

Triple C Nursery School

Parent Handbook



**A Ministry of East Swamp Church
Serving the Community Since 1972**

Triple C Nursery School

Parent Handbook

Triple C Nursery School
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www.triplecnursery.org

Emergency Plan

One of our highest priorities is the security and safety of your children whom you are entrusting to our care. All classroom doors are locked during school hours so that no one may freely enter the rooms. It is important to take proactive measures and work cooperatively with you to be prepared in the unlikely event of an emergency. In the event of a sudden emergency, directions may be given to us by local and state authorities, police or safety officials, and the Bucks County Emergency Management Agency. For your peace of mind, we want you to know that information regarding Triple C will be available to you through WFMZ Channel 69, the same station we use for winter closings. Information is also available at www.wfmz.com. If possible, we will put a message on the Triple C phone at 215-536-7280 and on our website at www.triplecnursery.org.

We have already purchased water and food to keep on hand if a situation should arise which would require that the children remain in our care beyond their normal dismissal time.

Your help is needed with the following:

1. Please keep all medical information and emergency numbers current by notifying us of any changes. Remember that students will be released only to authorized persons on your emergency form.
2. Please give your classroom teacher any necessary medications with completed Permission for Medication form.

We bring these matters to your attention not to alarm you or cause fear, but to affirm to you our commitment to readiness in different situations. We are so thankful that we can trust in the Lord and draw comfort and strength from God's Word, the Bible. Isaiah 41:10 says, "So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand."

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Dear Parents and Friends:

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14). These words from the Bible are our motivation to reach out and touch the lives of little children through Triple C Nursery School.

Triple C—Christian Care for Children—is a preschool program for children ages 2 to 5. A complete curriculum for young children is offered stressing spiritual, emotional, physical and mental development. The daily program consists of free play and group time activities including circle time, gym, snack, art, music, stories, Bible verses and games. Children are continually involved in first hand experiences as we place a great emphasis on learning by doing.

We believe the Bible provides a framework for all of life's experiences. Bible stories provide real life situations to which children can relate their own experiences. Through these stories and through teachers who express their love, a child can become aware of God's love. Knowledge of these loving relationships allows a child to gain self acceptance, confidence and develop healthy relationships with others.

Triple C's purpose is to enable children to develop their God-given potential and help them become responsible, caring, creative, happy, independent children.

Sincerely,

Mary Shaibley
Director

Confession of Faith

The Confession of Faith held by Triple C Nursery School is that of East Swamp Church.

1. We believe the Bible (Old and New Testaments) to be the inspired, infallible Word of God, the original manuscripts of which were verbally inspired by the Holy Spirit and are thus inerrant. We accept the Bible as our only trustworthy authority for faith, life, and in all matters to which it speaks. (2 Tim. 3:16; 2 Pet. 1:20-21; 1 Thess. 2:13; John 10:35b)
2. We believe in one living and true God, perfect, infinite, eternal, and who exists in three persons: Father, Son and Holy Spirit. (Gen 1:1; John 1:1; Matt. 28:19)
3. We believe in the Deity of Jesus Christ, in His Virgin birth, sinless life, miracles, and in His atoning death on the cross for sin. We believe in the bodily resurrection of Jesus Christ and His ascension into heaven. (John 1:1-5, 14; Phil. 2:5-8; 1 Pet. 1:18-19; 1 Cor. 15:3-5)
4. We believe that the Holy Spirit is a person, is co-equal with God, and sent from God the Father to convict the world of sin, to regenerate, indwell, guide, teach and empower the believer to live a mature Christian life. (John 16:7-13; 1 Cor. 2:10-13; Gal. 5:16)
5. We believe that all persons are born with a sin nature and therefore separated from God. We believe the only provision for sin is the death and resurrection of Jesus Christ. (Rom. 3:23, Rom 5:12,18-19; 1 Cor. 15:3-5)
6. We believe that salvation is by grace through faith in Jesus Christ alone. (Eph. 2:8-9)
7. We believe in the pre-millennial, personal, visible, and imminent return of Jesus Christ; the bodily resurrection of all people, the everlasting life of the true believer in heaven and the everlasting punishment of the unbeliever in hell. (Acts 1:11; 1 Thes. 4:13-18; Rev. 20:11-15)

