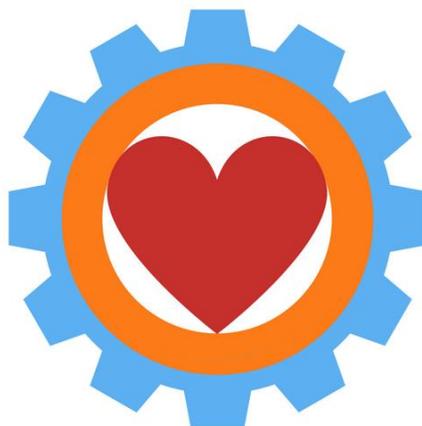


# New London Christian Preschool Handbook

*(Revised June 2021)*



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## **History**

New London Christian Preschool was established in the fall of 1995 as an outreach ministry to our community. We opened originally at New London Presbyterian Church of 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," and the "Early Birds" for extra morning time. 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 strive 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 strive 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 strive to 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, national 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 strive 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.

### 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 again 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.) Rejection of one’s biological sex is a rejection of the image of God within that person.
- 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 Brightwheel message or email to your child's teacher if he/she will be absent.

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

In the case of a potty accident or other incident that is not an emergency, teachers do not always have the opportunity to leave the children to notify a parent before pick-up time. If this is the case, a written report of the incident will be sent home. Please always check your child's backpack at the end of each day.

#### **Age Requirements**

Any child registering for a class must be 2, 3, or 4 before September 1st for the school year they are enrolling. 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 children them back from kindergarten.

#### **Arrival and Dismissal**

New Arrival Procedures for 21-22:

**Turtle Twos** should **arrive** at 9:00. Parents will park near the CLC KIDS ENTRANCE and walk their students inside. Parents and two-year-old children will wait in the preschool foyer, in front of the preschool double doors. Please stand back from the double doors for safety. The teacher or assistant will welcome each child in one at a time. Twos will be **dismissed** at 11:00. \*Please check our playground before coming inside to pick up your child. Twos often go outside at the end of their day. If they are outside, please park beside the **playground** and the children will be dismissed from inside the gate, one at a time. If the children are not on the playground, please park at the CLC KIDS ENTRANCE and walk inside to meet your child in the **foyer**. Children will be dismissed one at a time.

**Ladybug Threes** should **arrive** at 9:00. Parents should park in the lot between the preschool and the softball field (Side Door/Door on the side facing the softball field). Parents will walk the students up to the sidewalk and wait until the teacher or assistant welcomes one child in at a time. Students who are not attending lunch will be **dismissed** at 11:30 at the **same door**. Parents should park in between the preschool and the softball field (Side Door). Parents will walk up to the sidewalk to pick students up. Students will be dismissed one at a time.

**Bees Fours** should **arrive** at 9:00. Parents should park in the lot between the preschool and the softball field (Side Door/Door on the side facing the softball field)). Parents will walk the students up to the sidewalk and wait until the teacher or assistant welcomes one child in at a time. Students who are not attending lunch will be **dismissed** at 11:30 at the **same door**. Parents should park in the lot between the preschool and the softball field (Side Door). Parents will walk up to the sidewalk to pick students up. Students will be dismissed one at a time.

**Froglet Fours** should **arrive** at 9. Parents should park at the end of the lot near the woods/pond. Parents will walk students up to the back door and wait until the teacher or assistant welcomes one child in at a time. Students who are not attending lunch will be **dismissed** at 11:30 MWF or 2:00 pm T/Th at the **same door**. Parents should park at the end of the parking lot near the woods/pond. Parents will walk up to the door to pick students up. Students will be dismissed one at a time.

**Early Birds** should **arrive** at 8:30. Parents should park in the lot between the preschool and the softball field (Side Door/Door on the side facing the softball field)). Parents will walk the students up to the sidewalk and wait until the teacher or assistant welcomes one child in at a time. (Dismissal - Not applicable)

**Friday Funbugs** should **arrive** at 9:00. Parents should park in the lot between the preschool and the softball field (Side Door/Door on the side facing the softball field). Parents will walk the students up to the sidewalk and wait until the teacher or assistant welcomes one child in at a time. Students who are not attending lunch will be **dismissed** at 11:30 at the **same door**. Parents should park in the lot between the preschool and the softball field (Side Door). Parents will walk up to the sidewalk to pick students up. Students will be dismissed one at a time.

