

2020 - 2021



"I will instruct you and
teach you in the way you should go;
I will counsel you
with my eye upon you."

Psalm 32:8

GREETINGS

Welcome to Manor Church Preschool! We're glad you have chosen to make your child a part of our program. Your child is unique and filled with unlimited possibilities and potential. Our preschool is committed to unlocking those possibilities and to helping your child grow and develop into the very special person he/she can become. Through the goals we have set, we are confident that those promises within each child will become realities as each one grows and develops throughout the year.

GOALS

The Preschool program will work within the spirit and attitude of the Christian faith. We will strive to meet the child's individual needs as well as group needs through a variety of experiences introducing the preschooler to question, experiment and explore at his own pace.

We will try to instill in the children values of love, compassion, trust and understanding, and a solid belief in God.

We will help the preschooler to live peaceably with other children and to value the rights and feelings of others, as well as one's own rights.

We hope to be able to teach each child to be at ease away from home, to accept direction from adults, and to finish given tasks.

We will strive to contribute positively to your child's total development. We will give a variety of opportunities to develop gross motor skills as well as fine motor and cognitive skills.

ARRIVAL AND DEPARTURE

Morning Classes are 9:00-11:30am

Extended Classes are 9:00am-1:00pm

Full day Classes are 9:00-3:00pm.

Drop off will begin at 8:50am.

Please pull up so that three cars can fit under the breezeway. We will check your child's temp. before they can leave the vehicle. An assistant teacher will arrive to get your child out of the car. Parents are responsible for unbuckling their child and helping them out of the car.

Pick up will begin at 11:30am.

Please pull up to one of the designated signs: A, B, C, D. Place your assigned security code in your car window. If a car arrives with this security code, we know that your child may leave with this driver. If someone arrives without the security code, we will not allow the student to leave until they answer some security questions or you give us permission.

Your student(s) will be brought to the car and the parent/caregiver will be responsible for assisting the child into their car seat. No staff member of Manor Church Preschool will be responsible for buckling a child into their car seat. We want to limit liability as well as spreading of germs.

Refer to map at the end of handbook for car line directions

Please honor these times. If problem situations arise, please call the church office (717-285-3138). If you do not reach a live person, dial extension 229 and leave a message for Jen Enck.

TUITION POLICY

Tuition may be received in any one of the following ways:

1. **Annual** – Total tuition due the first day of preschool.
2. **Semi-Annual** – The first semi-annual amount is due the first day of preschool. The second semi-annual amount is due the first day of school in January.
3. **Monthly** – The first monthly payment amount being made on the first day of preschool. The remaining payments are due by the first of each month.

Checks or cash can be sent in your child's backpack/folder.
Due to high fees we will no longer be accepting credit card payments.

Fees are non-refundable for personal absences of students.

If your tuition is more than 30 days past due, your student will not be able to return to school until their account is current.

Withdrawal – Parents who desire to withdraw a child from the program need to contact the Director. Each request is handled individually.

FIELD TRIPS (Age 3- Age 5 Classes)

****POSTPONED UNTIL FURTHER NOTICE****

Permission slips will be sent out before each field trip and will need to be returned prior to the field trip. We schedule two or four field trips annually, appropriate for the given age level. If a child does not have a permission slip, he/she will be unable to participate in the field trip. We welcome and encourage parent/guardian participation for field trips.

Because of insurance requirements and the safety of the children, any adult or guardian who will be driving their own vehicle for transportation to or from a field trip will have to show a valid driver's license and a current proof-of-insurance. Only persons between the ages of 21 – 70 will be able to be a driver due to Manor Church's liability insurance.

Background Checks are required by state law. All individuals who are traveling on field trips or helping in the classrooms frequently will need to complete these forms. Links to both the PA state criminal and child abuse clearances can be found on the website. FBI fingerprinting is only needed if you have not lived in the state of PA for the last 10 years.

SCHOOL CALENDAR

Throughout the year we try to follow Penn Manor School District's calendar in general. However, we do not follow Penn Manor's schedule exclusively because we serve other districts as well. Be sure to keep our calendar nearby.

