

The ABC Guide



2025-2026 HANDBOOK

Elise Coakley- *Preschool Director*

preschool@westlawnumc.org

www.westlawnumc.com/preschool

15 Woodside Ave

West Lawn, Pa 19609

610-678-5611 ext.701

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A. OUR MISSION

At West Lawn UMC Preschool, our mission is to provide a nurturing, inclusive, and engaging environment where young children can grow academically, socially, and emotionally. Grounded in the values of kindness, respect, and community, we embrace a child-centered approach that sparks curiosity, creativity, and a love of learning through developmentally appropriate experiences. Our dedicated staff support each child's unique journey, fostering confidence, compassion, and a strong foundation for lifelong learning - all within a setting that reflects the caring spirit of our church community.

West Lawn United Methodist Church's preschool board, consisting of WLUMC church members, is responsible for the oversight and administration of the preschool regarding its goals, financial management, policies and philosophies regarding curriculum.

B. CLASS DAYS AND TIMES

<u>Age Two We-School</u> - Fridays	10:30-11:30 AM
<u>Three-year-Old's- 2 Day Option</u>	
Mondays and Wednesdays	9:00-11:30 AM
Tuesdays and Thursdays	9:00-11:30 AM
<u>Three-year-Old's- 3 Day Option</u>	
Mondays, Wednesdays, Fridays	9:00-11:30 AM
Tuesdays, Thursdays, Fridays	9:00-11:30 AM
<u>Four-year-Old's-</u>	
Mondays, Wednesdays, Fridays	9:00-11:30 AM
<u>Pre-Kindergarten-</u> Monday-Friday	9:00-11:30 AM
Before Care- Monday- Friday	7:30-9:00 AM
Lunch Pals- Monday- Friday	11:30 AM-12:30 PM
Extended Day- Monday- Friday	11:30 AM-3:00 PM

C. ELIGIBILITY

We-School: Children must be 2 years old to enroll in We-School. A parent or loved one must attend the class with the child

Three-year-old's: Children must be 3 by September 10th of the school year

Four-year-old's: Children must be 4 by September 10th of the school year

Pre-Kindergarten: Children must be 4 1/2 by September 10th of the school year AND be attending Kindergarten the next school year.

All Children must be completely potty trained and wearing underwear before the first day of school, except for We-School.

D. ENROLLMENT & DISENROLLMENT

Enrollment is open to children of all faiths, races and ethnicities. Your child will be considered enrolled in our program upon receipt of the registration form and a non-refundable registration fee. The registration fee is \$60 due at time of enrollment for one child or \$80 for 2 or more siblings.

Enrollment is based on a first come first served placement.

Admittance forms required by the first day of preschool include:

- Preschool Permissions Form
- Emergency Contact Information Form
- Copy of Immunization Record
- Child Health History Form
- Accident and Liability Waiver Form
- Official Receipt of Handbook Form

Students with special needs may enroll based upon the Director's determination that the staff and facility can meet the child's needs with reasonable accommodation. The parent must provide the Director and classroom teacher with any professional assessment and documentation. The Director may need to meet with the student and family prior to enrollment and/or to offer a trial enrollment period of 2-4 weeks to ensure that the preschool can meet the child's needs and provide an educational experience that is successful for all parties.

The primary goal of West Lawn Preschool is to provide the best possible learning environment to ensure that its students' progress academically, socially and behaviorally so they can succeed in a Kindergarten classroom and beyond. A student may be asked to temporarily or permanently disenroll in the event the Director determines that the Preschool's curriculum, program schedule, and/or staffing cannot meet the student's specific academic, social, or behavioral needs and/or the student's behavior creates an on-going safety risk to the student, the staff, and/or other students. Prior to asking a student to disenroll, as appropriate the Preschool will attempt to make reasonable accommodations to meet the students' needs and current accommodations will be reviewed and/or we will provide referrals to local educational services.

E. LUNCH PALS DESCRIPTION

Lunch Pals is a one-hour extended day option for children in all classes, with the exception of Age Two We-School. During this time, children will eat their lunch together in a fun and social atmosphere. You will need to provide a healthy lunch and drink. Following lunch, children will be invited to spend time in free play, and music and movement. Lunch Pals is a good way to help your child learn to eat independently with their peers.

