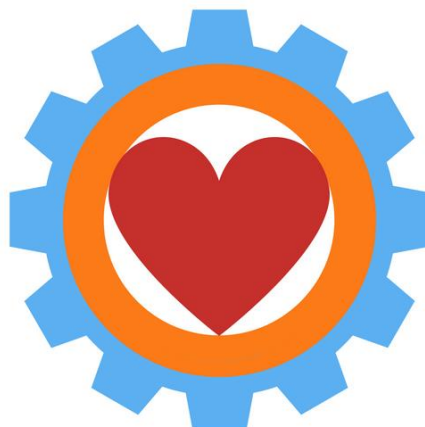


# New London Christian Preschool Parent Handbook

*(Revised August 2024)*



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## History

New London Christian Preschool is a private, Christian preschool that was established in the fall of 1995 as an outreach ministry to our community. We opened originally at New London Presbyterian Church on Route 896 occupying one classroom, with enrollment totaling 25 students split into two classes.

Twelve years later, in November of 2007 we transitioned into the Christian Life Center on Saginaw Road. Nestled on 60 acres of open and wooded space the new facility allowed us the opportunity to expand our outreach and we did so by adding more classes.

The year 2015 brought an interesting turn of events as we saw a shift in the population and their changing needs. We took the time to survey our families and heard variety was key, thus establishing what we refer to as our "A-La-Carte" menu for preschool. We embarked on developing our first 2-year-old children class, an original afternoon program titled "Imagination Station. Our families love that we have stayed a preschool first and foremost but now offer a selection of options to suit a wider range of needs. Our foundation is based on the Christ-centered atmosphere which has remained consistent throughout the years.

## Mission

Love the Lord, your God, with all your heart and all your soul and all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. (Matthew 22:37-39)

## Philosophy

Welcome to the New London Christian Preschool! Children are the greatest gift that God has given us. We are honored to have the opportunity to grow and learn here with us. We do our utmost to be a safe and nurturing environment. For many of your children this is their first school experience, and we strive to make it a fun and memorable one where the children learn about the world around them, most importantly about the God who created them and loves them.

## Our Vision

New London Christian Preschool is a ministry of the Christian Life Center. We work very hard to be a place where kids are active participants in learning about the God who loves them and where they interact and explore the world He created.

## Our Core Values

Value #1 ***New London Christian Preschool is Christ-centered***

We foster experiences that allow children to discover the order and beauty of God's world and to learn about God's plan for us in His inspired word, the Bible.

**Value #2 *New London Christian Preschool is Engaging***

We capture the minds and hearts of kids through all five senses (and fun!). Our focus, through using the Creative Curriculum, is purposeful play. We believe that through focused playful experiences, young children master skills, solve problems, discover new concepts, and learn how to get along with others. Play is a child's work, and we believe that the learning experience through play is essential.

**Value #3 *New London Christian Preschool is Accepting***

We do not discriminate based on race, color, national or ethnic origin in admission policies or tuition assistance. Children from any religious, nationality or racial backgrounds are welcome at our preschool.

**Value #4 *New London Christian Preschool is Creative***

We teach creatively, with learning as the goal. Learning is facilitated to allow children to explore their environment and interact with their peers. Creativity creates a unique balance between all areas of development, while promoting socialization and self-esteem.

**Value #5 *New London Christian Preschool Prioritizes Safety***

We provide an environment that is physically and emotionally safe for children. Although we are exempt from state licensing status, we do voluntarily try our best to comply with all state requirements and commit to on-going monitoring for compliance.

**Goals**

- To discover and nurture the needs of each child together with their parents, and to instill love and faith in God and his Son, Jesus.
- To encourage the social and emotional skills of each child to realize that everyone is special, with the rights and feelings while respecting their individuality.
- To provide each child the opportunity to gain self-confidence by making independent choices in purposeful play and learning activities that engage the child's curiosity.
- To stimulate large motor skills through physical activities and group games, involving both inside and outside play, and to develop fine motor skills and hand/eye coordination through art projects, and the use of table top toys such as pegs, beads, puzzles, etc....
- To instill a love of learning through early literacy, and develop listening skills by reading books, poetry, rhyming activities and music.
- To encourage thinking skills in early Math and Science by providing sorting, matching, measuring, and counting activities, classifying and problem solving; as well as fostering an appreciation of God's creation through observation and experience.

## Our Curriculum

We use *The Creative Curriculum*® because it leads children through the investigation of a variety of themes, designed to spark their curiosity and wonder. Each study builds on the children's interests, and engages them through investigation, problem solving, making predictions, and testing their ideas. The research-based curriculum is relational and gives each child meaningful experiences through opportunities to be curious and active learners. *The Creative Curriculum*® is based upon five fundamental principles: Positive interactions, Social-emotional competence, Constructive & purposeful play, Creating the right physical environment and Teacher-family partnerships. It is a hands-on approach where children learn developmentally appropriate content at their own pace using real life materials and it allows for individuality. For more information check out their website: <https://teachingstrategies.com/product/the-creative-curriculum-for-preschool/>

## Statement of Faith

- We believe God is our Creator. He eternally existed in three persons: Father, Son, and Holy Spirit. These three are coequal and are one God. (Genesis 1:1)
- We believe Jesus Christ is the Son of God. (Matthew 3:17) He is coequal with the Father and the Holy Spirit. (Colossians 2:9; Philippians 2:6–8). Jesus lived a sinless (Peter 2:22), human life and offered Himself as a perfect sacrifice for the sins of all people by dying on the cross. (1 John 2:2) He arose from the dead after three days defeating the power of sin, evil and death. (1 Peter 3:18; 1 Corinthians 15:4) He ascended to Heaven and will return to earth to reign as King on the new earth forever. (Revelation 11:15)
- We believe that the Holy Spirit is coequal with the Father and the Son of God. He is present in the world to make men and women aware of their need for Jesus. He also lives in every Christian from the moment of Salvation. (1 Corinthians 3:16; Romans 8:9)
- We believe that the bible is God's Word to us. It is written by human authors, under the supernatural guidance of the Holy Spirit. It is inspired by God and does not contain error in the truth it conveys. (2 Timothy 3:16)
- We believe that people are made in the image of God. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called, "sin." (Genesis 1:26)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)
- We believe that salvation is being saved from the righteous judgment of God upon the sinner. Salvation is obtained by grace alone, through faith alone, in the work of Christ alone (John 3:16) and not by our good works (Rom. 3:20; Eph. 2:8-9). We are chosen for salvation by God. (2 Thess. 2:13)

## **The ABC's of NLCP**

### **Topics of interest in alphabetical order**

#### **Absences**

Please call the preschool office, send a message through the app, or email your child's teacher if he/she will be absent. Also, call or email the preschool director within 24 hours of the absence to let her know if your child tests positive for Covid (runny nose, congestion, cough, shortness of breath, difficulty breathing, chills, diarrhea, vomiting, muscle pain, headache, sore throat, fatigue or new loss of smell or taste) so that she can make sure that the preschool's health policies can be implemented appropriately. Children will not be allowed to return until the preschool knows confidently that the policies have been followed in order to keep everyone safe.

