



**PRESCHOOL
Of QUMC**

PARENT HANDBOOK

Faith Preschool

Quakertown United Methodist Church

1875 Freier Road, Quakertown, PA 18951

www.faithpreschoolqumc.com

215-536-8172

Classroom Questions:

Rachelle Sawadski - Lead Teacher (Pre-K class)

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Amanda Coughlan - Office manager

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Please direct all inquiries, contacts and information to the Faith Preschool Office. The church

main office and staff are not directly affiliated with the preschool program. Thank you.

Welcome:

Welcome to Faith Preschool of Quakertown United Methodist Church. Thank you for giving us the opportunity to help your child grow and learn this year. We are committed to providing a loving and nurturing environment for your child.

Mission Statement:

Faith Preschool of QUMC is a Christian ministry to young children and families of the church and community. We believe that we are all children of God, and we are committed to nurturing each child's emotional, cognitive, social, spiritual, and physical development.

Purpose:

Faith Preschool is an outreach ministry of QUMC to both the congregation and community and provides a nurturing first-school experience in a Christian environment.

Service:

Faith Preschool provides an early childhood educational program to preschool-aged children on a non-discriminatory basis. Our quality program is designed to meet or exceed Commonwealth of Pennsylvania guidelines.

Program:

Faith Preschool nurtures positive relationships for children growing in God's world by utilizing a variety of educational resources, encouraging parental involvement in

classroom activities, and developing community experiences. A twenty-acre setting and a modern preschool facility provide a pleasant atmosphere for learning and play.

Program Goals:

Faith Preschool is an outreach program that provides a developmentally appropriate preschool education in a Christian context. The school's curriculum includes the following: readiness activities for early literacy, experiences with peers that promote social and emotional growth, development of motor skills, community experiences that expand your child's world and fun activities that teach the joy of learning. These important curricular goals are addressed through theme-based activities. Recognizing that each child is special, the curriculum of Faith Preschool provides ample opportunities for pre-academic, social, and spiritual growth.

Staff:

All staff are committed Christians who participate in the life of their church and have the knowledge of, and experience with, preschool-aged children. All Lead Teachers are certified with teaching experience and Assistant Teachers have successful and extensive experience working with preschoolers.

General Information for 3's & Pre-K Class:

- **Backpacks** – Each child will need some sort of backpack, labeled with their name, for papers, art projects, a change of clothing, etc.
- **Clothing** – Please dress your child in appropriate play clothes for preschool, labeling all extras such as hats, coats, etc. with your child's name.
- **Spare Clothing** – Please provide an extra outfit in a clear plastic bag labeled with your child's name. This outfit will be kept in your child's backpack at all times in case a change of clothes is needed during the day. **Remember to change the outfit to be appropriate for the season, if needed.**
- **Snacks** – The children will have a snack time each day. Snacks are to be provided by each parent. **Please no nuts or peanut butter due to allergies.**

- **Toys** – No toys are to be brought to school unless for special show-and-tell days.
- **Building Conduct** – Please encourage your child to use **walking feet** at all times in the church facility and remain with your child as you enter and exit the building, so they do not wander into other rooms unattended. In addition, please be respectful of church staff by keeping noise levels in the hallway to a moderate level.

General Information for 2's Class:

- **Bucket** – In lieu of a traditional “backpack” to transport papers and projects home from school, we are asking that each child bring a “bucket” to school. The bucket should have the child’s name clearly marked on it and may be decorated as well. The bucket will serve both as a backpack and a cubby for your child’s belongings.
- **Diaper and Wipes** - If your child is not potty trained, teachers will change your child’s diaper, please include diapers and wipes in your child’s bucket.
- **Clothing** - Please dress your child in appropriate play clothes for preschool, labeling all extras such as hats, coats, etc. with your child’s name.
- **Spare Clothing** – Please provide an extra outfit in a clear plastic bag labeled with your child’s name. This outfit will be kept in your child’s bucket at all times in case a change of clothes is needed during the day. **Remember to change the outfit to be appropriate for the season, if needed.**
- **Snacks** – The children will have a snack time each day. Snacks are to be provided by each parent. **Please no nuts or peanut butter due to allergies.**
- **Toys** – No toys are to be brought to school unless for special show-and-tell days.
- **Sippy Cups** – It is requested that sippy cups be brought to school labeled with child’s name.

