

HANDBOOK OF THE
NURSERY SCHOOL
LEWISTOWN PRESBYTERIAN CHURCH

Dear Parents,

Your child is enrolled in the **MORNING/AFTERNOON** session of Nursery School at the Lewistown Presbyterian Church. Classes are on Tuesdays and Thursdays beginning Tuesday, August 30, 2016, and continuing through Tuesday, May 9, 2017, during the following times:

Morning session – 9:00 a.m. to 11:00 a.m.

Afternoon session – 12:00 p.m. to 2:00 p.m.

Our teachers will welcome you and your child to Nursery School at an **OPEN HOUSE** scheduled 6 p.m. to 7 p.m. as follows:

Morning session – Wednesday, August 24, 2016

Afternoon session – Thursday, August 25, 2016

This booklet is designed as a guide to help you and your child best adjust to his/her early educational experiences. **Please bring this booklet with you to Open House as we will review important information. Also, the forms in the center of this booklet must be completed and returned in the self-addressed stamped envelope by Monday, August 15, 2016.**

We are delighted to welcome your child to our Nursery School and look forward to a great year.

NURSERY SCHOOL/PRESCHOOL STAFF

Mrs. Sherri Powell
Mrs. Ginny Westover

NURSERY SCHOOL/PRESCHOOL COMMITTEE

Patricia Brown
Gloria Runk

Kris Hill
Tara Reeder

The Lewistown Presbyterian Church, through the guidance and supervision of the Nursery School/Preschool Committee, will conduct a Preschool for 4-year-olds and Nursery School for 3-year-olds during the 2016-2017 school year.

This will be our 54rd consecutive year in operation.

The 2016-2017 school year is as follows:

Nursery School - Tuesday, August 30, 2016
through Tuesday, May 9, 2017

Preschool – Wednesday, August 24, 2016
through Wednesday, May 17, 2017

Our classrooms are located in the Christian Education Building of the Lewistown Presbyterian Church on the corner of East Third and North Brown Streets. Please use the Brown Street entrance at all times.

NURSERY SCHOOL CALENDAR

FIRST DAY OF SCHOOL: Tuesday, August 30, 2016

NO SCHOOL: Tuesday, November 10, 2016

THANKSGIVING VACATION: No school, Thursday, November 24 and Tuesday, November 29. Return to school Thursday, December 1, 2016

CHRISTMAS VACATION: No school Tuesday, December 20 through Thursday, December 29, 2016. Return to school Tuesday, January 3, 2017

LAST DAY OF SCHOOL AND CELEBRATION: Tuesday, May 9, 2017

We will follow the public school calendar as closely as possible.

Regularity in Nursery School attendance is very important and establishes good habits for the future. Tardiness is a handicap to the child since he/she will not be ready for activities when other children are.

BAD WEATHER DAYS

Weather-wise, our policy is that we will also be closed if the Mifflin County School District schools are closed. Therefore, listen for Mifflin County School District announcements on WMRF, WKVA, and WCHX radio stations, log onto the school district's website: www.mcSDK12.org or join our Facebook page.

To join our Facebook page, go to www.facebook.com. Search for Lewistown Presbyterian Preschool/Nursery School. Ask to join.

The following modified schedule will be in effect for the days when the Mifflin County School District announces **a two-hour delay**:

Morning Nursery School – 10 a.m. to 12 noon

Afternoon Nursery School – 12:30 p.m. to 2:30 p.m.

Mifflin County School District announces **a three-hour delay**:

Morning Nursery School – Cancelled

Afternoon Nursery School – Regular time, 12:30 p.m. to 2:30 p.m.

If the Mifflin County School District announces an early dismissal due to bad weather, there will be no afternoon Nursery School.

GENERAL INFORMATION

The child must have attained his/her third birthday by September 1, 2016. No exceptions will be permitted.

We look forward to providing the best possible early learning experiences for your child – socially, developmentally, and educationally. Your child will be helped to understand these new experiences through creative activities, guided playtime, relationships in groups, and individual effort.

