



St. Mark Preschool

**Handbook
2010-2011**

We are happy that you are sharing your child with us, and hope that his or her preschool experience will be an enjoyable and meaningful one. Working together we can help your child develop his or her full human potential.

St. Mark has a long history of preschool education for young children dating back to the late 1940s. It started as a Kindergarten, then a nursery school, and now a preschool. We renewed our commitment with a new beginning in September 2003 with the opening of a preschool for three and four year olds.

St. Mark preschool admits students of any race, color, or national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school-administered programs.

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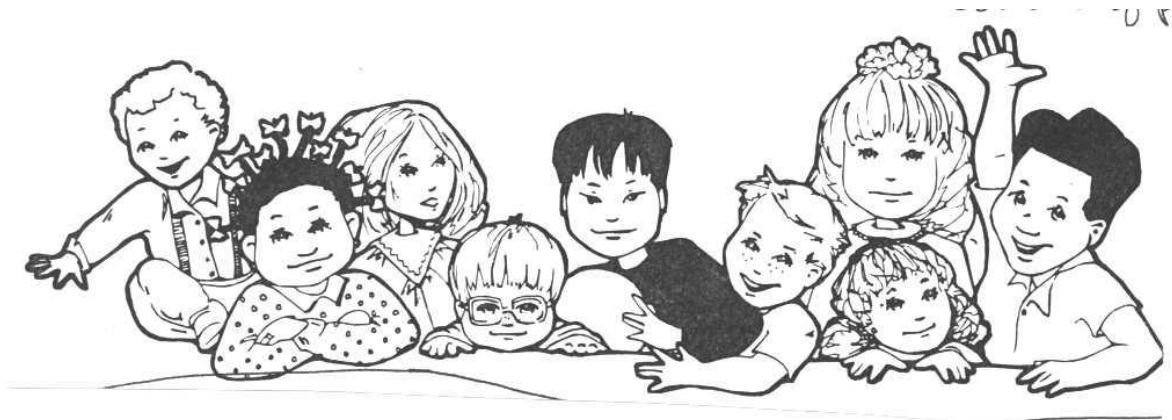
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MISSION STATEMENT

The purpose of this handbook is to provide you with information concerning the program(s) in which your child will be participating. Throughout our programs for children ages 3-5 years, we hope to provide you with an experience that will leave you and your child with happy memories as well as provide a basis for future education.

Our purpose is to introduce your child to a friendly, safe, and non-competitive learning environment where each child can become self-confident and enjoy learning. We also stress the nurture of beginning relationships away from the family structure. While providing a learning experience, we plan to give your child opportunities to associate socially with other children and to learn to relate to adults other than his or her own parents.

This preschool is a non-denominational program provided for the benefit of any eligible child. It is a ministry of the people of St. Mark Lutheran Church and is administered by an ad hoc committee (Preschool Committee) of the Christian Education Committee. The school is operated on a non-profit basis and supported solely by registration, monthly tuition fees, and the generosity of the people of St. Mark.



PROGRAMS

PRESCHOOL PROGRAM FOR 3-4 YEAR OLDS

Who is eligible? Children who have reached the age of three years old by September 1 of the current program year are invited to join this program. Children must be toilet-trained.

When does the class meet? This class meets on Tuesday and Thursday mornings. The sessions begin promptly at 9:00 a.m. and end at 11:00 a.m. Students should not arrive before 8:55 a.m. The school year begins after Labor Day and ends in May.

How large is the class? Class size is limited to a maximum of 12 children. There will be a qualified teacher and teacher's aide for the class. A helping volunteer will also be present for each class session.

What are the costs?

Registration Fee: There is a \$25.00 registration fee. This registration fee is non-refundable and is due at the time you register your child in the preschool. This fee will hold a place in the class for your child for the school year. The fee is used for purchasing supplies, materials, equipment, and to cover other start-up costs prior to the September opening.

Monthly Tuition Fee: A monthly tuition payment of \$65 is due by the first class session of each month, beginning in October. Since the smooth operation of the preschool is financed primarily through tuition, it is **IMPORTANT** that the payment is made on time. There will be nine monthly tuition payments during the school year. **The first monthly tuition payment (non refundable) is due by August 1st.** Make checks payable to St. Mark Preschool and mail to 129 Charles Street, Hanover, PA 17331.

