**Crossroads Community**

**Preschool**

**An Early Childhood Educational Center**



**PARENT**

**HANDBOOK**

**2018-2019**

**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: crossroadspca.com/preschool**

**ccpreschool.office@gmail.com**

**Follow us on Facebook**

**When calling during preschool hours, all staff may be busy in the classroom and you might get the answering machine. Please leave a message with your phone number so your call can be returned.**

**School Schedule:**

Three year old program (2 days) 9:00-11:30 AM Tues. & Thurs.

Four year old program (3 days) 9:00-11:30 AM Mon. \* Wed. \* Fri.

Four year old program (3 days) 12:30-3:00 PM Mon \* Wed \* Fri

Four year old program (5 days) 12:30-3:00 PM Mon. thru Fri.

School begins at 9:00 for morning classes and 12:30 for afternoon classes. It is very important that your child arrive on time to class. Any student arriving after 9:15 for a morning class or 12:45 for an afternoon class will not be permitted to attend for the day. If a child needs to arrive late due to a doctor’s appointment or some other special circumstance, the director must be notified at least 1 day in advance.

**Class Schedule:**

4 year old Morning Schedule:

9:00-9:25 Free Play

9:25-9:30 Clean up/Opening Circle

9:30-9:45 Small Group 1\*

9:45-10:00 Small Group 2\*

10:00-10:15 Small Group 3\*

10:15-10:35 Circle Time

10:35-10:55 Snack

10:55-11:25 Learning Centers\*\*

11:25-11:30 Dismissal

4 year old Afternoon Schedule:

12:30-12:55 Free Play

12:55-1:00 Clean up/Opening Circle

1:00-1:15 Small Group 1\*

1:15-1:30 Small Group 2\*

1:30-1:45 Small Group 3\*

1:45-2:05 Circle Time

2:05-2:25 Snack

2:25-2:55 Learning Centers\*\*

2:55-3:00 Dismissal

3 year old Schedule:

9:00-9:45 Free Play/Art Project

9:45-9:55 Clean up/Greeting Circle

9:55-10:10 Rotation 1

10:10-10:25 Rotation 2

10:25-10:40 Rotation 3

10:40-11:00 Circle Time

11:00-11:20 Snack

11:20-11:30 Dismissal

\*Small Groups-Students rotate through a variety of activities including Gross Motor, Alphabet Games, Math Focus, Bible, and Music

\*\*Learning Centers-Each day students focus on one of the following: Art, Fine Motor, Dramatic Play, Blocks, Literacy, Math/Science, Sensory & Seasonal

**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.

**Clothing:**

 All children are required to bring a bag with a complete change of clothing including pants, shirt, underwear and socks. These items will be stored at the school to be used if needed. Please send winter clothing (long sleeves & long pants.) Put these items in a bag marked with your child’s name and bring on the first day of school.

**School Bag:**

 Each child should bring a schoolbag to class to be used to carry home papers and art projects. Important information regarding classroom activities, tuition, field trips, and special events are communicated through papers placed in your child’s school bag. Please be sure to check your child’s bag at the end of each day to ensure you receive all necessary information.

**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 peanut free, nut-free, and do not contain beef or pork. We can only serve foods that meet these dietary restrictions. If your child’s birthday does not fall during the school year, the celebration can be held in the spring.

**Show and Tell:**

 Students are asked to bring a personal item (toy, picture, or small object) on Show and Tell days to present to the class. Show and Tell days will be marked on the calendar. Please do not allow your child to bring any toys or other objects from home to the classroom on other days.

**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.

**Pick Up Process:**

 Please be prompt in picking up your children at 11:30 for the morning session or at 3:00 for the afternoon session. When pickup time arrives, a staff member will open the door and call for your child. **No person will be allowed to pick up a child if his or her name is not listed on that child’s pickup sheet.**

To ensure safety, if the staff member does not recognize the pick up person, he/she will be asked to show identification, and the name must match a name on the pickup list. Please bring your ID with you during the first week of school, as we are getting to know each student and family.

**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:

Morning Class-10:30-12:30

Afternoon 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. We love to have family members come along to help. **All field trip helpers must have a background check completed, and the papers on file in the Director’s office before the start of the trip.** The background check has no cost for volunteers. Please sign up to help if you are available!

To participate in a field trip each student must:

1. Have a permission form signed by a parent or guardian.
2. Pay the field trip fee (varies by trip).
3. Bring a car seat, marked with the student’s name. (If your child does not have a car seat, please let the Director know at least one week before the trip so one can be found for you.)

**Snack:**

 Each student is charged a snack fee to help with the cost of snacks. Snack fees are due with tuition. Thank you for your cooperation.

If your child is scheduled for:

2 days per week--$10 per month

3 days per week--$15 per month

5 days per week--$20 per month

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

**Snack Schedule:**

Mondays: Apple Slices and Animal Crackers

Tuesdays: Carrots with Hummus

Wednesdays: Raisins and Ritz Crackers

Thursdays: Applesauce

Fridays: Fruit and Veggie Buffet and Popcorn

**Tuition:**

Tuition is due the first school day of the month. You will receive a bill in your child’s school bag or via email no later than the 25th of the previous month.

 Payment may be made by cash or check. The tuition collection team will have a table set up in the hallway at drop-off and pickup. **If you do not pay tuition on time, your child will not be permitted to attend school until the bill is paid in full.**

Tuition Weeks 2018-2019

September 10-14

October 1-5

November 5-9

December 3-7

January 7-11

February 4-8

March 4-8

April 1-5

May 6-10

 **There are scholarships available for students who are unable to pay tuition. If needed, please ask the Director for a financial aid application.**