

Parents' Preschool

of Ellwood City, LLC

2017-2018

Preschool Handbook

Dear Parents,

As President of Parents' Preschool, I would like to welcome you to our 2017-2018 Open House. I am very proud to say that this year marks Parents' Preschool's 49th year of operation.

This handbook will provide you with important information that you will need throughout the school year. Please read it over and keep it for your future reference.

Thank you for showing your interest by attending our Open House tonight. We hope to make this a successful and memorable preschool experience for the children. In order to do this, we encourage all parents to get involved!

Sincerely,
Amy Taylor
Parents' Preschool President

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***** PLEASE REMEMBER TO RETAIN AN EXTRA COPY OF THE AGREEMENT SIGNED AT OPEN HOUSE FOR YOUR RECORDS *****

Teaching Staff

Mrs. Donna Custer

Teacher with Parents' Preschool since Fall 1999
Attended Westminster College
Family: Husband-Tod, Children-Rachel, Hannah, and Caleb
Teaching experience: Akron Public Schools 1984-85, currently Director of Christian Education of Christ Presbyterian Church

Mrs. Kathy McCommons

Teacher with Parents' Preschool since 2015
Attended Westminster College - Bachelor's Degree Elementary Education
Bowie State University- Masters of Ed. & Early Childhood Certification
Family: Husband- Dave, Children- Molly, Madylin, Meredith
Teaching Experience- Lexington Christian Academy, KY, 1993-1994
Prince George's County, MD 1994-1997
Wilmington Area School District 1999-2006

Mrs. Stephanie Loccisano

Teacher's Aide with Parents' Preschool since Fall 1993
Family: Husband-Dan, Children-Jessica, Alexis, and Rachel
Experience: Clerical Substitute for Ellwood City School District, Parents' Preschool Substitute Aide since 1992

Mrs. Lisa Lubich

Teacher's Aide with Parents' Preschool since Fall 2006
Family: Husband-John, Children-Johnny, Jarett
Experience: Parents' Preschool Substitute since 2003

Mrs. Amy Allen

Teacher's Aide with Parents' Preschool since Fall 2013
Family: Husband- Casey, Children- Bridget and Derek
Experience: Parents' Preschool Substitute since 2011



Board of Directors 2017-2018

PRESIDENT

Amy Taylor

SECRETARY

Aimee Siok

TREASURER

Tierney Smith

REGISTRAR

Amy MacDonald

TUITION CLERK

Amy Clark

PUBLICITY

Rachel Donnelly

PARENTS' CLUB

Jessica King & Megan McKinney

***Board meetings are held on the first Monday of every month at 6:30PM in the church basement. These are open meetings and all parents are encouraged to attend as we welcome your ideas! **Also, there is no board meeting for the month of December.** If you need to contact a board member, please call the school at 724-758-2455 or email parentsprechool@yahoo.com. ***

Tuition

Please be prompt in paying your tuition! This school receives only two sources of funding: contributions from Parents' Club fundraisers (which are used exclusively for the benefit of the students) and the **monthly tuition** from each child. Tuition can be mailed to the address below or sent to school in your child's book bag.

PARENTS' PRESCHOOL

325 SPRING AVE.

ELLWOOD CITY, PA 16117

Tuition must be postmarked by the 15th day of the preceding month (for example October's payment must be postmarked by September 15th or a late fee will be added.) **No cash will be accepted. Please make your check or money order payable to PARENTS' PRESCHOOL and be sure to write your child's name in the memo section of your check.** There will be a \$30.00 charge assessed on all NSF checks. The procedure for late payments is as follows:

1. A late notice will be sent home in your child's book bag. If payment is made between the 15th and the end of the preceding month, a \$10.00 late fee will be added to the amount owed.
2. If tuition is not paid by the 1st of the month, the child will not be permitted into the school to attend classes until payment is made (along with any late fees.)
3. After three late payments it is required that the remainder of the year's tuition is paid upfront for the child to continue attending classes.
4. If payment cannot be made, the child must be withdrawn from the program. The matter of the balance will be handled by the District Magistrate's Office where any fees assessed there will also be the responsibility of the persons owing money to the school.

