

St. Paul's Church of Red Lion Preschool Handbook

2023-2024



Dear Parents,

We welcome your child to Saint Paul's Church of Red Lion preschool program. Our goal is to provide a quality program to help prepare your child for the kindergarten experience. We are looking forward to caring for your child and watching them grow in so many ways.

St. Paul's Church invites you to be a part of our church family. For information about our church worship services, children's programs, and additional outreach programs, please check out the church webpage:

<https://www.saintpaulsredlion.com>

The following handbook will provide you with information about our program and our school policies. Please read the handbook and contact the church or teacher if you have further questions.



Link to St. Pauls Preschool Webpage

CHILDREN LEARN WHAT THEY LIVE

IF A CHILD LIVES WITH CRITICISM,
HE LEARNS TO CONDEMN.

IF A CHILD LIVES WITH HOSTILITY,
HE LEARNS TO FIGHT.

IF A CHILD LIVES WITH RIDICULE,
HE LEARNS TO BE SHY.

IF A CHILD LIVES WITH SHAME,
HE LEARNS TO FEEL GUILTY.

IF A CHILD LIVES WITH TOLERANCE,
HE LEARNS TO BE PATIENT.

IF A CHILD LIVES WITH ENCOURAGEMENT,
HE LEARNS CONFIDENCE.

IF A CHILD LIVES WITH PRAISE,
HE LEARNS TO APPRECIATE.

IF A CHILD LIVES WITH FAIRNESS,
HE LEARNS JUSTICE.

IF A CHILD LIVES WITH APPROVAL,
HE LEARNS TO LIKE HIMSELF.

IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP,
HE LEARNS TO FIND LOVE IN THE WORLD.

DOROTHY LAW NOLTE

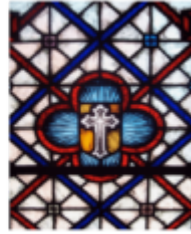
COMMUNICATION,
CONTACT INFORMATION,
SOCIAL MEDIA

St. Paul's Church of Red Lion Email and contact information

St. Paul's UMC Webpage

<https://www.saintpaulsredlion.com>

Saint Paul's Church
45 First Ave.
PO Box 250
Red Lion, PA 17356
(717) 244-2355



Church Administrative Assistant: Mr. Bob Strickler

Church Pastor: Pastor Chris Nauta

Preschool Committee Chairperson: Mrs. Ronda Vasellas

If you have any concerns about your child that you would like to discuss with the teacher, please feel free to call the church (717-244-2355) or email your child's teacher.

Preschool Director/3-day class teacher

Mrs. Patience Martin

3-Day Preschool Email:

stpaulspreschool3dayclass@gmail.com

2-Day class teacher

Mrs. Carissa Eveler

2-Day Preschool Email:

stpaulspreschool2dayclass@gmail.com

Facebook Page

St. Paul's Preschool Red Lion

<https://www.facebook.com/stpaulspreschoolredlion>

St. Paul's Preschool Web Page

<https://www.saintpaulsredlion.com/preschool/>

Payments for Preschool

<https://www.saintpaulsredlion.com/giving-page-test/>

Click on 'Online Giving'



**St. Paul's Church of Red Lion Preschool
2023-2024 School Calendar (All Dates Inclusive)**

Revised 5/12/2023

August 28 (Mon)	Orientation for all classes
September 5	First 2-Day Class
September 6	First 3-Day Class
October 9	Columbus Day (no school)
November 22-November 27	Thanksgiving Vacation
December 25-January 1	Christmas/New Year Vacation
January 12 (Fri)	Teacher Inservice Day (no school)
January 15 (Mon)	Martin Luther King Day (no school)
February 16 (Fri)	Teacher Inservice Day (no school)
February 19 (Mon)	President's Day (no school)
March 28-April 1	Easter Vacation
April 23 (Tues)	Teacher Inservice Day (no school)
May 13 (Mon)	Year End Graduation Program (6:30 pm)
May 22	Last 3-Day Class (Please note, the last day of school will be Friday, May 26th , if we have a snow make up day)
May 23	Last 2-Day Class

Snow/weather make-up days have been scheduled as follows:

2-Day

Thursday, March 28
Tuesday, April 23

3-Day

Friday, January 12
Friday, May 24
Friday, February 16
Monday, April 1

The 2-day class will make up two snow days. After that it is up to the teacher's discretion depending on the number of snow days that occur.

