

Aldersgate Preschool Handbook

Welcome

The staff at Aldersgate Preschool warmly welcomes all the children and their families to our preschool. We look forward to an exciting year of fun-filled learning and growth for every child. Our goal is to develop the whole child and encourage each child to develop at his/her own pace. We strongly believe that "play is learning" during the preschool age, and we meet the child where they are in their development. We strive to involve the entire family in our program, doing so in a loving, Christ-centered classroom environment.

Mission Statement

The Aldersgate Preschool Program believes the whole family is involved in a child's development. We provide a family-centered Christian environment that supports the social, emotional, spiritual, physical, cognitive, and creative development of children.

Our Programs and Staff

Preschool Director: Lisa Murr

Email: lisa.murr@aldersgateyork.com

Phone number: 717-903-7582

2-year-old classes (October through May)

Tuesday and Thursday	9:15-10:45am	\$130/month or \$1040/year
Wednesday only	9:15-10:45am	\$65/month or \$520/year

Teacher: Jessica Jenkins

Email: jessica.jenkins@aldersgateyork.com

Phone number: 717-487-7292

Assistant: Rachael Miller

3-year-old classes (September through May)

Monday & Wednesday	9:00-11:30am	\$140/month or \$1260/year
Tuesday & Thursday	9:00-11:30am	\$140/month or \$1260/year

Teacher: Heather Bradley

Email: heather.bradley@aldersgateyork.com

Phone number: 717-870-8673

Assistant: Erin Warner

4-year-old classes (September through May)

Monday-Thursday AM class	9:00-11:30am	\$210/month or \$1890/year
Monday-Thursday PM class	12:15-2:45pm	\$210/month or \$1890/year

Teacher: Chris Schaeberle

Email: chris.schaeberle@aldersgateyork.com

Phone number: 717-870-4832

Assistant AM class: Tracy Springman

Assistant PM class: Jessica Herbst

*Children should be picked up promptly at the end of their designated class time. Pick-up and drop-off will be in the preschool lobby, at the preschool entrance (South Entrance #1). A late fee of \$10 will be charged to your account for habitual tardiness (defined as the third occurrence of a late pick-up unless other arrangements are made with the Preschool Director).

Enrollment and Tuition

Enrollment at Aldersgate Preschool is open to all children regardless of race, color, religion, sex, or national origin. A child with any physical, mental, or emotional special need that requires special care is accepted on an individual basis. If an opening is available, enrollment may take place anytime during the year. A registration fee will be charged upon initial enrollment. When enrolling your child, there are several papers that must be completed for our files. A current immunization record **MUST** be returned before the first day of school, or the child may not begin classes.

Tuition for all classes is due by the first of each month, collected one month in advance from August through April (September through April for the 2's classes). Email reminders will be sent out one week prior to the tuition due date, with an online payment link through our Stripe payment system. Payments can be made online or via cash or check (made payable to Aldersgate Church). Both cash and check payments should be placed in an envelope and deposited in the payment box in the preschool lobby, labeled with your child's name.

It is necessary that tuition is paid on time in order to maintain a quality program. A late fee of \$10.00 will be added to your account if tuition is not received by the 15th of each month. Please notify the preschool director if you are having any issues with your tuition payments.

In the event of withdrawal from preschool, written notice is required by the parent/guardian to the preschool director. Please note that tuition will not be reimbursed for the remaining portion of the month.

Safety

The safety of your child is of utmost importance to us; therefore, every effort is made during the school day to ensure the safety of every child. If a serious accident occurs during preschool, you will be called immediately. If the parent/guardian cannot be reached, we will contact the person on your child's emergency contact form. Liability insurance is carried on all children for injuries that may occur while attending the Aldersgate Preschool.

Children should be escorted by a parent/guardian to the preschool lobby (South Entrance #1) for drop-off at their class's designated time. Parents/guardians will pick up their child at the end of the class again in the preschool lobby. Parents/guardians are responsible for their children before and after school until the teacher brings them into the preschool hallway.

Our facility is locked at all times. If you need to gain access to the preschool during preschool hours, please ring the doorbell (to the left of the double doors) or contact the preschool director. If you need to drop off paperwork during non-preschool hours, please go to the west entrance of the church (doorbell to the right of the doors), and the church's administrative assistant will assist you during church hours.

If your child is being picked up by someone other than a parent/guardian, it is necessary to have them listed on the carpool release form and advise us of any pick-up changes immediately. Photo ID will be requested if the teacher is not familiar with the person picking up your child.

Playground Rules

Our playground is available to use before and after school and is a great way for your child to become familiar with their new school. Please remind your child of our playground rules:

- Walk up the steps/tunnel and slide down the slide on their bottom
- Climb up the rock wall—do not climb down
- No pushing or grabbing other children
- No throwing the mulch/keep the mulch in the raised mulched area

Parents are responsible for their children while playing on the playground before and after school.

Emergency Management Plan

The safety of your child is our top priority while in our care. We have an emergency plan for “shelter in place” emergencies, fire emergencies, and evacuation-type emergencies. Our church staff is aware of these procedures and will assist the preschool staff during an emergency as needed.