Our school is open to all children whose parents desire to enroll them, as space permits. Although working parents are invited to enroll their children, the Nursery School is in no sense designed as a “child-care center” or a “baby-sitting service.” It is to be a school, with its orientation in the Christian faith (including chapel time and Bible stories), for the development of children whose parents desire this early learning experience for their children.

Nursery School children will be enrolled on a four-week trial basis. At the end of the four weeks, if the child has not adjusted to Nursery School and the teachers feel that the child cannot benefit from continued attendance, the parents will be notified, and any tuition paid in advance will be refunded. The Nursery School/Preschool Committee reserves the right to drop from the enrollment any child whose social behavior is seriously detrimental to the normal development of other children in the class.

Those 3-year-olds enrolled in Nursery School this year will be given preference during registration for next year’s Preschool classes of 4-year-olds. Registration forms for the 2017-2018 school year will be distributed in November. Members of the Lewistown Presbyterian Church, as well as parents of children currently in Nursery School, are offered a special opportunity to choose the Preschool session they prefer until Friday, December 9, 2016. After this date, any remaining openings are offered to others in the community. Registrations are accepted in the order in which the completed forms and fees are received at the church office.

PAYMENT OF FEES

A \$15 registration fee is due when a child is enrolled in Nursery School or Preschool.

Nursery School tuition for the 2016-2017 school year is \$480. You may pay the full amount at the beginning of the school year, or if you prefer, we permit eight (8) monthly payments of \$60, payable the first school day of each month.

Please plan to make the first tuition payment of \$60 at Open House which is payment for September. Make checks payable to the Lewistown Presbyterian Church with the child's name written on the memo line. Mail checks or put them in the payment box across from the Preschool/Nursery School room. Cash payments will be accepted with receipts provided.

Parents must assume financial responsibility for the full school year once their child is enrolled, unless the child does not make the necessary adjustment during the four-week trial period. Withdrawal from the program after this trial period does not excuse financial responsibility unless a family moves from the area.

TRANSPORTATION

Each parent is responsible for his/her child's transportation to and from the Lewistown Presbyterian Church or to arrange for such transportation. Car-pooling is encouraged.

It is your responsibility for you or an authorized person **to escort your child from your vehicle to the classroom** during a fifteen minute drop-off time frame. Children may be dropped off in the classroom between **8:45-9:00 (a.m. class) and 11:45-12:00 (p.m. class).**

It is also your responsibility **to escort your child from the classroom to your vehicle** at the end of school. Children may be picked up in the classroom between 11:00-11:05 (a.m. class) and 2:00-2:05 (p.m. class).

PARKING and PICK-UP

There is room in the yellow line zone in front of the main entrance to park three vehicles at a time. Please escort your child to and from the classroom as quickly as possible so that others waiting to pick-up/drop-off children can also do so. While waiting for an opening in the yellow line zone, you must find a **LEGAL** parking space elsewhere.

AT NO TIME IS DOUBLE-PARKING PERMITTED! It is illegal to pull up beside a parked car (or an empty parking space) while you wait. Do not block the alley or turn into and back out of the alley. Please drive slowly on Brown Street, watching out for children.

Please understand that the teachers have other obligations after 11:05 a.m. and 2:05 p.m. **PLEASE BE PROMPT.** If you are delayed for any reason, please call the church office at 248-4561. We will charge child care fees at the rate of \$1.00 for every minute after the scheduled pick-up time.

In addition, for the safety of your child, a Child Release Authorization form must be completed for each child enrolled in Nursery School and Preschool.

Teachers, and other adults authorized by the Lewistown Presbyterian Church, are permitted to release your child only to the person(s) you include on your list. A person not recognized by the teacher will be asked to show photo identification. Additions to or deletions from this list must be submitted by you in writing.

In an emergency, when a written exception is not possible, you (the parent or guardian) must contact the Lewistown Presbyterian Church office with the name of the person authorized to pick up your child that day. You will then be contacted by telephone for further verification.

