

WISH LIST

September 2017

Dear Parents,

We are collecting items for various projects and activities at school. Some of the items you may have around the house and some you might pick up on a visit to the store with your child. If you would like to help, please send in any of the following materials. Please leave in your child's classroom. Donations are welcome throughout the year.

Thank you in advance!

Gently used Preschool size sweat shirts and pants (we need sizes to fit 4- and 5-year olds)

New Preschool size socks and underwear

Colored poster board

5 oz. paper cups

Napkins

Paper towels

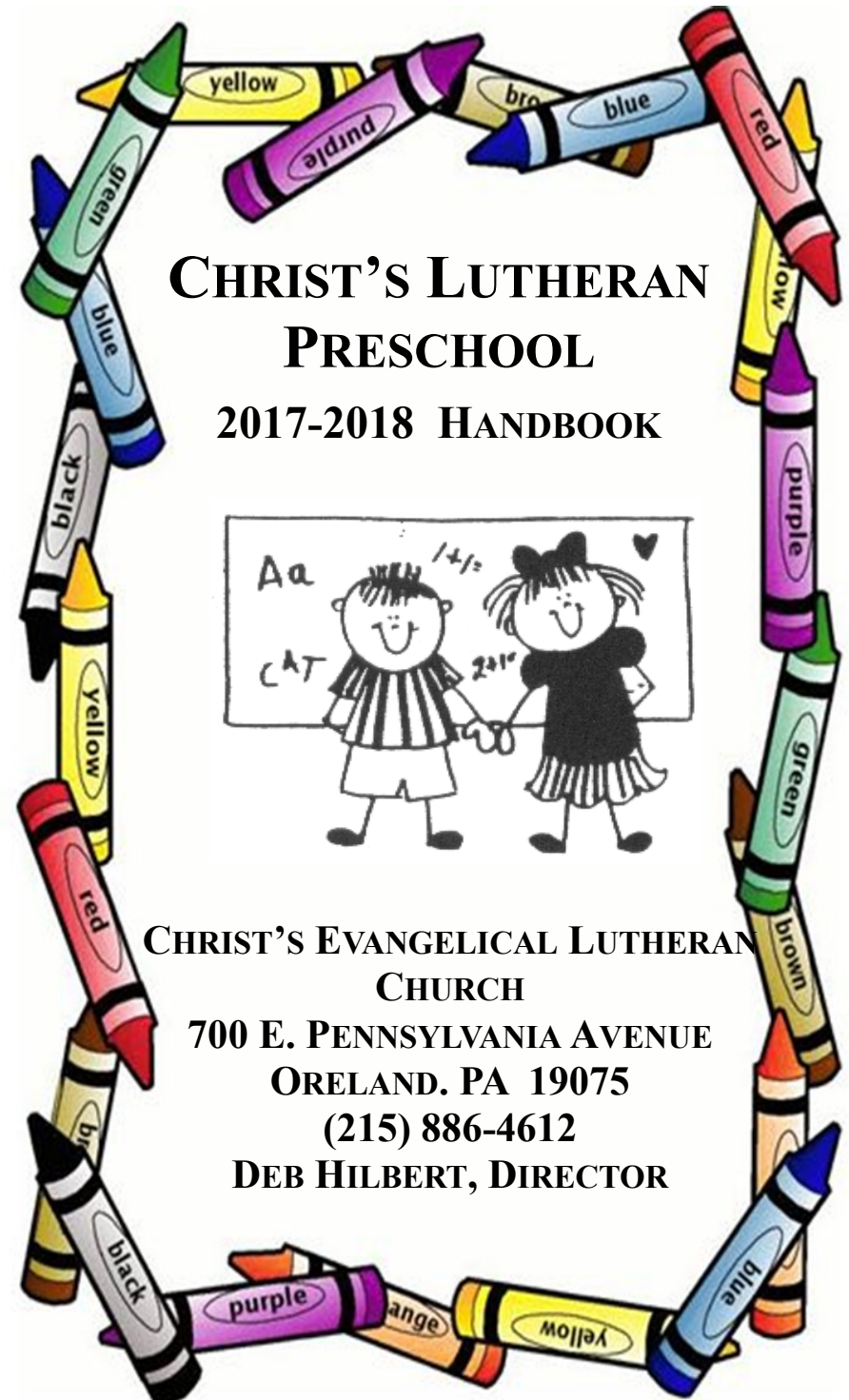
Tissues — rectangular boxes are easier for the children to use

