



First  
Presbyterian  
**PRESCHOOL**

**2022-2023 Parent Handbook**



3231 W. Tilghman Street - Allentown, PA 18104  
[www.fpcallentown.org/preschool](http://www.fpcallentown.org/preschool)  
610-395-3781 Ext. 35 - [linda.neely@fpcallentown.org](mailto:linda.neely@fpcallentown.org)

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## Mission Statement

The Weekday Preschool of First Presbyterian Church of Allentown offers a nurturing environment and a superior developmental early childhood education program. The teachers and staff encourage the social, physical, emotional and cognitive development of each child, and promote Christian love and values, self-esteem, and respect for others. As a mission of First Presbyterian Church, the Weekday Preschool welcomes children of church members as well as community families of all races and religions.

## Requirements for Enrollment

Children between the ages of 2 years, 7 months and 5-years-old may be eligible for enrollment. There are no admission tests administered. The director and teachers will determine whether an applicant qualifies from the standpoint of health and adaptability of the program.

## Forms

For the safety of your children and to allow us to learn more about our students, we have a few forms that need to be completed before the start of the school year.

**Student Information Form:** In addition to important contact information regarding your family, emergency contacts and authorized people to pick up your child, there are several questions regarding your child's personality and characteristics. These questions truly help your teachers to get a head start in learning more about your children and knowing how to best meet their individual needs. The updated 2022-2023 online form can be accessed on our website or by placing your phone's camera over the above QR code.



**Release/Consent Form:** This form gives consent for your child's participation at First Presbyterian Preschool, including in-school and fieldtrips (with all transportation provided by you.) Of course, if you choose not to send your child to fieldtrips, we won't hold you to it! We also ask for permission to take photos and videos of your adorable children! The teachers love to share classroom memories using the SeeSaw app, an app used to communicate with the parents in the classroom. We also have a Facebook page, a web site and a preschool newsletter where we would love to share photos. If you have specific preferences for photos and/or videos, please provide that information in writing to the teachers and/or director. We also ask that you sign to grant permission for emergency care. This online form can be accessed on our website or by placing your phone's camera over the above QR code.



**Child Health Report:** This is the standard Pennsylvania health report for schools. It must be completed by your child's doctor and expires one year after the signed date. You may download and print this form from our website.

**Emergency Medication Administration Form:** This form must only be completed if your child requires that an emergency medication be kept at school for his/her safety. The form must be completed by your child's healthcare provider and signed by both a parent and health care provider.

*Forms can be accessed on our website at [fpcallentown.org/preschool](http://fpcallentown.org/preschool). Please scroll down to Preschool Registration & Forms. If you prefer a pdf file or a printed copy of any forms, please notify the director and one will be provided for you.*



## Required Immunizations

Children are required to have the following immunizations per the Pennsylvania Department of Health:

- 4 doses of tetanus, diphtheria and acellular pertussis \* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given.) \*\*
- 2 doses of measles, mumps, rubella \*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity

\* Usually given as DTP or DTaP or if medically advisable, DT or Td

\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

\*\*\* Usually given as MMR

ON THE FIRST DAY OF SCHOOL, a child must have had at least one dose of the above vaccinations or risk exclusion. If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

## School Calendar

The 2022-2023 school year will run from September 12 through May 26. An optional extended program called "Fun in the Sun" will begin on May 30.

You may access the 2022-2023 Preschool Calendar on our website. Dates and events are subject to change; however any changes will be communicated by the teachers and/or director.

## Inclement Weather

First Presbyterian Preschool follows the Parkland School District Inclement Weather closures and delays. If Parkland closes school due to inclement weather, preschool will also be closed. If Parkland has a two-hour delay, preschool will have a one-hour delay and will run from 10 am - 12 pm with the addition of our regularly scheduled afternoon programs. If Parkland closes school early, all afternoon programs at preschool will also be closed.

Any closures will be listed on WFMZ Channel 69 on television. They also can be found on [www.wfmz.com](http://www.wfmz.com). Our school is listed as First Presbyterian Weekday Preschool/Allentown.

## Safety

The safety of our staff and children is our top priority. Outside doors will remain locked during the school day, as well as interior doors leading to the hallways where classrooms are located. Regular fire drills and safety drills will be performed.

All staff and substitute teachers at First Presbyterian Church and Preschool have current criminal and child abuse clearances. Preschool staff will remain up-to-date on First Aid and CPR certifications.