Attendance:

Please notify the school when your child will be absent. You should call the Faith Preschool Office by 9:00 a.m. at 215-536-8172, if possible, or contact your child's teacher through their preferred method of communication.

Arrival and Dismissal Procedures:

For building safety, the doors to the church will be locked when preschool is in session. Below are the times that the doors will open for drop-off and pick-up.

Drop-off: Doors open at 9:25 AM. Locked at 9:40 AM.

Pick-up: Doors open at 11:40 AM. Locked at 11:55 AM.

Lunch and Learn Pick-up: Doors open at 1:25 PM.

The teachers will greet and dismiss your child at the classroom door, individually to his/her parent/legal guardian. To avoid problems with separation, parents/legal guardians are asked to remain outside the classroom.

IMPORTANT: **If there is a change in the person picking up your child,** please send an email or bring a note at the start of class. The teachers must be aware of who your child is being dismissed to that day. Your child will not be dismissed to anyone who is not specified on your pick-up list on your EMERGENCY INFORMATION SHEET, unless a note or phone call has been received from a parent prior to dismissal. Some form of identification will be required if the teachers are not familiar with the pick-up person.

Late Drop-Off or Pick-Up:

Please note that the building will be locked shortly after arrival time. If you are running late and the doors have been locked, please drive around the building and ring the appropriate back door doorbell by the playground.

If for some reason, you or the person picking up your child is delayed, please call the Faith Preschool office at 215-536-8172, or contact your child's teacher through their preferred method of communication as soon as possible.

Inclement Weather:

Faith Preschool will close when the Quakertown Community School District (QCSD) closes due to inclement weather. For information on closings due to weather, please watch *Channel 69* or go online to *Quakertown Community School District* at www.qcsd.org.

- If QCSD has a 2-hour delay, Faith Preschool will operate on a normal schedule; there will be no delay in start time.
- If QCSD has early dismissal for any reason, all classes and activities such as Lunch and Learn will be canceled. If classes or activities have already started for the day, please promptly pick up your child.
- If QCSD calls for a snow day whether that is closed or virtual, Faith Preschool will be closed.

Snow Days:

When there are more than three snow days missed by any one class, the first three snow days will not be made up. Any additional days will be made up using our built in snow days or at the end of the school year as we are able. The decision will be made by the Preschool Board and must take into consideration the confines of the school calendar.

Birthday Policy:

Birthdays are special to children. Every child's birthday is celebrated during our school year. Due to being a peanut-free school, parents/legal guardians are welcome to bring a special non-food item to school for their child to share with their class. A few suggestions are bubbles, chalk, coloring books, crayons or play-doh. Thank you in advance for your cooperation and understanding.

Toilet Accident / Pull-Ups Policy:

2's class:

If a child is in the process of potty training, we ask that you communicate that with your child's teachers and that he/she wears pull-ups at school.

3's class:

If a child has an accident at school, the teaching staff will supervise and give verbal instructions required in order for the child to clean himself/herself. If a child has a bowel accident, parents will be contacted to come change their child. Once cleaned up, the child may return to class.

Pre-K class:

If a child is in pull-ups, please notify the teacher at the beginning of the year. If a child has an accident at school, the teaching staff will supervise and give verbal instructions required in order for the child to clean himself/herself. If a child has a bowel accident, parents will be contacted to come change their child. Once cleaned up, the child may return to class.

Lunch & Learn class:

If a child attends Lunch and Learn and is not fully potty trained (wearing a pull-up), please note if the pull-up needs to be changed, you will be contacted to come change them. Faith Preschool does not have the facility or staff at Lunch and Learn to change pull-ups. If frequent accidents occur, unenrollment from the program may be discussed.

Health Policies:

Please call the Faith Preschool Office by 9:00 a.m. if your child will be absent from school due to illness.