WEATHER CONDITIONS

When weather conditions necessitate the closing of school, weather days observed by Penn Manor School District will apply to our Preschool. Look on **manorchurchpreschool.org** for school cancellation announcements. If there is a school delay, Manor Preschool will follow the **Modified Schedule** below.

A two-hour delay by Penn Manor School District:

- **Morning Classes will be held 10:30am-12:30pm**
- **Extended Classes will be held 10:30am-2:00pm**
- **Full Day Classes will be held 10:30am-3:00pm**

If Penn Manor School District is closed:

- **Manor Preschool is closed.**

If Penn Manor School District closes early due to weather:

- **Extended, and Full day classes will end at 1:00pm.**
- **If need arises to close earlier, teachers will contact families.**

Any weather days will be made up as marked on the school calendar. We will make up the first two weather days, any remaining missed days will not be covered.

LUNCHBOX CLUB

POSTPONED UNTIL FURTHER NOTICE

Lunchbox Club is an opportunity for your child, Age 3 (and potty trained) through age 5, to stay after school with their friends! Your child will bring a packed lunch from home that they will enjoy with their classmates and then participate in guided activities.

Lunchbox Club days are held weekly, Monday through Friday from 11:30-1:00. In the case of a two-hour delay or preschool closing, there will be no Lunchbox Club held that day. You will receive a credit to use the following month. **All other absences are non-refundable.**

Each month you will receive a sign-up form. You may choose any number of days you wish your child to attend. The cost is \$6 per day per child which is due when you return your sign-up form. Cash or checks made payable to Manor Church Preschool are acceptable. **Please return forms to your child's teacher no later than the due date listed. For planning purposes, we cannot accept forms after that date.**

**We are not able to monitor lunches for allergens. Sorry for any inconvenience this may cause.*

IMPORTANT REQUESTS

1. An extra set of clothing should be kept in your child's backpack in case of accidents (examples: spilled paint, etc.) Place these items in a plastic bag, clearly labeled.
2. We ask that your child does not bring toys, food, dolls, gum, jewelry (not worn) or action figures to school. These items are best left at home. We cannot be responsible for what may happen to them.
3. A snack will be provided each day by the preschool. **We are no longer allowing outside items to be brought into the preschool for birthday or for holiday parties.** Please inform us of any allergies to food or drink for your child. **This is extremely important!**

4. The Preschool doors will be locked while preschool is in session. If you need to pick up your student early, you can send a note with the time you plan to arrive and we will have your student ready and waiting for you at the underpass. You can also call the church office if it is a last minute change in plans and your student will be brought out to you.

5. **Please be prompt in the arrival and departure of your child. Late pick-up fees will be charged for chronic late pick-ups. \$30.00 after a warning conversation.**

6. Please inform us as soon as you know of any change of address, telephone, cell phone or emergency contact. For the sake of your child, we request that your child's teacher be informed if there are changes in your family that may affect your child's school life. Let us know of serious illness, unemployment, separation, divorce, etc., so we can help your child emotionally during the experience. All information is kept confidential.

HEALTH AND COMMUNICABLE DISEASE RECOMMENDATIONS

Children **cannot** attend school if they have any of the following: fever, diarrhea, vomiting, a contagious disease or contagious condition (*lice, scabies, pinworms, conjunctivitis, impetigo, etc.*) **Please do not bring your child back to preschool until they are symptom-free without fever reducing medication.**

If a child is sick at school with any of the above symptoms or is contagious, his/her parents or the emergency person listed on their application will be called to pick him/her up immediately. **Please call the church office when your child will not be attending and clarify his/her illness, particularly if contagious, so the school may initiate appropriate measures.**

3. [The Pennsylvania Department of Health](#) has established guidelines for exclusion from school for contagious diseases. Please contact your pediatrician for an acceptable timeline to return to preschool.

COVID

Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 or under quarantine for possible exposure to SARS-CoV-2
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- If you have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, it is required that you stay at home for 14 days upon return to Pennsylvania.
[Check pa.gov for updated list of states](#)

Return-to-School Policies

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school until symptom-free for 24 hours without fever reducing medications.

If the student/parent/caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing.

