**Crossroads Community Preschool**

**An Early Childhood Education Center**



**PARENT**

**HANDBOOK**

**2020-2021**

STATEMENT OF PURPOSE

To provide a warm, loving environment that prepares children for a lifetime of learning by fostering social, emotional, intellectual, physical, and spiritual development; as we introduce them to the person and work of Jesus Christ.

**SCHOOL ADDRESS AND PHONE NUMBER:**

Crossroads Community Preschool

104 Heather Rd. (entrance on Chestnut St.)

Upper Darby, PA 19082

**Phone: (610) 352-4092**

**Website: www.crossroadscommunitypreschool.com**

**ccpreschool.office@gmail.com**

**If no one answers the phone, please leave a message with your name, your child’s name, and your phone number.**

**School Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Duck Class** | **Frog Class** | **Turtle Class** | **Tortoise Class** |
| **Drop off: 9:00-9:15****Pick up:** **11:30-11:45** | **Drop off: 9:00-9:15****Pick up:** **11:30-11:45** | **Drop off: 1:00-1:15****Pick up:** **3:30-3:45** | **Drop off: 1:00-1:15****Pick up:** **3:30-3:45** |

**Late Pick Up Policy:**

It is very important that you pick up your child on time. If you come after the scheduled pick up time, the teacher will fill out a form and ask you to sign with the time you arrived at the school. There will be no charge for the first incident, but if it happens repeatedly, you will be charged $1 per minute that you are late. This late fee will be added to your next month’s bill.

|  |  |
| --- | --- |
| Time: | Duck/Frog Classes: |
| 9:00-9:30 | Gross Motor Play |
| 9:30-9:40 | Clean Up |
| 9:40-10:00 | Circle Time |
| 10:00-11:00 | Learning Centers |
| 11:00-11:15 | Snack |
| 11:15-11:30 | Reading Time |

**Class Schedules**

|  |  |
| --- | --- |
| Time: | Turtle/Tortoise Classes: |
| 1:00-1:30 | Gross Motor Play |
| 1:30-1:40 | Clean Up |
| 1:40-2:00 | Circle Time |
| 2:00-3:00 | Learning Centers |
| 3:00-3:15 | Snack |
| 3:15-3:30 | Reading Time |

**Drop Off:**

Due to COVID-19, parents and other family members will not be allowed into the school. You will bring your child to the door and a teacher will take their temperature and then bring them in the building and to the classroom.

**Pickup:**

A teacher will bring your child to the preschool door to meet you and go home.

**Parking:**

Please come in through the entrance on Heather Rd. DO NOT COME IN THE EXIT ON CHESTNUT S

**On the First Day of School, Please Be Sure to Bring:**

1. Backpack
2. Shot Record (If not already submitted)
3. Tuition (If not already submitted)
4. A pair of clean shoes to leave at the school
5. A complete change of clothes to leave at school (long sleeve shirt, long pants, socks, underwear)

**Code of Conduct:**

 Students are required to show respect to their parents, teachers, and peers. Any disrespectful behavior such as physical violence, foul language, or bullying will not be tolerated. If a child displays these or other inappropriate behaviors necessary disciplinary action will be taken, and the parent(s) will be notified. Repeated behavior problems may be addressed by parent-teacher meetings, probation, or expulsion from the preschool.

**Birthday Celebrations:**

 We love to celebrate birthdays at school! If you wish to have a birthday celebration for your child, please notify the teacher one week in advance. You are responsible for providing any treats. Please make sure that all treats are nut-free. We can only serve foods that meet this dietary restriction. If your child’s birthday does not fall during the school year, the celebration can be held in the spring.

**Health:**

Please do not bring your child to school if he/she is ill. No child will be allowed to attend while exhibiting one or more of the following symptoms: fever, vomiting, diarrhea, or acute cough. If a child becomes ill while at school, the parents and/or emergency contact person(s) will be called to pick him/her up. Please make every effort to pick up a sick child as soon as possible.

 **The school MUST have up to date record of immunizations for each child.** For the health and safety of all students, no child will be permitted to attend school until those records have been submitted.

 **Please make sure the preschool is aware of any food allergies or dietary restrictions that your child has.**

 If your child has a special or unique medical issue, the director must be notified.

**COVID-19:**

Please do not bring your child to school if he/she or anyone in your household is ill. Any student with symptoms of COVID-19 will not be permitted to attend until symptoms pass or they have been tested for COVID-19 and had a negative result.

 Each day when you bring your child to school, you will fill out an online questionnaire saying no one in your household has any symptoms or exposure to COVID-19. You may fill the questionnaire out before drop-off each day at www.crossroadscommunitypreschool.com/COVID-19. A teacher will take each child’s temperature and check for visible symptoms before allowing them to enter the school.

 If your child or any member of your family is diagnosed with COVID-19, please notify the preschool immediately so we can make a decision about shutting down temporarily to prevent the spread. If one of our staff members or students is diagnosed with COVID-19 we will shut down for 14 days, and will make up those days in June.

 Teachers will not be allowed to come to school if they are ill. If 2 or more teachers become ill at the same time we will close temporarily and will make up the time in June.

**Snow Days:**

 In the event of snow, we follow the school closure notice of the Upper Darby School District. You will receive a recorded message by phone if we are closed or have a change in schedule due to inclement weather.

If the Upper Darby School District schedules a 2 hour delay, the preschool schedule will be:

Duck or Frog Class-10:30-12:30

Tortoise Class Class-1:30-3:30.

**Photos:**

 Please be advised that your child may be photographed or video recorded during special classroom events. **We will NEVER post or publicize a photo or video of your child without your written consent.** If permission is given by the parent, photos and videos may be posted on the school’s website or Facebook page, or used in advertising. Please make sure to fill out your child’s Photo Release Form so we know your preference in this matter.

**Field Trips:**

Information regarding field trips will be sent out several weeks in advance of the scheduled trip. In order to attend a field trip, students must turn in a permission slip and the field trip fee by the due date. If enough students do not sign up by the due date, the trip will be cancelled.

Parents and other family members may come on the trip. Any person over the age of 18 must complete a background check before the trip. An additional fee must be paid for each family member that attends the trip.

**Snacks:**

Snacks are served each morning and afternoon. All snacks are nut free and may include fresh fruits and vegetables, crackers, or cookies. Students are not permitted to bring in snacks from home unless there is a medical issue.  **Please make sure to let the school know ASAP if your child has a food allergy or medical condition which requires a special diet.**

**Tuition:**

Tuition is due by the 10th of each month. A bill will be sent home by the 25th of the previous month. You may pay your bill by:

1. Mailing a check payment to:

Crossroads Community Preschool

104 Heather Rd.

Upper Darby, PA

19082

\*\*\*\*\*\*Make sure to detach the bottom portion of your bill and include it in the envelope.

1. Bringing a cash or check payment to the Tuition Door at drop-off.

If your payment is not received by the 10th of each month, a $15 late fee will be added on to your next tuition bill. If your payment is not received by the 20th of each month, your child will be unenrolled from the school, and his or her spot may be given to a child on the waiting list. If you would like to have your child come back, you must pay the leftover balance in full and re-register.