



Handbook

2019 – 2020

St. Mark Preschool
129 Charles Street
Hanover, PA 17331

Phone: 717-451-4803

E-mail: stmarkpreschoolhanoverpa@aol.com

Website: www.stmarkpreschoolhanover.weebly.com

Like us on Facebook

Welcome to St. Mark Preschool

We are happy that you are sharing your child with us, and hope that his or her preschool experience will be an enjoyable and meaningful one. Working together we can help your child develop his or her full potential.

St. Mark has a long history of preschool education for young children dating back to the late 1940s. It started as a Kindergarten, then a nursery school, and now a preschool. We renewed our commitment with a new beginning in September 2003 with the opening of a preschool for three and four-year-old children.

St. Mark Preschool admits students of any race, color, or national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school-administered programs.

Table of Contents

Mission Statement	page 2
Preschool Staff	page 2
3-Year-Old Class	page 3
4-Year-Old AM Class	page 4
4-Year-Old PM Class	page 5
Scholarships	page 6
General Information	page 6
Drop off / Pick Up	page 7
Parent Involvement	page 8
Snacks	page 8
Illness	page 9
Inclement Weather Policy	page 10

Mission Statement

The purpose of this handbook is to provide you with information concerning the program(s) in which your child will be participating. Throughout our programs for children ages 3-5 years, we hope to provide you with an experience that will leave you and your child with happy memories as well as provide a basis for future education.

Our purpose is to introduce your child to a friendly, safe, and non-competitive learning environment where each child can become self-confident and enjoy learning. We also stress the nurture of beginning relationships away from the family structure. While providing a learning experience, we plan to give your child opportunities to associate socially with other children and to learn to relate to adults other than his or her own parents.

This preschool is a non-denominational program provided for the benefit of any eligible child. It is a ministry of the people of St. Mark Lutheran Church and is administered by an ad hoc committee (Preschool Committee) of the Christian Education Committee. The school is operated on a non-profit basis and supported solely by registration, monthly tuition fees, fundraisers, and the generosity of the people of St. Mark.

Preschool Staff

Allison Wentz – Director and 3-Year-Old Teacher

Idonia Klunk – Teacher 4-Year-Old Class &

Teacher's Assistant 3-Year-Old Class

Stef Reid – Teacher's Assistant 3 & 4-Year-Old Classes

Abbi Martin – Teacher's Aide 4-Year-Old Class

Rev. Kirk Griffin - Pastor

3-Year-Old Class

(3/4 Year Old Program)

Who is eligible? Children who have reached the age of at least 3 years old by September 1st of the current program year are invited to join this program. Children must be toilet-trained.

When does the class meet? This class meets on Tuesday and Thursday mornings. The sessions begin promptly at 9:00 a.m. and end at 11:15 a.m. Students should not arrive before 8:50 a.m. The school year begins in September and ends in May.

How large is the class? Class size is limited to a maximum of 12 children. There will be a qualified teacher and 2 teacher assistants for the class.

What are the costs?

Registration Fee: There is a \$30.00 registration fee. This registration fee is non-refundable and is due at the time you register your child in the preschool. This fee will hold a place in the class for your child for the school year. The fee is used for purchasing supplies, materials, equipment, and to cover other start-up costs prior to the September opening.

Monthly Tuition Fee: There will be nine non-refundable monthly tuition payments of \$80 or \$720 per year. The first payment is due **August 1st**. The eight remaining payments will be due by the first class session of each month thereafter. The last tuition payment is due April 1st. Make checks payable to St. Mark Preschool.

Late Payments: Since the smooth operation of the preschool is financed primarily through tuition, it is **IMPORTANT** that the payment is made on time. **If tuition is not paid by the 15th of the month, a late fee of \$10 will be added to the tuition fee.** The late fee amounts paid will be added to our Scholarship Fund.

4-Year-Old AM Class

(4/5-Year-Old Program – Pre-Kindergarten)

Who is eligible? Children who have reached the age of at least 4 years old by September 1st of the current program year are invited to join this program. The curriculum of this class is geared to children who will enter kindergarten the following school year. Children must be toilet-trained.

When does the class meet? This class is held on Mondays, Wednesdays, and Fridays. The sessions begin at 9:00 a.m. and ends at 11:45 a.m. The school year begins in September and ends in May.

How large is the class? Class size is limited to a maximum of 17 children. There will be a qualified teacher, a teacher's assistant and a teacher's aide for the class.

What are the costs?

