

# ST. THOMAS' PRESCHOOL

P. O. Box 247

Fort Washington, PA 19034

215-233-2923

[sharip@stthomaswhitemarsh.org](mailto:sharip@stthomaswhitemarsh.org)



## HANDBOOK

2019-2020

*"Whose child is this?" I asked one day  
Seeing a little one out at play  
"Mine", said the parent with a tender smile  
"Mine, to keep for a very long while  
To wash his hands and to comb his hair  
To tell him what he has to wear  
To prepare him so he may always be good  
And each day to do the things he should"*

*"Whose child is this?" I asked again  
As the door opened and someone came in  
"Mine", said the teacher with the same tender smile  
"Mine, to keep for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
To get the best he can from school."*

*"Whose child is this?" I asked once more  
Just as the little one entered the door  
"Ours" said the parent and the teacher as they smiled  
And each took the hand of the little child  
"Ours to love and train together  
Ours this blessed task forever."  
( Author Unknown)*

Where every child is a precious gift from God and we are committed to nurturing our children socially, academically and spiritually.

The preschool was founded in 1951 and through the years has grown from a handful of children to an enrollment of almost 100 pre-school students. Our goal is to offer quality preschool experiences to children of parishioners and the community. St. Thomas' preschool offers a developmental, hands-on program designed to promote the physical, emotional, social, cognitive and spiritual development of preschool children. They are offered many varied activities and learning experiences. Our regular program hours are 9 a.m. to 12 noon. St Thomas' Preschool is now offering an extended day for families up until 5:30 p.m.

### **Mission**

*The mission of St. Thomas' Preschool is to offer early childhood education by providing a safe and nurturing environment for children's social, emotional and academic development, and to offer Christian formation and pastoral support to children and parents.*

- The School shall be an Episcopal school and maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.
- The School shall operate a program of education consistent with its mission and in keeping with best practices in pre-school education.
- The School shall function as a ministry within the Church Corporation, with current operating expenses borne by fees, gifts, grants and donations, and other revenues.

### **Relationship between Church and School**

The School shall function as an extension of the Church in support of its mission, subject to the approval of the Vestry of the Church. Control and legal responsibility for its operation shall rest with the Rector, Church Wardens and Vestry, collectively referred to herein as "the Vestry".

### **School Board of Trustees**

The Board of Trustees of St. Thomas' Preschool, herein referred to as "the Board", is a governing body of the School and focuses on the long-range and strategic needs of the School. The members of the Board of Trustees are nominated by the Board and approved by the Rector and the Vestry. The Board is charged with presenting a clear statement of the School's mission, vision and strategic goals to the Rector and the Vestry for approval. Additionally, the Board engages proactively to support and provide guidance to the Director in the management of the School.

Membership of the Board shall consist of not less than ten persons and not more than fifteen persons. All members, with the exception of ex-officio members shall be selected by the Governance committee of the Board, and elected by the Board with the approval of the Vestry. Membership shall be designated as follows:

- a.) The Rector (or his/her appointee) will serve ex-officio as a voting member of the Board.
- b.) One P.O.S.T (Parents of St. Thomas') representative will serve ex-officio as a voting member of the Board.
- c.) The Director of the School, Church Business Administrator And Vestry Liaison shall serve ex-officio as non-voting members of the Board.
- d.) The remaining voting members shall be a combination of active St. Thomas' parishioners and non-parishioners familiar with the School.

### **ADMISSIONS POLICY**

Children between the ages of 2 and 5 may be eligible for enrollment. There are no admissions tests administered. **Children must have the developmental maturity to manage the anxiety of separating from their parents.**

### Admission Decisions

Current St Thomas Preschool families are given the opportunity to re-enroll their children January 13-24 to establish the number of spaces we have available to accept new children into our programs. Our Church members and previous families get priority after our current families re-enroll. February 1 we will make the first round of admission decisions. Children may be asked to visit for an hour or two in our classrooms as we are making our decisions.

### Priority Guidelines

As a family school and ministry of St. Thomas Church Whitemarsh, we have a strong interest in and make every effort to enroll all siblings from a family and children of parishioners if we have the appropriate program openings. Therefore, acceptance decisions are made offering positions to our applicants using the following priority guidelines:

1. Current students and their Siblings of St Thomas Preschool students
2. Children of Parishioners and Staff Members. Parishioners must be in good standing. In an effort to better minister to you as a St. Thomas' PreSchool family and as a member of St. Thomas Whitemarsh, a member in good standing identifies themselves in the following ways:
  - \*As known to the clergy
  - \*As known to the director of parish participation and have completed a membership form
  - \*As a known giver of financial resources
3. Previous St Thomas' Preschool families
4. All other applicants to balance our program if space is available. If there is not space available your child will be placed on our waiting list and contacted when and if a spot opens.