Anti-bacterial wipes

Anti-bacterial spray

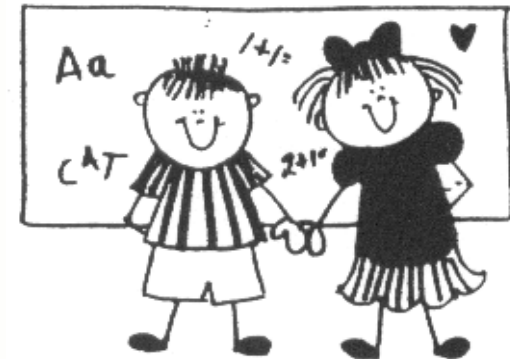
8½" x 11" inkjet and laser printing paper (any color)

If you have other items that might be useful in school, please let us know and we'll see if we can put them to use!!!



CHRIST'S LUTHERAN PRESCHOOL

2017-2018 HANDBOOK



CHRIST'S EVANGELICAL LUTHERAN
CHURCH

700 E. PENNSYLVANIA AVENUE
ORELAND, PA 19075

(215) 886-4612

DEB HILBERT, DIRECTOR

VISITORS

Parents are always welcome at Preschool. For the protection of the children and in order to maintain the instructional program, visitors must contact the director in advance to set up a convenient time to visit.

VOLUNTEERS

Pennsylvania Law (Act 153-Child Protective Services Law) mandates background checks for all volunteers who will have direct contact with children. All volunteers are required by law to obtain the following clearances every 3 years.

PA State Police Criminal Background Check—FREE

<https://www.epatch.state.pa.us/Home.jsp>

Child Abuse Clearance - FREE

<https://www.compass.state.pa.us/CWIS>

or google CY 113 8/15 form can be filled out online,
printed and mailed in

**Federal Criminal History Record \$28.75

<http://www.pa.cogentid/index.htm>

****This is fingerprint clearance. If you have lived in PA for the entirety of the immediately-proceeding 10 years, you do not need to be fingerprinted. You will be asked to sign an affidavit verifying your residency status.**

TRANSPORTATION

Parents are required to provide transportation to school. A school directory listing children, addresses, and phone numbers is distributed to all families. You may use this information if you are interested in forming a carpool. The school cannot be responsible for the operation of carpools.

Drop-off / Pick-up Procedures:

In order to provide a safe Preschool program, the following procedures must be followed.

1. Parents must walk children to their classrooms for drop-off.
2. Parents must also come to the classrooms to pick up their children.
3. A **written note** must be on file with the teacher notifying staff of carpool drivers authorized to transport your child.
4. If your child will be leaving school with anyone other than you or the carpool driver, a **written, dated note** is required. Children will not be released to anyone other than the authorized driver without written notification and proper identification.
5. If an emergency arises and a parent is unable to pick up their child, parents must notify the school at 215-886-4612. The person who comes to pick up your child will be required to show identification. Your child will remain with the teacher until authorized transportation arrives.
6. Please be advised that parents picking up their child for the first time may need to show identification.

Parking Lot Safety:

To make coming and going easier, please drive slowly through the parking lot. Hold your child's hand when crossing the parking lot.

Dear Parents,

Welcome to Christ's Lutheran Preschool! Since 1956 the Preschool has been an integral part of the community, enriching the lives of children from two to five years old. As in previous years we have planned many exciting learning experiences for your child.

This handbook is designed to provide information about the policies and programs at Preschool. Please take a few minutes to read through the handbook. If you have any questions or concerns, feel free to contact us.

We look forward to sharing a happy and successful year with you and your child.

