



**2019-2020**  
**Parent and Student Handbook**

## Table of Contents

<b>ARRIVAL PROCEDURES.....</b>	<b>3</b>
<b>ATTENDANCE POLICY.....</b>	<b>3</b>
<b>BACKPACKS.....</b>	<b>3</b>
<b>BIRTHDAY PARTIES.....</b>	<b>3</b>
<b>CHAPEL TIME .....</b>	<b>3</b>
<b>DIRECTOR'S HOURS .....</b>	<b>4</b>
<b>DISMISSAL PROCEDURE .....</b>	<b>4</b>
<b>DRESS CODE.....</b>	<b>5</b>
<b>FIELD TRIPS.....</b>	<b>5</b>
<b>FIRE, WEATHER AND ARMED INTRUDER DRILLS .....</b>	<b>5</b>
<b>GYM TIME .....</b>	<b>5</b>
<b>ILLNESS AND FIRST-AID PROCEDURES .....</b>	<b>6</b>
<b>LUNCH BUNCH.....</b>	<b>6</b>
<b>RULES AND DISCIPLINE GUIDE.....</b>	<b>6</b>
<b>PARENT VOLUNTEERS .....</b>	<b>7</b>
<b>PHYSICAL FORMS AND VACCINATIONS.....</b>	<b>8</b>
<b>SCHOOL CLOSINGS AND DELAYS.....</b>	<b>8</b>
<b>SAFE SCHOOL ZONE.....</b>	<b>9</b>
<b>SNACKS .....</b>	<b>9</b>
<b>SUPPLY REQUESTS .....</b>	<b>9</b>
<b>TUITION POLICY.....</b>	<b>10</b>
<b>WITHDRAWAL POLICY .....</b>	<b>10</b>

## **ARRIVAL PROCEDURES**

Morning classes begin at 9:00 a.m.

Afternoon classes begin at 12:30 p.m.

For safety reasons, parents are asked to park in the North parking lot on the Neffs side near the Grove and enter down the outside stairs. Parents and students will wait outside the double doors or in Room 5 if it is available. At the designated time, teachers will open the double doors and escort **ONLY** the students to the classroom. Teaching assistants will remain behind with the parents for 5 minutes so that parents can communicate any important information at that time. If you arrive after the students have been escorted to the classroom, please call the main number (610-767-5327) and someone will return to the double doors to pick up your child.

## **ATTENDANCE POLICY**

Regular, on-time attendance is necessary for ensuring school success. Please be sure to have your student arrive on time and ready to start at the designated program time.

Tardiness not only causes your child to miss out on activities, but also creates a distraction for the rest of the class. If you know ahead of time that your child will miss class, we ask that you let either the teaching staff or the director know.

## **BACKPACKS**

Each student will receive a folder that will go back and forth between home and school on a daily basis. Each child should have a backpack to transport this folder and any art projects/books that go home as well. Please check your child's backpack on a daily basis for important information. Most parents choose to place an extra pair of clothes in the backpack in case of accidents during the school day.

## **BIRTHDAY PARTIES**

Neffs UCC Preschool prides itself on fostering feelings of friendship and social acceptance among students. If you plan on inviting your child's classmates to a party, we ask that you do not pass out invitations on school grounds unless the entire class will be invited; children do notice when they are left out of activities.

Many of our students suffer from food allergies, if you would like to send in a birthday treat for your child's class, please consider sending in a non-edible treat or check with the Director for an appropriate food item.

## **CHAPEL TIME**

The Pastor, Associate Pastor, Director of Christian Education, or Preschool Director will present a program called "Chapel Time", which seeks to nurture the Preschool's philosophy of loving, caring, and sharing.

Chapel Time is held on the first floor in the Church Sanctuary at 9:30 and 1:00 P.M. If your child's class has already left their classroom before you arrive, please bring your child to the Sanctuary.

### **DIRECTOR'S HOURS**

Please be aware that the Director position is part-time. Hours vary based on the needs of the Preschool, and will be posted on the monthly Director Newsletter. Rest assured that the safety and education of your children is the top priority of Neffs UCC Preschool. When the Director is not in the building there are policies in place to handle concerns or emergencies. I will continue to check email (if possible) on days away from the office and will be checking with the teaching staff by phone daily. Our policy is to return calls and emails as quickly as possible, usually within 24 hours during the school week. This policy does not apply during school breaks. Please do not hesitate to contact me with any questions or concerns: **610-767-5327** or [preschool@unionucc.org](mailto:preschool@unionucc.org).

