prosper. Westminster Weekday Preschool has an excellent reputation throughout the area and serves as a model for early childhood education in Northern Virginia.

Respectfully submitted,  
Anne Perfall  
Chair, 2006-2007 Board of Directors