

Parent Handbook

2020-2021

School Year

Calvary Lutheran Preschool

Celebrating over 45 Years of Educating the Young Child

730 South New Street

West Chester, PA 19382

calvarypreschoolwc@gmail.com

610-696-3427

Admission to Calvary Lutheran Preschool is without regard to race, color, national origin, or religion.

welcome to Calvary Lutheran Preschool!

we are proud of our over 45 year tradition of providing a holistic education for the young child. It is our goal at Calvary Lutheran Preschool to partner with the family of each child in order to establish an educational partnership during your child's Preschool years. The purpose of our Parent Handbook is to provide a baseline of information about some of the important procedural items in our school program. Please note that our preschool staff will continue to provide ongoing communication and updates throughout the school year, so it is important to read all Calvary Preschool information in its entirety, and ask any questions that you may have. we look forward to sharing the Calvary Lutheran tradition with you!

Sincerely,

Heather Truitt

Preschool Director

Our Mission:

Calvary Lutheran Preschool has a long tradition of providing a Christian environment that is developmentally enriching, safe, and nurturing. We focus on cultivating a school climate in which students grow respect of others, and which fosters characteristics of love and sharing. We respect each child as an individual, with unique needs and experiences. Our preschool is designed to allow each child to learn, explore, and grow in all areas of development, while providing school-readiness skills along the way.

Our goals are:

- Cognitive: Encourage a love for learning and a sense of accomplishment in completing activities and assigned tasks.
- Social: Encourage participation in whole group, small group, and individual activities that will help the child learn to work cooperatively with peers and adults.
- Physical: Encourage independence in both fine and large motor control through many self help tasks, music activities, games, and art exploration opportunities.
- Emotional and Spiritual: Provide a loving and caring teaching staff in a safe and nurturing environment. Promote family bonding through school activities. Foster God's love through chapel time and reinforcement of the Golden Rule.

Our Curriculum:

The curriculum at Calvary Lutheran Preschool covers the full range of Early Childhood Education developmental areas, including literacy and phonics, math, science, social studies, art, music, fine and large motor skills. Teaching staff instructs thematic units across all developmental areas in a hands-on, experiential style. Throughout each learning day, the teaching staff is focused on social interactions among students, accomplishment of self help tasks, and other important aspects of a holistic Preschool experience. It is the goal of Calvary Lutheran Preschool to prepare each student with the skills, both academic and social, that will assist each in a successful Kindergarten experience.

Experiencing School for the First Time:

A child's first school experience is so important in establishing his or her future feelings and attitude about attending school. Parents and teachers who collaborate on their child's school experience create a unified team who assists the child in feeling positive about school. Tips for your child's first day of Preschool:

- Talk about your child's school together. Visit Calvary on Open House day to see the classroom spaces, coat hooks, meet the teachers, etc. Read books about the first day of school together.
- Ensure that your child attends school for the full session time on each day of school, arrives on time, and stays through the day's completion. The more time that your child spends at the school building bonds and becoming familiar with his or her new teachers and peers, the more quickly the adjustment period happens.
- Ask questions that will help you, the child's parent, be comfortable with Calvary Lutheran Preschool. Children are very attuned to the emotions and body language of the adults in their immediate lives, and if they know that their parent is excited for them to be at school, then they will be excited to be at school too.
- Commemorate your child's first day of Preschool with a photo, special first day snack, family dinner, or simply tell your child how proud you are that they accomplished the milestone of their first day!

Attendance:

Regular, on time attendance to Preschool establishes good routines, positive attitudes about school, and allows your child to participate in all activities and experiences of the school, which is essential to becoming part of the classroom community. If for any reason your child will not be in attendance at school, please contact the school to let us know. It is important to us to know that each child in our school is safe and accounted for each day.

Arrival and Dismissal:

Calvary Lutheran Preschool utilizes a car line for drop-off/pick-up for your convenience. It is important to be prompt with arrival and departure so that you can take advantage of the car line. If for some reason your child will arrive late, call the preschool at 610-696-3427.