### **DISMISSAL PROCEDURE**

Morning classes dismiss at 11:30 a.m. (12:00 p.m. for late start days)  
Afternoon classes dismiss at 3:00 p.m.

We realize that unplanned circumstances, such as car issues, traffic jams and doctor's appointments running late, do occur. If an unexpected issue arises that will cause you to be late, please call the Preschool at **610-767-5327**. If you know that a scheduled appointment may cause you to be late, please try to make alternate arrangements for pickup, or let us know and we can plan for and approve the possible late pickup. We do appreciate this courtesy as it enables us to make sure there is adequate adult coverage and let the child know that everything is okay. The teachers have a one-hour "working lunch" between classes. They need this time to clean up from the morning session and to prepare for the afternoon session, as well as eat their lunch. After the afternoon classes, they again need to clean up and prep work to do before they end their day. These responsibilities often require the teachers to leave their classrooms. Please be respectful of their time, they are not being paid to babysit.

The Preschool Board of Directors has found it necessary to initiate a policy for habitual late pickups as follows:

- Each day there is a ten-minute grace period for pick up at the end of class.
- For pickups after the ten-minute grace period:
  - 1<sup>st</sup> offense- one grace offense will be allowed.
  - 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offenses- there will be a \$20 per offense payable at the time of offense or no later than with the next tuition payment.
  - 5<sup>th</sup> offense- Parents must meet with the members of the Board of Directors and pending their decision the child may be expelled.

## **DRESS CODE**

Neffs UCC Preschool understands the importance of incorporating movement and hands-on activities in educating preschool aged children. For this reason, we ask you to send your child in appropriate clothing you do not mind getting dirty. I know many girls like to wear dresses, if you send your daughter in a dress please include shorts underneath, as we will be sitting cross-legged on the floor on a daily basis. Due to the nature of our art project students may get paint or glue onto their clothing despite our usage of smocks, save favorite outfits for school special occasions. Neffs UCC Preschool provides a school tee shirt for each child; please dress your child in these shirts for field trips.

**NO FLIP FLOPS**

**NO OPEN TOE SHOES**

**NO SLIDE ON SHOES**

**NO NECKLACES**

**NO ONE PIECE JUMPSUITS** (unless your child can pull it down and back up independently)

## **FIELD TRIPS**

Throughout the year Neffs UCC Preschool schedules field trips to enhance the classroom activities. In order to participate in the field trips, parents must submit a signed permission slip in advance of the planned activity. Under Pennsylvania's primary child passenger safety law, children under four years of age must be properly restrained in an approved child safety seat. From the ages of four to eight, children must be restrained in an appropriate booster seat. For these reasons, the parents provide transportation to and from the field trips, and remain with their child during the trip.

In the past, our preschool has benefitted from a large field trip fund earned through Parent Organization fundraising which we have used to pay the cost of fieldtrips for students. Unfortunately, these funds no longer exist, and we must now charge for the student cost as well as additional family members.

## **FIRE, WEATHER AND ARMED INTRUDER DRILLS**

To maintain safety standards, Neffs UCC Preschool conducts regular fire, weather and armed intruder drills. By practicing the drills in safe, non-emergency situations, it improves the speed with which we can implement procedures in case of a real emergency.

## **GYM TIME**

Gym time is included in our classroom schedule. Your children will participate in fun activities planned to help them develop their motor skills and coordination. These sessions will be held outside (weather permitting) or indoors in Memorial Hall. On gym days, please be sure to dress your child in comfortable clothes and gym shoes on the assigned gym day.

## **ILLNESS AND FIRST-AID PROCEDURES**

In the event of an accident or sudden illness, Neffs UCC Preschool staff will administer First-Aid, and contact the parents immediately. If the child becomes ill at school, parents will be asked to come and pick up their child. Conditions that may lead to a request to have your child picked up include, but are not limited to:

- Fever over 99.9 degrees
- Vomiting or diarrhea
- Rashes
- Presence of lice or nits
- Severe sore throat
- Infected cuts
- Pink eye

**Please do not send your child to school with a fever of over 99.9 degrees. Students may return to school after 24 hours of being fever-free. Children must remain home for 48 hours following vomiting, diarrhea, or treatment of a contagious disease by antibiotics.**

\*If you know your child has been exposed to an infectious disease, please inform the Preschool so that we may alert the other families.

