

Presentation BVM School

Preschool/Prekindergarten Handbook



**Presentation BVM Preschool
105 Old Soldiers Road
Cheltenham, PA 19012**

School: 215-379-3798

Absentee: 215-379-4860

**School Closing: Montgomery County#341
Option C**

*“Let the little children come to Me and do not hinder them.”
~ Jesus*

Mission Statement

Presentation B.V.M. Preschool strives to provide a nurturing environment in which each child can achieve his/her potential. Within this environment the school community endeavors to work together to understand, accept and follow the Gospel message of Jesus. Children are embraced as a unique individual traveling at their own pace on the early childhood journey.

Programs

Three-Year-Old Program: for children who are three years of age by September 1st. They must be toilet trained. See definition below.

Five Day Threes- meet Monday through Friday: full day program from 7:30 AM - 2:30 PM.

Four-Year-Old Program: for children who are four years of age by September 1st.

They must also be toilet trained. See definition below.

Five Day Fours- meet Monday through Friday: full day program from 7:30 AM -2:30 PM.

Toilet Trained

In order to be considered for our preschool program, children must be independently toilet trained. Our definition of independently toilet trained requires the following:

- Child must be able to communicate his/her needs to use the bathroom
- Child must be able to independently sit on or stand in front of the toilet seat
- Child must be able to independently wipe themselves
- Child must be able to independently pull down & pull up their clothing
- Child must be free of pull-ups and/or diapers

Registration

Registration begins in early January for families enrolled in our preschool or elementary school. A birth certificate, immunization records, IEP's (if applicable), and the registration fee are all due to complete the application process.

Acceptance

The school reserves the right to change class level or to drop a student, after conferring with the parents, if the school feels it is necessary for the good of the entire class. Children must be toilet trained and diaper free to gain approval for our program.

School Dress Code

Our preschool curriculum consists of teaching children through creative play, we paint, play with nature, and anything that will engage our creative minds. It will get messy!

Preschool 3's students and Pre-Kindergarten students are required to wear the Presentation BVM gym uniform. The gym uniform consists of navy blue mesh gym shorts and gold cotton gym shirt with school logo, navy blue sweat pants and a navy blue sweatshirt. Hoodies are not permitted. Footwear includes sneakers of any color and sweat socks (ankle height - no higher). Sweatpants and sweatshirts must be worn beginning Nov.1st

Personal Belongings

All removable clothing, coats, hats, sweaters, boots, mittens etc. should be marked with your child's name. Please mark their name clearly on their school bags as well. Personal "prized" toys or possessions are not permitted in school. These items tend to get lost.

Schedule

Each teacher will develop their schedule in keeping with the early childhood guidelines of the Archdiocese of Philadelphia. The schedules will include learning about God's wonderful creations, circle time, independent play, storytelling, pre-reading activities, language development, pre-writing skills, fine motor activities, communication skills, math activities, science exploration, physical education, art and music.

Arrival

Preschool 3s and Pre-K4s are asked to find parking on Woodland Ave. or the VFW Post and drop your children off at the computer lab entrance on Hasbrook Ave beginning at 7:30 AM. The morning bell rings at 7:45AM.

Lateness

Students arriving after 7:45AM will enter through the main entrance to receive a late slip.

Dismissal

Parents of the Preschool 3s and Prekindergarten 4s

The students' pick-up time is 2:30 pm.

Parents are asked to find parking on Woodland Ave. or the VFW Post. Children will be released to their parent/guardian in their designated school lines. A \$5 late fee will be charged for every 15 minutes that a parent/guardian is late when picking up a child. We will only allow the child to leave with the persons listed on your child's registration form/emergency pickup form. If there is a change, please email or send a note to let your child's teacher know if someone else is picking your child up at the end of the day.

Transportation

Transportation is the parent's responsibility.

Parent/Teacher Communication

Daily communications (such as projects and notes) will be sent home in student's folder. Parent email will be the main form of communication, please allow 24 hours response time. If a matter needs immediate attention, please send in a handwritten note, or call the Main Office. Monthly calendars, Principal posts and school wide events are posted on Presentation BVM weekly communication. It is the parent's responsibility to sign up for the "join e-mail" list via the school web page. Parents should also sign up for Option C Alerts when registering to be notified of any school delays, closings, etc.

Report Cards

Progress Reports will be distributed two times a year.

