



Welcome to Little Conestoga Preschool

Where children explore God's world and grow in God's love

Our quality preschool experience is an excellent investment in your child's future. Early education provides the social, physical, spiritual, and intellectual stimulation that is important to young children's development at a time when they are receptive to active, organized learning experiences. As a Christian preschool, we provide for the spiritual nurture of children and guide them in learning about God. We strive to provide an enriched learning environment for children where they learn valuable skills such as problem solving, creative expression, language, and self-help skills.

FAMILY HANDBOOK AND POLICIES

Please read carefully the information in this family handbook and retain it for future reference. It is designed to maximize your child's experience and to help families know what to expect while children are enrolled in our preschool.

***"We will tell the next generation the praiseworthy deeds of the Lord,
His power, and the wonders He has done."
Psalm 78:4***

PRESCHOOL ENROLLMENT

Little Conestoga Preschool enrolls children ages three through five in classes that meet mornings from 8:30-11:30. Children, who are three years old and potty trained by September, may enroll in our Tuesday/Thursday class. Children, who are four years old by September, may enroll in the Monday/Wednesday/Friday class.

An individual registration orientation is required to check the appropriate forms, discuss policies and procedures of the preschool, and fully answer any questions you may have about the program. Once you have submitted your application you will be contacted to set up an appointment for the orientation meeting. Items needed at this meeting include: completed health form, immunization record, completed emergency form.

If the program fills and is not accepting new registrations, a waiting list will be kept and you will be notified when there is an opening.

Enrollment in Little Conestoga Preschool is a separate and different process than what is required for enrollment at Conestoga Christian School. Enrollment in Little Conestoga Preschool does not automatically provide enrollment at Conestoga Christian School.

The preschool year is from the beginning of September to the end of May.

PROGRAM

Our instructional program is theme based so environments are created that support a special learning theme. Children are challenged to explore and participate in a variety of learning experiences that include center activities, literature, writing, art, music, science, and math.

Learning Centers are a part of your child's day. Learning centers are intentionally designed to challenge students in early learning skills and include:

- Literature and writing experiences
- Play activities such as blocks, puzzles, manipulatives, and home living
- Math and science activities
- Art experiences using various kinds of paper; writing and drawing tools such as markers, crayons, brush and finger paint; age-appropriate scissors; glue; and more

Bible Stories and activities are a part of each day. Children are nurtured spiritually and taught Bible concepts integrated throughout the curriculum helping each child to understand God's great love for him/her and learning to love God and live in His ways.

Music is a daily part of the child's preschool experience as he/she participates in receptive (listening) and expressive (singing, moving, clapping) music activities.

Physical Education enables the child to develop large motor skills along with social and cooperative skills. Children will participate in indoor and outdoor PE through games, creative movement, and active play.

Field Trips and Class Visitors are scheduled to enhance learning and understanding as children explore a variety of topics during the school year. Perhaps you have a special hobby or skill that would be appropriate to share with your child's class. You are encouraged to talk with your child's teacher.

Snacks: Time is given for a nutritious mid-morning snack. A snack schedule will be determined and parents will take turns bringing healthy snacks for the entire class. We encourage healthy snacks such as fruit, yogurt, crackers, cheese, pretzels, and fresh veggies. On some days children may create their own snacks. Good nutrition begins in the early years. We encourage your child to eat a protein-rich breakfast, drink plenty of water, and avoid foods and drinks with sugar.

COMMUNICATION AND PARENT INVOLVEMENT

- Monthly classroom calendar
- Classroom newsletter
- “Parent Connection” parent resource
- Helping Hands – opportunities for parents to be involved in school activities
- Parent Conferences will be scheduled once a year. Parents or staff may request conferences at any time.
- Written progress reports
- Parent Resource Library – Parenting books and magazines for parents to “check out.”
- Accessibility to teacher through email and voice mailbox.
- Kindergarten readiness assessment

FINANCES AND TUITION

Tuition is yearly, but divided into nine monthly payments for the convenience of families. Tuition payment is due on or before the 10th of each month. The first payment is to be made by August 10th. There is no tuition credit given for holidays, vacation, inclement weather, or illness. Tuition is non-refundable.

Tuition for the 2011-2012 School Year

Two mornings a week	\$100.00 per month	August through April
Three mornings a week	\$150.00 per month	August through April

- An enrollment fee of \$55.00 must accompany the application for enrollment.
- Additional fees that may be assessed:
 - Returned check - \$25.00
 - Late payment (after 10th of the month) - \$40.00 per month
 - Late pick-up (after 11:35) \$10 for every 15 minutes late
 - Minimal field trip costs

HEALTH

Health Forms: A completed health form signed by a physician needs to be on file at the preschool. Health forms will be provided to you. Children attending Little Conestoga Preschool are expected to be fully immunized.

Medications: As a general rule, medication cannot be administered in school.

Emergency Information Card: Each child needs to have a completed emergency card on file to attend preschool. It is essential that parents inform us of any changes in family circumstances that may affect a child’s school life. Immediate notification of a change to phone number, emergency contact, or address is necessary as well as more serious changes where the child might need extra emotional support.

SAFETY AND SECURITY

Security: We are highly committed to your child's safety and security while in our care. The building is secure. All outside doors remain locked unless a designated monitor has been assigned to a specific entrance for a special activity/event. Fire drills are conducted several times each year and emergency exits are clearly marked in the classroom.

Screening: Each preschool staff member is carefully screened and has passed child-abuse and FBI clearances.

Arrival and Dismissal: When arriving at CCS in the morning, parents may pull up to the elementary building and drop off their child who can walk alone to their classroom or parents may park in the parking lot and escort their child to the classroom. For dismissal, the Pre-School teacher will walk all the children over to the High School building where parents can pick up their child. Please allow the teacher to walk all of the children over to the High School building, do not call for your child before the teacher reaches their gathering place.

DRESS AND BELONGINGS

- Children should dress comfortably. Sneakers must be worn to school with cotton laces that tie easily or Velcro closures. No hiking boots, sandals, dress shoes, or flip-flops. The staff reserves the right to deny active play to any child wearing shoes other than sneakers due to safety concerns.
- Label all of your child's removable belongings with his/her name.
- Running, jumping, painting, and playing in water or sand may all be a part of your child's day. Please dress your child accordingly. Clothes should be easy for the children to manage so they can take care of their bathroom needs.
- Because things can get broken or lost, we ask that no jewelry, pocketbooks, toys, candy, or gum be brought to school.
- Please provide the teacher with a change of clothing (pants, top, underwear, and socks) in a clear zipper-lock bag with child's full name on the front – just in case. Please bring this the first preschool day in September.
- Please provide an old shirt to be used as a paint smock for art activities. The smock should be a button down the front shirt with long sleeves. We will make every effort to avoid getting paint on children's clothing. We use washable paint as much as possible. Be sure you child's name is written clearly along the neck area of the smock/shirt with a Sharpie pen.
- The preschool provides a canvas tote bag for each child. You should write your child's name in the appropriate place on the bag. We ask that this bag be brought to school each day and used for school papers and other items. A tote bag is easier for young children to handle on their own as opposed to a book bag with difficult zippers, latches, and buttons.

EMERGENCY CLOSINGS

Emergency closings will be posted on the WGAL website and WGAL Channel 8. Announcements will also be made on the following radio stations: WBYN (107.5 FM), WDAC (94.5 FM), WJTL (90.3 FM). In addition, you will be contacted via our automated phone message system.