

# Parent Handbook

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# Introduction

We are excited about the opportunities God has provided for children and their families at Calvary Preschool (CPS). CPS offers a weekday preschool experience for your child that will help him or her to grow, learn, and develop. CPS desires to partner with parents in the care and education of young children. We endeavor to address each child's needs, educating the whole child – spiritually, socially, emotionally, cognitively, and physically.

***“Behold, children are a heritage from the Lord, the fruit of the womb a reward.” Psalm 127:3 (ESV)***

## Mission

Calvary Preschool exists to nurture preschoolers in their growth and development according to Biblical principles, to prepare children for primary education, and to be an example of God's character in the community.

***“Train up a child in the way he should go, even when he is old he will not depart from it.” Proverbs 22:6 (ESV)***



## Vision

*Preparing for a lifetime of learning*

## Philosophy

Calvary Preschool provides a developmentally age-appropriate education for the preschooler in a loving, caring Christian environment, with child-centered play and teacher-directed activities that stimulate and nurture learning. Because each child is unique, CPS fosters self-discovery as children learn and explore God's world around them.





## ACSI Membership

Calvary Preschool has been a member school through the Association of Christian Schools International (ACSI) since 2008.

CPS regularly reviews the state regulations and voluntarily maintains the same or higher standards set by the state for childcare facilities, though we are not licensed through the state of Pennsylvania.

## Goals

1. Provide a safe, loving environment in which to nurture and promote a positive preschool experience.
2. Provide a quality education that addresses all aspects of growth: spiritual, social, emotional, cognitive, and physical.
3. Provide highly-qualified staff that is required to attend annual continuing education workshops, conferences, and in-services.
4. Maintain open communication with parents and/or guardians concerning their child's spiritual, social, emotional, cognitive, and physical development.

## History

Calvary Preschool was founded in the fall of 1973 as a part of the Christian Education Department of Calvary Church. Under the name of Calvary Nursery School, 22 students were enrolled in two classes. In the spring of 1992, the name of the school was changed to Calvary Preschool to better depict the programs being offered. In 1999, we moved from Esbenshade Road to Landis Valley Road when the new church facility was built. We expanded in 2008, providing larger classrooms, a library, additional playground space, a welcome area including administrative offices, and a covered ramp. Our school continues to grow and serve children and families in our community.





# Admission

## Admission Policy

Applications from current CPS families are accepted in February for the coming school year. Enrollment in the current year's program does not guarantee enrollment in next year's program. Current families are given two weeks to register their child before registration is opened to the public. Registrations will continue to be accepted until all spaces are filled. A non-refundable application fee is required to hold your child's placement in a program.

Admission to CPS is initiated for each child as applications, along with appropriate fees, arrive at the preschool. Once the application has been processed, the family will be notified of their child's admission to school or addition to a waiting list. Additional forms and information regarding the school year will be distributed prior to orientation.

Specific admission requirements for each program are as follows:

- ❖ **Toddler program** - Children must be two years and six months by September 1st of the school year. They do NOT need to be potty-trained.
- ❖ **Preschool program** - Children must be three years old by September 1st of the school year and be potty-trained.
- ❖ **Pre-Kindergarten program** - Children must be four years old by September 1st of the school year and be potty-trained.

Calvary Preschool offers large-group educational settings. While we strive to meet individual student's needs, each teacher and aide is responsible for multiple children at a time. If consistent one-on-one attention is required, we can help to facilitate that with local agencies or help to find a better educational setting for your child.





Students are placed in classes based on their age, specific needs, and the program in which they are enrolled.

Before the school year begins, all children must have on file a Student Information Form including emergency contact information. Physician forms must be on file within 60 days of the start of school.

Calvary Preschool has a rolling enrollment and accepts new students until February of each school year. When a program is full, a waiting list will be started on a first-come, first-served basis. When a space becomes available, the first person on that program's waiting list will be called. If that person no longer desires the space, the next person on the list will be called. This process will continue until each family on the waiting list has been contacted or the class fills.

## Biblical Values

Although Calvary Preschool's admission policy does not discriminate, CPS adheres to Biblical principles taught at Calvary Church and is opposed to any values inconsistent with Biblical standards. Calvary Preschool reserves the right to prohibit or refuse to publish, circulate or disseminate any materials or views that violate Scriptural principles.

## Non-Discrimination

Calvary Preschool welcomes children regardless of race, color, religious creed, familial status, ancestry, disability or handicap, national origin, gender, or any other characteristic protected by law.