Sincerely,

The Preschool Staff



CHRIST'S LUTHERAN CHURCH

The Preschool is sponsored by Christ's Evangelical Lutheran Church. Your family is invited to participate in all activities ongoing in the church – Sunday School, Worship, Youth Activities, etc. Various informational notices will be posted during the year.

Contact Pastor Bill Vanderslice (215-886-4612) for more information.

MISSION STATEMENT

The purpose of the Preschool is to provide a Christian environment in which to guide the spiritual, physical, intellectual, emotional, and social growth of the pre-school child.

NON-DISCRIMINATORY POLICY

Christ's Lutheran Preschool admits students of any race, color, nationality, or ethnic origin and those with disabilities or disorders to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

SNACKS

Snacks are provided every day although we always appreciate special treats from home. Sign-up sheets will be available in your child's classroom if you would like to provide an occasional snack. Check with your child's teacher as to what is acceptable or whether there are any children with food allergies in the class. No candy, please.

TEACHER IN-SERVICE

In order for teachers to be current in all aspects of early childhood education, in-service dates are scheduled. School will be closed on these dates. Please check your school calendar.

TOILET TRAINING

Children attending the 3-day 3-year old program, and the 4- and 5-year old programs should be potty trained.

As children develop skills at different ages, we are happy to work with you if you are in the process of potty training. If your child has an "accident" in school, the staff will call you to come to school to change your child. Parents should remain accessible if your child is questionable with toilet training.

SICK CHILDREN

Every effort is made to keep the children healthy. Your child is not allowed to attend school if he/she has any of the following symptoms:

- A temperature of more than 99 degrees in the last 24 hours (child MUST be fever free for 24 hours before returning to school)
- Green or yellow nasal discharge
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash on cheeks, arms, legs, chest, or back
- Persistent cough
- Sore or discharging eyes or ears
- Complaints of a sore or irritated throat
- Child must have NO vomiting or diarrhea for 24 hours before returning to school

THE SCHOOL RESERVES THE RIGHT TO SEND HOME A CHILD EXHIBITING ANY OF THESE SYMPTOMS.

We have a zero tolerance policy for sick children

If the child develops any of these symptoms while at school, he/she will be isolated from the other children. Parents will be called and must take the child home as soon as possible. Please be diligent in keeping your child home if there are any questions about his/her health.

If your child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, scarlet fever, walking pneumonia or strep, it should be reported to the staff as soon as possible.

2017– 2018 SCHOOL CALENDAR

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|---------------------|---|
| Sept. 5, 6, 7 | Get-Acquainted Days |
| Sept. 11 | Classes Begin |
| Nov. 7..... | Election Day.....School Closed |
| Nov. 9 | School Pictures |
| Nov. 22-24 | Thanksgiving Holiday.....School Closed |
| Dec. 18-20..... | Christmas Party with Parents |
| Dec 21 | Last Day of School before break |
| Dec. 22-Jan. 2..... | Christmas Vacation.....School Closed School Resumes Jan. 3. |
| Jan. 15..... | Martin Luther King Day.....School Closed |
| Feb. 16 & 19..... | President’s Holiday.....School Closed |
| Mar 20 | Teacher In-Service..... School Closed |
| Mar 26 –Apr 2 | Easter Vacation.....School Closed School Resumes Tues. April 3 |
| May 9, 10, 11 | Mother’s Day Programs |
| May 23, 24, 25..... | Closing Days |
| May 29-June 7..... | Summer Program |

ABSENCES

If your child will be absent from school due to either illness or vacation, please notify the staff at 215-886-4612. When calling during non-school hours, messages can be left on the Preschool voice mail, #5.

ARRIVAL & PICK-UP TIME

School doors open at 8:55 am. It is important that children arrive on time. Late arrivals often make it difficult for a child to join into activities that are in progress.

Pick-up time is 12:00 noon for the morning program, 1:30 pm for Monday - Friday Lunch Bunch, and 3:00 pm for Tuesday - Friday Late Lunch Bunch. Children who must wait beyond their pick-up time may become anxious or upset.

