

# Preschool Handbook

## 2023-2024

### School Year

Calvary Lutheran Preschool

Celebrating over 50 Years of Educating the Young Child

730 South New Street

West Chester, PA 19382

[calvarypreschoolwc@gmail.com](mailto:calvarypreschoolwc@gmail.com)

610-696-3427

Admission to Calvary Lutheran Preschool is without regard to race, color, national origin, or religion.

# welcome to Calvary Lutheran Preschool!

As we celebrate our 52nd year at Calvary Lutheran Preschool, we are proud of our long-standing tradition of providing a holistic education for the young child. It is our goal at Calvary Lutheran Preschool to partner with the family of each child in order to establish an educational partnership during your child's Preschool years. The purpose of our Preschool Handbook is to provide a baseline of information about some of the important procedural items in our school program. Please note that our preschool staff will continue to provide ongoing communication and updates throughout the school year, so it is important to read all Calvary Preschool information in its entirety, and ask any questions that you may have. We look forward to sharing the Calvary Lutheran tradition with you!

Sincerely,

Heather Truitt  
Preschool Director

## **Our Mission:**

Calvary Lutheran Preschool has a long tradition of providing a Christian environment that is developmentally enriching, safe, and nurturing. We focus on cultivating a school climate in which students grow respect for themselves and others, and which fosters characteristics of love, acceptance, and sharing. We respect each child as an individual, with unique needs and experiences. Our preschool is designed to allow each child to learn, explore, and grow in all areas of development, while providing school-readiness skills along the way.

### **Our goals are:**

- Cognitive: Encourage a love for learning and a sense of accomplishment in completing activities and assigned tasks.
- Social: Encourage participation in whole group, small group, and individual activities that will help the child learn to work cooperatively with peers and adults.
- Physical: Encourage independence in both fine and large motor control through many self help tasks, music activities, games, and art exploration opportunities.
- Emotional and Spiritual: Provide a loving and caring teaching staff in a safe and nurturing environment. Promote family bonding through school activities. Foster God's love for all living things through the classroom environment and curriculum, chapel time and reinforcement of the Golden Rule.

## **Our Curriculum:**

The curriculum at Calvary Lutheran Preschool covers the full range of Early Childhood Education developmental areas, including literacy and phonics, math, science, social studies, art, music, fine and large motor skills. The teaching staff instructs thematic units across all developmental areas in a hands-on, experiential style. Throughout each learning day, the teaching staff is focused on social interactions among students, accomplishment of self help tasks, and other important aspects of a holistic Preschool experience. It is the goal of Calvary Lutheran Preschool to prepare each student with the skills, both academic and social, that will assist each in a successful Kindergarten experience.

### **Experiencing School for the First Time:**

A child's first school experience is so important in establishing his or her future feelings and attitude about attending school. Caregivers and teachers who collaborate on their child's school experience create a unified team who assists the child in feeling positive about school. Tips for your child's first day of Preschool:

- Talk about your child's school together. Visit Calvary on Open House day to see the classroom spaces, coat hooks, meet the teachers, etc. Read books about the first day of school together.
- Ensure that your child attends school for the full session time on each day of school, arrives on time, and stays through the day's completion. The more time that your child spends at the school building bonds and becoming familiar with their new teachers and peers, the more quickly the adjustment period happens.
- Ask questions that will help you, the child's caregiver, be comfortable with Calvary Lutheran

Preschool. Children are very attuned to the emotions and body language of the adults in their immediate lives, and if they know that their grown-up is excited for them to be at school, then they will be excited to be at school too.

- Commemorate your child's first day of Preschool with a photo, special first day snack, family dinner, or simply tell your child how proud you are that they accomplished the milestone of their first day!

## **Attendance:**

Regular, on time attendance to Preschool establishes good routines, positive attitudes about school, and allows your child to participate in all activities and experiences of the school, which is essential to becoming part of the classroom community. If for any reason your child will not be in attendance at school, please contact the school to let us know. It is important to us to know that each child in our school is safe and accounted for each day.

