



Narberth Presbyterian Christian Preschool Handbook 2019-2020

Welcome

Preschool is an exciting time for you and your child. We are glad that you are part of our school family. This handbook provides you with basic information about the school, our policies and procedures.

We ask that you take a few moments to review the handbook and then refer to it throughout the year. If you have any questions that are not addressed in the handbook, please ask your child's teacher or the director.

Contact Information

School Phone: (610) 664-8890 Snow Emergency: Lower Merion #302

Director's E-mail: preschool@narberthpres.org

Bookkeeper's E-mail: kwaller@narberthpres.org

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Purpose

The desire of this preschool is to provide a loving Christian atmosphere in which children find security, support, friendship, love and a joyful experience in their first school setting. We hope the experiences here will provide the children with a nurturing learning environment that is rooted in Christ.

Mission Statement

The mission of Narberth Presbyterian Church Christian Preschool is to introduce children to an understanding of God’s love for them in an environment that incorporates play, social learning, and developmentally appropriate academic and Bible instruction. The Christian Preschool aims to nurture the whole child, as individuals and as members of their families, communities, and the world beyond.

Vision

A basic value of Narberth Presbyterian Church Christian Preschool is for children to be known and cared for as individuals. The faculty and staff work to build a peaceful and joyful community, where children can enjoy playing with peers, as well as learning basic academic skills and beginning Bible knowledge. Children also learn to care for each other with gentleness and respect, lessons that extend to serving as caretakers of the earth and God’s creation around us. Each child comes into the classroom with a unique set of abilities and learning styles, and the school strives to provide a safe and compassionate environment that cultivates curiosity, discovery and acceptance of self and others.

Goals

I. To develop an awareness of God and His love for us.

A. Self, family, home, friends, neighborhood, town and world.

B. Bible stories, drama, puppets, music, crafts, stories, poetry and field trips.

II. To develop positive attitudes and patterns in:

A. Social Behavior: Sharing, helping, listening, manners, loving peer relationships, organizational skills, cooperation and language development.

B. Emotional Behavior: Independent identity, feelings, actions, self-image, self-discipline and peer attitudes.

III. To develop skills in:

A. Gross Motor Skills: Balance, coordination, creative movement and supervised play-time (gym activities).

B. Fine Motor Skills: Easel and table painting, free-hand drawing, crayons, cutting, pasting and or gluing, pegboards and puzzles.

C. Creative Imagination: Thinking, communicating, music, all art mediums, puppets, drama, role-playing, dress-up and games.

D. Visual, verbal and auditory readiness; Alphabets, numbers colors, shapes and games.

IV. To broaden and develop the child's social world:

Field trips, special projects, organizations visiting our school, parents and friends of the school sharing their professions, talents and hobbies.

School Day



School begins promptly at 9:00 A.M. and ends at 12:00 P.M. The door will unlock at 8:50 A.M. to accommodate any early drop-offs between 8:50-9:00 A.M. We cannot accommodate any drop-offs before 8:50A.M. Afternoon classes begin promptly at 12:00 P.M. and ends at 3:00 P.M. Please do not enter afternoon classrooms before 12:00 P.M. unless you scheduled an early pick up with the child's teacher or director.

Program Schedules

Daily Schedules are different in each class and are set by the lead teacher. A typical day will consist of:

- Free Play/Free Choice and Clean-up
- Circle Time/Calendar
 - Gross Motor Skill Development (Gym & Outdoor time)
- Snack Time
- Fine Motor Skill Development (Crafts) Story, Language Activities

Development in Readiness Pattern Areas

- Gross Motor Skills
- Fine Motor Skills
- Relationships
- Directions
- Listening

- Creative Thinking
- The Five Senses
- Alphabet
- Numbers
- Colors
- Shapes
- Sequences
- Repetition
- Printing

Throughout the year we will be working on these readiness pattern areas with the utmost consideration of the age-appropriateness of the classroom and the activities within that classroom. Readiness for activities will vary between classrooms. We will also be working on applied awareness of: self, family, home, friends, neighborhood, town and world.

Prayer

We believe that God loves to hear the prayers of His children, and honors their requests. If at any time during the school year, you have a personal concern and would like prayer support, please contact either your child's teacher or the director. All information will be kept confidential as we support you and your loved ones in prayer.

