

during school hours, parents are welcome to pick up their children as they feel the need. Safety is our main concern.

**ZION MENNONITE CHURCH &
NURSERY SCHOOL**

215-723-3592

contact@zionmennonite.org

Teachers

Melissa Karwoski

Three Year Old Teacher and Four Year Old Teacher

Michele Boyle

Four Year Old Assistant Teacher

Kristen Morrisette

Three Year Old Assistant Teacher

Nursery School Chairperson

Caryn Koffel 215-721-7519

INTRODUCTION

This handbook is designed to inform you of Zion's procedures, policies and activities. We hope this will help your family become better acquainted with the school so that you and your child can feel comfortable and have a positive experience while in our care. Please read this information carefully and keep this manual handy for future reference.

We encourage parents to feel free to be part of the school with class involvement, suggestions, comments, and as field trip drivers. Please take an active interest in your child's school by reviewing their take home papers, and asking about their day. The teachers are available to answer your questions concerning your child's school experience.

Our goal is to help your child develop their God-given potential and allow them to grow to be kind, caring, creative, happy, responsible children.

2009-2010 Class Schedule

3 Year-Old Morning Class:

Tuesday & Thursday ~ 9:00 a.m. to 11:30 a.m.

4 Year-Old Morning Class:

Monday, Wednesday & Friday ~ 9:00 a.m. to 11:30 a.m.

4 Year-Old Afternoon Class:

Monday, Wednesday & Friday ~ 12:30 p.m. to 3:00 p.m.

1. SCHOOL YEAR

Classes are held from September through May. A newsletter/calendar will be distributed to parents at the beginning of each month with information about holidays and other school events. Holiday breaks will be as follows, unless otherwise noted on the monthly calendar:

Election Day: November 3, 2009

Thanksgiving: November 25,26,27, 2009

Christmas: December 24, 2009-January 4, 2010
(school reopens Monday 1/04/10)

Martin Luther King Day: January 18, 2010

President's Day: February 15, 2010

Easter: April 1,2 & 5, 2010

Election Day: May 18, 2010

2. ARRIVAL

A parent or guardian must bring the child to the classroom. We ask that children arrive no earlier than 5 minutes before the start of class and no later than 10 minutes after the start of class. If you have a special appointment and need to drop your child off earlier on a certain day, let the teacher know and we will try to accommodate. Never leave children unattended in your vehicle or leave your vehicle running and unattended.

3. DEPARTURE

At the end of the class time the teachers will bring the children to the Nursery School entrance doors. When arriving for pick-up, please wait outside the church by these doors. You will need to pick-up your child promptly. The teachers do need time each day to prepare the room for the next class or get home to meet their child's school bus. To

Please notify the school at once if your child contracts any communicable disease.

If your child becomes ill or experiences an accident while in school, we will attempt to contact a parent immediately. If we cannot reach you we will contact the persons listed as emergency contacts. Only if necessary will we call the child's physician and/or ambulance. For this reason, please keep records up-to-date.

13. TEACHER CONFERENCES

Parent-Teacher Conferences for the Four-Year-Old Classes will be in late spring. If at any other time you desire a personal conference to discuss your child's progress or any other pertinent matter, please feel free to schedule a conference with the teacher. Please try to refrain for extensive discussion with the teachers immediately before or after class, as there can be many distractions at these times.

14. SCHOOL CLOSING POLICY

In case of snow, ice, inclement weather or another emergency, we may need to cancel school for the day. For weather cancellations, Zion Nursery School runs on the same schedule as Souderton School District #309. (You will not hear or see a separate listing for the nursery school.) If the Souderton School District is closed, we are also closed. If Souderton has a two-hour delay, there will be a modified schedule (11:00-12:45 & 1:15-3:00). Comcast Channel #28 in the Souderton SD, lists Souderton delays & closings.

If there are excessive cancellations by any one class, days may be made up at the end of the year. When it begins snowing

We ask that all payments be made in check form and that your child's name be indicated on the memo line. Checks should be made out to 'Zion Mennonite Church'. If there is a difficulty with this payment method or making your payment on time, please speak to Caryn Koffel.

Credit is not given for sessions that are missed. There are no adjustments made for illness. Extended periods of illness with a doctor's excuse will be reviewed by the Nursery School Chairperson.

