

Robeson Lutheran Preschool 2018-2019

Our program is a part of the ministry of the Robeson Lutheran Church with the goal of providing a quality program in which each child can grow emotionally, socially, developmentally and intellectually and spiritually. Our teachers will encourage this growth in a Christian context providing your child with consistent support and guidance.

Our preschool program is designed to foster a child's overall development in the following areas: social awareness, emotional independence, fine motor skills, gross motor skills, language development and cognitive development. We introduce pre-kindergarten academic skills in a fun and age appropriate way to expand those developmental skills necessary for growth in these areas. We also focus on developing fine motor skills that are needed for pre-writing activities. Robeson Lutheran Preschool has incorporated the Handwriting With Out Tears program "Get Ready for School", a researched based program that uses a developmental approach.

Research has shown that school readiness is much more than reading readiness. It encompasses the whole child and is concerned equally with social, emotional, and physical development as well as intellectual development. Play equals learning. We therefore have based our curriculum on a child-directed approach, which in turn strengthens a child's self-image. In the child-centered program, the child's abilities must first be determined. In identifying these skill levels a teacher can choose classroom activities in order to create a successful atmosphere for each child. Promoting a positive self-image of their learning achievements, in turn creates a positive and joyful environment for all.

Enrollment:

Our classroom ratios are as follows:

3-year-old classes: 10-14 children- 1 teacher; 1 teacher assistant

4-year-old classes: 16-18 children- 1 teacher; 1 teacher assistant

Kindergarten Prep class: 16-18 children- 1 teacher; 1 teacher assistant

Toddler class: 10 children - 1 teacher, 1 teacher assistant

PEP: Minimum of 6 children per day – 2 teachers; 16 or more children per day with 3 teachers

Hours of Operation:

AM Classes- 9:00-12:00 & 9:15-12:15 Toddlers 9:15- 11:15

PEP Hours 12:00 to 2:00 PM

Office Hours - Monday through Thursday 9:00 – 2:30 PM, Friday 9:00 – 12:00

Phone: 610-856-7613, email: preschool610@dejazzd.com

Adoption of a Racially Non-Discriminatory Policy:

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

Preschool Advisory Board:

Our school is governed by a volunteer Advisory Board made up of church members and interested parents. This Board meets at least four times yearly to set preschool policy and establish guidelines, and to address all other pertinent concerns. All admission forms must be fully completed and submitted by parents according to established

deadlines. These documents are required to determine whether Robeson Lutheran Preschool is appropriate for meeting the needs of your child. If it is determined by the Preschool Director that a concern exists regarding the care of your child, or the safety of other children enrolled in the Preschool, an Emergency Board Meeting can be held, where a quorum vote will determine further action to be taken by the Board.

Tuition:

Tuition payments are due by the first of each month. A late charge of \$20.00 will be added if payment is not received **BY THE 1ST OF THE MONTH.** Coupon payment books are available upon request from the preschool office. Any payment received after the due date should include the late fee.

NONPAYMENT POLICY

Monthly tuition that is not paid by the 15th of the month is considered a non-payment. The director will contact the parent and if immediate payment can't be made, the student will not be permitted to return to school until which time all tuition is up to date. Extreme hardships will be considered on a case by case basis. The director will bring these cases to the Preschool Advisory Board.

EXCEPTIONS

***** WHEN THE 1ST OF THE MONTH FALLS ON A DAY WHEN THERE IS NO SCHOOL (HOLIDAYS, SNOW DAYS, WEEKENDS, ETC.) PAYMENT WILL BE ACCEPTED YOUR FIRST SCHOOL DAY BACK WITHOUT LATE FEE. PLEASE CALL IF YOU HAVE ANY PROBLEMS.**

Payment should be mailed or brought to:
Robeson Lutheran Preschool
3520 Plow Road
Mohnton, Pa. 19540

Checks made payable to: Robeson Lutheran Preschool

Tuition for 2018-2019 is as follows:

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| Toddler class \$105.00 per month | 3-year-old classes (2 day) - \$135.00 per month |
| 4-year-old classes (3 day) - \$ 200.00 per month | 3-year-old classes (3 day) - \$200.00 per month |
| Kindergarten Prep class (4 day) - \$285.00 per month | |

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|-------------------------|-----------------|------------|-------------------|
| PEP (Sept-Dec/14 weeks) | \$192.50 | 1 day/week | (\$13.75/session) |
| (Jan-May)/18 weeks) | \$247.50 | 1 day/week | (\$13.75/session) |
| Drop In Rate | \$16.75/session | | |

***No adjustments or reduction of fees will be made for absences, snow days, holidays, vacations or in-service days. Fees are computed on the annual cost of operating the school. Please keep in mind the school year and your commitment are for the full nine months: September through May.

