



"Giving Children Roots to Grow and Wings to Fly"

Parent Handbook 2026-2027

369 Air Harbor Road
Greensboro, NC 27455
(336) 288-6434
Website: lancasterps.org
E-mail: info@lancasterps.org

Table of Contents

School Overview	4
Mission.....	4
Vision.....	4
Values.....	4
Campus and Grounds Rules	5
School Grounds Rules	5
Class Offerings.....	5
Curriculum Enhancements.....	7
Chapel	7
Music.....	7
Special Programs.....	7
Special Guests	7
Registration Details.....	8
Registration and Enrollment	8
Tuition	8
Withdrawal Procedure.....	8
Government Shutdown/Pandemic Restrictions	9
Arrival and Dismissal Procedures.....	9
Arrival - Tots, 2s and 3s (“Walkers”) – 9:00 AM-9:15 AM.....	10
Arrival - 4s, Pre-K and Kindergarten (“Car Riders”) – 9:00 AM-9:15 AM	10
Dismissal – Tots, 2s and 3s (“Walkers”) – 1:00 PM-1:15 PM	10
Dismissal – 4s, Pre-K, and Kindergarten (“Car Riders”) – 1:00 PM-1:15 PM	10
Late Drop-off / Late Pick Up.....	11
Staff Caregiver.....	11
Parking Lot Safety	12
Important General Information	14
American with Disabilities Act	14
Class Parties and Birthdays	14
Clothing.....	15
Conferences	15
Injuries/Incidents at School	15
Safety Policy.....	15

School Unplanned Closings	16
Bringing Toys to School	16
Telephone Policy	16
Snack & Lunch	16
Sales and Solicitations	16
Printed Material and Media	16
Health and Wellness	16
Wellness Policy	16
Pandemic Response	17
Health Information Procedures	17
Allergies and Medical Conditions	19
Child Development Policies	19
Potty Training Policy	19
Student Behavior Policy	20
Green and Red Choices	21
Biting Policy	22
Forms	23
Forms	23
Parent Partnership and Communication Policy	24
Parent Partnership Policy	24
Communicating Concerns/Complaints	24
Support Lancaster Preschool	26
Board of Directors	26
Parent Council	26
Mission	26
Vision	27
Motto	27
Focus	27
Needs	27
Room Parents	27
Financial Support	28
Parent Handbook and Document Signature Page	29

****Lancaster Preschool reserves the right to change its policies at any time.***

School Overview

Lancaster Preschool (the School) is a non-profit 501c3, nondenominational Christian preschool established to provide the best possible learning experience for children as young as 15 months (and walking) through kindergarten of either gender without regard to race, color, creed or national origin. We believe our preschool is an extension of the home environment where children can learn new skills, interact with teachers and peers, and experience hands-on learning opportunities through developmentally appropriate experiences led by dedicated, caring, and Godly teachers.

Mission

The mission of Lancaster Preschool is to equip students for a life of faith and learning through a Christ-centered education guided by five key principles: nurturing community, educational excellence, creative enrichment, peace building, and service.

Vision

Lancaster Preschool is a Christian preschool that provides a secure, caring, nurturing environment for children 15 months through Kindergarten. Our preschool is an exceptionally welcoming, nurturing, and safe environment. As unique beloved children of God, we cultivate and value the whole child – spiritually, mentally, physically, and emotionally.

Values

1. Trustworthy
 - High degree of personal integrity
 - Kindness – Guided by Matthew 18
 - No gossip – We talk to people, not about them
2. Warm-Hearted
 - Welcoming
 - Encouraging
 - Nurturing
 - Loving
3. Faith-Full
 - Humble – Confidence in Christ
 - Gracefully shepherding hearts
 - Growing in Spiritual Maturity – Galatians 5:22-23
4. Stability
 - Organized
 - Reliable
 - Structured
5. Excellence
 - Growth mindset
 - Pursuit of God's best
 - Dedicated to helping each child achieve his/her full potential

- Fast/adaptable, managing the three-ring circus with grace
6. Fun
- Creative
 - Play-*full*
 - We love what we do and it shows!

Campus and Grounds Rules

Our exceptional campus offers bright, spacious classrooms with adjoining bathrooms in most rooms. Each room is equipped with interior and exterior doors giving easy, yet secure, entry into the classroom and outdoor space. There are two outdoor playgrounds, as well as a beautiful courtyard and large grassy area tucked safely in the center of the U-shaped building. Normal school day hours are from 9:00 AM – 1:00 PM.

School Grounds Rules

The campus is only accessible during school hours and school sponsored events. On regular school days, families are asked to depart from the Church campus by 1:30 PM. If you choose to remain on the property following school dismissal, you must abide by the following:

- Children must be with an adult who is supervising play at all times.
- Children may not play or gather beyond “the tree”. This is to ensure that children are not venturing too closely to the road where an unthinkable accident could occur.
- Children may not play on either playground or in the church’s Courtyard/garden area.
- Children may not climb on church structures, including small knee walls, entry/property signs, etc. to ensure safe play and to be respectful of church property.
- Parents and guests of Lancaster Preschool may **NOT** park in spaces marked **STAFF** at any time, for any reason. **These spaces are reserved for church staff members ONLY.**
- No balls or pets to ensure safe play.
- Children and adults must depart by 1:30 PM. No exceptions.

Class Offerings

The School offers class selections beginning with our Tots (aged 15 months and walking) through Kindergarten. Class assignments are made using the child’s age as of August 31 (ex: If 3 years of age before August 31, the child would be placed in our Threes class). To ensure that children are placed where they will enjoy the most success, **any exceptions to this policy will be evaluated on an individual basis and at the discretion and determination of the School Director**. Depending on enrollment during any given year, class offerings may also be altered as needed at the determination of the School Director, in conjunction with the School Board.

- **Tots:** As the first school experience for the children in our Tots classroom, our teachers focus on cultivating trust, building confidence and helping the children develop a love for school. Through age-appropriate activities children will learn to share, follow a semi-structured schedule, and further develop emerging verbal and motor skills. With an emphasis on music and art, our Tots students will create new friendships and thrive in our fun-filled classroom setting.

Student / Teacher ratio 4:1

- **Twos:** Children in our Twos classrooms will continue to develop their verbal and motor skills through both structured and unstructured activities with an emphasis on sharing, manners and following a more developed classroom schedule. Students will begin to identify basic colors and shapes, participate in weekly Chapel lessons, begin developing fine motor skills through art projects and activities and participate in school-wide performances and programs.