*Enrollment is ongoing throughout the year, as long as space is available.*

*Enrollment decisions are discussed per child as a team. We discuss the child's social and emotional development, academic needs/strengths, and birthdate cutoffs to make the best decision for your child. The*

*Director has final discretion after reviewing with the team and taking all requirements into consideration, along with what is best for the child.*

Receipt of the application, registration fee and first month tuition will hold your child's spot. A written confirmation will be sent by the Director to confirm their spot.

### **NON-DISCRIMINATION POLICY**

St. Thomas' Preschool accepts children irrespective of race, creed, religion, and national origin. A diverse environment enriches the learning experience for children by providing exposure to unique cultures and backgrounds.

A parent, who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health and Welfare Bldg  
PO Box 2675  
Harrisburg, PA 17105

U S Dept of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

## **SECURITY**

The Preschool is equipped with security doors which keep unwanted visitors out of the classroom area. **These doors will be kept closed at all times except during arrival and dismissal. Early arrival families should ring the doorbell in the morning. The doors will be opened at 8:55 each morning for regular arrival families.** If you arrive after 9:15 or prior to 11:55, please ring the doorbell and one of the staff members will open the door for you.

## **FIRE DRILLS**

Fire drills are held monthly and scheduled to include all classes. All children and staff must evacuate the building using the posted evacuation plans.

## **Emergency Preparedness Plan**

The following plan will be implemented in the event of an emergency

### **Shelter in Place**

1. Shelter of children in case of an emergency in classroom and away from the windows.

The locations of shelter in place in your classroom are designated per classroom and displayed in each classroom.

### **Evacuation Plan**

2. Evacuate children away from the facility. Location at Haas Hall (in the side entrance of the church building at the top of the upper parking lot).

### **Method of Contact**

3. Parents will be notified, via telephone that an emergency has arisen.
4. Parents notified, via telephone that an emergency has ended, and where to pick children up.

## **ACCIDENT INSURANCE**

Accident insurance for all students and staff members is provided by St. Thomas' Church in cases where injury occurs on church property during regular school hours.

## **FINANCIAL POLICY**

The registration fee and the first month's tuition are **non-refundable** and **required** of all **current** and **new** families at the time the child is enrolled in the program. No registration fee is required of children on the waiting list.

The monthly tuition beginning in October is due the first school day of each month. Checks should be made payable to **ST. THOMAS' PRESCHOOL** and placed in the tuition mailbox on the wall near the Director's office. The Director will oversee collection of all payments. Parents may also opt to pay the tuition quarterly or annually. Tuition Express is our preferred method of payment. It is available to sign up for automatic withdraw from your checking account (no fee) or through your credit card (2% fee). Please see Anita Totten.

**Any tuition payment received after the 15<sup>th</sup> of the month must include a \$30 late fee. All checks returned for insufficient funds will be charged a fee of \$25.00.**

**If your child will not be attending St. Thomas' Preschool for any reason, you must submit a letter to the director no later than July 1.**

## **2019-2020 TUITION AND FEES**

Registration Fee    \$75 (non-refundable) for one child  
                             \$125 (non-refundable) for more than one child

**First month tuition and registration fee due at registration**

### **Two Year Olds**

2 days- \$320/month or \$2,880/year

3 days- \$360/month or \$3,240/year

### **Three Year Olds**

2 days- \$320/month or \$2,880/year

3 days- \$360/month or \$3,240/year

4 days- \$400/month or \$3,600/year

5 days- \$430/month or \$3,870/year

### **Orange**

3 days- \$360/month or \$3,240/year



4 days- \$400/month or \$3,600/year

**Green and Blue Pre-K**

4 days- \$400/month or \$3,600/year

5 days- \$430/month or \$3,870/year

The tuition is based on an annual fee, which is divided into nine monthly payments.

10% discount for the second child on tuition only.

Activities & Supplies Fee for all classes: \$50/yr. per child

- Activity fee goes towards the many child/family events we do throughout the school year i.e. Thanksgiving Feast, Christmas Crafts, May Day Teas, SuperHero Night and End of year Picnic and other events we provide for our families.