Toys from Home

We request that you leave your child's toys at home or in your car. If you have a book or puzzle to share with the class, we ask that it be left for several days. We also appreciate occasional special CD's or tapes for curriculum enrichment. Please discuss it first with your child's teacher. No guns, war toys or toys of destruction are permitted in class at any time.

School Attire/School Bags

Children are often involved in messy art projects and other activities that call for sturdy play clothes that are washable. It is best for your children to wear sneakers or soft sole shoes to school for active play and to dress in layers for cooler weather .

Please provide a school bag. A tote bag without a zipper is preferable in order to maintain an easy pack up time and dismissal. Plain tote bags that you and your child can decorate prior to the start of school can be purchased at most craft stores and are a wonderful choice!

Triple C Policy on Solicitation & Fundraising

It is the policy of East Swamp Church and Triple C Nursery School not to engage in fund-raising activities. We request that members of our Triple C Family respect this policy. Please do not solicit on the premises, use the name and address lists for solicitation purposes, or give the information on the lists to any other persons.

INTRODUCTION

This handbook is designed to inform you of the policies and procedures that make our school operate smoothly and help your child have the best possible experience while in our care. We ask that you read the information in this handbook and in supplemental notes and newsletters that we may send you from time to time. We want you to feel free to be a part of the school, offering suggestions, comments, and constructive criticisms, as well as financial and moral support.

We encourage parents to show an active interest in the school by reviewing take-home papers, meeting with the teacher and attending special functions for parents and children. Parent-Teacher conferences are offered during the year. The teachers and Director are always available if you have any questions concerning your child's school experience. Our goal is to keep you informed and to maintain an open line of communication.

Triple C is an equal opportunity care provider.

The Triple C Board reserves the right to make a change in any policy herein at any time in its sole discretion when it deems it to be in the best interest of the school.

Financial Arrangements

Registration A \$40 **non-refundable** registration fee must accompany all new applications for enrollment (2-AM, 3-AM and Pre-K). A \$20 **non-refundable** registration fee must accompany the On My Own application. The application form plus the fee will secure a place in the program. A confirmation notice will be sent. A \$30 **non-refundable** fee is required for returning students. Forms will be sent out during the school year for returning students.

Activity Fee An activity fee of \$25 for 2-AM students and \$45 for 3-AM and Pre-K students will be due with the registration. There is no activity fee for the On My Own class. This fee is refundable if the child withdraws before the start of the school year only.

Tuition Tuition is payable in advance and must be paid in order to maintain enrollment. The initial tuition installment is due in August. The remaining installments are due the first of each month beginning September 1. A late fee will be charged after the 10th of the month. A sibling discount is given to families with more than one child enrolled at the same time. If two months pass without any payment, the child will not be able to continue at school until payment is made. Checks should be made payable to "Triple C Nursery School."

Absences Tuition is not credited for sessions missed. In cases of extended absence, tuition will still be required. Special requests may be made to the Board of Directors regarding this policy.

Withdrawal If you should need to withdraw your child from the program during the school year, please give one month notice to the Director. In case of immediate withdrawal, the current monthly installment will be due.

Returned Checks There will be a charge for checks returned by the bank. This charge will be based upon the bank fee charged to us. A statement will be sent to you regarding the additional charge. Payment is due upon receipt of the statement.

Child Abuse

All Triple C staff have received State Police and Child Abuse History Clearance checks.

We are required by law to report any suspicion of child abuse.

