

LEWISTOWN PRESBYTERIAN PRESCHOOL

2019 – 2020

3's Program

HANDBOOK

Welcome to the Lewistown Presbyterian Preschool!

The preschool is a program of the Lewistown Presbyterian Church.
The 2019-2020 school year marks our 57th consecutive
year of operation!

Lewistown Presbyterian Church
17 E. Third Street
Lewistown, PA 17044
717-248-4561



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The preschool is a program of the Lewistown Presbyterian Church. The 2019-2020 school year marks our 57th consecutive year of operation!

This handbook has been designed to help answer your questions and guide you and your child through this preschool year. Please read it completely.

Thank You

for choosing Lewistown Presbyterian Preschool and entrusting your child to our care! Our staff and teachers are committed to providing a quality educational experience within a safe and nurturing environment where the love of Christ is shown and taught and diverse faith traditions are respected. We believe that each child is a gift from God, specially created, unique in personality, strengths, learning style, and background and must be treated with kindness, understanding, dignity and respect.

Here, your child will:

- Experience the joy of learning
- Grow friendships with other children
- Grow relationships with safe adults
- Practice social skills through structured and unstructured activities
- Develop foundational skills and the knowledge base necessary for Pre-K
- Hear central stories of the Bible, sing, and pray together

Come take a look at the classroom and meet the teachers at our **Meet and Greet**.

Thursday, August 22 *(Please choose one time)* 11 AM – noon, 12-1 PM, 5:30 – 6:30 PM

First Day of School
Tuesday, August 27

Class Times

Classes Meet Tuesday and Thursday

9 AM – 11:00 AM

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Preschool Three's Calendar / 2019-2020

Back to School BBQ Meet and Greet Sunday, August 18, 11:30 -1:00 PM Fellowship room (3rd St. entrance) LPC
Thursday, August 22
11 AM – noon; 12-1 PM; 5:30 - 6:30 PM (choose one time)

First Day of School **Tuesday, August 27, 9:00 – 11:00am**

Costume Parade Thursday, October 31, 9:15 AM
Thanksgiving Vacation Thursday, November 28 through Monday, December 3
Return to school Thursday, December 5
Christmas Vacation No school Tuesday, December 24 through Thursday, January 2
Return to school Tuesday, January 7
Easter Vacation No school Tuesday, April 14; Return to school Thursday, April 16
Last Day of School/Party Thursday, May 14

Please be sure to complete the forms that were mailed to you and return them on or before the first day of school:

- Permission Form for Walking Field Trips
- Permission Form to Photograph and Release
- Lewistown Presbyterian 3-Year-Old Preschool – Information about your child
- Child Release Authorization
- Authorization to Consent to Medical Treatment



A TYPICAL DAILY ROUTINE

(This schedule is flexible based on the needs of the children and spontaneous learning opportunities)

Tabletop Activities

There are usually four table top activities for the children to choose from when they arrive. These activities often tie in with the theme of the day. They are self-directed tasks, such as building with Duplo, playing with kinetic sand, fishing for magnetic letters, etc. The 15 minutes before class begins are a good time for the teachers to interact with the children and enjoy conversation with them.

First Circle Time

The children spend about 30 minutes at Circle Time - but don't worry, they don't sit for that long! This part of class time jumps into the curriculum's theme with a predictable routine of songs, moving and learning activities, stories, etc. Our curriculum breaks the first circle time into four parts, each with a specific focus: building a sense of being a school family, individual uniqueness and responsibility, and introducing the day's theme. There is also a short (5 minute or less) "morning message" written on the white board that's designed to build alphabet knowledge, phonological awareness and print concepts.

Learning Centers

After the first circle, the children are divided into two groups and spend the next hour expanding the theme that was introduced in the first circle. Both centers are teacher directed. Centers vary from week to week, but these are some of the most often included: ABC's, Creativity Station, Construction Center, Literacy, Math Center, Dress-up and Pretend and Gross Motor.