12. HEALTH AND SAFETY POLICY

To help ensure the health of all the children, children must be Tylenol-free for 24 hours before returning to school. We ask that you take responsibility to make sure contagious diseases are not spread. Please do not send your child to school if the following are present:

1. Fever - remember fevers are often low in the morning but rise as the day goes on. Fever medicine may lower the fever but the cause of the fever may still remain.
2. Uncontrolled diarrhea.
3. Vomiting two or more times in the previous 24 hours.
4. Heavy nasal discharge.
5. Conjunctivitis - pink or red coloring of the white of the eye with white/yellow discharge often matted in eyelids after sleep. May return to school 24 hours after treatment has begun and the discharge has cleared.
6. A constant cough.
7. Head lice – Child may return 24 hours after treatment has begun.
8. Strep throat – Child may return 24 hours after treatment has begun.
9. Chicken Pox – Child may return 6 days after onset of rash or until all lesions have dried or crusted.

keep the line moving, please refrain from extensive questions at this time.

4. AUTHORIZATION FOR PICK-UP/TRANSPORTATION

At the beginning of the school year, you will be given a transportation form to fill out and return. This will list all the people who are permitted to transport your child. If throughout the year more people need to be added to the list, please put it in written form for our records.

Parents may wish to form car pools for their convenience. A class list will be distributed at the beginning of the school year. A written note of the car pool arrangements should be giving to the teacher.

5. SCHOOL ATTIRE AND SCHOOL BAG

We encourage the children to come in comfortable, easy to manage clothes and shoes. Preschool activities can sometimes be messy; please keep this in mind when choosing their outfits. Weather permitting; we try to offer active play outside. It is best to wear sneakers or soft sole shoes to school. Also, as the weather gets colder, please dress your child appropriately for outside play. Remember to label outer clothing including hats, boots, sweaters, etc.

Please provide an easy to open school bag or tote bag for the children to carry their papers and projects home.

6. SHOW & TELL

Show & Tell will be held on designated days which will be indicated on the monthly newsletter. We encourage your child to share something related to the theme for that month (a special book, nature item, toy, etc.). Other than this special

day, please try to discourage your children from bringing things to school.

7. CLASS PICTURES

A class picture will be taken in the spring for each class and copies will be distributed to each student for a small fee. Notification will be given when the picture is scheduled to be taken.

8. SNACKS, SPECIAL DAYS AND BIRTHDAYS

Juice and snack will be served each day to the children. The school will provide the juice, cups and napkins. Children will be assigned to specific days through out the year (see the monthly newsletter/calendar). *On your child's "Special Day" they will be the line leader, be asked to bring snack and are encouraged to wear their T-Shirt.* We encourage you to send simple nutritious foods (Pretzels, Crackers, Cookies, etc.). Important: Please avoid all items with nut products, not only peanuts or nuts, but also peanut oil and other traces of nuts. Please check ingredients on the labels, we do have children who are allergic and can have serious reactions.

Special treats for snacks may be brought in to celebrate your child's birthday. Summer birthdays may be celebrated either at the half year or in May. Please make arrangements with the teachers to bring a special treat, so that this can be coordinate with the "Special Day".

9. CELEBRATIONS AND PROGRAMS

Our celebrations emphasize the positive and religious aspects of each holiday. The monthly newsletter will list details of special celebrations. A Christmas program and a 'graduation' program are held for the families of each class. If you have

question or would like to help with a special celebration or program, let us know.

10. FIELD TRIPS

Field trips are a very important part of your child's educational experience. There will be numerous field trips for the both the 3-year-old and 4-year-old classes throughout the year. A consent form must be signed by the parents at the beginning of the year to allow their child to attend the field trips. By law, all children must be in a restrained seat and we ask that on field trip days these seats be provided for your child. Due to the state law, no child will be allowed to participate in the field trip without a car seat. Some of the field trips will require a small amount of money, if so you will receive a note prior to the trip. Parents are invited to accompany the class on field trips to assist with driving and to help supervise. If you have smaller children, we ask that you find a babysitter because the trips are geared for older children. Please be prompt for the trip. (Field trips may vary from year to year depending on curriculum and availability.)

11. FINANCIAL ARRANGEMENTS

A \$30 non-refundable registration fee is due with the application to reserve a place in class for the coming year.

The tuition is divided up into 9 equal monthly payments. The first payment is due the first day of school in September. The succeeding payments are due by the first of the month starting in October through May. A late fee of \$5.00 per month will be charged after the 10th, unless arrangements have been made with the administrator. Please place your payment in the lock box right outside the classroom door.