Student / Teacher ratio 6:1

- **Threes:** Children in our Threes program will continue building and developing their verbal, gross and fine motor skills through both academic and play-focused learning. Students will participate in more enhanced classroom activities, including identifying the 26 letters of the alphabet and corresponding phonetic sounds, as well as numbers 1-10. Development of appropriate handwriting grip and pre-writing skills through a variety of academic and art projects are an important focal point in our Threes classrooms. Children will participate weekly in Chapel lessons and school-wide performances and programs. ***Student / Teacher ratio 7:1***

- **Fours:** Students in our Fours classroom will continue with letter and number recognition. Pre-writing and pre-reading skills will develop during this year with a focus on learning beginning sounds. Early learning strategies for reading, writing and math are an important focus during this school year. Teachers will continue to emphasize and develop handwriting grip and fine motor skills. Small group activities, independent play and learning to be part of a classroom community are an important part of the Fours classroom education in preparation for Kindergarten. Chapel and enhanced participation in school-wide performances and programs are an important part of the Fours class. ***Student / Teacher ratio 8:1***

- **Pre-Kindergarten:** Our Pre-Kindergarten program is the perfect fit for those students needing an extra year to prepare for Kindergarten or for those with a later Spring or Summer birthday. Depending on readiness, and space availability, children turning 5 before December 31, may also be considered for our Pre-Kindergarten program. Our half-day timeframe and smaller class size with exceptional student/teacher ratio is the perfect setting for building academic confidence and Kindergarten readiness. Students engage in daily one-on-one and small group instruction focusing on reading and writing activities, and math skills. Play-based learning, art and music are integrated throughout the day. Students in our Pre-Kindergarten class continue with participation in weekly Chapel and school-wide performances and programs. ***Student / Teacher ratio 6:1***

- **Kindergarten:** Our half-day Kindergarten program strives to achieve an appropriate balance between structure and student-led activities while solidifying a strong foundation in basic skills

and a love of learning. This small class setting is staffed with a certified teacher and an assistant teacher. Our curriculum offers daily experiences and lessons designed to teach facets of literacy, early reading skills, early math concepts and exploration in science and social studies, along with fine motor skills. Our Kindergarten students are fully prepared to enter First grade by the end of the school year. ***Student / Teacher ratio 6:1***

Curriculum Enhancements

At every age and stage, we strive to create theme-based, hands-on, developmentally appropriate teaching tools that are both challenging and engaging for our students. We offer a path for remediation in social and emotional development by building relationships with each child and staying focused on our end goal of supporting parents in presenting to the world compassionate, contributing, thoughtful and confident humans!

Chapel

The foundation of Lancaster Preschool is rooted in Christianity. We nurture this faith not only through daily prayer and Bible stories, but also with a dedicated, focused time each week when students participate in an active worship service. We praise God through prayer, song and stories, while learning the importance of loving one another, being respectful and developing Christlikeness. We model and emphasize gratitude to God for all our blessings through community outreach programs.

Music

Music, a core conduit for learning, is integrated into daily classroom lessons. Musical experiences are an important part of children's sensory environment and will help them to develop physical, social and intellectual skills. Students will also participate in a twice monthly age-appropriate music class with a specialized music teacher. The children will explore the magical world of music through songs, dance, instruments and movement games. They will develop a love of music and learn about rhythm, melody and beat while they actively participate.

Special Programs

Multiple times per year, we offer opportunities for families to gather and join us in celebrations with the children as a school community, with varying degrees of involvement based upon age. We continue to search for innovative ways to include our families to teach and encourage community support of holidays and milestones. These celebrations and programs enhance the school experience and strengthen our school community, which builds feelings of security for all stakeholders.

Special Guests

We are proud to offer visits from special guests throughout the year. These guests offer an opportunity to enhance our students' learning through hands-on, experiential activities. Past guests have included veterinarians, dentists, firefighters, The Creature Teacher and Mrs. Cottontail.

Registration Details

Registration and Enrollment

For the 2026-27 school year, a one-time registration fee of \$125 for one child, \$100 for the second child and \$75 for subsequent children in the same immediate family will be applied. A \$25 application fee will also apply to families new to Lancaster Preschool. To enroll your child, a completed application, along with required registration fees (application, if applicable) and one month's tuition is due at time of submission. This payment is credited to the January tuition payment. Registration and enrollment fees, and tuition payments, are non-refundable.

Tuition

Tuition is divided into nine equal non-refundable installments and is due on the 1st day of the month beginning September 1. Upon registration for your child's enrollment at Lancaster, one month's tuition is due along with your application. This payment will be applied to the tuition payment owed on January 1st. Invoices will be posted to your Brightwheel account approximately two weeks prior to the due date. Accounts more than 10 days past due will be assessed a \$15 late penalty. We accept multiple forms of payment including: Cash, Check (or Bill Pay if necessary); Credit card payments and ACH (checking account draft) may be set up via Brightwheel (fees may apply). Once your Brightwheel account is established you will be able to set your preferred method of payment. Tuition payments are non-refundable. If necessary, credit card payments may be made in the School Office (including small processing fee).

Cash/Check Payments: Cash/Check payments should be placed in an envelope labeled with your child's name and "TUITION". Payment may be delivered via your child's Daily Class Folder or mailed to:

Lancaster Preschool
369 Air Harbor Road, Greensboro, NC 27455

Checks should be payable to "Lancaster Preschool" and also include your child's name in the Memo Line.

Bill Pay Payments: If you set up Bill Pay, please add your child's name in the "account number" or "memo" field. Please allow enough time for processing by your banking institution.

Please contact the School Director to discuss options available to you if you have any concerns regarding your financial obligation. All financial conversations are held strictly confidential.

Withdrawal Procedure

Tots-Pre-Kindergarten: In the event of withdrawal from the school, please submit notification in writing to the School Director at least 30 days prior to the date of withdrawal. Families are responsible for tuition during this four-week notice; however, no future tuition will be billed. Previously paid tuition is not refundable.

Kindergarten: Kindergarten tuition is paid in four (4), non-refundable installments due as follows: At time of registration, June, December, and March. In the event of withdrawal, please submit written notification to the School Director at least 90 days prior to the date of withdrawal. Tuition payments due during the 90-day notification period will be billed and are contractually due. Any remaining tuition payment(s) due outside of the 90-day period will not be billed.

Government Shutdown/Pandemic Restrictions

In the event of any unpredicted restriction in the School's ability to remain open due to an unforeseen pandemic or similar situation, such as Covid 19, the School will apply the following Financial Responsibility Policy.