**ALL Lunch Llamas** students will be **dismissed** at 12:30 (Side Door/Door on the side facing the softball field). Parents will walk the students up to the sidewalk and wait until the teacher or assistant welcomes one child in at a time. Parents should park in the lot between the preschool and the softball field (**Side Door**). Parents will walk up to the sidewalk to pick students up. Students will be dismissed one at a time.

**Imagination Station** students will be dismissed at 2:00 at the back door ( Door facing the back of the building/woods used for Froglet Fours arrival).

**Dismissal:** 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).

- If you are running late, **please call the preschool office** or send a message through Brightwheel, as soon as possible in an effort to prepare the teacher and your child. Late pickups will be done at the CLC , by the patio with the overhang.
- A note, phone call or email is required if someone other than the parent is picking up.
- 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 and is within 15-20 minutes of the preschool.
- In the event of 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 Brightwheel or by phone call to the Director.

### **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 or illness, **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. Your signature on this form is authorization to release your child with all individuals noted. Please be sure that those listed on your form are located within 30 minutes of the school (closer would be helpful) and know that they are an emergency contact. Consider swapping names with other preschool parents that you know.

### **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 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, make 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 of the rules; rather, they are to be gently taught, reminded and when necessary, redirected. The staff has the responsibility to set up the environment to encourage cooperation and sharing. When discipline 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 actually 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 reprimand: These are brief verbal behavioral guidance 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 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 getting excessive, we will notify the parent. We will always follow any break time with recall of the events and then ask, “What could you do differently next time so this won’t happen again?” This will help encourage the child to take ownership of their own behavior.

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
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 a classmate/s feeling afraid or intimidated

After the occurrence of one 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. Together we will determine the possible cause and agree informally upon steps to prevent the behavior from occurring in the future.

In the event that 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. A parent /teacher conference will be scheduled with the Director 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.

3. Afterward the plan will be reviewed at a minimum after 8 days of school attendance 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 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 support services will be put in place such as counseling, support from the family doctor, play therapy, referral to the Chester County Intermediate Unit or another appropriate service, etc. so that the child can become successful attending NLCP. An ongoing altered or shortened daily preschool schedule 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 of the ingredients must be listed on the product's label, 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 stored for your child to enjoy if/when a special celebration occurs.

### **Calendar Year**

A current calendar can be found online at [newlondonchristianpreschool.com](http://newlondonchristianpreschool.com) and will be sent with registration materials.

### **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 first priority for our staff is 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 written email, Brightwheel message or note (or call the director). This will help us have clear communication that we can refer back to.

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 on weekends will be answered by Monday evening. If teachers are out sick or away, similar to 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.

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 usually in the office throughout the day between 8:00-8:30 & 9:20am – 2pm any day that preschool is in session. Thank you for supporting our teachers and allowing them to set healthy boundaries for themselves.

### **Directories**

A phone directory 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 change of clothing labeled and left at school. During toilet training, two sets of clothing are required. 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.

## 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. Usually when a field trip is planned, we ask for payment prior to the trip when you sign up with no refunds the day of. Additional family members attending field trips are subject to pay whatever the current charges are.

## 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.
4. If a class trip is cancelled, we will notify all families upon a cancellation and share new dates if applicable.
5. Early Birds, Lunch, regular classes and afternoon programs 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 those **pre-registered** in our Early Bird Program and again at 9:00 for regular classes. Remember, DO NOT leave your child unattended in the parking lot at any time. Please refer to the above section for arrival & dismissal procedures.

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

## Illness

Children who are ill should not attend preschool since it would not benefit the child or the class. If a child becomes ill at school, a parent will be called to pick up the child.

All decisions related to COVID-19: Will be sent in an addendum, as the CDC releases updated guidelines for schools for the coming year.

Children are to stay at home for at least **48 hours after symptoms resolve** with the following symptoms

- Sores on the skin (without a doctor's note)
- Headache or general weakness

- Diarrhea or vomiting
- Any known contagious disease such as the flu, stomach bug, chicken pox, measles, etc.

A child may return to New London Christian Preschool after:

- Lice – must be treated and gone before returning to school, notify school
- Pink eye -use prescribed medication for at least 24 hours for red or discharging eyes

If your child has a cold children or seasonal allergies, he/she may NOT attend school with a fever, a persistent cough or continuous runny nose. He/she must be able to handle blowing his/her nose, wiping his/her nose independently and cleaning his/her hands in order to attend preschool.