#### **Accidents (Minor accidents at preschool)**

In the case of a potty accident or other incident that is not an emergency, teachers cannot always leave the children to notify a parent before pick-up time. If this is the case, an incident report will be sent through our app ProCare. Parents will of course be called for more serious accidents.

#### **Age Requirements**

Any child registering for a class must be 2, 3, or 4 before September 1st for the school year they are entering. This age cutoff corresponds to the surrounding school districts' cutoff. We will also accept any child 5 years of age whose parent has decided to hold off from kindergarten.

#### **Arrival and Dismissal**

All parents should walk children to the appropriate door and sign them in using our parent engagement app. Parents should monitor children in the parking lot. The side door is located across from both playgrounds. Parking is available between the islands. The back door faces the woods. Parents picking up or dropping off should park in the last section of the parking lot.

**Late Arrival:** If you are more than 5 minutes late, please bring your child to the **double doors in the preschool lobby**. Use the phone on the wall to the right of the doors to call you child's classroom or come to the preschool office (at the end of the hall on the left in room 130). It is helpful to let us know using the parent engagement app if your child will be late.

**Early Dismissal:** If you need to pick up your child from preschool early, please use the app to let the teacher know. Then upon arrival, use the phone in the preschool lobby on the wall to the right of the double doors to call you child's classroom or come to the preschool office (at the end of the hall on the left in room 130). Once you call the classroom, a staff member will walk him/her to meet you at the double doors in our lobby.

### Arrival & Dismissal Extras:

- If you are *running late*, **please send a message through the app.**  
**Please DO NOT email & NOT a phone call.**
- It is important that your child be picked up promptly at his/her dismissal time. If there is more than one instance of late pickup or the length of time impedes staff duties, a fee will be assessed for each child; sent to the parent/guardian (Regardless of who picks up the child). See the **Late Pick-up Fees** section to follow.
- **End of the day - Late pickups** (more than 5 minutes) will be done at the **CLC Kids Entrance**, by the patio with the overhang.
- **A note, phone call or message via app** is required if **someone other than the parent** is picking up your child.
- **Only those adults on your child's emergency list** are permitted to pick up your child. Identification may be required if the adult is unfamiliar to the preschool staff.
- Please make sure the **alternate pickup person** is on the "Child Emergency Contact Information" form or listed on ProCare and is **within 15-20 minutes** of the preschool.
- **In an Emergency**, such as a fire, all students would be dismissed from the playground. Please approach the **playground gate** and patiently wait as we dismiss one at a time for safety reasons.
- Use caution and **drive slowly through the parking lot!**
- If a child needs to leave preschool prior to regular dismissal, please notify staff through our app or call to the Director.

### Arrival and Dismissal of Twos and Threes

#### Turtle Twos

- **Arrive at 8:30 in the front lobby.** They will be welcomed at the preschool **DOUBLE DOORS**.
- Parents will park near **the CLC KIDS ENTRANCE**. Wait in the preschool foyer.
- **Please sign your child in using our parent engagement app.**
- **Dismissed at 11:00 at the SAME door.** Any changes will be communicated by the teacher.

#### Bluebird Threes

- **Arrive at 8:30, children will enter through the SIDE DOOR.**
- **Please sign your child in using our parent engagement app.**
- **Dismissed at 11:30; or at 12:30 after Lunch Llamas at the SIDE DOOR**

## Arrival of Four Classes

### M/W/F & T/Th (all) Bee Fours

- **Arrive at 8:30** at the **INSIDE MIDDLE DOOR**, down the hall on the left, just past the main doors, before the preschool office
- Please sign your child in using our parent engagement app.

### T/Th FULL Day Bee Fours

- **Arrive at 8:30** at the **INSIDE MIDDLE DOOR**, down the hall on the left, just past the main doors, before the preschool office
- Please sign your child in using our parent engagement app.

### Froglet Fours Five-day Pre-K

- **Arrive at 8:30** at the **BACK DOOR**.
- Please sign your child in using our parent engagement app.

## Dismissal for the Four Classes

### M/W/F HALF Day Bee Fours

- **Dismissed at 11:30** at a **DIFFERENT DOOR, SIDE DOOR**, on the SIDE of our building across from our playground. No need to come inside.

### M/W/F FULL Day Bee Fours

- **Dismissed at 2:00** at a **DIFFERENT DOOR, SIDE DOOR**, on the SIDE of our building across from our playground. No need to come inside.

### T/Th FULL Day Bee Fours

- **Dismissed at 2:00** at a **DIFFERENT DOOR, SIDE DOOR**, on the SIDE of our building across from our playground. No need to come inside.

### Froglet Fours Five-day Pre-K MWF HALF Day

- **Dismissed at 11:30** at the **SAME DOOR**, at the BACK of the church/preschool.

### Froglet Fours Five-day Pre-K /MWF FULL Day & 5 Day FULL Day

- **Dismissed** at the **SAME DOOR**, at the BACK of the church/preschool.

### Froglet Fours Five-day Pre-K /T/Th FULL Day & 5 Day FULL Day

- **Dismissed** at 2:00 at a **DIFFERENT DOOR**, **SIDE DOOR**, on the SIDE of our building across from our playground.