Children may be enrolled in Lunch Pals, at a daily rate of \$10 per day or \$45 per week. Drop-ins will be welcome, if space is available, at a cost of \$10 per session. Sign-up by contacting the director through email or Class DoJo at least 2 days prior to make sure a spot is available. Payments are due at the time of sign-up. Enrollment for this program will be on a first-come, first-serve basis. Payments are non-refundable due to illness, or unexpected school closure.

F. EXTENDED DAY DESCRIPTION

Extended Day is held from 11:30-3:00 daily. We will provide a fun and social atmosphere for your child. You will need to provide a healthy lunch and drink. This program allows the children more time for play and socialization with their peers, as well as additional structured activities such as story time, art, music and movement, STEAM activities, games, and gross motor activities. Outdoor play will also be available, weather permitting.

Children may be enrolled in the Extended Day sessions, at a rate of \$20 per day or \$75 per week. Drop-ins will be welcome, if space is available, at a cost of \$20 per session. Sign-up by contacting the director through email or Class DoJo at least 2 days prior to make sure a spot is available. Payments are due at the time of sign-up. Enrollment for this program will be on a first-come, first-serve basis. Payments are non-refundable due to illness, or unexpected school closure.

G. POTTY TRAINING POLICY

Children enrolled in our preschool classes must be potty trained before attending school. We realize that accidents happen. Accidents are unusual incidents and should happen infrequently. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Staff members are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if a child has an accident.

Potty-trained school children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Use the restroom with little or no assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed.

If your child is not completely potty trained as described when school starts, you may withdraw your child from school and place their name at the top of our waiting list without paying tuition, or continue to pay tuition each month to hold their spot until they are ready to attend school fully potty trained. The registration fee is nonrefundable, and you are not guaranteed placement if withdrawn.

H. TUITION

Tuition payments are made monthly and are non-refundable. Please pay with cash, check or online through Quickbooks/Invoice link. Checks should be made payable to WLUMC. Tuition should be given to the Director or dropped off in the mailbox located outside of the Director's office at the top of the staircase (Room 200). Tuition invoices will be emailed to you on the first of each month.

If you would like a receipt for your check transactions, please let the Director know.

Tuition is considered late after the 15th of each month and a fee of \$10.00 will be assessed. Non-payment creates a risk of disenrollment. Tuition payments are due regardless of sick days, school closures, snow days, or absences. A \$30.00 fee will be charged for returned checks.

TUITION PRICES

Age Two We-School	\$65.00/month
Three-year-old's (2- day class)	\$185.00/month
Three-year-old's (3- day class)	225.00/month
Four-year-old's	\$225.00/month
Pre-Kindergarten	\$340.00/month
Before Care	\$15.00 per day/\$40 for 3 days/ \$70.00 for 5 days per week
Lunch Pals	\$10.00 per day/ \$25 for 3 days/ \$45.00 for 5 days per week
Extended Day	\$20.00 per day/\$50 for 3 days/ \$75.00 for 5 days per week

MONTHLY TUITION SCHEDULE

August 10 - September Tuition
September 10 - October Tuition
October 10 - November Tuition
November 10 - December Tuition
December 10 - January Tuition
January 10 - February Tuition
February 10 - March Tuition
March 10 - April Tuition
April 10 - May Tuition

I. WAITING LIST

If our classes are full, your child's name can be placed on our waiting list. It will not guarantee a space in a class, but it will assure you a phone call in the event of an opening when your child's name comes to the top of the list. If enough children are on a waiting list to constitute an additional class, the Director will make every effort to open another class for these waiting families.

J. WITHDRAWAL

Each child is enrolled for the entire school year. Should you need to withdrawal a child from school for any reason, we require one month's notice in writing to the school office. Tuition is non-refundable.

K. GENERAL CALENDAR FOR 2025-2026 *Please see printout for complete calendar

Week of August 25	Back To School/Meet The Teacher Night
Week of September 1	Classes Begin
October 13	School Closed – Columbus Day
November 26-December 1st	School Closed – Thanksgiving Break
December 22-Jan 2	School Closed – Christmas Break
January 19	School Closed – Martin Luther King Jr. Day
February 13-16	School Closed – President's Day
April 1-6	School Closed- Easter Break
Week of May 18	Final Days of Classes/Programs

L. VISITATION & OUTSIDE SERVICES

VISITATIONS

School visits are welcomed at any time during the year. The Director will gladly show you the facilities and answer any questions you may have concerning the program. Please call or email the Director to set up a tour.