Please report any contagious diseases that your child has to the Director or teacher so that other parents may be informed as necessary. Per the HIPAA regulations no names can 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.

### **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 particular 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 or cash 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 made arrangements with the director.

### 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 healthy lunch, **any utensils** that will be necessary, **a napkin and 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 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/Parent Information

Monthly themed newsletters will be sent home via Brightwheel 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.** A copy of our school calendar can be found on our website. Calendars will also be sent home along with the required forms before school is in session.

The director will send an update by Brightwheel once per week with information and reminders.

Student pictures will be posted on Brightwheel weekly so that parents have an opportunity to see the preschool happenings. Brightwheel provides a safe and secure way for you to receive pictures of your child(ren) without outsiders being able to view. Check Brightwheel weekly to catch photos of your child in class. For security reasons, Facebook is not used to post pictures of preschool children. Videos too long to be posted on Brightwheel, 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 children 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.

### Parent Participation

We value the parents in our program. 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. Families will receive a link to sign up for a time to visit the preschool.
- **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/Teacher Conferences** – held once a year in the spring.
- **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.
- **Special Events**
  - 3s- Bring One Parent to School Day – (spring) a short visit to enjoy a portion of a day in your child’s classroom. Sign-ups to follow closer to the dates of visits.
  - 4s – Guest Reader Visit – you will be able to have one family member schedule a visit during our designated date and times to read a story to the class. Look for our sign-ups in January through March.
  - 4s – Graduation Ceremony – All are welcome (Last day of school-see calendar for date)
- 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.

### Payment Plan

Tuition for the 21-22 school year will be paid in 10 payments; the first tuition payment is due on June 1. 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, 2022. This can be done online through our Brightwheel Application or by check/cash. The first tuition payment, which is due June 1, 2021, is non-refundable. For this school year we will not accept tuition paid in full or part in advance, due to the fact that no tuition refunds will be issued.

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.

### **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).

\* Three-year old children who are working toward toileting proficiency must wear **pull-ups** daily to preschool.

\* We ask those students entering the four-year-old children class be completely potty trained.

### **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
- 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 or a 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.

### **Programming Changes**

All changes in programs must be submitted in writing through email or a hard copy. Any changes will be initiated at the next tuition payment when the cost is updated (at the first of a new month).

### **Returned Check Fee**

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

### **School Closings/Late Openings**

NLCP follows the Avon Grove School District's decisions for weather related/emergency closings and delays. When Avon Grove issues a **2-hour delay**, classes will begin at **10:30 AM** for threes and fours, with **no Early Birds and no Turtle Twos** that day; with **regular dismissal time** for all in session classes. Late openings/closings will be notified with a courtesy Brightwheel message.

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:

WCOJ (1420 AM)

WCHE (1520 AM)

WDEL (1150 AM)

WNRK (1260 AM)

WKYW (1060 AM)

Avon Grove school number is #859

[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 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 5 children; for a maximum of 10 students partnered with a teacher and assistant. In the 3-year-old children class the ratio is 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 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**

We ask that your child not bring toys from home. 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 Brightwheel 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. **Please understand staff are not permitted to handle your tuition payments. Therefore, do not send tuition checks in student backpacks please.**

**The first tuition payment is due June 1st. This first payment is non-refundable.** 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.

.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' tuition payments.

## 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 we'd like 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 Brightwheel or email, but please feel free to reach out yourself if you have concerns.

If the government issues a stay-at home order while the preschool is currently operating with an in-person program, which extends longer than 2 weeks, the preschool will make arrangements to begin alternate methods of delivering instruction. Tuition **will not be adjusted** unless the plan is to continue with the alternate for longer than two weeks.

**Tuition refunds will not be possible during this school year.** Tuition is necessary to pay for employee salaries, classroom supplies and other necessities. Therefore, we must have tuition payments in order to keep our preschool in operation. We cannot operate without your support.

### **Withdrawals**

In the case of withdrawal from the preschool after September 1st, 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 are **non-refundable**. Tuition payments stop on the date that the child is officially withdrawn.

