

**PARENT**

**HANDBOOK**

**Mission Statement**

***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**](http://www.assumptionpreschool.org)

**ASSUMPTION PRESCHOOL PHILOSOPHY**

**What We Believe**

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 lovers

**ASSUMPTION PRESCHOOL CURRICULUM**

**How We Learn**

Our approach to learning at Assumption Preschool is strongly based on the **Reggio Emilia** approach to early childhood education. Our Director, 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 actually a small town in northern Italy. Following the devastation of the Second World War, the community rebuilt their schools literally from the ground up. Over time they created one of the world’s best methods of teaching young children. The Reggio schools are famous for the 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 school 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. The Pennsylvania Early Learning Standards are easily addressed and met through this approach. 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 Christian atmosphere. Working in partnership with parents, we focus on the whole child and strive to engender a genuine love of learning in everyone.

**Organizational Structure**

The preschool is a ministry of Assumption Church in Bethlehem. The Preschool Advisory Board works closely with the teachers and the Pastor 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. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations.

**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.

**DAILY SCHEDULE**

 **9:00am-12:00pm Arrival/Center Time**

**10:00am-1:00pm Greeting Meeting**

 The children gather to formally greet one another, discuss ideas and have

snack. Snack is served as Greeting Meeting winds down. As the children finish

their individual snack, they return to the classrooms and Center Time continues.

**10:45am/-1:45pm Clean-Up**

Center Time ends.

**11:00am-2:00 pm Books and Puzzles Time**

Children work independently or in small groups with support from teachers.

**11:15am-2:00pm Second Meeting**

Second Meeting consists of daily jobs such as Calendar, and a salute to our nation’s

flag. It always includes Music and Movement.

**11:30am-2:30pm Story Time**

 Teachers read to the children in a group setting.

**11:45am-2:45pm Recess**

**12:00pm-3:00pm Dismissal**

**12:00pm–1:00pm Lunch Bunch (optional for morning students)**

**GENERAL PRESCHOOL POLICIES**

**Class Schedules and Fees**

Classes run September through early June with the following schedule:

 **2-Day Program: Thursday & Friday – 9:00 A.M. to 12:00 P.M.**

Tuition: $1,485.00 per year ($148.50 monthly)

 **3-Day Program: Monday thru Wednesday – 9:00 A.M. to 12:00 P.M.**

Tuition: $1,800.00 per year ($180.00 monthly)

 **4-Day Program: Monday thru Thursday – 9:00 A.M. to 12:00 P.M.**

Tuition: $2,160.00 per year ($216.00 monthly)

 **Afternoon Program: Monday thru Wednesday – 12:00 P.M. TO 3:00 P.M.**

Tuition: Varies according to number of days

 **Lunch Bunch: Monday thru Friday – 12:00 P.M. to 1:00 P.M.**

Cost: $6.00/hour

 **Friday Friends: Friday 9:00 A.M. TO 12:00 P.M.**

Tuition: $450.00

**TUITION PAYMENTS**

**Each family must enroll by June 1 in the FACTS tuition program**. Go to their online link**:** [**https://online.factsmgt.com/signin/4DXRP**](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 Advisory Board reserves the right to remove a child from the program due to non-payment of tuition.

**ARRIVAL AND DEPARTURE**

Classes begin promptly at 9:00 A.M. Families are welcome to enter the building at 8:55 A.M. Please pick up promptly at the end of class. The Preschool Advisory Board reserves the right to charge a fee for late pick-ups. Doors are kept locked at all times. Anyone arriving late must knock on the door. Please check and empty your child’s cubby upon arrival every day. Please sign your child in every day.

**COMMUNICATION**

A School Year Calendar will be provided to all families prior to the start of the school year. Monthly calendars will also be accessible through the website. Hard copies will be available to families without internet access.

Teachers will communicate with families through psoted announcements and emails. If you have any concerns regarding your child, it is best to schedule a time to meet with his/her teacher. Parent/Teacher conferences will be held in January.

**PERMISSION TO PICK UP A CHILD**

All persons permitted to pick up your child should be listed on the registration form. If someone not listed on the registration form is picking up your child, a written note must be sent to the teacher. Identification may be requested from that person.

**ILLNESS POLICY**

Please keep your child home if he/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. We reserve the right to request that you do not leave your child should we observe obvious signs of illness. 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.

**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 close, delay, or dismiss early based on the Southern Lehigh School District.

In the event of a 2-hour delay, morning classes will be held from 11:00 A.M. to 1:00 P.M.; Afternoon classes will be held from 1:00 P.M. to 3:00 P.M. In the event that the school needs to close early, the Preschool staff will notify families by phone. There will be no Lunch Bunch on delay days. In the event of a school closing or delay, families will be notified by email.

**WHAT TO BRING TO CLASS**

Children should bring a backpack to school every day. Children are welcome to bring special items (i.e. souvenirs, found treasures, photos) to school to ‘share’ with their friends. However, toys should stay at home. Please note, we will not permit toy weapons of any kind in the classroom. Please have all jackets, backpacks, and other items labeled with your child’s name. Teachers will not be responsible for the safety of those items.

**ATTIRE**

Children should be dressed suitably for the weather. There will be outdoor playtime as weather permits, even during winter months. We recommend that children wear sneakers to school, flip flops should be avoided. Children should also dress appropriately for activities such as painting and playing in the dirt. Please bring a change of clothes (in a Ziploc bag) to be left at the school in case of an accident.

**SNACKS**

As a parent, you will be asked to supply snack for one week on a scheduled basis. Please be aware that this is a peanut- and tree-nut free environment. Parents are welcome to volunteer in the classroom during the week your child is assigned snack. Child Protection Clearances are required of all volunteers. Snack assignments will be listed on the monthly calendar. Special requests for specific days will be honored.

**VOLUNTEER OPPORTUNITIES**

Parents are encouraged to be involved in a variety of ways. Parent volunteers are needed to serve on our Room and Fund Raising Committees as well as our Preschool Advisory Board. Child Protection Clearances are required of all volunteers who will serve in the classroom.

**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.
* 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**

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Director: Andrea Powell – powellandrea725@gmail.com

Website: [www.assumptionpreschool.org](http://www.assumptionpreschool.org)

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