

Zion
Lutheran
Preschool



Parent
Handbook
2018-2019

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MISSION STATEMENT

- 1) Zion Lutheran School is a private Christian School and an outreach mission of Zion Lutheran Church. We are dedicated to providing an excellent pre-school program for young children ages two to five years enabling them to develop and grow in a loving and nurturing environment.
- 2) While serving the children in a pre-school setting Zion also provides before- and after-school care hours to better support and serve the needs of working parents.
- 3) The staff respects the individuality of each child as unique and special while providing a group setting to enhance the social skills of all the children.
- 4) Open to all children ages two to five regardless of race, religion or country of origin.



Welcome to
Preschool

SCHOOL PROCEDURES

We at Zion feel communication with our parents is vital. Together we can help your child grow and develop to reach his/her full potential. Below are some requests we make of all our parents to facilitate your child's adjustment to school.

WHAT TO BRING TO SCHOOL

During the first week of school, please send the following with your child:

1. Toddlers (2 year olds) and Preschoolers (3 year olds)-1 box tissues, 1 box baby wipes, 1 pack of paper plates, and 1 package Clorox type wipes. (These supplies will be used throughout the school.)
2. Pre-K (4 year olds) - 2 packages paper towels, 1 box of tissues, 1 box of sandwich bags, 1 box of gallon sized storage bags, and 1 box of Clorox type wipes. (These supplies will be used throughout the school.)
3. Junior Kindergarten (5 year olds) – 1 ream of white copy paper, 1 box of tissues, 1 box of sandwich bags, 1 box of gallon sized storage bags, and 1 package of Clorox type wipes.
4. Change of clothes (pants, shirt, underwear and socks, appropriate for the season) in a Ziploc bag, labeled with child's name.
5. Small supply of disposable diapers for those in the 2 year old class who needs them. You will be notified when your supply runs low. Pull-ups/diapers are acceptable in the 3 year old class if your child is not fully potty trained when the school year begins.

WHAT TO WEAR TO SCHOOL

Your child's comfort as well as bathroom considerations should be kept in mind when dressing your child for school. Simple washable clothing that is free of complicated fasteners and is suitable for outdoor play would be most appropriate. Please do not send your child in clothing that hampers his/her ability to be self-sufficient at bathroom time.

Sturdy shoes that stay on your child's feet should also be worn. Sneakers are the best, but other shoes with non-slip soles are also good choices. Because we do not want your child hurt while at school, **no flip-flops, crocs or heels** may be worn. Sandals with closed toes and snug straps are acceptable for summer camp.

SNACKS

Mid-session snacks are kindly provided by our parents on a rotating basis for each class. Your child's teacher will be sending home a schedule soon after school begins in September. We recommend that the snacks be healthier choices such as cut fruit, vegetables, pretzels, crackers and cheese, goldfish crackers, graham crackers, animal crackers, or other snacks that are lower in sugar. Treats such as cookies, cupcakes or brownies should be saved for special events such as birthdays or class parties.

Feel free to be creative. We only accept unopened packages of loose items such as crackers or pretzels. Zion is a **NO NUT SCHOOL**. NO PEANUT, TREE NUT PRODUCTS FOR SNACK TIME PLEASE.

Each child should bring his/her own drink for snack time. We recommend sending in a reusable water bottle that is labeled with your child's name.

COMMUNICATIONS

Please be sure to check your child's canvas bag **each day** for notes especially in the beginning of each month. Each month you will receive a copy of the Family Newsletter via email. If you would prefer a hard copy, please notify the office. **Please be sure to check your email regularly so that you have the most up to date information.**

Our teaching staff will be happy to discuss any concerns you might have. Since teachers have limited time for conversation at arrival and dismissal times, we ask that you limit conferences to pre-arranged times. Also, teachers will be happy to return phone calls if you have an issue you would like to discuss with them. 610-948-3440 is our office phone number. Your child's teacher will get back to you as soon as they are free.

The Director is always available to discuss issues involving children, staff, policy, procedures and suggestions for improving our school. Should an issue arise where you are uncomfortable speaking to the Director, please send your concerns to the School Board President.

