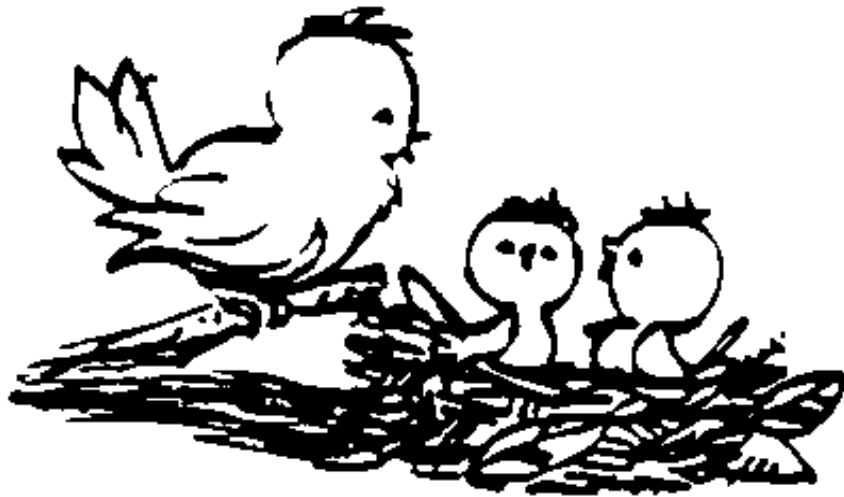


**LOWER PROVIDENCE
PRESBYTERIAN PRESCHOOL
HANDBOOK**

2022 - 2023



**3050 West Ridge Pike
Eagleville, Pennsylvania 19403-1581
Phone: 610-539-6635**

Lower Providence Presbyterian Preschool Handbook

MEET OUR STAFF:

Sandy Messner, Director, Assistant Director, Assistant Teacher Three Year Old and Four Year Olds, Lunch Bunch Staff/ Coordinator
Joined LPPP staff in 2001
Early Childhood Education Classes..... Montgomery County
Community College
Member of ANSA - Area Nursery School Association for Directors
Lower Providence Presbyterian Church Staff
LPPC Vacation Bible School Teacher
LPPC Nursery Supervisor

EAGLES Class Staff: Pre-K

Pam Cherry, Lead Teacher, Pre-K Class, Lead Teacher 3 year old class
Joined LPPP staff in 2012
MS in Special Education from Rowan University/Trenton
State/Temple
BS in Early Childhood Education from Winthrop University 1996
LPP Preschool Three year old Lead Teacher 2012-2013
Methacton School District 3rd grade Teacher 1987-2010
Lead Teacher for Project Enlightenment Program for at risk 3 and 4
year olds in
Raleigh, NC 1970-1972
Lead Teacher for Head Start -Sumter Public Schools, SC 1969-1970
Special Education Teacher in Bristol, PA for 4 years
Lead Teacher Cornerstone Preschool in Avon Lake, OH for two
years

Cheryl Greek, Assistant Teacher, Lunch Bunch Staff
Joined LPPP staff in 2016
BSN University of Pennsylvania School of Nursing 1994
Maternal Child Health Staff Nurse 2012-2014
Medical Surgical Staff Nurse 1994-2012
Charge Nurse of Medical Surgical Unit 2002-2004
Worked as Nurse Intern 1993-1994

