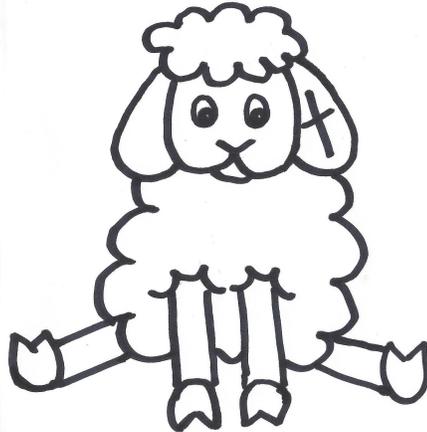


Little Blessings Christian Preschool

2022-2023 Handbook



A weekday program of
Emmanuel United Methodist Church

www.emmanuelumcwindsorpa.com



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Mission Statement

Little Blessings Christian Preschool will provide a safe, loving, Christian atmosphere where young children can grow intellectually, socially, emotionally, physically, and spiritually.

Why is Preschool Important?

- Preschool promotes language development: talking, telling stories, and conversation.
- Preschool offers experiences which help to develop readiness for reading and math.
- Preschool provides experiences with music through songs, dance, and rhythms.
- Preschool develops a child physically through games and activities like skipping, jumping, and marching.
- Preschool develops fine motor skills - tracing, cutting, and painting.
- Preschool provides social experiences: working, playing, and sharing with others his/her own age.
- *Christian* preschool nurtures the child to grow in God's love, as well as, learn Christian values and teachings through bible stories, bible songs, and prayer.

Our Staff

Jodi Hinton

Director/Teacher

Mrs. Hinton received her degree in elementary education from Lebanon Valley College. She has over 30 years of experience working with children in multiple settings. A member of Emmanuel, Mrs. Hinton has been the director and teacher of Little Blessings for more than 10 years. She and her husband have three children and enjoy farm life. Mrs. Hinton aspires to provide a strong educational foundation within a loving, nurturing, Christian environment.

Yvonne Dehoff

Teacher Assistant

Mrs. Dehoff lives in Windsor with her husband and two children. She is devoted to caring for her family and strives to meet their needs. She enjoys visiting the beach and spending time with her family. She graduated from Conestoga Valley High School and Empire Beauty School. Yvonne has been a teacher's assistant for 10 years. She feels that preschool is an important element for preparing for school socially and academically.

April Fake

Teacher Assistant

Mrs. Fake and her husband are the proud parents of two children. She enjoys spending time with her family and friends. She is active in various ministries in her church. She graduated from Red Lion Area High School and Penn State University with a BS in Animal Science. Mrs. Fake feels preschool gives children a jumpstart on their education and gets them excited for kindergarten.

All staff members have met the necessary requirements to provide excellent care for your child. They have passed criminal record clearances and signed a covenant as a part of Emmanuel's Safe Sanctuary regulations for the protection against child abuse.

Enrollment

- ✓ Children who are 3 years old up to kindergarten age are eligible to enroll in the preschool. Admission requirements and enrollment procedures are listed below.
- ✓ A child must be 3 years old by August 31 to be admitted into the three-year-old class.
- ✓ A child must be 4 years old by August 31 to be admitted into the 4-year-old classes.
- ✓ All children must be toilet trained.
- ✓ If classes are filled when a parent calls, the child's name will be placed on a waiting list to fill vacancies as they occur.
- ✓ Parents/guardians of enrolled children will be given priority registration for the following school year. Siblings will also be given the opportunity for early registration.
- ✓ Completion of the registration form and payment of a non-refundable registration fee is necessary for enrollment.
- ✓ Children are admitted to school regardless of race, religion, sex, or ethnicity.
- ✓ A child with a physical, mental, or emotional special need that requires special care will be accepted on an individual basis.
- ✓ If an opening is available, enrollment may take place anytime during the year.
- ✓ When enrolling your child, an enrollment packet must be completed in full.

Our Classes

All classes run September through May.

3-year-old class	4-year-old class	4-year-old Pre-kindergarten class
Tuesday & Thursday 9:00am-11:15am	Monday, Wednesday, & Friday 9:00am-11:15am	Monday through Friday 11:45am-2:00pm
Tuition: \$115 per month	Tuition: \$140 per month	Tuition: \$185 per month

There is an additional \$45 Registration/Activity Fee (non-refundable).

Tuition

Tuition is due the first of each month. Tuition may be paid by cash, check, or digitally. Invoices will be sent digitally each month via email. A digital convenience fee will be added to all digital payments. If paying by cash or check, there is a basket inside the preschool marked “Tuition.” Payment should be securely (i.e. envelope) placed in the basket with the child's full name and respective month of payment printed on the front. It is also advised to print your child’s name on the check’s memo line. Checks should be payable to *Little Blessings Christian Preschool*. **Refunds are not given for missed days during the month.**

Late Payment: A five-day grace period will be given for late payment. Failure to pay monthly tuition by the 5th business day will result in non-entry of the preschool until paid in full. Please keep your account current. It is necessary that tuition be paid on time in order to maintain a quality program. If a financial problem arises, inform us immediately so we can discuss a payment plan.

Returned Checks: You will be responsible for paying the return check fees. After two returned checks, you will be required to pay in cash.

Student Withdraw: If you are going to withdraw your child from the school, two weeks’ notice must be given, in writing, to the director. There will be no refunds.