NURSERY SCHOOL ARRIVAL AND DISMISSAL TIMES

Nursery School runs from 9:00 a.m. to 11:30 a.m., 9:00 a.m. to 1:00pm, or 12:30p.m. to 3:00p.m. for the 3 and 4 year old classes. The 2 year old classes run from 9:00 a.m. to 11:15 a.m. We ask that you bring your child in the morning between 8:58 a.m. and 9:05 a.m. The teachers need time to prepare for their class and cannot supervise children nor prepare properly if parents and children are in the classroom before these designated times. Children arriving prior to 8:58 a.m. will need to go to the Activity Room. A fee will be charged for this time.

TOYS FROM HOME **NO EXCEPTIONS PLEASE**

Except for a toy brought for special "Show and Tell" days we ask **that you leave your child's toys at home.** One problem that arises when we make exceptions to this rule is all the children feel they should bring their toys also. We ask for your help in this regard. Teachers will help by guiding the children to "new" school toys. For "Show and Tell" toys, please do not send guns, knives, or toys that promote violence.

ABSENCES AND CLOSURES

Please let the office know if your child will be absent. We care about your family and want to keep abreast of situations that may arise. However, tuition adjustments are not made due to illness. Adjustments in tuition are also not made for vacations, family schedule changes or closures due to snow.

EMERGENCY PROCEDURES

In the event of an injury or life threatening emergency to your child here at school, the following will occur.

1. Staff on duty will assess injury and determine whether to call 911.
2. Staff will contact the parent's home, cell or work phone numbers to give information about extent of injury.
3. You will be asked to pick up child if injury is not extensive.
4. You will be told to meet staff member and your child at Phoenixville Hospital if injury requires immediate transport to the ER.
5. If unable to reach you or your emergency person, the Director or person designated by the Director will accompany your child to the Hospital using the Emergency Medical form you filled out at registration.

It is of the utmost importance that you keep your home, work, cell and emergency alternate person's phone numbers current. This ensures that we will be able to reach you as soon as possible.

We are happy to report that Zion has an excellent safety record and our staff is most diligent; however it is always best to be prepared for all emergencies.

AUTHORIZATION TO PICK-UP CHILD

Parents/guardians are the authorized persons to pick up children.

Each family can provide names of alternate people authorized to pick up. This information must be recorded in the office in our Emergency Contacts Book. If an alternate will be picking up, the parent dropping off must notify the office of this change by either providing a note or an email giving permission. If this alternate person is unknown to the staff, they will be asked to provide a photo ID that must match the information in the Emergency Contacts Book. A phone call to notify of a documented alternate person picking up is also acceptable.

EXTENDED CARE INFORMATION

Two and three year old children staying for extended care need a sleeping bag (if he/she naps) and lunch. You may bring a stuffed toy to stay with the sleeping bag. Older children only need their lunch.

We ask that any child staying for lunch be provided with a nutritious lunch and drink from home. The juice boxes, water bottles or thermos bottles purchased with lunch boxes work well. Only non-perishable items should be packed in the lunch since the school cannot provide refrigeration for lunches. To be environmentally friendly, we recommend packing lunch items in reusable containers when possible.

Our two and three year olds who need a nap are offered the opportunity to rest quietly from approximately 1:00 p.m. to 3:00 p.m. Our four and five year old children do not have a rest period.

After the rest period we offer an afternoon snack and then an active play period. The day ends with free play in our Activity Room. Our school closes at 5:00 p.m.

FIELD TRIPS

We take Pre-K (four year old) and five year old classes on field trips during the year. The only way this is possible is to have parents help with the driving. We assume when you offer to accompany your child's class on a trip that you have an adequate number of seat belts, a valid driver's license and current liability insurance. The school's insurance does not apply to field trip situations. **We also do not allow siblings on class trips as we truly need a parent who is free to supervise the students in his/her care.** Sometimes, because parents are working, we may request parents to transport extra children from classes other than your child's class.

Although a blanket permission slip for trips was signed at registration, each field trip will have its own separate permission slip. This is to confirm that you know where your child is at all times.

Driver Responsibility

- ❖ All drivers/chaperones must turn in a copy of their police background check and child abuse clearance.
- ❖ Bring proof of current car insurance and current driver's license to the office to be copied and kept on file.
- ❖ Receive from the teacher your written assignment of children you will be driving. This is firm. No switching of children.
- ❖ These children are your responsibility while on the trip. They are to stay with you, and you are to direct their behavior.
- ❖ Return these children back to Zion.
- ❖ This is a wonderful opportunity for both the children and you; it is not a time for adult socializing...please remember that your focus should at all times be on the children.

