



Preschool

2022-2023

Parent and Student Handbook

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ARRIVAL PROCEDURES

Morning classes begin at 9:00 a.m.

Afternoon classes begin at 12:30 p.m.

Drive up and form a car line beginning at the double doors under the overhang in the North lot, continuing along the side of the parking lot near the cemetery. Please have your child on the passenger side in the back. If your child has a fever, they will not be allowed to enter the building. If you arrive after the classes leave, 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 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. Make sure the folder fits completely into the backpack and the zipper is able to close completely. **Please check your child's backpack on a daily basis for important information.** Please place an extra pair of clothes in the backpack in case of accidents during the school day. We ask that you clean the outside of your child's backpack regularly.

BIRTHDAY PARTIES

Neffs UCC Preschool prides itself on fostering feelings of friendship and social acceptance among students. If you plan to invite your child's classmates to a party, we ask that you do not pass out invitations on school grounds unless the entire class is invited; children do notice when left out of activities. If you choose to invite the entire class, you may give us the invitations to place in student folders for you.

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 will occur every other month for this school year. We are a non-denominational, curriculum-based school, but due to our location within a Christian church, your child will be exposed to Christian based holidays.

COMMUNICATION

If you have any class specific questions, please contact your child’s teacher directly, email addresses are below. If you have a program specific question, please contact the Director.

Ms. Bergen	missh.neffspreschool@gmail.com
Mrs. Millroy	millroy.neffspreschool@gmail.com
Mrs. Horwith	horwith.neffspreschool@gmail.com
Director	preschool@unionucc.org

COVID-19 PROTOCOLS AND PROCEDURES

The preschool follows all federal, state, and local guidelines, as well as CDC recommendations, in regards to the prevention of COVID-19. These guidelines change regularly. ***Those listed in this handbook are current as of printing, but subject to change at any time.*** We will use a variety of strategies to minimize the spread of the virus to the extent possible, to protect the health and safety of our preschool community. We rely on a commitment from every family to maintain this safety and allow us to continue with in-person learning.

- Masks are recommended but not required in the building for all persons over the age of two.
- If your child develops a fever or vomits during the school day
- Water fountains will be closed this year, each child should bring their own water bottle, clearly labeled with his/her name.
- Monitoring of symptoms will occur for all staff and students. Each family, by sending their child to school agrees the answers to the following questions is “NO”. If you answer “YES” to any question, contact the preschool BEFORE sending your child to school. (Taken from the ama-assn.org website)
 - *Have you or anyone in your household had any of the following symptoms in the last 10 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?*
 - *Have you or anyone in your household been tested for COVID-19?*
 - *Have you or anyone in your household traveled outside of the U.S. in the past 10 days?*

- *Have you or anyone in your household traveled on a cruise ship in the last 21 days?*
- *Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?*
- *Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?*
- *To the best of your knowledge, have you been in close proximity to any individual who tested positive for COVID-19?*

DIRECTOR’S HOURS

Please be aware that the Director position is part-time. Beginning in October, she will be in the office 3 days a week. The days of the week vary based on the needs of the Preschool. 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.

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.

Parents will pick-up students outside by the double doors used for drop off. Please form a single-file car line; teachers dismiss one child at a time. We may place your child in his/her car seat, but we **MAY NOT** fasten the safety straps. You must pull into a parking spot and fasten the child in before leaving the parking lot.

We realize that unplanned circumstances do occur; if an unexpected issue arises that will cause you to be late, please call the Preschool at **610-767-5327** **at least 15 minutes prior to scheduled pick-up time as we will not be near phones as we prepare the children for dismissal.** 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 before they end their day. These responsibilities often require the

teachers to leave the 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:
 - 1st offense- one grace offense will be allowed.
 - 2nd, 3rd, and 4th offenses- there will be a \$20 per offense payable at the time of offense or no later than with the next tuition payment.
 - 5th 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 projects, students may get paint or glue onto their clothing despite our usage of smocks; save favorite outfits for special occasions. We will be going outside daily as weather permits, please make sure your child has appropriate outdoor clothing each day. Neffs UCC Preschool provides a school tee shirt for each child; please dress your child in these shirts for field trips.

- GYM SHOES OR CLOSED TOE SHOES THAT HAVE TIES OR STRAPS ARE REQUIRED- NO CROCS OR SANDALS
- NO JEWELRY
- NO ONE PIECE JUMPSUITS (unless your child can pull it down and back up independently)
- A CHANGE OF SHOES IN THE BACKPACK IF YOUR CHILD WEARS RAIN BOOTS OR SNOW BOOTS TO SCHOOL. Boots are slippery on our floors indoors, cannot be worn in our gym room, and make it difficult for your child to sit on the floor.

We do get messy during art class, please send in an old, oversized shirt (some people use old men's button downs) labeled with your child's name to leave in the building for art. The staff will wash these on a regular basis.

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.

FIRE, WEATHER AND ARMED INTRUDER DRILLS

To maintain safety standards, Neffs UCC Preschool conducts regular fire, weather and armed intruder drills (staff only). 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, and will begin once a month when the weather turns colder. These dates will be included on monthly newsletters. 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.

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, and the child may be asked to wear a mask while waiting. 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
- Any sign or symptom of COVID-19

Please do not send your child to school with a temperature over 99.9 degrees. Students may return to school after 24 hours of being fever-free without medication. 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.