Registration Fee: There is a \$30.00 registration fee. This registration fee is non-refundable and is due at the time you register your child in the preschool. This fee will hold a place in the class for your child for the school year. The fee is used for purchasing supplies, materials, equipment, and to cover other start-up costs prior to the September opening.

Monthly Tuition Fee: There will be nine non-refundable monthly tuition payments of \$130 or \$1,170 per year. The first payment is due **August 1st**. The eight remaining payments will be due by the first class session of each month thereafter. The last tuition payment is due April 1st. **All tuition payments must be paid in full by May 15th in order for your child to participate in graduation.** Make checks payable to St. Mark Preschool.

Late Payments: Since the smooth operation of the preschool is financed primarily through tuition, it is **IMPORTANT** that the payment is made on time. **If tuition is not paid by the 15th of the month, a late fee of \$10 will be added to the tuition fee.** The late fee amounts paid will be added to our Scholarship Fund.

4-Year-Old PM Class

(4/5-Year-Old Program – Pre-Kindergarten)

Who is eligible? Children who have reached the age of at least 4 years old by September 1st of the current program year are invited to join this program. The curriculum of this class is geared to children who will enter kindergarten the following school year. Children must be toilet-trained.

When does the class meet? This class is held on Mondays, Wednesdays, and Fridays. The sessions begin at 12:30 p.m. and ends at 3:15 p.m. The school year begins in September and ends in May.

How large is the class? Class size is limited to a maximum of 9 children. There will be a qualified teacher and a teacher's assistant for the class.

What are the costs?

Registration Fee: There is a \$30.00 registration fee. This registration fee is non-refundable and is due at the time you register your child in the preschool. This fee will hold a place in the class for your child for the school year. The fee is used for purchasing supplies, materials, equipment, and to cover other start-up costs prior to the September opening.

Monthly Tuition Fee: There will be nine non-refundable monthly tuition payments of \$130 or \$1,170 per year. The first payment is due **August 1st**. The eight remaining payments will be due by the first class session of each month thereafter. The last tuition payment is due April 1st. **All tuition payments must be paid in full by May 15th in order for your child to participate in graduation.** Make checks payable to St. Mark Preschool.

Late Payments: Since the smooth operation of the preschool is financed primarily through tuition, it is **IMPORTANT** that the payment is made on time. **If tuition is not paid by the 15th of the month, a late fee of \$10 will be added to the tuition fee.** The late fee amounts paid will be added to our Scholarship Fund.

Scholarships

A limited amount of money to aid tuition costs is available on a first come, first served basis according to need. An application may be picked up at the church office or you can download one at www.stmarkpreschoolhanover.weebly.com. Applications must be returned to the church office Attn: Allison Wentz by July 15th. The amount awarded will be based on need and the amount of money available.

General Information

Orientation: A Parent-Child Orientation Session will be held for each class during the week before school begins.

School Calendar: The school year begins in September and continues until May. A calendar of events for the entire school year will be handed out at the orientation session.

Curriculum: Each preschool program has separate and specific units of study appropriate to that age group. During the year, the units of study include the following:

1. Daily organized lessons on the units planned for each class
2. Crafts and art work
3. Free play
4. Organized play
5. Story time
6. Musical activities and finger plays
7. Educational games
8. Activities for small and large motor skills
9. Parties and special programs for the various holidays

Show and Tell: Show and Tell Days will be assigned to each child. Children should bring in **one item** to share with the class. Suggested items are things from nature, pictures from a place the child has visited, collections, something the child has made, a favorite book, or items about colors, shapes or numbers.

Clothing: The children should be dressed appropriately for the weather conditions. **For your child’s safety, totally closed shoes with rubber soles are highly recommended.** Please provide adequate outerwear to keep your child warm during outside playtime. We encourage you to dress your child in clothing that is easy for the child to manage in the bathroom. **Please, no bodysuits, leotards, bib overalls, or other clothing that is difficult for children to handle alone.**

Discipline: Our program is based on a Positive Reinforcement and Behavior Modification model. Positive Reinforcement is finding and verbally praising actions and skills the child is doing right. In other words, by catching the child behaving correctly and praising the “right” actions and skills, the child will know what is expected of him/her. When other children hear the praise for correct performance, children will modify their own behavior to reach the goal. Therefore, good behavior is acknowledged, and a positive atmosphere is built.

Drop-off/Pick-up of Students

At Arrival: Parents will drive up to the doors of the building by the parking lot. The teacher will open the car door to assist the child out of the car.

