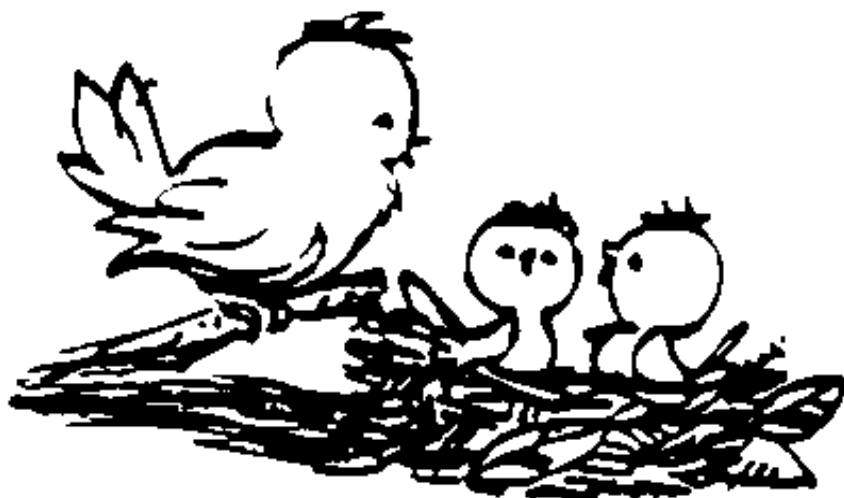


**LOWER PROVIDENCE
PRESBYTERIAN PRESCHOOL
HANDBOOK
2023 - 2024**



**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

Shelly Fernandez, [Lead Teacher](#), 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

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

KITTENS Class Staff: Four's

Kelly Arnone, [Lead Teacher](#), Four-year-olds

Joined LPPP staff in 2023

Middle School Science Teacher Souderton Area School District 2022

MA Educational Leadership, Immaculata University 2006-2010

High School Science Teacher Norristown School District 2007-2005

Camp Coordinator Elmwood Park Zoo 2007

BS Meteorology Penn State University 2001-2005

Tricia Lockwood, [Assistant Teacher](#), Four-year-olds

Joined LPPP staff in 2023

Glaxo Smith Kline 2005 - 2013

Master's in Chemistry Lehigh University 2008

Bachelor in Biological Science Drexel University 2005

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's 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
Capella 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

CARDINAL 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, 1999-2000.....Eastampton, 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.

TRANSPORTATION

Parents provide transportation to school and home again.

If you will not be picking up your child, if he is not riding in his normal carpool, 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 waiting to be picked up.

- PLEASE REFER TO SEPARATE HANDOUT ON
DROP-OFF AND PICK-UP PROCEDURES

INCLEMENT WEATHER OR SCHOOL CLOSINGS

Methacton School District's School Closing Number is **316**

- PLEASE REFER TO SEPARATE HANDOUT FOR
WEATHER RELATED OR OTHER SCHOOL CLOSINGS

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 snacks 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

We offer a CO-Op Program where an adult family member is welcomed to share in the students "Special Days". 3 separate clearances are required 1 week prior to that visit. There is a separate handout with information and instructions. The Co-Op program is voluntary.

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 them 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.

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 one time only activity fee of \$20 will be charged at the start of the school year. This covers a school t-shirt, graduation cap, and the end of the year bus trip to a local elementary school for a kindergarten visit. Any other school trips will be a pay as you go.

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.

Please refer to the separate handouts for:

Tuition Payment Information

LPPP Illness

Toilet Trained / School Readiness

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, Director

Lynda Fisher, Chairperson

David Brandau, Treasurer

Pam Cherry

Carrie Cowper

Lori Jackson

Jean Tewell

LPPP TUITION PAYMENT

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 \$15.00 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 on the check 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: [Sandy Messner](#) Director [610-539-6635](#) X 113

Lower Providence 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.**

More people are using automatic bank checks mailed to the Preschool. If using this option, please 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.