### **\*Dismissal AFTER Lunch Llamas – All students leaving @ 12:30**

**Lunch Llamas** will be dismissed at **12:30 at the SIDE DOOR** on the side of the building across from our playground.

### **Authorized Pick-Up By an adult listed on the Emergency Contact**

In the case that your child is sick, the school is closing due to inclement weather, or in the case of an emergency, **AND you cannot be reached**, the individuals authorized on your child's Emergency Contact form **will be contacted in the order listed on that form**. The emergency contacts should be a minimum of 18 years of age, hold a valid driver's license, be willing, as well as **available to pick up within 15-20 minutes MAXIMUM** of the preschool. Your signature on this form is authorization to release your child with all individuals noted. Please be sure that they are aware that they are an emergency contact. Consider swapping names with other preschool parents that you know. Children begin to get even more upset when they are sick and no arrives in a timely matter to pick them up. This is the same when school is closing and they are left waiting after their peers have departed.

### **Backpacks/School Bags**

Each child is required to have a **school bag big enough to hold child's 9x12" pocket folder, projects, etc.** We cannot stress enough the importance of the size of your child's school bag. This will allow him/her to carry home artwork, important paperwork, etc. **Please label the backpack and all your child's belongings** with your child's name. Please refrain from sending in backpacks on wheels due to safety issues.



## Behavior Guidance/Discipline

To encourage good behavior our first line of defense is preventative techniques such as, setting age-appropriate expectations, making the class engaging, praising positive behavior, stating expectations clearly, preparing students for transitions, redirecting inappropriate behavior to positive behavior, providing redirection immediately following the undesired behavior, allowing natural consequences as an outcome, and developing consistent predictable routines.

Staff will handle most **small** discipline issues (students not sharing, not following teacher directions, pushing in line, etc.) within the course of the classroom activities **without** the need to notify a parent.

Children are not expected to immediately understand or fully comply with all the rules; rather, they are to be gently taught, reminded and when necessary, and redirected. The staff has the responsibility to set up the environment to encourage cooperation and sharing. When correction is needed, it will be done in a spirit of love and forgiveness so that a child's inappropriate behavior is corrected without wounding the child's spirit. There are times when children, because they are "testing the limits" may endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up and will be followed by the staff.

- **Logical consequences:** a child who intentionally damages a toy, for instance, may be prohibited from the use of that toy for the play period in question. A child who intentionally spills or throws food will be required to assist in the clean-up of the spill.
- **Verbal correction/guidance:** These are brief verbal behavioral guidance/teaching measures consisting of a statement of the problem behavior, the fact that it is unacceptable, and the statement of the acceptable alternative. "Hands are for helping or high fives. It is a sad choice to use our hands to hit. Please use your words."
- **Loss of Privilege:** We let the children know they may lose something (toy or opportunity) they treasure if they continue with poor behavior.
- **Take a break:** At times a child may require time to themselves to calm down and redirect their thinking. When a "take a break" is given, the child remains within sight of the staff, and the break time is no longer than the age of the child in minutes. When we see this consequence used excessively, we will notify the parent. *We will always follow any break time with recall of the events and then ask, "Next time try to..."* This will help encourage the child to take ownership of their own behavior. This is used minimally and only if productive.

At New London Christian Preschool, we make every effort to focus on the positive, but in some cases further intervention is required. We believe that parents and the school must work together to address more serious behavioral issues such as:

1. Actions or responses that create an unsafe situation for any child or adult, **not limited to**, but including physically aggressive behaviors, or fleeing from adults.
2. Repeated actions or responses that interrupt the learning and play of the child or other children
3. Disrespect of people or property

4. **Continued disregard of direction/s** given by ANY staff member
5. Behavior that **leaves any classmate/s feeling afraid or intimidated.**

After the occurrence of 1 of the above-mentioned behaviors:

1. Parents will be notified the day of the incident (unless unforeseen circumstances and then no later than 24 hours) by the teacher and/or Director either through email or by phone (unless the severity requires immediate parent contact).

If the **same or similar negative behaviors occur a second time**, the following steps will be taken:

2. Depending on the nature of the circumstances, parents may be required to come and pick the child up at school immediately. A parent /teacher conference will be scheduled with the Director & teacher/staff as soon as possible -this can be completed by phone. All parties will work together to determine the potential cause/s of the behavior and determine what supports are necessary to help make the child become successful at NLCP. A written plan will be developed by the preschool and shared via email.
3. Afterward the plan will be reviewed and changes can be made as needed. The support can be faded gradually as appropriate/the child meets with success daily at NLCP. If the behavior is too disruptive or unsafe, NLCP will proceed with next steps as soon as possible. Our goal is for children to meet with success at school.

If the **behavior continues or additional forms of serious negative behaviors are demonstrated:**

1. In order for the child to continue to attend NLCP, parents, the teacher/s and Director will meet to discuss which **outside support services** will be put in place such as counseling, support from the family doctor, play therapy, referral to the Chester County Intermediate Unit and/or another appropriate service, etc. so that the child can become successful attending NLCP. An ongoing altered or shortened daily preschool schedule or even a pause away from preschool, may be required at the Director's discretion.

Our goal is for children to be successful in all areas of their lives. We intend to support children with love, encouragement and if needed early intervention so that they can experience a life filled with God's purpose and success.

New London Christian Preschool complies with all federal, state, and other relevant laws, which prohibit corporal or abusive punishment in a preschool setting. Additionally, staff is expressly prohibited from using unproductive or shaming methods of punishment.

### **Birthdays**

Birthdays are celebrated in each class at a time specified by each individual teacher. Contact your child's teacher for a date that is convenient for you and the class. Send your child's birthday snack for the

entire class to share. **All the treats, if food, must list the ingredients, as some children have food sensitivities or allergies.** Summer birthdays may choose any date to celebrate. Please remember we are a **PEANUT/TREE NUT FREE** school. If your child has a severe food allergy, you will need to fill out our severe allergy health form to have in their student file and we would suggest sending in a few appropriate snacks that can be enjoyed by your child if/when a special celebration occurs.

### ProCare

ProCare is an app that the preschool uses to allow online tuition payments as well as to contact parents. An invitation will be sent asking you to join ProCare upon being accepted to preschool. Once the invitation is received, please add your cell phone number and your child's birthdate. More than one parent/caregiver may register. Also, emergency contacts may be added. This program will be used to keep parents informed weekly of preschool updates, send home class newsletters, to **sign your child into preschool daily** and to contact parents with school closings, early dismissals, or other emergencies, etc. Text messages may also be used, so make sure to have **up to date cellphone numbers in ProCare**. Pictures of your child at school will be shared using ProCare, too.