While CPS staff will work with families to help children with special needs acclimate and succeed in the classroom, we are not always equipped for more significant special needs or behaviors. Families of our students with significant needs may be asked to seek outside help from organizations such as IU-13 or BHDS's Wrap Around program to provide one-on-one assistance, if needed, in the classroom. If we find that Calvary Preschool is not able to





sufficiently meet the needs of the student, we will consult with the family to discuss other placement options.





# Orientation

## Orientation

Orientation is held for all students and their parents/guardians prior to the start of school. Details will be announced in the parent mailing and a parent email. Morning orientations (9:00-11:00AM) consist of the following:

- ❖ 30 minutes to turn in your completed forms & pick up security tags.
- ❖ 30 minutes spent in the classroom (child, parents/guardians, and staff)
- ❖ 30 minutes for the children and staff to stay in the classroom while the parents/guardians meet with the director
- ❖ Parents with more than one CPS student may visit the 2nd classroom for the last 30 minutes.

We will also offer an evening orientation on the Thursday of orientation week from 6:00-7:30PM for parents/guardians who are unable to attend during the morning sessions. The evening session consists of the following:

- ❖ 30 minutes to turn in your completed forms (from the parent mailing)
- ❖ 30 minutes spent in the classroom (child, parent/guardians, and staff)
- ❖ 30 minutes meeting with the director (child, parent/guardians). **Note: For the evening orientation, all students will ATTEND THE DIRECTOR'S MEETING WITH THEIR PARENT/GUARDIAN.**





# Times

## Hours of Operation

- Preschool Office: 8:00AM - 2:00PM (Monday - Thursday) & 8:00AM -12:00PM (Friday)
- Church Office: 8:00AM - 4:30PM (Monday - Thursday) & 8:00AM -12:00PM (Friday)
- CPS Classes: 9:00 - 11:30AM (Monday - Thursday)
- Extended Day CPS classes: 9:00AM - 1:00PM (Tuesday - Thursday)
- Lunch Bunch: 11:30AM - 1:00PM (Tuesday - Thursday)

## Arrival and Dismissal

- ❖ Staff prays together to dedicate your child and the morning to the Lord prior to each school day.
- ❖ 8:55AM - Hallway doors open
- ❖ 9:00AM - Class time begins
- ❖ 9:15AM - Hallway doors close (Please use buzzer)
- ❖ 11:25AM - Hallway doors open
- ❖ 11:30AM - Dismissal from classrooms
- ❖ 11:40AM - Hallway doors close (Please use buzzer)
- ❖ 11:30AM - 1:00PM - Lunch Bunch
- ❖ 12:55PM - Hallway doors open
- ❖ 1:00PM - Dismissal from Lunch Bunch and Extended Day Classes

An adult is responsible to drop-off and pick-up each student at the classroom door. In order to gain entry into Calvary Preschool, all adults must show a valid Security Pass. If a Security Pass is not shown, a valid photo ID will be checked against the child's pick-up list. A note with the person's name and phone number must be given to the Administration if an adult who is not listed on the child's pick-up list will be responsible for your child. This note will then be forwarded to your child's teacher.





For safety reasons, it is important that you park your car and turn off the ignition during arrival and dismissal. ***Never leave children in the car unattended.*** Please be extremely careful when driving vehicles in the parking lot areas. Parents are responsible for supervising their children while entering and leaving the preschool. Only vehicles with handicap plates or a handicap tag may park in two designated handicap parking spaces closest to the main entrance.

All security doors to the preschool hallways will be locked while classes are in session. If you need to enter the hallway before dismissal time, push the doorbell to the right of the main preschool doorway. After viewing our security camera, we will unlock the door. A buzzing noise will alert you that the door is unlocked. Please check to ensure that the door fully closes behind you.





# Events

## Start of School

The opening date differs according to each class schedule. Please refer to the parent mailing or the CPS website for your child's first day of preschool. Note: The staggered start allows for a similar number of class sessions between MW and TR classes, as many of our vacation days fall on a Monday.

## Holidays

Specific dates will be sent in the parent mailing and will be available on the website. There will be NO school on the following holidays:

- ❖ Labor Day (Mon)
- ❖ Thanksgiving Vacation (Wed- Fri)
- ❖ Christmas Vacation (3<sup>rd</sup> week of Dec. through 1<sup>st</sup> Tues of Jan)
- ❖ Martin Luther King Jr. Day (Mon)
- ❖ Easter Break (Thurs-Mon)

## Events

School events vary from year to year, and a complete list will be sent out to families in the summer mailing. It will also be available online through the Parent Portal.