Late Pick-Up Fee

Our staff often have personal or family responsibilities that require them to leave shortly after pick-up time. Late pick-ups infringe upon their non-school time. Because of this we charge a \$5.00 fee for a pick-up every 10 minutes beyond 12:00 noon.

A \$15.00 fee will be charged for anyone arriving 5 minutes after the scheduled afternoon dismissal. If there are 2 late Lunch Bunch/Club pick-ups a child will be dropped from the afternoon program for a month (20 days).

It is our hope that we will never have to collect a late fee.

BIRTHDAY CELEBRATIONS

Birthday celebrations are special to each child. If you wish to have your child's birthday celebrated in school, please contact your child's teacher in advance to make appropriate arrangements. Snacks should be simple. **NO CUPCAKES PLEASE.** The children usually devour the icing and leave the cake crumbs on the floor.

PARENT PARTICIPATION

Parents are encouraged to take an active part in their child's pre-school experiences by sharing their special talents or interests, helping in the classroom, and providing occasional snacks. A monthly newsletter is sent home to inform you of specific activities for your child's class.

PARENT / TEACHER CONFERENCES

Conferences are scheduled in January to discuss your child's progress and any concerns you have. If specific questions or concerns arise at other times during the school year, you are encouraged to contact your child's teacher and set up a time to meet or talk on the telephone. Please do not engage teachers in conversation during the school program.

PHOTOGRAPHS

Individual and class pictures will be taken in November. An order form will be sent home with a list of available photo packages. If you wish to order photos, complete the form and send it to school with payment on the date the photos are taken.

REGISTRATION

Preschool registration begins in December. All currently enrolled children and their siblings will be given the opportunity to enroll before registration is opened up to the public.

SNOW DAYS

We will follow the lead of Upper Dublin School District. If UD closes for snow, so will we. If UD has a two-hour delay, we will open at 10:00am and there will be no early arrival. To access UD info, go to www.udsd.org.

SHOW AND TELL

"Show and Tell" is a special time for children to share items from home. Your child should bring "show and tell" on his/her scheduled day. Please keep in mind that items brought to school should be age appropriate toys, books, pictures, etc. **Toy guns and weapons are not permitted in school.**

HOURS/TUITION

The school year runs from mid September to late May. Hours and tuition are listed below. The school doors open at 8:55 AM. Parents should walk their child to the classroom door as the school can assume responsibility only when this is done. To ensure the safety of students and staff, doors will be locked during the school day. If you need to enter during the school day you must ring the doorbell to gain entry.

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|-------------------------|--------------|----------|
| 2-day - 2 & 3 year olds | 9:00 – 12:00 | \$200.00 |
| 3-day - 3 & 4 year olds | 9:00 – 12:00 | \$243.00 |
| 4-day - 4-year olds | 9:00 – 12:00 | \$286.00 |
| 5-day - 4 & 5 year olds | 9:00 – 12:00 | \$330.00 |

An early 8:30 am arrival is available for a daily fee of \$5.00.

The first tuition payment is due August 15th. All other payments are due the 1st of the month beginning in October. Checks should be made payable to **Christ's Lutheran Church.**

There are no refunds for absence (normal illness or vacation) or closings due to inclement weather. Tuition not received by the 5th is subject to a \$5.00 late fee. Tuition may be paid at school or mailed to:

**Christ's Lutheran Church Preschool
700 E. Pennsylvania Ave.
Oreland, PA 19075**

HOLIDAY CELEBRATIONS

Holidays are celebrated during the year with stories, crafts, songs, and parties. Families are invited to join the children at Christmas and Mother's Day for special programs.

MEDICAL FORMS

All medical and emergency contact forms must be completed and returned to school by your child's first day of school. Please notify the staff of any special needs of your child, including **food allergies.**

BIG WHEELS AND HELMETS

The four- and five-year-old classes use big wheels on scheduled days, weather permitting. The children should have a parental permission form on file to ride a big wheel. Helmets must be worn by all students and will be provided by parents.