Possible Reason for Preschool Shutdown	Financial Responsibility of Preschool Families
1. Government mandated shelter-in-place	Tuition will be collected in full during the month of outbreak, however no further tuition will be collected until Lancaster Preschool reopens.
2. 14-day shut down due to positive cases in staff or student (one class or entire school)	Tuition will be collected in full during 14-day shutdown for an individual class affected or entire school.
3. Individual child required to quarantine due to child or close contact (ex: family member) exhibiting symptoms or testing positive for the identified pandemic/virus	Tuition will be collected in full during quarantine for individual child affected.
4. Repeated 2nd or 3rd instances/shutdowns/quarantines	Will be handled on a case-by-case basis.

Arrival and Dismissal Procedures

All families must complete the "Authorized and Emergency Pick-Up Contact(s)" form which will be provided to you by your child's teacher; this form is also available in the School Office and on our website.

Our normal school day hours are 9:00 AM to 1:00 PM. We sincerely ask you to be respectful of these hours as late arrivals and early pickups are disruptive to the school day and students miss valuable time in the classroom with teachers and peers.

Our doors are unlocked and staffed from 9:00-9:15 AM and again from 1:00-1:15 PM, for morning and afternoon carpool, respectively. Doors will be locked when not staffed. If you arrive late or need entrance to the building outside of the times noted above, please ring the doorbell at the Main Entrance to the School and a staff member will open the door for you in as timely a manner as possible. For safety, please refrain from using any other door for entrance to the School building. For special events and programs, we will communicate any exceptions regarding access to the building for you and your guests who may attend.

During the regular school year, the School utilizes two doors for arrival and dismissal every day. The Arrival/Dismissal procedure for each family is determined by the age of the YOUNGEST child attending on THAT day. Please review the information below to determine how your children will arrive and depart on a daily basis.

Every family is provided with two Pick-Up ID signs at the beginning of the year. These signs are the only acceptable identification signs to be used at pickup time. If you need additional signs, they are available for purchase for \$5. **If you do not have your sign, please be prepared to show valid photo identification.** This procedure is to ensure that regardless of who is staffing the door, the right child is going home with the correct parent/guardian/caregiver. If someone on your Authorized and Emergency Pick-Up Contact(s) list is picking up your child, please provide him/her with one of your provided pick-up signs or he/she will be asked to provide identification each time they pick up.

Arrival - Tots, 2s and 3s ("Walkers") – 9:00 AM-9:15 AM

- Children in the Tots, 2s, and 3s classes, and any older sibling(s), if applicable, will enter ONLY through the Walk-up Door/Main Entrance.
- Following the first two weeks of school, we ask that parents drop off at the door and allow their child to walk to his/her class independently.
- We will provide hand sanitizer to each child upon entry and walk/direct them to their classroom.
- If an older sibling is attending on a day when their Tots, 2s or 3s sibling(s) is NOT attending, the older sibling may follow the arrival procedure for 4s, Pre-K and Kindergarten (see details below) if desired.

Arrival - 4s, Pre-K and Kindergarten ("Car Riders") – 9:00 AM-9:15 AM

- 4s, Pre-K and Kindergarten will enter through the Car Rider Door underneath the covered breezeway/porta-cochere.
- Please have your child's car seat on the left side of your car for easy access, if possible.
- For your child's safety, please remain in your car and have your child unbuckled once you reach the drop-off point and a staff member will open the door and help him/her from the car. Children should also remain inside the vehicle until a teacher arrives at your car. **Please do not stand up outside of sunroofs or hang out of open car windows.**
- We will provide hand sanitizer to each child and direct them to their room.
- Once your child is unloaded and car doors are closed, proceed forward slowly, yielding to cars from the right, and **turn left out of the line** proceeding around the building to the exit.

Dismissal – Tots, 2s and 3s ("Walkers") – 1:00 PM-1:15 PM

- Please return to pick up your child at the same door at which they were dropped off.
- Park in the first parking lot, **bring your Pick-Up ID Sign** and wait in line along the sidewalk.
- Please hold your child's Pick-Up ID Sign so that it is visible. **If you do not have your Pick-Up ID sign, please be prepared to show valid photo identification.**
- Teachers will bring your child to you at the door.

Dismissal – 4s, Pre-K, and Kindergarten ("Car Riders") – 1:00 PM-1:15 PM

- Please return to pick up your child at the same Car Rider door at which they were dropped off. Cars should wait, forming two lines.

- It is critical that you have your child's **Pick-Up ID Sign displayed prominently in your front window** so that the staff member directing traffic can easily identify who you are picking up. Your sign should remain in place until you have exited the carpool area. If you do not have your Pick-Up ID sign, you will be asked to show valid photo identification.
- Once directed, pull forward, place your vehicle in PARK and wait while teachers help your child into your vehicle.
- Once your child is loaded and car doors are closed, proceed forward slowly, yielding to other cars on your right, and turn left out of the line proceeding around the building. If you need to assist your child with their safety buckle or check that they are properly buckled, please park in a space that does not block other traffic from exiting the parking lot.

****IMPORTANT**** Please ensure that anyone who is picking your child up from school is listed on your Authorized and Emergency Pick-Up Contact(s) form. Please also notify your child's teachers **IN WRITING** if your child is going home with anyone other than the parent/caregiver who normally brings them to or picks them up from school. If we have been notified and you have provided him/her with your Pick-Up ID sign, they will not be asked to provide photo identification. If they do not have the Pick-Up ID sign, they should be prepared to provide valid photo identification for the School to release your child. If we have not been notified and they are not listed on your Authorized and Emergency Pick-Up Contact(s) form, we will not release your child until we speak with a parent/guardian.

Late Drop-off / Late Pick Up

- All doors are locked in the morning at 9:15 AM. If you arrive after 9:15 AM for Drop-off, please park near the School Main Entrance (first set of double-glass doors) and walk your child to the Walk-up Door, ring the bell and a staff member will answer in as timely a manner as possible to escort your child to class. Because this is a busy time of the school day, please be prepared that you may need to wait patiently. We kindly ask that you make every effort to arrive during the regular drop off window (9:00-9:15 am) unless an appointment conflicts with on time arrival to school.
- If you will arrive after 1:15 PM for Pick Up, please call the School Office to notify a staff member of your expected arrival time. Upon arrival, please park and proceed to the Walk-up Door with your Pick-Up ID Sign and ring the bell.