### **Arrival and Dismissal:**

Calvary Lutheran Preschool utilizes a car line for drop-off/pick-up for your convenience. It is important to be prompt with arrival and departure so that you can take advantage of the car line. If for some reason your child will arrive late, call the preschool at 610-696-3427.

### **Instructions for car line**

As you come west on Rosedale Ave., enter the parking lot by the second driveway and form a double line, then merge into a single line as you come alongside the church building. If you are the first car, please pull past the portico so that we can load or unload more than one car at a time. *It is important that the car line leaves an open space for other drivers to cross through from the New Street entrance to the car line parking lot.* The teachers will come to your cars to meet the children at arrival, and will return your child to your car at dismissal. Prior to taking your child from the car at drop off, the teacher will complete a brief wellness screening to be sure that your child is not exhibiting symptoms of illness or exposure to illness. **IMPORTANT: NEVER LEAVE A CHILD AT THE DOOR WITHOUT A TEACHER.**

### **Regular Class Schedule Drop-Off/Pick-Up times:**

*Times are staggered to reduce car line congestion*

#### **Early Preschool (2.5-3 year olds)- begins 9/7 or 9/11**

M/W: 9:00am-11:30am

T/R: 9:00am-11:30am

F: 9:00am-11:30am

#### **Preschool (3-4 year olds)- begins 9/7 or 9/11**

M/W/F: 9:10am-11:40am

T/R/F: 9:10am-11:40am

#### **Pre-Kindergarten (4-5 year olds)- begins 9/8 or 9/11**

Mrs. Truitt's class: 9:00am-11:30am/Full Day 9:00am-3:00pm

Mrs. Davis's class: 9:10am-11:40am/Full Day 9:10am-3:00pm

## **Wellness Policy:**

Maintaining a healthy environment is among our top priorities. We are especially interested in preventing the spread of colds and other communicable diseases. If your child experiences any of the listed symptoms while at school, he/she will be sent home. Your child must then remain out of school for at least 24 hours, symptom-free, if he or she experiences any of the following symptoms:

- Sore throat
- Enlarged glands
- Earache
- Runny Nose
- Cough
- New loss of taste or smell
- Shortness of breath
- Fever
- Headache
- Vomiting
- Diarrhea
- Chills
- Unknown rash

If your child is diagnosed with a communicable disease, including, but not limited to: Chicken Pox, Influenza, Pertussis, Mumps, COVID-19, or Strep Throat; the child must remain symptom free for the prescribed number of days per Health Department guidelines, and obtain a physician's written permission to return to school. This written permission should be given to the director prior to or at the time of re-entry to the school.

When possible, we will notify families if students have been exposed to any communicable disease, while also maintaining the confidentiality of each student.

## **Student Records:**

Required Student Forms:

1. Application for Admission
2. Immunization records signed by child's Primary Care Physician
3. Allergy Action Plan form and supporting documents (for any child with a known allergy)

A signed and completed "Application for Admission" must be maintained on file for each individual child enrolled in the school. Parents or Primary Caregiver are responsible for notifying Calvary Lutheran Preschool of any changes to the information contained within the Application for Admission, such as change to address, phone numbers, primary care doctor, allergy information, or emergency contact persons.

A copy of the child's immunization records from their most recent wellness visit, signed by their primary care physician, must be maintained on file for each child enrolled in the school. This form must be submitted upon enrollment and updated annually as the students return for a new school year. The child's

parent or primary caregiver is responsible for submitting the updated immunization records to Calvary Lutheran Preschool.

Failure to submit either the “Application for Admission” form or the child’s immunization records in a timely manner shall result in the child being suspended from the school program until the required documents have been provided to the Preschool.

