



Bethany
Lutheran Preschool

Parent Handbook
2016-2017

5155 North Pioneer Road
Gibsonia, PA 15044
724-443-3890
www.bethanylutherangibsonia.com

WELCOME TO BETHANY LUTHERAN PRESCHOOL!

Our purpose and philosophy are to create a family-oriented program. We want to help children grow spiritually, intellectually, and physically in a child-centered environment of warmth, friendliness and freedom.

The children will have opportunities for exploring, experimenting and questioning, which will encourage curiosity, creativity and expression. Since all children are individuals, we believe in developing the whole child in accordance with his/her needs and style.

GOALS OF OUR PRESCHOOL

- To become aware of a God who loves us.
- To help and direct the child to develop a positive self-image and encourage independence.
- To help the child to understand and respect others.
- To help and direct the child to relate to classmates and teachers in both group and individual situations.
- To develop physical skills, both fine and large motor skills.
- To promote language development.
- To provide time to develop social skills and learn sharing, cooperation, and decision-making skills.
- To allow for creative time in art, music and dramatic play.
- To discover the fun in learning, play and socialization.
- To provide class experiences to share at home.

ENROLLMENT

Children who are between the ages of 2 years, 9 months and 5 years of age are eligible for enrollment without discrimination of race, religion, color, or national origin. The child must be in good physical health and up-to-date on required immunizations. (The child should be toilet trained.)

TUITION

Bethany Lutheran Preschool is self-supported by the payment of tuition fees. The tuition for the two-days per week program is \$1080 per academic year (\$120.00 per month) The tuition for the three-days per week program is \$1170 per academic year (\$130.00 per month). There is a \$15.00 per month discount for additional children enrolled in our preschool. All payments are due by the first of each month. Payments are to be made starting the first of September through the first of May. A late fee of \$15.00 may be charged if payment is not received by the fifth of each month. There is a 10% discount when paying tuition in full at the beginning of the year. Please speak with Pastor or the preschool chairman if there is a special financial situation.

An annual, non-refundable registration fee of \$50.00 per child must be paid at the time of enrollment.

DROP OFF AND PICK UP

Preschool classes start at 9:00 AM and end at 11:30 AM for both sessions. The 3 year old class meets on Monday and Wednesday. The 4 year old class meets on Monday, Wednesday, and Friday mornings.

Children should be brought into the classroom by the person transporting them. Any special instructions for the day should be given to the teacher. Children will be released only when the party picking them up comes to the classroom.

Children will be discharged only to authorized persons. In an emergency, parents are required to telephone or send handwritten notes authorizing an unfamiliar person to call for the child. A list of persons allowed to pick up the child will be kept on file at the school.

Parents, please be prompt in picking up your child. This is often the first time children have been left by themselves and may become alarmed if they have to wait. If you know you may be late because of an appointment, let your child know as well as the teacher. Please call the school office in the event of an unexpected delay.

CLOTHING

Practical, durable, and very washable clothing is best suited for preschool. Children of this age, as you well know, tend to wipe dirty hands on themselves without thinking. We will use washable materials and paint smocks, but accidents do happen.

Outerwear such as jackets, boots, and mittens should BE MARKED with your child's name.

Shoes should be practical for play. We will engage in physical activities daily. We suggest sneakers or comfortable soft-soled shoes.

In case of accidents or illness, please supply a set of extra clothing, which will be left at school. This should include socks, shirt, pants, and underclothing. Please bring these on the first day of school in a paper bag with your child's name on the outside of the bag. If you prefer, you may pack a change of clothing in your child's backpack each day.

HEALTHY SNACKS

Parents will be asked, on a rotating basis, to help supply the snack. Napkins and cups are provided. You are asked to bring a snack and drink for everyone. A snack schedule will be sent home at the beginning of each month. Please feel free to bring anything you feel will provide the children with a **NUTRITIOUS, HEALTHY** snack. The following may be some helpful suggestions: fruit, celery or carrot sticks, cheese and crackers, raisins, popcorn, cereal mixes, finger gelatin, muffins, juice or milk. We will be celebrating certain national holidays that have correlating snacks. PLEASE BE SURE TO INDICATE ANY FOOD ALLERGIES YOUR CHILD MAY HAVE ON THE HEALTH FORM. Thank you!

SPECIAL TREATS

Birthdays, including those during the summer months, will be celebrated at school. One of your snack days will be near your child's birthday. Your child may bring a special treat for his/her birthday, but one is not necessary.

ILLNESS

If your child has a cold or symptoms of illness, it would be best to keep him/her home from school. Please contact the preschool if your child will not be attending due to illness. Should the teacher feel that a child is unable to function properly in the classroom due to illness, parents will be notified and requested to make arrangements for transportation home. In the best interest of all our children, we request that parents please notify the school when their child has contacted a communicable disease. After an absence due to any communicable disease, your doctor should give written permission for your child to return to school.

MEDICATION

No medication of any type will be given to a child without the written consent of a parent. Please inform your child's teacher should your child be under treatment with medication which might affect the child in class. Simple injuries will be treated with soap and water cleansing.