Instructions for car line:

As you come west on Rosedale Ave., enter the parking lot by the second driveway and form a double line, then merge into a single line as you come alongside the church building. If you are the first car, please pull past the portico so that we can load or unload more than one car at a time. *It is important that the car line leaves an open space for other drivers to cross through from the New Street entrance to the car line parking lot.* The teachers will come to your cars to meet the children at arrival, and will return your child to your car at dismissal. Prior to taking your child from the car at drop off, the teacher will complete a brief wellness screening to be sure that your child is not exhibiting symptoms of illness or exposure to illness. **IMPORTANT: NEVER LEAVE A CHILD AT THE DOOR WITHOUT A TEACHER.**

Regular Class Schedule Drop-Off/Pick-Up times:

Times are staggered to reduce car line congestion

Early Preschool (2.5-3 year olds)- begins week of November 9th

M/W: 9:00am-11:30am

F (optional): 9:00am-11:30am

Preschool (3-4 year olds)- begins week of November 9th

M/T: 9:10am-11:40am

R/F: 9:10am-11:40am

Pre-Kindergarten (4-5 year olds)- begins week of November 9th

M/W/F AM: 9:10am-11:40am

T/R/F AM: 9:10am-11:40am

Full Day program*: 9:00am-3:00pm

PM program*: 12:30pm-3:00pm

*when in session

Wellness Policy:

Maintaining a healthy environment is among our top priorities. We are especially interested in preventing the spread of colds and other communicable diseases. If your child experiences any of the listed symptoms while at school, he/she will be sent home. Your child must then remain out of school for at least 24 hours, symptom-free, if he or she experiences any of the following symptoms:

- Sore throat
- Enlarged glands
- Earache
- Runny Nose
- Cough
- New loss of taste or smell
- Shortness of breath
- Fever
- Headache
- Vomiting
- Diarrhea
- Chills
- Unknown rash

If your child is diagnosed with a communicable disease, including, but not limited to: Chicken Pox, Influenza, Pertussis, Mumps, COVID-19, or Strep Throat; the child must remain symptom free for the prescribed number of days per Health Department guidelines, and obtain a physician's written permission to return to school. This written permission should be given to the director prior to or at the time of re-entry to the school.

When possible, we will notify families if students have been exposed to any communicable disease, while also maintaining the confidentiality of each student.

COVID-19 related wellness policies

In addition to the above-listed wellness policy information, please note:

- Calvary Lutheran Preschool has implemented a wellness check for arrival to school each day. Prior to removing a student from the car, the teacher will check the child's temperature, and ask the child's caregiver several wellness questions. If the child has an elevated temperature, or answers "yes" to any of the wellness questions, we will not be able to admit the student to school for the day.
- In the event that a student begins experiencing COVID-like symptoms while at school, any siblings of the child who are also in attendance must also be sent home from school.
- The student and other siblings who attend Calvary Lutheran Preschool must follow Chester County Department of Health orders for quarantine, including, but not limited to the required time frame for quarantine, prior to returning to Preschool.
- In the event that your family travels to an area identified by the state of Pennsylvania as a COVID "hot spot," please respect the wellness of our school community by following self-quarantine protocols as described by the Chester County Department of Health, including that your child remains out of preschool during this period of time.

Student Records:

Required Student Forms:

1. Application for Admission
2. Immunization records signed by child's Primary Care Physician
3. Allergy Action Plan form and supporting documents (for any child with a known allergy)

A signed and completed "Application for Admission" must be maintained on file for each individual child enrolled in the school. Parents or Primary Caregiver are responsible for notifying Calvary Lutheran Preschool of any changes to the information contained within the Application for Admission, such as change to address, phone numbers, primary care doctor, allergy information, or emergency contact persons.

A copy of the child's immunization records from their most recent wellness visit, signed by their primary care physician, must be maintained on file for each child enrolled in the school. This form must be submitted upon enrollment and updated annually as the students returns for a new school year. The child's parent or primary caregiver is responsible for submitting the updated immunization records to Calvary Lutheran Preschool.