## **School Cancellations/Delayed Openings:**

Calvary Lutheran Preschool follows the West Chester Area School District's (WCASD) weather closing/remote learning schedule. Additionally, in the event that the WCASD must close due to spread of illness or by order of the Chester County Health Department (CCHD) or Governor of Pennsylvania, Calvary Lutheran Preschool will follow this closure. We recommend signing up for a school closing alert from one of the local news stations, using WCASD as your selected school district. Information about delays or closures can also be obtained by calling 484-266-1000 or at [wcasd.net](http://wcasd.net).

*If the WCASD is closed due to weather, Calvary Lutheran Preschool is also closed.* There is no make-up schedule for weather-related closures or for closures dictated by the CCHD or State of Pennsylvania.

If WCASD has a delayed opening, Calvary Lutheran Preschool will follow this schedule:

- AM Preschool Sessions will operate from 10:30am-12:30pm
- Full Day Preschool Sessions will operate from 10:30am-3:00pm (please pack lunch)

If WCASD determines that there will be an early school dismissal due to inclement weather once students are already at school, all PM sessions at Calvary Lutheran Preschool will be canceled.

**Lunch Bunch will be canceled on any days with a delayed opening. Full Day students will have lunch in their classroom on Delayed Opening days.**

## **2023-2024 School Year Calendar (Closure Dates):**

November 22, 23, 24- Thanksgiving Vacation

December 15-January 2- Winter Vacation

January 2- Classes resume

January 15- Martin Luther King Jr Day

February 19- Presidents Day

March 25-April 1 - Spring Vacation

April 2- Classes resume

May 17-22- Last days of regular class and class picnics

## **Dress:**

Children should come to school dressed for play and ready for each day. This includes wearing seasonally appropriate, washable clothing, with socks and sneakers or other closed toe, rubber-soled shoes. Pants or shorts that pull on and off are especially helpful as we are working on self-help skills such as

dressing/undressing while using the restroom at school each day. Please label all clothing jackets, coats, and sweaters. All students and staff must also abide by the mask wearing policies in place at the time of attendance.

## **Communication:**

Regular home/school communication is essential to a successful school experience. Routine communication of general school information, such as newsletters and event calendars, will be sent via email. If your family does not have email access and requires paper communication, please complete a "Communication Request" at Back to School Night or notify the director in writing. Response to parent emails will be within 24 hours, though typically less. Communication regarding items specific to your child will be done either via phone or in-person. We encourage you to remain in contact with us about your child's schooling! If you have questions about your child's experience at school, your child's teacher will have the best information for you. If your child's teacher is unable to answer your question or you need additional information, please reach out to the director, either in-person, via phone, or via email. Parent/Teacher conferences are also offered during the mid-point of the school year for Pre-Kindergarten families. Specific details about Parent/Teacher conferences will be distributed closer to the date of conference week.

## **School Snack:**

Snacks are provided to students daily at no additional cost. The purpose of snack time is to provide opportunities for the children to develop table manners and social interactions at a table setting. Food allergies should be discussed with the director and your child's teacher prior to the start of the school year.

## **Special Celebrations:**

Seasonal class parties and special activities are held for children throughout the school year. The ability to invite family members into the preschool for school events will be dependent on CDC/CCHD guidelines, and the current community transmission rates at that time. All visitors over age 2 are required to abide by the mask wearing policies in place at the time of the event.

Children are welcome to celebrate their birthdays at school during the school year. Please discuss your plans with your child's teachers prior to the day/time of the celebrations. We have access to refrigeration and freezer space if needed. Summer birthdays are celebrated at our end of school year class picnic.

## **Toys:**

Calvary Lutheran Preschool is well-equipped with developmentally appropriate, specially selected toys and materials that meet the learning and play needs of our students across all developmental areas. Please refrain from sending in toys from home, unless this is part of a specially assigned "show and tell" day (no guns or other weapons allowed). Children are always welcome to bring a school-appropriate book or CD to share (please label).

## **Special Guests and Learning Programs:**

Throughout the school year, special programs and guests enrich the classroom experience for our students. Storytellers, artists, musicians, pharmacists, and firefighters are a few of the guests who have shared their talents and messages with the students.