SOCIAL TIMES

In the middle of each session, we take time out for snacks, birthday parties, and to talk over happenings of the day, coming events, or just visit.

Should you want to send “something special” for your child’s birthday party, please contact the teacher. We also like to celebrate “unbirthdays” for those children who have summer birthdays.

Each child is asked to bring a healthy snack from home several times during the year. Please send “one” reasonable individually packaged serving for each child; the drink will be provided. Your child will act as host in passing out and sharing the snack. A notice will be sent to you before the day your child is to bring a snack. **Please avoid nuts.**

There are numerous parties scheduled during the year with special treats and activities. Parents will receive notices of these occasions through our newsletters and are welcome to visit if they wish.

MEDICAL CONCERNS

A child who is not feeling well should not attend Nursery School, exposing other children and teachers to the illness. Some signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and watery eyes, fever, vomiting, diarrhea, and inflamed mouth and throat.

Ill or infectious children will be asked not to attend until they are well. However, a child with a non-infectious disease or health impairment will be allowed to participate within reason.

Medication will only be accepted and dispensed by the teacher if:

1. Written permission is received from a parent or legal guardian.
2. The medication is in its original container.
3. Administering the medication is absolutely necessary during the time the child is in Nursery School. Parents are encouraged to devise a medication schedule to avoid this if possible.

Parents must complete an Authorization for Consent to Medical Treatment form prior to your child's participation in Nursery School. This form also includes the Child's Health History. If a child has a serious medical condition, a conference with the teachers and Nursery School/Preschool Committee will be required.

If a parent cannot be reached and the child requires emergency medical treatment other than simple first aid, 911 will be called and a teacher or another staff member or member of the Lewistown Presbyterian Church will accompany the child to the Lewistown Hospital Emergency Room with the child's Authorization for Consent to Medical Treatment form.

HEAD LICE POLICY

What are head lice?

Head lice are small insects, 1/16 to 1/8 inches in length. They live on the head and usually die within 48 hours when removed from the human body.

How head lice travel

They are transported by people and personal articles. They do not hop or jump. They are wingless but have a strong clinging grip.

Parental responsibility

If lice have been detected on your child's head, you must notify the school immediately, and keep your child home for treatment. When you feel that your child is nit-free, contact the school, and our health care professional will check your child, in your presence, prior to returning to school.

School protocol

Periodically throughout the school year, students will have their heads checked for lice by a health care professional.

VISITS/CONFERENCES

Parents are welcome to visit at any time. As a courtesy to the teachers, please inform them ahead of time.

To enhance your child's early educational experience, our teachers arrange for people from the community to visit the Nursery School throughout the school year to present special programs.

In addition, special services, such as speech therapy, are available at no cost to you from the Tuscarora Intermediate Unit. Please speak to your child's teachers if you believe your child could benefit from such services.

The Lewistown Presbyterian Church strives to provide your child with the finest and safest experience possible. Therefore, all other visitors are required to receive permission in advance to visit or observe the Nursery School.

Parent-teacher conferences are scheduled with all parents in early spring to evaluate your child's progress in Nursery School. Please feel free to confer at any time during the school year with your child's teachers or schedule an earlier conference.

Special contributions of ideas and experiences by parents are always welcome. If you have a special skill, unusual pet, ideas for field trips or other areas in which you can contribute, please don't hesitate to tell the teachers. What may seem mundane to you can be exciting to 3- and 4-year-olds.

NURSERY SCHOOL OPEN HOUSE

MORNING SESSION

WEDNESDAY, AUGUST 24, 2016

6 P.M. to 7 P.M.

NURSERY SCHOOL ROOMS

IN THE

CHRISTIAN EDUCATION BUILDING

NURSERY SCHOOL OPEN HOUSE

AFTERNOON SESSION

THURSDAY, AUGUST 25, 2016

6 P.M. to 7 P.M.

NURSERY SCHOOL ROOMS

IN THE

CHRISTIAN EDUCATION BUILDING

