

Parent Handbook

Welcome to Eastminster Pre-School! This handbook is designed to answer most of your questions regarding the day-to-day operation and policies of our preschool. Please keep it for reference during the school year. Our management team and staff are also available to speak with you about our program, answer questions, and handle your concerns.

Meet Our Staff

MANAGEMENT

Carly VonStein

Director

Mrs. VonStein graduated from Bloomsburg University with a B.S. in Elementary Education. She has many years of experience with teaching three and four year-olds, as well as prior experience as an Assistant Director. Mrs. VonStein has three daughters.

Claudine Poe

Assistant Director, Teacher, Creative Activities Director and Summer Camp Director

Ms. Poe graduated from Lock Haven University with a B.S. in Elementary Education. Ms. Poe teaches a 3 year/3 day and 3 year/2 day class as well as Creative Activities. She is the mother of two children.

TEACHERS

Amy Dias

Mrs. Dias graduated from Millersville University with a BS in Education and an M.Ed. in Early Childhood Education. She has taught in Maryland, Hawaii, Florida and Texas. Mrs. Dias teaches both morning and afternoon 3s. She is married with two children.

Laura Fiorillo

Mrs. Fiorillo graduated from James Madison University with a BS in Psychology and Early Childhood education and completed graduate level classes at McDaniel College. She taught Kindergarten in Maryland for five years. She teaches a 4 year/5 day class and 4 year/3 day PM class .

Stephanie Frey

Mrs. Frey graduated from York College with a B.S. in Education and worked for six years in public schools. She has been with Eastminster as a teacher for seven years. She teaches a 4 year/5 day class as well as the Explorers class. Mrs. Frey is married with two children.

Heather McDanel

Mrs. McDanel received a Bachelor of Science in Applied Behavioral Sciences from Penn State University. She has worked with children who are premature or have developmental delays, autism, processing disorders, and several behavioral disorders. She is a swim team coach & instructor at Red Lion Area High School. Mrs. McDanel has two daughters and two stepsons.

Angela Brockway

Mrs. Brockway has her B.S. in Elementary and Early Childhood Education and worked for many years of experience in the public schools. She will be teaching the 4 year/5 day class. Mrs. Brockway is very active volunteer in her children's classrooms.

Andrea Schoeppner

Mrs. Schoeppner graduated with a B.S. degree from The University of North Carolina. She has many years experience teaching preschool in Florida, as well as working in Dallastown School District. Mrs. Schoeppner will be teaching a 4 year/3 day AM class. She has two daughters with her husband, a retired Air Force pilot.

TEACHING ASSISTANTS

Donna Chaney

Mrs. Chaney worked at Wallace Elementary as a teacher's aide, was involved with assisting with the preschool Sunday School class at Eastminster Church. She most recently substituted in the Red Lion Area School District where needed. Mrs. Chaney is married and has two children.

Debbie Latzko

Mrs. Latzko received an MBA from Wilkes University. She assists in the 3/year 3/day classes. Mrs. Latzko is married and has two children who both attended Eastminster Preschool.

Christie Lookingbill

Mrs. Lookingbill graduated with a B.S. degree from York College. She will be assisting in the 3 year/3 day and 3 year/2 day class and 4 year/3 day (PM). Mrs. Lookingbill is married and the mother of four children.

Donna Nicholas

Mrs. Nicholas attended Widner College. Mrs. Nicholas assists in the 4 year/3 day classes. She and is married with four children and six grandchildren.

Sarah Roberts

Mrs. Roberts graduated from the Early Childhood Education Program at York County School of Technology. She is married with 2 children. She previously taught at several daycares and preschools across the country while her husband served in the military.

Kristin Gould

Mrs. Gould has a Bachelor of Music in Music Education from West Chester University. She has been a substitute teacher at Eastminster Preschool and will be assisting in the 3 year/3 day class, as well as the Terrific Toddlers class. Mrs. Gould is married and has a daughter and a son.

Holly Johnson

Mrs. Johnson graduated from York County Vocational Technical School's nursing & dental program. She has served as the Vice President of the Lincoln Charter School Board. She has been with Eastminster for many years, working as an aide, office manager, and summer camp assistant. She is married with four children

ADDITIONAL STAFF

Suzanne Tilley

Music Teacher

Mrs. Tilley graduated from York College with a degree in Elementary Education/Music. She is also a private piano teacher. She will be teaching music each week. Mrs. Tilley is married with two children.

Mini Truett

Sign Language Teacher

Mrs. Truett is an R.N. at Memorial Hospital. She will be teaching sign language each week. Mrs. Truett is married with two children.