**Approximate Classroom Schedule 2s (Turtles)  
Mondays/Wednesdays & Tuesdays/Thursdays**

9:00	Arrivals						
9:00-9:15	Physical Play: Large muscle group play activities						
9:15-9:35	Group/Circle Time I: Good Morning Song, Check the weather, Introduce Centers						
9:35-10:20	Interest Areas: Centers will be set up with appropriate materials that are developmentally appropriate for twos						
	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Art</td> <td>Housekeeping/Dramatic Play</td> </tr> <tr> <td style="padding-right: 20px;">Sensory/Explore/Discovery</td> <td>Block Building</td> </tr> <tr> <td style="padding-right: 20px;">Table-top toys</td> <td>Language Arts/Story</td> </tr> </table>	Art	Housekeeping/Dramatic Play	Sensory/Explore/Discovery	Block Building	Table-top toys	Language Arts/Story
Art	Housekeeping/Dramatic Play						
Sensory/Explore/Discovery	Block Building						
Table-top toys	Language Arts/Story						
	Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child's progress.						
10:20-10:30	Clean Up Time: Everyone is encouraged to help.						
10:30-10:50	Group/Circle Time II: Story, finger plays, and songs, music and movement						
10:50-11:00	Pack-up: Gather belongings						
11:00	Dismissal						

Our schedule is designed to be flexible and allow for the teachable moment!

Please pack all necessary items for changing (diapers, wipes, extra clothing)

We will work with your child while toilet training. All children need a schoolbag.

**Approximate Classroom Schedule 3s  
(Ladybugs)  
Mondays/Wednesdays & Tuesdays/Thursdays**

9:00-9:10	Arrivals - Children are expected to complete their arrival routine independently.						
9:10-9:20	“Celebrate”- Music with movement, Prayer, Bible Story with practical application.						
9:20-9:45	Sign In & Group/Circle Time 1: Pledge of Allegiance, calendar, weather, and the theme introduced.						
9:45-10:45	Interest Areas: Centers will be set up with appropriate materials complimenting the study unit for the week.						
	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 40px;">Art</td> <td>Dramatic Play</td> </tr> <tr> <td style="padding-right: 40px;">Sensory/Explore/Discovery</td> <td>Blocks</td> </tr> <tr> <td style="padding-right: 40px;">Table-top toys</td> <td>Language Arts/Library</td> </tr> </table>	Art	Dramatic Play	Sensory/Explore/Discovery	Blocks	Table-top toys	Language Arts/Library
Art	Dramatic Play						
Sensory/Explore/Discovery	Blocks						
Table-top toys	Language Arts/Library						
	Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child’s progress.						
10:45-10:55	Clean up/bathroom break: Everyone is encouraged to help.						
10:55-11:20	Group/Circle Time 2: Story, fingerplays and song.						
11:20-11:30	Pack up: Gather belongings (all children need a school backpack/bag)						
11:30	Dismissal						

**Approximate Classroom Schedule 4s (Frogllets & Bees)**  
**Mondays/Wednesdays/Fridays**

9:00-9:10	Arrivals - Children are expected to complete their arrival routine independently.								
9:10-9:20	“Celebrate” - Music with movement, Prayer, Bible Story with practical application.								
9:10-9:20	On Fridays: “Fun Fridays” free play time!								
9:30-9:50	Group/Meeting I: Song, calendar, weather, pledge, numbers, color, shape, opposites, letter of the week, theme introduced.								
9:50-10:50	Interest Areas: Centers will be set up with appropriate materials Complimenting the study unit for the week.								
	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 40px;">Art</td> <td>Dramatic Play</td> </tr> <tr> <td style="padding-right: 40px;">Sensory/Explore/Discovery</td> <td>Blocks</td> </tr> <tr> <td style="padding-right: 40px;">Table-top toys</td> <td>Language Arts/Library</td> </tr> <tr> <td style="padding-right: 40px;">Writing Lab</td> <td>Tablet/Computer</td> </tr> </table>	Art	Dramatic Play	Sensory/Explore/Discovery	Blocks	Table-top toys	Language Arts/Library	Writing Lab	Tablet/Computer
Art	Dramatic Play								
Sensory/Explore/Discovery	Blocks								
Table-top toys	Language Arts/Library								
Writing Lab	Tablet/Computer								
	Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child’s progress.								
10:50-11:55	Clean up/bathroom break: Everyone is expected to help.								
10:55-11:00	Library time: Children may take a book of their choosing and look at it quietly.								
11:00-11:10	“Show-n-tell” (Please exclude any item that could be interpreted as a weapon).Refer to teacher directions/specifics.								
11:10-11:25	Group Meeting II: Story, Alphabet and number concepts, music & movement								
11:25-11:30	Pack up: Gather belongings (all children need a school backpack/bag)								
11:30	Dismissal								