The 3-day class will make up the first, second and third snow days, providing they occur before the designated make-up dates. After that, it is up to the teacher's discretion depending on the number of snow days that occur.

***The calendar is subject to change as deemed necessary
by the Preschool Committee and St. Paul's Administrative Council.***

GOAL OF OUR PRESCHOOL PROGRAM

St. Paul's Church of Red Lion offers a Preschool program as a community outreach service. Our Preschool committee feels a need to create an environment in which our children will have a positive beginning to their educational experience. We want to extend an invitation to you and your family to visit with the St. Paul's members. Please consider joining us on Sunday morning for the Sunday School or Worship hour OR consider making St. Paul's Church of Red Lion your home.

For more information on programs, services, and times please check out

St. Paul's Website: <https://www.saintpaulsredlion.com>

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THE PHILOSOPHY OF THE PROGRAM

Our aims are to create a positive learning experience within a Christian environment so that the child may develop both an interest and joy in learning. Through offering a balance between social and pre-kindergarten academic skills, the Preschool hopes to provide each child with an opportunity to grow socially, emotionally, spiritually, and academically.

THE MISSION STATEMENT OF ST. PAUL'S CHURCH OF RED LION

*We, a Christ-centered ministry inspired by the Holy Spirit are:
God's ears to hear the needs of others,
God's heart to feel what others feel,
and God's hand to help all people know his love.*

THE OBJECTIVES OF THE PROGRAM

1. To provide children with firm foundations on which the cognitive learning of later years will be built.
2. To encourage the child to develop at his own rate—physically, socially, and intellectually—by offering various learning experiences.
3. To meet the basic needs of each child.
4. To provide children with activities in the arts so that they may develop an appreciation of the arts through song, rhythm instruments, books, dance, movement, role playing, and activities of self-expression.
5. To encourage and build cooperative skills, manners, values, and to understand the importance of respect of oneself and others.
6. To develop an interest in literature through a variety of formats including books, story telling, poetry, drama, and video.
7. To develop an awareness of good health habits such as exercise, dental and personal hygiene, and diet.
8. To stimulate an interest in kindergarten readiness skills through activities in reading, science, math, social studies, art, music, and physical education.
9. To provide fundamental knowledge of our common Christian heritage.
10. To involve the parents in the preschool experience by communicating through frequent newsletters, holding parent conferences, organizing special programs, utilizing parent volunteers, and creating an open line of communication between the teacher and the parent.

ABOUT OUR TEACHERS

3-Day Class Teacher/Director: Mrs. Patience Martin

Patience Martin has been a preschool teacher at St. Paul's UM church for over 20 years. She has her teaching degree from Messiah College. She is also employed by Unique Physique Fitness Center where she teaches fitness classes and is a personal trainer. In addition to teaching, Patience is active in her church as a junior high youth advisor and Sunday school teacher. In her free time, she enjoys reading and values family time with her husband, teenage son and extended family.

2-Day Class Teacher and 3-Day Class Assistant: Mrs. Carissa Eveler

Carissa has been a teaching assistant for our 2-day and 3-day classes at St. Paul's for the past 4 years. Additionally, she has helped to plan, coordinate and operate our Lunch Bunch program. Carissa loves working with children and has found it very rewarding to watch them learn, play, and grow. She is looking forward to the challenge of teaching; and, to the joy of helping build a foundation for your child's future educational journey.

2-Day Classroom Assistant: Mrs. Tanya Kurzmiller

Tanya will be our replacing Mrs. Carissa as the 2-Day class assistant. . She is looking forward to the opportunity to work with the children. Tanya lives near Winterstown with her husband and two teenage children. She loves spending time and taking care of her busy family. In her free time, she likes to garden and watch veterinarian shows!