BOOK ORDERS

We offer the opportunity for you to buy inexpensive books from Scholastic Books. There is no obligation. This is not a fund-raiser for the school, although we are able to obtain many new books with the orders. Notices will be sent home periodically. If you are interested, fill out the order form and return it to your child's teacher with cash (exact amount) or check by the designated date. You can also order on-line. Our order code is DWVQ8.

CHRISTIAN VALUES

The Preschool program includes teachings which promote Christian values through a variety of art projects, free play, prayer circle, stories, visual aids, music, class projects (such as food for the homeless or sponsoring a needy child), and holiday celebrations with the pastor. These activities help the children become aware of God and know that He loves them.

The staff instills Christian values by providing a cheerful learning environment, meeting the needs of the individual child, by encouraging the children to do their work, celebrating diversity, and helping the children become aware of the needs of others.

CLOTHESPINS

A clothespin is provided for each child outside his/her classroom. Check your child's clothespin daily to pick up crafts, letters, and school notices. Please read all notes carefully. Also check classroom doors for messages.

CLOTHING

Comfortable, washable play clothing and sturdy shoes should be worn. Please see that clothing is easy for your child to handle by him/herself. (Belts are especially difficult for small hands.) We enjoy outside play, weather permitting. Keep in mind that our playground may be very windy; make sure your child is dressed appropriately. Please mark all removable clothing (sweaters, hats, boots, etc.) with your child's name.

EXTENDED DAY PROGRAMS

Lunch Bunch is offered to give the children the opportunity to enjoy a variety of creative activities as well as sharing lunch and conversation with friends. The program will be available every day until 1:30 with longer days being offered every Tuesday, Wednesday, Thursday, and Friday from 12:00 to 3:00. Sign-up must be made in advance so that adequate staffing arrangements can be made. The extended session will be held when at least 5 children are staying. The cost is either \$17.00 for the 3-hour session or \$12.00 for the 1.5-hour session. Please include payment (cash or check) in your child's lunch box. This program may be used at your own discretion, on a regular basis or as an occasional treat.

Afternoon Clubs – In addition to our extended day program we offer afternoon art, cooking, fitness, music, book and Kindergarten review clubs. The clubs run on Wednesday or Thursday afternoons from 12:00 to 3:00. The children will have the opportunity to share lunch and free play with their friends as well as weekly activities related to the club topic. The cost is determined according to the length of the program. More information about the specific clubs, including dates and sign-up information, will be provided throughout the year.

FIELD TRIPS AND VISITORS

All field trips are done in-house. The children will not leave the school property. Visitors are scheduled at various times during the school year for the 3-, 4-, and 5-year old classes. Visits are planned in conjunction with the units of study and offer a chance for first-hand knowledge and observation. Your children can look forward to visits from a nature center, health professionals, music instructors, the SPCA, local fire and police officers, and even experience a Whale Watch.

FIRE AND EMERGENCY SAFETY

In addition to the units on Fire Safety, fire and safety drills are practiced monthly to prepare the children in the event of an emergency.

Parents are asked to follow these procedures if an emergency occurs.

Park in the neighborhood bordered by Rech Avenue and proceed to the hill at the top of the driveway. In order to avoid confusion, remain there until you are instructed to proceed to the area where your child's class will be waiting. You will then be required to sign for your child's dismissal.

HEALTH SAFETY ISSUES

We appreciate your cooperation in helping provide a healthy school environment. If your child develops cold symptoms, a fever, stomachache, diarrhea, or sore throat, please keep him/her home during the communicable period.

In addition, notify the school if your child has a communicable disease, such as chicken pox, conjunctivitis (pink eye), or lice. We have a better chance of controlling the disease if alerted to its presence in the school. Contagious medical conditions will require a doctor's note in order to return to school.

In addition, please keep staff informed of any medical conditions, allergies, or physical disabilities of your child.

In the event your child becomes ill or requires medical attention, parents will be notified immediately. If your child needs emergency treatment, he or she will be taken to Abington Hospital.