



# Christ's Lutheran Preschool Handbook

A Guide to life at Christ's Lutheran

2024-2025

Dear CLP Families,

Welcome to Christ's Lutheran Preschool! Since 1956 the Preschool, a ministry of Christ's Lutheran Church, has been an integral part of the community, enriching the lives of children from two to five years old. Our goal is to provide a welcoming, safe, nurturing and developmentally appropriate environment for your child through many exciting learning experiences that are unique to each child.

This handbook is designed to provide information about the programs policies and procedures. If you have any questions or concerns, feel free to contact us.

### **Mission Statement**

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

### **Non-Discriminatory Policy**

Christ's Lutheran Preschool admits students of any race, religion, cultural heritage, national origin or disability to the rights, privileges, programs and activities made available to students at school.

### **Follow us on Facebook and Instagram**

Facebook: [christslutheranoreland.preschool](https://www.facebook.com/christslutheranoreland.preschool)

Instagram: [clpreschooloreland](https://www.instagram.com/clpreschooloreland)

## School Enrollment and Tuition

Enrollment will begin in November. Current preschool families will be given the opportunity to register first before opening it to the community. To enroll, a registration and a \$50.00 non-refundable payment must be made to hold a space. Open enrollment will take place throughout the year, as openings are available. Students must be of the age level in which they are enrolling by September 15 of the respective school year.

The yearly cost of the program is to be paid in nine evenly distributed payments which are due the 1st of each month (October through May). Starting October 1<sup>st</sup>, payments can be left in the school's tuition box located at the bottom of the ramp on the table OR mailed to the church.

Payments can be made in cash, or by check. Checks should be made payable to **Christ's Lutheran Preschool**. A minimum \$25 will apply if a tuition check is returned due to insufficient funds.

**\*First months tuition is due August 15<sup>th</sup>.**

### 2024-2025 Monthly Tuition

| Program                                | Days   |             | Monthly Tuition |
|--|--------|-------------|-----------------|
| 2 year olds                            | 2 days | Tues/Thurs  | \$300.00        |
| 3 year olds<br>*must be toilet trained | 3 days | Mon/Wed/Fri | \$355.00        |
| Pre-K                                  | 4 days | T/W/Th/F    | \$420.00        |
| Pre-K                                  | 5 days | Mon-Fri     | \$445.00        |

### Late Payments

Tuition is due by the 1<sup>st</sup> of each month. A **\$25.00 late fee** will be charged for any late payment. If the monthly tuition is not paid by the end of the month, the student may be suspended from school until the payment and/or other arrangements have been made with the director. It is our hope that this does not occur.

## Discounts

Church members receive a 10% discount. Parents with three or more children attending the school will be given a 50% discount on the third child's tuition. If the tuition payment is different between children, the discount will be given to the lesser amount.

### Required Forms Due by August 15<sup>th</sup>

- Tuition
- Health Record
- Emergency Contact and Consent
- Food Allergy- ONLY send if your child has one
- Signed Handbook page (last page)
  - All forms will be provided by the school

## Hours of Operation

| <i>Early Arrival</i> | <i>Morning Session</i> | <i>Extended Day/Enrichment Club</i> |                  |
|----------------------|------------------------|-------------------------------------|------------------|
| <i>8:30</i>          | <i>9:00-12:00</i>      | <i>1:30 p.m.</i>                    | <i>3:00 p.m.</i> |

**Doors open at 8:55a.m./ Dismissal begins at 11:55a.m.**

## Late Pick-up & Fee

The staff members work very hard each day. Many staff members have commitments after pick-up. Late pick-ups infringe upon their non-school time. Please be respectful of their time and have a back-up plan if you are running behind or stuck in traffic. If you know you are running late please call the school. There is a charge of \$20.00 for a late pick-up. There will be an additional \$5.00 for every 5 minutes past 12:05.