Due to the nature of such emergencies and to ensure the safety of the children and staff, the emergency plans are only available upon written request by a child’s parent/guardian to ensure the security of these plans.

Discipline

Discipline in the classroom will be used in a positive, gentle, and understanding manner. There will never be any form of physical punishment, nor any type of language that is negative toward the child, that ridicules or embarrasses the child. Your child will always be treated with respect in all situations. We will do everything we can to meet the individual needs of every child.

However, if there is behavior that is disruptive to the class or endangers other students, the teacher or director may remove the child from the classroom to calm the child and talk through the situation with the child. Parents will be notified by the teacher or director of the situation and discuss if additional steps are needed to ensure their success in the classroom. If we can no longer meet the needs of your child, a meeting will occur with the director and/or teacher for a possible removal from the preschool program. If possible, outside resources will be provided to support the child and family.

Health

Your child’s health and the health of all students and staff at Aldersgate Preschool are of absolute importance to us. We ask that if your child is showing any signs of illness, please observe the “24-hour rule” and keep your child home from school that day (and free of these symptoms for 24 hours). Signs of illness include:

- Persistent cough or excessive nasal discharge
- Fever, diarrhea, or vomiting in the past 24 hours
- Symptoms of possible communicable disease, such as pink eye, chicken pox, flu, or head lice
- Rash (unless seen by a doctor and provided a medical note)
- Begun taking antibiotics in the past 24 hours

If your child becomes ill during school hours, we will contact you first, and then your emergency contact if your child needs to be picked up and taken home.

In the case of a communicable disease (as listed above), you must notify the preschool director immediately so other parents can be contacted and made aware of the situation to look out for any symptoms in their own child. Please note that no names or class information will be provided to maintain confidentiality.

If your child requires an inhaler, EpiPen, etc., please notify the preschool director directly for further direction.

Weather Delays & Closings

We will make all decisions regarding weather delays based upon predicted/current weather reports and not based on any specific school district. In the event of a preschool delay, we will operate on a modified schedule as follows:

- 2's class: 10:15-11:30am
- 3's & 4's morning class: 10am-12pm
- 4's afternoon class: 12:45-2:45pm

Any delays, closures, or schedule changes will be posted on the Homeroom App as well as communicated through email.

Potty Training & Clothing

While it is strongly encouraged that all students ages 3 and up be potty trained, this is not a requirement to attend our preschool. If your child is actively working towards being potty-trained, please discuss this with your child's teacher so we can reinforce and encourage those behaviors at preschool.

Because accidents do happen at this age, even after being potty trained, we ask that a change of clothes be provided (in a large Ziploc bag labeled with the child's name and changed seasonally) to remain at preschool in the event an accident occurs.

It is important to dress your child appropriately for all kinds of active and messy play. We do ask that your child wear comfortable clothing that he/she can manage independently. Children should also wear rubber soled shoes for safety that buckle or tie to prevent injury while playing, no flip-flops please.

Snack

We have snack time on a daily basis in the 3's and 4's classes, and we do ask for snack donations. If you are interested in signing up to donate snacks for your child's class, please check the sign-up sheets that will be posted in the preschool lobby.

Due to allergy concerns, we are a peanut/tree nut-free school. Please do not send any snacks containing nuts or snacks that are "manufactured in a facility that processes peanuts or tree nuts". If your child has any food allergies, please be sure to discuss this with the preschool director and your child's teacher.

Your child's birthday is a special occasion, and we enjoy celebrating it (summer birthdays are usually celebrated in May). While special treats are welcome, please remember to keep all snacks peanut/tree nut-free.

Field Trips

The world outside the classroom is very important to a young child's education. Pictures and words cannot compete with the real thing. Field trips are also a fun time for the parent and child to experience these things together, as they allow that one-on-one time with your child. All our field trips require parent/guardian participation, and the parent/guardian is responsible for their child during the entirety of the field trip, along with any fees associated with the field trip. The preschool teacher will provide the parent with a permission slip and all information associated with the field trips.

Parent Involvement

Parents are always welcome and encouraged to help in the classroom; however, PA Volunteer Clearances will be needed in order to volunteer. Many opportunities will be provided throughout the school year for you to come into the classroom and interact with the children. Look for sign-up sheets in the preschool lobby and information in the monthly newsletters. Below you will find the volunteer clearance links.

PA Child Abuse History Certification: <https://www.compass.dhs.pa.gov/cwis/public/home>

Pennsylvania State Police Criminal History Record Check: <https://epatch.pa.gov>

Communication

We strive to always have open and honest communication between parents/guardians and the teachers. Please feel free to ask questions regarding your child at any time via text, email, or in person (when the teacher is available before or after class or during a pre-arranged meeting time).

Parents will receive daily/weekly communications via the HomeRoom App regarding their child's school day, along with school closings/delays, updates on any infectious disease concerns (no detailed information regarding the child or class will be provided), calendar/date changes, or any other announcements that need to be communicated quickly. Information on signing up for the HomeRoom App will be provided at our Back to School Night or during our Meet and Greet.

If you do not receive a response from your child's teacher in a timely manner, please don't hesitate to contact the preschool director directly. If there is ever an emergency during preschool hours and the preschool staff cannot be reached, please contact our church office at (717) 854-4276.