



"Giving Children Roots to Grow and Wings to Fly"

Parent Handbook 2024-2025

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****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

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.

**** The campus is only accessible during school hours and school sponsored events. For safety reasons, families are no longer able to access playground areas or other common areas outside of regular school hours. Families are asked to depart from the Church campus by 1:30pm.**

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.

- **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, 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***

Experienced Teachers

Our teachers have years of experience working with preschool children and work in teams of two. They are trained in CPR/First Aid and are dedicated to helping children develop a true love of learning. We have thoughtfully paired team members whose balance brings a complimentary blend designed to meet the needs of every student.

Involved Families

At Lancaster Preschool, we believe our school is only as successful as our family support and we strongly desire to remain as connected as possible. We encourage family members to call, ask questions, follow us on social media, stay in touch via email and our website, and never hesitate to schedule time with your child's teacher. We deeply appreciate our families and hope you will consider joining our Parent Council as well. For more details about our Parent Council, see page 30.

Curriculum Highlights

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 lessons. 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. Musical experiences are an important part of children's sensory environment and will help them to develop physical, social and intellectual skills.

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.

Handwriting Without Tears

This is a developmentally appropriate handwriting program that uses short, interactive, multisensory lessons to encourage appropriate printing habits. Letters and numbers are formed using wooden pieces, small chalkboards, magnetic stamps and more as students learn correct placement along with songs and games to make the handwriting process engaging and fun. This program is introduced in our Fours and Pre-K classes.

Registration Details

Registration and Enrollment

For the 2024-25 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. The registration fee is non-refundable. A \$25 application fee will also apply to families new to Lancaster Preschool.

Tuition

Tuition is due on the 1st day of the month beginning in October (September's tuition was previously collected to secure your child's enrollment). 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 all forms of payment including cash, check, bill pay, credit card and ACH (checking account draft). Once your Brightwheel account is established you will be able to set your preferred method of payment.

**Please note new information for 2024-2025 school year.

ACH Draft: ACH checking account draft (including processing fee) is available for families who wish to set up automatic tuition drafting from a checking account. This may be done through Brightwheel.

Check/Cash: Checks/Cash 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 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: 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.

Credit Card: Payment via credit card (including 2.9% processing fee per transaction) may be done through Brightwheel.

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

In the event of withdrawal from the school, please submit a **written notification to the School Director at least FOUR (4) weeks prior to the date of withdrawal**. Families are responsible for tuition during this four-week notice; however, no future tuition will be billed. There will be no refunds for September tuition or for Kindergarten, which is a year-long contract/commitment.

Government Shutdown/Pandemic Restrictions

In the event of any unpredicted restriction in the School's ability to remain open due to any other unforeseen pandemic or similar situation, like 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

Please understand that Arrival and Dismissal Procedures are subject to change based on safety and health variables, in addition to any local, state or federal guidelines the school may be subject to follow. We appreciate your patience and cooperation as we navigate any changing circumstances that may arise. Please contact the school office with any questions or concerns. **All families must complete the “Authorization for Daily Pickup” which will be provided to you by your child’s teacher.**

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. Please be mindful of these times as 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.

Arrival - Tots, 2s and 3s (“Walkers”)

- Children in the Tots, 2s, and 3s classes, and their older sibling(s), if applicable, will enter ONLY through the Walk-up Door/Main Entrance.
- Parents may enter the school on an as needed basis.
- 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”)

- 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.
- We will provide hand sanitizer to each child and direct them to their room.
- Once your child is unloaded and car doors are closed, please proceed by pulling 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”)

- 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.
- Teachers will bring your child to you at the door.

Dismissal – 4s, Pre-K, and Kindergarten (“Car Riders”)

- 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. Sign should remain in place until you have exited the carpool area.
- 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, please proceed by pulling forward slowly, yielding to other cars from the right, 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 exiting the parking lot.

***IMPORTANT:** Please notify your child's teachers **IN WRITING** (ex: handwritten note in Daily Folder, email or Brightwheel message) if your child is going home with anyone other than the parent/caregiver who normally brings them to or picks them up from school even if they are listed on your Authorized Pick Up form. To keep things as seamless as possible for your child, please ensure the person picking up your child(ren) is aware of the School's Arrival/Dismissal procedure and advise them that they should bring your school provided carpool sign and be prepared to show identification, if requested, before your child is released to them.