LICE

Facts about head lice

1. Lice is passed person to person via shared hats, clothing, brushes, and hair accessories. Lice may also spread from direct contact with infected upholstery, clothing, jackets, backpacks, and car seat covers. Lice DO NOT jump or fly.
2. Head lice can happen to anyone, it is not a sign of being dirty or in poor health. Lice may cause itchiness and irritation, but do not carry disease.
3. The bugs are hard to see, but you may spot the nits (eggs) which are brownish/yellow in color and hatch in 7-10 days. The nits are glued to a strand of hair at an angle and are teardrop shaped.
4. A female lays about 10 eggs per day.
5. Once hatched, the nymphs develop into egg laying adults in 10-12 days.
6. Common areas for hotspots of nits are along the hairline, the crown of the head, and behind ears.
7. Itching, redness, and irritation usually precede an actual infestation by 30-35 days. It is easiest to treat them at this early stage.

Steps to take

1. Check your child's head daily for signs of nits.
2. Wash or dry clean all "soft" items that may have come in contact with the infected child or his/her items: backpack, clothing, jackets, car seat cover, etc....
3. Any items that cannot be cleaned should be sealed in a plastic bag and left for 10 days.
4. Wash your hands after handling these items.

If your child is found to have lice, contact your primary caregiver for instructions. The CDC does not advocate keeping children out of school for extended periods of time due to lice. Your child may return to school once they have undergone treatment, all items that may still be carrying lice and nits have been cleaned following the procedures listed on the Department of Health sheet, and no signs of living lice or nits are found.

LUNCH BUNCH

Starting in mid-October, the Preschool offers an optional Lunch Bunch program for the 4-year-old and PreK classes, 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 \$15 per session, and each session is limited, 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.

Payment may be made online through our website, and cash and check are accepted in envelopes clearly marked with your child's name. Please do not send in loose cash as it is hard to track and your account may not get credited correctly.

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. Behaviors that are more serious 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 volunteering at/ for activities. 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 on our website (neffsuccpreschool.org), or from the Director by request. In addition, all in-person volunteers who will be around the children must have a complete COVID-19 vaccination card on file.

Volunteer opportunities include, but are not limited to:

- Preparing for holiday celebrations, all supplies will be provided. **No clearances required.**
- Copying worksheets or preparing art supplies for the teachers. **No clearance required.**
- Acting as Head of the Parent Group if there is sufficient interest in forming a group. **Clearances are required.**
- Volunteering during parties or special activities with the children. **Clearances are required.**
- Setting up for the art show or graduation. **No clearances required.**

PHYSICAL FORMS AND VACCINATIONS

All students are required to have a current and signed physician’s physical form, which 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 will not be able to attend until a form is submitted.

If a child cannot receive vaccines for medical reasons, please attach a doctor's note stating this to the physical form, along with a note signed by the parents accepting responsibility for any exposure your child may incur during the course of attending Neffs UCC Preschool. If the Preschool becomes aware of any contagious diseases at the Preschool for which your child is not vaccinated, the child may be asked to stay home until we know it is safe for him/her to return.

REMIND APP

The preschool uses the Remind app to send out important information updates and reminders. Without the face-to-face interaction at drop off and pick up times, this will be an even more important tool. You may opt out of these messages at any time. To receive these messages:

- 3-year-olds: text @3yolds to 81010
- 4-year-olds: text @4yolds to 81010
- PreK: text @pkinde to 81010

Teachers will also have individual class codes they will share with you as well.

SCHOOL CLOSINGS AND DELAYS

Neffs UCC Preschool follows the Parkland School District schedule for school closings and late starts. 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), classes will be held virtually via Zoom on subsequent snow days. Teachers will share links to these Zoom sessions directly.

Delay and closing information is also available at 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 website 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. and end at 12:00 p.m.
Afternoon classes will begin at 1:00 p.m. and end at 3:00 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. The preschool is monitored 24/7 with security cameras that show parking lots as well and indoor spaces. The Preschool Director, as well as church staff, have video monitors in our offices to view these cameras at all time.

SCHOLASTIC BOOKS

Throughout the year, we offer parents the opportunity to shop with Scholastic Books by sending home order forms. They usually have a selection of \$1-2 books each month. We will not be sending home brochures every month, but you may order online anytime you would like. I will process any orders from that month on or about the 28th of each month. It used to take 2 weeks for delivery, but we have been alerted to expect slower than normal postal deliveries. Once I receive your order at the school, we will send them home at drop off or pick up.

<https://clubs.scholastic.com/home>

Class code: PCNDR

SNACKS

Because 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 is appreciated. In

addition, the school goes through many cleaning and hygiene items, especially during cold and flu season. If you would like to contribute to the school, the following items are always needed.

Baby wipes
Tissues

Construction paper
Copy paper

We purchase many of our special activity items off of Amazon, we can share a wish list with you at any time.

TUITION POLICY

Tuition payments are due on the 10th of each month September through April.

- Any payments not received by the 10th will incur a late fee of **\$10.00**.
- Should the bank return your tuition check, a returned check fee of **\$35.00** 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 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.
- We offer families the ability to pay electronically through our website (neffsuccpreschool.org). Be aware that the payment is processed through Square and they charge a slight transaction fee, the total including transaction fees is listed on the website.

WITHDRAWAL POLICY

Requests for withdrawal of your child from the Preschool must be made in writing two weeks prior to withdrawal, except for emergencies. 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.