### Calendar Year

A current calendar can be found online at [newlondonchristianpreschool.com](http://newlondonchristianpreschool.com) (each January the next school year's calendar will be posted to correspond with registration) and will be sent with registration materials. Any changes in the calendar will be sent to parents as soon as possible and revision dates will be noted on the calendar itself. **NLCP loosely follows the Avon Grove school district calendar, but IS NOT EXACTLY the same as any school district regarding length of holidays and teacher in-service days, etc. Please refer to our calendar.**

### Cleaning/Sanitizing

The preschool will maintain thorough cleaning routines to make sure that the children and staff are protected from illness to the best of our ability. Children will use hand sanitizer or wash hands throughout the day.

### Communication with Teachers

During school hours, the priority for our staff is engaging with the children. If there is something that the staff needs to know about your child's well-being or special needs, please let your child's teacher know as soon as possible through a **ProCare message** or note (through a written email or call the director). This will help us have clear communication that we can refer to.

**Please let us know ASAP if your child feels unsafe, scared, or bullied while at preschool. The preschool does not tolerate bullying (see our behavior policy above). However, your child is still very young and he/she may not feel comfortable telling the teacher and/or may not have the vocabulary to describe what is happening. Also, children are just learning how to have friends and how to appropriately play together. A preschooler's definition of bullying may be very different from what an adult would describe**

as bullying. Bullying is not really a concept that preschool children are familiar with. It is important for you to let the staff know ASAP so that we can intercede for them. Finally, often “bullies” are simply trying to be friends and aren’t sure how to go about doing that appropriately. In preschool, sometimes children can have a love/hate relationship with some peers. Please let us know if your child is experiencing any of these feelings. Our school wants to promote physical, emotional and social safety.

Please know that our staff is dedicated to the well-being and success of our students, but at the same time need to have a work/life balance so that they have energy and focus to be at their best to do their jobs. Our expectation is that teachers will **reply to emails within 24 hours** and that emails that are sent Friday afternoon or on weekends will be answered by Monday evening. If teachers are out sick or away, like weekends, teachers will answer emails by the evening on the day of their return. Finally, drop-off and pick-up times are not best suited for parent-teacher conferences as the staff needs to ensure the safety of the children and adhere to the arrival schedule. Also, arrival & dismissal cannot provide the confidentiality that we prefer.

Some matters are better discussed **in person** and time **can be scheduled** to meet to discuss your questions/concerns. In the event of an emergency please call the preschool office (610-869-7989) or church office (610-869-2140) for assistance. There is an answering machine available in the preschool office to leave a message and someone is in and out of the office throughout the day between 8:00-8:30 & 9:40am – 2pm any day that preschool is in session. During arrival and dismissal times the director is often inside the preschool and may not be available to talk on the phone. Thank you for supporting our teachers and allowing them to set healthy boundaries for themselves.

## Health Policies

New London Christian Preschool uses resources from the Office of Child Development and Learning (OCDEL), the CDC, American Academy of Pediatrics guidelines, the Governor’s office, the Chester County Health Department, and policies from surrounding schools to determine a set of strategies appropriate for our preschool. These policies are determined by the Preschool Board, the church leadership along with the Preschool Director. Be aware that **these policies MAY need to change** throughout this school year IF information, circumstances and recommendations change. **By signing the Handbook agreement at the start of the school year, you agree to follow and adhere to the upcoming policies, you recognize they will change if the CCHD/CDC’s policies change and** that the director and board determine best for the preschool for the entire school year.

## Directories

A phone directory for your child’s class will be sent electronically at the end of September with all the class information. Please **keep this handy throughout the year** as it will be helpful for birthdays or other instances that require the phone number or email to reach a classmate. Phone directories are only given to staff and preschool families. Parents will be given the option to share address & email. All names will be printed.

## Dressing for Preschool

Children should wear comfortable play clothes that they can manage themselves. During messy activities, children are given paint smocks to wear. We make every effort to avoid getting art materials on children's clothes, and we use washable paint, markers, and stamp pads as much as possible, however some children still have accidents. Children are required to have a seasonally appropriate **extra change of clothing labeled** and left at school (remember shirt, pants/short, underwear and socks).

**During toilet training, 2 sets of clothing are required.** Children in the threes learning to toilet train must wear pull ups. For safe play on the playground equipment your child should wear **sneakers**. If your child does not wear sneakers their play will be limited to the grassy area. Finally, children will go outside whenever possible so please dress him/her appropriately. Please dress for the weather (**hat or hood, pants, and mittens for cold weather**). Finally, we ask that children dress in gender appropriate clothing, so as not to cause confusion and to align with our belief that God has assigned our gender at birth (Mark 10:6).

## Field Trips

Field trips are scheduled by the preschool to correspond to themes and study units. The 2-, 3- & 4-year-old classes will take one field trip in the fall and one in the spring (provided circumstances allow). Field trips for 2-year-old children will be determined by appropriateness. This is a great time to meet other parents in the preschool, as well as to get to know the staff a little better too.

## Field Trip Procedures:

1. All families attending a field trip are expected to meet at the trip location at the designated time.
2. Parents are responsible for transporting their children to and from the field trip. Each child **requires a chaperone to remain with them throughout the entire field trip.**
3. Please make sure you register and pay for the field trip **in advance** on or before the trip deadline. Any additional **adult** family members attending field trips are subject to pay whatever the venue currently charges. Please refrain from bringing school age siblings so that this will be a special day for your preschooler.
4. If a class trip is cancelled, we will notify all families upon a cancellation and share new dates if applicable.
5. Lunch, regular classes, and Imagination Station are **not** held on field trip days.

## Hours of Operation

New London Christian Preschool will conduct preschool classes between the hours of 8:30 AM to 2PM Monday through Friday. The doors will open at 8:30 for ALL classes. Remember, DO NOT leave your child unattended in the parking lot, lobby, or indoor playground at any time. Please refer to the above section for arrival & dismissal procedures.