SUBSTITUTE TEACHERS

*****We are always interested in parents who are available to substitute. If you are interested in being placed on our substitute list, please see Carly in the office.***

What Do Children Learn in Preschool?

- **Social Development** – working, playing, sharing with others his/her own age.
- **Physical Development** – games and activities stimulate large muscle growth.
- **Language Development** – conversation, talking, telling stories, expressing ideas clearly.
- **Musical Influence** – happy experiences with songs and rhythms.
- **Academic Development** – varied experiences which help to develop readiness for reading and numbers.

General Class Descriptions

- **2-3 Year/2 Day** – Terrific Toddlers – Socialization and creative activities for children ages 2 ½ years to 3 years old.
- **3 Year/2 Day** – Creative two-day learning program stressing visual and motor coordination, verbal skills and socialization.
- **3 Year/3 Day** – A learning program for 3 year olds stressing visual-motor coordination, visual perception, math 1-10, language development, and socialization.
- **4 Year/3 Day** – A three-day learning program for 4 year olds stressing visual perception, math 1-10, alphabet recognition, and social readiness.
- **4 Year/5 Day** – A learning program for children 4-5 years of age. Program stresses pre-reading skills and math readiness, plus creative activities in all other subjects.

Creative Activities Class

Our Creative Activities Class was established to enhance the early learning for the children at Eastminster. The children have lunch and then explore the arts – e.g., aerobics, puppetry, music, dance, science, etc. All for learning and fun, too! A brochure is available on our program.

The children may come one, two, three, four, or five days per week. **Space is limited.** You may sign up for creative activities at any time provided room is available. **Drop in days are also available.** Please check the Creative Activities brochure...you may get one from the office at any time. To sign up, see Carly in the morning in the office.

The Explorers Class

Our Explorers Class was established to offer a comprehensive program specifically geared to help children prepare for Kindergarten. The Explorers Class will focus on language development, writing, math, science, art, sign language, yoga, music and more! A brochure is available on our program.

The children may come one, two, three, four, or five days per week. **Space is limited.** You may sign up for the Explorers Class at any time provided room is available. **Drop in days are also available.** Please check the Explorers Class brochure...you may get one from the office at any time. To sign up, see Carly in the morning in the office.

Qualifications for Acceptance

- Children must be of preschool age to be eligible for admission to our program.
- Parents must submit the appropriate forms and the non-refundable \$36 registration fee.
- Acceptance into the preschool program is granted without regard to race, color, nationality, ethnic origin, or religious background.
- The school reserves the right to determine the most appropriate setting for each child.

Registration

Registration requires a \$36.00 non-refundable registration fee. Your registration is your agreement to a yearly commitment. Enrollments are accepted on a first come, first serve basis until a class is filled. If the preferred session has no openings, the parent may request that the child's name be placed on a waiting list. The registration fee will be charged when an opening becomes available and the child is enrolled. **The first month's tuition (September) must be paid in full by the first day of school.**

Children currently registered in the classes at Eastminster Pre-School will be given early registration for the following year. This will apply to siblings not currently enrolled as well. **Returning students need to complete a NEW registration form for the following year.** Early registration begins in January.

Monthly Tuition

The rates for the 2014-2015 school year are:

Tuition:

5 days per week	\$185.00 per month
3 days per week	\$155.00 per month
2 days per week	\$135.00 per month

****There is a one-time \$36.00 per year activity fee due with the first month's tuition.****

****There is a one-time \$15.00 insurance fee due with the first month's tuition.****

Creative Activities and Explorers Classes:

5 days per week	\$150.00 per month
4 days per week	\$142.00 per month
3 days per week	\$136.00 per month
2 days per week	\$116.00 per month
1 day per week	\$16.00 per week
Drop-in (per day)	\$16.00 per month

****There is a one-time \$15.00 insurance fee due for Creative Activities and Explorers Classes due with the first month's fees.****

PLEASE NOTE: There will be no refunds for Creative Activities or Explorers Classes that a child is enrolled in but does not attend. **If there is an emergency, please contact the director as soon as possible to make alternate arrangements.**

Unexpected Lunch

If you would need your child to stay for Creative Activities or Explorers Class unexpectedly, we will provide a simple lunch for your child for a \$3.00 fee.

Tuition Payments

Tuition is to be paid in advance and is due by **the FIFTH of each month**. There will be no refund for days missed during the month. If you do not continue the tuition payment, and should be forced to withdraw your child from school, we shall expect a month notice (except in an emergency) and we will allow a child from our waiting list to enter in his/her place. If you desire reinstatement, we will be glad to place him/her on the waiting list.