Lower Providence Presbyterian Preschool Handbook

BUTTERFLIES Class Staff: Four's

Megan Fitzgerald, Lead Teacher,

Joined LPPP Staff in 2021

Masters Ed at Temple

MA Liberal Arts Middle East Rutgers University

BA International Studies, Middle East Lock Haven University

Substitute Teacher – Present

Preschool Teacher 2017 -2019 Audubon, Pa

Teacher, Kindergarten 2002-2007 School District of Philadelphia

Ann Byram, Assistant Teacher, Four Year Olds

Joined LPPP Staff in 2013

BS Sociology.....Ithaca College

AS Physical Therapy..... Fairleigh Dickinson University

Lead Teacher, Assistant Teacher, and classroom substitute for 2's,
3's, and 4's

Philadelphia Freedom YMCA 2004-2013

Project K Reading Readiness volunteer tutor, 2009-2012 PV School
District

St. Eleanor Parish VBS and PREP volunteer

Hospital Physical Therapist Assistant, various specialties.....1988-
2001

Lower Providence Presbyterian Preschool Handbook

KITTENS Class Staff: Four's

Diane Hengemihle, Lead Teacher, Four year olds

Joined LPPP staff in 2001

B.S. Early Childhood/Elementary Education Millersville University

Teacher, First Grade, 1987-1992Denver, CO

Teacher, First Grade, 1986-1987..... Hershey, PA

Shelly Fernandez, Assistant Teacher, Four Year Olds

Joined LPPP Staff in 2021

BS Early Childhood/Elementary Education Frostburg State
University, Frostburg, MD, 2003

Substitute Teacher LPPP 2021 to Present

Substitute Teacher – River Oak Preschool Chesapeake, VA 2015

Kindergarten Teacher – Forest Hill Elementary School, Wilmington,
NC, 2005-2011

Teacher Assistant for the Exceptional Children, Wilmington, NC,
2004-2005

Substitute Teacher EASD, Everett, Pa. 2004

Lower Providence Presbyterian Preschool Handbook

BLUEBIRDS Class Staff: Three's

Rachael Roberts, Lead Teacher, Assistant Teacher, Three Year Olds, Four Year Olds, Lunch Bunch Staff
Joined LPPP staff in 2011

Master Degree: Human Services, 2008-2010 Capella University
BS in Human Development and Family Studies, 2000-2004 Penn State University

Coordinator of the Preschool Ministry at my church, 2014-2017

Child and Family Mental Health Therapist, 2011-2017, The Devereux Foundation

Mental Health Case Management Supervisor, 2007-2011, the Devereux Foundation

Mental Health Case Manager, 2004-2007, the Devereux Foundation

Preschool Teacher Assistant 3-5 year old's, 2000- 2004, Penn State University Child Care Center

Becky Santosusso, Assistant Teacher, Lead Teacher Three Year Olds, Four year Olds, Lunch Bunch
Joined LPPP staff in 2015

Masters in Psychology in Child and Adolescent Development, Cappella University 2022

BA in Psychology (focus on Child Development/Special Education) Holy Family University

Research Associate in Child Care and Education, Ceridian, 2000-2005, Plymouth Meeting, Pa.

Teacher, 3-4 year olds, Woodside Christian Preschool, 2000 Yardley, Pa.

Teacher, 2-4 year olds, William Penn Learning Center, 1999-2000...Morrisville, P

Lower Providence Presbyterian Preschool Handbook

CARDINALS Class Staff: Three's

Lori Egan, Lead Teacher, Three Year Olds, Enrichment Program Teacher
Joined LPPP staff in 2012

LPP Preschool Lunch Bunch Staff 2012-2014

B.S. in Elementary Education and Psychology.....The College of
New Jersey

Private Tutor, 1996-2000

Teacher, Fourth Grade, 1999-2000Eastampton, NJ

Teacher, Third Grade, 1996-1999.....Eastampton, NJ

Long Term Substitute Teacher, Fifth Grade, 1995-1996

Westampton, NJ

Teacher, 3 yr. olds, Kinder Care Learning Center, 1994-1995

Pennsauken, NJ

Alicia Serafin, Assistant Teacher Three Year Olds, Assistant Teacher -
Enrichment program, Lunch Bunch Staff, on call Substitute

