

# St. David's Christian Early Learning Center



## Parent Handbook

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### Introduction

### Our History

St. David's Preschool program began in 1962 when St. David's Episcopal Church initiated a Kindergarten. When Kindergarten became a part of the public school in this area, a preschool program for three and four-year-old children was instituted. The CELC is now serving children ages 1- 6 years old.

### Affiliation

St. David's Christian Early Learning Center is an outreach of St. David's Episcopal Church. Our program focuses on Christian teachings and does not teach church doctrine.

### Our Mission

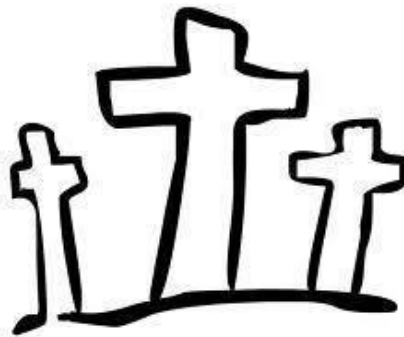
Mission Statement: The Mission of St. David's Christian Early Learning Center is to meet the spiritual, cognitive, social, physical, creative and emotional needs of each child by providing an exceptional Christ-centered educational experience. We seek to minister to families through a sense of community, and outreach activities.

### Our Philosophy

We understand that children thrive best in environments that take into consideration their entire development. Our program is child oriented and encourages development in the spiritual, social, emotional, intellectual and physical areas. We recognize the importance of these early years, and strive to provide a happy and meaningful experience for each child.

### Statement of Faith

We believe in and celebrate the love and grace of God shown to us through Jesus Christ and sealed by the Holy Spirit. We treasure all children as gifts from God.



### Policies and Procedures Our Admission Policy

The CELC welcomes children of every race, religion and ethnic origin. Children with special needs will be admitted as long as we are able to properly care for the child using our established staff and equipment.

### Waiting List

Enrollment opens each January for the following school year. Our admissions are first come first served. In the event a class is full, a registration form will be accepted to place the child on a waiting list. You will be contacted when a space opens and will pay the registration fee at that time.

### Registration

A completed registration form and payment of a non-refundable registration fee is necessary for preschool classes. Fall registration begins in January. Registration is completed by returning the registration form and with the fee. You will receive a confirmation of your registration along with further paperwork to complete prior to the beginning of the school year.

### Our Classes

2-year-old	Mon/ Wed	9:30-12/12:30-3
2-year-old	Fri	9:30-12
3-year-old	Tue/ Thurs	9:30-12
3 Day 4-year-old	Mon/ Wed / Fri	9:30-12/12:30-3
4 Day 4-year-old	Mon/Tues/Wed/Thurs	9:30-12
	Mon/Tue/Wed/Fri	12:30-3
T Class	Mon/Tues/Wed/Thurs/Fri	9:30-12
Club Discovery	(3's Tues 12-3)	
	(4/5's) Mon PM &/or Wed PM 12-3 / Fri AM 9:30-12	
Play and Learn (1-6 years)	Monday-Friday	9:30-3
Early Morning Drop off	Monday-Friday	8:30-9:30

### Hours of Operation

Our offices are open daily from 9:15-3:00 Monday-Friday



### Class Placement

Children are organized into the classes they are registered for based on age and teacher recommendation. We take into consideration requests for teachers or classmates, but base our decision on providing the best educational experience for all the students.

### Student/Teacher Ratios

- 1-2 Years old: 6 students/ staff member
- 3 Years old: 7 students / staff member
- 4 Years old: 8 students / staff member
- 5 Years old: 8 students / staff member

### Tuition Payment

Tuition is divided into 9 equal payments and is due the first of each month starting September 1st through May 1st. If two siblings attend, the older child pays full tuition, and the second receives a \$25/month discount.

### Late Fees

Any tuition payment received after the tenth of the month, will be assessed a \$5.00 late fee.

### Returned Check Fee

All returned checks will be charged a \$20.00 fee.

### Late Pickup Policy

Please be prompt, so you can hear teacher announcements.

### Calendars

Year-at-a-glance calendars are provided annually. Please make note of school holidays and special events. Monthly calendars are also provided as part of the monthly newsletter and are available on our website.

### Absences/Holidays

There are various holidays scheduled throughout the school year including 2 weeks off at Christmas and 1 week off at Easter. These holidays are factored into our academic calendar and tuition.

