

Eastminster Preschool

Parent Handbook

2023-2024 School Year



Eastminster
Preschool

Eastminster Presbyterian Church

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Parent Handbook

Welcome to Eastminster Preschool! This handbook is designed to answer most of your questions regarding the day-to-day operations 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.

Please sign and return the last page of this handbook.

Eastminster Preschool Mission Statement

Eastminster Preschool, together with Eastminster Presbyterian Church, strives to foster a life-long love of learning in children. Partnering with the teaching staff, preschool families, and the local community, Eastminster Preschool provides a safe and nurturing environment where learning is a hands-on experience, and creativity is encouraged. This developmental approach, through student-directed activities and programs, allows for the education of the whole child: socially, emotionally, physically, intellectually, and spiritually. Eastminster Preschool has a professionally trained and motivated staff to work closely with you to provide a strong foundation for the building blocks of your child's education.

Meet Our Staff

ADMINISTRATION

Carly Kearns

Director

Mrs. Kearns 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. Kearns enjoys reading, gardening, and spending time outdoors with her husband and their five daughters.

Amy Dias

Assistant Director

Mrs. Dias graduated from Millersville University with a BS in Education and a M.Ed. in Early Childhood Education. She has taught in Maryland, Hawaii, Florida and Texas. Mrs. Dias taught at Eastminster Preschool for fourteen years before moving into an administrative role. In her spare time, she enjoys reading, traveling, and time with her family.

ADDITIONAL STAFF

Nicolle Shearer

Music Teacher

Mrs. Shearer graduated from Lebanon Valley College with a Bachelor of Science in Music Education. She received her Master of Education degree from York College. In addition to working at Eastminster Preschool, she teaches private instrumental lessons. Mrs. Shearer lives in York with her husband and son, and their dog.

TEACHERS

Caroline Hays

Mrs. Hays graduated from Shippensburg University with a B.S. in Elementary Education with an Art minor. She has several years of experience with The Circle School and TLC Montessori. Mrs. Hays spent two years as a substitute teacher at Eastminster Preschool before joining the teaching staff as a teacher in the 3's classes. She lives in York with her husband and two daughters, both former students of Eastminster.

Melanie Hammond

Mrs. Hammond graduated with a Bachelor's Degree in Early Childhood Education. She worked as a substitute teacher before joining the staff at Eastminster Preschool as a teacher in a 4 year/5 day classroom. In her spare time, Mrs. Hammond loves to dance and swim. She lives in York with her husband and two children, both former students of Eastminster.

Sarah McQueen

Mrs. McQueen graduated with a B.A. degree from Michigan State University. She has had over ten years experience as a teacher and assistant director of the Red Lion Cub Care Program, before joining the staff at Eastminster Preschool. Mrs. McQueen teaches a 4 year/5 day class, as well as the STEAM afternoon extension class. She has two sons and is very active with their extracurricular activities.

Betsy Stordahl

Mrs. Stordahl graduated from Penn State University with a degree in Secondary Education – English/Communications. She joined the Eastminster Staff as a classroom aide and quickly moved into a teaching role as a 3's teacher. Mrs. Stordahl enjoys reading, hiking, and spending time with her family

Sarah Roberts

Mrs. Roberts graduated from the Early Childhood Education Program at York County School of Technology and pursued her CDA while working as an aide at Eastminster Preschool. She previously taught at several daycares and preschools across the country while her husband served in the military. Mrs. Roberts is a teacher in the 2's and 3's classroom. She lives in Dallastown with her husband and two children.

Kristen Keglovits

Mrs. Keglovits graduated with a Bachelor's Degree in Elementary Education with a concentration in Early Childhood Education. She previously taught in Baltimore County School before joining Eastminster as a teacher for the 4 year/3 day class. Mrs. Keglovits lives in York with her husband and three children, all current or formers students of Eastminster Preschool.

Chae Korb

Mrs. Korb graduated from York College with a B.S. in Elementary Education and from Penn State with her Masters in Education. She is bringing many years of experience to her 4 year/5 day class. In her spare time, she enjoys reading, shopping, and taking family day trips.

TEACHING ASSISTANTS

Lisa Angelucci

Mrs. Angelucci graduated with degree in Secondary Education. After spending several years in the public schools, she brings this experience to her 3-year classrooms. Mrs. Angelucci lives in York with her family and is an active volunteer with her children's schools.