Brightwheel



Our school is using Brightwheel! You will receive an invitation to sign up. Please set up your free account as soon as possible. Your child's attendance, photos, learning, activities and reminders will all be communicated through Brightwheel. Please update any of your child's personal information if for any reason it is incorrect or changes. You may also message the director or your child's teacher through the messaging tool. We will also be collecting tuition and fees through Brightwheel. For more information visit mybrightwheel.com or contact the director.

Tuition

Tuition payments are due the first of each month. A late fee of \$35.00 is due if the tuition is received after the 5th of the month. Tuition is an annual fee. The payments are divided into ten tuition installments for your convenience. Monthly tuition payments are due even if your child is sick or absent. If tuition is unpaid for two months, your child will be withdrawn from the school until all outstanding debt is satisfied. The possibility does exist that a new student could take your space in the school. If you are withdrawing from the school please give at least 30 days notice before withdrawing your child. Our budget is based solely on tuition. If, for any reason, you remove your child from the school, you are responsible for completing your payments for the months your child had participated in our school.

Tuition may be made by check made out to "Narberth Presbyterian Christian Preschool" or paid on Brightwheel.

The Preschool Board has approved the following tuition for the school year 2018-2019:

Toddler Program Tuition for 2019-2020 Year

Two-Day Program	\$245 x 10 months
Three-Day Program	\$295 x 10 months
Five-Day Program	\$395 x 10 months

Ages 3 & Up Program Tuition for 2019-2020 Year

Two-Day Program	\$235 x 10 months
Three-Day Program	\$285 x 10 months
Five-Day Program	\$375 x 10 months
Kindergarten Enrichment	3 Day \$375 x 10 months 5 Day \$450 x 10 months

Monthly payments begin on August 1st with the last payment in May.

Weather Policy

Always check Brightwheel for updates regarding weather

- If LMSD has a 2 hour delay:
 - NPC Preschool morning classes will be cancelled.
 - Children previously signed up for lunch bunch will still be able to attend beginning at 12:00 P.M.
 - Children in afternoon classes will have school as scheduled.

- Kindergarten enrichment will still occur.
- If LMSD closes for the day due to weather, NPC Preschool will also close.
- In the event that LMSD is closed for a number of days due to power outages at their schools and if NPC Preschool has power and weather is no longer an issue, NPC Preschool will have school at the discretion of the Director.
- In addition, NPC Preschool will add two "cushion days" to the school year. What that means is in the event that NPC Preschool closes for 4 or more snow days over the course of the school year, 2 additional instructional days will be added at the end of the school year.

Field Trips & Events

Field trips are designed to be fun and to enhance the curriculum. They are for the school child only. Each parent is responsible for your child's transportation. If you need to carpool, please make arrangements with another school family. All field trips and special events will be scheduled throughout the year. A notice and/or permission slip will be sent home prior to the scheduled date with more information for any special events other than walking field trips.

Emergencies & Release of Child

The school requires the name and phone number of a relative or friend to that can be reached in an emergency if you are not available. Please give names of those who are reachable during school hours and that they bring



their ID in order for the child to be released. If your child is being picked up by anyone other than the primary caregiver please notify us via brightwheel with the name of the person picking up and the date they will be picking up. Please remember that the proper car seat must be used for safety reasons.

Parking

We have obtained permission from the Borough for fifteen minute parking on the church side of Windsor Ave for easier drop-off and for your convenience.

Please be aware of the parking spaces marked "handicapped". The police will issue tickets if you are parked in between the signs.

This is a busy area especially during the times you leave your child at school and at the time of pick up. If you are going to chat with other people outside the school, please do it inside the enclosed courtyard area to the side of the school entrance.

Our concern continually is for the safety of your children. Please, watch them carefully outside on the sidewalks and do not permit them to play near the window wells of the Church. Once the children leave the school, they are your responsibility.

Please do not park in the church parking lot. It is reserved for church and preschool staff. Thank you.

Lunch Bunch

We offer an extended day program five days a week from 12:00 P.M.-3:00 P.M. at a cost of \$20.00 per child. To sign up, please complete the



registration form online. It is important for us to plan so that we have the right amount of coverage during this extended care time. If you need last minute drop-in care or need to cancel your care, please send a message via brightwheel to the director.

Payment will be made by check or on brightwheel with your child's name on the memo and the lunch bunch date(s).