**Scholarship money is available for families in need of assistance. Please contact the Director.**

**St Thomas Preschool - NEW FAMILY ORIENTATION 2019**

**WELCOME/OVERVIEW**

THE BOARD

Board	Shari Petrakis, Director	In general as described by the by-laws the board is the governing body of the school and focuses on the long-range and strategic needs of the school. The board is actively engaged in supporting the operations of the school and providing guidance to the director in the management of the school. We also act as liaisons between the school and church and as representatives of the school in the greater community.
President	Dana Toedtman	The Chairperson shall preside at all meetings of the School Board. He or she shall attend the Executive Committee and act as an ex-officio member of all committees. He or she shall assist in oversight of the mission, governance, policies, management and finances of the School and perform such other duties as may from time to time be assigned to him or her by the Board or the Executive Committee. A parishioner

		is preferred but not required. The term is for two years.
Vice-chair	Elizabeth Bitterman	A long term commitment - 1-2 years as vice, followed by 1-2 years as chair; preferably a parishioner although this isn't a requirement; general skills in organization and business management & oversight helpful; a passion for STNS
Treasurer	Justin Capetola	Background in finance/accounting; help with annual budgeting and support monthly reporting; work with church finance liaison to the school
Public Relations		Photo/computer skills helpful; responsible for supporting advertising & communications regarding school; update brochures, flyers as needed; support website as needed/able; help with open house events, etc; work directly with director & parish communications coordinator;
Outreach/Service Coordinator	TBD	Works with Beth and other volunteers to continue development of our new outreach initiative at STNS
At Large	Kelly Culley	Parishioner; attend both children's commission meetings (responsible for church school, youth group, etc at St. Thomas' church) & STNS board meetings to promote community and communication between the groups
POST	JoAnne Palombo, Sarah O'Donnell, Sarah Merrick and Jamie Kane	The role of P.O.S.T. is to raise money for the school, support the Director, teachers, and staff and help sustain special events important to school life.
Facebook Page Administrator	Sarah Merrick	Oversees the management of our informational Facebook page
At large		This position is available to assist the Board in areas of need. They attend monthly meetings and support

		the mission of the school.
Vestry Liason		Liaison between the church and school.

### CLASSROOMS

Age	Teacher	Days	Curriculum	Handwriting Without Tears
2 year olds	Mrs. DiGiacomo & Mrs. Clinton Maureen Peters and Sally Studdiford	Tues/Thurs MWF	The two year old class objectives are to help the child begin to engage socially with their peers, play and have fun and to be able to trust another adult, outside of their home.	<b>Preparing Young Children: 2yrs-3yrs old:</b> This early level invites everyone's participation. Play the <i>Get Set for School</i> Sing Along CD in the background so the children become familiar with the songs and activities. Introduce Mat Man (taking turns, learning body parts and how to draw with Mat Man). Activities to develop within fine motor skills include stringing large beads, putting together puzzles, snips paper with scissors, coloring, roll clay/play dough, draw/copy a horizontal line, painting (both finger painting and painting on an easel).
3 year olds	Mrs. Duke & Mrs. Murray Mrs. Amici and Mrs. Haas	Tues/Thurs MWF MWF	As they move to the 3 year old classes they will begin to follow one and two step directions, sit in circle time. They will continue to learn to share, enhance their fine and gross motor skills and play creatively. Letter sounds and numbers are introduced	<b>Hands-on Letter Play: 3yrs-3 1/2 years old:</b> This level also focuses on developing fine motor skills and beginning letter skills. Children are shown how to hold and use a crayon to aim and scribble. They also color pictures and shapes in the first part of the <i>Get Set for School</i> workbook.
Orange Tigers	Mrs. Susanin & Mrs. Nicholas	MTWTH	As they move to the 3 year old classes they will begin to follow one and two step directions, sit in circle time. They will continue to learn to share, enhance their fine and gross motor skills and play creatively. Letter sounds and numbers are introduced. HWT curriculum introduced	In addition, they continue to develop beginning letter skills by using Play Dough, coloring, painting etc. Letter recognition skills are reinforced during play throughout the classroom.
Blue Pre-K	Mrs. Heritage & Mrs. Vido	4, 5 day option. M-Th or M-F	The Pre-K objective is to prepare the children for kindergarten, with our HWT curriculum and the individual teaching styles of both classes. This class will focus on a letter a week and incorporate that into their daily activities.	<b>Crayon Skills: Pre-K classes:</b> Now children begin writing. While the teacher demonstrates, continue to use the Crayon Song to be sure they are holding the crayon correctly. The use of the Slate, Wet-Dry-Try activity teaches correct letter orientation and formation habits. Students will learn how to make the letters before they write. They will learn the words for capital letter parts (big line, little line,
Green Pre-K	Patty Kovacs & Sharon Goodridge	4, 5 day option	The Pre-K objective is to prepare the children for kindergarten, with our HWT curriculum and the individual teaching styles of both	

