

Welcome to the Lewistown Presbyterian Preschool!

2020-2021

The preschool is a program of the Lewistown Presbyterian Church. The 2020-2021 school year marks our 58th consecutive year of operation!

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 beginning Kindergarten
- Hear central stories of the Bible, sing, and pray together

While the COVID-19 pandemic has ushered in much uncertainty and many changes, it has also given rise to innovation and creativity. We are grateful to be able to continue our Pre-K program and excited to begin a new school year! Please be assured that we are committed to making this year as “normal” as possible and will do our best to provide many opportunities for interaction and fun learning while keeping your child safe. We are confident of God’s presence and help as we navigate this year together. He has given us this encouragement:

“Be strong and courageous, and do the work. Don’t be afraid or discouraged for the Lord God is with you. He will not fail you or forsake you” | Chronicles 28:10.

This handbook has been designed to help answer your questions and guide you and your child through this year of preschool. It is also intended to be a reference for future use. Please take the time to read it completely and get acquainted with the contents.

**First Day of School
Wednesday, September 9**

Class Times

Classes meet Monday, Wednesday, and Thursday

Morning session: 9 AM – 11:15 AM

Afternoon session: 12:15 PM – 2:30 PM

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Preschool Calendar / 2020-2021

**First Day of School Wednesday, September 9
(AM class 9:00 – 11:15 AM) (PM class 12:15 – 2:30 PM)**

First Day of School	Wednesday, September 9, 2020
Veterans' Day	No School Wednesday, November 11, 2020
Thanksgiving Vacation	No school Thursday, November 26 through November 27, 2020
Return to school	Monday, November 30, 2020
Christmas Vacation	No school Thursday December 24, 2020 through January 1, 2021
Return to school	Monday, January 4, 2021
Martin Luther King Day	No school Monday January 18, 2021
AM Class Graduation	Thursday May 20, 2021 6:00 PM
PM Class Graduation	Friday, May 21, 2021 6:00 PM
Last day of School	Wednesday, May 19, 2021

A TYPICAL DAILY ROUTINE

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

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 groups and spend the next hour expanding the theme that was introduced in the first circle. Two centers are teacher directed and two are independent. Centers vary from week to week, but these are some of the most often included: Writer's Corner, Creativity Station, Construction Center, Literacy, Math Center, (Dress-up) and Pretend and Gross Motor. After 8-10 minutes, children switch centers, rotating through each by the end of center time. The small groups of centers lend themselves well to one on one student/teacher time.

Bathroom/Handwashing/Snack

Snack time follows centers. Each day one child is responsible for bringing a snack to share with the class (see **SNACKS** for more details).

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 Thursdays the children enjoy Chapel Time. We make a "train" and chug our way into the church sanctuary for some songs and a Bible story. One Thursday a month Pastor Sarah Sedgwick joins the Pre-K students and teachers to tell the Bible Story. Often on Thursdays we will do a group art project and/or do some group games and activities.

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.mcsdk12.org, and on the preschool Facebook page: LPC Preschool 2020 – 2021.

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

- **Two-hour Delay:** Morning Class: 10 AM – 12 noon Afternoon Class: 12:30 PM – 2:30 PM
- **Three-hour Delay:** Morning Class: Canceled Afternoon Class: Regular time, 12:15-2:30 PM

If the Mifflin County School District announces an *early dismissal*, there will be no afternoon class.

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. Maggie Mitchell is the assistant Pre-K teacher.

The Session of Lewistown Presbyterian Church oversees the Preschool through the Preschool Committee. Preschool Committee members for 2020-2021 are: Carole Auker, Tara Merry and Leah Noerr.



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. There are two coat racks, one for the morning class and one for the afternoon class. Your child's name will be printed above a hook on the appropriate coat rack.