## **LUNCH BUNCH**

The Preschool offers an optional Lunch Bunch program aimed at helping students gain the self-help skills necessary for full-day kindergarten and eating independently at school. The cost of the program is \$10 per session, and each session is limited to 18 students, on a first come, first served basis. A Sign-Up Genius form will go out via email the week prior to each session for signing up. Students bring their own lunches. We offer allergy friendly classrooms for the safety of our students with food allergies, **NO PEANUT OR TREENUT ITEMS WILL BE ALLOWED.** This includes peanut butter and any nuts in candies, granola bars or baked goods. Please check your items carefully as any item that contains peanuts or tree nuts will be taken away. If your child continues to bring items with peanuts or tree nuts after a warning, he or she will not be permitted to sign up for Lunch Bunch, this is for the safety of all of our students.

## **RULES AND DISCIPLINE GUIDE**

Neffs UCC Preschool believes that students learn best in a safe and nurturing environment that fosters social, emotional, and academic growth. To ensure the safety of all our students and staff, we have created a set of behavioral expectations. These expectations reflect our adherence to a Positive Behavior System. Teachers and teacher assistants will model and reward positive behaviors. For example, if “Suzie” is repeatedly calling out during circle time, the teacher will ignore “Suzie’s” behavior and instead comment on someone who is engaging in the appropriate behavior, “I like how ‘David’ is raising his hand and waiting to be called upon.” If the inappropriate behavior

continues, the student will be reminded of the appropriate behavior and redirected. More serious behaviors will result in consequences.

We ask that all parents help us meet these expectations by reviewing the rules with your child then sign and return the agreement form stating you have read and understand both the expectations and consequences.

### **Expectations**

- Keep hands and feet to self
- Follow directions
- Treat staff, students, and school property with respect
- Be safe- remain in proper area with supervision
- Be a friend: take turns and share
- Display proper hygiene:
  - Flush toilet after use
  - Wash hands after using the bathroom
  - Put paper towel and used tissues in the wastebasket
  - Cough into elbow, not hands
  -

### **Disciplinary Actions**

We begin at the top of the hierarchy for first offenses and work our way through the disciplinary actions if inappropriate behaviors continue.

- Teaching staff will remind student of appropriate behavior.
- Student will be asked to take a time out within the classroom, separated from the other students and under adult supervision.
- Teaching staff will remove student from the classroom, but child will remain under adult supervision.
- Parents will be asked to come in for a conference with the teaching staff and/or director.
- Student may lose access to Preschool for one week. (two days for 3-year-olds, three days for 4-year-olds, and four days for Pre-K)
- Student may be asked to leave Neffs UCC Preschool for the remainder of the school year.

## **PARENT VOLUNTEERS**

Our school encourages parent participation through volunteer opportunities, opportunities will be sent out via Sign Up Genius, if you do not have an account and would like to volunteer, please set up an account to ensure emails are received. Pennsylvania laws require all volunteer who will be working around children to acquire appropriate clearances. As of July 2015, obtaining the Pennsylvania Criminal Records Check (Act 34) and Child Abuse History Clearance Act (Act 151) will be cost free for volunteers. When completing the forms, indicate the purpose of the form to be “volunteer”, Volunteer packets may be obtained from the Director by request.

Volunteer opportunities include, but are not limited to:

- Preparing for holiday celebrations, all supplies will be provided. This occurs at home and does not require a clearance.
- Copying worksheets or preparing art supplies for the teachers.
- Acting as Head of the Parent Group if there is sufficient interest in forming a group.
- Volunteering during parties or special activities.

### **PHYSICAL FORMS AND VACCINATIONS**

All students are required to have a current and signed physician’s physical form, that includes a list of vaccinations, on file at the Preschool each year. Forms are due the first day of school. If your child’s well visit falls after this date, you may ask your doctor’s office for a copy of their most recent physical and vaccine list to turn in to the Preschool and then submit the new form after the physical. Any student without a physical form submitted by October 1<sup>st</sup>, will not be able to attend until a form is submitted.

If any family refuses vaccines for religious reasons, a written note stating this must be attached to the physical form. If the Preschool becomes aware of any contagious diseases at the Preschool for which your child is not vaccinated, the child will be asked to stay home until we know it is safe for him/her to return.