School Closings:

In case of inclement weather or emergency closing, we ask that parents watch the local news stations for announcements. You can also hear it on WEEU 850 AM and WRFY 102.5 FM radio. In addition, a message will be placed on the **Preschool answering machine**, and a message will also be posted on the **Preschool Facebook Page**.

Robeson Lutheran Preschool will follow the **Twin Valley School District** for snow and weather related closings; if Twin Valley is closed, then **ALL** classes for the preschool are closed.

If Twin Valley has a delay, then all classes will begin **ONE** hour late and dismissal will be one hour later than normal. There will be NO PEP on days with a delay.

If there is an early dismissal or cancellation of afternoon classes we will contact you.
THERE WILL BE NO PEP IF THERE IS NO SCHOOL.

Our snow make ups will be determined based on the severity of the winter and at the discretion of the Director and Advisory Board.

Potty Training:

Children must be potty trained to enter the 3 year old class. Children entering the Toddler program do not have to be trained. While the teachers are happy to work with you on taking children to use the bathroom, we are asking that your child is able to **verbally request** use of the bathroom, and not have it be teacher initiated. If your child is not **independently requesting** to use the bathroom, a pull-up or plastic liner needs to be used.

Snacks:

Due to the severe food allergies we have seen over the past few years we are asking each parent to provide a snack and drink for their own child rather than the whole class. We still recommend a nutritious snack. Your child's teacher may be consulted for suggestions and birthdays.

Safety:

Clothing:

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the preschool, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for preschool play and make it difficult for your child to participate in some activities.

PLEASE, CLEARLY MARK ALL OUTER CLOTHING SUCH AS COATS, BOOTS, HATS, ETC. Each child will need a regular-sized book bag (PLEASE PLACE NAME INSIDE BOOKBAG) brought to school each day for art papers, permission slips, newsletters, special day notes and the like.

Injuries

Safety is a major concern in child care and so safety inspections are completed inside and outside the preschool in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g. scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit.

Biting

Biting is a normal stage of development that is common among toddlers- and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Guidance/Behavior

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to remove your child from our care.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Bullying

The Robeson Lutheran Preschool is dedicated to providing a safe and positive learning environment for its preschool students. Bullying can interfere with the learning process and present a problem with the emotional and learning development of students at any age. Therefore, Robeson Lutheran Preschool prohibits all forms of bullying by its students, staff and parents/guardians.

The school's policy is based upon Pennsylvania's current law referring to bullying. Our policy will be posted in the director's office. The policy will be reviewed as needed.

- It is the responsibility of students, parents/guardians and families to adhere to this policy and report bullying behaviors to the director.
- It is the responsibility of employees to take appropriate steps to intervene, including reporting bullying to the director.
- Each preschool student shall be expected to learn to respect the right of others to insure a positive

atmosphere that is free from bullying.

The Director and Robeson Lutheran Preschool Board are directed to investigate reports of bullying brought to their attention by preschool students, parents/guardians and school employees. Any investigation of a report may include meetings with students, parents/guardians or employees. This will also include a review of student records and other reasonable efforts to understand the facts surrounding the reported incident. It is at the discretion of Director/Board to remove students from the school for bullying.

Robeson Lutheran preschool will respect the privacy of all parties involved in a report of bullying and prohibits any retaliatory behavior directed against complainants, victims, witnesses and /or other individuals who participate in the investigation of allegations of bullying. Retaliatory behavior can result in the removal of the student from the school

Fire Drill Procedure

UPSTAIRS CLASSROOMS:

Teachers will exit with children out through the main doors, and proceed to the grassy area in front of the church.

DOWNSTAIRS CLASSROOMS:

Teachers will exit with children out through the back door, and proceed right to the grassy area past the dumpsters (by the big tree).

Teachers must bring with them:

Keys, cell phone, medical kit/bag, student info cards

*Be sure to turn off lights and close door after all exit classroom.

*Send message to director that all students are out of building.

*Teachers will re-enter building with children after receiving "all-clear" message from director.