If it is necessary for your child to be absent, please let us know by phone or email.  
Please follow our guidelines for keeping children home due to illness.

### Emergency and Weather Delays and Closings

If Peter's Township Schools close due to bad weather or emergencies, we will also be closed.

If there is a two-hour delay in the Peter's system:

The morning preschool sessions will begin at 10:30 AM and end at 12:30 PM

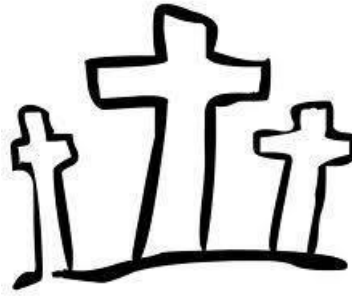
The afternoon preschool sessions will begin at 1:00 PM and end at 3:00 PM

The Play and Learn classes will begin at 10:00 AM and end at the usual time for that day.

If Peter's School District is on a one-hour delay, we start at our normal start time.

### Withdrawal, Vacation Credit, and Refunds

Preschool registration is a 9 month commitment. Should the student need to withdraw due to a change in circumstances, a minimum 30 days notice is required. A prorated tuition will be assessed if notice is given within the month. Withdrawals for other reasons may result in billing for part or all of the remaining tuition. We do not issue vacation credit. We do not provide refunds.



### Staff and Curriculum

#### Our Staff

Our staff is made up of loving educators and assistants who have training and experience in early education. All of our staff members are CPR certified and have current clearances.

#### Our curriculum

Our curriculum provides a variety of learning experiences designed to meet the Pennsylvania Standards for Early Learning and spiritual goals. We plan learning activities using art, movement, dramatic play, reading, hands on discovery and more!

#### Kindergarten Readiness

Our program provides kindergarten readiness activities as outlined by the Pennsylvania Standards for Early Learning. We continually observe and assess the children's progress and share this information with you at conferences. If at any time you would like to discuss your child's progress and development, please approach your child's teacher or the director.

#### Classroom Management

We use positive methods of discipline. We believe classroom management begins with respect for the teacher, and respect for each other. Our first line of management is redirection using positive language such as, "we keep our hands to ourselves", and giving better choices. At times we use separation from the group and activities to give the child time to think about their choices. We use this time to talk about good choices before they return to the group.

## School/Home Communication

### Parent Observations/Conferences

Parent conferences are held twice a year as scheduled with your teacher. We have an open door policy with parents. You are welcome in our school. If you would like to spend time in the classroom, please speak to your child's teacher. Child care arrangements will need to be made for children who are not in the class.

### Change of address/phone

Please notify us of changes of address, phone, or emergency contacts or releases immediately.

### Emergency Pickup

Our Student Information and Emergency release form allows for 3 persons we may contact in the event of an emergency or release your child to. Please notify us in writing of changes in that list or update your family information in Sandbox.

If your child will need to be picked up by a person not on your list, please notify us in writing.

### Newsletters

A weekly newsletter is emailed every Friday. Please pay special attention to the month at a glance section and the school calendar. These areas will keep you informed of upcoming events and holidays.

### Other Communication

We use many forms of communication. Teachers are open to discussion during drop off and pick up times. We welcome questions and comments at all times. The director's door is always open to your thoughts, suggestions, and concerns. Announcements are often made via email by the director and teachers- be sure to add our email to your address book. If you do not use email, please let us know so we may provide you with paper copies. Communications are often sent home in backpacks so please check your child's backpack daily.

### Volunteer Opportunities

We have numerous ways parents can participate in our school. We welcome help with many tasks throughout the classrooms and the school. Parents are also welcome to serve on our leadership team. Please contact the director or your child's teacher if you are interested in volunteering.



## Student Health

### Medication

We can administer only emergency medications and then only with direct permission and directions from the doctor and parents. (example: epi-pen).

### Immunization

Immunizations must be up to date. A child health record with attached record of immunization must be updated annually and kept on file with the school. Children who are not up to date on immunizations must have a letter of exemption signed by the doctor.

### Illness

Children must be free of signs of illness for 24 hours prior to attending school. Signs of illness include fever, fatigue, vomiting, diarrhea, poor appetite, and green nasal discharge. Children with signs of illness will be separated from the rest of the children until a parent or permitted person can take the child home.