Snacks

Our school provides a snack daily for your child. We will serve filtered water and low sugar snacks without artificial coloring and preservatives as much as possible. Parents will be bringing snacks on Wednesdays or Thursdays depending on your child's classroom schedule. You will receive a snack schedule. On that day, please send your child with the following items: hand sanitizer, Clorox wipes, Napkins, Cups, a gallon of water and a healthy snack. If you should miss your designated snack day, please talk with your child's teacher to re-schedule. This is an important time of sharing for your child within the classroom setting.

- CNS is a peanut-free school.

Birthdays and "Un" Birthdays

Celebrating your child's birthday gives special significance to your child on their special day. Please contact your child's teacher one week prior to the celebration if you'd like to send in a special snack that day. If your child's birthday does not fall during the school calendar, we can celebrate it on another day of your choice.

Show and Tell

Your child's teacher will notify you when to send in items for Show and Tell. Please remember to take them home at the end of the school day. CNS is not responsible for any lost items.

Clothing

Clothing should be comfortable and easy for the child to handle in regards to personal bathroom care. Keep outer garments in designated area of your child's classroom as designated by your child's teacher. Do not send your child in their Sunday best. Clothing does get paint on it, etc. even when the child is smocked.

Please try to send your child in clothing that is conducive to potty training. No cloth diapers.

Parents of toddlers, three year olds and young four year olds need to bring a complete set of clothes (pants, shirt, underwear and socks) in a marked Ziploc bag the first day of school.

All students will need a book bag or backpack to carry home items sent home.

Personal Care

Every student in our school (other than Toddler Program) must be self-sufficient in toilet needs. Diapers and "pull-ups" are not appropriate for this setting.

Health

We encourage you to keep your child at home and comfortable if he or she shows any of the following symptoms: fever at night or in the morning, fresh cold with runny nose and/or cough, rash, unusual fatigue, chills, nausea, vomiting or diarrhea. Your child must be fever free for 24 hours without the use of Tylenol or other medication.

Lice are now running rapid in schools. Your child must be nit-free (nits are lice eggs) to return to school. The director will check your child's head in order to readmit them. You should notify your child's teacher or the Director. This will be kept confidential. Please be considerate, this is for the health and protection of your child, other children and staff.

Child Placement

The placement of your child (ren) in classes is though thoughtful discretion made by the director with regards to the child's birthday and input from the teaching staff.

Special Needs

As stated in our purpose, our goal is to provide a joyful, loving atmosphere that supports both our children and parents. We reserve the right to remove children with needs that cannot be met by the school, including those who seriously disrupt the normal operation of the school or our ability to meet our obligations to the other children and parents. We will always strive to deal with specific situations with a maximum degree of sensitivity and love.



School Organization

Our school is a self-supporting ministry of the Narberth Presbyterian Church. The Church appoints a Board of Advisors, which meets quarterly to oversee the school operation and review school board decisions. The Board is made up of a Church Session Representative (Chairman of the Board), the Pastor, the Preschool Director and Representatives from the Church Deacons, congregation and school parents. Comments and concerns may be expressed to any member of the Board.

Narberth Presbyterian Christian Preschool Board of Advisors 2019-2020

Chairman of the Board	Virginia Davis
Pastor	Steve Weed
Preschool Director	Christina Platt
Director of Children's Ministries	Danielle Kauffman
Congregational Representative	Maria Kamstein
Preschool Parent Representatives	Kirsten Sams, Trish Hein & Sarah Comstock
Bookkeeper	Karin Waller
Business Manager	Tim Roykouff

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Reserved

Notice of Nondiscriminatory Policy as to Students

SUBJECT: Nondiscrimination in Services

TO: Parents/Guardians and Staff

FROM: Christina Platt (Director)

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Christian Nursery School
205 Grayling Ave
Narberth, PA 19072

Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity
Room 225, Health & Welfare Building P.O. Box 2675
Harrisburg, PA 17105

U.S. Department of Health and Human Services
Office for Civil Rights



Suite 372, Public Ledger Building 150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street, 8th Floor Harrisburg, PA 17101

U.S. Department of Health and Human Services
Office for Civil Rights
Public Ledger Building
150 South Independence Mall West
Philadelphia, Pa 19106-9111 Suite 372