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Parents’ Preschool

2013-2014

Preschool Handbook

of Ellwood City, LLC

Dear Parents,

As Co-Presidents of Parents’ Preschool, we would like to welcome you to our 2013-2014 Open House. We are very proud to say that this year marks Parents’ Preschool’s 45thyear 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. The last two pages are the agreement between Parents’ Preschool and each parent. Please keep one copy for yourself and *sign and hand in the other at the end of this meeting.*

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,

Leslie Milcic and Jennifer Fry

Parents’ Preschool President and Vice President

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*\*PLEASE REMEMBER TO SIGN AND RETURN THE EXTRA COPY OF THE AGREEMENT AT THE END OF THIS HANDBOOK\**

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**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. Sandi Rectenwald**

Teacher with Parents’ Preschool since Spring 2000

Attended Slippery Rock University

Family: Husband-Jerry, Children-Glen, Noah, Cory, and Lori

Teaching Experience:

Director of Recreational Therapy at Sherwood Oaks, creating a long-running intergenerational program with the Seneca Valley School District, 1985-1993.

Ellwood City School District Substitute and Homebound Teacher.

Director of Christian Education and Small Group Ministries at the Ellwood City First United Methodist Church.

Professional Cellist and Vocalist.

**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

### Teaching Staff

**PRESIDENT**

Leslie Milcic

**VICE PRESIDENT/ TUITION**

Jennifer Fry

**SECRETARY/ PUBLICITY**

Dominique Karis

**TREASURER**

Angela Ferguson

**REGISTRAR**

Stephanie Murdock

**PARENTS’ CLUB DIRECTOR**

* Kim Santillo
* **HALLOWEEN FLOAT CHAIR**

Megan Anderson

Stephanie Gaydosz

Board meetings are held on the first Monday of every month at 6:30PM in the church basement*. There is no board meeting for the month of December.* All parents are encouraged to attend; we welcome your ideas!

If you need to contact a board member please call the school at 724-758-2455 or email parentspreschool@yahoo.com.

### Board of Directors 2013-2014

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 bookbag. 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!

PARENTS’ PRESCHOOL

P.O. BOX 586

ELLWOOD CITY, PA 16117

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. PLEASE DO NOT SEND TUITION PAYMENTS IN YOUR CHILD’S BOOKBAG! All tuition is to be mailed to the following Post Office box:

# Tuition

**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.

### School Policies

**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.

**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.

**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 then 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.

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**Website and Email:** Parents’ Preschool has a website, [www.parentspreschool.com](http://www.parentspreschool.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: parentspreschool@yahoo.com. Our publicity email is: parentspreschoolpublicity@gmail.com.

Please send the school an email so that we may easily file your email address.

**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.

\**Inappropriate behavior* is defined as an uncooperative or harmful behavior to oneself or others. Examples include biting, hitting, screaming, belligerence, disrespect, etc. Inappropriate behavior will be handled by verbal correction (reminding child of limits), time out, and in extreme cases a parent will be contacted. Discipline does not include physical punishment such as spanking or physical restraints.

**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.

**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.

**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.

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

 User ID: parentspreschool

 Password: 325spring

**Entering the Building:** At the start of the school year you will be provided a Parents’ Preschool ID card. Upon entering the building, please push the intercom button and hold your ID up to the intercom. Parents may peak through the windows of their child’s class. Please be sure to shut out the lights in the hallway.

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 on 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!!!

### Parents’ Club

### 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 **½ 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 krispie 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. Some alternatives ideas are French Fries, Pizza, Eat n’ Park Cookies, ice cream. Cupcakes are very messy and the children do not eat them.

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.

AMEN.

Monday through Friday

Tuesday, September 3 at 7:00PM……………………………………..............Open House

Monday, September 9………….………..…………………….….………..Visitation Day

Tuesday, September 10……………………………………………….....First Day of Class

Thursday, October 31……...…………….…………………………………..Halloween Party

Friday, December 20…………………………………………………Christmas Party

Friday, February 14……………………………..………………….Valentine’s Day Party

Wednesday, April 16…...………………………………………….…………..….Easter Party

Wednesday, May 21….………………………………………………..Last Day of School

Monday, Tuesday, and Wednesday

Tuesday, September 3 at 7:00PM………………………………………… …Open House

Monday, September 9………….………..……………………….………..Visitation Day

Tuesday, September 10……………………………………………….....First Day of Class

Wednesday, October 30...…………….…………………………………..Halloween Party

Wednesday, December 18…………………………………………………Christmas Party

Wednesday, February 12….…………………………………………….Valentine’s Day Party

Wednesday, April 16…..………………………………………….…………..….Easter Party

Wednesday, May 21….………………………………………………..Last Day of School

Thursday and Friday

Tuesday, September 3 at 7:00PM……………………………………..............Open House

Thursday, September 5..………….…...…..……………………….………..Visitation Day

Friday, September 6……………………………………………...….....First Day of Class

Thursday, October 31……...…………….…………………………………..Halloween Party

Friday, December 20………………………………………………………Christmas Party

Friday, February 14………………………………………………….Valentine’s Day Party

Friday, April 11..……………………………………………….…………..….Easter Party

Thursday, May 22…….………………………………………………..Last Day of School

### 2013-2014 Parents’ Preschool Calendar

### 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, toilet paper, and tissues.

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

 White tall kitchen bags Windex (or comparable)

White Copy Paper 8 ½ X 11 Clorox Anywhere Spray (Name Brand)

 Disinfecting Wipes Large and small white paper plates

 Handi-Wipes Lysol Liquid Cleaner (or comparable)

 Napkins 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.

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

October 14..........……………………………………………Columbus Day

November 27- December 2……………………..…..…….Thanksgiving Vacation

December 23- January 3..…………………..Christmas Vacation

January 20………….……………………………..Martin Luther King Day

February 17………………………….………………………..Presidents’ Day

April 17-21………………………………..…………………...Easter Vacation

The school year 2013-2014 marks the 45th anniversary of Parents’ Preschool. During these past 45 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.

### History