## Graduation/End-of-year Celebrations

Graduation for Pre-Kindergarten classes will be held at 6:30PM in Calvary Church's main auditorium. The specific date for each school year will be available in the parent mailing. Family and friends of the graduates are invited to join us for this special event.

The Preschool and Toddler classes will each individually hold special end-of-the-year celebrations that will be announced by the teachers of those rooms.





# Snow Days

## Notification

School closings or delays due to inclement weather will be determined by Calvary Preschool and Calvary Church administration and will be posted by 7:00 AM, if possible. Please call **717-509-6248** for updated information.

Information Sources for Closings and Delays:

- ❖ Calvary Church's website - [www.calvarychurch.org/weather](http://www.calvarychurch.org/weather)
- ❖ WGAL News 8 - <http://www.wgal.com/weather/closings>
- ❖ WJTL - 90.3FM and [wjtl.com](http://wjtl.com)
- ❖ WDAC - 94.5FM and [www.wdac.com/resources/school-closings-and-delays-2/](http://www.wdac.com/resources/school-closings-and-delays-2/)
- ❖ Calvary Preschool's Facebook page - <https://www.facebook.com/calvarypreschoolpa/>
- ❖ Calvary Preschool office- 717-509-6248
- ❖ E-mails and texts will be sent to the families whose information we have on file.

In general, CPS will follow Manheim Township's weather delays and closings. However, CPS may elect to delay or close even when Township has not. Sometimes the storms arrive after Township has made their decision, and CPS determines that it is not safe for our families and staff to travel.





## Delays

When there is a delay, Calvary Preschool will start at 11:00 AM and run until 1:00 PM; the extended classes will start at 11:00 AM and end at 2:00 PM.

## Closings

If CPS is closed due to weather, we will use the following procedures for make-up days:

- ❖ The first Monday/Wednesday or Tuesday/Thursday that we are closed WILL NOT be made up.
- ❖ The second Monday/Wednesday or Tuesday/Thursday that we are closed will be made up the Monday and/or Tuesday on our planned snow days. Refer to the calendar for dates.





# Health

## Health Policies

In an effort to provide a healthy and safe environment for all of our children and staff, we ask that children and/or adults not be in our classrooms if they have any of the following symptoms or illnesses:

- ❖ Active Chicken Pox
- ❖ Cold
- ❖ Conjunctivitis (Pink Eye)
- ❖ Persistent Coughing
- ❖ Diarrhea (for any reason)
- ❖ Fever (within the past 24 hours without medication)
- ❖ Infection of any type
- ❖ Lice
- ❖ Measles
- ❖ Mumps
- ❖ Rash
- ❖ Thick Green or Yellow Mucous Discharge from the Nose
- ❖ Vomiting (within the past 24 hours without medication)

If a child is being treated with antibiotics, he/she should be on the medicine for at least 24 hours before coming to class. *If a child has an allergy-related symptom, please notify the child's teacher.*

If a child exhibits any of the above symptoms, we will contact you and ask that you remove your child from class. Thank you for helping us to provide a healthy environment for each of our children and volunteers.

If your child has an Epi Pen, make sure it is in a sealed plastic bag and labeled with your child's name. Inform a team member working in your child's room of its presence each time you come to the classroom.





Children who leave school early for any of the aforementioned symptoms or illnesses **will not be admitted to CPS the following school day unless there is a doctor's note stating the child is not contagious.** Should a child be sent to school with one or more of the above symptoms/ conditions, a parent or emergency contact person will be contacted to pick up the child.

Parents/Guardians will be notified if their child has been exposed to a communicable disease (diagnosed or suspected) or if their child becomes ill or seriously injured while at CPS. A record of all injuries will be kept in the student's file and a copy will be sent home to the parent.

There is a first aid kit in each classroom containing the items approved by the Pennsylvania Department of Welfare.

## **Medication**

Due to strict Pennsylvania Department of Human Services regulations, CPS's liability and responsibility, and great concern for the health and welfare of all our children and staff, **NO MEDICATION WILL BE DISPENSED BY ANY CALVARY PRESCHOOL STAFF.** Please ask your doctor to prescribe medication that can be administered before and/or after school hours. If this is not possible, **ONLY PARENTS** or a **LEGAL GUARDIAN** may come to CPS to administer medication to their child.