Bathroom/Handwashing/Snack

Snack time follows centers. Each day one child is responsible for bringing a snack to share with the class.

Closing Circle Time

Second Circle brings our day to a close with a group activity, a second read aloud, etc. We also use part of this time to de-brief and talk about the day.

End of Day Routine/Dismissal

Chapel Time

On the last Thursday of each month children enjoy Chapel Time. We make a "train" and chug our way into the sanctuary for some songs and a Bible story.

INCLEMENT WEATHER

The Preschool will be closed if the Mifflin County School District closes school. You can find announcements of school closings on radio stations WMRF, WKVA, and WCHX, on Mifflin County School District's website: www.mcstk12.org, and on the preschool Facebook page: **LPC 3s 2019-2020**.

On days when school is *delayed*, the following modified schedule will be in effect:

- **Two-hour Delay:** 10 AM – 12 noon
- **Three-hour Delay:** Canceled

PRESCHOOL TEACHERS AND PROGRAM OVERSIGHT

Our teachers love Jesus, love teaching and love our students! Lead teachers have, at a minimum, a four-year college degree in the field of education.

Mrs. Ginny Westover serves as the director of the educational programs of Lewistown Presbyterian Church under which the Preschool falls. She is the lead teacher for the Pre-K program.

Mrs. Margie Henry serves as the lead teacher in the three-year old program and the assistant to Mrs. Westover in the Pre-K classroom.

The Session of Lewistown Presbyterian Church oversees the Preschool through the Preschool Committee.



OTHER GENERAL PRACTICES

(Listed alphabetically according to topic)

ABSENCES

While perfect attendance can happen, most children miss at least one day of school. Please note, however, that there will be *no* reduction in tuition fees due to family vacations, sicknesses, absences, or inclement weather.

ACCIDENTS

Our teachers and staff work diligently to prevent accidents in the classroom. However, despite our best efforts, accidents do happen. All Preschool staff are Red Cross certified in CPR, AED, and First Aid. There will always be someone at the church during Preschool hours who has proper training. We administer first aid, including antiseptics and wound cleaning unless otherwise advised by the parents.

ALLERGIES

Parents must provide copies of all necessary information associated with a child's allergy. This includes doctor's excuse, explanation of care and treatment, medicines used, and continuity of care. Parents must inform the school immediately of any changes that may occur.

- Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.
- Parents of students with food allergies, please list specific foods to be avoided.
- Students requiring the use of an Epi-pen or Inhaler must have current information and the prescription medication.

BACKPACKS

Backpacks are strongly encouraged! Your child's backpack should be large enough to hold a standard 8 ½"x11" folder. **Please print your child's name clearly on the backpack.** This is incredibly helpful to the teachers! Your child will hang his/her backpack on the coatrack in the hallway outside of the classroom each day upon arrival to school.

BIRTHDAYS

Birthdays are a very special day for your child. We love to celebrate each child's birthday with a little special recognition, a birthday hat, and a special snack! Your child's birthday will be listed on the monthly calendar. We try hard to get his/her snack day as close to his/her birthday as possible. (Summer birthdays are celebrated during the last month of school) You are welcome to send a special birthday treat that day! "Formal" birthday parties and swapping gifts are not allowed at school, but if you are planning a party for your child we will gladly send home party invitations provided all children in the class are invited.

CARE OF SCHOOL PROPERTY

Parents will be responsible for any property witnessed to be maliciously damaged by their child.

CHILD ABUSE AND NEGLECT

All staff are required by law to report any suspected neglect or abuse to the Pennsylvania Department of Human Resources. All church staff are in compliance with Pennsylvania state laws re: child clearances. The preschool abides by the Lewistown Presbyterian Church's child protection policy. This document is available in the church office.