****PLEASE NOTE**** We allow two non-notification late pickups per year without penalty. After that, a \$10 fee will be assessed to your Brightwheel account for each non-notification late pickup occurrence. **Late pickup is considered any time after 1:15 PM.**

Staff Caregiver

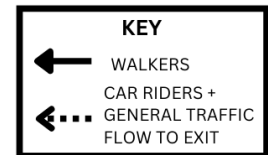
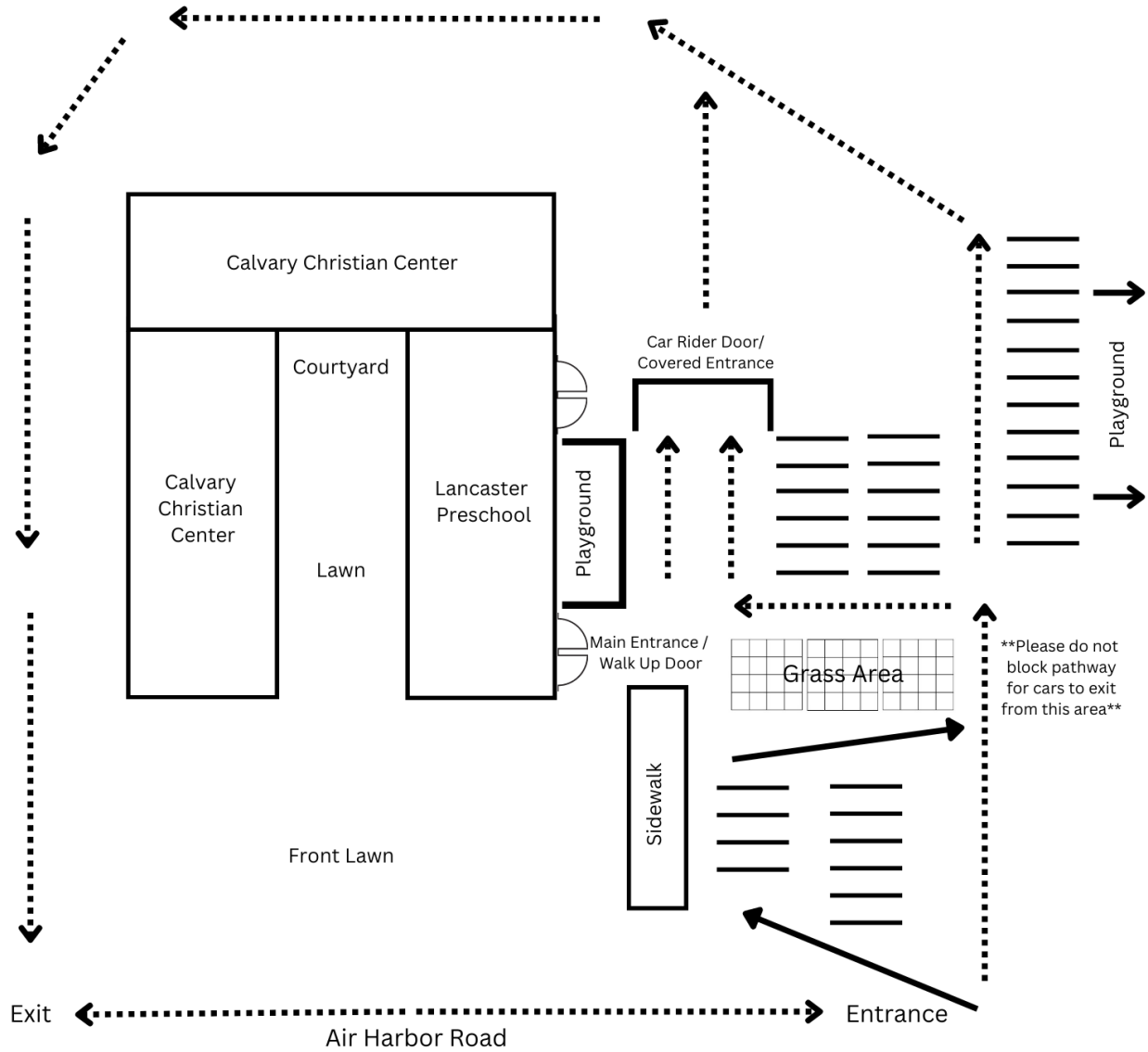
Should you desire to coordinate with one of our staff members to drop off/pick up your child during the school year or care for your child outside of school hours, you must communicate this plan in writing (e-mail preferred) to the School Director and complete a Childcare Waiver. Until the School Director is made aware of and approves the plan and the Childcare Waiver is completed, the School may not release your child to any staff member. The waiver releases the School from any liability resulting from these childcare arrangements. This form is available in the School Office and on our website. The waiver must be completed annually.

Parking Lot Safety

Traffic on the Lancaster Preschool/Calvary Christian Center campus is **ONE WAY**. Please enter only at the Entrance and exit only at the Exit. ***Anytime*** vehicles are in motion, the parking lot is a **CELL PHONE FREE ZONE!** Please drive **SLOWLY** and use extreme caution. Spaces marked “STAFF” are to be used by Calvary Christian Staff only. Please DO NOT park in these spaces at any time, for any reason, including special events.

Please refer to map on next page for details.

Campus and Carpool Map



Important General Information

American with Disabilities Act

According to Title III of the American with Disabilities Act of 1990 (ADA), religious schools that are controlled by religious organizations are exempt from ADA requirement. However, understand that if the need is presented, will make every effort to work with families who fall under the protection of the ADA by addressing each family's needs individually.

Class Parties and Birthdays

Class parties will not begin before 11:30 am and parents are invited and encouraged to attend these celebrations. It is recommended that alternate arrangements be made for siblings or other guests during parties to keep celebrations focused on the students. Parents are expected to be attentive to their child and assist as needed. Classroom rules apply, even during parties.

In our **Threes-Kindergarten classes**, there will be four (4) class parties per year, including:

- Fall or Thanksgiving (class teachers will determine which holiday will be celebrated)
- Christmas
- Easter
- End of Year

In our **Tots-Twos classes**, there will be three (3) class parties per year, including:

- Christmas
- Easter
- End of Year

Each class has the option to celebrate additional occasions, including Valentine's Day, St. Patrick's Day, 100th Day of School (older classes only), etc. with a small snack/treat for students. These will be smaller in scale and will be for the teachers and students only.

Teachers and Room Parents will be in communication regarding class parties and special occasions. All plans and needs will be shared with class parents. It is appreciated if a healthy snack alternative is available, such as apple slices or oranges, cheese sticks or veggies, etc, anytime a sweet treat is also offered for parties.

Student birthdays may be celebrated at Lancaster. Student birthday celebrations may include: 1) special birthday snack, 2) craft or 3) favorite book/story – parents should choose their preferred option. Parents may attend if desired (and should plan to assist if they have chosen a class craft or reading a story to the class). Birthday celebrations will take place at 12:15 pm. Parents should coordinate plans with teachers at least one week in advance to ensure there are no conflicts with the classroom schedule. Alternate arrangements should be made for siblings wherever possible.