- Your child is welcome to visit the school with you if you wish to see the facilities.
- Come to our Open House in January to see the facilities and to meet the teachers.

OUTSIDE CONTRACTED SERVICES

In the event that a child needs extra services, we will work with the BCIU, professional providers and parents to help schedule any therapies or sessions that are necessary to meet the needs of each child. If a child is already receiving outside services, the Director must be notified during enrollment for new students and prior to the start of the school year for any students already enrolled.

M. CLASS SIZE

- Age Two We-School class averages 10 students
- Three-year-old class is a maximum of 15 children
- Fours-year-old class is a maximum of 15 children
- Pre-Kindergarten class is a maximum of 16 children
- Extended Day is a maximum of 20 children (2-year-olds are not eligible)

Classes are staffed with one lead teacher and one assistant teacher, with the exception of We-School, which only staffs one lead teacher, and Extended Day which staffs an additional assistant if necessary.

N. CLASS DESCRIPTIONS

1. AGE TWO WE-SCHOOL DESCRIPTION AND SCHEDULE

We-School is a one-hour, once a week class intended to introduce two-year-old children to a lightly structured classroom environment, with the safety and security of a guardian close by. This class also helps acclimate young children to coming to the West Lawn campus and meeting the teaching staff. A typical We-School session follows this classroom format:

9:00-9:15 AM Free Time and Open Activities
9:15-9:20 AM Clean-up
9:20-9:30 AM Circle and Music Time
9:30-9:50 AM Center Time
9:50-10:00AM Snack Time
10:00 AM Goodbyes

2, 3 & 4. THREE'S, FOUR'S AND PRE-KINDERGARTEN PRESCHOOL DAY

Preschool day offers free play and socialization, as well as fundamental educational teaching that is aligned with the PA State Standards of Early Childhood Learning. The children use a variety of materials to exercise all their developmental skills: language, imaginative,

cognitive, social-emotional and physical development (gross motor, fine motor), and spiritual. Sensory activities and hands-on learning materials are also part of a day at preschool. While each classroom follows its own individual schedule; this is our standard classroom format:

- Morning Circle Time – This is an instructional time of the day. We use hands-on activities, discussions, and listening skills as we discuss our unit of the week, work through our Haggerty and Foundations phonemic programs, sing songs, and listen to stories.
- Snack Time – We serve a healthy snack and water to the children each day. Donations of snacks provided by the parents & school (according to teacher's discretion). Parents also provide paper products for our special holiday celebrations.
- Small Group & Center Time – While children will meet with a teacher in small group setting as one of their rotations during Center time, while other children will be in independently in small groups exploring other centers including sensory table, imaginative play areas, science and math center, library center, puzzle or block areas
- Small Group Instructional Time –During small group time each child will work with a teacher on skills that fit with our weekly or monthly themes that will include early literacy and math concepts/skills, shapes, letters, colors, and other age appropriate lessons including important listening skills, self-help skills, and sharing.
- Gross Motor Activities – We go outdoors if the weather and time permits. The children can enjoy the West Lawn Community playground equipment. We also occasionally use an indoor play area for gross-motor activities.
- Arts & Crafts Activities – Teachers provide opportunities to use fine motor skills (painting, coloring, drawing, cutting and gluing).

All of the Preschool classes provide developmentally appropriate activities and materials that align with our curriculum and themes. We provide a variety of individual activities to balance out small and large group activities. Hands-on learning centers are a fun way to allow children to explore, experiment, create and ask questions. Children of this age learn a tremendous amount through play and self-exploration.

O. DISCIPLINE POLICY

Verbal rewards, which reinforce self-esteem, are given for acceptable age-appropriate behavior.

Non-Acceptable Behavior:

- The child will be asked to stop and think about inappropriate behavior (i.e. temper tantrums, refusal to cooperate, hitting, not following rules, etc.)
- The teacher will redirect child to another activity
- The teacher will allow the child to work out his/her own solutions. (Encourages the child use verbal responses to solve problems)
- If the child is disruptive in a group situation, the child will sit with the teacher with a gentle reminder about appropriate school behavior.
- Child will be removed from the group for a period of "calm down" in the classroom. The child is given the opportunity to calm down, to remember the acceptable behavior and to decide when he/she is ready to rejoin the group.
- We do not tolerate physical or inappropriate verbal discipline at any time for any reason.