CLOTHING

Please send your child in comfortable clothing that can be handled by the child alone. (Teachers are happy to help with tricky zippers...) Preschool can be active and messy, and neatness is never a guarantee. Please send an extra set of clothing (undies and socks included) in a **clearly labeled** zip lock bag. This will be kept in your child's backpack and will insure that your child will be comfortable when that inevitable accident occurs. (The school has a few sets of clothing on hand, but neither a good fit nor color coordination are guaranteed!) Please also keep in mind that this clothing will need to be updated with each weather change.

In cool or wet weather, coats, sweaters, hats, mittens, etc. can be hung on the coatrack with your child's backpack. Once again, **please clearly label each article of clothing with your child's name.**

COMMUNICATION

Our program was created to serve parents as well as children. You are and always will be your child's most influential teacher. We see our role as coming alongside with early childhood knowledge and support during this leg of your child's educational journey. It is our sincere desire to communicate clearly and often through the most effective means. We want you to know what and how your child is doing in school as well as what events are coming. Here are the ways we hope to accomplish this:

- **Folders** - Your child will receive a green folder on the first day of school. This will be one of the primary ways we will communicate with you. **Please check your child's folder every day!** In it you will find monthly calendars, weekly plans (themes, centers, focus letters, special events), papers and/or projects your child has done, supplements and newsletters from Frog Street curriculum, Scholastic book order forms, announcements, and occasional personal correspondence. You may include a note in your child's folder with a question or FYI for a teacher.
- **Specific Family Concerns** – We encourage parents to regularly share daily concerns about your child with teachers and staff. Please remember to update the teaching staff of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Updates help us know when your child may need extra support, patience, attention and love.

- **Specific School Concerns** – If you have a specific concern about the school, please address the issue immediately with the teacher or staff member. If necessary, please follow this line of communication:
 1. Initiate a conversation with the Director via a scheduled meeting, email (lpcpreschool@gmail.com), or private Facebook message.
 2. Meet together with the Director, staff, and parent.
 3. Include the Preschool Committee.
 4. If necessary, a final resolution of disputes is to be made by the Lewistown Presbyterian Church Session.
- **Facebook Page** – Ask to join the private group page, **LPC 3s 2019-2020**. This page will be up in **August**. On it, administrators will post calendars, school cancellations during bad weather, reminders of events, deadlines, and general announcements. A favorite feature is pictures of class activities, candid shots, etc. Please make sure to sign the photo release form. For the safety of the children, only parents will be allowed to join this Facebook page. If you feel a grandparent or other person needs to be included because of their role as primary transportation/child care provider, please contact the church office with the request.
- **Bulletin boards** – the bulletin board in the office/classroom hallway will have information and pictures about the month’s curriculum theme. The bulletin board in the entryway to the school will post information about school and church events. Occasionally, a whiteboard will appear in the school’s entryway with a special announcement.
- **Panorama** – this monthly newsletter of the Lewistown Presbyterian Church contains a Preschool Page with pictures and an article about current preschool happenings. The Panorama also has information about church activities. You and your family are welcome to participate in all church activities at any time!
- **Local radio stations** - For school cancellations during bad weather, listen for Mifflin County School District announcements on **WMRF, WKVA and WCHX**.
- Your feedback and input are always welcome! We depend on you to know how we can improve our communication! Contact a teacher, a committee member, or pastor via the church office (717) 248-4561 or at lpcpreschool2018@gmail.com. or speak in person to one of these individuals.
- Teachers may not discuss the confidential information, needs or inappropriate behavior of classmates or families with other parents, or with others outside of the Preschool. Teachers may share concerns with Church staff, Preschool Committee and/or, if necessary, the LPC Session. **Any illegal behavior, including suspected child abuse or neglect, will immediately be reported to civil authorities.**

CUSTODY ISSUES

The custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the church building for child visitation.