Biblical Values Policy

To further, and be faithful to, our Triple C Mission Statement and Confession of Faith, we reserve the right, in our sole discretion, to prohibit or refuse to publish, circulate or disseminate any materials or views originating from students' homes or anywhere outside the School which are deemed to be contrary or in opposition to the Biblical lifestyle which the School teaches. (

Discipline

We view discipline as a positive process of training and guiding children towards an understanding of responsible behavior. Parents and teachers need to work together in order to be consistent and effective in teaching children how to make appropriate choices in a classroom setting. We have developed a discipline policy which is available from the Director.

Cooperation Policy

Triple C Nursery School is a Christian ministry operating as part of East Swamp Church. As a Christian nursery school and church ministry, we require parent cooperation and support in our efforts to minister to and educate the children. If parent cooperation is absent, we are hindered in our efforts. In the event you have concerns about our philosophy or policy, please bring them to the attention of our Director in an appropriate manner and we will address them. Failure of parents to cooperate with Triple C or otherwise properly address concerns may result in the school being unable to continue enrollment of a child.

Right to Refuse Enrollment Policy

The Triple C Board and Director reserve the right to refuse enrollment to a child in any circumstance that appears to be disruptive and/or threatens the safety of Triple C students, Triple C staff and/or the East Swamp Church staff. Such cases could include, but are not limited to: situations involving protection from abuse orders, or similar court orders; custody orders; cases of domestic dispute or discord; situations involving firearms. In cases of domestic disputes, Triple C requires written agreement regarding pick-up authorization. This agreement must be received, reviewed and approved prior to a child's enrollment. If a situation arises mid-year, the child must be removed from school until the agreement is received, reviewed and approved by the Board.

Snow Make-Up Policy

When there are more than two snow days missed by any one class the first two snow days will not be made up. Any additional days will be made up at the end of the school year as we are able. This decision will be made by the Board and Director and must take into consideration the confines of the school calendar and teacher contracts. Additional school days, if needed, will be announced in the monthly issues of Building Blocks.

Parent Involvement

We welcome parent involvement in the classroom and encourage Parent Helpers to come in on a regular basis in the 2AM, 3AM and Pre-K classes. We do not invite parents of On My Own students into the classroom during the school year in order that the children can grow in confidence in being separated from their parents. ALL Parent Helpers must obtain the proper background clearances for volunteers in accordance with PA state law.

Parent Programs/Special Events

2-AM, 3-AM and Pre-K: Special programs are planned throughout the year in which the children present a short performance and share a celebration with families and friends. All programs are noted on the school calendar. Please make plans in advance to attend. If you cannot attend, please notify your child's teacher so that appropriate provisions can be made for your child.

On My Own Class: For Christmas and Valentine's Day, the children have a party in their classroom with treats provided by the parents. We do not invite parents into the On My Own classroom during the school year in order that the children may grow in confidence in being separated from their parents. At the end of the school year, there will be a party or event in which the parents are invited to join their children and the teachers as they celebrate the growth and development of the boys and girls over the last 9 months.

Adjustment Period

Starting preschool often causes anxiety for children. We recommend that you visit Triple C for a tour with your child to meet some of the staff and see the children at play. We have an Orientation for parents and children to meet the teachers and classmates just prior to the start of school. We will work with you and your child to make this adjustment a positive experience. We recommend that you give your child at least one month to adjust to preschool. A longer period of time may be required for the On My Own students.

Health and Safety

A medical form including complete immunization record must be completed and signed by a physician at enrollment. We require all children complete the primary series of immunizations prior to enrollment.

Your child's health is a matter of importance to us. Your child may be sent home if he/she appears to have symptoms of illness during the session.

Keep your child home if he or she has

- nausea and vomiting (or has vomited during the previous 24 hour period).
- diarrhea
- a fever or has had one during the previous 24 hour period
- a heavy nasal discharge
- a constant cough
- symptoms of possible communicable disease (acute conjunctivitis, head lice, chicken pox, etc.)

Please notify the school at once if your child does have a communicable disease.

