



NARBERTH PRESBYTERIAN CHURCH  
**CHRISTIAN PRESCHOOL**



# **2023-2024 School Handbook**



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## 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 our 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

Virginia Davis, Director  
School Phone: (610) 664-8890  
Cell Phone: (215) 528-9368  
Email: [preschool@narberthpres.org](mailto:preschool@narberthpres.org)

Karin Waller, Bookkeeper  
Email: [kwaller@narberthpres.org](mailto:kwaller@narberthpres.org)

## Teaching Staff

### Lead Teachers:

Melissa Callan  
Dee Fulginitti  
Elizabeth McAnally  
Amaya McCaskey  
Lisa Paninos  
Jennifer Toland  
Seble Zein

### Music Teacher:

Sarah Comstock

### Assistant Teachers:

Imani Cleveland  
Mary Dafis  
Kishori Fernandes  
Leigh Haakenson  
Gaby Kasmer  
Autumn Jones  
Demure McKenzie  
Liliana Mironidis  
Jennifer Roykoff  
Maureen Russell  
Kirsten Sams  
Erica Sovin

## **Purpose**

The mission of NPC Christian 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 Jesus Christ.

## **Goals**

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

- Self, family, home, friends, neighborhood, town and world.
- Bible stories, drama, puppets, music, crafts, stories, poetry and field trips.

II. To develop positive attitudes and patterns in:

- Social Behavior: Sharing, helping, listening, manners, loving peer relationships, organizational skills, cooperation and language development.
- Emotional Behavior: Independent identity, feelings, actions, self-image, self-discipline and peer attitudes.

III. To develop skills in:

- Gross Motor: Balance, coordination, creative movement, and supervised playtime (gym activities).
- Fine Motor: Easel and table painting, free-hand drawing, crayons, cutting, pasting and/or gluing, pegboards and puzzles.
- Creative Imagination: Thinking, communicating, music, all art mediums, puppets, drama, role-playing, dress-up and games.
- Visual, verbal and auditory readiness: Alphabet, numbers, colors, shapes, children's literature, songs, and games.
- Independent self-care (eating, toileting)

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.

## **School Day**

The school day runs from 9:00am to 12:00pm. 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 early drop-offs. Early pick-ups must be scheduled with the child's teacher or the 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, Soccer, & Outdoor time)
- Snack Time
- Fine Motor Skill Development (Crafts)
- Story
- Language Activities

### **Development in Readiness Pattern Areas**

- Gross Motor Skills
- Fine Motor Skills
- Self care
- 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 depend on children's ages, so 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 uses 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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### **Weather Policy**

Always check Brightwheel for updates on weather-related delays.

- If LMSD closes for the day due to weather, NPC Christian Preschool (NPCCPS) will also close.
- If Lower Merion School District has a 2-hour delay:
  - NPCCPS morning classes will be canceled.
  - Children previously signed up for lunch bunch will still be able to attend beginning at 12pm.
  - Kindergarten enrichment will still occur.
- In the event that LMSD is closed for a number of days due to power outages at their schools and if NPCCPS has power and weather is no longer an issue, NPCCPS will have school at the discretion of the Director.
- In addition, NPCCPS will add two "cushion days" to the school year. What that means is in the event that NPCCPS closes for 4 or more snow days over the course of the school year, 1 additional instructional day will be added at the end of the school year. If NPCCPS closes for more than 8 days, a second instructional day will be added.



## Tuition

Tuition payments are due the first of each month. A late fee of \$35.00 is charged 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. If this occurs, your child’s space will remain open. No new student will take your child’s space in the school unless you notify us that your child will not be returning. If you are withdrawing from the school, please give at least 30 days’ notice before withdrawing your child. If you remove your child from the school for any reason, you are responsible for completing your payments for the months your child 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 Church Christian Preschool” or paid on Brightwheel. The Preschool Board has approved the following tuition for the 2023-2024 school year:

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<b>Class</b>	<b>Number of Days</b>	<b>Tuition Amount</b>
Early Years	Two Days	\$2816
Early Years	Three Days	\$3386
Early Years	Five Days	\$4520
Three and Up	Two Days	\$2744
Three and Up	Three Days	\$3336
Three and Up	Five Days	\$4406
Kindergarten Enrichment	Five Days	\$4930

Monthly payments begin August 1<sup>st</sup> with the last payment due May 1<sup>st</sup>.

*Beginning with the 2024-2025 school year, tuition payments will begin July 1<sup>st</sup> with the last payment due April 1<sup>st</sup>.*



### **Field Trips & Events**

Field trips are designed to be fun and to enhance our school's 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). 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 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 by anyone who picks up a child at NPCCPS.

### **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 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.





### **Lunch Bunch**

Lunch Bunch is an optional extended day program five days a week from 12:00pm to 3:00pm at a cost of \$21.00 per child per day. We offer Lunch Bunch to children in the Early Years class until 1:30pm at the cost of \$16 per child per day.\* To sign up, please reach out to the director at preschool@narberthpres.org. 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).

*\*Early Years Lunch Bunch is not being offered in the 2023-2024 school year due to high enrollment of preschool aged children.*

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

### **Snacks**

Parents are responsible for packing an individual nut-free snack and water bottle daily. Please label all items sent into school.

### **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.

### **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. Please do not send your child in their Sunday best. Clothing does get exposed to paint and markers, even when the child is smocked.

For Early Years children, please send your child in clothing that is conducive to potty training. No cloth diapers, please. 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 labeled Ziploc bag on the first day of school. All students should come to school with a book bag or backpack to carry items to be sent home.



### **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 permitted in preschool.

### **Health**

Please keep your child at home 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 before returning to school.**

Lice is prevalent 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. 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.

With regard to Covid, please reference our Covid Policies and Protocols document.

### **Child Placement**

Classroom placements are made thoughtfully by the Director, with input from the teaching staff. A child'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.

### **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 take such decisions seriously, and will always consult with parents before taking further steps. We are committed to dealing with every child with a maximum degree of sensitivity and love.



### **School Organization**

Our school is a self-supporting ministry of 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 (Chair of the Board), the Pastor, the Children’s Director, Church Business Administrator, Preschool Director, and congregational and preschool parent representatives.

Narberth Presbyterian Christian Preschool Board of Advisors for 2023-2024:

Chair of the Board	Carol Bellamy
Pastor	Steve Weed
Preschool Director	Virginia Davis (non-voting)
Director of Children's Ministries	Danielle Kauffman
Congregational Representatives	Peter Phillips and Lisa Hoffman
Preschool Parent Representatives	Lindsay Bognanno, Tiffany Burnett and Danielle Sherlock
Business Administrator	Tim Roykouff



## **Notice of Nondiscriminatory Policy as to Students**

SUBJECT: Nondiscrimination in Services

TO: Parents/Guardians and Staff

FROM: Virginia Davis, 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