DAILY SCHEDULE (See A Typical Daily Routine Page 4)

DISCIPLINARY POLICY

Lewistown Presbyterian Preschool seeks to promote positive behavior in children and help them learn self-regulation, which is the ultimate goal of discipline. We believe that discipline is teaching, not punishment. We want to teach and lead our children to make better choices. "Conscious Discipline", an important component of the "Frog Street" curriculum which we use, is designed to do just that. This comprehensive classroom management and social emotional program creates a learning environment where children will know, "Yes, I am safe," and "Yes, I am loved." From this foundation of safety and caring, children begin learning how to solve conflicts, manage their emotions, and take responsibility for their actions. At the beginning of each day, your child will choose and commit to one specific way he or she will help make our classroom a safe and caring place. Choices include "helping hands", "kind words", "walking feet", and a "confident voice". Teachers will refer back to these commitments throughout the day.

When a child makes an unwise choice and/or conflict occurs, the following is a general framework for discipline:

- Separate the child from the behavior
- Re-direct the child's behavior
- Give acceptable choices (remind the child of the good choice/commitment he or she made earlier)
- Use positive language
- Refuse to argue on non-negotiable issues
- Seek understanding/look for a deeper reason for the behavior

If the unacceptable behavior continues, parents may receive a note about the child's behavior in order to work together on a plan with the teachers. A child may be sent to the church office for a chat or brief break from friends. **At no time will any form of corporal punishment be threatened, encouraged, or used.** A parent/teacher/director conference may be called so all involved are using the same methods of encouragement or discipline. Consistency between all groups usually makes a world of difference.

If the child's behavior becomes threatening to the other children, to the teachers, or when previous strategies have failed to produce the desired results, our staff may recommend the parents seek the help of a behavioral therapist or mental health professional. If parents refuse to

seek additional outside help or work with the staff to develop a behavior plan, the last option is for the director to remove the child from school.

Unacceptable behaviors by anyone (staff, parents, caregivers)

- Any corporal punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.
- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separation from staff.
- Any other discipline that is not age appropriate or is excessive in time or duration.

Other prohibited actions:

- No child will be punished for lapses in toilet training.
- No child will discipline another child.
- No child will be physically restrained for any reason other than the time to secure the situation or ensure the child's own safety or the safety of other children.

Lewistown Presbyterian Church will conduct yearly staff development review on our discipline policy. New staff are required to go through an orientation that includes procedural instructions on how to implement the outlined disciplinary policy.

DROP-OFF and PICK-UP

Our preschool classroom is located in the Christian Education Building of the church on the corner of East Third and North Brown Streets. Please use the Brown Street entrance at all times. A sign directing you toward the Preschool is posted at the beginning of the sidewalk. A handicap accessible entrance with an elevator to the classroom hallway is also available inside the Third Street door. If you require this entrance, please be sure to communicate with the church office via the call box at the door, as this door is often locked.

Parents are responsible for their child's transportation to and from the Lewistown Presbyterian Preschool or to arrange for transportation. Parents or an authorized person are also responsible to escort their child from their vehicle to the classroom during the drop-off time. Children may be dropped off in the classroom between 8:45 and 9:00 AM. Your child will benefit from the chance to interact with his/her friends during these 15 minutes of Tabletop Time before the children "officially" begin the day at Circle Time. Please make every effort to have your child at school before Circle Time (9 AM). We understand that there may be times when this is not possible, but habitual tardiness disrupts the class and does a disservice to your child. At the end of the school day a parent or authorized person is also expected to escort their child from the classroom to their vehicle. Teachers will dismiss the class one child at a time to the double doors in the hallway

outside the classroom at 11 AM. The teachers work hard to be timely and greatly appreciate your promptness at the end of class time.

In your packet of forms, you will find a “Child Release Authorization” paper. On this form, please list the persons, including yourself, who are authorized to pick up your child from school. This form must be completed for each child enrolled in the preschool program. Teachers and other staff authorized by the Lewistown Presbyterian Church are permitted to release your child only to the persons you include on the form. If they do not recognize someone coming to pick up your child, they will ask the unfamiliar person for photo I.D. If you wish to add or delete persons from the list, please submit your request in writing; dated, and including your signature.

