**Mercersburg Area Preschool**

**P.O. Box 36**

**Lemasters, PA 17231**

**717-328-5992**

**www.mercersburgareapreschool.org**

**Parent Handbook**

**The Preschool Program**

The program is full, lively, and enriching, which challenges and nurtures creativity.

Adequate time is provided for play in carefully planned learning centers: housekeeping,

building blocks, creative art, sand and water play, manipulative materials, science, library, music and active play.

Routines are established.

Group activities include story and poetry time; music and rhymes; language development; dramatic play; coordination and movement exploration; science observations; walks and experiments; activities with colors, shapes, letters, rhyming, likenesses and differences, and numbers; holiday activities; games; health, nutrition, and safety.

Aims of the curriculum:

To provide many sensory experiences with common items so as to enrich the child’s conceptual understanding.

To encourage the child to question thoughtfully and think for himself/herself.

To provide the child with the opportunity to solve problems and learn skills which will be a

source of personal pride.

To increase the child’s awareness of his/her feelings and relationship with others.

To provide an accepting and stimulating environment.

To not pressure the child to learn anything other than acceptable play habits.

To have fun.

In addition to the Preschool Program, we are happy to provide extended hours, both

before and after preschool hours. The extended hours can be utilized in a full day

capacity or on an hourly basis. Please refer to the full day page or extra hour section of

the general instructions for further information.

**School Hours**

 Preschool begins at 9:00 a.m. and dismisses at 12:00 p.m.

Full day students may come anytime from 6:30 a.m. until 9:00 a.m. and stay from 12:00 p.m. until 5:30 p.m. **Full-day students MUST be in school for the preschool portion of the day in order to stay during full-day hours.**

**Arrival and Dismissal Procedures**

Preschool begins at 9:00 a.m. the upstairs is met at the front door and the downstair class is met at the side door Dismissal for preschool is at 12:00 p.m. The upstairs students will be brought downstairs and dismissed from front porch. The downstairs will be dismissed at side door. The door will remain locked the entire morning. There is a doorbell located to the left of the door.

**Full-Day Student Information**

The school will be open from 6:30 a.m. until 5:30 p.m. with staff members present at

all times. You may pick up your child at your convenience any time after 12:00 p.m. Mercersburg Area Preschool is a preschool first and foremost. Full day hours are an extended courtesy of the school. If a child is not in attendance for the preschool portion of the day, he/she cannot attend for the extended full day hours.

Parents should provide a bag lunch for their child. We have a refrigerator for use as

needed.

There will be a rest period each afternoon. According to state license regulations, each child must have a zip up sleeping bag that will be sent home each Friday to be returned with the child on Monday morning after being laundered. This is to prevent the spread of colds (flu and virus) and pest control (lice).

Please send an extra change of clothes to be left at the school for your child. Please mark each item of clothing with your child’s name.

The preschool will be **CLOSED** if the Tuscarora School District cancels school due to

inclement weather. When the Tuscarora Schools are delayed because of inclement

weather, full-day sessions will also be delayed. Please refer to our Facebook page - or the Tuscarora School District website - www.tus.k12.pa.us - for cancellations.

**Tuition**

Monthly tuition statements will be sent home with each student. Please put your payment in the schoolhouse tuition box located in the foyer of the school. Note: the tuition box is checked daily and all payments are stamped with the date on which they are received. Please write the name of the student(s) on the memo of the check.

**PLEASE NOTE: WE WILL ONLY ACCEPT CHECKS OR MONEY ORDERS, NO CASH.**

If at any time payments are more than 10 days late or one month in arrears, the student

may be asked to withdraw from the school until the outstanding balance is paid. Once

payment is received the student may return, provided the space has not been filled by a

child on the waiting list.

Payment of ALL TUITION is due within the first 10 days of each month.

A Late Fee of $40.00 will be added if payment is received after the 10th of the month.

Additional care is available before and after regular preschool hours at a cost of **$10.00**

per hour. Extra-hour care must be requested 24 hours in advance and is on a “first

come/first served” basis. The Preschool staff has the right to deny a request due to

teacher/student ratios, or if not given 24-hour’s notice. Please refer to the “Extra

Hours” paragraph under **General Instructions and Information** for more details.

A Late fee of $15.00 per 15minutes will be charged if your child is picked up after 5:30 p.m.

**Preschool Tuition**

Tuition for Two-Day Preschool Students is $120.00/month.

Tuition for Three-Day Preschool Students is $135.00 /month.

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**Full-Day Tuition**

Tuition for full-day students is $32.00/day. The monthly tuition changes based on the

number of days of school per month. The tuition due for each month will be posted on

the bulletin board in the foyer. Full-day tuition may be divided in two equal installments.

Tuition for full-day students will be due on or before the 10th & 25th of the month. If you wish to pay tuition in full, it will be due by the 10th of the month. Payments **must be made on time** or a late fee of $40.00 per payment will be assessed.

**\*\*ON HOLIDAYS, THE FULL DAY PRICE IS NOT CHARGED, HOWEVER, $13.00/DAY IS CHARGED WHICH COVERS THE PRESCHOOL TUITION PORTION OF THE DAY. ALL STUDENTS PAY A YEARLY FLAT TUITION.**

**\*\*FULL DAY TUITION IS STILL CHARGED AND MUST BE PAID EVEN IF A STUDENT IS ABSENT…..EXCEPTION: IF IT IS KNOWN IN ADVANCE THAT A STUDENT WILL BE ABSENT FOR A FULL WEEK, YOU CAN REQUEST IN WRITING THE APPROVAL BY THE DIRECTOR AND THE BOARD TO NOT BE CHARGED THE FULL DAY TUITION. HOWEVER, YOU WILL STILL NEED TO PAY THE PRESCHOOL HOURS PORTION OF EACH DAY ($13.00). THIS TUITION IS PAID BY EVERYONE REGARDLESS OF ABSENCES.**

**General Instructions and Information for All Students**

Preschool children should remain outside the classroom under parental

supervision until 8:50 a.m. Prompt pick-up of the children at 12:00 p.m. is expected and

appreciated. Parents are responsible for transportation.