- If a behavior problem persists, we will work together with the parents to help the child develop appropriate behavior. (This provides consistency with the parent and teacher to redirect child's behavior) A written action plan will be established & implemented.
- If the child cannot develop appropriate behavior, the child will be dismissed from the preschool class.
- Physical Aggression (biting, hitting, kicking etc.) will not be tolerated. Parents will be notified if this behavior has occurred. There is a 3-time limit for this behavior, after the 3rd occurrence the child will be removed from the program. Parents will be made aware of each individual incident and will work with classroom teachers to stop the behavior.

P. GRIEVANCE POLICY

Any parent who is uneasy or concerned about their child's development, experiences in the school setting, with their peers, a personal matter, or a situation of deep concern to the family, the following procedure is to be followed:

1. As soon as possible, preferably within the same day as the grievance/problem develops, approach the head teacher and thoroughly discuss the issue.
2. If the issue is not answered to the family's satisfaction, schedule a meeting with the Director. Most complaints should be able to be resolved informally at this step. If not, proceed to step 3.
3. Request the Director to contact a board member to schedule a meeting, thereby having a third person witnessing the discussion. Hopefully, at this juncture, the issue will be satisfied.
4. The final step in the grievance procedure is to seek a solution with the pastor of the church, the person having the grievance, the Director, and a committee member.

Q. ABSENCE & LATENESS

ABSENCES

If your child will not be able to attend, please notify the office by phone at 610-678-5611, ext.18 or email preschool@westlawnumc.com.

LATENESS

Parents must pick up children immediately following dismissal. We would appreciate your support and cooperation regarding this subject matter.

1st offense – written warning

2nd offense – a late fee of \$10.00 for every 15 minutes will be assessed

R. MEDICAL

1. ILLNESS & SCHOOL WELLNESS

All children must be fully up to date with all immunizations for their age prior to starting preschool. A record of all immunizations must be turned in at the beginning of each school year. You are the best judge of your child's health and we trust you will not bring or send a sick child to school. However, if the opinion of the staff is that your child is sick, we will call you to come and pick up your child. The following criteria will be considered in determining if your child must go home:

- Fever of 100.4 degrees or higher

- Inflammation of eyes
- Vomiting/Diarrhea
- Excessive Coughing
- Communicable diseases
- Unknown rash

If your child is sent home due to illness, he/she cannot return to school until he/she has been free of symptoms for 24 hours without medication. This policy gives your child ample time to recover and stop the spread of illness to other children and staff members. **PLEASE DO NOT** give your child Motrin or Tylenol and send them to school with a low-grade fever.

It is your responsibility to notify the school if your child has a communicable disease, such as pink eye, chicken pox, impetigo, flu, strep throat, Coronavirus, Coxsackie's virus, etc. Parents of children impacted because of another's illness will be notified of the occurrence; however, confidentiality is always observed. If your child is found to have head lice, he/she will be sent home until he/she has been shampooed with a head lice shampoo, and the hair has been thoroughly combed and is nit free.

Our church campus and parking lots are a smoke-free environment. There is no smoking on the grounds or in the building. This is due to the fire safety laws as well as everyone's health.

2. ACCIDENTS AND MINOR INJURIES

Our staff is certified in first aid, CPR and AED administration. Minor bumps and bruises are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to the parents/guardians on an "accident report". A copy is sent home, and one is retained in the child's file. A call is made immediately in the event of any serious or questionable injury. Reminder: Keep your child's Emergency & Medical Consent Form updated.

3. PRESCRIPTION MEDICATION

We prefer children to receive their medication at home; however, we understand that in rare circumstances the school may need to administer the medication. Prescription drugs must be sent to school in an original container labeled by a physician or pharmacist. A parent must deliver all medication to the director with a doctor's note describing dosage and frequency. A medication log/waiver form must be completed and on file in order to administer medications at school; do not leave medication in your child's school bag. Non-prescription medicine will not be administered at school.

4. ALLERGIES

When a doctor diagnoses a child as having a food, medical or environmental allergy, a statement to that effect must be given to the school in writing. An Allergy Action Plan Form must be completed by the child's doctor and returned to the Director and Teacher. Information about children with allergies will be posted in our classrooms. In the event of a severe life-threatening peanut/nut allergy, a classroom will become a "Nut- Free" Allergy Aware Classroom. Should this occur, you would receive additional information regarding classroom procedures.