If an unforeseen circumstance or emergency arises and a written exception is not possible, you must contact the Lewistown Presbyterian Church office with the name of the person authorized to pick up your child on that day.

FIELD TRIPS

Field trips are a fun and important part of your child’s learning experience. Many of our excursions are “walking field trips” to such places as the library or the Lumina Center. We may offer a special trip to an event or place that is too far to walk. In this case we will ask parents to transport their own children to the site. (LPC does not provide any transportation for students.) You will be informed in advance of the field trip and provided with a required permission form. We welcome any suggestions for new places and/or special events!

FROGSTREET CURRICULUM

Lewistown Presbyterian Preschool began using Frogstreet curriculum in 2018. This comprehensive and engaging material is designed around the latest research in early brain development and authored by leaders in early childhood education who have applied this research to the preschool classroom environment. Daily activities revolve around a monthly theme which is integrated into each learning component; songs, movement, literacy lessons, and play and practice centers. (See “Daily Schedule” for more specifics)

Frogstreet...

- Offers daily routines that develop social and emotional skills
- Recognizes and values individual differences
- Meets Pennsylvania learning standards for early childhood education
- Utilizes “Conscious Discipline”, a social/emotional program that creates learning environments where a child knows that she/he is safe and that she/he is loved unconditionally. From this foundation, the child learns how to solve conflicts, manage her/his emotions, and take responsibility for her/his actions.
- Embraces the joy of learning each day!

GUESTS

We enjoy an open door policy with parents and guardians. Parents are always welcome and encouraged to visit. Other family members who would like to visit must arrange this time in advance with the teachers. If you enjoy helping we will probably put you to work! If you have a hobby or occupation that you think may be interesting to the children, please let a teacher know and we will make a time for you to come into the classroom to share.

HEALTH POLICIES

We would all love for each child to stay healthy and well the entire school year, but reality is that kids get sick. In order to help prevent the spread of illness and infectious disease and keep our children as healthy as possible, please follow these guidelines:

- Make arrangements with friends or relatives for back-up childcare at the beginning of the school year.
- Please call the church office, private message a teacher, or email the preschool to report your child's illness; particularly if it is a communicable condition or disease.
- If your child's illness is due to a contagious disease or condition, he/she must have a doctor's note clearing your child to return to school.
- Any child who is on antibiotics must be on the medication for at least 24 hours before returning to school.
- Your child must be symptom-free for 24 hours before returning to school.
- Medication will not be given unless it is in the original prescription bottle and must be accompanied by a "medication authorization" form available upon request from a teacher. Only the lead teacher may administer medication. LPC Preschool cannot administer over the counter medications without written permission from a child's parent/guardian.

As a general guideline, your child should not come to school if he or she is exhibiting any of the following symptoms:

- Fever – If his/her temperature is above: Rectal 38° C or 100.4° F, Oral 37.5°C or 99.4° F, Axillary (underarm) 37.2° C or 99.4° F, or Ear Thermometer 38°C or 100.4° F
- Diarrhea (three or more loose bowels in a 24hr period)
- Rash with a fever or sore throat with a fever.
- Eye discharge – thick mucus or pus draining from the eye.
- Vomiting – defined as two or more times in a 24-hour period.
- Head lice – these tiny, pesky, wingless, insects cling tightly to human hair and fibers of material in clothing, stuffed animals, etc. (lice neither jump nor fly). Please notify the school immediately if you become aware of lice on your child's head. No shame, no judgment. Lice are around. Treatment kits are available over the counter. Please keep your child home for treatment and until he/she is nit-free. A health care professional at school can help check your child's head if desired.

The preschool will contact you when your child is ill and needs to be picked up. **Make sure your list of emergency contacts is current throughout the year.** A sick child will be kept comfortable and away from other children until you or a designated adult arrives. There is no reduction in tuition for illness or absence.