# Our Classes & Our Staff

**Preschool Director, Linda Neely**  
**phone: 610.395.3781, ext. 35**  
**email: linda.neely@fpcallentown.org**

## Young 3-Year-Old Class

**Tuesdays & Thursdays**

**Mrs. Brown & Mrs. George**  
**Room 112**

*Tuition: \$150/month*

*for children who turn 2 years, 7 months old by September 1, 2022 and are either toilet trained or wearing a pull-up*

## Older 3-Year-Old Class

**Mondays, Wednesdays, Fridays**

**Mrs. Brown & Mrs. George**  
**Room 112**

*Tuition: \$175/month*

*for children who turn 3-years-old by September 1, 2022 and are toilet trained*

## Three Day 4-Year-Old Class

**Mondays - Wednesdays**

**Mrs. Fowler & Mrs. Kareha**  
**Room 111**

*Tuition: \$175/month*

*for children who turn 4-years-old by May 1, 2023 and are toilet trained*

## Four Day 4-Year-Old Class

**Mondays - Thursdays**

**Mrs. Fowler & Mrs. Kareha**  
**Room 111**

*Tuition: \$200/month*

*for children who turn 4-years-old by May 1, 2023 and are toilet trained*

## Four Day Pre-K Class

**Mondays - Thursdays**

**Mrs. Palaia & Mrs. Szewczak**  
**Room 216**

*Tuition: \$200/month*

*for children who turn 5-years-old by September 1, 2023 and are toilet trained*

## Five Day Pre-K Class

**Mondays - Fridays**

**Mrs. Hilton & Mrs. Luksic**  
**Room 213**

*Tuition: \$225/month*

*for children who turn 5-years-old by September 1, 2023 and are toilet trained*

## Optional Extended Day Programs

In addition to your class schedules, we are pleased to offer the following:

**Early Drop-Off:** To help with your busy schedules, you have the option to drop your child off at 8:30 am. Children will be supervised by two teachers and will be brought to their classrooms at 9 am. The cost will be \$5 each day your child attends. Currently, there is no need to sign-up. Early Drop-Off is available to all students beginning the first day of school.

\* **Lunch Bunch:** For a little extra fun and socialization, we offer an extra hour of school in which children can enjoy lunch together and some playtime and/or story time. Children should bring a packed lunch and towel (if weather permits, the towel is for an outdoor lunch!) Lunch Bunch will be held on Tuesdays and Thursdays from 12 – 1 pm and will begin on Tuesday, September 27. The cost will be \$10 each day your child attends.

\* **Stay & Play:** For special afternoon enrichment, kids will eat lunch together as well as enjoy an afternoon filled with playtime, an art activity, gym, STEAM activities and a story. Like Lunch Bunch, children should bring a packed lunch and towel. Stay & Play will be offered on Wednesdays beginning October 5 from 12 - 2:30 pm. The cost will be \$20.

\* *Lunch Bunch and Stay & Play are only available to students attending the 4's and Pre-K classes at this time. Sign-ups for both Lunch Bunch and Stay & Play will be on the bulletin board just inside the preschool entrance.*

## Arrival Tips

The doors on the Cedar Crest Blvd. side of the building (next to the blue preschool sign) will be unlocked at 8:50 am. You may then enter the building through these doors only and bring your child directly to the classroom. Please have your child use the bathroom before going into the classroom. Once your classroom door is open, your child is welcome to come in. Please help us by enforcing school rules when in the building (no running or rough play, use inside voices and be respectful of church property.) This helps the children begin their school day calmly and safely. Children are not permitted to ride the elevator alone.

## Parking Lot Safety

Please use extreme caution when driving and walking in the parking lot.

Drive slowly and carefully, paying attention to the one-way arrows. Hold your child's hand when walking to/from the school. Do not let your child run ahead of you. Do not leave children unattended in your car.

## School Attire

We have active, busy days at First Presbyterian Preschool! The children are active both inside and outside. Dress your child in comfortable, practical clothing. Sneakers or rubber-soled shoes work the best and are the safest. We encourage self-help skills and want children to be able to manage their clothing. Clothing that has belts, buckles and other complicated closings make it difficult for a child to use the bathroom successfully.

We will take the children outside if weather permits. Please dress your child in appropriate outer wear, including hats and mittens during the cold months.



## What to Bring

**Backpack** - Please provide a backpack to keep papers and artwork going home secure.

**Snack** - Your child will have a brief snack time each day. Please provide a SMALL snack each day in their backpack. Snack time only lasts for 15 minutes, so please plan your child's snack accordingly.