*We are also not permitted to apply sunscreen or OTC creams or ointments. Please apply these items to your child before coming to school.*

***The only medication kept on-site is a doctor-prescribed EPI Pen.***

EPI Pens must be in their original container with the prescription attached and will be administered in emergencies as detailed on the allergy profile on file.





## Injury

Our staff takes every precaution possible to prevent injuries in the classroom, playroom, gym, and on the playground, but cannot guarantee that injuries will not occur. Even the most attentive staff member cannot prevent all accidental injuries. When a minor injury occurs, CPS staff will administer first aid and fill out an incident report. Parents will be notified about the injury and given a copy of the report when they pick up their child.



If your child should incur a serious injury, our staff will administer first aid and use the emergency information form to immediately contact a person listed on the emergency contact form. If emergency services are needed, 911 will also be called. A staff member will accompany your child to the hospital and remain with your child until family or friends arrive.





# Finances

## Tuition Payments

CPS offers four tuition payment options, each starting July 1:

- ❖ Annual Payment: One payment (Full-pay discount will be applied.)
- ❖ Bi-annual Payments: Two payments (July & January)
- ❖ Quarterly Payments: Four payments (July, Oct, Jan, April)
- ❖ Monthly 10 payments: 10 payments (monthly)

Calvary Preschool cannot change your tuition or tuition payments due to your child's absences, regardless of illness or vacations. In order to hold your child's place in class, you must continue to make your payments. Payments can be made online by credit card or ACH. Checks and cash can be mailed or dropped off in the locked payment box outside the director's office.

## Financial Aid/Scholarships

CPS participates in Pennsylvania's EITC (Educational Improvement Tax Credit) program. Local qualifying businesses may elect for Calvary Preschool to receive a portion of their business profit taxes due. Calvary Preschool partners with FACTS Grant & Aid Assessment to determine eligibility and amount of aid for families who apply. The link to apply for aid is located on our website:  
<http://www.calvarychurch.org/cps/financial-aid>

## Charges & Fees

### Late Payment Charge

A \$10.00 charge will be assessed for all late payments after the 10<sup>th</sup> of the month.

### Returned Check Fee

Each returned check incurs a \$15 fee.





## Delinquent Accounts

Calvary Preschool depends on timely tuition payments to pay our staff and to run a quality preschool. Therefore, if your child's tuition payment *is more than thirty days past due*, your child may not be permitted to return to preschool until tuition is brought up to date. If your family is experiencing financial difficulty and is unable to make tuition payments, please see the director or assistant. Every effort will be made to work with families on a case-by-case basis.

## Refunds/Withdrawals

Subject to the CPS Director and/or CPS Committee's approval, tuition shall be refunded for unforeseen circumstances. In order to be considered for a refund, two weeks' advance notice is required. If approved, the following refunds will be offered:

- ❖ 75% for withdrawals between beginning of school year and November 1
- ❖ 50% for withdrawals between November 2 and January 1
- ❖ 25% for withdrawals between January 2 and March 1
- ❖ No refund after March 1





# Teachers

## Staff

Calvary Preschool is blessed to have highly qualified, experienced, and dedicated teachers and staff. All our teachers hold a degree in Early Childhood or Elementary Education, are completing their degree, or have experience and training equivalent to the degree. Each staff member has been chosen carefully and prayerfully and desires to serve the Lord in caring for and teaching your child.

Each year, our staff has access to trainings on many topics from child development to current issues in the education field. We also address these topics in our monthly staff meetings.

## Teacher/Student Ratio

Calvary Preschool meets or exceeds state and Association of Christian Schools International (ACSI) recommendations for teacher/student ratios in each classroom. Our toddler classes offer a 1:5 teacher-to-student ratio. Preschool classes offer a 1:6 ratio. Pre-kindergarten classes offer a 1:8, 1:9, or 1:10 ratio- based on the physical size of the room.

## Child Safety

All Calvary Preschool Staff have received State Police, Child Abuse History, and Federal fingerprinting clearances. The staff also receives training on recognizing and reporting Child Abuse, as all CPS staff members are Mandated Reporters.





# Curriculum

## Developmental Domains

A fully developed child who is ready to excel in all areas of life needs to develop skills in at least four different domains. Every classroom incorporates each of these domains in their everyday experiences.

## Spiritual Domain

As our mission and philosophy state, we are a Biblically-based preschool, teaching the children that the Bible is inspired by God and that everything written in it is true. Bible stories are read and taught every day in the classroom. At Christmas, we teach about the birth of Jesus and how much He loves us. At Easter, we teach about Christ's death and resurrection.