STRUCTURE OF A TYPICAL PRE-SCHOOL SESSION

9:00-9:20.	Table Activities
9:20-9:35.	Opening Meeting
	-Calendar
	-Weather
	-Daily News
	-Pledge
	-“Moving” Activity
	-Rhymes, Fingerplays
9:35-10:20.	Readiness Activities
	-Alphatime (Alphabet)
	-Math, Science, Social Studies
	-Units, Art, etc.
10:20-10:40.	Prayer and Snack
10:40-11:10.	Playtime with Playgroups
11:10-11:30.	Closing Meeting
	-Story time
	-Songs
	-Review of the Day
	- Talking Time
	-Show and Tell

**The 3-day class will have Preschool Chapel on Wednesdays for a 10 minute period. The Chapel session includes singing and a lesson which is taught by the Pastor.

2023-2024 Tuition and Registration Fees

★ **Registration fee (\$25.00)** which is non-refundable. The fee must be paid to insure your son/daughter a position in the Preschool.

★ **Monthly Tuition Fees:** You will receive a monthly tuition statement indicating your balance. Please make prompt payments with directly to the church or through the online payment option.

<u>Monthly Regular Classes (9-11:30)</u>	<u>Monthly Extended Day Tuition (9-1:00)</u>
2-day class-\$105.00 per month	2-Day Ext. Day Lunch Bunch-\$125.00
3-day class-\$140.00 per month	3-Day Ext. Day Lunch Bunch-\$170.00
5-day option-\$200.00 per month	5-Day Ext. Day Lunch Bunch-\$250.00

*Tuition payment is due by the 10th of each month. If tuition payment is not received by the 20th of the month, a \$5.00 late fee will be charged. If your tuition is not received by the 30th of the month, your child will be withdrawn from the program. **If special circumstances arise making it difficult to pay your child's tuition, please inform the church office immediately so that we can possibly make some special arrangements.***

★ **Annual Activity Fee/Field Trip fee (\$50.00):** This fee will help to cover the cost of all monthly field trips, parties, and special activities for the school year. This may be paid in a lump sum (due on October 1st) or may be paid in 2 payments (\$25.00 due on October 1st and \$25.00 due on January 2nd).

WE ARE A NON-PROFIT ORGANIZATION. YOUR PROMPT PAYMENT IS IMPORTANT TO RUN OUR PROGRAM EFFICIENTLY ON A MINIMAL BUDGET.

ONLINE PAYMENT OPTION

For your convenience, we do offer an opportunity to make your payments online through our church website.

1-Go to the Website: <https://www.saintpaulsredlion.com>

2-Click on the 'Give Online' image on the home page

3-Follow the instructions to make your secure payment online. (Under **Preschool**, you may select **Tuition, Activity Fee, or Monthly Kids Club**)

WITHDRAWAL

Your child may be withdrawn from the program at any time; however, a written request must be received by the church two (2) weeks prior to the date of your child's withdrawal.

CLASS SIZE

The 2-Day Class will be limited to 16 students and the 3-Day Class will be limited to 18 students. These follow the State Guidelines established for this age group and this type of program. In order to register for the 3-day class, the student must be eligible for kindergarten the following school year. To register for the 2-day class, the student must be eligible for kindergarten in 2 years. A 5-Day option is available to students who are eligible for 3-day class. In the Red Lion School District, the students must be 5 by August 31st to be eligible for kindergarten.

CLASS INFORMATION

Morning Classes will meet from 9:00 A.M. – 11:30 A.M. Students should not be dropped off prior to starting time and should be picked up promptly at dismissal time. The Extended Day option will meet from 9:00 AM-1:00 pm. (students must bring own lunch).

The 3-day class will meet on Mondays, Wednesday, and Fridays. The 2-day class will meet on Tuesdays and Thursdays.

SAFE SANCTUARIES CHURCH

St. Paul's is a "Safe Sanctuaries Church". All teachers and workers with children and youth have their criminal background and child abuse clearances. The health and safety of our children and families is our highest priority.