- The school recommends that your child have all recommended immunizations.
- Regular attendance is essential for a successful school year; however, if your child is showing signs of illness, please keep him/her home. Viruses and communicable diseases can spread rapidly in a preschool setting. Examples of contagious diseases are:
 - Chicken Pox
 - Conjunctivitis (Pink Eye)
 - Pediculosis (Head Lice)
 - Infectious Skin Diseases
 - Pneumonia
 - Scarlet Fever
 - Impetigo
 - Ringworm
 - Strep Throat
 - Flu Viruses
 - Covid

IMPORTANT: If your child develops any communicable or serious illness, please notify the school immediately.

- Children should remain at home for the length of time indicated by their physician.
- If your child has vomiting, diarrhea, or a fever, they **must not return to school for a full 24 hours after the symptoms have stopped.**

- If your child is being treated for conjunctivitis (**pink eye**), **they must complete a full 24 hours of eye drop care before returning to school.**
- If your child is taking **antibiotics** for any reason, they **must complete a full 24 hour dose before returning to school.**
- In the event it is necessary for your child to receive medication, please try to dispense the medication prior to or following school. If this is not possible, a medication administration permission slip must be completed.

Nondiscrimination Policy:

Faith Preschool desires to meet the needs of its students in every developmental and academic area possible. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students who may apply.

Please discuss your child's needs prior to registering with the Registrar. Admittance and continuance in our program will be considered and reviewed by the Preschool Board on an individual basis.

Right to Make Policy Changes:

The Faith Preschool Board reserves the right to make a change in any policy herein at any time in its sole discretion when it deems it to be in the best interest of the school.

Withdrawal Policy:

If you should need to withdraw your child from the program during the school year, please give one month's notice to the Office Manager. In case of immediate withdrawal, the current monthly installment will be due.

Tuition Payments:

The first monthly tuition payment is due August 1st, remaining tuition is due the 10th of each month.

Payments can be made in the following ways:

- Deposited into the locked box: located on the Faith Preschool office door.
- Cash: If paying by cash, money must be handed to and counted by a staff member. You will get a receipt for cash payments by our office Manager.
- Mailed to: Only checks can be mailed to: "Faith Preschool "Att. Office Manager", 1875 Freier Road, Quakertown, PA 18951"

Tuition payments in the form of a check/money order made payable to Faith Preschool. The student's name should be indicated on the memo line of the check. Faith Preschool will not be responsible for tuition payments made in the form of cash that is dropped in the lock box, please see Office Manager for cash payments.

Tuition payment needs to be separate from any other payment like Lunch Bunch.

Note: Tuition is not credited for sessions missed. In case of extended absence, tuition will still be required.

When a vacation is taken during the school year which results in your child missing class, no reduction in tuition will be given for missed time.

Late Tuition Policies:

Tuition is due on the 10th of each month. After the 10th, your tuition will be considered late and you will be notified via email and fees may incur. The board is implementing a 3-strike policy.

1st time: no late fee will incur, late fees are graced.

2nd time: a \$25 late fee will be applied.

3rd time: a \$25 late fee will be applied and actions will take place.

- If you are 1 month behind on tuition and your child attends an extended day program, he/ she is ineligible to attend extended day until tuition balance is paid in full.
- Tuition that is more than one month behind (regardless of # of offense): The board holds the right to not allow the student to come back to the next class unless a meaningful payment has been made. You will be notified via email/phone call if your child can not come back to class.

*****IMPORTANT*****

If you are going to be late or having financial difficulties, please speak to the Office Manager **BEFORE** tuition is due during office hours, via email at faithpreschoolofficemanager@gmail.com or 215-56-8172 to make an appointment. Those who speak to the Office Manager **BEFORE** tuition is late, no action or late fees will be added to your account. If no such communication takes place, then the fees and actions will incur.

Parent Participation and Communication:

Faith Preschool encourages participation from parents/legal guardians and extended family. Children benefit from their family's involvement in their school life. There will be opportunities provided throughout the school year to participate in classroom and church activities.

Monthly calendars and newsletters will be sent home to inform parents/legal guardians about activities, holidays, and other events concerning your child's class.

Student progress reports and conferences will be scheduled once per school year in our 3's and Pre-K classes. Other conferences may be scheduled by the teacher or parents on an as-needed basis.