Summer birthdays (June 1-Labor Day) will be celebrated together in May. In early to mid-April, teachers will determine a day to celebrate and communicate with the parents of students with summer birthdays. The teacher will encourage parents to plan together and share plans once finalized. If there

are more than three summer birthdays, teachers may choose two days for summer birthday celebrations.

Please check with your child's teachers regarding any food allergies that may need to be considered when providing food for class parties and birthday celebrations.

Clothing

Be sure your child's clothing is comfortable, weather appropriate and allows for self-dressing. **LABEL** coats and sweaters with your child's name. It is helpful to avoid overalls or other one-piece outfits **without** a snap-crotch for children in our Tots and Twos classes as they are difficult for diaper changes. Also, once toilet training begins, "hurried" bathroom visits are made most successful with elastic waist pants/shorts that are easily pulled on and off. Your child will have the most fun when wearing shoes designed for outdoor play. Since our playgrounds are mulched, any shoes that are backless or with openings/holes such as flip-flops, sandals, Crocs or similar are not ideal. Sneakers are best and allow for lots of running, jumping, climbing and marching while they develop those large motor skills!

Because accidents can happen, we ask that all students send in a set of extra clothing in a labeled plastic Zip-Loc bag (including underwear and socks) to keep in the classroom. In the event of an accident, we will use the provided items. As the weather changes, please feel free to send in a new bag of backup clothing and we will return the current bag to you.

Conferences

Parent/teacher conferences are offered twice a year. Regular classes will not be held during conference days. These dates are on the School Calendar to allow parents to make child-care arrangements in advance for students and siblings as childcare is not available at the School during conferences. Conferences are designed to allow parents and teachers to freely discuss all aspects of a child's growth and progress which can be encumbered when done in the presence of the student or his/her siblings. Aside from the scheduled conference dates, parents may request additional conferences with a teacher at any time. Fall conferences are required; Spring conferences are not required but will be held at the request of the teacher or parent.

Injuries/Incidents at School

Young children will have occasional accidents resulting in bumps and bruises as they play in the classroom or outside on the playground. If your child experiences an injury that involves the need for medical attention, our teachers will complete an Incident Report along with a phone call and/or Brightwheel message notifying you of the incident. A copy of this report will be sent to you upon completion.

Safety Policy

Safety of our school, students and staff is one of our highest priorities at Lancaster Preschool. As a result, only current employees, parents/legal guardians, or those who have been given express permission to volunteer by the Director or whom the Director has given express permission to act in his/her stead, are permitted on campus or admitted into the building on official preschool business. Any unauthorized visitors will be considered trespassing and subject to removal by authorities and a ban from all school facilities, activities, and events. Lancaster Preschool, in its sole discretion, has the right to refuse or revoke access of any individual for any reason from all school facilities and access.

School Unplanned Closings

Any closings or delays due to inclement weather, power outages, etc. will be communicated on our Facebook page and via Brightwheel messaging. Parents and staff are encouraged to use their best judgment on inclement weather days. If conditions in your area warrant staying at home, we encourage you to do so. If unplanned closings exceed FIVE days, they may be made up at the discretion of Lancaster Preschool Board of Directors.

NOTE: If your family contact information changes, please notify the School Office immediately so important school information will still be delivered to you.

Bringing Toys to School

We encourage you to have your child keep toys, other than Show + Share items, at home. However, we always welcome books or items that can enhance a teaching unit. To ensure loaned items are returned home, please clearly label them and communicate with the teacher so they are aware. Guns, swords and any toy that could accidentally harm a child or any toys that may encourage aggressive play are not allowed at school and must be kept at home.

Telephone Policy

Lancaster Preschool's office number is (336) 288-6434. Office hours are 8:30am - 1:30pm. While our office is typically staffed during this time, occasionally you will reach our voicemail. Please know we welcome your calls and make great effort to return messages in a timely manner. Should you need to relay information to a teacher during school hours, we will happily communicate your message as soon as is appropriate.

Snack & Lunch

Children are to bring their own snack, lunch and water bottle every day. All items must be labeled with your child's name. Please pack your child's snack separately from his/her lunch for ease of identification.

Sales and Solicitations

No items, including food, may be sold on the campus without authorization from the School Director. Direct solicitation of parents in the school for the purpose of personal gain is prohibited.

Printed Material and Media

The Director must approve all printed materials (brochures, posters, etc.) before being distributed or displayed on campus. The Director of the Preschool is the only school employee authorized to speak to the news media on behalf of Lancaster Preschool. It is requested that staff members, parents, and students not communicate to the news media in a way that would convey authority regarding school policies and practices.

Health and Wellness

Wellness Policy

If your child has diarrhea, vomiting, fever, "green" mucus, or any other signs of illness, please keep him/her home. Once symptoms subside, they may return to school after an additional 24-hour waiting period during which they remain symptom-free. Specifically, regarding fever, your child must remain fever-free for 24 hours without the aid of a fever reducing medication, such as Tylenol or Motrin. This

will not only help your child to recover quicker, but it will also help other children and staff members remain healthy. Please do not return to school until your child is able to participate in all activities including outside play. Lancaster Preschool reserves the right to send a sick child home. Please refer to our Health Information Procedures for details on specific symptoms and illnesses, as well as the Daily Wellness Agreement on page 20.

Our teachers have been working with kids for decades, and their combined experience has informed us that kids thrive on routine, and sometimes the tiniest change in their lives can cause them to behave differently at school. For example, the easy-going child may begin to have tantrums, or the typically animated child may begin to withdraw. If there are any new circumstances in your child's environment, big or small, it can help your teachers to know. Divorce, separation, remarriage, financial instability, death of a family member or pet are some of the most common, often confidential, life events that are hard to talk about. Your child is more sensitive than you know and may display behaviors at school that could be better addressed if his/her teacher is informed. We commit to holding personal circumstances in confidence and, if you prefer, Lancaster Preschool's Director will gladly meet with you and handle relaying relevant information to classroom teachers as needed. While young children are sensitive, they are also very resilient, and we want to help them fill their toolbox with the right tools to help them through the changes of life...big ones and small ones alike.

Pandemic Response

The occurrence of a pandemic is an ever-changing and unforeseen situation. Lancaster Preschool will follow or exceed health protocols deemed necessary by state and local ordinances. However, as a private religious school we have a certain level of autonomy and independence in our decisions. Changes to existing protocols will be communicated to our families through our weekly newsletters and emails.