Students will also learn about the Creation of the Earth, Noah, Miracles, Parables, and other Bible stories. Children are taught Bible verses and character qualities. We talk to God through prayer each day. We desire that every student and their family members would know and experience the love of God and understand that Jesus died and came alive again to take our place, and to provide the way for us to go to heaven someday. We believe that when a person acknowledges his/her sin (anything a person thinks, does, or says that does not please God) and Jesus' death and resurrection in one's place, that person can ask for forgiveness and receive the free gift of God's salvation. At that moment, he or she enters into a relationship with God Himself and begins the process of growing in his/her faith.





## Social/Emotional Domain

CPS encourages students toward self-direction and independence. We teach respect for self and others, self-help skills, roles, and responsibilities.

## Cognitive Domain

At CPS, we understand that children process information in various ways. Our teaching methods include activities designed for auditory, kinesthetic, and visual learners. In each activity, we encourage engagement and persistence. We help students learn by using their imaginations to create artwork, using a variety of mediums including the following: paint, crayons, watercolors, colored pencils, markers, scissors, liquid glue, etc. Although many of the projects are teacher-directed, the children do as much of the work as possible by themselves so each craft will be unique.



Each classroom has items to encourage dramatic play. Classrooms also contain manipulatives to encourage problem solving, investigating, predicting, and exploring cause and effect. Children will learn about numbers, counting, measuring, shapes, sizes, and one-to-one correspondence. They will learn about literacy and phonetic sounds, alphabet letters, and stories. In addition, children will learn and grow through their experiences with music and movement at CPS.





## Physical Domain

We teach the importance of good hygiene and healthy living. We talk about eating healthy foods, exercising, and playing safely. When weather permits, the outside playgrounds are our first choice for large motor play. When outdoor play is not possible, each class is scheduled to visit either the gym or large playroom (Kiddie Gym). Each day, we also include activities which help develop fine motor skills. We work on hand-eye coordination, cutting with scissors, drawing, painting, and writing.



## Language

We desire to increase each child's receptive and expressive language skills. We engage children in conversation. We teach students to follow oral directions. Children will learn to communicate ideas, experiences, needs, desires, empathy, kindness, and feelings using words and complete sentences. They will learn to modulate voice, volume, and intonation. We provide opportunities for children to verbally interact with adults and other children in individual and group settings.





## Teaching Themes

Calvary Preschool integrates a thematic concept into all academic areas while incorporating a wide variety of hands-on learning experiences for each child. We use themes to focus on the emergent interests of the children, keeping learning exciting as children explore using their five senses. Each classroom's instruction is unique, as teachers plan specific curriculum for their classroom based on the needs of their students. Planned activities are developmentally appropriate and discovery-based with children participating in learning centers, large-group, and small-group activities. All themes will be taught using Biblical principles as the basis for each unit.

## Student Evaluations

Calvary Preschool does not conduct formal readiness testing for kindergarten programs. However, teachers will complete an evaluation of each student's progress, focusing on age-appropriate Pennsylvania standards in March.

## Conferences

An opportunity to meet with your child's teacher to discuss your child's development will be offered during the months of October and March.

At Calvary Preschool, we are "preparing for a lifetime of learning." Social/Emotional, Fine Motor, Large Motor, Language Development, Reading Readiness, Math Readiness, and Practical/Self-help skills will be introduced and built upon in every age level. Each individual child will master skills at different times. The student evaluation form is not intended to be reflective of every skill that a child has mastered. It is intended to reflect the skill level for each standard that the child most often exhibits during school. Please contact your child's teacher as you have questions/comments/concerns about your child's progress throughout the school year.





# The Classroom

## Field Trips

Calvary Preschool's field trip procedure is as follows:

1. Parent/Guardian must sign a consent form provided by the teacher prior to the field trip.
2. The class will meet at the determined field trip location at the designated time.
3. Parents are responsible for getting their children to the field trip location or for setting up carpooling.
4. ***CPS staff may not, under any circumstances, provide transportation for students in their own vehicles.***
5. Parents are responsible for picking up their child at the field trip location or for setting up carpooling back home or to the school for their child.
6. If the field trip allows for additional adults and siblings, teachers will inform parents/guardians of the cost.