Students or Staff diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department.

Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended Manor Church Preschool.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 AND YES to any component of Section 2 without negative test results should be permitted to return to school should be in line with current CDC recommendations in "When Can I Be Around Others". Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.

Illness Policies

Students who develop any of the symptoms in Section 1 while at school will be placed in an isolation area with the Director of Preschool Education or Assistant Teacher, separate from staff and other students, until a parent/caregiver can pick them up.

If any student or staff member is diagnosed with COVID-19, the rest of the students in the class and any staff members will need to quarantine for 14 days. Manor Church Preschool will do our best to provide classwork and virtual teaching during this time to continue academic instruction.

If a parent/caregiver of a student becomes ill with COVID-19, the student will need to quarantine for 14 days or until they test negative before they return to preschool. All other students and staff members will continue to come to school since they are considered a second degree exposure.

The classroom will be thoroughly cleaned before the students return.

DISCIPLINE

Manor Preschool employees encourage acceptable behavior by giving positive verbal rewards. This reinforces good feelings and a healthy self-esteem within the child. It also serves as an example to other children to act in such a way as to receive this praise.

Discipline is training that teaches one to obey rules and control one's behavior. Discipline is an ongoing process with children and for maximum learning to occur, immediate and consistent reinforcement is important. At Manor Church Preschool we encourage self-control and responsibility for ones' own actions. Respect for each other, self, peers, and authority is taught with love and consistency. However, there are occasions when a student creates a situation in the preschool which infringes upon the rights of the other children and/or the teacher. The child needs to know that you, as parents, support us as the authority while the child is in our care. Several examples of behavior that will not be tolerated at our school are:

1. Fighting or touching others in inappropriate ways.
2. Profanity and name calling
3. Destructive acts against the school property
4. Lack of respect for staff and peers
5. Deliberate disobedience
6. Continued disruption
7. Harming other children or staff

The teacher will use disciplinary techniques for misbehavior that she has incorporated within her individual classroom. Some examples are: redirection, better choices, elevation of warnings, withdrawing the child from the group or activity (time-out which will be limited to no more than one minute per year of the child's age). Acceptable methods of discipline should encourage self-esteem, self-control and self-direction, using praise and encouragement of positive behavior rather than focusing on the negative or unacceptable behavior. If misbehaving persists, the child will be taken to the Director's office. If the misbehavior continues to occur a parent/teacher conference will be called to discuss alternative methods of solving the problem. If there is no resolution to the issue or problem, the school will be forced to remove the child via suspension or permanent expulsion from the program.

We operate with a two-week trial period for each child. If the child does not adjust to the structure and make up of our program or we do not feel we have the support of the parents this could cause your child to be withdrawn from the program. If a behavior problem persists, the parents will be asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way.

BATHROOM POLICY

It is the policy of Manor Preschool that children in an age 3 and older class should be toilet trained before beginning preschool unless a child has a disability. If a child has a disability or medical condition that conflicts with this policy, please see the Director. Children should be able to use the toilet without the assistance of a staff member. They should be able to pull down and pull up their pants/skirts and underwear themselves.

The following guidelines are followed by all staff at Manor Preschool:

1. A teacher or assistant teacher will not accompany a child into a bathroom with the door closed. If it becomes necessary for a staff member to assist a child while in the bathroom, the door will be propped open.
2. Only females will escort/assist children in the bathrooms.
3. No minors (age 17 and under) shall assist children in the bathrooms.