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 greet you within a few moments and escort your child to class.
- If you will arrive after 1:15 PM for Pick-up, please call the School Office. 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-emergency late pick-ups per year without penalty. After that, a \$10 fee will be automatically assessed to your Brightwheel account for each non-emergency late pick-up occurrence.

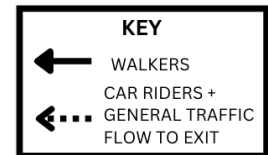
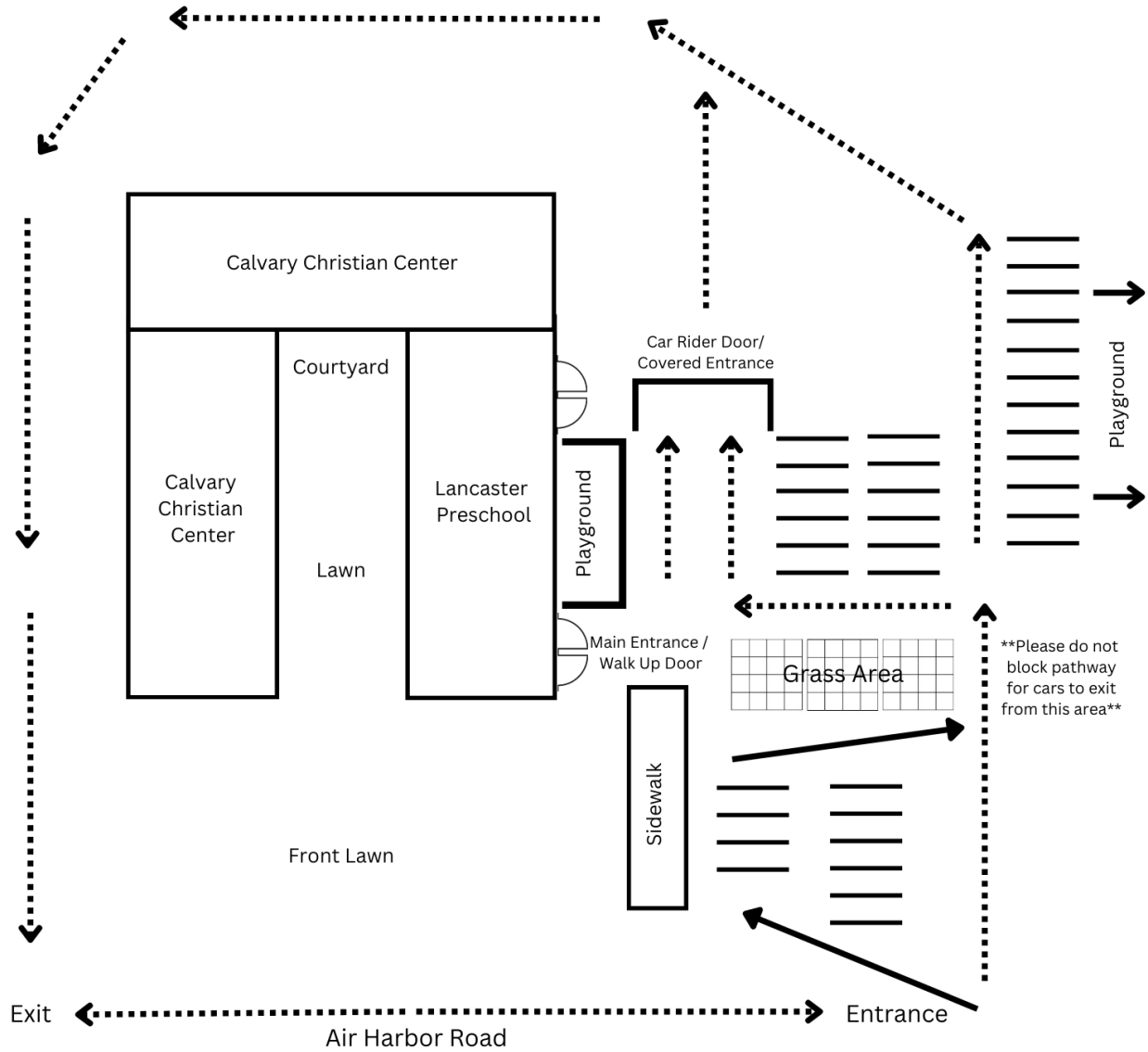
Staff Caregiver

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. You may obtain the waiver from the School Office.