Examples: If a parent arrives at 12:05 p.m. a \$20.00 late fee will be applied, 12:15 p.m. a \$30.00 late fee will be applied. The same goes for extended day. A child consistently being picked up late may be dropped from the program. It is our hope that we never have to collect a late fee or drop a child!

## Early Arrival

Drop Off begins at 8:30 /\$10.00 daily/ SignUp.com/Payment due the day before

## Extended Day/ Enrichment Clubs

\*Only for the 3 year old program and Pre-K --- MUST be potty trained

\* In order to have any extended day or enrichment clubs we must have 5 children signed up

Sign up on line by using SignUp.com (a link will be emailed to you)

**Extended Day** is a fun way for your child to stay during after school hours (12:00-3:00) and to play with friends, socialize and have lunch. Your child has the option of staying until 1:30 (\$15.00) or 3:00 (\$20.00)

- Parent must sign up their child using SignUp.com (a link will be emailed to you)
- It is a first come first serve basis. Please sign up in advance.
- Payment is due the day before to secure adequate staffing or payments can be made weekly or monthly with your child's name, date of extended days and time (1:30 or 3:00)
- Payments can be put in the tuition box, located at the bottom of the ramp on the table, labeled with your **child's name, date of extended day and time (1:30 or 3:00)**
- **No** extended day during enrichment club sessions
- A packed lunch and drink is required

**Enrichment Clubs** are focused on a theme. All enrichment clubs contribute to the child's creativity, intellectual curiosity, social awareness and the development of physical growth; shaping a well rounded child.

- Enrichment Clubs run for 4 consecutive week sessions. **Days of the week may vary.**  
All Enrichment clubs are 12:00-3:00 - \$90.00 for the 4 week session
- A registration form will be emailed with the Enrichments Club details and dates.
- You must pre pay
- Parent must sign up their child using SignUp.com for each of the 4 consecutive days in the session
- **NO** extended day is offered during enrichment club sessions
- Pack a lunch and drink for your child

## Orientation/ Meet and Greet

Before the school year begins, each family will receive back to school forms, documents and information. You will be sent a scheduled day in September when your family will come to the school, meet their teachers, see the classroom and participate in an orientation meeting to help in becoming better acclimated with some of the daily procedures. During this time, the family will have the opportunity to ask questions about the program.

## Curriculum

Our early childhood curriculum is designed to foster the development of the whole child through self discovery, hands-on centers (guided and free choice) and through teacher-guided small, one on one and large group activities.

In addition to our curriculum, we foster edict, manners, and becoming a positive member of our society, enhancing the whole child.

## Activity Descriptions

All activities are tailored to meet the individual needs of all the children and are developmentally appropriate.

- **Group Time:** Planned activities emphasize socialization skills, discussions, cognitive development and stories to encourage listening skills. Some activities that begin the day include: Pledge of Allegiance, calendar, weather, events of the day, sharing and readiness skills.

- **Learning Activity (Centers):** Centers are small areas dedicated to a developmental area. Problem solving, math, science, art, logical thinking, building, creating, dramatic play, gross motor and small motor skills.

- **Handwriting without Tears Pre-k** program- guided by the teacher

- **Art:** A variety of media are provided to offer creative experiences through cutting, gluing, painting, and coloring.

- **Music & Movement:** Songs, musical games, and CDs are some of the tools used to enhance the curriculum during group time.

- **Free-Choice Play:** Opportunities to explore and use dramatic play areas through small muscle and large muscle equipment, as well as special alternatives set up by the teacher. Some specific activities include: kitchen, blocks, creative play through dress-up, games, toys and manipulatives.

- **Snack:** Each day parents are to provide a pre-packed snack or a snack in a zip lock bag with their child's name clearly labeled. The preschool will provide the drinks. Most days it is water, but occasionally a juice drink during a special event.

• **Outdoor Play: We bring the learning outdoors.** Our church sits on 14 acres of beautiful open areas where children explore, learn and grow while discovering the world around them. Children acquire a sense of kinetic awareness through opportunities to run, climb and jump, through the use of our outdoor equipment. Our outdoor play equipment enhances large and small motor development.