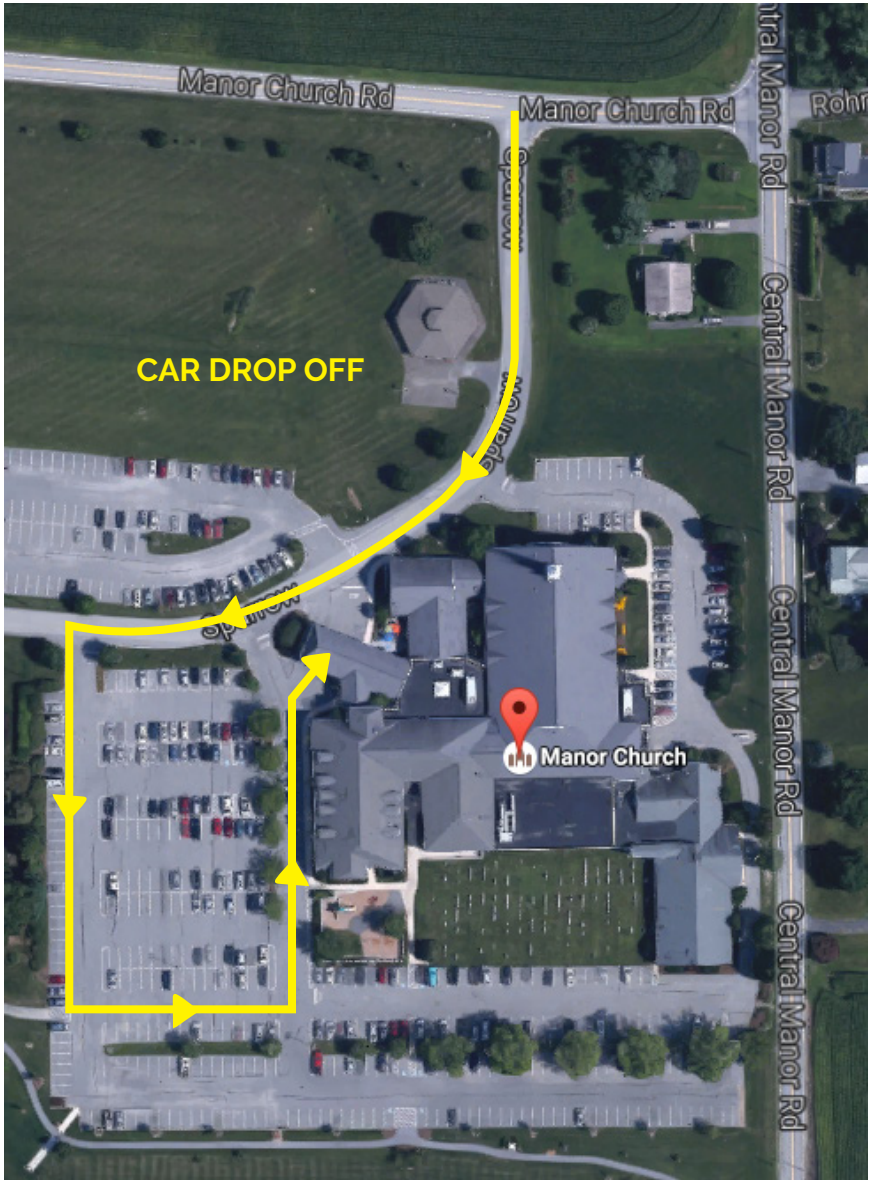
SPECIAL NEEDS POLICY

Manor Preschool will make every effort to meet the needs of your child physically, emotionally, intellectually, and socially within our abilities based on our staffing, ratio, and facility resources. We value an inclusive environment that respects the distinctive qualities of others and individual aspect of themselves. We will work with families in making necessary plans to accommodate your child in our program as long as necessary. We look forward to working with you at every stage of your child's development to ensure a warm, secure environment for your child to grow and learn.

EXCENTIA

Excentia Preschool is holding a reverse mainstream class within the walls of Manor Church Preschool. They invite typical students to join them in the adventure of a special needs classroom. This is a great opportunity to include learners of all ability levels and teach students empathy, acceptance and a recognition that we are all more alike than different.

We especially like to use multi-sensory experiences during learning activities which allow each child to touch, smell, hear, see, move and sometimes even provide tastes of items/materials during specific activities. We use a theme-based curriculum in order to build vocabulary skills important for literacy learning, social skills and building concept knowledge. Our vision is to create a community where all children have equal opportunity and equal value. We are very blessed to work closely with the staff of Excentia, at our preschool. The preschoolers who attend Excentia have special needs. We believe that integrating the typically developing students from Manor Church Preschool along with those with special needs benefits all of the children.



manorchurchpreschool.org

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<https://www.facebook.com/groups/manorchurchpreschool>