## Lunch

When children need to bring a packed lunch for an Extended Day Class or Lunch Bunch, please try to use packaging and containers that your child can open with little or no assistance. Do not send food items that need to be heated. We recommend packing a lunch that include foods from the following food groups- grains, vegetable, fruits, dairy, meat & beans.

For health and safety reasons, we have adopted a ***NUT FREE POLICY*** in every aspect of our program. ***Please do not send any type of tree nut (peanuts, cashews, hazelnut, etc.) product to school for snack or Lunch Bunch.*** Please carefully check the packaging before sending in pre-packaged items.





## Snacks in the Classroom

Teachers assign each family to provide snacks for their child's classroom on a rotating basis. Well-nourished children are more alert, attentive, and better able to benefit from learning experiences. Because of this, we ask that snacks represent food from **two food groups**- grains, vegetable, fruits, milk, meat & beans. (Please, no candy or gummy snacks.) We serve water with snacks. Items purchased at a store should be brought in unopened packages. Unused snacks will be returned to you.

For health and safety reasons, we have adopted a **NUT FREE POLICY** in every aspect of our program. **Please do not send any type of tree nut (peanuts, cashews, hazelnut, etc.) product to school for snack or Lunch Bunch.** Please carefully check the packaging before sending in pre-packaged items. If your child has food allergies (other than nuts), you may opt to send in a "safe" snack for the teacher to keep for your child when there is a questionable snack.

## Library

Calvary Preschool has a library available for the children to visit once a week. Beginning in September, Preschool and Pre-Kindergarten classes have a scheduled day to visit the library to hear a story and check out one or two books and/or books on tape or CD. On the next scheduled library day, children return their books to the carts in the main hallway. Children will then have an opportunity to check out new items.





## Extra-Curricular Activities



### Lunch Bunch

CPS offers students who are enrolled in Preschool and Pre-Kindergarten classes the option of Lunch Bunch. (Toddler students are not eligible.)

Lunch Bunch is offered Tuesday through Thursday 11:30 - 1:00PM. CPS staff will take the participants to a designated

classroom where they eat a lunch (brought from home- ***no nut products!***) and then participate in the theme of the day. Information on our lunch procedures can be found on page 22.

Lunch Bunch is an additional cost of \$12 per child per day. You may register your child via the parent portal. Sign-ups are limited to 15 students (depending on the theme) and are first come, first served. We must have a minimum of five students to run the program each day. If your child is sick or cannot attend on their scheduled day, please notify the office so that you will not be charged. If you do not notify the office prior to the Lunch Bunch, you will be charged, regardless of attendance.

### Soccer Shots

CPS is pleased to partner with Soccer Shots, offering Fall and Spring sessions on Mondays and Tuesdays. **Parents/Guardians will pick up their children at 11:30**, take them to the restroom, and escort them to the gym or soccer field (located behind Calvary Church). Dates, cost, and enrollment information is available in the parent mailing and Portal.





## Bitty Ballet

CPS is pleased to partner with Bitty Ballet to offer dance and ballet basics to our preschoolers. We offer sessions on Wednesdays and Thursdays in the fall and spring. Sessions are held right after school (instructors will pick them up and take them to the instruction room). Dates, cost and enrollment information is available in the parent mailing and Portal.





# Children

## Emergency/Change of Pick-up

People who are permitted to pick up your child at the end of the day or in emergency situations must be listed on your online pick up form. It is available under the “Online Forms” section of the Parent Portal. If someone who is not on your list needs to pick up your child, a note with the person’s name, phone number, and your signature must be given to the Preschool Office. This note will then be forwarded to your child’s teacher. In the event that you cannot send a note, you must contact the CPS director or assistant prior to pick-up time via phone or e-mail.

## Attendance/Absences

Consistent attendance at CPS is very important for each child’s developmental learning. If your child will be absent for the day, please call, text or email the teacher or the CPS Office. Refunds are not given for absences.

## Birthdays

Special recognition is given to each child on his or her birthday or half-birthday. One of your snack dates will be scheduled around or on your child’s birthday. You may bring in “sweets” for a birthday treat. Children who have summer birthdays are recognized in the spring or on their half-birthday. ***CPS has a NUT FREE policy. Do not send snacks with ANY type of nuts in the ingredients.*** Please read labels carefully, as many products may come from factories that process nut products.





## Code of Conduct

At CPS, we endeavor to live by the “Golden Rule” which states, **“So whatever you wish that others would do to you, do also to them” (Matthew 7:12 ESV)**. We treat each individual with respect. Yelling, swearing, threatening, or abusive language is not permitted on Calvary Preschool grounds. In addition, CPS will not allow an individual who displays physical aggression, placing himself /herself or others in harm’s way, to remain on the property.