Parents must complete the "Authorization for Consent to Medical Treatment" form before your child's first day of preschool. In addition to this paper is a form to document your child's "Health History." If your child has a medical condition that may affect his/her participation or well-being, please schedule a conference with his/her teacher so that your child can continue to receive needed care during the school day.

In the event of a medical emergency involving a child, the staff of the LPC Preschool will make decisions using their best judgement. Immediate first aid will be administered by staff with first aid certification and a parent/emergency contact will be called immediately. If the child can be transported to the hospital by parent, the parent will be notified first. If the emergency requires additional services, the preschool or church staff will call 911. LPC Preschool does not provide insurance coverage for injuries. Fees for medical care are the responsibility of the parents. Please make sure your list of emergency contacts is current throughout the year.

INCLEMENT WEATHER (See Page 5)

REGISTRATION INFORMATION

The Three-year old program of the Lewistown Presbyterian Preschool is open to all children whose parents desire to enroll them, as space permits. A student must turn three years old by September 1 of the current school year.

The cost of the Three-year program is set by the Church Session each year. In addition to the tuition, there is a non-refundable \$30.00 registration fee per family.

We will follow this schedule for registering new students:

- ❖ Currently enrolled students will register for the next year during the month of February.
- ❖ Siblings will register in the beginning of March.
- ❖ Congregation and staff member families will register at the end of March.
- ❖ We will open registrations for the public community in April.

Registrations are accepted in the order in which the completed forms and fees are received at the church office following the above timeline.

Students will be accepted after the start of the school year provided spots are available and criteria of age and registration fee are met. These students will be prorated from the day they begin.

SEPARATION ANXIETY

Stepping into preschool is a milestone to be celebrated! However, tagging alongside your child's excitement about going to school may also be fear and anxieties. Your son or daughter may not be the only family member experiencing these feelings! Rest assured, it's perfectly normal for both children and parents to feel a mix of emotions as the first day of school approaches. For the child, separation anxiety is just part of their development. Not every child will experience tearful, clinging good-byes, but most will feel a degree of nervousness about being dropped off at school. Each child moves through this time at his or her own pace, but take heart, each child does make it through! Here are a few tools, gathered from the early childhood experts and some years of our own experience, to help you and your child navigate these transitional waters.

- ❖ **Visit the classroom;** especially if this will be your child's first year at the preschool. The more familiar your child is with his or her surroundings, the safer and more at home he or she will feel. Even if your child is a returning student, stop in and visit. He or she will enjoy seeing what's different in the classroom and remembering favorite toys and activities. If the teachers are there they will be thrilled to see you and happy to visit!
- ❖ **Get to know the teachers and Preschool Committee.** We are all committed to your child's success and are happy to answer your questions. Just call the church office at (717) 248-4561 or email lpcpreschool2018@gmail.com to schedule a time to meet.
- ❖ **Create a good-bye ritual.** Whether you and your child come up with a special hug, hand shake, or high five, this "just you and me" ritual can give your child confidence and put his or her mind at ease to begin the school day. You may also want to use a good-bye phrase like, "See ya later, Alligator!" A small object, such as a charm from a charm bracelet, a smooth stone, etc. can remind your child that you love him or her. A small photo may also help. Fill the object with love and seal it with a kiss before you say, "good-bye".
- ❖ **Stick to a night time and morning routine.** Consistent, predictable routines are the child's safety nets. Your daughter or son thrives within a routine and can meltdown when the routine falls apart. The security that routine gives to your child is well worth the effort it takes to establish and maintain one! A bedtime routine of a bath, followed by snuggle time and a story before being tucked in for the night can be a cherished time together. Morning routines are equally valuable. Child psychologist Katie Hurley says, "Children are at their best when they have plenty of rest, eat a nutritious breakfast and don't feel rushed."
- ❖ **Read a helpful book.** These are two of our favorite children's books for helping to prepare you and your child for preschool: [Llama, Llama Misses Mama](#) by Anna Dewdney and [The Kissing Hand](#) by Audrey Penn.