Once again, we can't stress enough the importance of being on time. This preschool program relies solely on these tuition payments in order to function!

School Policies

Arrival and Departure of Children: Please enter the church parking lot from 4th Street. The first car is to pull up to the area in front of the doors. The next car may pull up to the right of the first car, forming two lines. Please DO NOT exit your car. Both children and adults need to stay inside the car until the aide comes to get the child. The teacher's aide will come to the car, get your child out, and walk him/her into the school. You may exit onto Pittsburgh Circle when you see that they are safely out of the way of the car. Please plan to arrive no earlier than 10 MINUTES before starting time to avoid mixing up the classes. The same procedure will be followed for dismissal. The teacher will escort your child to your car and assist them in. You are responsible for restraining your child in a car seat. Again, please do not leave your car, and carefully exit the parking lot as soon as everyone is safely out of your way. Please keep in mind if the parking lot is closed, the alternate drop-off/pick-up is in front of the building on 4th Street.

Sickness or Tardiness: If your child is going to be absent or late to school, please call the school at **724-758-2455** and let their teacher know. If there is no answer, please leave a message on the machine, which is available 24 hours a day. Please use common sense in determining if a child should be kept at home for health reasons. DO NOT send a child with a fever, even if it has gone down with medication. Also, please DO NOT send a child with stomach distress, especially if they had been vomiting the night before. Bringing a contagious illness into the school is unfair to the other children and the teachers as well. We must send an obviously sick child home.

In addition, we try to observe each child at arrival time or shortly after class begins by staff members for any signs of illness that, in their judgment, would preclude his/her attendance on that day. Parents may be required to obtain medical clearance for the child to resume participation following any type of communicable disease.

A Change in Pick-Up: A note to the teacher is required if someone different will be picking up your child at dismissal time. This is for the safety of you and your child. On the note, please indicate who the person is and the type of car.

School Cancellation: We will follow the snow cancellation of the Ellwood City Area School District as announced on local radio (STAR 92.1 FM), TV stations and the EC School Website. If school is cancelled for any other reason, you will be personally notified. Teachers may make the decision to cancel PM classes if weather conditions worsen. A message will be left on the school's voicemail also.

***** If the Ellwood City Area School District has a time delay in the morning, the AM classes are automatically cancelled. There will be no refunds of tuition or make-up days of school due to cancellations for any reason.**

Immunization Forms: All students in the Commonwealth of Pennsylvania in grades K-12 are required to have completed a series of specified immunizations in order to attend school. Although preschools are not required to keep immunization records, we feel that it is appropriate to obtain this information for the safety of our students.

Daily Dress: Please send your child in play clothes, they will be using all sorts of art materials as well as playing inside and outside. A LARGE BACKPACK OR PLASTIC BAG WITH HANDLES is required to carry notices and projects home each day. PLEASE CHECK THESE DAILY WHEN YOUR CHILD GETS HOME FROM SCHOOL!

Discipline Policy: Parents' Preschool will provide an environment of instruction and guidance in helping children to learn the difference between appropriate and inappropriate behavior in the classroom.

Appropriate behavior is defined as a co-operative spirit on the part of the child to follow guidelines and rules. Examples would be willingness to put away toys, following directions during transition, etc. Appropriate behavior will be rewarded with praise and recognition including verbal rewards.

Website and Email: Parents' Preschool has a website, www.parents-preschool.com. The website contains information about What's Happening, Staff Information, Days and Times for Classes, Registration Information, Monthly Tuition Booklet, Snack Calendars and Parents' Club Information. Check it out for more details. The email for the school is: parents-preschool@yahoo.com. Our publicity email is: parents-preschool-publicity@gmail.com. Please send the school an email so that we may easily file your email address.