		M- Th or M-F	classes. This class develops a monthly theme to incorporate into their daily activities.	big curve, little curve). They will begin to trace/write their name and trace/write letters in the <i>Get Set for School Workbook</i> . The use of small crayons and pencils facilitates correct pencil grip. They begin to form capital letters correctly, and to recognize them in the right sequence. Following this, the children begin to write lower case letters and numbers. They begin to develop top-to-bottom, left-to-right awareness for reading and writing.
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### COMMUNICATION

- Communication is important to the success and enjoyment of all the opportunities that St Thomas' offers. Communication outlets are:
  - Parent Communication Wall - dry erase board calendar with two months worth of events posted and 2 lock boxes 1) Tuition and lunch bunch forms/checks 2) POST
  - Newsletter (monthly)
  - Mailboxes/Cubbies outside your child's classroom – check daily
  - Class representative/Room Parent
  - Director – Shari always has an open door
  - Board president
  - Facebook page
  - Volunteer opportunities that are on parent communication wall
  - St Thomas Preschool website → <http://stthomaspreschoolpa.com>

### GENERAL SCHOOL POLICIES

- **Special events/holidays.** No Food items given to children for special events/holidays i.e. Halloween, Valentine's Day, Easter etc. If you want to give a gift to each child in your class please make sure it is a non-food item i.e. stickers, pencils, tattoos etc.
- **"Special days":** 1) provide a healthy snack 2) bring in a book 3) show-n- tell item → should be around the theme of the class; on your child's "special day" a "special person" (mom,

dad, grandparent, neighbor, etc) is invited to read the book to the class.

- **Sick Children** – call school 215-233-2923 anytime from 8:30am on and let teacher who answers know what child/classroom you are calling out sick from
- **Snow Days** - we follow Colonial school district – if they are closed St. Thomas preschool is also closed. An email also goes out to entire school if school closed. If there is a delay we will inform by email also.
- **PAYMENTS/OPTIONS:**
  - Tuition → check in an envelope in mailbox on parent communication wall. Tuition Express is our preferred method of payment for check or credit card. Please see Anita Totten with questions.
  - Afternoon Lunch Bunch- Lunch bunch is an opportunity for the children to eat and play together in the afternoon.
  - Enrichment(for Pre-K only): is a program that provides an afternoon of exciting and challenging activities. The hope is to bring out the inner writers, mathematicians, artists, actors, chefs and scientists in your children. The focus is on language arts, math and science and creativity (cooking, acting, and art). Enrichment will be on Tuesdays, Wednesdays and Thursdays from 12:00p.m.-2:00p.m You can sign up month by month, but you have to attend all three days consecutively for the month. This will be discussed at small group meetings as to the details. This begins in October.
  - Extended Day: This is a contractual agreement for children needing to stay until 5:30 p.m. Please see Anita Totten for further information.

- Optional Teacher Collections run by POST at Christmas holiday (Dec) and end of school year (May) – collection is for all teachers, director, music teacher, and groundskeeper

- IMPORTANT DATES/POST EVENTS

Halloween Parade	Approximately 9:15am for 1 hour	Students come to school in their costumes (no masks please) and the children parade across the auditorium stage by class beginning with the 2 year olds. Parents are invited to watch and encouraged to help change children out of their costumes after the parade.
Thanksgiving Feast	Volunteers and Room mom's only	The children gather together in the auditorium to share seasonal songs and/or poems. They enjoy a feast of chicken nuggets, muffins and fruit. <b><u>This event is only for the children.</u></b>
Christmas craft Workshop	9am-1 hour long	Parents join their children to create special Christmas crafts and enjoy Christmas treats baked by the children in cooking class. Please watch your child's classroom bulletin board and calendar for the day you are to attend. Not recommended for siblings.
Christmas Pageant	11am – 1 hour long	A very special event! All families and extended families join us in the auditorium to watch the 3's, 4's and 5's perform a retelling of the Christmas story. Bring your video cameras!

Family Fun Night	6-8pm	POST presents this awesome event!  An event for the entire family! Crafts and/or activities related to the night's theme keep everyone busy.
"Super Hero Night" (formerly known as Dad's Night)	6-8pm	A chance for a special person to have some one-on-one time with their children. The evening includes crafts, an art show of the children's work and refreshments.
May Day Tea	1 hour in classroom	A lovely time to share tea sandwiches and delicious treats prepared by the children. Each child's special companion is invited to be pampered by their little host/hostess.
Pre-K graduation	11:00- 1 hour long	A wonderful event where the graduates receive diplomas, get recognized and sing STNS songs.
Family Picnic	10am-noon	Bring your entire family and meet up at the barn for a morning of fun and games. Students, parents and teachers and extended family members gather for a cookout to celebrate the end of the school year.

