



# Handbook 2023-24

Located within

**First Presbyterian Church**

101 S. Decatur Street

Strasburg, PA 17579

(717)687-6030





# **First Presbyterian Church of Strasburg**

## **Welcome**

The Christian Education Committee and the Staff of Great Beginnings Preschool welcome you and your child to our school. We are here to provide an opportunity for your child to develop socially in a Christian atmosphere.

## **Mission**

Our mission is to provide opportunities for children to develop and grow through the use of creative learning experiences such as group activities, hands-on math, stories, music, art, language games, hands-on science, physical education, cooking and dramatic play.



# Program Goals

- Create a nurturing environment in the classroom, and provide an atmosphere of emotional security.
- Instill values of love, compassion and respect for others.
- Provide opportunities for personal accomplishments.
- Provide for social enrichment through interaction with other children and adults, field trips, and class visitors.
- Develop fine and gross motor skills and coordination.
- Introduce basic educational concepts through play, books, music, science, art, field trips and physical education.
- Work closely with parents through daily contact, newsletter, emails, scheduled conferences, and encourage family members to participate in special events.
- A basic Christian curriculum is partnered along with the academic curriculum in the form of Bible stories, songs, etc. The children visit the pastor regularly. A prayer of thanks will be given at snack time and religious holidays will be observed.



# General Information

## Eligibility

To be eligible for admission to our preschool, children should be two to five years old by the first of September. This is based on the cut-off date for enrollment in the Lampeter-Strasburg School District.



Priority will be given to First Presbyterian Church of Strasburg families and present preschool students. These families must apply by January 31. The general public may apply in February. All applications will be served on a first come, first serve basis.

Children in the 3s and pre-K program should be fully potty-trained prior to the start of school. Potty-trained means your child is out of diapers and pull-ups, knows when they need to use the toilet and does not need assistance with wiping or adjusting clothing.

## Registration

Applications for the general public will be available beginning in February. There is a \$50 non-refundable application fee per student. Please make checks payable to First Presbyterian Church. Handbooks and school calendars will be sent in early August.



# Tuition

The tuition rate for the 2023-2024 school year is \$765 for the Pre-K program (\$85/mo), \$585 for the three-year-old program (\$60/mo), and \$310 for the Friday two-year-old program (\$35/mo), or \$630 for either the Monday/Wednesday or Tuesday/Thursday classes for two-year-olds. If more than one family member is enrolled in the program at the same time, \$50 is deducted off the combined tuition.

There are two tuition payment plans. Semester payments (half of the annual tuition) can be made September 1 and February 1. Alternatively, nine monthly payments can be made beginning in September. These are due the first of the month. You will receive monthly notices beginning in October.

Payments should not be given to your child to take to school or to the teacher in the classroom. Please make checks payable to **First Presbyterian Church** and mail to the church address or place your envelope in the preschool mailbox in the church hallway. Payments can be also made online by going to the preschool website. Unfortunately the total owed on the only payment system (Suran) will not reflect previous payments. Please refer to your monthly paper tuition statements issued by the church's accountant for accurate information.

John Smith  
2548 Your St.  
Your Town 54321

DATE \_\_\_\_\_

PAY TO First Presbyterian Church

MEMO \_\_\_\_\_

1234 5678 9876 543210

Parents will be responsible for covering charges incurred by the church for cancellations or insufficient funds.

**Late Payments:** Please make your tuition payments when they are due. If your payments are more than two months late, your child will not be able to attend our preschool until your account is brought up to date.

# Child Safety Policy



Because our church cares about the safety of all children who attend our preschool, all teachers and assistants must submit a Child Abuse History Clearance and a PA State Police Report of Criminal History Record. The church also requires FBI fingerprinting. We take your child's safety very seriously.

As an additional security measure, education wing security doors will be locked from 9:15 until 11:30am and 12:45 to 3:00pm. It may be locked at additional times, with children in the nursery.

Great Beginnings Preschool Teachers will seek permission to share contact information via a class roster among families. Teachers will also get permission to take and share photographs among families. Families who do not wish to have photos of their child shared will have this honored. Teachers are asked not to share photos on public forums, such as Facebook, without express permission from families. Whole group photos may be utilized for Preschool Sunday and advertisements. Parents who do not wish their children to be included should inform the administrative director.

## Insurance

Great Beginnings at First Presbyterian Church of Strasburg provides coverage for our preschool children on a secondary or excess basis while they are on church property.





# Health

If your child is ill with any of the following please DO NOT send him/her to school: fever, diarrhea, vomiting, a contagious disease (chicken pox), or a contagious condition (lice, impetigo, pinkeye, Covid, etc.) Your child should be symptom free and fever-free (<100.4), unmedicated, for 24 hours before returning to school. If your child is prescribed antibiotics, they should be on the antibiotics for a full 24 hours before returning to school



or church activities. Please notify the teacher if your child develops any of the childhood issues such as lice, etc. You will be notified if something contagious is present in any of the children at school. You will also be notified if your child becomes ill or has had an accident.

# Snacks

A small snack and water will be provided for each child. Birthday treats are welcomed. Please arrange the date with your child's teacher. Check possible sign-up sheets to contribute bags of apples to the preschool or special snacks for holidays.



# Birthdays

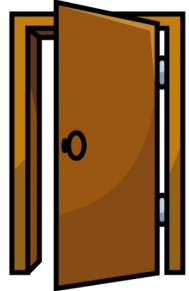


Children having a birthday during the school year may bring a special (non-messy) treat in individual portions to share with the class, if desired. Summer birthdays will be celebrated as "pretend" birthdays or "half" birthdays as decided between the parent and teacher.