## Discipline

Our ultimate goal of discipline is for the children to submit to the will of God and develop Christ-like character. By providing a happy, secure environment, our program aims to prevent and eliminate any potential problems before they occur.

However, when discipline is needed, it will be done in a spirit of love and forgiveness so that a child’s inappropriate behavior is corrected without wounding the child’s spirit. We will instruct the child on how he or she should have behaved by identifying the negative action and explaining the right action to use if the situation happens again.

## Procedure

- ❖ **Step One:** Teachers will establish classroom rules and proper student conduct in a clear and age-appropriate manner. Expectations and reasonable consequences will be taught.
- ❖ **Step Two:** The staff will strategically use non-verbal communication, signals, and proximity to redirect a child’s behavior.
- ❖ **Step Three:** The staff will gently use verbal communication, calling the child’s name to redirect behavior.
- ❖ **Step Four:** On an individual basis, the child will be spoken to about misbehavior and will be shown alternative ways of solving a problem and redirecting the child’s actions.





- ❖ **Step Five:** If the behavior does not change, the child will be removed from the activity and will sit next to a staff member or in a chair to “take a break.” After a short break, the child will be asked the following:
  - 1) What did you do that was wrong?
  - 2) Why was it wrong?
  - 3) What can you do differently next time?
  - 4) Then the child will be told to “Go ahead and try again.”
- ❖ **Step Six:** Finally, if the negative behavior continues, the child will be removed from the classroom to speak with the director. Parents/Guardians will be notified at pick-up that this step was taken and the director and staff will problem-solve the challenging misbehavior with the parent/guardian.

## Dress Code

Children should be dressed in comfortable play clothes with fasteners that they can work by themselves. We ask that you dress your child according to comfort. A removable sweater or sweatshirt may be appropriate, especially when the weather changes from warm to cold and vice versa. ***Close-toed sneakers that are securely tied are the best footwear for comfort and safety and are a requirement for play in the gym or outside.***

Please make sure your child is dressed appropriately for the season- a light jacket for fall and spring; a coat, hat, and mittens for winter.

During messy activities, children are given paint smocks to wear. We make every effort to avoid getting stains on children’s clothes, and we use washable materials as much as possible. While we take these precautions to avoid stains, please be aware of that possibility and dress your child accordingly.

***CPS requires that a change of clothing for each student is kept at the preschool at all times.***





## Playground Rules

Calvary Preschool is committed to keeping our students safe and asks that the following rules be adhered to while using the outside playground:

1. Large Playground is for children ages 3-12 only.
2. All children must be closely supervised by a responsible adult.
3. Playground equipment should not be moved, removed, or taken apart.
4. Gates are to remain closed for the safety of the children.
5. All trash is to be removed from the playground area.
6. Children are not to run or play on the red tiles at the swing area when the swings are in use.
7. Playground is reserved for CPS classes from 9:00 - 11:30AM Monday, and 9:00AM - 1:00PM Tuesday, Wednesday, and Thursday.

## Share Items/Toys

There are certain times throughout the year when your child will be asked to bring an item from home for a classroom event such as Teddy Bear Picnic, Show-N-Tell, or Pajama Day. Other than these special events, we ask that your child not bring items from home. During the activities of the day, these items could get lost, broken, or cause disruptions in the classroom.





# Parents

## Background Checks

We recognize that you are entrusting us with your precious children. Therefore, to maintain a safe environment and due to state laws, **adults will need to have clearances in order to volunteer at Calvary Preschool.** PLEASE BRING YOUR ORIGINAL DOCUMENTS TO THE CPS OFFICE. WE WILL MAKE A COPY TO KEEP ON FILE. The following paperwork will need to be submitted to the CPS office before you begin volunteering:

If you HAVE LIVED IN PENNSYLVANIA for 10 years or more:

1. Current (within the past 3-4 years) Pennsylvania Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. Signed affidavit (provided by CPS)

If you have NOT LIVED IN PENNSYLVANIA for at least 10 years:

1. Current (within the past 3-4 years) Pennsylvania Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. Signed affidavit from CPS
4. Federal Fingerprinting

Clearances are NOT required in order to attend our Orientations, classroom parties, field trips, Thanksgiving programs in November, and Graduation/ End-of-Year programs. We encourage all parents/guardians to attend these events.