S. PARKING LOT ROUTINE/ DROP OFF & PICKUP

PARKING LOT – ARRIVAL

You may enter the church parking lot along the Woodside Avenue parking lot entrance, Noble Street parking lot entrances, or the alley behind Advent Lutheran Church. The preschool doors open at 8:55 and close at 9:05. Parents will escort their child(ren) to their classrooms each morning.

PARKING LOT – DISMISSAL

Park anywhere in the church parking lots and gather outside of preschool doors while you wait for your child's teacher to bring them outside at 11:30. In the event of bad weather, we will dismiss from the breezeway.

Parents must pick up children immediately following dismissal. Refer to the preschool lateness policy.

Do not leave other siblings in the car unattended. Additionally, the ignition of all cars must be turned OFF and the keys removed from the ignition. **NO CHILD 6 AND UNDER MAY BE LEFT UNATTENDED IN A PARKED VEHICLE.** This is against the law. If siblings are sick, do not bring them into the building.

As a courtesy to the preschool and church staff, please do not linger inside the building after drop off/ or dismissal.

DRIVE VERY, VERY SLOWLY WHEN ARRIVING & DEPARTING! DO NOT USE YOUR CELL PHONE WHILE DRIVING! During arrival and departure time, West Lawn UMC is a kid work zone. Our children are very small and fast. Use extreme caution at all times when operating your vehicle. Safety is a priority!

T. AUTHORIZATION TO PICK UP CHILD

You must fill out an Emergency Contact Form with authorized pick-up people listed on that form. This form allows us to send your child home with someone other than a parent. If someone not listed on the form will be picking up your child, a written note or phone call to the office is necessary.

All authorized pickup persons must bring with them a photo driver's license which will be required for purposes of identification. Persons picking up your child must be 18 years of age or older and listed on the release form.

The staff will not release a child to any individual who is visibly intoxicated, or who has engaged in substance abuse rendering such an individual impaired and incapable of caring for a child.

U. EMERGENCY PLAN

1. SCHOOL CLOSINGS

The school closely follows the Wilson School District calendar and snow date closures. Possible exceptions will be made at the Director's discretion (i.e. weather, loss of power, unsafe weather conditions). In the event of inclement weather tune into Channel 69 News or on their website.

If Wilson has a delay (regardless of ANY hour delay), we will have a modified schedule. Director can make an exception to close if the weather/campus is unsafe for travel of staff & students.

2. MODIFIED SCHOOL SCHEDULE

Age 2 We-School: 10:30-11:30 AM

Age 3, Age 4 and Pre-K Classes: 10:00 AM to 12:00 PM

Before Care- Cancelled

Lunch Pals- 12:00-1:00 PM

Extended Day: 12:00 PM to 3:00 PM

*If Wilson closes early in the event of inclement weather, our Extended Day & Lunch Pals class will cancel. If Wilson is closed, preschool will be closed.

3. SAFE SANCTUARIES: STATE MANDATE ON REPORTING CHILD ABUSE

By law, we are required to report any sign or suspicion of child abuse or neglect. Please understand that we are legally obligated to follow Pennsylvania State reporting guidelines. All of our staff have state mandated criminal background and child abuse clearances.

4. SAFETY PROCEDURES

Locked Doors: We keep the upstairs doors locked during school hours. Notify our receptionist at the entrance if you need to gain access. It is important to let the office know if your child will be absent, late or leaving early.

Fire Exits: The children will be familiar with the various exit doors in the building. We will perform fire drills at various times throughout the school year.

Shelter-in-Place: In the event of an emergency, our school is prepared with emergency storage supplies if necessary. We ask for donations to keep us well stocked. Parents will be notified if we have a shelter-in-place drill or real emergency.

Servant Keeper Notify & Class DoJo: Our preschool is using Class DoJo as a way of passing on information to the parents. We have the ability to send messages cellphone call, text or email, or all three, depending on the severity of the message that needs to be sent. If any of your contact information changes, you are responsible to update phone numbers and emails with the preschool.

Security: We have security cameras throughout our campus with video replay options for surveillance monitoring which provides an extra layer of protection daily.

Staff members are not permitted to drive children to or from preschool except in emergency situations and then with only the express knowledge and consent of the Director.