Christie Lookingbill

Mrs. Lookingbill graduated with a B.S. degree from York College. She is a classroom aide in the 4 year/5 day class, as well as an afternoon extension class. In her spare time, she enjoys walking, reading, and spending time with her family. Mrs. Lookingbill lives in York with her husband. They have four children and one grandchild, a student at Eastminster Preschool.

Alexandra King

Mrs. King is currently attending classes at Penn State for a degree in Psychology. She is a former substitute teacher at Eastminster Preschool and is an aide in the 3-year classrooms. In her spare time, she enjoys reading and spending time with her family.

Stephanie Hartwell

Mrs. Hartwell has an Associate's Degree in Early Childhood Education and is pursuing her Bachelor's Degree in Early Childhood/Special Education. She is an aide in a 4 year/5 day classroom. Mrs. Hartwell enjoys photography, reading, and spending time at the beach. She lives in York with her husband and two children.

Ashley Barshinger

Mrs. Barshinger studied English Education at IUP and York College. She works as a classroom aide in a 4 year/5 day class. In her spare time, Mrs. Barshinger enjoys going to the gym, reading, and spending time with family. She was an enthusiastic parent volunteer before joining the Eastminster staff. Mrs. Barshinger lives in York with her husband and three children.

Courtney Neff

Mrs. Neff graduated from IUP with a degree in Psychology/Sociology. She was a substitute teacher before joining the Eastminster staff as a classroom aide in the 3's classes. Mrs. Neff enjoys spending time at the beach and being outside in the sun. She lives in Red Lion with her husband and three children, all former students of Eastminster Preschool.

Jillian Johnson

Mrs. Johnson is a classroom aide in the 4 year/3 day classroom. She is a former substitute at Eastminster Preschool and participated as a parent volunteer for several years. Mrs. Johnson lives in York with her husband and two children, both former students at Eastminster Preschool.

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 Kearns or Amy Dias 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 to 3 years old.
- **3 Year/2 Day** – Creative two-day learning program stressing visual and motor coordination, verbal skills and socialization for children ages 2 ½ years to 3 years old.
- **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 pre-reading skills and math readiness, social readiness, plus creative activities in all other subjects.
- **4 Year/5 Day** – A learning program for children 4-5 years of age. Program stresses pre-reading skills and math readiness, social readiness, plus creative activities in all other subjects.

Afternoon Extension Classes

STEAM Class

Our STEAM Class was established to explore the STEM curriculum through experiments and discovery. The class will dive into the areas of Science, Technology, Engineering, Arts, and Math each day in a fun and exciting way.

MAGIC Class

Our MAGIC class was established to provide opportunities for creative expression and cooperative play. The class will spend time exploring the environment, working together to play games, and completing creative experiments and projects, individually and as a group.

The children may come one, two, three, four, or five days per week. **Space is limited.** You may sign up for extension classes at any time provided room is available. To sign up, please fill out a registration form, provided in your welcome packet and the preschool office. You must sign up at least one day in advance of the class you wish to attend. ***Students must be fully potty-trained in order to stay for afternoon extension classes.***

Qualifications for Acceptance to Eastminster Preschool

- Children must be of preschool age to be eligible for admission to our program.
- Parents must submit the appropriate forms and the non-refundable \$40 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 \$40.00 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 Preschool 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 2023-2024 school year are:

Tuition:

5 days per week	\$221.00 per month
3 days per week	\$189.00 per month
2 days per week	\$162.00 per month

There is a one-time \$45.00 per year activity fee due with the first month’s tuition.

There is a one-time \$20.00 insurance fee due with the first month’s tuition.

Afternoon Extension Classes:

5 days per week	\$166.00 per month
4 days per week	\$158.00 per month
3 days per week	\$150.00 per month
2 days per week	\$131.00 per month
1 day per week	\$20.00 per week
Drop-in (per day)	\$20.00 per day

**There is a one-time \$20.00 insurance fee due for extension classes, due with the first month’s fees.

**** PLEASE NOTE:** There will be no refunds for extension 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 extension 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 FIRST of each month**. There will be no refund for days missed during the month.

Checks should be made payable to: **EASTMINSTER PRESCHOOL and must be handed directly to a staff member to ensure it is not misplaced.**

Payments after the 5th of the month will be assessed a late fee of \$10.00 per week past due. In addition, returned checks will be assessed a \$30.00 charge per return.

Please place your child's name in the memo of all checks.

Cash payments must be made to the director in order to receive a receipt. Credit card payments may be made online. Additional fees will be assessed by ProCare.

Late Tuition Payments

Students that have unpaid tuition as of the 10th of each month will not be able to attend afternoon extension classes until the balance is paid in full. Students that end the month with unpaid tuition will not be able to return the following month until all tuition has been paid in full.