Joined LPPP staff in 2011

Associates Degree, Early Childhood Education Montgomery Co
Comm College

Lunch Bunch Staff 2011-2020

Lead Teacher Infant/2 year olds 1996-1997.....Little People
Day School

Assistant Teacher 2 year olds 1995-1996..... Little People
Day School

Teacher Aid Infant/Toddler 1992-1995Little People
Day School

OUR OBJECTIVES

The Lower Providence Presbyterian Preschool is a Church-sponsored community outreach program. Our mission is to provide preschool children with a quality educational program grounded in Christian values. Our teachers will help your child to:

- Acquire a joyful desire to learn
- Respond to adults other than their parents
- Develop the skills to socially interact with other children
- Achieve a sense of self-worth
- Respect him/herself, his/her classmates and the surrounding community
- Feel safe and secure in the school atmosphere
- Express feelings in an appropriate manner
- Be sensitive to the feelings of others
- Participate in opportunities for self-expression
- Learn about their environment
- Increase fine and gross motor skills through developmentally appropriate activities
- Achieve the readiness skills required for entrance to Kindergarten

**WHAT YOU CAN DO TO PREPARE YOUR CHILD FOR
THE PRESCHOOL EXPERIENCE**

A child's first school experiences should take place in a happy, mutually concerned atmosphere. You can help us to make this a pleasant experience by doing several things:

1. Talk to your child about school. Listen to him/her. Let him/her know it will be fun, but don't overdo it.
2. Let him/her know you will be leaving the school. Make sure you tell your child you are coming back later to pick him/her up.
3. Tell your child what you are going to do while he/she is in school. Make sure it is not one of his/her favorite activities.
4. Don't hover. Your anxiety is contagious. All parents are concerned when their children first enter school. Children are very sensitive to worried or apprehensive adults. These feelings from adults make children fearful. A fearful child cannot enjoy school.

TOILET TRAINED/SCHOOL READINESS

At Lower Providence Presbyterian Preschool, a requirement for your child's readiness for school is to be completely toilet trained.

What does that really mean?

- A child needs to be wearing underwear -- NOT PULL-UPS. They must be able to recognize when they need to use the bathroom.
- Wiping is an important part of toileting and to be able to take care of pulling their clothes up and down.
- Finish by washing their hands.

There could be the occasional accident for "both" processes. If a child should wet themselves we can aide them by guiding them to change into

Lower Providence Presbyterian Preschool Handbook

clean clothing that you have provided.

If your child has a bowel accident, you or your emergency contact, (if you can't be reached) will be called to come to school to change your child into clean clothing.

We will make every effort to make your child as comfortable as possible until you can arrive. This policy is in place for the protection of your child and safety of the staff. It is necessary for a parent to assist their child as it is very difficult for staff to attend to accidents.

We are required to follow a "2 person rule" in class and that would take staff away from being attentive to the rest of the class.

If accidents are occurring more than 3 times, this is an indication that your child is not completely toilet trained and therefore not ready to attend the preschool.

LPPP TUITION PAYMENTS

Please post this on your refrigerator or where you pay your bills.

Tuition payments are due by the 1st of the month.

Any payments received after the first of the month are assessed a \$10.00 late fee. There is a \$15.00 charge for any check returned for insufficient funds.

Make your checks payable to:

LOWER PROVIDENCE PRESBYTERIAN PRESCHOOL (or LPPP)

Indicate your child's name and class on the check memo line and return to:

Lower Providence Presbyterian Preschool
3050 West Ridge Pike
Eagleville, PA 19403-1581

If there are extenuating circumstances preventing on-time payment, Please contact our Director Sandy Messner 610-539-6635 ext 113

Lower Providence Presbyterian Preschool is a non-profit and funded by tuition payments and fundraising. It is very important for payments to be on time for us to run smoothly and concentrate on the education of the children in our care.

There are many questions we get each year:

If you have multiple children in the school, you only need to submit one check, but indicate the name/class for each child. **Checks can be mailed, placed in your child's backpack, given to the teacher or given to the volunteer in the Atrium. Please place the check in an envelope marked for the Preschool with your child's name and class.** If you place the check in your child's backpack, please let the teacher know.