An Emergency Procedures document is provided to families at the meet the teacher night in August.

V. PARENT INFORMATION & HELPFUL GUIDES

1. PARENT CODE OF CONDUCT

One of our preschool missions is to build trusting relationships among families and staff. Therefore, gossiping and divulging confidential information is both hurtful and breaks down relationships. Please respect the privacy of others and refrain from those types of actions.

We welcome suggestions on how to improve our preschool and will give prompt and serious attention to any concerns about the operation of the school. We anticipate that most concerns will be resolved quickly by an informal approach with the designated member of staff. If this does not achieve the desired result, then please review and follow the Grievance Policy listed in this handbook.

Our preschool environment is set-up to be a safe haven physically, as well as emotionally for students and staff. We will not tolerate parents who use foul or abusive language to anyone, physical discipline, or threats to any children/staff. The Director has the right and authority to remove that individual from the campus or classroom and could result in termination of the child's enrollment in the program.

2. PRESCHOOL READINESS

Parents can help their child make the home/school adjustment by:

- Having a pleasant attitude about school
- Showing interest in school projects
- Reading/displaying school calendar so your child is prepared for the day's special activities
- Sending your child to school in comfortable play clothes and sneakers
- Labeling clothing and other possessions brought to school
- Becoming an active participant in school activities
- Encouraging your child to tell the teacher if he/she needs to use the bathroom
- Having your child wash their hands frequently with soap
- Reminding your child not to share drinks, food, or clothing

3. FIRST DAY JITTERS

Starting school for the first time or coming back to school can cause anxiety in some children and parents, too. We will make every effort to work with you to make this adjustment period a positive experience. We recommend you give your child at least a month to adjust to the school experience. Please do your best to keep goodbyes cheerful, positive, and reassuring at drop off. Maintain your positive attitude even through tears. If you believe in us, your child will too.

4. PARENT TEACHER CONFERENCES

During the last few days of August a "Meet the Teacher" event will occur. This special event provides an opportunity for you and your child to meet with the teacher and visit the classroom. Hopefully, they will meet a new friend and have fun exploring their new classroom.

A portfolio containing information on your child's academic, emotional, physical and social growth will be kept by their classroom teacher. During November and again in April the teacher will schedule a time to sit down with you during Parent/Teacher Conferences. If you have any questions or concerns, please feel free to ask the teacher at any time. Due to confidentiality laws, teachers must discuss any issues with parents privately. Please be sure to speak with your child's teacher to arrange a time for a personal meeting or a telephone conference.

5. PARENT/TEACHER COMMUNICATION

The West Lawn Church Preschool believes that establishing excellent parent/teacher communication helps create a strong partnership. Please let your child's teacher know if there is anything happening at home that might affect your child – i.e., illness or death of a family member, new baby, separation, or divorce. It helps us in our dealing with your child and will be kept confidential. Our school uses a communication tool called Servant Keeper to send emails, text, or phone calls. In addition, teachers can contact you through the Class DoJo App. This user-friendly app allows the teacher to track behaviors, send pictures, daily updates and reminders. The Preschool will send home a newsletter once a month. Please keep and read the newsletters as they contain important information and dates. If you have any questions or concerns about your child or the school, contact your child's teacher to discuss issues or to set up an appointment for a more formal conference.

6. PARENT SPECIAL OFFERINGS

West Lawn UMC offers several opportunities throughout the year for preschool parents and families to join in a special activity, dinner or event where parents and children can socialize and create lasting friendships. Our mission at West Lawn is to not only serve the children of the community but also provide a supportive and nurturing environment for all family members. More information about these opportunities will be sent home via flyers and class dojo.

W. PRESCHOOL CHAPEL TIME

Once a week, children attend a short, age-appropriate Bible lesson with West Lawn staff members. This time includes Bible stories and songs for all classes. These teachings center on the awareness of God's world and God's love for us. The preschool does not teach religious or denominational doctrine but does teach in a context of Biblical values. Religious backgrounds will be taken into consideration; however, all children are expected to join their class for these activities. If you choose for your child not to participate, you will have to stay with your child during this time or pick them up early from preschool.

X. CLASSROOM CELEBRATIONS/ SPECIAL EVENTS/ BIRTHDAYS

Our preschool classes will hold special parties and holiday celebrations such as a Halloween Parade, Thanksgiving Feast, Whole School Christmas Program, Happy Birthday Jesus Christmas Party, Valentines Parties and Easter Celebrations, Muffins with Mommy, Donuts with Daddy etc.