Failure to submit either the "Application for Admission" form or the child's immunization records in a timely manner shall result in the child being suspended from the school program until the required documents have been provided to the Preschool.

School Cancellations/Delayed Openings:

Calvary Lutheran Preschool follows the West Chester Area School District's (WCASD) weather closing/remote learning schedule. Additionally, in the event that the WCASD must close due to spread of illness or by order of the Chester County Health Department (CCHD) or Governor of Pennsylvania, Calvary Lutheran Preschool will follow this closure. We recommend signing up for a school closing alert from one of the local news stations, using WCASD as your selected school district. Information about delays or closures can also be obtained by calling 484-266-1000 or at wcasd.net.

If the WCASD is closed due to weather, Calvary Lutheran Preschool is also closed. There is no make-up schedule for weather-related closures or for closures dictated by the CCHD or State of Pennsylvania.

If WCASD has a delayed opening, Calvary Lutheran Preschool will follow this schedule:

- AM Preschool Sessions will operate from 10:30am-12:30pm
- PM Preschool Sessions will operate from 1:00pm-3:00pm
- Full Day Preschool Sessions will operate from 10:30am-3:00pm (please pack lunch)

If WCASD determines that there will be an early school dismissal due to inclement weather once students are already at school, all PM sessions at Calvary Lutheran Preschool will be cancelled.

Lunch Bunch will be cancelled on any days with a delayed opening. Full Day students will have lunch in their classroom on Delayed Opening days.

2020-2021 School Year Calendar (Closure Dates):

November 25, 26, 27- Thanksgiving Vacation
December 18 through January 3- Winter Vacation
January 4- Classes resume
January 18- Martin Luther King Jr Day
February 15- President's Day
March 29-April 5 - Spring Vacation
April 6- Classes resume
May 24-27- Last days of regular class and class picnics

Dress:

Children should come to school dressed for play and ready for each day. This includes wearing seasonally appropriate, washable clothing, with socks and sneakers or other closed toe, rubber-soled shoes. Pants or shorts that pull on and off are especially helpful as we are working on self-help skills such as dressing/undressing while using the restroom at school each day. Please label all clothing jackets, coats, and sweaters. All students and staff must also abide by the mask wearing policies in place at the time of attendance.

Communication:

Regular home/school communication is essential to a successful school experience. Routine communication of general school information, such as newsletters and event calendars, will be sent via email. If your family does not have email access and requires paper communication, please complete a "Communication Request" at Parent Night or notify the director in writing. Response to parent emails will be within 24 hours, though typically less. Communication regarding items specific to your child will be done either via phone or in-person. We encourage you to remain in contact with us about your child's schooling! If you have questions about your child's experience at school, your child's teacher will have the best information for you. If your child's teacher is unable to answer your question or you need additional information, please reach out to the director, either in-person, via phone, or via email. Parent/Teacher conferences are also offered during the mid-point of the school year for Prek-Kindergarten families. Specific details about Parent/Teacher conferences will be distributed closer to the date of conference week.

School Snack:

Snacks are provided to students daily at no additional cost. The purpose of snack time is to provide opportunities for the children to develop table manners and social interactions at a table setting. Food allergies should be discussed with the director and your child's teacher prior to the start of the school year.

Special Celebrations:

Seasonal class parties and special activities are held for children throughout the school year. While parents are typically invited to school for these events, due to the current guidance included in our health and safety plan, we are unable to invite family members or other visitors into school at this time. As CDC guidance for schools eases, we will be again able to invite our school families into school for events and celebrations.

Children are welcome to celebrate their birthdays at school during the school year. Please discuss your plans with your child's teachers prior to the day/time of the celebration, as our process for celebration has changed to follow our health and safety plan guidelines. We have access to refrigeration and freezer space if needed. Summer birthdays are celebrated at our end of school year class picnic.