- PARENT COFFEES – POST and room moms will have monthly coffees offered to parents after drop off. Watch for information.
- VOLUNTEER OPPORTUNITIES

- Background checks required
- Physical
- Mandated Reporter

**Media Permission:**

Throughout the year staff may be taking pictures of the children attending school events of the Preschool or during classroom activities for marketing purposes for the church and school, for social media(Facebook and Instagram) and print material. If you are not willing to allow your daughter/son's photo to be used for promotion of the nursery school please let the Director know at the beginning of the school year.

**CHURCH:** The School shall function as an extension of the Church in support of its mission, subject to the approval of the Vestry of the Church. Control and legal responsibility for its operation shall rest with the Rector, Church Wardens and Vestry, collectively referred to herein as "the Vestry".

**Curriculum:**

The Handwriting without Tears **Get Set for School** Pre-K curriculum brings our classrooms to life as your children sing, play, and color and build their way toward a lifetime of joyful learning.

The **Get Set for School**<sup>™</sup> curriculum is a proven success in preparing Pre-K students for kindergarten.

This award-winning curriculum was developed almost 10 years ago in response to requests for hands-on teaching materials and strategies that would make learning fun and easy for Pre-K students. Today, **Get Set for School** features readiness & writing, language & literacy, and numbers & math programs that incorporate the same special ingredients to foster success:

- Multisensory approach addresses different learning styles and invites active participation.
- Developmental progression builds on what children have previously learned.
- Friendly voice connects with teachers and students.



Age appropriate student **learning goals** will be available in each classroom and will be distributed at the beginning of the year to each parent.

At St Thomas Preschool we believe in children learning through play. Through nature exploration and experiences that spark curiosity, wonder and imagination. These experiences begin in the classroom but extend onto our beautiful nature playground. The children delight in a nature walk on their way to our nature playground. They enjoy digging and searching for creepy crawlers, collecting and building imaginary settings, planting seeds and observing their growth, painting with natural materials, playing in the fairy garden and more. We also have the use of our new STEAM room.

### **Enrichment in Blue and Green Pre-K**

We will begin the enrichment program in October for the Blue and Green Pre-K. This will be offered three days a week, **Tuesday, Wednesday and Thursday**. The Board suggested that we offer the extended day as a fall and spring session. The fall session will be October thru December. The spring session will be from January -May. This can be paid monthly or by session, not day to day.

There are two options if you choose to participate in the enrichment program:

- The first option is to have your child stay in their classroom from 12:00 p.m.-2:00 p.m
- For some of you who need your child to stay until 3:00p.m., your child can stay from 12:00p.m.-3:00p.m., where your child will receive the enrichment until 2:00 p.m. Then will join the lunch bunch children from 2:00p.m.-3:00p.m. for indoor/outdoor activities, socialization and the famous Popsicles! You will add the hour of lunch bunch, which is an hourly rate based on how many hours you use for the month.

### **Extended Day**

Lunch bunch (until 3:00 p.m.) will still be offered daily, along with early drop off (8:00 a.m. -9:00 a.m). Both programs will be available for you to sign up monthly or for daily drop-in (as long as spots are available

If you are a family that is utilizing our extended day (3-5:30 p.m.) it is a contractual offering for families that are in need of the longer day (until 5:30 p.m.). This will **not be a drop-in service** for anyone that has not filled out an extended day contract or for a family that is running late for the 3:00 p.m.

pick up. I have strict staff to child ratios and have just enough staff in my extended day to meet the requirements. If you think you may need the extended day please contact me or Mrs. Totten, program coordinator, at [anitat@stthomaswhitemarsh.org](mailto:anitat@stthomaswhitemarsh.org) to see if we have the availability. If we do, you would need to commit to the extended day and fill out a contract.

## **EARLY ARRIVAL & LUNCH BUNCH**

If your child is attending Lunch Bunch/Early drop off or Enrichment, please mark the days and time your child is staying and fill out the Monthly Tuition Bill. Total your payment at the bottom of the form (this also includes pizza).

If your child is not staying for Lunch Bunch/early drop off or enrichment, just fill out the Monthly Tuition Bill portion and total your payment at the bottom of the form.