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 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.

Birthdays

Parents may send or bring in simple refreshments/snacks/treats (and drinks, if desired) for their child's birthday. Please work with your child's teacher to determine the best day/time and if there are any allergies in the classroom to consider.

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 similar) **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!

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. 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.

Injury Incident Reports

Young children will have the occasional accident 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/Brightwheel message notifying you of the incident. A copy of this report will be sent to you upon completion. Please see a copy of the Injury Incident Form on the next page.



Injury Incident Report

Date: _____

Child's Name: _____

Dear: _____:
(Parent/Guardian)

Your child _____
_____.

We attended to him/her by _____
(treatment)

Teacher's Signature: _____

Communication Details for School Information:

_____ (Parent Name) was contacted at _____ AM/PM
via _____ (phone call / text).

In needed, a follow-up phone call was made at _____ AM/PM

Incident Report filed? _____ Yes _____ No

Note for Staff: Please notify the School Director of any incident that occurs which requires you to complete this form and notify parents. Please file the original in the Injury Incident Report notebook and provide a copy to the Director within 12 hours of the incident. A copy of this form must also be shared with the parent(s) on the day of the incident.

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 website, Facebook and Brightwheel. 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 be delivered to you.

Bringing Toys to School

We encourage you to have your child keep toys, other than Show + Tell 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.

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 your child to school until he/she 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. Perhaps you’re getting a new pet, Grandma went to the hospital, Daddy changed/lost a job, Mommy is having a baby, the house is being renovated or you are moving away. 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. Maybe it is something in between, but remember your child is more sensitive than you know and may display behaviors at school that could be better addressed if their teacher knows the source. 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 illness and health procedures. We appreciate your cooperation and patience as we implement procedures and protocols that meet, and possibly exceed, government mandated policies for private preschools.

Condition	Symptoms	Exclusion From Facility
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> - Student must isolate for 5 days after receiving a positive test result and symptoms must be improving. <u>Negative Test/Alternate Diagnosis</u> – Student may return to school after 24 hours symptom free without medication
Fever	All ages: 100.4 or higher	Until child is fever free for 24 hours without medication.
Respiratory Concerns	Labored breathing, excessive coughing, shortness of breath	Until symptoms have resolved or doctor's note obtained identifying cause of respiratory concern.
Diarrhea	Frequent watery bowel movements	Sent home immediately after 2 episodes or after 1 episode if there are any other accompanying symptoms, must remain home for 24 hours after resuming eating.
Vomiting	Loss of food by mouth – more productive than spitting	Sent home immediately after 1 episode; must remain home until NO vomiting or loose bowels for 24 hours after resuming eating.
Common Cold	Stuffy/runny nose, sneezing chest congestion	Excluded for excess of any of the symptoms or if runny nose is consistently green in color – 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 no fever exists.
Ear Infection	Earache, irritable, reduced appetite	If accompanied by low grade fever, exclusions apply.
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.

Updated 7/11/2024

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 by your child’s doctor and include specific instructions for the staff and returned to the School Office before the school year begins. 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). Please request a copy of the Permission to Administer Medication / Allergy Information form from your child’s teacher or the School Office. Lancaster Preschool staff are not authorized to administer medication of any kind without a completed Permission to Administer Medication / Allergy Information form, including signature by your child’s doctor.