SCHOOL CLOSINGS

We do have school during many district in-service days, so please see the monthly calendar for scheduled days off. We will be off for the Christmas and Easter holidays.

Bethany follows Hampton Township School District in regard to weather related closings and delays. In the event that the Hampton school district is closed due to inclement weather, we will also be closed. Listen to KDKA (AM 1020) for school closings. If the Hampton school district has a 2-hour delay, we will hold preschool from 10 am to 11:30 am.

FIELD TRIPS

Special field trips and tours are arranged during the year to correlate with the educational experiences of the children. Permission forms will be provided and must be signed by a parent before a child can participate. Because we do not have the services of a school bus, we will arrange transportation through our parents.

TOYS

Your child may wish to share a favorite book with us now and then, but please do not send toys to school because they can easily become broken or lost and feelings are hurt. For comfort reasons, a favorite stuffed animal or doll may be brought to help ease the transition from home to school. We will have a show-and-tell several times during the year when your child will have the opportunity to bring a favorite toy or stuffed animal to share with his/her friends. Please check the monthly calendar for show-and-tell times.

ROOM RULES

- ✓ Walk when inside the building. No running.
- ✓ No gum.
- ✓ No Power Rangers, swords, guns, or weapons of any kind (play or real)
- ✓ No toys other than on specified days.
- ✓ The bathroom must be used properly. No playing or climbing in there.
- ✓ Talk nicely to others, and use an inside voice.
- ✓ Treat others with love, and be kind to all of the children and teachers.

- ✓ Clean up after yourself. We all make mistakes and need to realize that we can fix them as well.

PARENT-TEACHER CONSULTATIONS

There will not be any scheduled conferences for the 3-year-old students, but you are invited to call and/or make appointments to meet with the teacher at any time throughout the year. There will be an evaluation for the 4-year-old students towards the middle of the school year. At any time, you may talk with the teacher about how your child is progressing.

PARENTS AND TEACHERS WORK TOGETHER

Our preschool is not merely for the child, but is for the parents, too. What happens to a child at school must relate to what happens to a child at home.

Parents will want to tell the teacher anything about their child that will help her understand him/her better. Parents can be partners with the teacher in leaning more about their children and in working out plans for enriching the experience. The children have much to learn and to share with one another.

If you have questions, misunderstandings, or grievances, please discuss these things with the teacher before telling others about them. We may not have a quick, easy answer, but as a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner.

PREPARING YOUR CHILD FOR PRESCHOOL

The initial separation of a young child from his/her parent is sometimes quite traumatic to a three or four year old if this is his/her first time away from home. The best preparation you can give your child is self-confidence. One way of boosting your child's confidence is to emphasize what he/she knows, not all he/she has to learn. For example, don't emphasize that your child can't tie shoes yet—tell them how well they put together puzzles. Emphasize the familiar; don't portray school as a place where unfamiliar things go on. Tell your child the teacher likes to play games and read stories, not that the child will have to work and learn to behave. Of course, Christ's love for them reminds them how much they are worth in His eyes.

You can help your child on the first day of school by your words and actions. We suggest you place your child in the hands of the teacher. Assure your child that you will return to get him/her, and then leave promptly. When the child realizes you are not available, he/she will accept the teacher's guidance more readily.

PARENT VOLUNTEERS

Parents are a big part of our preschool. If you would like to volunteer in any way, please speak to the teacher. If either parent has a special skill or talent they would like to share with the class, we would be delighted. We also want to learn about different careers, so if we can visit your place of work, or if you could come and talk about your career, please let us know.

FUNDRAISERS

Throughout the year, we participate in a variety of **optional** fundraisers.

- ❖ We participate in the Shop n' Save Seed Program. You can visit shopnsavefood.com/SEED, select our school (ID#330) and enter your Perks Card number. Every time you scan your Perks card, a portion of what you spent goes towards a visit from either the Carnegie Science Center, the Carnegie Museum of Natural History, or the Pittsburgh Zoo & PPG Aquarium.
- ❖ We are registered at www.goodsearch.com. We receive money for every internet search performed. Simply go to goodsearch and list your charity as Bethany Lutheran Preschool. We also earn a percentage of sales when you shop online through this sight.
- ❖ Recycle all of your newspapers, magazines, catalogs, and other PAPER with our Paper Retriever. The bin is located in the preschool parking lot. Save the environment and help our preschool. We earn money each time the bin is emptied. Please do not include cardboard, phone books or garbage.
- ❖ Campbell's Labels for Education. Simply save the UPC code from participating items. We collect them and turn them in for classroom products and supplies.

THE DAILY ROUTINE

The daily routine will consist of the following activities:

- ◆ Play time / Centers / Individual skill development
- ◆ Circle time
- ◆ Story time
- ◆ Table time (fine motor skills, art)
- ◆ Snack
- ◆ Cognitive learning time
- ◆ Bible lesson
- ◆ Large motor skill development

Contact Information

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