



ASSUMPTION
PRESCHOOL

Family Handbook

*Providing a peaceful, nurturing and faith-filled
environment where children construct knowledge,
develop strong friendships and reach their
unique potential.*

Assumption Preschool
c/o Assumption B.V.M. Church
4101 Old Bethlehem Pike
Bethlehem, PA 18015
610-867-7424

www.assumptionpreschool.org

ASSUMPTION PRESCHOOL PHILOSOPHY

What We Believe

Children, especially young children, learn through play. As they play, children **construct knowledge** by engaging in meaningful learning experiences. Assumption Preschool provides an environment that allows children to continually apply the knowledge they gain in new experiences. We encourage our students to experiment, ask questions, test hypotheses and build theories. Our environment fosters the acquisition of problem-solving skills, as well as knowledge about the world around them.

Our Goals

Our goals at Assumption Preschool are to help our students become:

- Good citizens and friends
- Self-directed individuals
- Independent learners
- Question posers
- Problem solvers
- Music and art appreciators

Curriculum

Our approach to learning at Assumption Preschool is strongly based on the **Reggio Emilia** approach to early childhood education. Our founder, Andrea Powell, was first introduced to the Reggio Emilia way of learning in 1995 and has been studying and implementing its principles ever since. Reggio Emilia is a small town in northern Italy. Following the devastation of the Second World War, the community rebuilt their schools from the ground up. Over time they created one of the world's best methods for teaching young children. The Reggio schools are famous for their physical beauty, inside and out, the artwork their approach inspires, as well as the connection they maintain with members of their community, especially parents. Reggio is also famous for the **interdisciplinary projects** that evolve from the children's interests.

Like the schools in Reggio Emilia, we offer **emergent curriculum**. Our curriculum reflects the observed interests of our students, and sometimes teachers. As we explore emerging topics, we integrate the learning domains of personal and social development, language and literacy, math, science, social studies and the arts while meeting the Pennsylvania Early Learning Standards. Our approach also allows our staff to support each student individually and in a developmentally appropriate manner.

With a **commitment to small class sizes**, our dynamic early learning environment also provides a loving, nurturing, and Christ-centered atmosphere. Working in partnership with parents, we focus on the whole child and strive to engender a genuine love of learning in everyone.

CLASS SCHEDULES & FEES

Tuition Payments

Each family must enroll by **June 1 in the FACTS tuition program** by using the following link: <https://online.factsmgt.com/signin/4DXRP>. Follow the easy instructions to set up your account and choose a payment option. There will be an enrollment fee of \$37.00 per family (unless paid in full with one payment).

Payment plans: You may choose either to pay in full, or choose the 10-payment plan offered. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable. Please note there is a 2.85% fee for using a credit card. There is a \$30.00 fee for late payments. Special arrangements can be negotiated in the event of a hardship. The Assumption Preschool director team reserves the right to remove a child from the program due to non-payment of tuition.

Class Schedules

Classes run September through the end of May with the following schedule:

2-Day Class:	Thursday & Friday – 9 - 12 pm Tuition: \$2,000.00 per year (\$200 monthly)
3-Day Class:	Monday thru Wednesday – 9 - 12 pm Tuition: \$2,430.00 per year (\$243 monthly)
4-Day Class:	Monday thru Thursday – 9 - 12 pm Tuition: \$2,910.00 per year (\$291 monthly)
Afternoon Class:	Monday thru Thursday – 12 - 3 pm Tuition: \$2,910 per year (\$291 monthly)
Friday Friends:	Friday 9 am - 12 pm Tuition: \$700 per year (\$70 monthly)

Arrival & Departure

We will utilize a car-line drop off for the 2023-2024 school year. The car line path will be marked off with cones. Please unbuckle your child once you have safely come to a stop. The car line teacher will approach the car first in line and will open the right side door to let your child out.

If your child needs you to walk them to the door, please pull to a parking spot near the church. You are welcome to walk them to the entrance door but we ask that you wait until the car line is finished before doing so to maintain safety and efficiency.

The morning class drop off times will run from 8:55-9 am. Afternoon drop off times will run between 11:55 and 12 pm. Please be sure to arrive within that window to help our schedules run smoothly.

Pick-up time begins at 12 pm/3 pm. Parents should park between the church and the preschool buildings or in the overflow lot across the street, then walk to the Classroom B door where teachers will dismiss children one at a time. Please do NOT park in the spots near the playground and trike track, as these belong to the church staff and middle school.

Please be prompt for pick up to keep our daily schedule running smoothly. If you anticipate being late, you may text your child's teacher to let them know when to expect you.

Anyone permitted to pick up your child should be listed on the emergency contact form. If someone not listed on the form is picking up your child, a written note must be sent to the teacher. Photo identification will be requested from that person.