Toys:

Calvary Lutheran Preschool is well-equipped with developmentally appropriate, specially selected toys and materials that meet the learning and play needs of our students across all developmental areas. Please refrain from sending in toys from home, unless this is part of a specially assigned "show and tell" day (no guns or other weapons allowed). Children are always welcome to bring a school-appropriate book or CD to share (please label).

Special Guests and Learning Programs:

Throughout the school year, special programs and guests enrich the classroom experience for our students. Storytellers, artists, musicians, pharmacists, and firefighters are a few of the guests who have shared their talents and messages with the students. Due to the current guidance included in our health and safety plan, at the time of opening, we will abstain from inviting in non-staff members to the school environment. As the CDC guidelines ease, then we will once again be able to resume inviting special guests to school to enrich our classroom learning.

Chapel Time:

Once per month, all classes in our program attend the Chapel to share bible stories, songs, and prayer with one of the Calvary Lutheran Church Pastors. This year, our Pastor will be visiting each class cohort in their individual classroom in order to comply with our health and safety plan. The monthly Chapel date will be included in the monthly school newsletter.

Safe Church Policy:

Calvary Lutheran Preschool complies with the Safe Church Policies of Calvary Lutheran Church as mandated by the Evangelical Lutheran Church of America. These policies are available upon request. Teachers are all educated on the Safe Church policies and procedures, including reporting procedures. All teachers and substitute teachers have received required clearances by the state of Pennsylvania. We are

highly committed to the safety of all students and staff, and therefore, the preschool remains a locked, secure environment when school is in session. Please use the buzzer in the hallway to request entry.

Weapons Policy:

Calvary Lutheran Preschool follows the policy set forth by the West Chester Area School District which prohibits the possession and use of weapons on school or church premises during preschool hours and events. Weapons under the control of law enforcement personnel are permitted.

Technology Policy:

Occasionally, photographs or video clips of students engaged in aspects of our Preschool program may be used for marketing or advertising purposes, or shared with the church community or the Calvary Lutheran Preschool community. If a family wishes that their child not be included in such photographs or video clips, they must indicate this on their child's Application Admission form. Parents must understand that should they indicate that their child may not be photographed for such photos or video clips, that they will not see them in photos and videos shared amongst our preschool community.

Insurance:

It is the responsibility of the parents of each child enrolled at Calvary Lutheran Preschool to maintain medical and accident insurance coverage for their child.

Tuition and Related Policies:

A registration fee of \$60.00 for one child, or \$80.00 for multi-sibling registration, is required upon registration. This fee is non-refundable unless we are unable to place your child in any of our sessions. The registration fee is non applicable to any tuition payment.

Tuition Rates for the 2020-2021 School year are as follows:

- Early Preschool (2.5-3 year olds)
2 sessions per week- \$185.00/month
3 sessions per week- \$260.00/month
- Preschool (3-4 year olds)
2 sessions per week- \$185.00/month
3 sessions per week- \$260.00/month
- Pre-Kindergarten (4- 5 year olds)
3 sessions per week- \$260.00/month
4 sessions per week (MWF class+1 enrichment class)- \$325.00/month
5 sessions per week (MWF class +2 enrichment classes)- \$385.00/month
6 sessions per week (MWF Full Day) - \$460.00/month

Families with multiple children enrolled in the same school year may reduce their monthly tuition payment for the additional children by 10%.

For ease of payment timeliness, we recommend contacting your bank to set up automatic bill pay for monthly tuition. Please note that bill pay checks take about one week to arrive to their destination, so consider this when selecting a date for your bank to release your monthly tuition check.

Many families opt to pay for the entire year at once, and others pay quarterly or bi-monthly. We are happy to accept such arrangements so long as the payments are made in advance, not in arrears. Should your family's circumstances change, we are happy to refund payments #2 through #7, so long as they have been paid in advance. We require a minimum of at least two weeks' written notice as to any schedule changes.