## **Chapel Time:**

Once per month, all classes in our program attend the Chapel to share bible stories, songs, and prayer with one of the Calvary Lutheran Church Pastors. The monthly Chapel date will be included in the monthly school newsletter.

## **Safe Church Policy:**

Calvary Lutheran Preschool complies with the Safe Church Policies of Calvary Lutheran Church as mandated by the Evangelical Lutheran Church of America. These policies are available upon request. Teachers are all educated on the Safe Church policies and procedures, including reporting procedures. All teachers and substitute teachers have received required clearances by the state of Pennsylvania. We are highly committed to the safety of all students and staff, and therefore, the preschool remains a locked, secure environment when school is in session. Please use the buzzer in the hallway to request entry.

## **Weapons Policy:**

Calvary Lutheran Preschool follows the policy set forth by the West Chester Area School District which prohibits the possession and use of weapons on school or church premises during preschool hours and events. Weapons under the control of law enforcement personnel are permitted.

## **Technology Policy:**

Occasionally, photographs or video clips of students engaged in aspects of our Preschool program may be used for marketing or advertising purposes, or shared with the church community or the Calvary Lutheran Preschool community. If a family wishes that their child not be included in such photographs or video clips, they must indicate this on their child's Application Admission form. Parents must understand that should they indicate that their child may not be photographed for such photos or video clips, that they will not see them in photos and videos shared amongst our preschool community.

## **Insurance:**

It is the responsibility of the parents of each child enrolled at Calvary Lutheran Preschool to maintain medical and accident insurance coverage for their child.



## **Tuition and Related Policies:**

A registration fee of \$60.00 for one child, or \$80.00 for multi-sibling registration, is required upon registration. This fee is non-refundable unless we are unable to place your child in any of our sessions. The registration fee is non applicable to any tuition payment.

Tuition Rates for the 2023-2024 school year are as follows:

- 2 sessions per week- \$270.00/month
- 3 sessions per week - \$350.00/month
- 4 sessions per week - \$395.00/month
- 5 sessions per week - \$455.00/month
- 6 sessions per week - \$570.00/month
- 7 sessions per week- \$605.00/month
- 8 sessions per week- \$630.00/month

Families with multiple children enrolled in the same school year are eligible for a 10% sibling discount off their lowest tuition rate.

For ease of payment timeliness, we recommend contacting your bank to set up automatic bill pay for monthly tuition. Please note that bill pay checks take about one week to arrive to their destination, so consider this when selecting a date for your bank to release your monthly tuition check.

Many families opt to pay for the entire year at once, and others pay quarterly or bi-monthly. We are happy to accept such arrangements so long as the payments are made in advance, not in arrears. Should your family's circumstances change, we are happy to refund payments #2 through #7, so long as they have been paid in advance. We require a minimum of at least two weeks' written notice as to any schedule changes.

Should the Chester County Health Department or State of Pennsylvania mandate a school closure and Calvary Lutheran Preschool is forced to close, we are unable to refund a partial month's tuition for the month of school that is already underway; however, we will not collect any additional funds during the required closure period.

### **Payment Schedule:**

Payment #1 (secures your spot for the upcoming school year)- due May 1, 2023 or at the time of enrollment, if enrolling after 5/1/23 (payment #1 is credited towards your May 2024 tuition).

Payment #2- Due the first week of September 2023

Payments #3-#9- Due first week of the month, October 2023-April 2024

**Late Payments:**

If you are experiencing financial problems which make it difficult for you to meet our required payment schedule, please contact Preschool Director Heather Truitt ([calvarypreschoolwc@gmail.com](mailto:calvarypreschoolwc@gmail.com)) immediately. This information will remain confidential. If the Director and the family work out an alternate payment schedule, it must be met monthly in order to continue the modified schedule. If tuition is more than 2 months overdue your child will not be permitted to attend classes until the financial situation is resolved and your tuition account has been brought up-to-date. Families who have not paid their tuition in full for the current school year will be ineligible to enroll their child/ren for the upcoming school year. **Please note: If a family has had 2 checks returned for insufficient funds, monthly tuition payments must be made in person, in cash, to the director, going forward.**