Health Information Procedures

Lancaster Preschool follows the North Carolina State Guidelines concerning illnesses and health procedures. If your child is sent home for illness during the school day, you will be notified via telephone call and it will be documented in Brightwheel. It is expected that your child will be picked up within 30 minutes of notification from the School. Please familiarize yourself with the list of commonly seen conditions and our return to school guidelines.

Due to privacy concerns and HIPAA laws, we do not notify families each time there is an illness in your child's classroom. However, if there are three confirmed cases of a contagious illness, such as flu or strep, etc, the School Director will send an email to parents in that classroom so that you are aware and can be on the lookout for signs of illness in your child.

Condition	Symptoms	Exclusion from School/Remain Home...
Fever	All ages: 100.4 or higher	Until student is fever free for 24 hours without the aid of fever-reducing medication.
Respiratory Concerns	Labored breathing, excessive coughing, shortness of breath	Until symptoms have resolved or provide doctor's note obtained identifying cause of respiratory concern.
Diarrhea	Frequent watery bowel movements	Sent home after 2 episodes or after 1 episode (if any other accompanying symptoms). Remain home for 24 hours after resuming eating and return to normal bowel movements.
Vomiting	Loss of food by mouth – more productive than spitting	Sent home immediately after 1 episode; remain home until NO vomiting (or loose bowels) for 24 hours after resuming eating.
Common Cold	Stuffy/runny nose, sneezing chest congestion	If there is an excess of any of the symptoms listed or if runny nose is consistently green in color. Remain at home until symptoms subside.
Flu (Influenza)	Fever, chills, sore throat, muscle aches, stuffy/runny nose	Until child is fever free for 24 hours without medication and symptoms subside.
Strep Throat	Fever, red sore throat, sometimes vomiting	Until antibiotics have been administered for 24 hours and fever free without the aid of fever reducing medicine.
Ear Infection	Earache, irritable, reduced appetite	Remain at home if accompanied by low grade fever.
Pink Eye	Red eyes, itchy swollen eyelids, yellowish or greenish discharge	Sent home immediately upon confirmed symptoms listed, may return after antibiotic drops have been administered for 24 hours.
Hand, Foot, and Mouth	Fever, mouth sores, skin rash (commonly found on hands and feet)	Sent home immediately upon confirmation of symptoms and may return once symptoms resolve and any rash/blisters are dry.
COVID-19	Fever, chills muscle aches, Respiratory concerns, Gastrointestinal issues, Shortness of breath, Recent loss of taste/smell, New or worsening cough.	<u>Positive Test</u> – Remain home following positive test and/or symptomatic. Return once symptoms resolve without aid of medication. <u>Negative Test/Alternate Diagnosis</u> – Student may return to school after symptom free for 24 hours without aid of medication.

Updated 8/3/2026

Allergies and Medical Conditions

If your child suffers from allergies or any other chronic medical condition which may require emergency medical care, **you must complete the “Permission to Administer Medication / Allergy Information” form for the school to keep on file.** It must be completed and signed by your child’s doctor and include specific instructions for the staff. Parents must advise teachers of any dietary and/or insect allergies your child has been diagnosed with or is suspected to have (or may develop during the school year). The “Permission to Administer Medication / Allergy Information” form is available in the School Office or on our website. Lancaster Preschool staff are not legally authorized to administer any over the counter or prescription medication without a completed “Permission to Administer Medication / Allergy Information” form, including signature by your child’s doctor. Anytime the medication is administered at School, it will be documented in Brightwheel.

Please note, we are not a “Nut/Food Allergen Free” school. However, if your child has a food allergy, we will request that the parents in your classroom label any snack bag or lunch box that contains the allergen(s). For example, if your child has a peanut allergy, the lead teacher will request that any parent sending in a snack or lunch item with peanuts includes a clearly marked label noting “Peanuts” so the teachers can ensure the child with the allergen is not closely exposed. Severe or airborne allergies will be handled on a case-by-case basis.

Child Development Policies

As written in our mission statement, our staff strives to love, nurture, and educate the children of Lancaster Preschool. Positive reinforcement, problem solving, and a well supervised and developmentally age-appropriate curriculum and classroom setting help create a supportive environment where children thrive. These policies have been carefully crafted to positively encourage our students in all aspects of child development.

Potty Training Policy

At Lancaster Preschool, children entering our Three Year Old classes are TYPICALLY potty trained; while children entering our Four Year Old classes MUST be potty trained. We recognize that developmental differences may speed up or delay this timeline and will be addressed individually with the School Director and classroom teacher(s). Because restroom use at school must be supervised and is often dictated by the daily schedule, the following signs of readiness will be used to determine a child’s bathroom independence:

A potty trained child can:

1. Recognize AND verbally communicate to the teacher that (s)he needs to use the bathroom in a timely manner (ie: BEFORE an accident may occur).
2. Be able to wait to use the restroom if it is occupied (ie: using the restroom is not an “emergency”).
3. Pull up and down his/her own underwear and bottoms without assistance.
4. Wipe him/herself without assistance most of the time.
5. Flush toilet without assistance.

6. Recognize the need to wash hands afterwards most of the time.

A potty train**ING** child may:

1. Sometimes recognize AND communicate to the teacher that (s)he needs to use the bathroom in a timely manner (ie: BEFORE an accident may occur).
2. Sometimes have an accident prior to recognizing and/or communicating that (s)he needs to use the bathroom.
3. Communicate if they have had an accident.
4. Need assistance with his/her own underwear and bottoms.
5. Need assistance with wiping.
6. Need assistance with flushing toilet.

Children who are ready to begin potty training will recognize and communicate that they have a wet or soiled diaper.

Our staff will assist students with the bathroom when and where needed. However, if a child is considered to be potty train**ING** (versus potty train**ED**), while at school they must wear Pull Ups with Velcro side tabs (or similar brand training underwear with Velcro side tabs) that may be changed easily and keep clothing clean and dry. Our Threes classrooms do not have changing tables and training underwear that does not have side tabs that can be easily removed and reattached requires the complete removal of shoes and clothing items. Assisting with bathroom accidents is time consuming and can easily overwhelm the daily schedule. Our staff will be positive and supportive of our potty train**ING** students, including celebrating successes and positive reinforcement such as stamps or stickers (or parent provided small treats such as M&Ms). When possible, we will return soiled clothing and underwear in a bag, but do not have the capability to wash items prior to returning home to families.

During the potty train**ING** process, we recommend easy to pull on and off clothing such as sweatpants or other elasticized waistband bottoms. Clothing items that are difficult for a child to remove, such as bottoms with buttons or zippers, or items that may require assistance, such as overalls, can hinder the potty train**ING** process and the child's success. Children may not be sent to school in underwear until they recognize the signs that they need to use the restroom and have been accident-free for two full weeks at school. If a child has two consecutive accidents (meaning twice in one day or on back-to-back days), staff will ask for parents to return to training underwear/Pull Ups until the child is accident free for two consecutive school days.