Should the Chester County Health Department or State of Pennsylvania mandate a school closure and Calvary Lutheran Preschool is forced to close, we are unable to refund a partial month tuition for the month of school that is already underway; however, we will not collect any additional funds during the required closure period.

Payment Schedule:

Payment #1 (secures your spot for the upcoming school year)- due May 31st 2020
Payment #2- Due the week of November 9th 2020
Payment #3-#6- Due the first week of the month, December 2020- March 2021
Payment #7- Due on or before April 1st 2021

Late Payments:

If you are experiencing financial problems which make it difficult for you to meet our required payment schedule, please contact Preschool Treasurer Allison Weller (zaweller2013@yahoo.com) immediately. This information will remain confidential. If the treasurer and the family work out an alternate payment schedule, it must be met monthly in order to continue the modified schedule. If tuition is more than 2 months overdue your child will not be permitted to attend classes until the financial situation is resolved and your tuition account has been brought up-to-date. The Enrichment classes offered are only available for those families in compliance with the tuition payment schedule. Families who have not paid their tuition in full for the current school year will be ineligible to enroll their child/ren for the upcoming school year. **Please note: If a family has had 2 checks returned for insufficient funds, monthly tuition payments must be made in person, in cash, to the director, going forward.**

Tuition Assistance:

As a community outreach initiative, Calvary Lutheran Preschool may be able to offer a limited amount of tuition assistance based on financial need and classroom availability. Applications for such assistance must be completed at the time of registration for the upcoming year and will be determined for eligibility before the beginning of that school year. A tuition assistance award is applicable only for one school year and will not cover Enrichment classes or Lunch Bunch. Please contact Treasurer Allison Weller (zaweller2013@yahoo.com) for the application or for more details.

Directory:

Calvary Lutheran Preschool: 610-696-3427

Director/ Teacher:

Heather Truitt- Calvarypreschoolwc@gmail.com

Teaching Staff:

Sue Cleveland- gclevmoose@aol.com

Kristi Crum- sktlt@aol.com

Barbara Davis- kevinbarbdavis@gmail.com

Stephanie Doerr- stephanie.doerr@verizon.net

Stacie Hancock- smh52403@aol.com

Vickie Leamy- vickie.leafy@comcast.net

Maggie Mitchell- mfarber1112@gmail.com

Kristen Neary- kneary71@comcast.net

Bethany Nesbitt- nesbittbethany@gmail.com

Treasurer:

Allison Weller - zaweller2013@yahoo.com

Calvary Lutheran Preschool Board Members:

Nancy Graves- nsgraves@comcast.net
Amy Hughes- aimchughes@gmail.com
Barbara Hancock- wchcoach@aol.com
Debra Louis- Chair- debralouis@gmail.com
Holly Monteith - Secretary- hollymontty@gmail.com
Amy Werkheiser - afwerkheiser@gmail.com

Pastor Dan Krewson - dkrewson@clwc.org
Allison Weller - Treasurer - zaweller@yahoo.com
Heather Truitt- Director - calvarypreschoolwc@gmail.com

Welcome To Calvary Lutheran Church!

A warm and welcoming faith community...

Learning is truly a lifelong process, and at Calvary our spiritual journeys are blessed with many educational opportunities to better understand our relationship with God, including:

Weekly Worship Services:

Sunday School and **Christian Education** for all ages, including Youth and Young Adults

First Communion (4th grade) and **Confirmation Training** (8th grade)

Vacation Bible School

Bible Study Groups for Men and Women

We also offer wellness programs, opportunities for community outreach, weekend retreats, and much more.

Join us for Worship:

Please check our website for in-person worship times

All worship services are also available online

Church Staff:

Daniel J. Krewson, Senior Pastor

Tina Richardson, Director of Children's Ministry

Nicolle Zambrana, Director of Family and Youth Ministry

Please contact us with your Prayer requests or Family needs:

Office: 610-696-2475

Web Site: www.clwc.org

Email: office@clwc.org

Calvary Lutheran Church

730 South New Street

West Chester, PA 19382

Give Glory to God and Share Christ's Love