Daily Wellness Agreement Waiver

To my knowledge:

- The child I am dropping off does not have any commonly identified contagious virus, including Covid-19.
- There are no close contacts or household members with a confirmed case of illness nor are presenting any related symptoms.
- The child I am dropping off does not currently have any of the symptoms listed below:
 - Fever (fever is determined by a thermometer reading above normal; fever is defined as 100.4 or higher)
 - Cough and/or Shortness of breath
 - Excessive runny nose
 - Runny nose presenting a consistent green color
 - Sore throat
 - Headache
 - Vomiting
 - Diarrhea
 - Rash
 - Loss of taste or smell
- My child has not been given any medication that could mask symptoms they are experiencing
- I understand that if any symptoms arise in my child throughout the school day, I will be notified and am required to pick up within 30 minutes and follow the Health Information Procedures on pages 18-19 of this handbook.
- I understand and agree to the policies listed above.

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 train**ED** 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 the 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 other training underwear) that may be changed easily and keep clothing clean and dry. 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 buttons or zippers, or items that may require assistance 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 use Pull-ups until the child is accident free for two consecutive school days.

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 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 activity
- 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 disciplinary problems arise. Behavior and interventions will be documented via the Lancaster Preschool Behavior Incident 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 care at any time. Lancaster Preschool reserves the right to change our policies 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 Incident Report

Date: _____ Time: _____

Child's name: _____

***Check all observed behavior(s):**

AGGRESSIVE:

- | | |
|---|---|
| <input type="checkbox"/> <i>Biting</i> | <input type="checkbox"/> <i>Kicking</i> |
| <input type="checkbox"/> <i>Pushing</i> | <input type="checkbox"/> <i>Foul Language</i> |
| <input type="checkbox"/> <i>Throwing</i> | <input type="checkbox"/> <i>Hitting</i> |
| <input type="checkbox"/> <i>Other Behavior(s)</i> _____ | |

BLATANT:

- | | | |
|--|--|--|
| <input type="checkbox"/> <i>Disobedience</i> | <input type="checkbox"/> <i>Spitting</i> | <input type="checkbox"/> <i>Disrespect</i> |
|--|--|--|

Other Behavior(s) _____

The behaviors noted above do not constitute a complete list of behaviors that may require completion of this form.

***Circle the Teacher's action(s):**

- | | |
|------------------------|---------------------------------|
| Redirection | Calm Down Spot / Thinking Chair |
| Removal from Classroom | Office Visit |

***Method of Parent Contact (circle all that apply):**

- | | |
|--|------------|
| Text Message | Phone Call |
| E-mail/Brightwheel/Other Electronic Method | In-Person |

Note for Lancaster Staff: Place one copy of this form in the Behavior Incident Report notebook in your classroom and notify the Director. Please send one copy home to parents within 12 hours of completion of this form. If applicable, also note if any other student was affected by this incident. The name(s) of other student(s) is for the School Director's notification only and not for other parents. Please do not include other student name(s) until after a copy has been made for the parent(s) of the student exhibiting the behavior(s) that required completion of this form.

Name of child(ren) affected (if applicable): _____



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. An Incident 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.

Parent Partnership and Communication Policy

Parent Partnership Policy

Each faculty, 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 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" (copy below) 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).

There are several clear principles that Jesus taught in solving people-to-people problems:

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.



Parent Complaint Form

DATE: _____

Please fill out this form completely and return it to the Lancaster Preschool Director. All complaints will be reviewed by the Director with support from the School Board, as necessary.

Have you expressed concerns to the appropriate School Staff Member prior to completing this form? If yes, please note the individual(s). _____

TEACHER NAME(S) _____

PARENT NAME(S) _____

STUDENT NAME(S) _____

DATE OF INCIDENT _____

Please provide a detailed and factual description of the circumstances that prompted this complaint. Be specific and only provide information relevant to the incident/event. Include relevant names/witnesses and documents, if applicable. Use additional paper, if necessary. _____

FOR SCHOOL USE ONLY:

REVIEWED BY: _____

ACTION TAKEN BY
SCHOOL: _____

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 the 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 through this sort of leadership, nominations can be submitted to the Director or Board Chair and are reviewed annually. All Board Members commit to serving a two (2) year term and must adhere to the Lancaster Preschool Board of Directors Code of Conduct.

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 a Welcome Breakfast for new families, the annual Fun Run, and other special events and community projects throughout the year. PC raised funds enable the School to purchase new classroom or playground equipment for students and provide continuing education, holiday bonuses, technology enhancements and more for teachers and staff.