Please put names on all of your child’s clothing and possessions

Dress you child in clothing that you don’t mind getting dirty or even torn. The children

come to work and play.

In winter please help your child remove his/her outer clothing ONLY if he/she cannot do

it himself/herself.

**Snacks**

Parents are asked to help provide snacks. According to our calendar, the parents of the

**Three-Day students** should supply the snack **Eight** times, and the parents of the

**Two-Day students** should supply the snack **Six** times. We encourage fresh fruit or

vegetables when convenient. Other suggestions are jell-o cubes, cheese, crackers,

popcorn, cookies, pretzels, etc. You may send 1/2 gallon of milk or one container of juice. A sign-up calendar will be posted on the door of each classroom. If you are

unable to sign up for snack dates, MAPS will assign dates for you and notify you of your snack schedule.

**Student Withdrawal**

Parents are responsible for the payment of the monthly tuition for Preschool students

until a two-week written notice of withdrawal of the child has been given to the Director.

Parents are liable for the monthly payment that month, or any portion of that month

which the child has attended. If the two-week written notice is not given, parents will

continue to be charged.

**Fundraisers**

We have fundraisers during the school year. All proceeds go directly to the school. The fundraisers may include a direct sale of items by the preschool families. We will announce specific fundraisers during the year.

Mercersburg Area Preschool would like to remind you that we are a non-profit preschool. We work very hard to provide the best instruction and care at affordable rates for families. There are times throughout the year when we seek to supplement the income of the preschool by holding fundraisers.

Participation in all fundraisers is voluntary. We appreciate any support you are able to give the preschool, your time, talents via fundraisers. If at any time you would prefer a monetary donation in lieu of participation in a fundraiser or just to show your support, we would be most grateful.

**MAPS School Calendar**

Please refer to the calendar indicating the days that Mercersburg Area

Preschool is closed due to holidays or vacation. We recommend that you post this in a

visible location.

**Snow Days**

The preschool will be CLOSED if the Tuscarora School District (TSD) cancels school due to inclement weather. When the Tuscarora Schools are delayed because of inclement weather, full-day sessions will also be delayed**. A one hour delay means full-day students may arrive at 7:30 a.m. A two hour delay means full-day students may arrive at 8:30 a.m. Preschool only students arrive at the regular time.** Please check the preschool’s Facebook page – or the TSD website- www.tus.k12.pa.us -for information on delays and school closings.

**Field Trips**

We bring field trips to us such as the Fire Department, farm animals, community helpers throughout the school year.

**Extra Hours**

Preschool students may stay before and after preschool hours at an additional cost of

$10.00 per hour. You must request extra-hour care at least 24 hours in advance. Extra hour care is on a “first come/first served” basis. Even with such notice, the preschool

has the right to deny extra-hour care due to student/teacher ratios and nap space availability. . Students staying later than 2:00 p.m. should bring a sleeping bag or blanket for the afternoon rest period. A Late fee of $15.00 per 15minutes will be charged if your child is picked up after 5:30 p.m.

**Birthdays**

If you would like to recognize your child’s birthday with a special snack, please make

arrangements with the teachers.

**Teacher Conferences**

Parent-Teacher Conferences will be held in March for any parent who would like to schedule one. However we encourage you to feel free to discuss any concerns you have any time.

Additionally, informal written evaluations are sent out in November

**Illness**

Children who are sick should be kept at home. If a child has been sick the night before,

he or she should be kept at home at least the following day. When a child’s sickness

requires a visit to the doctor, please ask the doctor when the child may return to

Preschool.

Parents should have back-up care in the event their child should become ill at school and are unable to get them immediately. Please make sure the staff has all the appropriate contacts and phone numbers.

Please notify the school if your child has a contagious disease.

We are hoping to discourage the spread of flu, etc. by these rules.

No credit is given for short-term absences due to illness. The tuition must continue to

be paid.

**Medical Policy**

The Preschool is unable to monitor and/or administer medical care to children with

ongoing medical needs. In an emergency, a prescribed medication can be given by the

staff with written permission from the doctor.

In order to dispense medications on a temporary basis, the medicine must be in its

original container.

Prescription medications must have a pharmacist’s label stating the child’s name,

medication, and the amount of the dosage. In addition, parents must provide the doctor’s name as well as a note from the doctor.

**Expectations for student behavior**

Every student at the preschool needs to feel as safe and comfortable as possible. It is imperative each student respect his/her classmates and teachers. There is no tolerance for physically hurting anyone, and each child must try to express any frustrations using his/her words appropriately. That said, students are young and developing; they may not always know how to best behave or react in all situations. The teachers will make every effort to teach these skills, to help mediate when a situation arises, and to help a student find the proper words or ways to deal with a situation.

Should an event arise where one student harms another student or teacher (hitting, biting, choking, unwelcome touching for example), the teachers will intervene and try to determine what happened, guiding and correcting the child as needed. When parents arrive to pick up their children, the parent of each child in the altercation will be informed of the incident and of any injuries to their child that may have resulted from the altercation. A written record of the incident will be kept in each child’s file. The child who acted as the aggressor will be given a warning at this time. If another incident should occur, the child will be suspended from preschool for one week. In the event of a third incident, the child will be required to withdraw from Preschool.

Each case will be judged on an individual basis. In the case whereon the incident is deemed severe, the Preschool reserves the right to require a child to be withdrawn immediately, without the two additional warnings.