**Water bottle** - We recommend you send in a reusable, labeled water bottle for your child.

**Extra clothes** - Please send in an extra outfit, socks and underwear and put them in a labeled ziplock bag. You may replace the outfit anytime.

## What NOT to Bring

**Toys from home** - Although it's always fun to share toys, we have plenty in the classroom!

**Breakfast** - Please plan accordingly and have your child eat breakfast before coming to preschool.

**Non-emergency medications** - Please plan administration of medications for before or after school.

**Weapons** - Real or toy weapons are not allowed in the building at any time.

## Dismissal Procedure

**Morning Preschool  
sessions dismiss at  
12:00 pm**

**Lunch Bunch  
dismisses at  
1:00 pm**

**Stay & Play  
dismisses at  
2:30 pm**

The doors will be unlocked ten minutes before dismissal for parents/caregivers to enter the school for pickup. You may then proceed to your child's classroom. Teachers may have announcements before dismissing the children to you. Again, please enforce school rules with your child until you have left the building.

Prompt pick-up is in the best interest of your child. In the event that the parent or caregiver is more than ten minutes late to pick up their child, a \$10 late charge will be assessed. A late slip will be issued to the parent by the teacher or director and should be returned with payment to the director. Exceptions to this policy are by the discretion of the preschool director.

## Authorized Pick-Up People

On the Student Information Form, you must list any people that are authorized to pick-up your child. Parents are automatically authorized unless a court order is submitted to the director indicating otherwise. If teachers have not met the authorized pick-up person, they will ask for picture identification before releasing the child. If at any time, you need to add or delete an authorized pick-up person, please notify your teachers or director in writing.



## Absences & Sickness

If your child will be absent for any reason, please notify the director by calling 610-395-3781, ext. 35. Messages will be relayed to the teachers.

Please do not send your child to school when sick. Children may not come to school if they have a bad cough, any contagious disease, an undiagnosed rash, diarrhea or a fever greater than or equal to 100.4 degrees. Your child must be free of fever, vomiting or diarrhea for 24 hours, without the help of medication, before returning to school. If your child exhibits any of the above signs during the school day, you will be called to pick up your child.

If your child has lice, the school must be notified, and the child kept at home until no nits are found.

Students who have been exposed to a child or teacher with a communicable disease will be informed of the exposure. The individual who is ill will remain anonymous.

Please teach and review proper hygiene techniques with your child: when it is appropriate to use a tissue and how to use and dispose of it, covering sneezes and coughs, not touching faces. These are practices that the teachers will also enforce, but your support at home gives them a head start in keeping themselves and others healthy and safe.

## Allergies

Allergies will be managed through the collection of the Medical Form by the director. Together the director, teachers and parents will communicate to establish an appropriate set of classroom accommodations for the student.

## Special Needs

We will make reasonable accommodations to include a child with special needs in accordance with applicable Federal and State laws. Individuals who provide specialized services to a child with special needs will be welcomed as specified in the child's IEP, IFSP or written behavioral plan.

## Medications

Students are NOT permitted to possess prescription or over-the-counter medications at any time during the school day or at school activities/functions, with the exception of life-saving emergency medications. Emergency medications (EPI-pens, inhalers...) will have a designated location and will be kept by the classroom teachers. The Emergency Medication Administration Form must be completed by parent and healthcare provider.





# COVID-19 Protocol

Masks for both students and staff are optional, regardless of vaccination status. Anyone who chooses to wear or not wear a mask will be supported in their decision to do so.

Proper handwashing techniques as well as covering coughs and sneezes will be taught to the children on the first day of school and reinforced throughout the school year.

When students enter the classroom, they will get a squirt of hand sanitizer or wash their hands immediately. Handwashing and/or sanitizing will also be required before and after snacktime and upon re-entering the classroom after gym/playground. Toys will be sprayed daily with disinfectant after the children have been dismissed. Custodial staff will thoroughly clean and disinfect all surfaces each day the classroom is in use.

## If your child is diagnosed with COVID-19:

- Your child should isolate for five days.
- Your child may return to school after those 5 days if they are fever-free for 24 hours without medication and have improvement in symptoms. Asymptomatic individuals may return after 5 days of isolation from the date of test (date of positive test is considered day 0.)
- A face covering is required for an additional 5 days after the 5-day isolation period ends.

## If your child is currently living with or being cared for by someone who has been diagnosed with COVID-19 or has been in close contact with someone who has tested positive:

- Your child may come to school.
- Continue to closely monitor your child for 14 days.
- It is recommended your child wear a well-fitting mask.
- The recommendation is to test 5-7 days after last contact.