The preschool outer doors leading to church/Big Yellow Mug Café and outside of the building are always locked for security and safety.

## Illness

**Children who are ill should not attend preschool** since it would not benefit the child or his/her classmates. If a child becomes ill at school, a parent will be called to pick up the child. If the parents are unable to be reached, the preschool will use the emergency contact list. Please have someone available to pick up within 10-15 minutes. Sick children are anxious to be at home.

Children are to **stay at home for at least 24 hours AFTER ALL the following symptoms are GONE:**

- **Fever** Children must be fever free for **at least 24 hours without taking any fever reducing medication**. This applies as long as the child has tested negative for Covid. Also see the criteria for fevers below.
- **Rash, red patches, hives or sores** Child must have no evidence of these symptoms for 24 hours before returning to school (without a doctor's note).
- **Headache or general weakness** Child must be symptom free for 24 hours before returning to school.
- **Diarrhea or vomiting** If the child has tested negative for Covid, **NO vomiting or diarrhea** episodes **within 24 hours prior** to returning to school.
- **Flu, stomach bug, chicken pox, measles, etc.** Child must be symptom free for 24 hours after recovering from any known contagious disease.

A child may return to New London Christian Preschool AFTER treating:

- **Lice**
- **Pink Eye** (symptoms must be resolved before returning to the preschool UNLESS you have a doctor's note permitting attendance)
- **Cold and Allergies** (the worst symptoms need to be resolved UNLESS you have a doctor's note permitting attendance)

If your child has a cold, or even with documented seasonal allergies, he/she may NOT attend school with a **persistent cough** or **continuous runny nose** *without a doctor's note*.

Please have your **pediatrician document all allergies** on your child's health form.

Children will be **sent home** from preschool **at the Director's discretion** with:

- a fever
- persistent coughing
- a persistent runny nose, which is requiring frequent hand cleaning
- rash, red patches, hives or sores
- with red/pink eye/s

- vomiting/diarrhea/nausea
- lethargy combined with other complaints such as headache, stomachache, ear ache, sore throat, or feeling sick accompanied by atypical behavior

This is done in an effort to keep illness to a minimum in the school and the preschool **does not have a nurse on staff**. Please know that the **staff uses their best judgement** in all instances. Sick children are not at their best for learning and participating. Children need to be able to participate appropriately in order to remain in class. We are very sorry for any inconvenience and **appreciate your cooperation**.

If your child has chronic health concerns, such as food allergies, seizures, latex allergy, etc. please **notify** the Director prior to your child attending school so that staff can be alerted and take necessary precautions. Also, additional health forms may be required.

Please report any contagious diseases that your child has to the Director or teacher so that other parents may be informed as necessary. No names can or will be shared with other families.

If your child has a seizure, please notify the school, so that the staff can be aware of further symptoms.

The preschool will follow all recommendations from the Chester County Health Department/Center for Disease Control related to ANY community health concerns, including COVID. As the recommendations from those guiding health organizations are updated the preschool will update and revise our practices accordingly throughout the school year.

### **Invitations or any flyers from parents**

Please understand we cannot endorse or support any group outside of NLCP or the CLC. Therefore, no advertisements, solicitations, or invitations will be able to be sent home through your child's backpack. The only exception would be birthday invitations sent to an entire class. Otherwise, you may use our phone directory, email, or mail them yourself. However, please use the directory with consideration and solely for preschool interactions. Thank you.

### **Late Pick-up Fees**

It is important that your child be picked up promptly at their dismissal time. If there is more than one instance of late pick-up, or the time impedes any staff of their duties, a fee will be assessed for each child; sent to the parent or guardian. (Regardless of who picks up the child.)

1-10 minutes late	\$5
11-14 minutes late	\$10
15 or more minutes late	\$1 per minute (Example: 20 minutes late = \$20)

It is not our intention to be insensitive or unfair. Please understand the staff members have other duties and schedules to keep. If an unforeseen emergency occurs, a phone call is expected but does not always

exclude incurring a late fee. New London Christian Preschool reserves the right to determine what constitutes an emergency. Charges incurred will be payable to NLCP in a check, cash or billed through ProCare, separate from a tuition payment. It will be due upon your child's return to school.

### Late Tuition

Tuition is due on the first of the month. Any tuition arriving more than 7 days after the due date, will be charged a late fee of \$10, unless parents have previously planned with the director. If you would prefer to have tuition withdrawn on the 15<sup>th</sup> of the month instead of the first, please let the director know.

### Learning, Behavior and Developmental Differences

The goals of New London Christian Preschool are to be engaging, accepting, creative and safe. We strive to help children learn in a hands-on environment and to meet children's age level needs by using a variety of materials/experiences. Our setting is both structured and exploratory (open ended) using the Creative Curriculum®.

If your child is receiving outside support of any kind (occupational therapy, physical therapy, speech therapy, behavior support, emotional or social support, etc.) it is important that you share that information **at registration** or as soon as services begin. Your child will meet with the most success when we understand what your child's needs are.

We welcome outside services into the preschool such as speech pathologists, occupational therapists, behavior specialists, one on one supports, etc. These specialists would then be responsible for the additional materials and supports that your child requires. In these instances, we would want to discuss whether our preschool would have adequate supports for your child to be successful because most external specialists are only here for a specific amount of time, not the entire time that your child is attending our programs. Without this additional, individual, ongoing support, your child may struggle to keep up with the routines of a typical preschool day. Our goal is to prevent this from happening.

In some cases, individual learning and/or behavioral needs may make it impossible for us to guarantee your child's safety and/or to meet his/her learning goals in our environment. In those cases, we would recommend either waiting for further development or seeking a more specialized setting where individualized education plans are provided. By law, the public school system is mandated to provide a Free and Appropriate Public education for children with learning and behavioral differences beginning at birth. Early specialized intervention, provided individually or in small groups, is usually the best way for your child to receive early intervention and prepare him/her for later schooling.

### Lunch Time

Nutritional status affects children's behavior. Well-nourished children are more alert, attentive, and better able to benefit from learning experiences.