### **Early Drop-off(early sign-up is \$9.00/hr.): Mrs. Duke and Mrs Heritage**

- Early drop off is available at 8:00 a.m. to all children in 2 year old classrooms through Pre-K classrooms and will be offered in our Red Group classroom.

### **2 year old- 3 year old class Lunch Bunch(early sign-up is \$9.00/hr.): Mrs. DiGiacomo, Mrs. Clinton, Mrs. Duke**

- 2-3 year old classroom children that are NOT potty trained
- Can attend from 12 - 3 p.m. in our 2 yr. old classroom (sometimes we will blend with the 3 year olds if a small class size)

### **3 year old class- Pre-K class Lunch Bunch(early sign-up is \$9.00/hr.): Mrs. Heritage, Mrs. Clinton, Mrs. Duke, and Mrs. Vido**

- 3 year old classroom children (that are 3 by September 15)/ Orange Tigers and both Pre-K classrooms that ARE potty trained.
- Can attend from 12 - 3p.m. in our Blue Pre-K or Red Group classroom

### **Enrichment) : Mrs. Heritage, Mrs. Vido, Mrs. Kovacs and Mrs. Goodridge**

- Both Pre-K classrooms will provide an option for enrichment starting the first Tuesday in October. This is offered monthly and is every week Tuesday, Wednesday and Thursday from 12-2 pm.
- If your child needs to stay until 3pm they can join the lunch bunch children.
- **Extended Day:** 3-5:30 p.m. Anita Totten, Kathleen Duke and Kate DiGiacomo

**Drop-in lunch bunch(12-3) is available daily if there is space. The fee is \$11.00/month if you sign- up past the first of the month or the day off. Check with your teacher at drop off.**

**Parents are required to complete the contract form monthly and return it to the director with payment before the first week of the month.** Each time period has a maximum number of children as follows:

- ◆ 8:00 – 9:00 a.m.:
- ◆ 12:00 – 3:00 p.m.: a third teacher is required when we have more than 20 children.

**The children are required to bring their own lunch and drink. Glass containers are not allowed. On pizza days, please remember to send a drink in with your child.** When packing lunch for your child, please keep in mind how much your child usually eats at home. Please use a cold-pack to keep the lunch cool, as we **do not** have facilities to refrigerate lunches. **Candy is not allowed in lunches.** The teachers will require your child to eat at least half of their sandwich or whatever the main food item is in their lunch before eating dessert items or chips. After lunch, the children have rest or quiet period to prepare for the remainder of the afternoon's planned creative activities, both indoors and out.

**\*\* Peanut free table is available. If your child has allergies alert the teacher.** See Allergy protocol on page 22.

## **PICK-UP POLICY**

**We realize emergencies do happen; therefore, it is imperative that you call the school at 215-233-2923 as soon as you know you may be late.** If you are late arriving for dismissal without having called the school **you will be assessed a fine of \$1.00/minute.** This notice will serve as your only warning.

**A parent arriving late consistently will lose the privilege of using the extended hours program for one month.**

## **PARKING LOT SAFETY**

The parking lot is often crowded at the beginning and end of the school day. Please use extreme care when entering or leaving the building and the parking lot.

- ◆ **2-year-old parents please use the upper parking lot, so that the lower parking lot does not get overcrowded at drop off and pick up.**

- ◆ **Drive slowly and carefully on Church property. The speed limit is 5 mph on church property.**
- ◆ **Hold your child's hand while traversing the parking lot – do not let your child run ahead of you.**
- ◆ **Remain alert at all times.**
- ◆ **Do not leave children unattended in your car.**

To ensure your child's safety, it is required that all children be brought to the classroom and picked up from the classroom. The teacher must be aware of the child's presence before the parent or carpool driver leaves.

## **EMERGENCY SCHOOL CLOSINGS**

St. Thomas' Preschool will send an all school email as soon as we know if there is a school closing or delay. It will also be posted on Facebook and

Our policy is to open the school as long as traveling to and from school is safe, the facilities are running safely and accurately, and we do not anticipate problems with dismissal. **Please, whenever the weather is questionable, check your email.**

## **SICK CHILDREN (Please read very carefully)**

Every effort is made to keep the children healthy. **Your child is not allowed to attend school if he/she has any of the following symptoms:**

- ◆ **A temperature of more than 99 degrees in the last 24 hours (*child MUST be fever free for 24 hours before returning to school*)**
- ◆ **Green or yellow nasal discharge**
- ◆ **Intestinal disturbance accompanied by diarrhea or vomiting**
- ◆ **Any undiagnosed rash on cheeks, arms, legs, chest, or back**
- ◆ **Persistent cough**
- ◆ **Sore or discharging eyes or ears**
- ◆ **Complaints of a sore or irritated throat**