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! (*please refer to page 14, "Snacks" for guidelines*). "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 up. Here are the ways we hope to accomplish this:

- **Folders** - Your child will receive a green, two pocket 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.
- **Parent/Teacher Conferences** – You will have the opportunity to schedule a conference with your child's teachers in the fall and in the spring to talk about your child's progress. Watch your child's folder and Facebook page for sign-ups/information. We welcome conversation with you! Please feel free to discuss and ask questions about your child's preschool experience at any time during the school year.
 - **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, **Lewistown Presbyterian Preschool 2020–2021**. 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.
- **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

In an effort to be safe as possible, parents will remain in their car with their child at the beginning of each school day, rather than walking their child into the church building. Teachers will meet the student at their car, take the child's temperature and ask a few general health questions. Please try to find a parking place on Brown Street on the yellow curbed church side of the street. If needed, please turn around on Academy Hill (at the top of Brown). Please **DO NOT** use the alley to turn around. **Teachers will be outside at 8:55 AM for the morning class and 12:10 PM for the afternoon class.** We understand that this new way of dropping off and picking up your child is different and may take some adjusting. Please take some time to explain this procedure to your child in a positive and affirming way. Preparing your child by telling him/her what to expect will help allay his/her fears and strengthen his/her confidence. Go over this routine often with your child, reviewing what will happen step by step. You can make a game of it by taking turns reciting each step or role play drop-off and pick-up in a light hearted fashion. See "create a goodbye ritual under "Separation Anxiety" page 14.

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 bring and pick up their child. **Please make every effort to have your child at school on time.** 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 we will deliver your child to your vehicle.** The teachers work hard to be timely and greatly appreciate your promptness at the end of class time.

Please be aware that teachers and other staff authorized by the Lewistown Presbyterian Church are permitted to release your child only to the persons you include on the "Child Release Authorization" 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.

At this time, the general rule is, parents are not permitted daily entrance into the church building. If the need arises (early pick-up for sick child, appointments, etc.) masks are required at all times.

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, post office, Lumina Center, Sacred Heart School, etc. or for special events such as the scavenger hunt, Ice Festival, etc. 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!

GRADUATION

There is a graduation program held in the church sanctuary for each class of Pre-K students. The date of the morning class's graduation is Thursday, May 20 at 6:00 PM. The afternoon class's graduation is Friday, May 21 at 6:00 PM.

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.
- Your child may 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.
- Symptoms of COVID-19:
 - Fever of 100.4 or higher
 - Dry cough
 - Shortness of breath
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle aches

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 and sign the Acknowledgement and Waiver COVID-19 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)

MASKS

Masks or face shields are required. Students will need to wear a mask anytime they are participating in an activity where they are not 3-6' apart. There will be many times throughout the school day when students are safely distanced (Circle time, table activities, etc.) and will not need to wear one. Please carefully read through the enclosed **COVID Acknowledgment and Waiver** document to learn other specific safety practices that the school will be implementing.

In the event of a church employee, parent or child testing positive for COVID-19, the Preschool will immediately close down for 14 days of quarantine. All families will be notified. At the end of quarantine, the situation will be re-evaluated and all families notified of the outcome.

REGISTRATION INFORMATION

The Pre-K program of the Lewistown Presbyterian Preschool is open to all children whose parents desire to enroll them, as space permits. A student must turn four years old by September 1 of the current school year. (To enter Kindergarten in the Mifflin County School District, a child must be five years old on or before September 1 of the current school year)

The cost of the Pre-K 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 (refundable if changes occur due to Covid-19).

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. This year may be especially hard in light of Covid-19 and its resulting masks and social distancing. 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’ 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 each month. **This year’s snacks must be pre-packaged by the manufacturer in individual servings.** 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. The school 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.

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. To limit contamination, each class will have separate bins of toys which will be cleaned between class morning and afternoon.

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 Pre-K program for the 2020 – 2021 school year is \$900.00. You may pay the full amount at the beginning of the school year, or if you prefer, you may pay nine monthly payments of \$100.00. Monthly payments are due the first school day of each month.

Please plan to make the first tuition payment (\$100.00 covers payment for both August and September) on or before the first day of school (August 26).

- 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 AM Preschool.** Checks may be mailed or placed in the black mailbox outside at the top of the steps leading to the office. 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.
- 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.

Refer a Friend – Your endorsement of our preschool is the best recruitment tool the school has! Share your experience with your friends and family. Then why not refer them to our program. If the child is enrolled, you will receive a \$50 gift card OR a \$50 donation to a charity of your choice. Please call the office if you need a form (717-248-4561) to refer a friend!

Scholarships are available. Please request an application from a lead teacher. Scholarship monies cannot be applied until this paperwork is completed.

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!