## If a student or teacher has tested positive for COVID-19:

- You will be notified of the possible exposure. (The person who tested positive will remain anonymous.)
- You are expected to closely monitor your child.
- If any symptoms occur, please test and follow above procedures.

## Please be respectful of everyone's health, err on the side of caution and keep your child home when in doubt.

While we respect your privacy, if your child tests positive, we would appreciate you notifying the director so that we may accurately track cases within the preschool.

All COVID-19 Protocols are developed from recommendations from local, state and federal health officials such as the CDC and PA Department of Health. Protocols may change at any time based on these recommendations and/or the COVID-19 Community Levels.

It is at the teachers' discretion to send a child home if he/she is exhibiting concerning symptoms.

**Please know, that as always, the safety of your children is our top priority.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Possible symptoms include:

Fever or chills  
Cough  
Shortness of breath  
Fatigue  
Muscle or body aches  
Headache  
New loss of taste or smell  
Sore throat  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea

# Tuition

Month of School	Tuition Due Date
September	August 20, 2022
October	September 15, 2022
November	October 15, 2022
December	November 15, 2022
January	December 15, 2022
February	January 15, 2023
March	February 15, 2023
April	March 15, 2023
May	April 15, 2023

An invoice will be mailed to each student at the beginning of each month with a due date on the 15th. Payment for entire year or remaining school year is accepted at any time. We also accept credit/debit card payments with an option of choosing a one-time payment or recurring payments. You can obtain the Authorization Form from the preschool director. This form should be completed and returned to the director or church office.

All checks should be made out to [First Presbyterian Church of Allentown](#) or [FPCA](#) noting “preschool” and the child’s name in the memo line.

### Checks may be ...

- hand delivered to the preschool director or your child’s teacher
- dropped off at the church office (located on the Tilghman Street side of the building, open from 9 am - 3 pm, Monday through Thursday)
- dropped in the mailbox at the office entrance
- mailed to 3231 W. Tilghman Street, Allentown, PA 18104, attention: Staff Accountant

If tuition is not paid monthly and attempts are not made to bring the account up to date, the child will no longer be enrolled in the Weekday Preschool Program. Tuition will not be refunded.

Any/all outstanding balances from the previous school year, as well as the \$60 application fee for enrollment, must be paid before a child is guaranteed a spot in a class for the upcoming school year or considered for scholarship if applicable.

*There are no tuition reductions for holidays, illness, weather or any other absences.*

### Preschool Withdrawal

If you withdraw your child, a thirty-day notice must be given in writing in order for any tuition to be refunded. This written notice must be mailed or hand delivered to the preschool director and received at least thirty days prior to the withdrawal date. You will be refunded any tuition pre-paid past the thirty-day period.

### Extended Leaves

An application for an extended leave of more than one month must be obtained from the director prior to absence.

### Scholarships

First Presbyterian Preschool offers needs-based tuition assistance. Scholarship application forms are available from the director. To be considered for scholarship, a complete application must be submitted to the director. Applications and eligibility criteria are reviewed and approved by the FPCA Weekday Preschool Committee. All information is kept confidential.

## Communication

We believe that open communication between parents and teachers is very important. If you wish to have an in-person discussion with your teachers, please coordinate a date and time that is mutually convenient. It is at the teachers' discretion as to what other methods of communication are available.

Although your teachers welcome discussions and meetings whenever needed, a mid-year conference is scheduled for February 1 and 2. This is a meeting where you will receive a progress report and learn more about your child's social and academic strengths and weaknesses. This is an ideal time to discuss current concerns or inquire about readiness for Kindergarten.

Please do not call your teachers during the school day. You are welcome to call the director, and messages will be relayed to the teachers if necessary.

All classrooms use the app, SeeSaw, to share pictures, videos and updates on a daily basis. Directions to set up the app will be provided at the start of the school year.

Much information and forms can be found on our website: [fpcallentown.org/preschool](http://fpcallentown.org/preschool)

We also invite you to follow our preschool Facebook page: FPC Weekday Preschool

## Questions, Comments or Emergency Calls

Linda Neely, Preschool Director, is available to meet most anytime before, during or after school. She also can be reached by email at [linda.neely@fpcallentown.org](mailto:linda.neely@fpcallentown.org) or by calling 610.395.3781, extension 35.

If there is an emergency and you are unable to reach anyone live, please call the above number and speak to the church secretary. The teachers and/or director will be located immediately.