POTTY TRAINING

It is a requirement that any student entering the Preschool program should be potty trained. Any questions concerning this matter should be directed to the teacher.

SCHOOL CALENDAR

Classes will begin the first full week in September. The Preschool will basically follow the Red Lion Area School District Schedule. Please refer to the calendar for this school year for exact dates and information on the school calendar since this will change slightly each year.

HEALTH AND SAFETY POLICIES AND PROCEDURES

Covid is behind us but we will continue to be cautious in our procedures. Please stay informed by checking your email or the church web page for any updates. Despite the pandemic, we are proud that we have been able to safely keep our preschool open for the past 3 school years. Again, will need a sincere group effort and 100% cooperation from everyone to have a healthy and successful 2023-24 school year!. Thank you in advance for your support.

The health and safety of our children and families is our highest priority. We want to offer a quality program which is valuable, engaging, and enjoyable for the child. We hope the following information will provide you with the information you need to start this very unusual school year with confidence. We are very excited to begin a new year!

1. Snacks
 - a. All snacks should be prepackaged.
 - b. A snack 'sign up' will be provided by the teacher for snack donations.
2. Cleaning and sanitizing
 - a. The classroom will be cleaned/sanitized daily by church custodial staff.
 - b. Teachers will establish a procedure so that toys are cleaned frequently
 - c. Sharing of equipment will be limited.

- i. Children will have their own supplies (crayons, scissors, pencils, etc) which will be stored in their own cubby.
 - ii. We will be limiting/rotating the amount of toys available for children to use and will be cleaning toys regularly.
3. Please do not send your child to school if they are ill. If you have any questions or concerns, please contact your child's teacher or the church office.

ILLNESS/ABSENCES

There are no refunds for sick days. However, in the case of extended illness (if the student is absent for more than 4 consecutive days for the 2-day class or the student is absent for more than 6 consecutive days for the 3-day class) the parent will not be expected to pay for the period of illness PAST THE TWO WEEKS. The parent will be billed for the first two weeks of illness.

Whereas the parent is exempt from paying tuition due to an extended illness, a doctor's certification is required.

We offer the preschool program as an outreach program because we feel there is a need for quality educational programs for the preschool child. We limit enrollment to be sure we're within guidelines for student/adult ratios. Your tuition covers the basic cost of our operational fees. Therefore, in case of extended absence other than illness, tuition must be paid in order to hold your child's spot in the class.

HEALTH CARE CONCERNS

To protect the good health of your child and others, it is expected that any sign of fever, nausea, undiagnosed rash, or any other illness is sufficient reason for your child to stay at home. Remember the exposure to other children and staff. If your child becomes ill at school, you are notified immediately. However, if your child appears to need medical attention upon immediate arrival, we reserve the right to refuse admittance without a doctor's note.

Keeping your child from school when any of the following symptoms occur can control communicable diseases:

- | | |
|---|------------------------|
| *Excessive nasal discharge and sneezing | *Vomiting |
| *Fever (+100 degrees) | *Diarrhea |
| *Excessive scratching of the scalp | *Excessive coughing |
| *Itching, red or infected eyes | *Infected skin patches |
| *Earache | |

Children with any serious illnesses such as Flu, Scarlet Fever, Meningitis, Measles, Pneumonia, etc. should be kept out of school until your physician decides the child can return without danger to himself or other children or staff.

Also, please contact the school immediately upon diagnosis of any communicable disease in order for us to notify other parents.

In regard to returning your child to school after having a communicable disease, St. Paul's United Methodist Church Pre-school adheres to the following rules:

- | | |
|--------------------------|--|
| Chicken Pox: | One (1) week after rash begins and/or all chicken pox are scabbed over. |
| Impetigo: | 24 hours after treatment and infected area is dry-crusts. |
| Pediculosis (Head Lice): | After treatment and head is clear. If you suspect head lice, please do not send your child to school and contact |

	the teacher immediately.
Ringworm:	After treatment has begun and note is presented from family physician.
Scabies:	24 hours after treatment has begun.
Strep Throat:	Should stay home from school or day care until they have taken antibiotics for at least 24 hours
Pink Eye:	Two (2) days after treatment has begun and eyes are clear.