1. If you choose the lunch option, **you will need to provide**
  - a. **a healthy lunch,**
  - b. **any utensils** that will be necessary,



- c. a napkin,
  - d. beverage for your child.
2. All food should be **peanut/tree nut free**. **No nut-butters of any kind are permitted.**
  3. \*\*If using peanut/tree nut **substitutes**, it helps us if you **slip a note to identify the item.**
  4. We are **not able to heat or cool** any lunch.
  5. Uneaten food will be sent back home in your child's lunch box. Note: Children eat slowly, especially at the start of the year as they learn to adjust to their lunch routine. Although they may not get to finish lunch at the start, they will soon learn to adapt and eat their lunches while enjoying the fun.
  6. **Please label the lunch box and water bottle/thermos with your child's name.**

## Medications

Administering medication is not permissible at the preschool, this includes O.T.C. medication such as cough drops and pain or fever reducers. **There is NO medical personnel are on staff at the preschool.**

However, the exception of an EPI-pen for life threatening reasons will be acceptable. The unexpired EPI-pen should be sent in the original container with the child's name and information attached. All EPI-pens must be accompanied with our "Individualized Medical Health Care Plan" form. **EPI-pens must be presented prior to the first day of your child beginning classes at NLPC.**

## Monthly Themes

The preschool has organized the children's learning through study units and monthly themes. Each unit takes one to two weeks to complete and the theme provides a vehicle for all the art, language and literature, music, finger plays, dramatic play, and various learning games including math readiness and science.

All classroom activities are organized to fulfill a purpose on their level of learning, and to provide experiences, which will lead to the fulfillment of the preschool objectives. These objectives are fostered through a child-centered/God focused learning environment in which the teacher facilitates or guides the process. We utilize *The Creative Curriculum*®, where our play has purpose and hands-on learning comes alive. For more information about *The Creative Curriculum* ®check out this information <https://www.youtube.com/watch?v=W8gVA91I9tM>

September

God Made Me Special

October

My Changing World

November

We Give Thanks

December	Happy Birthday Jesus
January	In the Beginning God Created
February	God's Love/Friends
March	God's Promises
April	Caring for God's World
May	Beyond Bugs

### Newsletters/Classroom Information

Monthly themed newsletters will be sent home **via ProCare** for each age level, to keep you informed about what your child will be learning in their class, as well as information regarding special events or projects. **It is the parents' responsibility to read the class content to be aware of all activities or events.** Calendars will also be sent home along with the required forms before school is in session. A copy of our school calendar can be found on our website.

A monthly calendar will be shared with families in the newsletters, with information and reminders.

Student pictures will be posted on ProCare weekly so that parents have an opportunity to see the preschool happenings. ProCare provides a safe and secure way for you to receive pictures of your child(ren) without outsiders being able to view. Check ProCare weekly to catch photos of your child in class. If videos are too long to be posted on ProCare, will be posted on our secure YouTube site (accessible through password only).

### Outdoor Play

Certain weather conditions dictate outdoor play and they are as follows:

The temperature must be 26 degrees and above (to include Wind Chill Factor) – outdoor recess\*  
If the temperature is 25 degrees and below (to include rain or snow) – indoor recess\*

All children are expected to go outside for recess and we try to accomplish this daily, so please dress your child appropriately for the weather. In cold weather please send your child with a warm winter **coat, hat/hood and if appropriate mittens/gloves.** Understandably, there are times due to special circumstances or weather conditions that outside play is not possible. NLCP cannot withhold children outside play for any class if one child is not dressed appropriately. All children are required to wear sneakers to use the climbing equipment, otherwise they are limited to the grassy area. **Two-year-olds must be able to safely stay with the class and hold the class rope prior to going outside for their safety.**

## Parent Engagement

We value the parents in our program. You are important to our success! Parents may gain valuable insights and techniques from the expertise of the staff, and, at the same time, share their own talents and interests to maintain the excellent quality here at New London Christian Preschool. The learning experience then becomes a shared one, which is evident in many of the following ways:

- **VIRTUAL** Parent Orientation – designed for parents to meet staff and other preschool parents. Also, the opportunity to become more acquainted with the program and procedures. Parents can participate through ZOOM. The presentation will be recorded and sent to individuals who are unable to watch at the time.
- **Get Acquainted Day** – following the orientation, a day is scheduled to allow the child to become familiar with the classroom and teacher while parents stay with them. The Welcome Letter will let families know what time is available for them to attend.
- **Preschool Visits** – at the teacher/director's discretion, once all students are settled into the school year and routines, by parent request, a short visit during a class session by a family member or interested preschool parents. (Contact Director to schedule.)
- **Parent Interests/Talents** – What is your occupation, hobby, special talent, or interest/s? Would you consider sharing it with the class? If so, contact us. Pending school policies.
- **Field Trips** – a great learning experience! 3- & 4-year-old children have 2 per year, one in the fall and one in the spring. Participation by the 2s is determined by the teacher.
- Children may be offered opportunities to bring in items from home. Refer to information sent home from individual teachers.
- Each teacher will plan other opportunities to interact with her classroom
- **Other Parent Engagement opportunities** (Exact dates/times will be shared through parent app.)
  - September – Family NLCP Popsicle Party
  - October – Field Trip (TBD) Parents/guardians accompany each child
  - November – Parent Teacher Phone Conferences
  - December – Parent Gift Presentation/Celebrating Jesus's birthday together
  - January – Director Mid-year meeting
  - March – Field Trip (TBD) Parents/guardians accompany each child
  - April – Parent Teacher Phone Conferences
  - April – Evening Art Show
  - 4s – Graduation Ceremony – All family members and friends are welcome (Last days of school-see calendar for date)

## Payment Plan

Tuition for the school year is based upon a yearly tuition cost and will be divided into 10 payments; the first tuition payment is due on June 15 or 2 weeks after registration, if registration occurs after June 15. That payment is 1/10 the total yearly tuition rate and then 9 payments are due the 1st of each month from September 1 - May 1. This can be done online through our ProCare Application or by check/cash. **ALL tuition payments are non-refundable.** For this school year we will not accept tuition paid in full or part, in advance in order to protect you because no tuition refunds will be issued.

**Preschool staff is not permitted to deal with tuition cash or checks.** Therefore, all tuition cash or checks must be dropped off or mailed **directly to the Director**. If paying by cash or checks, tuition must arrive in the Director's office on or before the first of the month. not

It is our policy that if any tuition is in arrears by more than one month, the child will not be permitted to attend class unless previous arrangements have been made with the director. Enrollment termination may result from unpaid tuition.