Parents volunteering to drive will do so on a rotating basis so that all parents wishing to volunteer may have the opportunity. Any issues arising around the driving/field trip scenario will be settled by the Director.

AFTER-KINDERGARTEN CARE

We do provide before- and after- school care for children attending Kindergarten. We are located in the Phoenixville Area School District and they will pick up about 7:50 a.m. and drop off here around noon each day. You need to arrange this transportation through the Kindergarten Center transportation and Zion will become your child's regular bus stop.

Fees will be based on the number of hours used, calculated in whole hours. Children needing to be placed on the bus are charged a flat fee of \$10.00 per day. Children coming to Zion after morning Kindergarten are "clocked in" at 11:30 a.m. which is the time that staff need to begin looking for the arrival of the bus. The duration of their stay will be charged at the extended care rates.

CLASSROOM ASSIGNMENTS

Classroom assignments are made based on a combination of the following criteria: birth date, developmental age, equal numbers of boys/girls, behavioral situations and recommendation from the previous teacher. Teacher requests by parents are not accepted.

HEALTH POLICY

If your child is ill, please keep him/her home from school.

By keeping your child at home when he/she is sick, you are helping to prevent the spread of germs through the class and our staff and ultimately ensure your child's well-being.

If the staff feels that your child is too ill to remain at school, you will be called immediately. We will expect you, or someone you designate, to pick the child up as soon as possible – no more than two hours after receiving a phone call. Please make necessary emergency pick-up arrangements when you enroll your child.

Is your child too sick to come to school?

A student should not be sent to school and will be sent home if any of the following conditions are apparent:

- A fever of 100.0 degrees or higher, or at the Director's discretion
 - Children must be free of fever for at least 24 hours without the use of fever-reducing medication before returning to school. The same policy applies if your child develops a fever at home. They must be fever free for at least 24 hours without the use of fever reducing medication before coming to school.
- Inability for child to participate in the daily schedule at an acceptable level due to malaise
- Vomiting, regardless of cause
 - Before returning to school children must symptom free with no vomiting for at least 24 hours.

- Diarrhea
 - Before returning to school children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis, strep throat, or other throat infections until treated for 24 hours
- Pain reported in stomach or head
- Impetigo, ring worm, or scabies until treated for 24 hours. Other rashes or skin disease at the Director's discretion
- Conjunctivitis (pink eye) until treated for 24 hours and eyes should be clear of discharge
- Lice, until no nits are found
 - Parents are required to notify the Director if their child is diagnosed with head lice.
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, influenza (the flu), pertussis (whooping cough) will require a doctor's note in order to return to school

Medicine will be administered by our personnel only with written notification from the parent stating dosage and time the medication is to be given. This notification must be put on our medicine chart and signed by the parent each day and only those medications listed on our chart will be given. All medications must be brought to school in their original packaging. All prescriptions will only be administered to the child to whom it is prescribed.

BUILDING SECURITY

The doors to Zion Lutheran School remain locked. Door A, the main entrance doorway, is opened between 8:58 a.m. and 9:10 a.m. for drop off. At other times, access to our school is activated through the audio/video system at the main entrance.

CHILDREN LEFT IN CARS

Children may not be left in parked cars during drop off or pick up. This is a risk to children that we feel very strongly about. If you have younger children and feel it is too difficult to bring them in to the school when you are dropping off your Zion student, please see the Director for assistance. A PARENT BUDDY will be found to supervise your younger children out at your car, or to bring your Zion student in to the classroom for you. Parents found to be ignoring this policy will be given a warning by the Director and offered assistance at that time. If assistance is refused and their child is found to be in the car unattended in the future, the East Pikeland Police Department will be notified. It should also be understood that both the East Pikeland and East Vincent Police Departments have Zion's permission to randomly drive through our lot observing for unsafe situations.

ONE CALL NOW

Zion Preschool will notify our families of school closures, important information and emergency situations utilizing a phone system called One Call Now. Please program the number for this system into your phone as "ZION EMERGENCY " so you will recognize the number, 877-698-3261.