PLEASE NOTE: Payments for Creative Activities and Explorers Classes are due by **the FIFTH of each month** except drop-ins.

Checks should be made payable to:

EASTMINSTER PRESCHOOL

Checks should be dropped off to the office or placed in the payment box on the office door by you or the carpool driver. **Checks after the FIFTH of the month will be assessed a late fee of \$10.00 per week passed due.** In addition, returned checks will be assessed a \$30.00 charge per return. (Children should **not** handle checks.) Please mark on the check what classes you are paying for (ex: October tuition, Creative Activities/Specialty Classes, etc.). You may also include the stub given to you at the beginning of the year with your check. ***Please place your child's name in the memo of all checks.***

Insurance

Group insurance must be purchased to cover all children attending the school, from the time they leave home until they return. The cost of this insurance is very reasonable and must be purchased on the first day of school. The cost of insurance is in addition to the tuition and is not included, but is added to September's tuition. ***There is a separate insurance fee for the afternoon extension classes.***

Our School Day

Our morning school days begin at 9:00 AM and end at 11:15 AM. Our afternoon session begins at 11:45 AM and ends at 2:00 PM. Children should not be brought to school before 8:45 AM.

PLEASE NOTE: Our doors remain locked until 8:45 AM for morning drop-off.

This is to allow time for our staff to arrive and prepare for the morning before children arrive.

Early Arrival

Our door remains locked until 8:45 AM. If there is a need for your child to arrive earlier than 8:45 AM due to an appointment, etc. please submit a written request to the office ahead of time so arrangement can be made.

Safety Policy

For safety, the doors will be locked at 9:25 AM and unlocked at 11:15 AM for the morning classes. Doors will be locked at 12:00 PM and unlocked at 2:00 PM for afternoon classes. We encourage everyone to arrive on time. If you arrive after the doors are locked, you must ring the doorbell and a

member of our staff will let you in. Please be considerate of this policy not to interrupt our valuable class time.

Late Pick-up

A fee of \$5.00 for every 5 minutes will be charged for the late pick-up of children after 11:20 (morning classes) or 2:05 (afternoon classes). This fee will be billed to your account. **Please contact the office immediately if there is an emergency that will affect your child's pick-up that day.**

Change in Pick-Up

If there is a change in who is picking up your child, PLEASE send a note in that outlines who is picking up the child that day. If it is necessary to change plans after drop-off, please notify the office immediately by phone at (717)755-0543. Please be aware of the traffic pattern for the parking lot and give that information to anyone who will be picking up your child along with the age appropriate placard (if applicable).

Carpooling

Many of you will form carpools. We suggest that you transport your own child/children the first week of school. Here are some suggestions that we found to be successful in the past:

1. Make a trial run and have your child meet the other mothers and children ahead of time.
2. Be sure the children have their backpacks so they can carry their artwork and notices easily.
3. Our church door is heavy, so please open the door for the children you are bringing.
4. Please drive slowly and smoothly. Open and close the car doors for the children. Please do not leave children in your car unattended. **USE CAR SEATS if required!**
5. Please inform your child's teacher when your carpool is formed and give her the names of the children involved.
6. Leave plenty of time to pick up the children. If you are running late, please call and leave a message with the office (755-0543). Late pickup fees

Snow Days Policy

Our families live in numerous school districts. If our school will be closed due to inclement weather, the closing will be announced on **WPMT Fox 43** and **WGAL Channel 8 on TV and on the web** beginning about 7:00 AM. **OUR SCHOOL IS ALWAYS LISTED IF THERE IS A CHANGE.** There will be some days that we feel it would be too hazardous for parents with young children to be driving to school. In this event, we will again request that you check the internet and the TV for a message. **If driving conditions become bad during school hours we encourage parents to pick up children early.**

PLEASE NOTE: Even though we are located in York Suburban School District, we do not follow YSSD's closing schedule. **Please be aware that OUR SCHOOL IS ALWAYS LISTED IF THERE IS A CHANGE and follow that.**

Medical Information

Emergency medical cards for each child must be received no later than the first day of class. This gives Eastminster the ability to seek emergency medical care, if needed, for each child. Eastminster Preschool staff do not administer medication. If a child is on medication, the parent should administer it to the child before or after class. Each teacher and aide will be certified in CPR and First Aide. If a child is sick or has symptoms of being sick, the parent will be called to take him/her home. ***Please notify your child's teacher if he or she has any allergies.*** Teachers will notify parents of allergies that may be in the class for snack/lunch planning purposes.