Insurance

Group insurance must be purchased to cover all children attending the school. The cost of this insurance is very reasonable and is included in the \$20 insurance fee, due on the first day of school.

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 extension classes begin at 11:15 AM and end 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.

Safety Policy

For safety, the doors will be locked at all times. We encourage everyone to arrive on time. If you arrive after the drop-off time (8:45-9:15), you must ring the doorbell and a member of our staff will let you in. Please be considerate of this policy to not interrupt our valuable class time. The preschool is equipped with cameras at each door. At no time may a firearm or other weapon be brought into the preschool, unless as part of the uniform of an active-duty police officer.

Late Pick-up

A fee of \$10.00 for every 10 minutes will be charged for the late pick-up of children after 11:30

(morning classes) or 2:10 (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). **Please make sure your child has a car seat, no matter what car they are riding in that day. Children must remain in the car seat/seat belt until it is time to exit the vehicle in the car line.**

Child Custody

It is the parents' responsibility to provide any and all child custody information and paperwork to the preschool. Without court-ordered documentation, both parents will be given equal rights with regard to pick-up, attendance, and communication. Please be sure to update the preschool office and your child's teacher in the case of any changes throughout the school year. The emergency form submitted at the beginning of the school year will have space to provide information on who may or may not pick-up your child, in accordance with the custody agreement.

Snow Day Policy

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 internet** 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 use your best judgement when choosing to drive your child to school on inclement weather days.

PLEASE NOTE: Even though we are located in York Suburban School District, we do not follow YSSD's closing schedule.

Eastminster Preschool allows for five snow days during the school year. Additional days will be made up according to the schedule posted on the school year calendar.

Medical Information

Emergency forms for each child must be received no later than the first day of class. Additional medical forms will be needed for health concerns, allergies, and medical conditions. These emergency forms give Eastminster the ability to seek emergency medical care, if needed, for each child. Eastminster Preschool staff do not administer medication, with the exception of life-saving medication such as insulin, inhalers, and/or epi-pens. 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.***

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 or has diarrhea
- 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
- Is waiting for results from a Covid test/strep test/other test results.
- Has tested positive for the Covid-19 virus/flu/RSV/other contagious illness.

Children must be free of the above symptoms 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.

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

Lice: Children may not return until they are free from all lice and nits.

Strep Throat: Children may return when cleared by a physician.

COVID: Children may return 5 days after positive test, as long as symptoms are resolving.

Please note that in the case of pandemic or other major health event, the preschool will follow the guidelines provided by the CDC and the PA Department of Health. These guidelines may be subject to change and parents will be given as much notice as possible for these changes.

Vaccinations

At this time, Eastminster Preschool does not require complete health records/vaccination records from your family physician. However, we do recognize the importance of immunizations for the continued good health of our preschool students. Please let the preschool office know if you have chosen to not vaccinate your child, or if your child is on a delayed vaccination schedule, so that we may be informed in the case of a contagious illness.

Dress

Children should be dressed appropriately for outdoor play. Outdoor play will be offered every day, unless weather, air quality, or environmental hazards pose a risk. Parents may apply sunscreen and/or insect repellent before preschool. 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 field trip as long as a parent is accompanying them, with an additional cost in some cases. However, some locations do not allow siblings to attend. **Please check with your child's teacher before**

planning to bring siblings along. 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. All volunteers will need to have clearances on file with the preschool. These clearances are free to obtain for volunteers in PA. 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 classroom will have a rotating schedule for snack days. Please check with your child's teacher regarding any allergies in the classroom. We ask that all snacks are peanut-free and nut-free, for the safety of all of our students. When in doubt, just ask! 😊

Backpacks

It is strongly suggested that each child bring a LABELED, standard-size backpack to school every day, 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!**

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 February/March for both individual and class photos. 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 (717-755-0543). 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.

Disruptive and/or aggressive behaviors will be handled in the following manner:

- A meeting will be set up with the teachers, directors, and parents
- A behavior plan will be established
- Parents may be asked to pursue outside therapies to assist with behaviors

Please keep in mind that the safety of our students and staff is our priority. It is the responsibility of the parents to seek necessary therapies for their children in order to continue with enrollment at Eastminster Preschool, as well as communicate all progress to the preschool staff. Failure to do so may result in a suspension of preschool activities until a safety plan can be put into action.

Birthdays

Every child's birthday is celebrated at school. Please speak with your child's teacher before bringing any special snacks to school. **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 for children aged 4-11. 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.