More people are using automatic bank checks mailed to the Preschool. If using this option, please set the date for arrival near the 1st of the month and include your child's name and class in the MEMO field. **The Preschool does not accept electronic fund transfers.**

Providing a quality program at an affordable cost is part of our goals to the community.

TRANSPORTATION

September 1, 2022

Parents provide transportation to the school and home again.

If you will not be picking up your child, if he is not riding in his normal car pool, or if he is going home with a friend, **we must have a note from you.** The school reserves the right to require ID for anyone picking a child up from school who the teachers do not know. The school also reserves the right to refuse to release a child to a stranger. These policies are for the child's welfare.

PLEASE be prompt because young children become anxious when the other children have gone and they are the only one waiting to be picked up.

DROP-OFF AND PICK-UP PROCEDURES

SAFETY FOR YOU AND YOUR CHILD IS OUR PRIORITY! PLEASE SHARE THESE GUIDELINES WITH ANYONE WHO WILL BE TRANSPORTING YOUR CHILD TO AND FROM SCHOOL!

- PLEASE DO NOT ARRIVE EARLY
- YOU WILL BE ASKED TO PARK

Arrival start time is 9am. There is a 15 minute window that your child's teacher will be at the door. Arriving prior to 9 or your scheduled pick-up time creates confusion in the parking lots.

If you are running late, please notify the teacher. After 9:15, you will need to park in the parking lot and walk your child to the church office so that your child's teacher can be notified of their arrival.

There is an **EXIT** in the church's large parking lot (lower parking lot area), where we ask that you exit from. This is Elm Street and wraps around to Ridge Pike, just below the church property. Use Caution. **Please be aware that this is a 2 way street.**

CHANGE IN PICK UP LOCATION

In the event of a Church funeral or large Church event, you may be asked to pick up your child at the rear gym door behind the church (playground). We will do our best to notify you ahead of time.

Each class will have a designated door for your child to be received by their teachers. Please see below for each class.

Lower Providence Presbyterian Preschool Handbook

PRE-K

Eagles Class: Monday, Tuesday, Thursday, Friday 9 to 12:30

- Enter the main church large parking, past the front glass Atrium and proceed to the side door entrance (2nd brown door).
- You will form a car line. If you are the first car, please pull past the door, a car length or 2.
- Stay at your car until the teacher is at your car to receive your child.
- Returning to your car in a timely manner will allow you to continue to the lower parking lot to **EXIT**.
- For Pick-up: Please pull down further towards the back of the gym/playground area where there is a door that your child's teacher will dismiss from at 12:30.

THREE YEAR OLDS

Bluebirds Class: Monday, Wednesday, Friday 9 to 2

Cardinals Class: Tuesday, Thursday 9 to 11:30

Enter the main church large parking lot.

- A car line will be formed in front of the church glass Atrium.
- The first car should always pull down to the end of the sidewalk, (past the 1st brown door to the right).
- Please stay at your car until the teacher comes to receive your child.
- This will allow you to return to your car in a timely manner so that you can continue to use the lower parking lot exit.
- NEVER double park, and NEVER find yourself stopped out on Ridge Pike.
- If this should happen, please pull in and park in the parking spaces and walk your child to the door.
 - **PLEASE DO NOT PERFORM A U-TURN!**
 - **THIS CAN CAUSE AN ACCIDENT!!**

FOUR YEAR OLDS

Butterflies Class: Monday, Wednesday, Friday 9 to 2

Monday and Friday Procedures:

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.

WEDNESDAY ONLY:

- Enter the main church large parking lot.
- Go past the front glass atrium. **DO NOT get into a car line.**
- Proceed to the large parking lot and continue down across from the playground area.
- After parking, wait to see your child's teacher at the door.
- You will then escort your child to the back gym entrance where your child's teacher will be waiting to greet them.