Sample Daily Schedule

8:55-9 am/11:55-12 pm	Carline Drop-Off
9:15 am/12:15 pm	Outdoor Purposeful Play This outside time can include tricycles, playground equipment, sandbox, fairy garden, chalk, xylophone, balance beam, rock garden, water play, and more.
9:45 am/12:45 pm	Outdoor Clean Up
10 am/1 pm	1st Meeting (Outdoors) This meeting will include snack, a read-aloud based on the emergent curriculum, and a science or social studies exploration.
10:30 am/1:30 pm	Indoor Purposeful Play This time focuses on the indoor centers: art, dramatic play, imaginative play, wooden blocks, the light table, books, puzzles, cars and ramps, and more. Some classes will use this time for Handwriting Without Tears.
11 am/2 pm	Indoor Clean Up
11:15 am/2:15 pm	2nd Meeting (Indoors) The children gather again for 2nd Meeting, during which we enjoy music & movement, daily jobs, weather observations, and other whole group learning activities.
11:45 am/2:45 pm	Journals or Nature Walk
12 pm/3 pm	Pick-Up from Classroom B

GENERAL PRESCHOOL POLICIES

Organizational Structure

The preschool is a ministry of Assumption Church in Bethlehem. The preschool director team works closely with the teachers and the church administration in handling the finer details of the operation of the preschool.

Non-Discrimination

Enrollment shall be made without regard to race, color, religion, sex, national origin, or disability. Program services shall be made accessible to eligible handicapped persons through the most practical and economically feasible methods available, and whenever financially & structurally feasible.

Child Protection Policy

Assumption Preschool follows the mandates of Pennsylvania State Law and the Diocese of Allentown regarding the protection of children. As mandated reporters, Assumption Preschool teachers are required by law to immediately report any child suspected of being abused to the Childline and Abuse Registry. The Child Protective Services (CPS) will follow up to determine if the suspicion is founded.

Communication

A school year calendar will be provided to all families prior to the start of the school year and upon request. These calendars can also be found on the school website. Teachers will communicate with families through weekly and as-needed emails. If you have any concerns regarding your child, it is best to schedule a time to meet with his or her teacher. Parent/Teacher conferences will be held in late January/early February.

Illness Policy

Please keep your child home if he or she shows signs of illness such as: fever, diarrhea, excessive runny nose (green or yellow discharge), vomiting, sore throat, etc. within the last 24 hours. Your child should be fever-free for 24 hours, without medication, before returning to school. We reserve the right to request that you do not leave your child should we observe obvious signs of illness during drop-off. If a child becomes ill while at school, the parent will be called to come and pick up their child. A doctor's note will be required for a child to return after having a communicable disease.

Please immediately report to the preschool director if your child is exposed to covid-19 or receives a positive covid-19 diagnosis. We will continue to follow the health recommendations put forth by the CDC for early childhood centers.

Medications

Written permission is necessary in order for the teacher to administer any medication. Medications should be in their original container with clear instructions for administration.

Weather Emergencies

Assumption Preschool will generally close, delay, or dismiss early based on St Michael's the Archangel School. Closings and delays will be communicated to families by email. In the event of a 2-hour delay, morning classes will be held from 11:00 am - 1:00 pm; afternoon classes will be held from 1pm - 3 pm. In the event that the school needs to close early, the preschool staff will notify families by phone.

What to Bring to Class

Please send your child to school each day with a backpack and a labeled reusable water bottle.

Attire

Children should be dressed appropriately for the weather each day. We will spend a large chunk of our days outdoors, as weather permits, even during the winter months. We recommend that children wear sneakers or boots (rain or snow) to school so that they can safely run and ride the tricycles. Children should also dress appropriately for activities such as painting and playing in the dirt. Please bring a change of clothes in a labeled ziploc bag to be left at the school in case of an accident. When weather appropriate, please put sunscreen on your child before sending them to school.

Snack

Snack is provided by our preschool families! We have set up an Amazon list for snack donations that you can access here: https://www.amazon.com/hz/wishlist/ls/1MB4I79OLHN1E?ref_=wl_share. We will reach out to families again mid-year when we begin to run low on snacks. *We also offer the option for families to sign-up to send in a fruit, vegetable, or dairy product for their child's class! This will be added to the pre-provided crunchy carb. Please reach out to your child's teacher when you would like to send in this supplemental snack.*

We also encourage parents or caregivers to join us at snack time to help celebrate your child's birthday!

Volunteer Opportunities

We love parent volunteers! There are a variety of ways that family members can be involved at Assumption Preschool. Volunteers are needed to serve on the Room, Fundraising, and Social Justice Committees. The room committee plans the year's celebrations, the fundraising committee plans and executes our fundraisers, and our social justice committee finds ways for our school community to benefit the larger community around us! You can sign up for these committees at Family Night, or reach out to the preschool director.

Parent Responsibilities

Assumption Preschool expects the following from parents:

- Complete and honest reporting of information during enrollment.
- Prompt and regular tuition payments.
- Report any change in emergency information such as phone numbers, authorized child escorts, and addresses.
- Report to the preschool if a child will be absent or late, via email or text to child's teacher.
- Keep an extra change of clothing at the school for each child.
- Cooperation in following the rules and regulations as established by Assumption Preschool.

CONTACT INFORMATION

Assumption Church Office: 610-867-7424, abvmrect@ptd.net
Director: Bethany Stempert - bethany.stempert@yahoo.com, 716-481-3080
Assistant Director: Leslie Cherry - cherry5@rcn.com, 610-349-5474