PRESCHOOL PROGRAM FOR 4-5 YEAR OLDS (PRE-KINDERGARTEN)

Who is eligible? Children who have reached the age of four years old by September 1 of the current program year are invited to join this program. The curriculum of this class is geared to children who will enter kindergarten the following school year. Children must be toilet-trained.

When does the class meet? The class is held on Mondays, Wednesdays, and Fridays. The morning session begins at 9:00 a.m. and ends at 11:30 a.m. The afternoon session begins at 12:30 p.m. and ends at 3 p.m. The school year begins after Labor Day and ends in May.

How large is the class? Class size is limited to a maximum of 15 children. There will be a qualified teacher and teacher's aide for the class. A helping volunteer will also be present for each class session.

What are the costs?

Registration Fee: There is a \$25.00 registration fee. This registration fee is non-refundable and is due at the time you register your child in the preschool. This fee will hold a place in the class for your child for the school year. The fee is used for purchasing supplies, materials, equipment, and to cover other start-up costs prior to the September opening.

Monthly Tuition Fee: A monthly tuition payment of \$90 is due by the first class session of each month, beginning in October. Since the smooth operation of the preschool is financed primarily through tuition, it is **IMPORTANT** that the payment is made on time. There will be nine monthly tuition payments during the school year. **The first monthly tuition payment (non refundable) is due by August 1st.** Make checks payable to St. Mark Preschool and mail to 129 Charles Street, Hanover, PA 17331.

GENERAL INFORMATION

Orientation: A Parent-Child Orientation Session will be held for each class during the week before school begins. The session for the Preschool Program for 3-4 Year Olds will be held on the second Thursday following Labor Day. The session for the Preschool Program for 4-5 Year Olds (pre kindergarten) is usually held on the Friday following Labor Day.

School Calendar: The school year begins after Labor Day and extends beyond the middle of May. A calendar of events for the entire school year will be handed out at the orientation session.

Curriculum: Each preschool program has separate and specific units of study appropriate to that age group. During the year, the units of study include the following:

1. Daily organized lessons on the units planned for each class
2. Crafts and art work
3. Free play
4. Organized play
5. Story time
6. Musical activities and finger plays
7. Educational games
8. Activities for small and large motor skills
9. Parties and special programs for the various holidays



Drop-off/Pick-up of Students:

At Arrival: Parents will drive up to the doors of the building by the parking lot. The teacher will open the car door to assist the child out of the car.

At Departure: The parent will pick up the child at the playground, if the weather is nice, or in the hallway adjacent to the fellowship hall, if the weather is bad. Children will be dismissed as the parent arrives at 11:30 a.m.

Please be on time to pick up your child. Be sure to inform the teacher about car pools because the children will not be released to anyone other than a parent or guardian unless the teacher has been notified (Church phone: 637-8904). Picture identification will be required for non-parental pick-up.



Helping Volunteer Plan: Our program requires a parent, relative, friend, or babysitter of each child registered in the program to participate in our Helping Volunteer Plan. A Helping Volunteer assists the teacher and aide during every session. Helping Volunteers are asked to volunteer on a rotating basis throughout the school year.

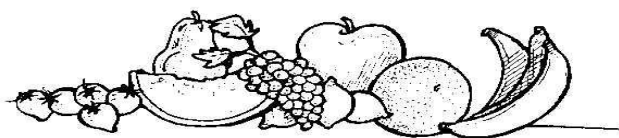
The Helping Volunteer of the day stays for the whole session to help with activities, provide the snack and drink (see Snacks, below), and to help with clean-up. Please note that younger siblings may not attend on your helping days because your time and full attention are needed. Our Helping Volunteers usually are called upon to volunteer 6-7 days throughout the school year. One of your Helping Volunteer days will be scheduled as closely as possible to your child's birthday so that you may plan something special for that day. Children who have summer birthdays will celebrate their birthdays before school closes in the Spring.