## Picking up Early

If you need to pick up your child from preschool early, please use the app to let the teacher know. Then upon arrival, use the phone in the preschool lobby on the wall to the right of the double doors to call you child's classroom or come to the preschool office (at the end of the hall on the left in room 130). Once you call the classroom, a staff member will walk him/her to meet you at the double doors in our lobby.

## Policies and Procedures

All preschool policies and procedures are listed in the parent handbook. As a private preschool, the director along with the preschool board formulate and review these policies and procedures. By signing the final page of this handbook, **you are agreeing to follow all the policies listed in this handbook.** The preschool welcomes suggestions and questions. However, if a family chooses not follow the policies or procedures or interact in any way that causes any of the staff or other preschool families to feel harassed, the director will address the family in writing regarding this behavior. If the behavior continues beyond that warning that child will be withdrawn from the preschool. There will be no refund of previously paid tuition.

## Potty Training

We believe that being fully potty trained is a developmental milestone. Each child arrives at this point individually as with all other areas of learning. However, our expectation is that you are working towards this goal when you see the signs that your child is ready for this undertaking. Please refer to this link for

more information on the signs that your child is ready to potty train:

[http://kidshealth.org/parent/emotions/behavior/toilet\\_teaching.html](http://kidshealth.org/parent/emotions/behavior/toilet_teaching.html).

\* If your child is not fully trained yet, please make sure you send in **two** changes of clothing (including pull-ups/underwear, socks, shirt/pants, or dress). There is NOT a specific diapering time scheduled daily. Children will be changed when soiled as needed or when requested by the child.

**\*Two-year-old** children (in our two-year-old class) are not expected to be potty trained prior to beginning school. The teacher will work with families when/if the child seems ready to begin.

\* **Three-year old** children (in our three-year-old class) who are not yet fully potty trained should be working toward toileting proficiency at some point and **must wear pull-ups daily** to preschool.

\* **Four-year-old children class be completely potty trained prior to starting school.** Four-year-old students must be wearing **underwear daily**, as well as be able to control and discharge bodily functions without assistance from the staff in order to attend preschool. **Four-year-old students are expected to wipe themselves independently.**

### Preschool Families

The preschool is a ministry of the Christian Life Center (CLC), where the preschool is housed. Families do NOT need to proclaim faith in Jesus as their personal Savior. We welcome families to ask questions and join activities at the CLC. However, **enrolled families must agree to support and affirm** the preschool's faith statement, as well as **acknowledge that ALL teachings in the preschool will align with our Faith Statement.** By signing this handbook families/parents acknowledge and affirm that they agree to do so.

### Preschool Office

The preschool office is usually **open from 8am-2pm Monday through Friday when school is in session.** It is manned solely by the preschool director. During arrival and dismissal times, the Director is often inside the preschool assisting with these processes and the office is empty. You may leave a message on the voicemail. If the office is empty, you may speak with your child's teacher using a phone to the right of preschool lobby doors using the phone directory. You may call the classroom for assistance. Teachers will respond to emails or ProCare messages at their earliest convenience, but their FIRST responsibility is teaching and supervising children. Any calls or emails received after 2pm will be returned the following day or the next day that the office is open (barring any emergencies). The preschool office is closed for a portion of time during the summer (June- August) and is open by appointment only.

### Programming Changes

All changes in programs must be **submitted in writing through email or a hard copy** submitted to the director. Any changes will be initiated at the next tuition payment when the cost is updated (at the first of a new month). **Program changes are limited by class enrollment and teacher discretion.**

## Registration Procedures

- Registration is on a first come, first served basis
- You may register online at [www.newlondonchristianpreschool.com](http://www.newlondonchristianpreschool.com)
- A one-time registration fee of \$75 will be required and is non-refundable
- One registration fee per family is required
- If a particular class is full, you may choose another option or be added to a wait list.
- Registration is as follows:
  - Current family registration is held one day in January
  - All current families of 2- or 3-year-old children must register again for the next year and a new incoming sibling may register that day as well
  - Alumni registration is held one day in January after our current family registration
  - The remainder of openings will be available at our “General Public” registration days.

## Refunds

The preschool is **unable to give refunds under any circumstances** because the school is a non-profit organization solely supported by tuition. The preschool is **not** subsidized by the church or any other organization. Tuition is used to pay for monthly expenses and salaries.

## Returned Check Fee

A charge of \$15 will be added for a returned check, or whatever the current bank fee is.

## Safety

One of New London Christian Preschool’s core values is to prioritize safety. This encompasses the whole child – physical, emotional and social safety. Ladd and Coleman (1997) expressed that the children who are exposed to negative behaviors by their peers had feelings of fear, distrust, and loneliness. The safety of every child is our concern. We work to teach children appropriate safe behaviors, as part of our preschool curriculum. Children are taught routines and rules, as well as kindness. In an effort to keep your child safe, our preschool teaches foundational safe practices explicitly. If the preschool has taught these basic safety routines and your child is not yet able to demonstrate safe behavior consistently given an appropriate amount of time, the preschool will need to limit those activities, shorten your child's preschool day or ask that your child take a pause from attending preschool while getting further instruction and may not re-engage in those activities, until your child is able to consistently demonstrate safe behavior so that the preschool feels confident that we are able to keep your child, and other children safe, while in our care. Similarly, if while attending preschool initially, simultaneous to the preschool teaching safe behaviors, your child is demonstrating unsafe behavior consistently, we may need to limit activities, shorten the preschool day for your child or ask your child to pause attending

preschool until this behavior can be rectified. We will always keep parents in the loop about safety concerns.

### School Closings/Late Openings

NLCP *typically* follows the Avon Grove School District's decisions for weather related/emergency closings and delays. When Avon Grove issues a **2-hour delay**, our classes will begin at **10:30 AM** for threes and fours, with **NO Turtle Twos** that day; with **regular dismissal time** for all in session classes. Parents will be notified of late openings/closings with a **ProCare message** and/or text. Infrequently the preschool will have a delayed opening or close in response to weather conditions or other emergencies NOT aligned with the Avon Grove School District's decision.