Potty ACCIDENTS will be documented in Brightwheel so that you are notified and accidents are reliably tracked.

Student Behavior Policy

Part of our mission at Lancaster Preschool is to “foster a sense of wonder in God’s creation, as well as an appreciation for others” which includes respect for authority and applying biblical principles in our interactions. No student is allowed to be significantly disruptive to the process of instruction or to ill-treat another student. It is our desire to create a community of diverse backgrounds, culturally, racially and economically, and for all students to be respectful of those differences. The ultimate responsibility of the behavior of the child belongs to the parent. We realize that learning and applying biblical

principles is a long-term process, but we are confident that the reward will be worth the effort for student, parents and the school.

Our discipline policy is age and developmentally appropriate. Focused, well-supervised classes help create an environment in which positive reinforcement of children's actions lead to appropriate behavior. When behavior is inappropriate, a child will be redirected to a new activity. We work with children and help them to play well with others. However, a child is removed immediately from a situation if they are harming themselves or others and will be directed to a supervised "thinking chair" for one minute per year of age. Learning boundaries is a normal part of growing, and every child requires guidance. Teachers will reach out to parents if a concerning behavior persists. Lancaster Preschool does not use corporal punishment.

The School Director, in conjunction with the Board, has the authority to suspend or expel any student at any time if the behavior/attitude of the student so warrants. Most suspensions or expulsions will be subsequent to various interventions including parent-staff conferences, etc. However, if deemed necessary, the School Director, with support from the Board, has the authority to immediately suspend or expel any student at any time.

Green and Red Choices

We use Green and Red Choices in our classroom. This is a positive approach to behavior and a universal support for all students in the classroom to learn expected behaviors. Green choices are good behaviors, worded in a positive way. They are the choices we want students to make such as to listen, use kind words, and have a calm body. Green is a symbol for go, keep going and red is a symbol for stop.

WE STRIVE TO:

- Communicate to children using positive statements
- Communicate with children on their level
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Enforce classroom rules
- Model appropriate behavior
- Set up classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activities
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the children's needs, desires and feelings
- Provide appropriate words to help solve conflicts
- Remove child if harmful to self or others

- Use storybooks and discussion to work through common conflicts

WE DON'T BELIEVE IN:

- Inflicting corporal punishment in any manner upon a child
- Using any strategy that hurts, shames, or belittles a child
- Using any strategy that threatens or intimidates a child
- Using or withholding food as a punishment
- Embarrassing any child in front of others

Conferences will be scheduled with parents if consistent disciplinary problems arise. Behavior and interventions will be documented via the Lancaster Preschool Behavior Report. If a child's behavior consistently endangers the safety of him/herself or children around him/her, Lancaster Preschool has the right to terminate enrollment at any time.

At any point, if there is a suspicion or indication that a child may have special needs, Lancaster Preschool will discuss those concerns with parents and will recommend available resources for assessment and assistance, including, but not limited to, speech language pathology, occupational therapy, behavioral therapy, etc. If child's specific needs are deemed to be or become greater than Lancaster Preschool is able to service, it may become necessary to delay or discontinue enrollment.

Behavior incidents will be documented using our Behavior Report. If deemed necessary, your child's teacher may follow up with a phone call or request a conference.

Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with all of this in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites to learn different, more appropriate behavior. We do not use techniques that may alarm, hurt, or frighten children.

For the child that was bitten:

1. The teacher will comfort the child. First aid is rendered, if appropriate. Ice will be provided, and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff and parents will be notified.

3. An Incident Report will be completed, documenting the incident, and a copy will be sent home with the child.

For the child that bit:

1. The teacher will firmly tell the child “NO! DO NOT BITE!” and show the child how he/she hurt their friend.
2. The child may be placed in an area of the classroom designated for quiet/calm behavior for no longer than the child’s age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. A Behavior Report will be completed, documenting the incident, and a copy will be sent home with the child.

When Biting Continues:

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The parent(s) will be asked to provide a teething ring or other appropriate teething toy.
5. The Director/teacher will schedule a conference with the parents of the child who is biting to develop a plan for home and school to stop the biting.

When Biting Becomes Excessive:

1. If the child continues to bite, after the preventative steps noted above have been implemented by staff, the parent/guardian will be asked to pick up the child for the remainder of the day. Chronic and continued biting may require the assistance of trained specialists such as Bringing out Best. Our staff will help you to connect with these services.
2. If, after intervention, the child continues to bite, thus endangering other children, enrollment may be paused for a period of time or discontinued.

Forms

Forms

A copy of this handbook, along with some of the school forms you may need to complete or update throughout the year, may be accessed on our website, including:

- Authorization and Emergency Pick-Up
- Medical Information and Medication Authorization
- Parent Complaint
- Staff Childcare Waiver

Parent Partnership and Communication Policy

Parent Partnership Policy

Every staff, administrative, and Board member contributes to the success of the Lancaster community by striving to set an example of Christlikeness in his/her life by modeling compassion, humility, forgiveness, thankfulness, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (*Colossians 3:12-15 and Galatians 5:22-23*). Lancaster encourages parents and guardians of students to model the same Christian values and lifestyles taught by Lancaster Preschool and to support the School's staff and volunteers as they do the same.

Any parent visiting the School campus or attending any Lancaster sponsored or affiliated activities must act in a manner that respects the School's Christian mission, philosophy and policies. The School also reserves the right to restrict any parent's participation in an event, activity or access on or to school property, including play areas (see Lancaster Preschool Grounds Rules) should it be necessary.

In the limited situations where the School determines it cannot effectively partner with a parent(s)/guardian(s), enrollment of the student(s) may be declined or discontinued at the discretion of the Director and/or School Board at any time.

Communicating Concerns/Complaints

Regarding any concerns or conflict resolution, Lancaster Preschool models itself after Matthew 18:15-19. Should you have a concern, conflict, or issue, please first share it with the *appropriate* person.

1. If you have a concern about the manner in which something is being handled at school or with your child, we ask that you speak to your child's teacher prior to escalating the matter to the Director of the School.
2. Following this step, if you are not satisfied with the outcome, please approach or request to meet with the Director of the School. This will require you to complete a "Parent Complaint Form" (sample form on page 30 and available upon request from School Office) prior to meeting with the Director. Following receipt of this form and meeting, the Director will take the next appropriate steps to resolve the issue.
3. Following this step, if you are still not satisfied with the outcome, please approach or request to meet with the Board Chair who will then work with the Board and Director for swift and final resolution. Parents are further invited to direct any concerns with or issues involving the conduct or behavior of the Director of the School to the Board Chair (the completion of a "Parent Complaint Form" is also requested in such instances).