Activity Fee: At the time of registration, \$25.00 went to an Activity Fee. You can earn your \$25.00 coupon back by volunteering to help at a designated event. Some of these events include the Cleaning Days, Halloween Float Preparation, Fundraiser Sorting Day, and Santa Photo Days. Other events will be announced as the year progresses. Being a part the Parents Preschool Board earns you your \$25.00 coupon. We are always looking for Board Members at Registration Time. Come out and help to make these events extra special for your child and earn your \$25.00 coupon. The \$25.00 coupon is for tuition only; it does not have a cash value. Some activities that do not warrant receipt of your activity fee coupon are snack calendar preparers, Holiday party helpers or attending field trips.

Scholastic Book Orders Online: In addition to the paper order form, Parents' Preschool uses the online account at Scholastic.com to order books. Here is some important information:

User ID: parentspreschool

Password: 325spring

Notice of Nondiscriminatory Policy as to Students: Parents' Preschool of Ellwood City, LLC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



Parents' Club

Parents' Club consists of every parent whose child is enrolled in Parents' Preschool. You are automatically a member of this group since your child now attends our Preschool.

Our purpose is to raise money for the school to benefit the children. As the name Parents' Preschool implies, this school is supervised and financed in whole by the parents of the children who attend. The school receives only two sources of funding:

1. The child's tuition each month
2. Contributions from Parents' Club

This is why Parents' Club is such an important organization. Without it, tuition would be much higher and the children would not benefit from our donations. Therefore, the most important function of Parents' Club is to periodically donate money to the school through fund-raisers of our choice.

What is done with the money from fund-raisers? All of the money raised is used to benefit the children. We are a non-profit organization, with most of the money being contributed to the school. Parents' Club contributions are used to buy more equipment, toys, supplies, pay for equipment repairs and to assist with many miscellaneous expenses.

In addition to the contributions to the school, Parents' Club sponsors many activities directly involving the children. The activities provided are dependent upon the success of the fund-raisers and the budgetary needs of the Preschool itself.

The Director of Parents' Club is responsible for organizing the year's activities. However, that job would be virtually impossible without parent volunteers acting as chairpersons for these activities. So, we hope you feel free to join in, in any capacity - We Need You!!!



Healthy Snacks

Healthy Snacks: You will be asked to participate in providing a snack for the students in your child's class. These dates will be marked on the monthly snack calendar that will be handed out by your child's teacher. Please send at least a $\frac{1}{2}$ gallon of beverage (cups and napkins are provided at school) and enough snack for everyone – extras are good, usually someone will drop or spill at least once. A few appropriate snacks would be cheese crackers, pretzels, cheese, muffins, sandwiches, fruit (prepared, for example, please do not send a whole uncut watermelon), Rice Krispy treats, raw veggies and dip. When deciding what to send please take into consideration the short time period, what will be easy for the teachers to distribute, and what will be easy for the kids to eat without a lot of mess. **Please be aware of any allergies listed for children in your child's class as well as safety issues for this age group: fruit roll-ups for example are a choking hazard!** There is a refrigerator and freezer at the school if necessary. The aide will bring the snack in when she gets your child out of the car. Also, if spoons are needed, please send them in with your snack.

Birthday Treat Days: Each child will celebrate their birthday at school and it will be recognized on the monthly calendar. On this day the class will sing Happy Birthday and you may send a special treat. When the children are seated and ready to sing, if you would like to take a picture please feel free to do so. Party hats, tablecloths, napkins, etc., is discouraged due to the short period of time for snack. Some children bring in take home treat bags for the class though it is not required. Ideas for special treats include cookies, pizza, or the favorite snack of your child.

Parents' Preschool is considered a non-denominational preschool, however, a blessing is said before the children enjoy their snack. Blessings are as follows:

GOD IS GREAT
GOD IS GOOD
LET US THANK HIM FOR OUR FOOD.
AMEN.

THANK YOU FOR THE WORLD SO SWEET
THANK YOU FOR THE FOOD WE EAT
THANK YOU FOR THE BIRDS THAT SING
THANK YOU, GOD, FOR EVERYTHING.