In the event of a weather-related **early dismissal**, **ALL CHILDREN** will be dismissed at **11:00 am** unless otherwise noted.

NLCP does not typically make-up snow days. In the event of unusual circumstances, exceptions may be considered.

Avon Grove school cancellation/late opening announcements are given on the following stations:

[www.avongrove.org](http://www.avongrove.org)

[www.nbc10.com](http://www.nbc10.com) (sign up for email alerts)

### Staff/Child Ratio

New London Christian Preschool meets or exceeds state and ACSI (Association of Christian Schools International) recommendations for staff/child ratios in all our classes. In the 2-year-old children class the ratio is 1 adult to every 4 children; for a maximum of 8 students partnered with a teacher and assistant. In the 3-year-old children class the ratio is up to 1 adult to every 6 children; for a maximum of 12 students partnered with a teacher and assistant. In the 4-year-old children class the ratio is up to 1 adult to every 8 children; for a maximum of 16 students partnered with a teacher and assistant. Regardless of class size we will always have two staff members with a class.

### School Pictures

Individual school pictures will be taken each winter as a service to the families. Siblings or families are welcome to be photographed too. A class picture will also be taken. There will be a fee charged to purchase all pictures through the studio. Any retakes will be handled with the photographer directly.

## Staff

New London Christian Preschool is blessed to have a staff who desires to have a relationship with Jesus and a passion for working with children. Our entire staff continues to receive training in the field of early childhood education yearly. All staff are first aid/CPR certified, as well. Further, all staff are required to have background clearances.

We are a committed team who want the best for each individual child who walks through the doors of this preschool. Our monthly staff meetings keep us focused on our goals.

## Toys & Stuffies

We ask that your child not bring toys or stuffies from home, UNLESS specifically requested by the classroom teacher. During the activities of the day these items could get lost causing disruptions in the classroom.

## Tuition

Our school has financial obligations to its staff and the operation of the program (materials, maintenance, etc.). Therefore, we require prompt payment of fees. If there should be any reason that you cannot pay your tuition on time, please contact the school at 610-869-7989.

Payments may be made electronically using the ProCare app or by cash or check. Please make checks payable to New London Christian Preschool. Payments may be dropped off by parents and given to the Director, placed under the door of the Director's office, or may be mailed directly to New London Christian Preschool at 125 Saginaw Road, Lincoln University, PA 19352. Tuition payments made with cash or check should reach the director prior to the first of the month.

**Please understand staff are not permitted to handle your tuition payments. Therefore, do not send tuition checks in student backpacks or folders please.**

**The first tuition payment is due June 15<sup>th</sup> (or two weeks after the date of registration if you register AFTER June 15).** This payment will be used to replenish essential supplies for this school year, pay salaries, as well as cover startup costs. This payment is 1/10 the total yearly tuition. Thereafter, tuition payments are due the 1st of every month from September 1<sup>st</sup> through May 1st. **All tuition payments are non-refundable for any reason.**

There will be **no refunds** for shortened months due to holidays or absences caused by illness, quarantines, vacations, withdrawals, and/or school closings for any reason. There will be no additional charges for months that have extra days. The preschool's operating budget is computed based upon students' yearly tuition payments and as a non-profit we are supported only through tuition (not subsidized by the Christian Life Center).

## Tuition Assistance

Tuition assistance (when available) is funded by private donations received for this purpose and based on need. Families who qualify will fill out the paperwork and the review team will make the final



decision. Please see the Director for questions regarding tuition assistance. All information is kept confidential. Further, families experiencing hardship can also reach out to the Care Team, a ministry of the Christian Life Center, by calling (610) 869-2140 or emailing [info@clcfamily.church](mailto:info@clcfamily.church).

### **Tuition In the Event of School Closure or Modified Schedule**

We want to first let you know that your child/ren's safety is our primary concern. In the event of a resurgence in this pandemic or other national or regional emergencies want you to be aware that ***changes could be made*** to our policies, daily procedures, payment options, school calendar, and delivery of learning options. It is our goal to communicate these changes in a timely manner, most often being through ProCare or email, but please feel free to reach out yourself if you have concerns.

IF the government issues a stay-at home order, or the preschool is forced to be closed for a period which extends longer than 2 weeks, the preschool will arrange to begin alternate methods of delivering instruction. Tuition **will not be adjusted** unless the plan is to continue with the alternate means of instruction for **longer than two weeks**.

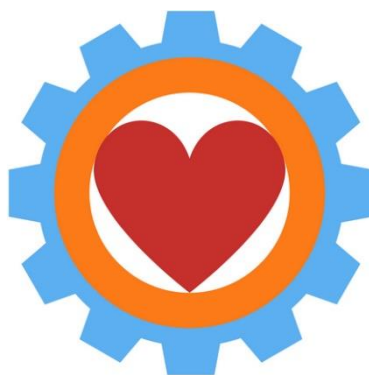
**Tuition refunds are not possible.** Tuition is necessary to pay for employee salaries, classroom supplies, pay for our communication app - ProCare and other necessities. Therefore, we must have tuition payments in order to keep our preschool in operation. We cannot operate without tuition.

### **Withdrawals**

In the case of withdrawal from the preschool *after September 10th*, **two weeks advance notice** prior to the withdrawal shall be given to the preschool director in writing (either via email or a hard copy). The registration fee and any tuition payments received prior to the withdrawal notice are **non-refundable**. Tuition payments stop on the date that the child is officially withdrawn. Any belongings not picked up within 30 days of withdraw will be donated.

Please reach out to the Preschool Director with any questions regarding this handbook.

(610) 869-7989 or [newlondonchristianpreschool@gmail.com](mailto:newlondonchristianpreschool@gmail.com)



New London Christian Preschool

### Parent Handbook Acknowledgment Signature Page

As a parent registering my child here at New London Christian Preschool, by signing below, I acknowledge that I have read and understand the parent handbook including policies related to illness, refunds, withdraw and **agree to support and adhere to all of** the principles and policies therein.

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Signature of Parent or Guardian

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Date

---

Printed Name of Child/Children

Circle your child's class enrollment below:

2s M/W

2s T/Th

3s M/W/F

3s T/Th

4s M/W/F

4s T/Th

4s M/T/W/Th/F

**\*Please sign and return to the Director along with the other required forms as soon as possible.**