In addition to Matthew 18:15-19, there are several clear principles that Jesus taught to resolve concerns and conflicts, including:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words (e.g., Ephesians 4:29; Exodus 23:1)

2. Keep the circle small. “If your brother/sister sins against you, go and tell him his fault between you and him alone”. The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

3. Be straightforward. “Tell him/her his/her fault [issue].” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

4. Be Forgiving. “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If someone is caught in sin, you who live in the Spirit should restore that person gently. But watch yourselves, or you may also be tempted.”

As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration is the healthy happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the issue or problem?

For example, if you, the parent, are unhappy with a teacher because you believe your child is being treated unfairly in the classroom, you and the teacher have met and talked together, and you are not satisfied with the outcome of your discussion, then what is the next step in the Matthew 18 principle?

5. The parent and teacher should share the matter with the Director of the School.

At this stage, the counsel of Jesus would be “...take with you one or two more, that by the mouth of two or three witnesses every word may be established.” Both parent and teacher should express their versions of the issue or issues with the school’s Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed.

An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution. Statistics show that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school’s Administration (i.e. Preschool Director). This leaves 2% to be resolved at the level of the Preschool Chairperson/Board. The Board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

The Director of the preschool should explain the problem to the Board Chair. The Board Chair will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the Board Chair to request that all persons involved be present at a Board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to Administration. If unresolved at the two-person level, the matter is prayerfully and in

an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems and a foundation of unity.

To address issues of concern, parents are encouraged to apply the above directives. Discussing concerns with the appropriate staff member via phone call/text or e-mail is also appropriate. Please do not attempt to discuss concerns or complaints at drop-off or pick up. If a parent wishes to formally notify the School Director or Board of a complaint or concern, the Parent Complaint form found on the following page should be completed and returned to the School Director. The School, and its affiliates, consider this form the only acceptable manner in which to communicate a formal complaint or concern.

Support Lancaster Preschool

Lancaster Preschool depends on the support of our community to accomplish our goals. Whether you share your time, talent, treasure or prayers, every contribution to our school is a blessing and makes an immeasurable difference to our school community. YOU enable us to grow roots and spread wings! Please read on to learn more about how you can support our School.

Board of Directors

As a private non-profit Christian organization, Lancaster Preschool is governed by a Board of Directors that is charged with providing fiduciary and visionary leadership to the School, seeking God's will and direction for the School, and preserving the School's mission, purpose and ministry. For those who share a love for Lancaster and have a passion for service, nominations/applications can be submitted to the School Director or Board Chair via the school website and are reviewed each spring. All Board Members commit to serving a two (2) year term and must adhere to the Lancaster Preschool Board of Directors Code of Conduct. To review the Code of Conduct, please see the School Director or Board Chair.

Parent Council

The Parent Council (PC) is a service-oriented group that fosters an atmosphere of community for students, families and staff through school-wide activities such as the annual Fun Run, and other special events. All school parents are automatically members of the PC and you do not have to register to join. PC raised funds cover the gap between tuition and the cost of operating Lancaster Preschool and enable the School to purchase new classroom or playground equipment, and provide continuing education, holiday bonuses, technology enhancements and more for teachers and staff.

Through strong parent involvement, our PC has established a vital presence in the community of Lancaster Preschool and the community at large. Parents are encouraged to participate in fellowship with other Christian parents. Whether you are brand new to Lancaster or a veteran parent, the PC would love to welcome you to be part of the team. Please make every effort to attend the first PC meeting of the year to learn more.

Mission

The PC of Lancaster Preschool views its role as a support ministry of Lancaster Preschool in the areas of prayer, support to administration, teachers and staff, special fundraising projects and community outreach.

Vision

The Parent Council (PC) desires to support the teachers, staff, students and ministry of Lancaster Preschool.

Motto

“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others.” Philippians 2:3-4

Focus

During the summer, the Preschool Director and members of PC will work together to identify goals for the following year. They will engage willing parents to serve in support roles to achieve these goals.

Needs

“We Trust God for ALL of Our Needs”

Each year, one (or two) parents will serve as PC Coordinator(s) and will communicate any PC needs to the School Director. The PC will gather for a monthly meeting on the school campus. Any parent who wishes to attend is welcome (RSVP is not required). Updates from PC will be sent in a monthly PC Newsletter. Every PC event will have a chair/co-chairs and small committee of parents to plan and execute the event. In 2026-27, the following PC events are anticipated:

- Back to School Bash (Fall)
- Meals for Staff (1/Fall and 1/Spring)
- Pajamas and Pancakes (Winter)
- Staff Appreciation Week (Spring)
- Fun Run (Spring)
- Various lower-scale fundraising opportunities including Charleston Wraps, Spirit Night and Spirit Wear Store

Other events may be added as desired by PC and with approval from the Preschool Director. Parents are also asked to lend assistance at school events such as Book Fair and school pictures. PC will also assist in securing Room Parent(s) for each class. Annually, the School Director and Director of Finance will determine a budget to be used each year towards executing PC events.

Room Parents

Room Parents will coordinate with PC throughout the year via the Room Parent Coordinator, as well as with classroom teachers. They will be responsible for sharing event information and classroom needs with classroom parents. Additionally, each class is encouraged to celebrate our teachers at Christmas, Teacher Appreciation Week, and at the end of the school year. The Room Parent is responsible for coordinating this effort and may solicit a collection for these gifts. All contributions are voluntary and optional.

Financial Support

As an independent school, tuition alone does not cover the full cost of offering and operating the exceptional preschool experience we provide here. Our PC events throughout the year raise funds to support classroom and program enhancements, create a reserve fund, and provide for staff bonuses, raises and retention, and support families experiencing financial hardship. We are thankful for the generous support we have received from our community. Families can support any of our PC events through dedicated sponsorship, one-time or reoccurring donations, event attendance, and most importantly, continued prayers for the success of our beloved school.



Parent Handbook and Document Signature Page

We, the parents of _____ (Child's Name), have read and understand the contents of the 2026-2027 Lancaster Preschool Parent Handbook. By signing below, we acknowledge our agreement of and adherence to the policies outlined in this handbook including.

We understand that Lancaster Preschool reserves the right to amend its policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the school.

Signature of Parent/Guardian _____ Date _____

Please sign and return this page to your child's teacher by September 14, 2026.