Bringing your child with any signs of illness to the school may cause other children to get sick. If ALL parents keep sick children home, everybody's children will stay healthier. In the end, this will mean fewer lost work days and fewer illnesses for parents too.

DROPPING THE CHILD OFF AND PICKING THE CHILD UP

For your child's safety, please inform the teacher of who will be picking your child up. If someone OTHER than the person who normally picks the child up will be picking the child up, please inform the teacher by note. Also, if there are any special circumstances of which we should be aware, please inform the teacher. If any of the information changes dealing with pickup of your child, inform the teacher or church immediately.

DROP OFF AND PICK UP PROCEDURES

- a. Staff members are the only adults permitted in the building.
- b. Drop off and pick up will take place outside the building. More specifically, cars will drop off and pick up in the alleyway by the preschool door.
- c. **Arrival/Drop Off:** All drop off traffic must go in the same direction. Please approach the alleyway from the main side parking lot of the church. Drive behind the church and wait for your turn in line to pull up to the handicap spot directly outside the preschool door. (For point of reference, when you are parked outside the preschool doors you MUST be facing toward First Avenue and in one line of cars). We do not want to block the traffic that would be using the Community Center next door. Although we understand that your child will need help getting in and out of car seat, please try to help them become as independent as possible during drop off and pick up ---- our hope is that this process can be accomplished quickly and efficiently! Students will then be escorted into the building where they will wash hands prior to beginning daily activities.
- d. **Dismissal/Pick Up:** Please be prompt when picking up your child. The cars should, once again, line up in front of the preschool doors facing First Avenue (approach the alleyway from the main side parking lot of the church, drive behind the church and wait for your turn in line to pull up to the handicap spot directly outside the preschool door). We will bring one student out at a time, ***To make things easier for departure, it would be helpful if you could provide a sign (large enough to be visible from the classroom window) with your child's name on it so we know which student belongs in which car.*** If you will be driving different cars, be sure there is a name sign for each car.
- e. The process for arrival will begin at 8:55 am to help avoid a backlog and dismissal will begin as soon as cars begin to line up.

LATE PICK-UP POLICY

When a parent is 10 minutes late to pick up their child from Pre-school an additional \$5.00 charge will be added to their monthly tuition bill. An additional \$5.00 charge will also be added to their bill for each additional 5 minutes beyond the original 10 minute time period. The money that is collected will be given to the Preschool teacher for her time. You will be notified by the Preschool teacher before a charge is added to your monthly tuition statement.

SPECIAL PROGRAM/EVENTS

The students will be celebrating special holidays such as Halloween and Christmas. A special end-of-the-year Program will be held.

PARENT/TEACHER RELATIONSHIP

The parent/teacher relationship is a very important aspect of our program. Working together will enable us to provide the best program for your child. The key will be to keep the line of communication open between the Directors/Instructors of our program and the parent. The teacher will attempt to keep you informed of pre-school happenings by providing a newsletter at least monthly. We also would like to utilize willing parent volunteers to aid in various activities throughout the school year. If you have any talents you'd like to share, please call and discuss them with the teacher. We may also utilize parents for driving their child for monthly field trips, providing snacks, and for special programs. Please keep the teacher abreast of any unusual circumstances within your home which may affect your child's behavior at school. If, at any time, you feel a conference is necessary, do not hesitate to contact the teacher.

SNACKS

Juice will be provided by the church, however, parents are asked to provide a snack for the child's class one time per month. A sign-up sheet will be provided by the teacher so that the parent may sign up for a day to provide the snack for that month. If your child has a birthday that month, they may want to bring the snack for their birthday.

ANNOUNCEMENTS

Any important information or news will be posted on the bulletin board outside the classroom or will be provided to you by email, text, or other social media tools..