## Change of Address/Phone

Parents are required to notify the office if there is any change of information including changes in address, phone number, email address, or medical information. It is important to know these changes in case of emergencies.





## Videotaping/Photography Guidelines

Calvary Preschool will occasionally photograph students and use their photos in school literature and/or on the Calvary Church website. We NEVER list the child's name or post their pictures on sites such as Twitter or Facebook. Teachers will often photograph the children for classroom projects. You have the right to request that NO photographs or videos be taken of your child OTHER than for classroom projects. If this is your request, you must sign an **Opt-Out Form**. This form is available in the CPS office. The preschool office will notify the classroom teachers of your request.

We know that there is great use of smartphones and video cameras during preschool events such as our Thanksgiving and Graduation programs. We understand these personal videos are usually taken to share with extended family or to keep as a memory for your child. We ask that you be sensitive to the wishes of the families who do not want their child's picture or video on the internet. Therefore, please do not post these videos or pictures on the internet.

## Volunteer Opportunities

There are many ways to volunteer your time and talents.

Volunteers are needed to coordinate and/or help with the following programs and activities:

- ❖ Community Service Days
- ❖ KidSight Program
- ❖ Picture Days
- ❖ Scholastic Book Club

The teachers may also need volunteers in the classroom for special activities or to do tasks at home. Each teacher will let you know about their specific needs in their class newsletters.





# Miscellaneous

## Emergency Preparedness

Calvary Church and Calvary Preschool have emergency procedures in place for the following: fire, severe weather, bomb threats, missing child/kidnapping, and threatening violent activity. We regularly schedule practice drills for fire, severe weather, and intruders.

During any emergency situation, our first priority is the safety and welfare of all children and staff. Parents/Guardians will be contacted by phone, text, and/or e-mail as soon as possible.

## Lost and Found

Lost and Found items may be claimed near the main entrance of the preschool (in a bin outside the preschool office). After 30 days, unclaimed items will be donated to Calvary Care (a benevolence ministry of Calvary Church) or discarded. ***Please carefully label all your children's belongings.*** Calvary Preschool cannot accept responsibility for lost items.

## School Communcation

The Calvary Preschool office will regularly email families about upcoming events and other important news. Teachers will also send home either a monthly or a weekly classroom newsletter that will be put in your child's basket/ backpack and/or e-mailed. It is the parent/guardian's responsibility to retrieve and read them. Special announcements and reminders will also be posted on the whiteboards outside the classrooms.

## Pictures

School pictures are taken each year. Opportunity will be given to preview the pictures before purchasing. ***All children will be***





*photographed for the school and classroom composites and for use in their student file.* (Student names will not be included on classroom composites.)

## Visitors

Calvary Preschool has an “Open Door” policy for CPS families. We welcome parents, grandparents, and other close family members to visit your child’s classroom at any time.

When visiting the school, whether for a short time or for the whole morning, please stop by the reception desk to sign in and receive a visitor’s tag. This tag must be worn while in the secure hallways.

Throughout the school year, we will welcome several organizations/individuals to CPS for various reasons.

- ❖ ***Association of Christian School International (ACSI)*** - Representatives will occasionally visit the school to ensure that policies and procedures are being followed according to our school manual.
- ❖ ***Gene Miller Testing*** - Employees of Gene Miller conduct safety checks on different types of bottles and containers to determine if they are child-proof.
- ❖ ***Interns*** - Education students from local colleges assist in classrooms and in the CPS office.
- ❖ ***IU-13 & Support Specialists*** - Behavioral, physical, occupational, and speech therapists work with some of our students. On occasion, the therapists and other support specialists will be in the classrooms.
- ❖ ***Kidsight***- Representatives conduct free eye screenings for children. Permissions slips are required.

## Questions or Concerns

If you have any questions or concerns about your child’s individual class or situation, please first speak with your child’s teacher. If your





question or concern has not been resolved, please speak with the director or assistant. This process is based on the following verses: ***“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.” Matthew 18:15-16 (ESV)***

Please feel free to express questions or concerns about CPS in general to the director or assistant. You may communicate in person, via e-mail or phone, or by dropping a note in the question/comment/suggestion box located outside the director’s office.



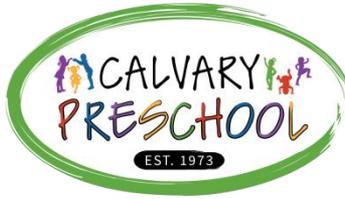


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