

Lancaster Brethren Preschool Handbook

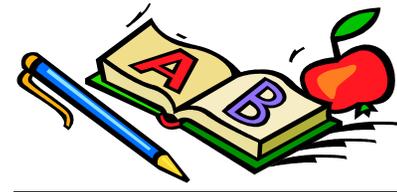
2018-2019



46 years of helping children play, learn and grow!

Lancaster Brethren Preschool is a non-profit, self-supported organization that was established to meet the developmental needs of young children. Through a loving and nurturing environment, the staff works to enrich each child's growth through various experiences that focus on intellectual, physical, and social development.

Lancaster Brethren Preschool teachers and staff strive to meet the individual and group needs of children ages two through six. The teachers work to meet these needs through careful planning and ongoing evaluation. LBP's program includes a wide variety of activities focused on helping children achieve an awareness of themselves and the world around them.



***Director – Mrs. Jessica Steinman
Phone – 717-397-6227
E-mail – lancob.preschool@comcast.net***

Mission

***Welcome to Lancaster Brethren
Preschool***

***Lancaster Brethren Preschool is dedicated to
building a foundation for learning through***

- *engaging imaginative thinking*
- *educating through play*
- *encouraging curiosity*

in a nurturing environment that partners with families.



Goals

- ❖ *To foster a curiosity for and love of learning*
- ❖ *To develop independence and self-help skills*
- ❖ *To master new procedural knowledge and skills*
- ❖ *To foster a sense of belonging*
- ❖ *To facilitate appropriate interactions with peers*
- ❖ *To develop respect for adults, peers and their belongings*
- ❖ *To provide opportunities for fine and gross motor development*
- ❖ *To build self-esteem*

Teaching Staff for 2018-2019

Two-Year Old Class

Mrs. Sarah Phillips, Lead Teacher
Mrs. Becky Morales, Assistant Teacher
Mrs. Ranjana Tanna, Volunteer Assistant

Three-Year Old Classes

Mrs. Amy Ike, Lead Teacher (3's)

Mrs. Nancy Rutherford, Lead Teacher (3's)
Mrs. Kelly Lowery, Assistant Teacher (3's)
Mrs. Becky Morales, Assistant Teacher (3's)
Mrs. Cathy Murse, Assistant Teacher (3's)
Mrs. Joanne Miller, Assistant Teacher (3's)
Mrs. Teresa Frey, Assistant Teacher (3's)

Four/Five-Year Old Classes

Mrs. Amy Ike, Lead Teacher
Mrs. Kelly Lowery, Assistant Teacher
Mrs. Stephanie Flores, Assistant Teacher

Mrs. Danielle Shulenberger, Lead Teacher
Mrs. Teresa Frey, Assistant Teacher
Mrs. Madelynn Riedel, Assistant Teacher

Enrichment Classes

Mrs. Madelynn Riedel, Lead Teacher
Mrs. Sarah Phillips, Assistant Teacher

Tuition Information

The registration fee is \$70.00. All tuition payments are due the first day of each month from September through April. The annual tuition is divided into eight equal payments. The tuition for the 2018-2019 school year is as follows:

<u>Class</u>	<u>Monthly</u>	<u>Yearly</u>
Two Year	\$100.00	\$800.00
Three Year	\$100.00	\$800.00

Three + Year Old	\$145.00	\$1,160.00
Four/Five Year Old	\$145.00	\$1,160.00
Four/Five Year Old With Enrichment (Mornings only)	\$230.00	\$1,840.00
Four/Five Year Old With Enrichment (Full day option)	\$230.00	\$1,840.00



Tuition payments are due the first of the month. A \$15.00 late fee will be charged for tuition payments received after the 10th of the month and/or for tuition checks returned due to insufficient funds (in addition to the money needed to cover the preschool's bank charges).

Delinquent payments will result in the suspension of your child's enrollment in preschool until the payment is received in full.



All checks should be payable to "LBP" - Lancaster Brethren Preschool with your child's name printed on the memo line.

All checks/tuition payments should be placed in the preschool lock box which is located on the wall next to the Director's door.



School Day

Arrival Procedures:

The school day begins at 9:30 a.m.

Parents, you may walk your child into the school or you may choose to use the drop-off lane. The drop-off (located under the covered portico) will be open to parents from 9:25 a.m. to 9:45 a.m. If you arrive after the car drop-off is closed, you must park and walk your child into the preschool. Children may not walk into the building by themselves. If you walk your child into the school, please do not leave him/her in the Big Room until a teacher arrives.