2017-2018 Parents' Preschool Calendar

Monday through Friday Class

Tuesday, September 5 at 7:00PM.....Open House
Monday, September 11.....Visitation Day
Tuesday, September 12.....First Day of Class
Tuesday, October 31.....Halloween Party
Wednesday, December 20.....Christmas Party
Wednesday, February 14.....Valentine's Day Party
Wednesday, March 28.....Easter Party
Wednesday, May 23.....Last Day of School

Monday, Tuesday, and Wednesday Class

Tuesday, September 5 at 7:00PM.....Open House
Monday, September 11.....Visitation Day
Tuesday, September 12.....First Day of Class
Tuesday, October 31.....Halloween Party
Wednesday, December 20.....Christmas Party
Wednesday, February 14.....Valentine's Day Party
Wednesday, March 28.....Easter Party
Wednesday, May 23.....Last Day of School

Thursday and Friday Class

Tuesday, September 5 at 7:00PM.....Open House
Thursday, September 7.....Visitation Day
Friday, September 8.....First Day of Class
Friday, October 27.....Halloween Party
Friday, December 15.....Christmas Party
Friday, February 9.....Valentine's Day Party
Friday, March 23.....Easter Party
Thursday, May 24.....Last Day of School

***** In the event of a school delay/cancellation on a Party Day-the party will be held the first class day the children return to school. Also, due to space and safety purposes, siblings of students are unable to attend school parties. *****

There will be no school for students on the following dates:

Monday, October 9Columbus Day
Wed., November 22-Mon., November 27.....Thanksgiving Vacation
Thurs., December 21-Tues., January 2.....Christmas Vacation
Monday, January 15.....Martin Luther King Day
Friday, February 16 – Monday, February 19.....Winter Break
Thurs., March 29-Mon., April 2.....Easter Vacation

Budget Boosters

To help keep tuition costs down and enable us to use fundraising money for toys and activities for the children, we are asking each family to donate some items to the school.

Each month we ask that each family donate paper towels, and tissues.

Want to help a little more? Here are some additional items we use regularly:

White tall kitchen bags
White Copy Paper 8 ½ X 11
Disinfecting Wipes
Handi-Wipes
Napkins

Windex (or comparable)
Clorox Anywhere Spray (Name Brand)
Large and small white paper plates
Lysol Liquid Cleaner (or comparable)
Anti-Bacterial Soap

The budget booster program began in 2003 and has really helped to maintain costs to the school. THANK YOU FOR YOUR SUPPORT AND DONATIONS.

History

The school year 2015-2016 marks the 47th anniversary of Parents' Preschool. During these past 47 years, over 3600 children from our community and surrounding communities have attended the school.

In the summer of 1968, when it was known that a previously established preschool of Ellwood City would no longer be operating, a group of parents who felt a real loss began to meet. They wanted a place where children could experience a broad variety of activities with their peers in addition to helping them meet their individual needs.

It was from a sense of mission to their community and their children that they organized and founded the Cooperative Preschool of Ellwood City. Since then the school has grown considerably. It became incorporated on February 3, 1976 and legally changed its name to Parents' Preschool of Ellwood City, Inc. This name was chosen because it reflected the basic nature of the school.

The purpose of our preschool remains the same: that from a sense of mission to our community, we are here to provide mental, spiritual, physical, emotional and social support to our preschool children. We teach them to do the very best they can every day.

The first few years of operation saw the preschool with one class of mixed ages including 3 and 4 year olds. The school operated on a

shoestring budget with tuition being the only source of income. The church provided some furniture, toys were donated and some special equipment was handmade to equip the rooms. Although the preschool operated independently of the church, Christ Presbyterian Church was its main, although indirect means of support. Generously, all utilities, janitorial services, and special help from the church secretary were provided by the church. This generosity continues to be true today.

The school struggled financially but continued to grow. In 1970 enrollment increased enough that a second class and teacher were added, allowing the classes to be broken down into ages.

Christ Church continued to offer financial support for several years. That support, in conjunction with a steady increase in enrollment, enabled the school to become financially secure. At about the same time, a few dedicated parents formed a Parents' Club to be the fund raising arm of the Directors, Teachers, Aides, and Parent Volunteers. We invite all interested parents to give their preschool children and themselves an opportunity to be a part of what we offer – Excellence in Preschool Education.