### **SCHOOL CLOSINGS AND DELAYS**

Neffs UCC Preschool follows the Parkland School District schedule for school closings and late starts. Snow days will be made up after two weeks of missed classes (after the 3-year-old classes miss more than 4 days, the 4-year-old classes miss 6 days, or the Pre-K classes miss 8 days).

#### Weekdays from 5 a.m. to 10 a.m.

WFMZ-CHANNEL 69 -- Displayed continually at the bottom of the screen

- ACCUWEATHER CHANNEL -- Displayed continually at bottom of screen
- SERVICE ELECTRIC CABLE –CHANNEL 20
- RCN CABLE - CHANNEL 12
- BLUE RIDGE CABLE – CHANNEL 226
- COMCAST – CHANNEL 247

#### Weekdays after 10 a.m. & Weeknights

WFMZ-CHANNEL 69 -- Displayed at the bottom of the screen at the start of each ½ hour



Closings will be listed on the following radio stations – each station sets its own policy

WLEV-FM 100.7

WBYN-FM 107.5

WCTO-FM 96

WODE-FM 99.9

WRAW Oldies 1340 AM

WWYY-FM 107.1

WBYN-AM 1160

WRFY-FM Y102

WGMH-FM 105.5

Delay and closing information is also available at [www.wfmz.com](http://www.wfmz.com). This list is updated approximately every 5 minutes. You can also have the delay and closing information emailed to you, please see the web site for details.

Text messages via the **Remind** app will be sent out in the event of any closures or delays. To receive these messages:

3 year-olds: text @3yolds to 81010

4-year-olds: text @4yolds to 81010

PreK: text @pkinde to 81010

You may opt out of these messages at any time by replying, “unsubscribe” in the subject line.

If it is necessary to delay the opening of school due to weather and road conditions, we will be using the LATE START – MODIFIED SCHEDULE.

**Morning classes will begin at 10:00 a.m.**

**Afternoon classes will begin at 1:00 p.m.**

### **SAFE SCHOOL ZONE**

Neffs UCC Preschool maintains a Safe School Zone, drugs and weapons of any kind are strictly prohibited. The Pennsylvania State Police will be called for any violations.

### **SNACKS**

Due to the fact that some of our students have severe peanut/nut allergies, Neffs UCC Preschool will provide the daily snack. If your child has a special dietary concern and you feel the need to provide an individual snack, please contact the Director to set up a program. Please be advised that no snack will be approved if it contains peanut or tree nut ingredients. The Preschool welcomes donations of the following snack items: saltine crackers, regular or cheddar flavor Goldfish crackers, pretzels, Pirate’s Booty and Veggie Straws.

### **SUPPLY REQUESTS**

Throughout the school year your children will have the opportunity to create wonderful works of art. Many of these utilize typical household items such as paper towel tubes or empty containers. In advance of these projects teachers may send home a request for whatever items are needed. Any help you could give by sending in items at the requested

time will be appreciated. In addition, the school goes through many cleaning and hygiene items, especially during cold and flu season. If you would like to make a contribution to the school, the following items are always needed.

- Clorox wipes
- Baby wipes
- Hand sanitizer
- Tissues
- Construction paper
- Copy paper

### **TUITION POLICY**

Tuition payments are due on the 1<sup>st</sup> class day of each month of the Preschool year.

- There will be a one-week grace period. Any payments not received by the end of the grace period will incur a late fee of **\$5.00**.
- Should the bank return your tuition check, a returned check fee of **\$25.00** will be applied to your account.
- If you cannot make your payment by the designated date, send a dated written notice to the attention of the Director prior to the first of the month. By contacting the Preschool office, you will avoid the late charge and the Director will work with you to set up tuition arrangements to accommodate your personal financial needs.
- Students will each receive a tuition envelope, please place your payment into the envelope each month and place the envelope into your child's backpack. The teaching staff will remove the envelopes from the backpacks and then return them again to you at the end of each month before the next payment is due.
- If you pay by cash, please be sure to hand the tuition envelope directly to the Director to ensure proper credit.
- Please do not write on the tuition envelopes, the spaces to record monthly payment are for the Preschool Treasure to fill out.

### **WITHDRAWAL POLICY**

Requests for withdrawal of your child from the Preschool must be made in writing. Letters should contain date, child's name, reason for withdrawal, as well as the effective date of withdrawal. Please notify the Preschool promptly should there be a need for withdrawal. There will be no refund of tuition paid.