# Arrival

Children in the two-year-old program will use the Fellowship Hall entrance. All other children will enter through the carport door. Parents must bring their children to the classroom door. Children should not arrive before 8:55 am for morning classes or before 12:25 for the afternoon class. We request that families say goodbye at the door rather than entering the classroom to better assist with goodbyes and class structure.



# Dismissal

Children will be dismissed at 11:30 for all morning classes and 3:00 for the afternoon class. Parents are requested to pick up their children on time. If someone other than a parent will be picking up your child, please notify the teacher with a note/text or call the church at 687-6030. Pre-K students and students in the 3-year-old program will be picked up at their classroom door. The 2-year-old classes will be picked up in the Fellowship Hall. Morning pre-K students who attend lunch bunch will be picked up at the Fellowship Hall entrance at the end of that activity.

Families with older siblings in morning kindergarten will have to make arrangements for overlapping pick-up times. Great Beginning Preschool teachers may be willing to stay late, but this must be individually arranged. Please know this is unpaid time, and we request you prioritize the most prompt arrival possible. Other options include picking-up your preschool student 10 minutes early, or asking another family to wait with your child (with written permission) until your arrival. This additional wait time could be done on the playground, for example.



# School Closings

In case of snow or inclement weather, we will follow the Lampeter-Strasburg School District pattern for closing or delaying school. If the district is delayed for two hours, the morning preschool classes will be closed; the afternoon classes will be open. If L-S is closed then the preschool classes are cancelled. Occasionally the teacher may arrange a make-up class that works with most students' family schedules.



# Transportation

Transportation is the responsibility of the parents or caregivers. Complete enrollment lists will be provided on visitation days to help you set up car pools. Teachers will coordinate with parents to chaperone field trips.



# Clothing

Please dress your child for safety, comfort and activity. We encourage sneakers and rubber-soled shoes since we are very active and go out to play daily, weather permitting. Flip flops and open-heel shoes are not acceptable. Please mark all removable clothing—boots, sweaters, mittens, coats, etc. with your child's initials.



Backpacks are encouraged on a daily basis. A change of clothes is recommended.



When weather becomes cool, please teach your child how to put on their coat, and send a coat daily. Classes go outdoors weather permitting, or inside recess occurs in the Fellowship Hall. In winter months, mittens are easier than fingered gloves.



# Bulletin Boards and newsletters



Important information and notices will be posted on the parent bulletin board outside the preschool classrooms. A newsletter will be distributed to keep you posted on upcoming events and your child's activities.

## School Tours

Before school begins, we will hold group visitations at the church to offer parents and children a chance to meet the teacher and to become familiar with the classroom and church surroundings. Families may also arrange a school tour if they are interested in enrolling.



## Evaluations



Conferences for Pre-K will be scheduled during the winter months. Parents of children in the two and three year-old programs can request a meeting with the teacher.

All classes NOT identified as PM are scheduled 9am - 11:30am



Mondays/Wednesdays/Fridays  
Miss Heather or Miss Madi

PM: 12:30pm - 3pm with  
Miss Eileen



Tuesdays/Thursdays  
Miss Megan or Miss Samantha



Mondays/Wednesdays  
Miss Amy

Tuesdays/Thursdays  
Miss Brianna



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# 2023-24 Calendar

## September

1  
11-15

First Tuition Payment Due  
**FIRST WEEK OF CLASSES ENDS A HALF-HOUR  
EARLY: AM: 9-11 PM: 12:30 - 2:30**

11  
12  
13

First day of school for Monday/Wednesday 2s  
First day of school for Tuesday/Thursday classes  
First day of school for pre-K

## October

1  
6&9

Tuition Due  
Preschool closed, Fall Break

## November

1  
3  
7  
22-27

Tuition Due  
School closed  
Preschool closed, Election Day  
Thanksgiving Vacation

## December

1  
25-29

Tuition Due  
Preschool closed, Christmas Vacation

## January

1  
2  
15  
19

Closed, New Year Day  
Tuition Due, registration opens for current/church families  
Preschool closed, Martin Luther King Jr. Day  
Preschool closed

## February

1  
16, 19

Tuition Due, registration opens for public  
Preschool closed, Presidents' Day

## March

1  
15  
28, 29

Tuition Due  
Preschool closed  
Preschool closed, Spring Vacation

## April

1  
19

Tuition Due, Closed, Spring Vacation  
Preschool closed

## May

1  
15  
16  
17

Last payment Tuition Due  
Last day of school for Monday/Wednesday 2s  
Last day of school for Tuesday/Thursday classes (2s and 3s)\*  
Last day of school for pre-K

\*Because First Presbyterian Church of Strasburg is a voting precinct, preschool classes will not be held on any election day. If election day falls on the last week of classes, Tuesday/Thursday classes may choose to hold their end of the year party/last day of class on election day as long as it is not at the church.

# Pre-K Lunch Bunch

is an optional program, specifically for pre-K students. For the 2023-2024 school year, lunch bunch will be held most Fridays from 11:30 - 12:30, starting in October. This is open for all three Pre-K classes. (AM students stay an hour later, PM students come an hour early.) The sign-up sheets will be located on Miss Heather's parent bulletin board, across from Room 11, generally for two weeks at a time. The cost is \$5/per student, cash-only. Caregivers are responsible for packing their students' PEANUT-FREE lunches. After eating lunch, the children are invited to play on indoor recess toys and generally finish with one or two movement songs after cleaning up. Lunch bunch is a very popular program! Miss Amy is available to watch younger siblings in Nursery Time for an additional charge.

Miss Madi and Miss Kris will be supervising.

After lunch bunch, morning pre-K students will be dismissed out of the Fellowship Hall, while afternoon students will be taken to class.

Questions? Ask Heather Reynolds -

[hreynolds@straspres.org](mailto:hreynolds@straspres.org) or 717-617-9501



Great Beginnings preschool