When the Director determines the need, a recorded message will be sent to all families utilizing the phone number provided by the parents/guardians of the students. It is imperative that the Emergency Contact Numbers be kept up to date on an on-going basis throughout the year to ensure that your family is kept informed.

ZION SCHOOL EMERGENCY PLAN **For Limerick**

In the event of a serious incident at the Limerick Generating Station requiring protective response of the population residing here, Zion Lutheran School has plans for the protection of your child.

There are four emergency classifications for incidents at the Limerick Generating Station. They are (1) Unusual Event, (2) Alert, (3) Site Emergency, and (4) General Emergency.

An **Unusual Event** poses no off-site danger and requires no action to protect your child.

An **Alert** poses no off-site danger, but the incident could become worse. During the Alert, we shall begin our preparations to notify you or your designated contact person and our pre-

arranged host facility. We also shall begin to assemble our necessary transportation resources. Finally, based upon information available at the time, we might decide to exercise an option to begin closing the Zion Lutheran School. In that event, you will be notified by the One Call Now System and asked to pick up your child.

A **Site Emergency** still poses no appreciable danger, except possibly near the Limerick Generating Station site boundary, but the situation is worsening. Consequently, at Site Emergency we shall notify all parents by the One Call Now System to come and pick up your child. When all children have been picked up, Zion School will close until the emergency is over and it is safe to resume normal activities.

A **General Emergency** could lead to an incident requiring sheltering or evacuation of the population inside the emergency planned zone. If there are any children here when an order to take shelter or to evacuate is received, we are prepared to comply. If an evacuation is necessary we will evacuate the children. The actual site to which we will evacuate is being determined by the officials of the Chester County Emergency Planning Commission. When this information is available, you will be notified using the One Call Now System. You can pick up your child when you are able to do so. The host facility is located outside of the emergency planning zone, and it should be a safe location for your child until you arrive there. Once an evacuation order is made, please go to the host facility, instead of attempting to pick up your child at the school.

Parents or other persons authorized to pick up your child will be required to **provide proper identification** at the time of pick up and to sign a release roster register. Identification may consist of driver's license, employer identification card, or other means of positive identification.

Please be assured that in the event of an incident at the Limerick Generating Station, we are prepared to evacuate and protect your child until you are able to resume your parental care.

In the event of an incident at the Limerick Generating Station, you should stay tuned to our local EBS Radio Station for the latest information and instructions.

SHELTERING POLICY

In response to the status of our world today, the school has developed a plan to shelter the students in the event that the government agencies advise us to do so. Supplies will be stored within the school to provide sheltering in classrooms. These supplies will include plastic sheeting and duct tape to cover the windows, food and water, toilet articles, radio, batteries, and flashlights.

Parents of children who regularly take medication should provide the school with a 3-day supply for administration in the event of a sheltering need. The Director would administer the

medication as directed.

If the call comes to shelter, and time permits, the One Call Now System will be activated to begin early dismissal. If time does not permit, the staff will begin preparing the rooms for sheltering. This process will take approximately 30 minutes. During this time, parents hearing of the need to shelter by means of a public alert who arrive to pick up children will be allowed to take their child (and any other children they are authorized to pick up) home with them.

Once the building has been secured and the sheltering preparations completed, NO ONE WILL BE ADMITTED TO THE BUILDING TO PICK UP CHILDREN. *This is to insure the safety of the children and staff members inside the school.* Please be assured that we will take **very special care** of the children until the danger has passed. We will have phone capability (our phone line, 610-948-3440 as well as cellular) and will make every effort to allay fears this way.

The One Call Now System would be activated when the danger has passed, to notify all to come to school to pick up their children. If an event occurs prior to school hours, school will be cancelled via the One Call Now System. If a non-sheltering event occurs during school hours, children will be sent home from school.

SNOW CLOSING

Zion Lutheran School delays and closings will be announced using the ONE CALL NOW SYSTEM. Generally we close our school when two of the three surrounding school districts are closed. These districts are Owen J. Roberts, Spring-Ford, and Phoenixville. Zion will follow a modified schedule when the local districts delay. In the modified schedule, 9:00 a.m. to 9:30 a.m. will be before-care and the normal class will start at 9:30 a.m. This decision is made by the Director at 6:00 a.m. as our school opens to extended day children at 7:30 a.m. As a reminder, tuition is not reimbursed for these closure days.