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Calendar

Our Presentation Preschool will follow the same calendar as our elementary school. Please consult the calendar for all holidays and school closures.

Celebrations

Birthdays can be celebrated if you choose to send in a small treat/favor on your child's special day. Due to food allergies, food is not permitted. Please notify the teacher in advance so she is prepared for your child's celebration. If birthday invitations are sent into school, please include one for every child in the class.

Christmas Show & End of Year Program

If you would like your child's siblings that attend Presentation to attend the show, a note must be sent to the classroom teacher to ask permission. They are to return to the classroom after the performance.

Class Trips

If any class trips are planned, parents will be notified to determine interest. If enough parents are interested, trips will be determined by the teacher. Transportation for class trips are the responsibility of the parent as Preschool and Prekindergarten students are not permitted on a school bus due to safety requirements.

Entering School/Leaving School

All adults must sign in at front office or the Hasbrook entrance for all activities when entering and leaving the building.

Health and Safety

The Crisis Management Plan of the school must be followed. Fire drills, Shelter in Place, evacuation, and other safety drills are practiced monthly. All drills will be given with advanced notice for Early Childhood children. Young children need a great deal of preparation to be able to handle the drill and will be reassured by the teacher.

Health Related Issues

All Health-related issues follow Policies & Procedures Manual of the Parish Elementary Schools. (Example: students with allergies, diabetes etc.) It is important to share all medical conditions with Presentation BVM School so we will be prepared to care for your child in an emergency. It is also important to notify the school if your child is on any medication or is allergic to any medications. All Epi-pens and Inhalers must be in original container with doctor's instructions clearly written on the container.

Immunization

No child in grades Pre-K through 12 may be admitted to or permitted to attend a non-public school unless the child has received immunizations required by 28 PA. Code Chapter 23 Subchapter C (relating to immunization) or has received from the director a medical or religious exemption from immunization under 28 PA Code (relating to exemptions from immunization).

Hepatitis B shots are required for children starting Kindergarten in 1997. This new law does not apply to students already attending school.

Kindergarten children will also need a second shot of MMR (Measles, Mumps, and Rubella) and a fourth shot of DTP (Diphtheria, Tetanus, Pertussis)

- Refer to your doctor, school nurse or local health department for more information or call 1-800-986-KIDS.

Medical Examinations

Please provide a copy of your child's most updated immunization forms.

Illness

If your child will be absent, please call school to notify us at (215) 379-4860.

If your child has a fever, vomiting, and/or diarrhea, please keep him/her home for twenty-four hours and fever free. If your child contracts: any childhood contagious illness (For example: pink eye, head lice, or pin worms)

please notify the school so we can take the proper measures to stop the spreading. This information will be kept confidential. A doctor's note with a return date is required before a child with a contagious illness is permitted to return to school. Please keep your child home if you suspect illness or until they are fully recovered.

Tuition

Presentation B.V.M. Preschool is a non-profit school. It is imperative that all financial obligations be met faithfully and on time so we can pay our teachers.

All tuition is collected through FACTS Management. Tuition is based on nine monthly payments: beginning in July and ending in April. Late payments may incur late fees.

The school reserves the right to dismiss any child if the tuition is delinquent. If you are unable to pay your monthly tuition due to a financial or medical crisis in your family, please send a note to the chief tuition officer.

Placement

A child is conditionally accepted based on the information the parent shares at registration. If it is determined that a child is not adapting to the program, the classroom teacher, principal, and parent will meet to determine what is best for the individual child.

School Closing Information

Option C, our parent notification system will be used to notify you of school closure or important information.

If Presentation announces a one-hour delay:

Classes will begin at 8:45 AM and end at 2:30 PM

If Presentation School has a two-hour delay:

Classes will begin at 9:45 AM and end at 2:30 PM.

Inclement Weather Early Dismissal:

- If the school closes early due to inclement weather, please come to the Hasbrook Ave. entrance but be aware that the whole school is dismissing and you must drive very carefully.

Preschool Early Dismissal Time

There will be times that the grade school will need to close at 12:00. The Preschool and PreK4s will also be dismissing at 12:00 PM to either VFW or Cheltenham Walker on those days.

Our desire is to provide your child with a faith-centered education based on mutual respect for one another.

**While we try to teach our children all about life,
our children teach us what life is about.**

~Author Unknown