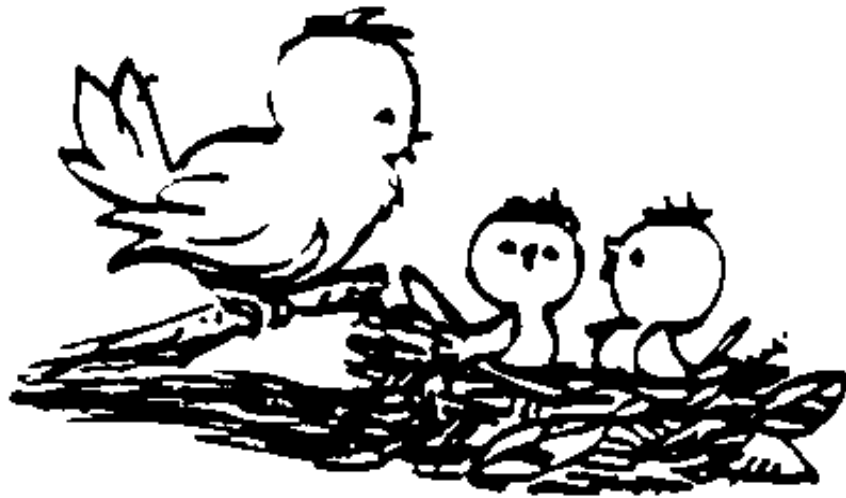


LOWER PROVIDENCE PRESBYTERIAN PRESCHOOL HANDBOOK



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

Lower Providence Presbyterian Preschool Handbook

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 the school and home again. Carpools are often formed from various neighborhoods. A list of all the children and their addresses will be distributed to help you.

Upon arrival at school you will find a teacher on duty at the door to assist children in getting out of the car and into the building. A teacher will be on duty from 9:00 to 9:10 a.m. for morning classes and 12:30 PM to 12:40 Pm for PM. Please use caution in the parking lot at all times. Cars may be stopping at side of building. Please depart by way of the driveway at the lower end of the parking lot. Pre-K (Eagles) and Teddy Bears will be dropped off at the side entrance. After arrival time, all doors will be locked and you must enter through the main entrance in the front of the building.

Dismissal is at 11:30 a.m. for morning classes and 3:00 p.m. for afternoon classes. Please park by backing into parking spaces so you can see more clearly when leaving. PLEASE be prompt because young children become anxious when the other children have gone and they are still waiting to be picked up.

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 question anyone the teachers do not know. The school also reserves the right to refuse to release a child to a stranger. These policies are for your child's welfare.

CHANGE IN PICK-UP LOCATION

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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. You will be notified in advance if this should occur.

SNACKS

There is a snack time each day. We are a peanut -free environment. You will be asked to have your child bring a snack to school on an assigned day. This is an important day for your child. Make sure you have enough for class and adults: 16 children and 3 adults in the four-year old classes, 14 children and 3 adults in the three-year old classes. In the interest of nutrition, we suggest: vegetables/fruit and dip, gelatin, fruit cup, pretzels, crackers and cheese, cookies, etc. The school furnishes water, cups and napkins. If your child has a food allergy, please provide your own snack. Pre-K (Eagles) students bring their own snack.

INCLEMENT WEATHER

Methacton School District's snow number is 316 and the KYW (1060) radio station broadcasts school closing numbers. If Methacton is closed, Preschool is also closed. If Methacton has a 2 hour delay, Preschool will also have a delayed schedule. Email communications will be done at this time to notify families. Individual classes will be made up after three missed school days due to inclement weather.

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.

BIRTHDAYS

Birthdays are a special occasion for all children. Your child will be responsible for the snack on his birthday. Cupcakes, special cookies, etc. are welcome. Parents are invited to visit on this day.

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Children who have summer birthdays will have an "unbirthday" during the school year. These will be scattered throughout the school year. The policy for snacks and parents is the same whether it is an "unbirthday" or a birthday.

FIELD TRIPS

Several field trips are planned in each class. Parents will need to transport children to field trip site unless bus transportation is provided. Due to scheduling challenges, field trip times may not always correspond with your child's regular class times.

CONFERENCES

All four-year olds 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 into the four-year-old calendar and parents may use this time to discuss the evaluation and kindergarten readiness.

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

PARENTS' COOPERATION

The three-year olds class is usually a child's first school experience. It is important that the parents understand the program and share in this experience with their child. We invite the parents of three-year olds to assist in approximately one class a month and bring the snack for that day. A monthly schedule is distributed and if you cannot assist on your assigned day, we ask you to trade with another parent and notify the teachers.

These "special days" give the parent an excellent opportunity to see their child in action, meet their child's classmates and speak briefly with the teacher about their child. Of course, if you would like to speak to the teacher at length or if you have any special concerns you are welcome to contact your child's teacher about a conference.

The parents of four-year olds will also receive a monthly schedule showing when their child is responsible for providing the snack. The parents are invited to come and share this day with their child. Please inform your child's teacher if you cannot come on the assigned day.

The teachers try to make this day special for your child. He will be the line leader and "first" in any activity. Most children love to have their parents act as teacher's helper and look forward to their special day. Fathers, mothers, grandparents, aunts and uncles, all are welcome on this day (or any day that you wish to visit the Preschool). In order to be sure

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your child is the center of attention on his day, please do not bring other children with you.

The Pre-K program does not require parental assistance. However, parents may be called upon to help with special activities, field trips and birthdays.

Thank you for your cooperation.

ACTIVITY FEE

Four Year Old Classes and Transitional Pre-K Classes only

For your convenience, a mandatory one time only activity fee of \$25.00 will be charged at the start of the school year. This will cover all Field Trip expenditures plus a Preschool T-shirt to be worn on all class trips

LUNCH BUNCH

We will be starting this program for all children on September 30th Monday thru Friday 11:30 – 2:00 PM. Cost will be \$15.00 per day. Sign up board will be available first come, first serve up to 14 children a day. Children must bring lunch. Playtime and inside/outside activities to be provided. Special discount: 5 sessions for \$70.00.

TUITION PAYMENTS

Tuition payments are due by the 20th of the preceding month. Any payments not received by the first of the month are assessed a \$5.00 late fee. **If there are extenuating circumstances, please contact Lois Mason, Director, immediately.** There is a \$15.00 charge for any returned check.

Make your checks payable to: **LOWER PROVIDENCE PRESBYTERIAN PRESCHOOL**

Write your child's name on the check and return it with your monthly payment slip to:

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

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.