TUITION PAYMENTS

Tuition is due the 1st day of each month. The total tuition is based on the number of sessions we are scheduled to be open for the entire school year. This amount is divided evenly into 9 payments for your convenience. You may pay a full year's tuition and receive a 3% discount. There will be a **\$20.00 late fee for tuition received after the 15th of each month.** Yearly tuition is due by September 15th, annually. If you are an **ACTIVE** member of Zion Lutheran Church, we extend a discounted tuition price for your children. ACTIVE is defined as attending Church or Sunday School (2) times each month to continue to receive the discounted rate.

If a financial emergency arises, please see the Director to discuss a payment plan with her. Our desire is to provide a continuous program for each child.

Tuition adjustments are not made because of inclement weather, vacation plans or prolonged illness, but we care about your family and want to keep abreast of situations that may arise.

We accept cash, personal check, DEBIT, VISA, MASTERCARD and DISCOVER. Our preferred method of payment is the auto-deduct program through Tuition Express.

DISCOUNTED YEARLY [3%] TUITION POLICY

All families enrolling in the school will pay the Registration fee and one month of tuition to be held in escrow to be utilized as tuition for the last month of the child's enrollment.

Each year, in September, the tuition owed [September to May] is calculated and 3% is deducted. This amount is due by September 15th, annually, to be eligible to receive the discount.

In the event that a family withdraws from our school, providing the 30-Day Withdraw Policy has been honored, the escrow will be used for the last month attended tuition.

ESCROW ACCOUNTS

We require (1) month tuition to be deposited into your account for every child registered. This will be applied to your child's final month at Zion.

WITHDRAWAL NOTICE

You must give the school at least 30 days' notice if you are going to withdraw your child from school. We depend on your yearly tuition to pay our staff. It is often difficult to fill a space mid-year. If less than 30 days' notice is given, you are responsible for the next month's tuition payment. Failure to give proper notice will result in loss of your one month escrow or if you chose to give the school your credit card information, a charge of (1) month tuition placed on that account. For September withdrawals, notice must be given by July 31st, annually.

LUNCH BUNCH
AND EXTENDED CARE PAYMENTS

Our lunch bunch fee is \$8.00 from 11:30 a.m. to 1:00 p.m. Our extended care fee is \$10.00 from 7:30 to 9:00 a.m. for any time used and \$7.00 per hour from 11:30 a.m. to 5:00 p.m. billed hourly. If your child is not picked up by the end of an hour you will be billed for a full additional hour.

All care provided in the morning will be at a set rate of \$10.00, regardless of when the child is signed in for care. This is premium time for care of the children and therefore carries a slightly higher rate. We suggest paying ahead at the beginning of the month and running a credit balance from which to draw lunch bunch and extended care charges.

LATE PICK-UP POLICY FOR NURSERY SCHOOL AND LUNCH BUNCH

The pick up time for Nursery School is 11:30 a.m. The Teachers will stay at the Safety Zone until 11:40 a.m. If parents have not arrived by this point, the children will be taken to the office to await pick-up. We recognize that an occasional late pick-up may occur, therefore, the first time this happens will not incur a charge. Any successive late pick-ups will result in one hour of care being billed to your child's account (per our Extended Care billing policy). The same procedure also applies to late pick-ups from Lunch Bunch. Children should be picked up **by** 1:00 p.m. The children remaining in their lunchroom at 1:00 p.m. will be taken to the extended care room to wait. An hour of care will be billed with the second occurrence of lateness.

AFTER 5:00 POLICY

Our school closes at 5:00 p.m. If a child is here after 5:00 p.m. please be aware that two staff members must stay until the child is picked up. After 5:00 p.m. the following policy goes into effect: the fee of \$5 for every five minutes you are late will apply. The fee should be paid in cash to the staff members who stay after the school has closed to supervise your child. If a problem of consistent lateness continues your child may not be eligible for extended care.

Please keep your handbook in a handy place all year. We hope that this handbook helps clarify any questions you may have. Please do not hesitate to call us at 610-948-3440 or email at director@zionlutheranpreschool.com.