Please be careful as cars will be exiting down the side of the church building.

FOUR YEAR OLDS

Butterflies Class: Monday, Wednesday, Friday 9 to 2

Monday and Friday Procedures:

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come

Lower Providence Presbyterian Preschool Handbook

out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.

WEDNESDAY ONLY:

- Enter the main church large parking lot.
- Go past the front glass atrium. **DO NOT get into a car line.**
- Proceed to the large parking lot and continue down across from the playground area.
- After parking, wait to see your child's teacher at the door.
- You will then escort your child to the back gym entrance where your child's teacher will be waiting to greet them.

Please be careful as cars will be exiting down the side of the church building.

FOUR YEAR OLDS

Kittens Class:

Tuesday, Wednesday, 9 to 11:30 /Thursday 9 to 2

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.

Preschool Closings Due to Emergencies or Weather

LPPP follows Methacton School District's closings due to weather.

Methacton School District's Snow Emergency number is 316. KYW (1060) radio station broadcasts school closing numbers. You can also check Methacton's website.

- **If Methacton is closed and following a virtual school day, the preschool will be closed.**
- **If Methacton has a 2 hour delay, we will run as follows:**
- **9 – 11:30 classes will meet at 10:30 to 12:30**
- **9 – 12:30 classes will meet at 10:30 to 1:30**
- **9-2 pm classes will meet at 10:30 to 2pm.**

Make up days will begin as follows:

- Two day classes – after 2 days missed
- Threes, fours, and Transitional Kindergarten – after 3 days missed

Email communications will be done at all times to notify families.

School calendar will show where make up days are scheduled, if needed.

SNACKS

PLEASE REFER TO YOUR CHILD'S TEACHER FOR SNACK INSTRUCTIONS AND/OR SCHEDULE

We are a peanut/nut-free environment. For some classes, you will be assigned a day to provide snack for the class. This is an important day for your child. Make sure you have enough for class and adults. If your child has a food allergy, please provide your own snack.

Each child should bring their own reusable water bottle for snack/lunch each day.

BIRTHDAYS

Birthdays are a special occasion for all the children. Your child may provide a special birthday snack for the class. MINI cupcakes, cookies, etc. are welcome.

Children who have a summer birthday will have an “Un-birthday” during the school year. These will be scattered throughout the school year. The policy for snacks is the same whether it is an “Un-birthday” or a birthday.

CO-OP PROGRAM AND CLEARANCES

Prior to COVID, LPPP offered a “Co-Op Program” where parents, guardians, and grandparents could share in their child’s/grandchild’s school experience. We have brought back that special part of our program. Each child has a “Special Day” scheduled by their teacher which rotates through all the children in their class.

In order for ANY adult to participate in this program, they **MUST** have 3 separate clearances completed. **There will be NO EXCEPTIONS!!** These clearances must be on file to attend the “Special Day”. See clearance information below.

“Special Day” Visitor Expectations

Your child’s “Special Days” are special! We ask that you be helpful to the classroom teachers. Cell phones must be put away and only available in case of an emergency. If you should need to use your phone, we ask that you step outside the classroom. Any pictures you want to take should be of your child only.

For the safety of the children, **NO HOT BEVERAGES** are permitted in the classroom.

Your child’s teacher will inform you of the “Special Day” calendar schedule.

PLEASE NOTE: Attending Special Days is **NOT MANDATORY!** It is on a volunteer basis.

REQUIRED CLEARANCES for volunteers in the presence of minors:

- 1. PA Child Abuse History Clearance (FREE)**
- 2. PA State Police Clearance (FREE)**
- 3. FBI Criminal History Clearance Cost is \$23.25**

Lower Providence Presbyterian Preschool Handbook

Exception for # 3: If you have been a resident of Pennsylvania for 10 or more years, a signed affidavit is all that is required. I have provided the FORM.