- ◆ Child must have **NO** vomiting or diarrhea for 24 hours before returning to school

**THE SCHOOL RESERVES THE RIGHT TO SEND HOME A CHILD EXHIBITING ANY OF THESE SYMPTOMS.**

**We have a zero tolerance policy for sick children.**

If a child develops any of these symptoms while at school, he/she will be isolated from the other children. Parents will be called and **must** take the child home as soon as possible. **Please be diligent in keeping your child home if there are any questions about his/her health.**

If your child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, scarlet fever, walking pneumonia or strep, it should be reported to the staff as soon as possible.

## **FOOD**

Children with any food allergy are required to provide their own snack each day.

The school provides snacks of water and crackers/pretzels. Parents are encouraged to bring special snacks on their child's special day. Some healthy snack suggestions are grapes or other seasonal fruit, cheese and crackers, mini-bagels with cream cheese, assorted vegetables with dip, graham crackers, pretzels (hard and soft), yogurt, jello and pudding. Special snacks, such as cupcakes, brownies and ice cream are allowed for birthdays or other special celebrations, please advise your child's teacher when bringing this type of snack. No candy is allowed, either as a snack or with lunch. **Please be mindful of known food allergies when providing a snack for the entire class.**

- We incorporated in the fall of 2009 a policy of providing water instead of juice for the children at St Thomas Preschool. This is based on trying to promote healthier choices for the children. As parents, you may still provide juice on your child's special day. Thank you for helping us encourage healthy choices for the children.

## **Food Allergies:**

Any child with a food allergy requiring Benadryl or an Epi-pen, must have a written permission from the parent giving any staff member permission to administer the medication as well as written instructions from the child's physician. We follow CDC guidelines for our allergy protocol.

The Parent must alert staff and fill out allergy protocol paperwork (please see Teacher or Director). The child is **not allowed** to attend school without an updated Epi-pen/medication and the allergy protocol form completed. The Epi-Pen and medication must be in the original prescribed box by a physician. It is the Parent's responsibility to know when their child's Epi-Pen or medication expires. They must provide a new one once the Epi-Pen or medication expires.

**Parents are required to bring in an appropriate snack for their child to have during snack time.**

If a classroom has a child with a Peanut Allergy, that classroom will strive to become a "Peanut Free" classroom. Any child bringing in a lunch or snack with Peanuts, will sit at a separate "Peanut allowed" table.

## **During Special Events:**

**Please do not give food items as gifts to children, only non-food items are permitted to be given as gifts. i.e. pencils, stickers, tattoos etc.**

## **MEDICAL RECORDS**

The medical record form given to you is to be filled out by you and your family doctor and returned to us before your child enters the program. Please be sure that all immunizations are up-to-date.

<p>All children having a known allergy which will cause an anaphylactic reaction must wear an allergy bracelet while at school</p>
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## **MEDICATION**

St. Thomas' Preschool staff will not administer medication, with the exception of medications for severe allergies.

**All medicines must be labeled with child's name and will be kept in the red medical alert bag in each classroom. All medicines must have a current prescription attached.**

**Children with asthma needing an inhaler, must have written permission from the parent for any staff member to administer the medication as well as written instructions from the child's physician.**

### **Medical EMERGENCIES**

In case of a medical emergency, a staff member will call 911 and parents will be notified immediately. If contact cannot be made with the parents, we will call the back-up person listed on the emergency contact form.

### **DISCIPLINE POLICY**

Discipline, the profound ordering of a person's life, is a profound emotional need in all children. Without discipline, children are uncomfortable, helpless at the hands of their impulses, and not able to make sense of their environment. We understand discipline to be the helpful guidance, encouragement and support that adults use to influence children as they learn and grow. It is not so much enforcement of rules as it is a matter of spirit that rests upon the relationship between the teacher and the child. Teachers will set appropriate and consistent limits, model acceptable behavior, redirect children, reinforce positively, and teach negotiating and problem solving skills. Children will be encouraged to use words to settle their disputes. A time-out will occasionally be used to give a child the space to re-establish his/her emotional equilibrium and composure. If necessary, a child will be removed from the classroom and taken to the Director's office if he/she is not responding to any of the other techniques or the safety of the other children is threatened by a child's behavior. **Spanking, hitting or shaming children, withholding food, or coercion of any kind is never permitted.**

### **Behavior Issues:**

At any time the Director, with support of the Board and Vestry, can ask a child to leave St. Thomas Preschool due to behavior issues.