OUTSIDE DOOR POLICY

All of the outside doors are to stay locked during the day. Preschoolers shall use only the large wooden doors outside of the preschool room. We will open that door before school starts and lock it again after all the students have arrived. It will be opened prior to dismissal. Cars should be parked on the street directly in front of the church or in the parking lot across the street from the church.

IN CASE OF INCLEMENT WEATHER

Due to the fact that the Red Lion Area School District has implemented the use of *Flexible Instructional Days* as an option on inclement weather days, St. Paul's will, most likely, need to make decisions on a case-to-case basis as related to delays and cancellations.

If the Red Lion Area School District has a delayed opening, the preschool will also operate on a delayed schedule. In the event of a delay, preschool will start at 10:00 AM and will finish at normal time (11:30 am).

If the Red Lion Area School District is operating as a Flexible Instructional Day/Virtual Instruction Day, St. Paul's will either close, delay the start of class time, or offer a virtual option.

If the preschool is closed or operating on a delayed schedule, **this decision will be communicated to parents via email by 8:00 am.** Red Lion School District cancellations/delays can be found on the Red Lion Area School District Webpage.

The decision-making process for delays and closing is based on the fact that we have limited days available in our schedule for making up missed classes. Please use your judgment in deciding whether or not to bring your child in case of inclement weather.

The Tuesday/Thursday class will make up two snow days if the first snow day occurs before the 1st snow make up date (see current year calendar). After that it is up to the discretion of the teachers and preschool committee depending on the number of snow days that occur. The Monday/Wednesday/Friday class will make up three snow days providing they occur before the designated make-up dates (see current year calendar). After that, it is up to the discretion of the teachers and preschool committee depending on the number of snow days that occur.

In the event we have an unusually high number of snow days, the preschool committee will work with the teachers and make all attempts to provide additional options for making up some of the instructional time missed due to inclement weather.

SPECIAL INFORMATION

*****Students who are enrolled in the 2-day class will automatically be eligible to enroll in the 3-day class. Registration, however, must be paid by March 15th to hold your child's spot in the 3-day class. This enables us to fill the classes with other interested children if your child does not enroll.

*****The teacher will only dispense emergency medications (medications for bee stings, allergies, etc.). In the event emergency medications need to be kept at the school, the parent must bring the medication to school and give written instructions as to administering the medication.

FUND-RAISING

The Pre-school Committee may decide to conduct fundraiser(s) as needed. Money raised will be used to maintain and improve our preschool classroom.

PARKING

Parking for all pre-school events, including drop-off and pick-up, is permitted in any designated church parking lot. On-street parking is also available where permitted by law. Please note that the areas behind the church and between the church and Red Lion Community Services are part of a Red Lion borough alley and **cannot be blocked for any reason**. Blocking this alley would prevent emergency vehicles from accessing the alley in the event of an emergency situation at the church or Red Lion Community Services. Parking between the church and Red Lion Community Services is **prohibited**. There are designated handicapped areas for loading and unloading only.

FIELD TRIP TRANSPORTATION

St. Paul's as a whole abide by a "Safe Sanctuary" policy which is aimed at reducing the risk of child abuse in the church. This policy helps ensure that our churches are safe places for children to grow and learn.

In keeping with this policy, we will implement the following procedures regarding transportation for field trips. For all field trips, students must either be transported by one of their parents, or by another friend or relative designated on the "Field Trip Transportation Permission Slip". These forms will be distributed to each parent and should be completed and returned to one of the teachers prior to the first field trip. Forms will be kept on file in the classroom and can be updated throughout the year as needed. Questions regarding this policy can be addressed to your classroom teacher.

PRESCHOOL COMMITTEE

The Preschool Directors/Teachers are in charge of the daily happenings, planning, and implementation of curriculum within the preschool. St. Paul's Preschool Committee consists of nominated church members that oversee the functioning of the Preschool. All activities that occur in the Preschool must be approved by this committee. The preschool committee works cooperatively with the classroom teachers and assistants.

SUMMARY OF THE PROGRAM

Emphasis is placed upon the importance of play, personal needs, awareness of environment, and careful observation of children's behavior to guide development and learning.