****** Please use the playground entrance doors whenever you are entering the building with your child.***

Dismissal Procedures:

Please pick up your child promptly at 12:00 noon.

Parents, you must park and enter the building to pick up your child. If your child is being picked up by another adult, please send a note with your child informing the staff of the change.



School Policies

Locked Door Policy:

The doors to preschool will be locked between the hours of 9:45 a.m. and 11:55 a.m. If you need to get into the preschool during these hours, you may use the church office doors on the Sunset Avenue side of the church and report to the church office.

Safety Policies:

No guns, knives, or toys related to violence will be permitted at school.

Dietary Procedures:

Please notify the teachers and director of your child's dietary and/or physical restrictions. This includes all food allergies your child may have.

Parent Volunteers/Visitors

Parent volunteers are always welcome. Since some children need time adjust to preschool and to their teachers, parents are asked to wait a minimum of two weeks before visiting. Please contact Mrs. Steinman to make arrangements prior to any visits.

Clothing and Backpacks

Backpacks:

Please send a backpack with your child each day. You are encouraged to send a change of clothes in the backpack.

Check your child's backpack at the end of each school day to check for important communications and information.

Clothing:

Please dress your child for play. Do not dress your child in his/her "best" clothing unless it is school picture day. Your child will be involved in activities on the floor and outside along with some messy projects.

All articles of clothing (hats, boots, mittens, etc.) should be marked with your child's name. You are encouraged to send a change of clothes in the backpack.

Make a habit of checking your child's backpack for important information at the end of each school day.



Snacks

The Lancaster Brethren Preschool staff will be providing healthy snacks for all classes at a nominal charge to parents. Details information regarding the snacks will be explained in a letter at the beginning of the school year.

Birthday snacks are welcomed. Please see Mrs. Steinman to sign up for a date to bring your child's birthday treat.

If your child has any food allergies, please notify Mrs. Steinman prior to the first day of school.

Field Trips

The three- and four/five-year old classes will go on field trips throughout the year. All parents will need to drop off and pick up their child at each venue.

Parents will be notified of the date and destination prior to each trip. Field trips will be dependent upon parent participation. Permission slips must be signed prior to each trip.

Health/Sickness

All children must have current immunizations, and a copy of the child's updated immunization records must be given to Mrs. Steinman before September 10.

The staff at LBP is concerned about the health and wellness of each student. Children respond to school better when they are well rested. With that in mind, staff members recommend an early bedtime for preschool children. In addition, measures are taken to insure cleanliness at the preschool. This commitment needs to be a home-school partnership.

Parents, please do not send your child to school when:

- ❖ Your child has had a fever, has been nauseous or has had diarrhea in the past 24 hours.*
- ❖ Your child has been in contact with or has contracted a contagious illness.*
- ❖ Your child shows symptoms of an illness.*

Please notify the Director as soon as possible if your child has been in contact or has contracted a contagious illness.

The staff will contact parents as soon as possible if a child shows signs of fever or illness while at school.

School Closings/Inclement Weather

School closings and delays will be announced on WGAL TV. It will be listed as Lancaster Brethren Preschool. For your information, the preschool follows the closing and delay schedule of the Manheim Township School District.

Parents who have an active e-mail address will also be notified of school closings by e-mail.

If your child's class has more than one (1) snow day, the preschool will make up those missed days at the end of the school year. Parents will be notified of the make-up day(s).

The schedule for school delays are:

One-Hour Delay: 10:30 a.m. – 12:00 noon

Two-Hour Delay: 11:00 a.m. – 1:00 p.m.

****Please note that the Two-Year-Old Class will be cancelled on any 2-hour delays.*



Days That School Is Closed

*Lancaster Brethren Preschool follows
Manheim Township School District's calendar.*

Preschool will be closed on the following days:

*October 5
October 8*

November 19-23

December 24 -31

*January 1
January 21*

*February 15
February 18**

*March 29**

April 19-22



Contact Information

*The Lancaster Brethren Preschool staff
strives to keep the lines of communication between
school and home open. Please feel free to contact
us concerning your child.*

Mrs. Jessica Steinman, Director

717-397-6227

E-mail – lancob.preschool@comcast.net

Notes