Discipline:

Part of our faith-based environment is cultivating an intentional Culture of Courtesy for our preschool. Faith Preschool families have the right to express themselves unless such expression directly interferes with the educational process, threatens immediate harm, is unlawful, or interferes with another's rights. It is important to us that we foster a space that is welcoming and friendly for all of our students and their families, based on respect and compassion in line with our faith. Comments or displayed symbols that are ethnically, racially, or sexually insulting or in any way defame another individual will not be permitted. Families found in violation of this policy will be contacted directly by a member of Faith Preschool's board to help clarify and resolve the issue.

Teachers will use positive reinforcement strategies to promote appropriate behavior in the classroom. If inappropriate behavior occurs, teachers will communicate with your child to help him/her make a better behavior choice. If the problem continues, a short time-out in the classroom away from the group may be used. Inappropriate behavior that persists will require a parent/teacher contact. If the teacher still has concerns, the matter may be brought to the Faith Preschool Board for resolution.

Discipline Policy:

We view discipline as a process to guide children toward acceptable and positive behavior choices. It is an understanding of a set of values so that the decision to choose what is right comes from reflecting on those values. We teach children about character qualities such as kindness, patience, respect, responsibility, self-control, honesty, loyalty, love, and other virtues found in the Bible. We believe, however, that these qualities are not easily or naturally developed in a child. In fact, a child is born without a natural ability to make good choices and must be guided and disciplined. An understanding of choosing what is right is an essential aspect of raising a child to become a responsible, caring individual.

Discipline is not primarily punishment, control or stopping "bad" behavior. It is teaching and guiding children to discover positive and appropriate ways to relate to others and to their environment. Often adults must manage a child's decision by placing boundaries for them because of their inability to fully understand what good behavior looks like. The process of consistently carrying out simple and fair rules for safe and happy living, enables learning and growing to take place.

Our teachers provide an environment that encourages self-discipline, problem solving, and responsible behaviors and choices. This is accomplished by:

- Creating a classroom atmosphere of love and acceptance
- Providing a meaningful and stimulating learning environment
- Teaching problem solving and personal responsibility
- Focusing on the positive and encouraging him or her to do right
- Providing attainable rules and standards that maintain the emotional & physical safety of each child to ensure the integrity of the program
- Holding children accountable consistently for normal expectations
- Implementing consequences of wrong choices and willful misbehavior; usually removal from an activity/privileges.

Although very rare, should a child not respond well to all of the methods provided, and the child is acting in a harmful way toward himself or others or behaves in a way that is a constant/persistent disruption to the class, parents can expect the following:

1. Teacher will speak informally to the parent describing the child's inappropriate choice, asking that action be taken at home to support the effort of the staff, or a note will be sent home indicating the inappropriate or unacceptable actions of the child.
2. For disruptive, harmful and defiant behaviors, the parent will be called and the child will be removed from the school for the remainder of the day. Harmful behaviors include biting, hitting or attempts or threats to hit. Parents will be notified via incident reports upon each offense.
3. The school reserves the right to exclude a child from enrollment in the program for the safety and wellbeing of all the children and the staff. This is a rare occurrence and would be done to protect all children and staff. These are the steps that a parent can expect will result in disenrollment from our program:
 - a. Conference and communication between staff and families will be held for disruptive and harmful behaviors with the goal of resolution and remediation.
 - b. A suspension may be issued by the school administration if disruptive and harmful behavior for the child continues.
 - c. When parents fail to acknowledge and display full cooperation with the suggestions and strategies asked of them, the child may be disenrolled from our program. If disenrollment is necessary, a conference with the head teacher and parents will precede this action.

Guiding children's behavior is one of the most important tasks for parents and teachers. We hope that together, we are producing socially and emotionally competent kids, helping each reach his God-given potential.

Emergency Information:

Emergency information will be kept for each child. In case of illness or accident, parents or other emergency contact persons will be notified. Please let the school know of any changes in emergency information as soon as possible.

Safety and Security:

Faith Preschool strives to maintain a safe and secure learning environment for children and teachers, as well as church staff. For this reason, the QUMC doors will be locked at all times during the day.

*Jesus said,
“Let the little children come to me,
and do not hinder them,
for the kingdom of heaven belongs
to such as these.”*

Matthew 19:14