

Lampeter Community

Preschool Handbook

2016 - 2017



Lampeter Church of the Brethren

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Parent – Teacher Communication

Newsletters and Bulletin Boards

Important information and notices will be posted on the parent bulletin board outside the preschool classroom. A monthly newsletter will be distributed to keep you posted on your child's class activities.

Visitation

Parents are always welcome to visit the preschool. The teachers will hang a volunteer sign-up sheet outside the classrooms each month to let parents know when they need extra help. Parents might even consider being a part of our curriculum – sharing a hobby, collection, story, skill, or other special interests.

Parent – Teacher Conferences

Individual conferences for each child will be scheduled in March. Conferences may be held any time the parent and/or teacher feels there is a need for one.

Welcome

The preschool committee and staff welcome you and your child to our school. We consider it a privilege to work with your child. We hope it will be a positive experience in your child's growth and development.

Relationship to the Church

The preschool is a non-profit organization sponsored by the Lampeter Church of the Brethren. The preschool is a mission of the church and is responsible to the Congregational Forum. A Leadership Team member acts as a liaison member on the Preschool Committee.

Mission

The Lampeter Community Preschool seeks to provide a loving and caring Christian environment in which the child can joyfully adjust to being away from home, grow socially and academically, and develop an enthusiasm for learning.

Aim

- *to affirm the uniqueness of each child
- *to encourage positive development socially, emotionally, and spiritually
- *to develop positive relationships with teachers and peers
- *to offer creative play to learn academic skills

General Information

Admission/Enrollment

- Children who are 2 years old by September 1 will be eligible for the 2-year-old class.
- Children who are 3 years old by September 1 will be eligible for the 3-year-old class.
- Children who are 4 years old by September 1 will be eligible for the 4-/5-year-old Pre-Kindergarten class.

Priority will be given to Lampeter Church of the Brethren families. All other applications will be available on a first come, first served basis.

We strongly encourage that children attending classes other than the 2-year-old classes are potty trained at least one month prior to the start of preschool.

Arrival and Pick-Up

Children should arrive no earlier than 8:55 AM or 12:25 PM for class. You are expected to accompany your child to the classroom.

ALL children are dismissed from the lobby. At dismissal, please pull your car up to the front of the church, and we will escort your child to the car.

If someone other than a parent will be picking up your child, please notify the teacher by written note or by telling her personally.

Snack

A nutritious snack will be served during preschool. Please let us know if your child has any food allergies. Parents are asked to bring in a snack and drink occasionally. Please check the sign-up sheet to see when you can provide snack. Please do not send snacks containing nuts, because our school is a nut-free zone.

Special Needs

The Lancaster-Lebanon Intermediate Unit 13 has an Early Intervention Program for preschool children. They provide services and supports designed to help families with children with developmental delays. If you are concerned about your child's developmental progress, please feel free to discuss your concerns with his/her teacher. You can get more information and /or a screening can be arranged through the Early Intervention Program by calling 560-6160.

Tuition Policy

If your child misses school for sickness, travel, etc., we cannot make refund for this absence.

Tuition may be paid at the beginning of the year or in two payments unless other arrangements are made in advance with the Director. The first tuition payment must be received by the first week of class in September, and the second payment is due by January 15th. Please make checks payable to Lampeter Community Preschool.

Health

We recommend that your child have up-to-date immunization records.

If your child is ill with a fever or any of the following, DO NOT bring him/her to school: diarrhea, vomiting, a contagious disease (chicken pox) or contagious condition (lice, impetigo, pinkeye, etc.) You will be notified when your child becomes ill while at preschool or has had an accident. You will be notified if a contagious disease is present in any of the children at school. Please notify us if your child develops any of the childhood diseases such as chicken pox, 5th disease, etc.

Safety

Safety drills are periodically conducted with the children. Smoke alarms and fire extinguishers are maintained in the preschool area.

All outside doors, except the main entrance, are locked during preschool. Visitors must sign-in at the office before admission to the locked preschool area.

School Closings

We will follow Lampeter-Strasburg School District's policy for school delays and closings due to bad weather.

1-Hour delay schedule:

Two-Year-Old class meets 10:00 – 11:30 AM
Morning class(es) meet 10:00 AM to 12:00 PM
Afternoon class(es) meet 1:00 - 3:00 PM
Extended-day class meets 10:00 AM – 1:00 PM (w/lunchtime)

2-Hour delay schedule:

Two-Year-Old class meets 11:00 AM – 12:00 PM
Morning class(es) meet 11:00-12:30 PM
Afternoon class(es) meet from 1:30 - 3:00 PM
Extended-day class meets 11:00 AM – 1:30 PM (w/lunchtime)

When L-S closes due to bad weather, we will be closed.

Birthdays

Children having a birthday during the school year may bring a special treat to share with the class, if desired. Summer birthdays will be celebrated on pre-arranged days during the school year.

Clothing

Please dress your child for comfort and activity since many of the activities will take place on the floor and outside. Children should bring a backpack large enough to carry papers. Please clearly label backpacks and jackets. Do not send toys, gum, money, or candy unless specifically indicated by the teacher. Weapons are not permitted at preschool.

Discipline Policy

Children learn best through experiences. While at preschool, the teachers will lovingly guide and redirect the children to help them learn to cooperate with their peers, have positive, educational experiences, encourage and enhance their growth and development while in our care. This goal is best accomplished by:

1. Having a variety of activities for the children.
2. By limiting the number of children in each area of the room to avoid overcrowding and to allow for sufficient

3. materials and opportunities for constructive interactions.
4. By speaking with a child if his/her behavior is inappropriate for the area or material being used. Such as: "This is the way we use the paint brush." Or "Walking, please."
5. By using positive language with the children to give praise and encouragement for appropriate behavior. Such as: "I like the way John is sitting on his purple line."
6. After using the above techniques, if a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a while. "Peter, I'm sorry but that is not how we play in the sandbox, let's go to the puzzle table." As the year progresses, the children are just redirected to another area: they know that it means the behavior was not appropriate. If group behavior is a problem, the area that has become a problem is closed and the group is broken up and redirected to other activities in the room.
7. After exhausting these methods, if a child still has a problem demonstrating appropriate behavior:
 - The child is asked to sit on a "time out chair" which is a place to go and think about what he has done and with the help of the teacher, discuss with him what might be a better way to interact with the

other children, materials, etc. Time out lasts for only three to five minutes.

- Repeated trips to "time out" would indicate to the teacher that an informal conference with the parents is in order.
- If a child is having consistent difficulties, or becomes distracting to the entire group, usually at circle time, he is asked to sit with the teacher's aide in another part of the room, so he can think in a quieter atmosphere. He is still in sight of the teacher and when there is a break in the activity, the teacher will call the child back to the circle.

When consistent problems arise, the parents will be contacted by phone to discuss the situation. A parent conference will be scheduled with the teachers and director to discuss a plan of action. Outside assistance may be sought and ultimately, the child could be dismissed from the program. This is seriously considered when the health, safety and welfare of this child and that of other children in the class are at risk.

Fieldtrips

During the year, field trips are planned to correspond with a theme or unit which is being discussed in preschool.

Parents will be notified in advance of any fieldtrips, and given the opportunity to assist with driving for these trips. Car seats will be provided by parents for fieldtrips. Please label your car seat with your child's name and bring it into preschool on the day of the fieldtrip.