In case of accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you we will attempt to call the person you have listed on the emergency form. If necessary, we will call the child's physician and/or an ambulance. Until the arrival of the parent, the physician or an ambulance attendant, the Director or Head Teacher will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form agreeing to this provision. Please keep the school up-to-date on phone number, emergency numbers and other pertinent information.

If medication needs to be administered during school hours, please fill out a Permission for Medication form in the school office. **All allergies to medications, foods and other substances must be listed on emergency, medical and personal information forms.**

For health and safety reasons, **we ask that you refrain from bringing any peanuts and/or peanut products onto the premises.** Please see our snack program for further clarification.

Emergency and Pick-Up Information

An Emergency Information Form will be sent to you during the summer and must be returned prior to the start of school. Please keep us current on any changes during the school year. Children will be released **only** to persons authorized by parents/guardians on the emergency form. We **must** have written or verbal authorization for changes regarding pick-up. We encourage you to form car pools.

Arrival and Dismissal

We ask that your child arrive promptly for class. Late arrivals disrupt the class and the flow of the classroom structure. We also ask that you do not come into the room before the door is open as this time is needed by the teachers to prepare for the day.

At the end of the school day, a teacher will open the door and dismiss each child to a parent or an authorized caregiver waiting outside the door. If you will be delayed in picking up your child, please call. We understand that this does happen occasionally, however, Triple C does reserve the right to charge a fee for repeated late pick-ups. For safety reasons it is important that you park your car and turn off the ignition during arrival and dismissal. Please do not leave children in the car. Please note the handicapped parking spaces are reserved for vehicles that display PennDot issued handicapped tagging.

Snack Time—Food Allergies

Parents of students in OMO, 2-AM, 3-AM and Pre-K will be asked to provide snacks to be shared by the class. A snack schedule will be sent home at the beginning of the school year and again in January. “Healthy” snacks are preferred.

You will receive a copy of our Parent Snack program which will give you further details concerning amounts and kinds of snacks.

Allergies to peanuts, peanut butter and other nut products are a serious health concern. People who are highly allergic are at risk for anaphylactic shock which is a medical emergency. Some people are so sensitive that even the smell of peanuts or second-hand contact with someone who has eaten a peanut product can produce a reaction. If your child is one of these individuals, please notify our Director immediately.

Snack (continued)

For these health and safety reasons, please do not send any peanuts, peanut butter or food items with peanuts or nuts as ingredients to school for snack or lunch.

We also ask that all snacks be sent in their original packaging so that we may check the ingredients if necessary. **Items manufactured in a plant which processes peanuts or peanut products will be permitted to be served to our students.** Therefore, if your child cannot tolerate foods manufactured in such a facility, please see your child’s teacher immediately.

While we cannot guarantee that Triple C is a peanut-free school, this policy will help us to significantly reduce the opportunity for products containing peanuts/nuts to be served at our facility.

If your child has any type of known food allergy, we strongly recommend that you provide snacks for him/her. Also, an Individualized Emergency/Health Care Plan must be completed for those children with food allergies.

Birthdays

We celebrate birthdays during snack time (summer birthdays in May). Please send a special snack, but no treat bags. We will supply a special birthday favor and the celebration!

Closing Policy/Modified Schedule

In case of snow, ice or other inclement weather, Triple C Nursery School will announce any possible closing on WFMZ-TV Channel 69, our Facebook page, and via email (if possible). If no announcement appears, class will meet as usual. You may also check our website at www.triplecnursery.org or call 215-536-7280.

We have adopted a modified schedule as a possible option to use when public schools are delayed. Our modified schedule will be 10 a.m.-12 noon for 2AM , 3AM and PreK classes; 10 a.m.-11:30 a.m. for On My Own.

Please note that we do make our decision independent of the area school district. All school closings and modified schedules will be announced on our website at www.triplecnursery.org, WFMZ Storm Center Update on Channel 69, www.wfmz.com, on Facebook, through email, and our phone messages at 215-536-7280.