**Key Skill Areas:** Math, Science, Social Studies and literacy are implemented throughout the morning through different activities.

## **Communication**

The staff at CLP feels an important part of your child's development is to have close, open communication between the staff and parent. Therefore, at any time you have a question, concern, or feel the need for a conference, please reach out to the appropriate staff member to schedule a suitable date and time. Each class has their own form of weekly, bi-weekly or monthly newsletters to inform you of the happenings in your child's class.

Also, follow us on Facebook and Instagram!

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Instagram: [clpreschooloreland](https://www.instagram.com/clpreschooloreland)

## **Parent / Teacher Conferences**

Conferences are scheduled in January/February to discuss your child's progress. Not all classes conduct conferences. Ongoing, informal communication between parents and teachers regarding concerns, sharing of special joys, sorrows, and accomplishments in the child's life are important. Teachers are observing your child daily and will contact you with progress, or concerns they may have regarding your child's development or behavior.

## **Discharge Policy**

If at any time after enrollment, we find your child is not benefitting from or not ready for a group situation, a conference will be requested between the teacher, director and parent(s)/guardian(s) to determine what is best for your child. We do realize that there may be circumstances that keep a child from being capable of fully participating in a group program, and recognize that the program may not be equipped to deal with circumstances underlying certain behavioral issues.

## **Drop-off and Pick-up policies**

Preschool entrance is the door by the playground

Doors open at 8:55 a.m. Car-line drop off will begin at 8:55 a.m. In school pick up will begin at 11:55 a.m.

When dropping off:

1. Drivers will form a car-line with the first car pulling all the way up to the orange cone.

2. The first 5 drivers will get out of the car, walk your child towards the entrance and when we see that it is safe we will take your child and walk them to their class.
3. PLEASE BE PATIENT AND DO NOT PULL AROUND THE CAR IN FRONT OF YOU.

When picking up:

1. Please drive SLOWLY through the parking lot.
2. Please do not leave children unattended in your car.
3. Hold your child's hand when crossing the parking lot.
4. Enter preschool doors and wait outside your child's classroom door

## **Release of Children**

If someone we do not know is to pick up your child, please inform the teacher in writing. This person must be listed as authorized to pick up your child on the Emergency Contact and Consent Form. Remind the authorized person that we may ask for their license to insure your child's safety.

## **Late Drop Off**

Regular morning drop off begins at 8:55a.m. After 9:05 a.m., late drop offs become disruptive to our classrooms. Chronic tardiness is disruptive to our teachers teaching and leads to your child missing morning activities and entering the classroom out of routine.

## **Attendance**

If your child is scheduled to attend school and will be absent, please notify the teachers as soon as possible by emailing the classroom teacher and/or the director.

## **Fieldtrips and Visitors**

All field trips are done in-house. Visitors are scheduled at various times during the school year and various days. The school does provide special experiences for the children by inviting visitors who share educational and fun activities. Your children can look forward to visits from a music teacher, UD Librarian, a friendly witch at Halloween, the fire marshal, Bubbles the safety fish, an elf at Christmas, a dental health associate, Art Goes to School, Fire truck, Pastor visits, Director of Spiritual Formation visits— to mention a few.

- These visitors are subject to change depending on availability.

## **No credits, refunds, transfers or make-up days Holidays/ Vacation/ Inclement Weather**

The school calendar commonly follows Upper Dublin School District. A calendar of non-school days can be found on the preschool's web page under Christ's Lutheran Church Oreland. Personal vacation days, snow days, sick days and holidays are non-refundable. No credits, refunds, transfers or make-up days will be given for absences in the morning, afternoon or closings due to inclement weather or Acts of God, personal vacation days, sick days and holidays.



## Snow Days

We will follow the lead of Upper Dublin School District. If UD closes for snow, so will we. If UD has a 2 hour delay, we will open at 10:00 a.m. and there will be no early arrival. CLP will send an email as soon as we hear there is a closing. In case we are unable to deliver the email, go to [www.udsd.org](http://www.udsd.org) if the weather looks uncertain.