Through strong parent involvement, the PC has established a vital presence in the community of Lancaster Preschool and the community at large. Parents of children are encouraged to join and become engaged in activity planning and participation that supports our School and share 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. To join the Parent Council, please contact the current year's Parent Council President.

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

At the beginning of each school year, the Preschool Director and the PC President will work together to identify goals for that year. They will engage willing parents to serve in leadership support roles within the PC.

Needs

“We Trust God for ALL of Our Needs”

An approximate budget of needs/projects determined by the School Director and Director of Finance will be developed each school year and presented to the PC President. Various fundraising projects, with the approval of the School Director, will be planned and held during the year, through which the PC will raise money to finance these determined needs/projects, special events and gifts to the school.

Event Committees

The PC President will have final approval of teams and/or co-chairs to serve on any event committee. It is preferred that at least one co-chair has previous event experience and will come alongside the other co-chair to train them to serve the following year.

Organizational Structure and PC President Role

The PC President works with the Preschool Director to carry out the service components of the PC. The Preschool Director must approve all fundraisers and/or events. The PC President is responsible for organizing PC committees, members and events and ensuring the success of the organization, as well as training the PC Vice President for his/her presidency the following year and communicating school-wide events to Room Parents.

The PC President is the liaison between the PC and the Preschool Director to safeguard the Preschool Director’s time and schedule, as well as serving as the official contact, communicator and representative of the PC. The PC President presides over PC meetings, oversees, coordinates, and delegates the work of the PC as approved by the Preschool Director.

PC President coordinates:

- Email communication with Room Parents to ensure prompt communication from Room Parents to classes regarding schoolwide events and community initiatives
- New Family Breakfast (Fall)
- School Carnival (Fall)
- Movie Night (Fall)
- Monthly class Meals for teachers (none in September, December, January)
- Galentine’s (Spring)
- Teacher Appreciation Week (Spring)
- Fun Run (Spring)
- Other fundraisers as determined by PC with approval from the Preschool Director

Classroom Volunteers

At the beginning of the year “Meet and Greet”, parents will have the opportunity to sign up for the role of Room Parent and to assist with planning classroom parties throughout the year. The Room Parent will coordinate and communicate with Parent Council throughout the year, as well as classroom teachers to determine dates/times and needs for each party/school event and will communicate this information to classroom parents. Additionally, each class is encouraged to celebrate our teachers on their birthdays, special holidays and events, and at the end of the school year. The Room Parent is responsible for coordinating this effort and may solicit for a collection for these gifts, but please remind families that 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. When our school was re-established in 2020 as Lancaster Preschool, the Lancaster Fund was created 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 and are excited to offer numerous ways you can continue to help. Sponsorship and support of any of the following are available to you:

1. **Lancaster Fund:** Donations may be made to the Lancaster Fund at any time throughout the year. Any donation made to the Lancaster Fund is tax deductible. Please contact the School Director or Finance Coordinator to make a donation.
2. **Parent Council Events**, including the Fall Festival, Fall Movie Night, Lancaster Shopping Day, Galentines Night, and the Lancaster Fun Run: Attending and supporting our Parent Council events builds our school community and any sponsorships of these events or purchases made at these events support the Lancaster Fund.
3. **Parent Council Sponsored Business Directory:** Businesses with a connection to Lancaster Preschool may promote and advertise their business via purchased advertising space in our school community Business Directory.
4. **Attractions Guide:** Each year we share the opportunity to purchase a local community Attractions Guide. These guidebooks include coupons and vouchers totaling savings of over \$2,500 and a portion of the sale of these guides is given to the Lancaster Fund.



Parent Handbook and Document Signature Page

We, the parents of _____ have read and understand the contents of the Parent Handbook. By initially below, we acknowledge our agreement of the policies outlined in this handbook including, but not limited to, the following:

- _____ The Daily Wellness Agreement Waiver and Health Information Procedures
- _____ The Waiver of Liability Regarding Voluntary Participation at Lancaster Preschool
- _____ The Child Development Policy (including Potty Training, Student Behavior, and Biting Policies)
- _____ The Parent Partnership and Communication Policy
- _____ The Lancaster Preschool Grounds Rules

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 13, 2024.