SNACKS

Both the children and teachers look forward to the daily break for snack after a busy "Play and Practice Center" rotation. Everyone needs the refreshment of a cool drink and some tasty nutrition. Each family will have a chance to bring a snack for the class to share as well as an item for a holiday party. Typical favorite snack suggestions are cheese, pretzels, goldfish crackers,

cookies, apple slices, carrots (with Ranch dressing), and grapes. If your child chooses the snack, chances are the class will enjoy it! Please avoid nuts, however. We will let you know if there are other allergies to avoid. There will be cold water available each day, but you are welcome to bring juice or milk. The school also supplies cups and napkins. If your child's snack requires utensils, we ask that you please supply them. You will receive a calendar each month that lists your child's name on the day designated for her/him to bring a snack. The school typically provides snacks at the beginning of each month.

SPECIAL DAYS AND CELEBRATIONS

There is always a lot to celebrate at Preschool! Who doesn't love a good party? Besides observing Thanksgiving, Christmas, and Easter holidays with fun learning activities and treats, we usually enjoy one special day each month, often focused on the curriculum's theme. Check the monthly calendar for specific days and subjects. More information will be sent home with your child closer to the time.

We love to include parents in these special days as helpers or as "Guests of Honor." If you have a hobby, trade, occupation or talent that you are willing to share please let a teacher or Committee member know! We look forward to the times that "show and tell" is scheduled throughout the school year. These special days will be designated in the monthly calendar that is sent home. In between, we welcome your child to bring any special "treasure" he/she has discovered or made and share its story with the class. As a general rule, however, please leave toys and personal items at home.

TOYS

Please do not bring any toys to school to play with, as we cannot guarantee they will not be broken or misplaced. Only bring items from home when asked by the teacher as part of "Show and Tell" or other requested special times. With that said, if your child makes a drawing, etc. or finds a "treasure" (rock, feather, etc.) that he or she wants to share, this is always welcome.

TUITION/PAYMENTS

The cost of the preschool program is set by the Lewistown Presbyterian Church Session each year. As a program of the church, the congregation subsidizes a significant portion of the costs of the Preschool, but the program is dependent on the tuition and fees paid. In order to operate, we must receive tuition in a timely manner.

Tuition for the Three year old program for the 2019 – 2020 school year is \$603.00. You may pay the full amount at the beginning of the school year, or if you prefer, you may pay nine monthly payments of \$67.00. Monthly payments are due the first school day of each month.

Please plan to make the first tuition payment (\$67.00 covers payment for both August and September) on or before the first day of school (August 27).

- Make checks payable to the **Lewistown Presbyterian Church** with your child's name and class on the memo line of the check. **For example: Fannie Smith 3 year old.** Checks may be mailed or placed in the blue payment box on the end of the coatrack across from the classroom. If a check is returned you will be asked to pay the tuition and any additional bank charges incurred by the church.
- Bill Pay is also accepted. Please have payment sent to the church at Lewistown Presbyterian Church, 17 E. Third Street, Lewistown, PA 17044. Be sure to add your child's name to the memo.
- If you prefer to pay in cash, please pay at the church office, where you will be given a receipt.
- Monthly statements reflecting amount due for the month and the balance to pay in full will be sent home in your child's folder by the last week of the month

There is a \$10.00 per family discount for families with multiple children enrolled in the program.

Scholarships are available. Please request an application from a lead teacher.

WEAPONS, SMOKING, OTHER POLICIES

- The LPC Preschool does not allow weapons of any kind on the premises.
- Alcohol is prohibited on church property.
- These are smoke free grounds. Smoking is not permitted in the building.
- We request parents abide by all other posted church policies.

We are looking forward to a great year of joy-filled learning!