If the preschool opens as usual, but inclement weather becomes a threat, the Director will determine to close early. You will be notified to pick your child up.

## Temporary Withdrawals

Temporary withdrawals for reasons such as out of the country visits or personal leaves will be granted with the understanding that **HALF of tuition will be paid for each month of temporary leave**. If tuition is not paid during temporary withdrawal, your child's placement is then forfeited.

## Health / Medical Care / Safety

Each child must have a current health form with immunization history signed by a physician on file. We appreciate your cooperation in helping to provide a healthy school environment. If your child develops cold symptoms, a fever, stomachache, diarrhea, or sore throat, please keep him/her home. Children with the following may NOT be brought to school with: chicken pox, conjunctivitis, whooping cough, lice, measles, scabies, mumps, rubella, scarlet fever, flu—any communicable disease. Notify the school so we have a better chance of controlling the disease by alerting families to be on the lookout for symptoms.

Unusual behaviors will be monitored closely and parents will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

Please know that the decision for the child to remain in school is based upon the teacher's discretion.

If your child becomes ill at school, we will contact the parents immediately. In the event we are unable to contact the parents, we will call the emergency numbers listed on the Emergency Contact and Consent form. Your child will be kept isolated from other children until an authorized person picks him/her up.

In case of a serious accident or emergency and the child needs immediate attention, we will call 911 and notify you immediately as to where we will be with your child. If you can not be reached, we will call your emergency contact.

In the case of a minor accident/injury (i.e. small bump, minor cut, bruise) a staff member will administer care for your child and will inform you of the incident at pick up.

## **Sickness**

Every effort is made to keep the children healthy. Personal hygiene is taught on a regular basis. We teach the children healthy hand washing practices, how to cough or sneeze into their elbow, to use a tissue to wipe or blow their nose—to name a few. But we all know from time to time children get sick and especially during the colder months.

Children are to be kept home if these symptoms occur or occur during school:

- A temperature of more than 99 degrees in the last 24 hours. A child **MUST** be fever free for 24 hours before returning to school without the use of fever reducing medication (i.e. Tylenol , Motrin)
- Green or yellow nasal discharge
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash on your child's body
- Persistent cough
- Sore or discharging eyes or ears
- Complaints of a sore or irritated throat, has trouble swallowing
- Child taking antibiotics must be on antibiotics for 24 hours before returning to school.

Covid-19 symptoms – Children Must be kept home:

- fever or chills,
- cough, shortness of breath or difficulty breathing
- fatigue
- myalgia (muscle pain and/or muscle/body ache)
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting or diarrhea.

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

**We have a zero tolerance policy for sick children**

**Food Allergy Policy-** when children are diagnosed with an allergy or there is a known allergy, the parent must notify the director or teacher. The allergy form and an updated epi-pen must be completed before the first day your child attends school.

If a child has a peanut allergy that classroom will strive to be peanut free. There will be a peanut free lunch table at Extended Day.

**Security** – Your child’s safety is one of our most important concerns. The preschool and church are equipped with security doors and cameras. Doors will be locked at all times except drop-off and pick-up. If the door is locked, ring the doorbell and you will either be buzzed in or let in by a staff member. Early arrival families should ring the door bell.

- Staff have all their clearances, background checks
- Staff are trained in CPR, First Aid and Choke saving/Rescue Breathing
- Fire and safety drills are practiced to prepare the children in the event of an emergency

In the event of an emergency, Parents are to follow these procedures:

1. Park in the neighborhood bordered by Rech Ave and proceed to the hill at the top of the driveway.
2. In order to avoid confusion and chaos, remain there until you are instructed to proceed to the area where your child will be waiting.
3. You will need to sign for your child’s dismissal.