### **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

St. Thomas' Preschool complies with the Child Protective Service Act 124 enacted in 1976. The purpose of this Act is to protect children from abuse, to ensure their opportunity for healthy growth and development and, whenever possible, to preserve and stabilize family life. Our staff has been trained to identify signs of possible abuse or neglect. When we see those signs, we are required to report suspected abuse or neglect via telephone to Childline, which is followed up within 48 hours by a written report (CY-47) to the Montgomery County Office of Children and Youth. We cooperate with the Montgomery County Office of Children and Youth not only because it is required, but also because we understand that caring for children is a shared responsibility. We are committed to the safety and well being of each child. We solicit the cooperation of all parents in this endeavor.

### **SCHOOL SCHEDULE**

St. Thomas' Preschool regular hours are 9 a.m. to 12 noon. **Children should not arrive before 8:55 a.m. unless they have registered for the early drop-off option on the monthly contract for extended hours.** Daily schedules for classes are posted in individual classrooms.

Each class has a daily scheduled playground time. Each class meets with a music specialist and yoga teacher alternating once a week.

### **RELEASE OF CHILDREN**

Children will only be released to their parents or persons designated by the parents in writing as having permission to pick up a child. Parents may designate, on forms provided, a person who may pick-up their child or may send a note with the child. In either case, the person's driver's license may be checked to verify their identity. The safety of the child will always be foremost when releasing children to authorized persons. Please let us know if there is a special circumstance of which we need to be aware. If a parent or escort should be an hour or more late in picking up a child, without having previously contacted the school (215-233-2923) or church office (215-233-3970 ext. 145), the police will be notified.



## **LATE ARRIVAL OF PARENTS**

Parents are expected to bring and pick up their children **PROMPTLY** at the appointed time. Should a parent know in advance that he/she cannot be on time, another person should be designated in writing to pick up the child. In an emergency, a phone call will suffice. **A late fee of \$1 per minute will be charged for late pick-ups.**

Please contact the school office (215-233-2923) or church office (215-233-3970 ext. 145) if you are going to be late. If a parent or escort should be an hour or more late in picking up a child, without having previously contacted the school or church office, the police will be notified.

## **CLOTHING**

Because accidents happen, we ask that you provide an extra set of clothes to be kept in the child's cubby. Please include outer clothes, underwear and socks, which are labeled with the child's name and placed in a plastic bag. We also ask that the clothing be kept seasonal.

## **SPECIAL ITEMS**

Children are encouraged to bring personal articles to share with the class with the approval of the teacher. Books, records, tapes or nature's treasures are usually a safe choice. **Only on your child's special day should an item from home be brought into school. We do not allow children to bring toy guns or toy weapons to school.** While we exercise care with children's possessions, accidents can happen. We ask that you do not send items of sentimental or monetary value.

**PLEASE LEAVE ALL TOYS IN YOUR CAR OR AT HOME!! THERE ARE SUFFICIENT TOYS AT SCHOOL FOR YOUR CHILDREN.**

## **SPECIAL PARENT INFORMATION**

**Toys from home are not allowed at school. Please encourage your child/children to leave toys at home.** Bringing toys from home can cause many problems in the classroom. Rest assured, there are plenty of toys in each classroom for the children.

Some children feel more comfortable if they bring a special blanket or stuffed animal to school with them. If your child chooses to do this, the special item **MUST** be left in their cubby.

**Please do not remove your child from the playground** by lifting them over the fence while school is in session. The teachers will gladly meet you inside for dismissal.

**All birthday invitations must be sent by mail. Placing the invitations in the cubbies is not allowed.**

## **PARENT-TEACHER COMMUNICATION**

The teachers are eager to keep parents informed concerning their child's development and growth. Some examples of teacher communication include:

- ◆ Monthly calendars
- ◆ Newsletters
- ◆ Individual updates, notes and remarks for each child
- ◆ Conferences upon request
- ◆ Notices posted outside the classroom on the bulletin boards and through email.

The following are some suggestions of ways that parents can help facilitate communication as well:

- ◆ **Please read carefully** the notes, emails and newsletters that come home periodically.
- ◆ If you have a concern about your child's development, please ask for a conference **immediately**. Teachers are happy to discuss your child's growth and progress.
- ◆ Please ask questions and voice concerns promptly. Teachers would prefer that you schedule an appointment when there is time and privacy to talk as needed.
- ◆ **Please do not talk about your child in front of him/her**. Children are sensitive about being discussed as if they are not there.