If you have not been a resident in Pennsylvania for at least 10 years, then you must go through and provide the FBI Criminal History Clearance.

PLEASE NOTE: These clearances are valid for 5 years and all are required by Pennsylvania law.

To obtain your clearances:

- Go to www.dhs.pa.gov/KeepKidsSafe/Clearances
- From there you will select clearances
- Scroll down until you see the 3 necessary clearances

Any questions regarding these requirements, please contact the Preschool Director.

See the following attachment for additional information.

Lower Providence Presbyterian Preschool Handbook

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

Lower Providence Presbyterian Preschool Handbook

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

CLOTHING

Please make sure your child is comfortably dressed in play clothes. He should not need to worry about his clothes. Sneakers or rubber-soled shoes are preferred as the children use either the playground or the gym every day.

Make sure your child is dressed for the weather. We go outside every day the weather permits. All removable clothing should be clearly marked with the child's name. Boots should be large enough for the children to put on by themselves.

Provide a regular size backpack for your child to carry home his papers and projects. Please make a point of checking their bag at the end of each class day for art projects and **notices from the teachers**. This will help to keep you informed of any changes that the teacher may need to communicate to you.

COVID ILLNESS AND STUDENT ILLNESS POLICIES

COVID ILLNESS

Masks are optional with the follow exceptions:

- 1. If a child or staff member is exposed to someone who tests positive for COVID**, it is recommended that they wear a mask for 5 days. If they are symptom free at the end of those 5 days, a mask is no longer necessary.
- 2. IF a child or staff member tests positive for COVID**, they must remain at home for days 1 through 5. **THEN**, if symptom-free, they may return to school for days 6 through 10 wearing a mask. The mask may be removed for snack/lunch (15 minute rule). Remaining staff and children in the class will have a mask optional during this period. The classroom will be thoroughly cleaned and sanitized when this occurs. Children will use hand sanitizer when they enter the classroom.

STUDENT ILLNESS

The best policy if your child isn't feeling well or feeling at their best, then please do not send them to school.

The Preschool depends on you, the parents, to assist us in maintaining a safe and healthy environment for all the children. We reserve the right to send any student home who shows signs of illness at school.

Our desire is for our students and staff to be healthy and our Preschool classes thriving. It is difficult to learn when you are ill.

If your child develops a fever of 100 degrees or more

- They must be fever free for 24 hours and not be on any fever reducing medicine to attend school.
- Stomach upset/diarrhea/vomiting; do not return to school until 24 hours have past.

Lower Providence Presbyterian Preschool Handbook

- ANY signs of wet cough, heavy nasal discharge, or sore throat your child must stay at home until all symptoms have cleared.

Please notify your teacher if your child will be absent and the reason.

The Preschool reserves the right to revise these policies if the need arises.

FIELD TRIPS

Field trips are planned in each class. Parents will need to transport children to the field trip site. Due to scheduling challenges, field trip times may not always correspond with your child's regular class times.

ACTIVITY FEE

Four Year Old Classes and Pre-K Classes only. For your convenience, a mandatory one time only activity fee of \$30 will be charged at the start of the school year. This will cover all the field trip expenditures.

CONFERENCES

Pre-K and Four year old Classes

All Pre-K and four year old students will receive an evaluation form from their teacher at the end of the year. This evaluation covers several areas of development. Conference days are scheduled and parents may use this time to discuss the evaluation and kindergarten readiness.

Three Year Old Classes

While there is no formal conference for three-year old students, informal updates will be given throughout the year. However, all parents are welcome to contact the staff at any time with questions or concerns they might have. A formal evaluation will be given at the end of the year.

NOTICE OF NONDISCRIMINATION

The Lower Providence Presbyterian Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other preschool-administered programs.

PRESCHOOL BOARD

Sandy Messner, Preschool Director

Lynda Fisher, Chairperson

David Brandau, Treasurer

Jean Tewell

Lori Jackson