### Approximate Classroom Schedule 4s (Froglets)

#### Extended Day: Tuesdays/Thursdays

9:00-9:10	Arrivals - Children are expected to complete their arrival routine independently.								
9:10-9:20	“Celebrate” -Music with movement, Prayer, Bible Story with practical application.								
9:30-9:50	Group Meeting I: Song, calendar, weather, pledge, numbers, color, shape, opposites, letter of the week, theme introduced.								
9:50-10:50	Interest Areas: Centers will be set up with appropriate materials complementing the study unit for the week.								
	<table border="0"> <tr> <td>Art</td> <td>Dramatic Play</td> </tr> <tr> <td>Sensory/Explore/Discovery</td> <td>Block Building</td> </tr> <tr> <td>Table-top toys</td> <td>Language Arts/Story</td> </tr> <tr> <td>Tablets/Computers</td> <td>Journaling/Writing</td> </tr> </table>	Art	Dramatic Play	Sensory/Explore/Discovery	Block Building	Table-top toys	Language Arts/Story	Tablets/Computers	Journaling/Writing
Art	Dramatic Play								
Sensory/Explore/Discovery	Block Building								
Table-top toys	Language Arts/Story								
Tablets/Computers	Journaling/Writing								
	Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child’s progress.								
10:50-11:00	Clean up time: Everyone is expected to help.								
11:00-11:30	Catch of the Day/Story: 1 child takes home a tackle box to bring back with a show-n-tell. Please exclude any item that could be interpreted as a weapon or anything fragile. The book of the day is read.								
11:30-12:00	Lunch: Social Time, Healthy Habits, Manners, & Food Familiarity (fully packed <b>lunch from home</b> )								
12:00-12:30	Outside play: Large-motor activities outside weather permitting. (Sneakers required otherwise limited to grassy area play)								
12:30-12:45	Library Time: Choice of theme related books sitting quietly on the carpet area.								
12:45-1:35	En- “HANDS”-ment S.T.E.A.M.: Expand learning with science, engineering, art, math, etc.								
1:35-1:50	Group Meeting II: Story, alphabet and number concepts								
1:50-2:00	Pack-up & Dismissal: Good-bye song								

**Approximate Classroom Schedule  
(Friday Funbugs)**

9:00-9:35	Arrivals: Sign in then "Fun Friday" free play time
9:35-9:50	Group/Circle Time I: Calendar, Get Your Body Moving, Share time and activity introduced.
9:50-10:50	Special of the Day: Art, Baking, or Science and Open Interest Areas to play and explore. Each week a new special group project is introduced. The children participate in all forms of the weekly specials such as: developing different art media, preparing and seeing a finished baking product and many different science experiments incorporating cause and effect. Always fascinating!
10:50-11:00	Clean Up Time/Bathroom Break: Everyone is encouraged to help.
11:00-11:20	Group/Circle Time II: Story, finger plays, and songs.
11:20-11:30	Pack up: Prepare for outside play, and eventually dismissal or lunch time

**Approximate Classroom Schedule**  
**Imagination Station**  
**Mondays/Wednesdays/Fridays**

12:30-12:40	Enter Imagination Station Room: Get onboard the Imagination Station Train Bathroom break after arriving
12:40-1:00	Begin each day by welcoming students to the Imagination Station: Teachers ask the children, "Where would your imagination like to take us today?" The teachers write the children's responses down to see in print.
1:00-1:20	Gather materials: What materials do we need to get us there? Research/gather information, collect materials available to us and design... Let's create and make it happen!
1:20-1:50	Pretend Play: Let's act it out using the props we created
1:50-2:00	Clean and Pack up: Clean up and put our materials away

**Parent Handbook Acknowledgment Signature Page**

As a parent registering my child here at New London Christian Preschool, I have read and understand the parent handbook and **agree** to support the principles and policies therein.

---

Signature of Parent or Guardian

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Date

---

Printed Name of Child/Children

Circle your child's class options below:

2s M/W

2s T/Th

3s M/W

3s T/Th

4s M/W/F

4s T/Th

Early Birds

Funbug Fridays

Lunch Program

Imagination Station

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