



## ***Narberth Presbyterian Christian Preschool Handbook 2020-2021***

### **Welcome**

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

Things will look a little different this year, to access our Covid-19 Reopening Plan click [here](#).

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### **Contact Information**

School Phone: (610) 664-8890

Director's E-mail: [preschool@narberthpres.org](mailto:preschool@narberthpres.org)

Bookkeeper's E-mail: [agibbs@narberthpres.org](mailto:agibbs@narberthpres.org)

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## Purpose

The mission 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. The program is designed to provide children with a nurturing learning environment that is rooted in Christ.

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## Goals

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

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: Balance, coordination, creative movement

and supervised playtime (gym activities).

B. Fine Motor: 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 through:

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

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## School Day

School begins promptly at 9:00 A.M. and ends at 12:00 P.M. Staggered drop-off will begin at 8:45am and staggered pick-up will begin at 11:45am. Please follow your class schedule for times and locations. We cannot accommodate drop-offs before 8:45A.M. Early pick-ups must be scheduled with the child's teacher or the director.

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## 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.

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### 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 to communicate with our families! You will receive an invitation to sign up, and we invite you to set up your free account as soon as you do. We maintain children's attendance records on Brightwheel, and you will also receive photos, updates on learning activities, and reminders. After you have signed up, please update any of your child's personal information if for any reason it is incorrect or if something changes. You may also message the director or your child's teacher through the messaging tool. In addition, we will collect tuition and fees through Brightwheel. For more information visit [mybrightwheel.com](http://mybrightwheel.com) or contact the director.

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### 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 5<sup>th</sup> of the month. Tuition is an annual fee, and payments are divided into ten 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. 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. Our budget is based solely on tuition, so timely payment is important.

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 2020-2021:

### **Toddler Program Early Years for 2020-2021 Year**

<b>Two-Day Program</b>	\$263 x 10 months
<b>Three-Day Program</b>	\$316 x 10 months
<b>Five-Day Program</b>	\$422 x 10 months

### **Ages 3 & Up Program Tuition for 2019-2020 Year**



Five-Day Program	\$411 x 10 months
Kindergarten Enrichment	Will reopen if enrollment increases

Monthly payments begin on September 1<sup>st</sup> with the last payment due in June.

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### Weather Policy

Always check Brightwheel for updates on weather-related delays.

***\*\*\*Our weather policy may be subject to change in light of Lower Merion School District starting the school year in virtual mode. Please always check Brightwheel for notifications about weather-related delays.\*\*\****

- If LMSD has a 2 hour delay:
  - NPC Preschool morning classes will be cancelled.
- 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 or other non-weather circumstances, and if NPC Preschool has power and weather is no longer an issue, NPC Preschool will have school at the discretion of the Director.
- NPC Preschool has included two “cushion days” to the school calendar. These added days will be used to compensate for any weather closures that may occur over the course of the school year.

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## Field Trips & Events

***\*\*\*Field trips and events will be canceled due to the pandemic until further notice. Any changes will be communicated in a timely manner.\*\*\****

***When they resume, the below policy will be followed:***

Field trips are designed to be fun and to enhance the curriculum. They are for the school child only, so we will not be able to accommodate siblings on these trips. For insurance reasons, parents are responsible for their children's transportation. If you need to carpool, please make arrangements with another school family, and submit your carpool plan to the Director in writing prior to the beginning of the trip (email notification is fine). 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.

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## Emergencies & Release of Child

The school requires that parents give us the name and phone number of a relative or friend that can be reached in an emergency if you are not available. Please give names of those who are reachable during school hours and remind them that they must bring their ID in order for the child to be released to them. 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. This year we will be following staggered drop-offs in a car line. Please refer to the Covid-19 plan and your classroom schedule for drop-off and pick-up procedures.

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

Our continual and primary concern is for the safety and well being 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 have been released to you, they are your responsibility.

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

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## Lunch Bunch

***\*\*\*Lunch Bunch will be canceled due to the pandemic until further notice. Any changes will be communicated in a timely manner.\*\*\****

When they resume, the below policy will be followed:

Lunch Bunch is an optional extended day program five days a week from 12:00 P.M.-3:00 P.M. at a cost of \$20.00 per child per day. We offer Lunch Bunch to children in the



Toddler class until 1:30PM at the cost of \$15 per child per day. To sign up, please complete the registration form online. Prior signup is important for us, as it helps us to plan for appropriate adult 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).

**We are a nut-free school, so please do not send peanut butter or other peanut or tree nut-based foods for lunches.**

## Snacks

This year we will follow a different snack policy. Parents are responsible for packing an individually wrapped snack and water bottle daily. Please label all items sent into school.

- CPS is a peanut-free school.
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## Birthdays and "Un" Birthdays

Celebrating your child's birthday gives special significance to your child on their big day. Please contact your child's teacher one week prior to the celebration if you'd like to send in a special snack for your child to share with the class. If your child's birthday does not fall during the school calendar, we can celebrate it on another day of your choice. Due to Covid-19 the snacks sent in must be individually wrapped.

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## 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. CPS is not responsible for any lost items.

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## Clothing

Clothing should be comfortable and easy for the child to handle independently when using the bathroom. Outer garments will be placed in an area of the classroom as designated by your child's teacher. Do not send your child in their Sunday best! Clothing does get exposed to paint and markers, 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 should come to school with a book bag or backpack to carry items to be sent home.

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## Personal Care

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

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## Health

Please follow our Covid-19 Reopening Plan for guidance on what to do when your child is sick. It can be accessed [here](#).

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 72 hours without the use of Tylenol or other medication before returning to school.

Lice are now running rampant in schools, and are hard to prevent, even with the best of prevention. If your child is found to have lice, he or she must be nit-free (nits are lice eggs) in order 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 if your child has lice. The name of any child with lice will be kept confidential, but a general notice will go out to all parents, letting them know that they should check their children's heads. Please be considerate, as this is for the health and protection of your child, other children and staff.

## Child Placement

Classroom placements are made thoughtfully by the Director, with input from the teaching staff. Children's age at the start of school is a primary determiner of placement, but sometimes there are other factors (e.g. sibling placements). The goal of each placement is to maximize



children's comfort, success and enjoyment

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### 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.

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### School Organization

Our school is a self-supporting ministry of the Narberth Presbyterian Church. The Church appoints a Board of Advisors, which meets five times during the school year to oversee the school operation and review school policies and operations. 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.

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	Danielle Kauffman

Ministries	
Congregational Representative	Maria Kaminstein and Carol Bellamy
Preschool Parent Representatives	Kirsten Sams and Trish Hein
Bookkeeper	Angie Gibbs
Business Manager	Tim Roykouff

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### 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 Preschool  
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