We will hold a Christmas Program in December and an End of the Year Celebration Program at the end of May. Parents, families, and close friends are encouraged to attend these celebrations.

Each class may observe or celebrate birthdays differently. Your child's teacher will share with you how your child's class will celebrate birthdays. Some suggestions include mini cupcakes, mini muffins, soft pretzels, mini donuts, and ice cream treats. Feel free to be creative.

In consideration of the feelings of our young students, please do not send birthday or other invitations to school unless every classmate is invited. Due to space limitations, etc. we know that it may not be feasible to invite all of your child's classmates. In that case, we ask that you use the class directory to address and mail the invitations. Your sensitivity in this matter will help avoid hurt feelings.

Y. PRESCHOOL OUTTINGS

1. PLAYGROUND

The West Lawn Community playground is a favorite spot! Many times, it is used after dismissal to give children an opportunity to play with their friends and to provide a place for parents to talk and visit with one another. We are pleased to know that families want to extend their school experiences beyond the academic day. When children are using the playground during non-school hours, children must be supervised.

Please help us keep the playground safe by following our playground rules:

- Closely supervise children at all times.
- Never push or roughhouse.
- Be kind and reinforce taking turns.
- Feet first down the slides.
- Throwing mulch is not acceptable.
- Use tables under pavilion for sitting purposes. Do not allow your child to stand on them.
- All conduct on the playground is expected to be courteous and safe.

On inclement weather days, our Community Center Hall is an optional space for children to gather and play in a large, open space.

2. PUBLIC LIBRARY

Your child will be able to borrow a book from their classroom library and from the West Lawn Community Library, located in the lower level of our Community Center building. Please read the book often. All children are invited to take a book home on a bi-weekly basis. We ask for your cooperation in caring for the books and returning them on time.

3. FIELD TRIPS

We think that field trips outside of the classroom are a wonderful opportunity for children to experience and learn about the world around them. Field trips will be educational and fun! They can include a trip to a local orchard/farm, a children's museum, a zoo, and possible other locations and experiences. All field trips will require a permission form, payment for the trip, and parents will need to drive their child to the location and be responsible for them for the entirety of the trip. Field trips are optional to attend, but we highly encourage participation from parents so you can experience these learning opportunities with your child.

Z. FUNDRAISERS & MISSIONS

FUNDRAISERS

West Lawn Preschool may offer some fund-raising events throughout the school year. The proceeds from our fundraisers will go to support our preschool by purchasing needed educational items for the classroom or other special activities and events. While each project is strictly voluntary, it is our hope that families and other friends of our school will choose to participate in order to support our continuing efforts to provide the highest quality education and care for all children who attend.

MISSIONS

As a church community, we are blessed in ways that most of our world will never experience. We believe it is important for children to learn to give as well as to receive. During the school year, West Lawn Church preschool sponsors several opportunities to bless others. Some organizations include, but are not limited to: Hannah's Hope, New Journey Community Outreach, Opportunity House, Hope Rescue Mission, The Fuller Center, Wilson Area Food Pantry, Mifflin Power Packs.

PRIVACY NOTICE

No telephone numbers or addresses of our school participants will be given out to others unless you elect to be in our Class Directory. If you wish to get in touch with another parent who is not listed in our directory, we will gladly give your note to that parent, and he/she can get in touch with you. This is for your privacy and protection. The class directory is intended for social purposes only.

Receipt and Understanding of WLUMC Preschool Handbook

I, _____ (Parent Name) acknowledge that I have received and have read all sections of the WLUMC Preschool handbook.

I understand that I am financially responsible for making tuition payments on time, according to the set tuition schedule listed in the handbook.

_____ (Initial)

I understand that I am to pick up my child on time, and any late pick up after the first verbal warning will result in a \$10 payment per 15 minutes for each late offense.

_____ (Initial)

I have read the discipline policy and understand that I will be made aware of any behavior issues as it relates to my child. I will cooperatively work and communicate with the teacher to help my child improve their behavior.

_____ (Initial)

I have read the section in the handbook regarding parental code of conduct. I hereby acknowledge that my conduct could affect my child's enrollment in the program.

_____ (Initial)

Parent Name (Printed) _____

Parent Signature _____ Date: _____