At Departure: If the weather is nice, the parent will pick up the child at the playground. If the weather is bad, the parent will pick up the child in the hallway adjacent to the fellowship hall. Children will be dismissed as the parent arrives at the end of the school day

Please be on time to pick up your child. Be sure to inform the teacher about car pools because the children will not be released to anyone other than a parent or guardian unless the teacher has been notified. License with picture identification will be required when an unfamiliar person picks up the child.

Parent Involvement

At St Mark Preschool, we are trying to help your child become more independent and prepared for kindergarten. While parents are welcome to visit the classroom, please note that the children often act differently when a parent is present. So, we ask that you limit visits to special occasions as indicated by his or her teacher.

Field Trips: The 4-Year-Old Classes utilize field trips as part of their curriculum. In order for a student to attend a field trip, an adult must be present. These dates will be announced ahead of time in order for you to make arrangements to be present.

Snacks

Each family will be asked to provide a snack on a rotating basis. While sweet snacks are acceptable on special occasions, please bring a healthier low sugar snack on regular days such as

Carrots and dip	Crackers
Bananas (1/2 per)	Cheese cubes
Raisins	Granola bars
Seedless grapes	Dry cereals
Apple slices	Trail mix
Popcorn	Dried fruits
Small pretzels	

Remember this is only a snack so you only need to send in one small snack per child.

If your child suffers from any food allergies, please let the teacher know. We recommend that you send in some alternate snacks for them to have in the event that the snack provided to the class is not appropriate for them.

Illness

Children suspected of having a communicable or infectious disease should be kept home from school. The following is a list of childhood diseases and the time period the child must remain out of school.

Chicken Pox – 6 days after the appearance of the last crop of vesicles (6 days from the last pox occurring).

Strep Infection and/or Tonsillitis – 7 days from onset or 24 hours after institution of appropriate therapy (antibiotic).

Head Lice – Until judged non-infective by child's physician.

Influenza – Until fully recovered.

Pink Eye – 24 hours after institution of appropriate therapy.

Skin Infections – Impetigo (crusty sores), Scabies (itch), Ringworm – until judged non-infective by child's physician.

Whooping Cough – 4 weeks from onset or 7 days from the institution of appropriate therapy.

If a child is running a fever and/or throwing up within 24 hours of a class session, the child should be kept at home. Should the child become ill while in school, we will contact the child's mother, father, or emergency contact person. In case of an emergency where no one can be reached, the child will be taken to the Hanover General Hospital, with all expenses the responsibility of the parents.

A completed Emergency Authorization form with two signatures is required and can be returned no later than the Orientation Session.

Inclement Weather Policy

In the event of inclement weather, your child’s teacher will text you about closings or delays. You can also watch WGAL TV 8 and look for Hanover Public School District as we follow their school calendar. The following schedules will be followed if Hanover School district has a delay, is closed, or dismisses early due to the weather.

3-YEAR-OLD CLASS SNOW POLICY

- If the Hanover School District has a 1-hour delay, the 3-Year Old class will start at 9:30 a.m. and last until 11:15 a.m.
- If the Hanover School District has a 2-hour delay, the 3-Year Old class will start at 10:30 a.m. and last until 12:15 p.m.
- There will be no class if Hanover School District is closed.

4-YEAR-OLD AM CLASS SNOW POLICY

- If the Hanover School District has a 1-hour delay, the 4-Year Old AM class will start at 10:00 a.m. and last until 12:15 p.m.
- If the Hanover School District has a 2-hour delay, the 4-Year Old AM class will start at 10:30 a.m. and last until 12:30 p.m.
- There will be no class if Hanover School District is closed.

4-YEAR-OLD PM CLASS SNOW POLICY

- If the Hanover School District has a 1-hour delay, the 4-Year Old PM class will start at 1:00 p.m. and last until 3:15 p.m.
- If the Hanover School District has a 2-hour delay, the 4-Year Old PM class will start at 1:15 a.m. and last until 3:15 p.m.
- There will be no class if Hanover School District is closed.
- If the Hanover School District dismisses early, the 4-Year-Old PM class will be cancelled.

Days missed due to weather cancellation will be made up, if possible, on “Snow Make-up Days” designated on the calendar of events handed out at orientation.



If you do not have a home church, St. Mark Lutheran Church would like to invite you to join them for worship.

St. Mark gathers together regularly for worship on

Saturday Nights at 5:30 P.M.

A service of Holy Communion and the Spoken Word.

Sunday Mornings at 9:00 A.M.

A traditional service of Holy Communion.

Sunday School at 10:20 A.M.

Begins with a social time of coffee and donuts followed by classes for all ages.