### Operational Policies Attendance

We encourage regular attendance in order to get the most out of your child's preschool experience. If a child must be absent, please call or email the school. We will provide you with information about what your child may have missed during absences.

### Arrival and departure

Preschool Parents will drop their children off with their teacher at the doors designated for their class.

Preschool classes are dismissed from the same location as drop off. All exterior doors are locked during the day.

### Clothing

Children should be dressed for active play and appropriate for the weather. We attempt to play outdoors year-round so please dress children accordingly.

Please send a complete change of clothes in a freezer bag labeled with your child's name. This will be kept in their backpack or at school in case of accidents until the end of the school year.

### Lost and Found

Please contact the teacher or church office.

### Accidents and Injuries

Minor injuries such as cuts and bruises will be treated with general first aid. You will be provided with an incident report to sign that we keep in your child's file. If your child needs immediate medical attention, we will call you immediately and call a local ambulance if needed. If you have special instructions regarding emergencies, please put it in writing and give it to the director.



### Emergency Preparedness

Our school participates in fire and emergency drills with the Peters Township Fire Department on a regular basis. In the event we must evacuate our school during an actual emergency, parents will be notified by phone regarding pick up location and procedures. If we must vacate the property completely, we take the children on foot to our neighboring facility.

### School Pictures

We offer school pictures each fall and spring. All children will be photographed individually and as a group.

Participation and purchases are completely voluntary.

### School Events

School events are an excellent way to be involved in your child's education and we hold many throughout the year including Christmas and Easter performances, Mother's Day/Dads (or a special buddy) and Donuts, Open House, and more!

### Field Trips

We schedule field trips in the fall and spring. These trips are an excellent way to spend time with your child and preschool family. Children must be transported and attend with an adult. All field trips are rain/shine and no refunds are given.

### Birthdays

We celebrate every child's birthday in school. Check with your child's teacher for summer birthday celebrations and for any special treat you may wish to send in.

### Class Parties

Seasonal parties and special celebrations are a joyful time for children. Teachers organize parties with the help of parent volunteers.

## Snacks and Lunches

We ask that parents provide snacks for children to share during class time.

Donated snacks must be **nut-free**. Food labels stating "contains peanuts or tree nuts", "may contain nuts", "manufactured in a facility that processes nuts", or "manufactured on shared equipment" **are not safe**.

**'Regular' snack items** should be low in sugar, contain fiber or whole grain, and have less than 35% of its calories from fat. Foods listed below are nut-free and meet nutrition recommendations for snacks:

Rold Gold Pretzels	Teddy Grahams	Barnum Animal Crackers
Nabisco Nilla Wafers	Graham Crackers	Honey Maid Graham Stix
Ritz Crackers	Club Crackers	Wheat Thins
Goldfish	Cheeze-Its	Jello Brand Jello or Pudding
Nutrigrain Bars	Special K Bars	Microwave Popcorn
Raisins	Fresh Fruits	Fresh Vegetables
Gogurt	Danimals Yogurt	

We encourage parents to bring in a plate of fresh fruit or veggies for snack. Please arrange dates with your teacher, and plan on taking any leftovers home after class.

**'Sometimes' snack items** listed here are nut-free and may be provided on special days, normally not more than once a week.

Oreo Cookies	Mini Oreos	Rice Crispy Treats (original)
Hohos	Rita's Italian Ice	Fruit by the Foot
Fruit Roll-ups	Marshmallows	Betty Crocker Fruit Snack
		Popcicles
Twizzlers	Hershey Kisses	
Starburst	Marshmallows	Swedish Fish
Sweet Tarts	Tootsie Rolls/Pops	Nerds
Skittles	Lollipops (read labels)	Smarties

Homemade treats such as cookies and cakes may be brought on special occasions, if the dough or mix is nut-free and care is taken to prepare the food on a clean nut-free surface.

## Lunches

Children who are staying through the noon hours should have a nut-free lunch in a lunch container or bag labeled with their name. Lunches which contain perishable items should have a cold pack inside. Food items should be cut into pieces that are easy for the child to handle and feed themselves easily.

**\*\*Children with special dietary needs outside of nut allergy must provide their own snacks from home. Efforts will be made by staff to communicate special snack days so similar items may be provided for the child.\*\***