Health Guidelines

Our health regulations ask that the following guidelines be observed:

A child should stay home if he or she:

- Vomited during the night
- Has a fever over 100 degrees or has had a fever within the previous 24 hours
- Has a cold or respiratory condition that is less than 4 days old
- Has a heavy nasal discharge
- Has a constant cough
- Is overly fussy, cranky, or generally not himself or herself

Chicken Pox: A child must not have any open or weeping marks. Pox must be dried and crusted over before the child enters the class.

Conjunctivitis (Pink Eye): Child must be medicated for 24 hours before returning to school.

If your child develops a contagious illness or a health problem, please notify the teacher as soon as possible.

Dress

Children should be dressed appropriately for outdoor play. Casual and comfortable clothing is requested. Children will be involved in gross motor play and outdoor play. Sneakers or closed shoes are recommended. **Please do not send your children to preschool in flip flops!** When dressing for the day, please keep in mind that the children will be involved in art projects that can be messy! 😊

Field Trip Policy

Parents of each child will be responsible to arrange transportation for their child for each trip. If a parent cannot drive, please make other arrangements with a relative, neighbor, or another parent in the child's class to drive your child. Whenever possible, siblings are welcome to join a child on his or her fieldtrip as long as a parent is accompanying them. However, some locations do not allow siblings to attend. ***Please check with your child's teacher before planning to bring siblings along.*** Parents are responsible to arrange transportation for their children in the event they cannot attend a field trip.

School staff will not set up carpooling or alternate transportation for field trips.

Parent Visits

Parents will be encouraged to act as classroom volunteers during the year and are welcome to come visit and observe. Please set up times with your child's teacher. **For safety, all visitors and volunteers are required to check in with the office.**

Snacks

The parents will be responsible for bringing in snacks for the class. Each student will be given a designated day to bring in a snack to share with their classmates. **All snacks should be healthy ones.** Some examples are fruit, cheese, crackers, pretzels, goldfish, etc. Birthday celebrations are the exception - you may bring cupcakes, cookies, donut holes, cupcakes in cones, etc. (individual servings please). Please check with your child's teacher regarding any allergies in the classroom. **When in doubt, just ask! 😊**

Backpacks

It is strongly suggested that each child bring a LABELED backpack to school everyday, to transport his/her very important papers and show-n-tell items. Please label on the outside of your child's backpack! Students will need their backpacks each day. **Please look in your child's backpack DAILY in order to receive the latest updates and information!**

Umbrellas

Please do not send an umbrella to school with your child. Thank you!

Show 'N Tell

Children are encouraged to share toys and games from home. Please instruct your child to take tender loving care of his/her toy and to be sure all parts are with the toy. We ask, however, to discourage bringing any type of weapons or a family heirloom of great value.

Any toys or favorite items which your child brings to school should be labeled. A piece of masking tape with his/her name on will be fine, and can be removed after school. Any jacket or sweater your child wears should also be labeled.

Pictures

Our photographer visits our school in March for both individual and class photos. We are promised the pictures for Easter. Your teachers will send home the dates and order forms closer to that date.

*Please note that this date is subject to change depending on snow days or other extenuating circumstances.

Sweatshirts & T-Shirts

Sweatshirts and T-shirts with the preschool logo are available for order in September. Please fill out the form and follow the directions at the top of the form. The items are scheduled to be here before Christmas.

Calls During School

Please feel free to call the school before or after classes (755-0543). If there is an emergency, we will always answer the phone or check messages during class time. If you need more time with your teacher, please set up a time to call or meet with her outside of classroom hours.

Discipline

Children will be spoken to when necessary and the staff will use redirection and time outs as needed. If ever there are any questions about this, please feel free to call. Also, if your child is unhappy about a situation or a correction, please do not hesitate to call or set up a time to talk to the teacher.

Birthdays

Every child's birthday is celebrated at school. Parents are encouraged to talk to their child's teacher about a special snack for their birthday. Snack suggestions include Rice Krispies, brownies, special cookies, finger Jell-O, trail mix, popsicles, etc. **Please note any allergies from your child's teacher when planning a special snack.**

Summer Camp

Each summer, a 5-week outdoor day camp is held at Eastminster. The program begins in mid-June and runs until the end of July. Students must be 4 years old by June 1st and be completely potty trained to attend summer camp. Watch for information and registration forms in March.

**Eastminster Pre-School
Parent Handbook Acknowledgement Form**

We have received a copy of Eastminster Pre-School's Parent Handbook and have read its contents thoroughly. We agree to accept the policies and procedures of the preschool and willingly support its programs.

STUDENT(S) NAME: _____

PARENT SIGNATURE: _____

PARENT SIGNATURE: _____

DATE SIGNED: _____

Please sign this Acknowledgment Form and return it to the office as soon as possible.