**Tuition Assistance:**

As a community outreach initiative, Calvary Lutheran Preschool may be able to offer a limited amount of tuition assistance based on financial need and classroom availability. Applications for such assistance must be completed at the time of registration for the upcoming year and will be determined for eligibility before the beginning of that school year. A tuition assistance award is applicable only for one school year and will not cover Lunch Bunch. We offer the opportunity for families to make a financial contribution to our scholarship fund at the time of enrollment or throughout the school year. Please contact Heather Truitt, Preschool Director, at [calvarypreschoolwc@gmail.com](mailto:calvarypreschoolwc@gmail.com) for a scholarship application or for more details on contributing to the scholarship fund.

## **Directory:**

Calvary Lutheran Preschool: 610-696-3427

### Director/ Teacher:

Heather Truitt- [Calvarypreschoolwc@gmail.com](mailto:Calvarypreschoolwc@gmail.com)

### Teaching Staff:

Lauren Anders (assistant teacher)- [laurenanders101@gmail.com](mailto:laurenanders101@gmail.com)

Kate Crosswell (assistant teacher)- [katecrosswell@yahoo.com](mailto:katecrosswell@yahoo.com)

Barbara Davis- [kevinbarbdavis@gmail.com](mailto:kevinbarbdavis@gmail.com)

Stacie Hancock- [smh52403@aol.com](mailto:smh52403@aol.com)

Vickie Leamy- [vickie.leamy@comcast.net](mailto:vickie.leamy@comcast.net)

Maggie Mitchell- [mfarber1112@gmail.com](mailto:mfarber1112@gmail.com)

Kristen Neary- [kneary71@comcast.net](mailto:kneary71@comcast.net)

Bethany Nesbitt- [nesbittbethany@gmail.com](mailto:nesbittbethany@gmail.com)

### Treasurer:

Treasurer: Davi Bixler- [davidbixler@verizon.net](mailto:davidbixler@verizon.net)

Calvary Lutheran Preschool Board Members:

Danielle Brennan- [msbixler@yahoo.com](mailto:msbixler@yahoo.com)

Nancy Graves- [nsgraves@comcast.net](mailto:nsgraves@comcast.net)

Debra Louis- Chair- [debralouis@gmail.com](mailto:debralouis@gmail.com)

Laura Rohrbaugh- [lkopetski09@gmail.com](mailto:lkopetski09@gmail.com)

Pastor Dan Krewson - [dkrewson@clewc.org](mailto:dkrewson@clewc.org)

Heather Truitt- Director - [calvarypreschoolwc@gmail.com](mailto:calvarypreschoolwc@gmail.com)

David Bixler- Treasurer- [davidbixler@verizon.net](mailto:davidbixler@verizon.net)

# Welcome To Calvary Lutheran Church!

*A warm and welcoming faith community...*

Learning is truly a lifelong process, and at Calvary our spiritual journeys are blessed with many educational opportunities to better understand our relationship with God, including:

## **Weekly Worship Services:**

**Sunday School** and **Christian Education** for all ages, including Youth and Young Adults

**First Communion** (4th grade) and **Confirmation Training** (8th grade)

**Vacation Bible School**

**Bible Study Groups** for Men and Women

We also offer wellness programs, opportunities for community outreach, weekend retreats, and much more.

Join us for Worship:

Please check our website for in-person worship times

All worship services are also available online

Church Staff:

Daniel J. Krewson, Senior Pastor

Tina Peters, Director of Children's Ministry

Jeff Kelty, Director of Family and Youth Ministry

Please contact us with your Prayer requests or Family needs:

Office: 610-696-2475

Web Site: [www.clcwc.org](http://www.clcwc.org)

Email: [office@clcwc.org](mailto:office@clcwc.org)

Calvary Lutheran Church

730 South New Street

West Chester, PA 19382

***Give Glory to God and Share Christ's Love***