Calendar

A schedule of class days and holiday closings is distributed at the beginning of school. A monthly calendar will be sent home listing areas of study and special events.

Arrival/Dismissal Procedures

Our morning classes begin at 9:00am and end at 11:15am. Our afternoon class begins at 11:45am and ends at 2:00pm. Please do not bring your child earlier than 5 minutes before class begins and pick them up no later than 5 minutes after class has ended. A \$5.00 fee for every 10 minutes that extends the pick-up time will be added to your next month's tuition.

For safety reasons children must always be left in the care of an adult. Do not allow your child to enter the building alone unsupervised by preschool staff. Please park in the lower lot and use the steps. Remember to turn off your car engine.

At dismissal time, the children will be dismissed at the front door of the church. A teacher will walk the child out to the car and assist you in buckling your preschooler into their car seat. Enter the lower lot and circle counter clockwise to the entrance. You will be given a name tag to hang in your car for easier dismissal.

If someone else is picking up your child please inform the staff with written notice of the person's name and relationship. The person picking up your child will need to provide a form of photo I.D. to verify their identity.

Kindly advise us of any carpool schedules.

Mrs. Hinton can be reached at (717)968-1898 during the preschool day if an emergency would arise.

Safety Policy

Our school doors are locked when classes are in session.

Snow Days and Cancellations

We will follow Red Lion Area School District's decision for weather closings. If the district is closed, we will be **closed for face-to-face instruction** and we will use **virtual instruction**. If the district is delayed, AM classes will be held virtually; however, PM classes will remain in session. You will be notified by email and Remind App regarding any changes in schedule. Participation in virtual instruction is encouraged for such closures due to inclement weather. Please be advised that preschool tuition will continue to be collected in full.

Dress

Children are encouraged to wear play clothes and safe shoes, preferably sneakers. Do not send your child to school in sandals, clogs, crocs, or flip flops. Your child's name should be on all clothing and personal belongings.
A change of clothes may be placed in a Ziploc bag to be stored at school if needed. Please label the bag with your child's name.

Backpacks

Please provide a backpack for your child to transport his/her papers and show-and-tell items. Please label the outside of the backpack with your child's name. Please send the backpack each day. The backpack should easily hold an unfolded 8.5 x 11-inch paper.

Show -N- Tell

A schedule will be sent home regarding an assigned day for sharing a toy or game from home. Please label with a piece of masking tape and his/her name. Please remember NOT to bring toy weapons. It is also not recommended to bring any item of great value because it could possibly get lost or broken.

Snacks

The children are served snacks each day. Donations of healthy snacks, juice, or milk are appreciated. A snack donation schedule will be sent home at the beginning of the school year. Your child's week will be scheduled near their birthday. For safer distribution, parents are asked to donate foods that are store bought and individually packaged. If you are unable to donate or forget to send in a snack, we always have extra snacks on hand. *Due to the number of children with food allergies, a list of snacks that are safe for all children will be provided.*

Field Trips

The goal is for each class to participate in several field trips each year. Fees for the students are covered by the school. Learning about the world outside the classroom is great fun! This provides your child an opportunity to spend one-on-one time with you while creating friendships with other preschool families.

Field trip details and permission forms will be sent home in advance prior to each trip. Parents are asked to drive their child to field trip locations. Depending on the field trip location, parents may be required to pay admission fees for themselves or additional children.

Health Information

For our records, you are required to provide an emergency contact and your authorization to contact that person. This form can be found in the enrollment packet. *Additionally, it is your responsibility to notify us immediately if your or your emergency contact's information changes.*

Children must be kept home when displaying any of the following symptoms:

- Fever of 100.4° or higher, they may not attend school until fever free for 24 hours.
 - Excessive nasal discharge and sneezing
 - Excessive coughing
 - Undiagnosed rash
 - Itching, red or infected eyes
 - Earache
 - Vomiting and diarrhea
 - Excessive scratching of the scalp
 - Infected skin patches
 - If your child is fussy, tired and generally not himself/herself, please keep them at home to rest.

If your child has a communicable disease, please notify us immediately. Our preschool community will be promptly informed so they may monitor the preschooler(s) for symptoms. After diagnosis of a communicable disease, your child may not return to school without physician permission.

Insurance

Liability insurance is carried on all children for injuries that may occur while in attendance at Emmanuel United Methodist Church. If your child is seriously injured, the staff will contact you (or emergency contact if no response) and administer first-aid care as needed. Staff may also contact emergency personnel.

Conferences

Conferences will be scheduled with the teacher in the spring. Parents may request a conference at any time.

Discipline

Children will be given positive reinforcement for appropriate behavior. If a child repeatedly chooses an inappropriate behavior, he/she will be removed from the group for a time-out. If behavior problems persist, a parent/teacher conference will be scheduled and a behavior modification plan will be implemented. If you have any questions about a situation or a correction, please call the teacher.

Substitute Teachers

We are always looking for substitutes. If you are interested, please inform us. We will see that you receive the necessary paperwork. Clearances will be required.

Special Visitors

If you or someone you know has a special talent or interest and would like to share with the children, please let us know. Also, if you would like to be a guest reader/story teller please inform us.

Donations Needed

- ✓ Craft materials: pom-poms, foam pieces, buttons, paper (all colors/types)
- ✓ Cleaning supplies: Disinfectants, hand sanitizer, hand soap
- ✓ Ziploc Bags
- ✓ Paper products: napkins, cups, plates