Snacks: Each family will be asked to provide the drink and snack on a rotating basis (see Helping Volunteer Plan, above). We strongly suggest healthy, natural snacks such as:

Carrots and dip	Bananas (1/2 per)
Raisins	Seedless grapes
Apple slices	Popcorn
Small pretzels	Dried fruits
Crackers	Cheese cubes
Granola bars (1/2 per)	

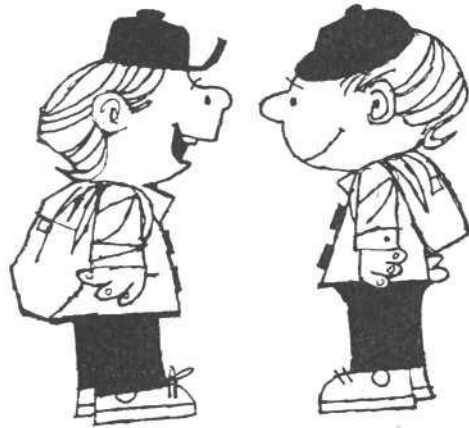
Dry cereals (Apple Jacks, Kix, Fruit Loops)
Trail Mix (Cheerios, raisins, chocolate chips)

Drinks: Milk or natural juices such as orange, apple or grape.



Show and Tell: Show and Tell will be held every session. A Show and Tell Day will be assigned to each child. Suggested items are: things from nature; pictures from a place the child has visited; collections; something the child has made; a favorite book; or items about colors, shapes or numbers.

Clothing: The children should be dressed appropriately for the weather conditions. Please provide adequate outerwear to keep your child warm during outside playtime. When outer clothing is necessary, the child should be able to dress himself/herself with little or no assistance. We encourage you to dress your child in clothing that is easy for the child to manage in the bathroom. **Please, no body suits, leotards, bib overalls, or other clothing that is difficult for children to handle alone. For your child's safety, totally closed shoes are highly recommended.**



Discipline: Our program is based on a Positive Behavior / Behavior Modification model. Positive Reinforcement is finding and verbally praising actions and skills the child is doing right. In other words, by catching the child behaving correctly and praising the “right” actions and skills, the child will know what is expected of him/her. When other children hear the praise for correct performance, children will modify their own behavior to reach the goal. Therefore, good behavior is acknowledged, and a positive atmosphere is built.

Illness: Children suspected of having a communicable or infectious disease should be kept home from school. The following is a list of childhood diseases and time period the child must remain out of school.

Chicken pox – 6 days after appearance of the last crop of vesicles (6 days from last pox occurring).

Strep Infection and/or tonsillitis – 7 days from onset or 24 hours after institution of appropriate therapy (antibiotic)

Pediculous (Head Lice) – Until judged noninfective by child's physician.

Influenza – Until fully recovered.

Conjunctivitis (Pink Eye) – 24 hours after institution of appropriate therapy.

Skin infections - Impetigo (crusty sores), Scabies (itch), Ringworm – until judged noninfective by child's physician.

Whooping Cough – 4 weeks from onset or 7 days from institution of appropriate therapy.

If a child is sick within 24 hours of a session, the child should be kept at home. Should the child become ill while in school, we will contact the parent or the emergency contact person if the parent cannot be reached. In case of an emergency where both parents and the emergency contact person cannot be reached, the child will be taken to the Hanover General Hospital, with all expenses the responsibility of the parents. **A completed Emergency Authorization form with two signatures is required and can be returned no later than the Orientation Session.**



INCLEMENT WEATHER POLICY

For information about St. Mark Preschool closings or postponements, listen to WSBA 910 (AM) / WARM 103.3 (FM) or WHVR 1280 (AM)/WYCR 98.5 (FM) or WGAL TV 8.

PRESCHOOL PROGRAM FOR 3-4 YEAR OLDS SNOW POLICY

If the Hanover School District has a 1-hour delay, the 3-year old class will start at 9:30 a.m. and last until 11:00 a.m.

If the Hanover School District has a 2-hour delay, the 3-year old class will start at 10:30 a.m. and last until 12 noon.

There will be no class if Hanover School District is closed.

PRESCHOOL PROGRAM FOR 4-5 YEAR OLDS SNOW POLICY

If the Hanover School District has a 1-hour delay, the morning 4-year old class will start at 10 a.m. and last until 12 p.m. The afternoon 4-year old class will start at 1 p.m. and end at 3 p.m.

If the Hanover School District has a 2-hour delay, the morning 4-year old class will start at 10:30 a.m. and last until 12:30 p.m. The afternoon 4-year old class will start at 1:00 p.m. and end at 3 p.m.

There will be no class if Hanover School District is closed.

Days missed due to weather cancellation will be made up, if possible, on “Snow Make-up Days” designated on the calendar of events handed out at orientation