Lock-Down Procedure

Teachers will keep children inside classroom with door locked.

Keep routine normal, with exception of not going to gym or outside on playground.

Dismissal:

Students will sit on benches in **church** lobby. Teachers will walk each student to front door, and director will bring child outside to parent in car.

Visitation:

We welcome and encourage parents and other family members to visit their child's classroom. We have an Open Door Policy!!!! We do ask that you check in with the office before entering your child's classroom.

Newsletters:

Newsletters are sent home four times a year to all parents by way of e-mail. If you are not able to open your e-mail or would like a hard copy please let the office know. They provide information on classroom activities, scheduled events, special celebrations, and any news of interest for parents.

Please read!!!

Daily Schedule:

Our daily schedule is flexible depending upon the day's theme and activities. Each day will include free play and exploring interest centers within the room, sharing news and daily planning, group circle time, art and craft activities, snack time, music and movement, playground (weather permitting), and story time.

Arrival and Dismissal:

ALL CLASSES WILL USE THE FRONT ENTRANCE ONLY

Arrival- each child is to be escorted into the church and brought to the classroom. Parents are to wait until a Welcome Sign is displayed at the front window. The Welcome Sign will be displayed at 9:00 and 9:15; this procedure gives the staff the time needed to set up the classroom for the day's activities. If an early drop off is needed please contact your child's teacher.

Dismissal- Classes dismiss at Noon or 2:00 (PEP). We ask that you arrive for your child on time so that we can maintain an effective program. For all classes parents are to drive into the church complex from the upper end (where church sign is displayed) and form a line with the first car waiting under the canopy of the new addition. Children will be dismissed directly to their parents. PARENTS OF THE FIRST THREE CARS IN LINE please get out of your cars to pick up your child; teachers are not to bring your child out to your car. PARENTS ARE ASKED TO WAIT IN LINE UNTIL THE CAR IN FRONT OF THEM EXITS. Parents then continue to exit the church from the cemetery side. If your child is in a car pool or will be picked up consistently by someone other than a parent, we ask that you notify us in writing. For occasional driving changes, simply notify the teacher. PEP classes dismiss at 2:00pm and will use the same method as the am classes.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing or by phone. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. It is expected that they will have the appropriate equipment to transport the child in accordance to state law. Please notify your pick-up person of our policy.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release contact pick-up the child.

Health Information

We require several forms regarding your child's health to be returned prior to the start of the school year. Your child **WILL NOT BE ALLOWED TO ATTEND CLASS** until these forms are returned with all information completed.

We require a record of a recent medical examination, immunizations, and parental permission to obtain emergency health and medical care. These forms will be kept on file at the preschool. We ask that you notify us of any changes pertaining to this information so that we may update our records.

Health Policy:

Children are expected to be free of disease symptom when brought to school. If a child becomes ill at school, the parent or someone designated by the parent is expected to be available to take the child home.

We attempt to serve all children in our care in a manner, which respects individual privacy and at the same time maintains individual and school safety. We are aware of the continuing increase of children who have contracted diseases, which are only transmitted through the exchange, or transfer of body fluids, such as blood.

We recognize that children with such diseases may be enrolled with or without our knowledge. For their safety, we strongly urge that full disclosure of all medical and health problems be made at the time of enrollment. We will, in turn, respect the confidentiality of this information.

For the well-being of all the children, we ask that you keep your child home when he/she becomes or is ill.

Please follow the guidelines below:

Fever: A child with a fever should not return to school until there is no sign of fever for the last 24 hours without medication.

Vomiting: A child with episodes of vomiting should not return to school until 24 hours after the last episode.

Diarrhea: A child-experiencing diarrhea should not return to school until 24 hours after the last episode.

Rash: A child suffering from a skin rash should not return to school without a doctor's written note or until the rash has completely cleared up.

URI: A child with an upper respiratory infection should not return to school until there are no signs of labored breathing, persistent cough, and runny nose.

**** A child with any contagious disease or condition, such as strep throat, impetigo, lice, etc, shall not be brought to school. A doctor's note will be required for re-admittance with any such illness.

Field Trip Procedures:

Off-site learning experiences through field trips are most beneficial to children. In making plans for our upcoming field trips, we want all parents to be familiar with our field trip procedures:

Parents will be notified of any off-site trip in advance.

Parents will meet at the field trip site.