### **Personal Belongings**

Please do not allow your child to bring in any personal belongings into school unless specified by the teachers. The staff cannot be responsible for toys and other items brought from home.

**Show-n-Tell:** a special time when your child can bring in a toy or item from home. Your child will bring in show-n-tell on his/her scheduled day. Items brought to school need to be age appropriate. **Toy guns and weapons are not permitted in school.**

### **Guidance and Discipline**

When a classroom environment is rich in emotional and social support, children are able to develop their social understanding of themselves, others, and their world. Children who learn, discover, create, and grow in such an environment develop a positive self-image.

Our ultimate goal is to encourage children to be self-directed, exhibit self-control and become problem-solvers. Children need to be encouraged to make good choices and to be prevented from harming themselves or others. Techniques that will be used to promote our positive approach are:

- Recognizing and praising acceptable behavior
- Maintaining realistic expectations of children based on knowledge of child development

- Having an environment that facilitates a caring atmosphere
- Modeling appropriate and respectful behaviors
- Encouraging children to use their words
- Redirecting a child's attention and activity to provide the child an opportunity to use appropriate behavior
- One on one conversation with the child on their level

Our positive approach will foster self-confidence, kindness, tolerance, and respect for all people.

### **Birthday Celebrations**

All children enjoy celebrating their birthday with their school friends. If you wish to have your child bring in snack for the class, please contact your child's teacher in advance to make appropriate arrangements. A small healthy treat is appreciated but not required. Snacks should be simple. NO CUPCAKES OR CAKE. ***Please be considerate of our friends with peanut allergies***

### **School Attire**

Please dress your child in clothing that is appropriate for the school environment and activities. A child should be dressed in a way as to encourage participation in activities (i.e. comfortable, manageable, play clothes). This builds self-esteem. Dress up shoes, boots, flip-flops, and sandals are dangerous on outdoor equipment and concrete. Rubber-soled shoes or gym shoes are appropriate. Jackets and other outerwear should be uncomplicated and large enough for your child to manage. Outdoor play is essential to preschool-aged children. All students will play outside unless the conditions are not safe for our students. Please dress your child appropriately especially during the winter months.

Please mark all removable clothing with your child's name

# Summer School

Lots of fresh outside air and summer fun activities

**\*Only for the 3's and Pre-K\***

Summer school will begin the Tuesday after Memorial Day and run for 2 weeks. It is from 9-12. This is voluntary. It will run on the same daily schedule that your child is currently enrolled at school. Extended Day will be offered daily (same fees apply) except the last Friday. Being two weeks, only **HALF** of your monthly tuition is due. Registration will be sent out in advance to secure your space and teacher coverage. Space is limited.

Ex.

| <b>If your child is currently enrolled:</b> | <b>Days for the 2 weeks</b> | <b>Cost for the 2 weeks</b>                  |
|---|-----------------------------|--|
| 3 day 3's                                   | Mon/Wed/Fri                 | Half of your current tuition for the 2 weeks |
| Pre-K<br>4 days                             | Tues/Wed/Thurs/Fri          | Half of your current tuition for the 2 weeks |
| Pre-K<br>5 days                             | Monday-Friday               | Half of your current tuition for the 2 weeks |

**Media / Photograph- Complete ONLY IF YOU DO NOT PREFER**

From time to time, we have a request to photograph or video our preschool children. We use these in our communications and public relations

Child's name \_\_\_\_\_

I prefer that my child **NOT** be photographed or videoed at school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Directory- Complete ONLY IF YOU DO NOT PREFER**

A school directory will be sent home through email. This includes the child's name, the parent(s)name and parent(s) email address.

Child's name \_\_\_\_\_

I prefer my information **NOT** be included in the directory.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Receipt of Handbook- Signature Required**

My signature on this document confirms that I have received and read the Handbook from Christ's Lutheran Preschool.

\_\_\_\_\_  
Name of child

\_\_\_\_\_/\_\_\_\_\_  
Parent #1/Guardian Signature Date      Parent #2/Guardian Signature and Date