



PRESCHOOL

Camp Hill Presbyterian Church
101 North 23rd Street
Camp Hill, PA 17011
Preschool Office (717) 761-6003
www.chpcpreschool.org



Table of Contents

Welcome.....	3
Program Philosophy.....	4
Enrollment.....	5
Tuition Payments.....	5
Withdrawal.....	6
Confidentiality.....	6
Special Needs.....	7
Mandated Reporting.....	7
Custody.....	8
Entering and Exiting the Building.....	9
Arrival.....	9
Early Drop-Off Program.....	9
During School Hours.....	10
Dismissal/Permission.....	10
Late Pick Up Fees.....	10
Parking.....	11
Snow Days and Cancellation.....	11
Discipline Policy.....	11
Health.....	12
Illness.....	13
Medication.....	13
Accidents.....	13
Fire Drills.....	14
Intruder/Evacuation Plans.....	14
Safe Alternate Location.....	14
Field Trips.....	15
Clothing.....	15
Animals.....	15
Snacks.....	15
Birthdays.....	15
Parent-Teacher Communications.....	16
Wonderful Wednesday.....	16
Lunch Bunch.....	16
Summer Playgroup.....	17
Camp Crayon.....	17
Parent Code of Conduct.....	17
CHPC Preschool Parent Association.....	18
Key responsibilities of Parents & Guardians.....	19
Calendar.....	20
Parent Signature Page.....	21

WELCOME!

Dear Families,

Since 1956, the Camp Hill Presbyterian Church Preschool has been providing a quality and age-appropriate program for the very young. Our dedicated, experienced and well-trained teachers are eager to provide a stimulating and creative educational environment for your child. With cheerful classrooms and safe play areas, the preschool is committed to the overall intellectual, physical, social and emotional development of each child.

This Handbook contains important information about our program and should answer any questions and ease any concerns you may have.

We encourage you to consider joining our CHPC Parent Preschool Association. This association helps support our teachers and our program with a variety of activities throughout the school year.

We are pleased you have chosen to be a part of a rich tradition and a bright future. If you have any questions or concerns, please call, email or stop by my office. I'm here to help. We're looking forward to a great year.

Dana B. Tarnoci

Dana B Tarnoci
Preschool Director

DIRECTOR

The Director of our school, Dana B Tarnoci, is an employee of the Camp Hill Presbyterian Church. Dana received her Bachelor of Science degree in Elementary Education from Bowling Green State University. She previously taught at the school for eight years before assuming the role as director in 2019. The Preschool office is located on the corner of the two hallways on the upper level of the Kuhn Education Center. Feel free to see Dana with any questions or concerns you may have. You can reach her by phone at 717-761-6003 or email her at dtarnoci@thechpc.com.

OUR MISSION

The CHPC Preschool is a ministry of the church proudly serving the needs of the Community since 1956 by offering developmentally appropriate experiences, encouraging young children's perpetual curiosity, inexhaustible energy, enormous capacity for wonder and readiness to learn. In a safe environment planned and equipped especially for the young child, the preschool provides opportunities for all children to enlarge their spheres of relationships, their knowledge of their world and their ability to express themselves. Small classes ensure strong parent-teacher communication while trained educational leaders promote the social, emotional, and academic growth of each unique child.

OUR GOALS

- To prepare children for success in their academic future through fun, educational, and creative play and classroom experiences.
- To develop individuality by nurturing feelings of self-worth, security, and uniqueness in a loving, caring atmosphere.
- To develop, nurture and promote sensitivity to others (children and adults) through socialization, curriculum, and experiences.
- To expand on a child's awareness of their environment and surroundings.
- To enhance and continually develop fine and large motor skills through healthy and physical activities.

NURTURE MINISTRY

The Preschool is under the supervision of the Nurture Ministry, a sub-committee of the Session.

PRESCHOOL

ENROLLMENT

Our Preschool is open to children from 21 months to 6 years of age. Enrollment is granted without regard to a child's race, color, creed, religion, national origin, gender or disability.

Parents/guardians can apply for enrollment by completing the registration form and paying the \$40 registration fee. Registration begins in January and continues until all spots are filled. Parents must register their child each year. We register students throughout the school year as spots become available. The registration fee is non-refundable and when paid prior to June, will hold the child's spot until July 1st when September's tuition payment is due.

Enrollment is contingent upon receipt of the completed registration form, registration fee and first tuition payment. CHPC Preschool reserves the right to dismiss any parent or child at any time without cause.

Continued enrollment at CHPC Preschool is contingent upon the parents and child's adherence to the policies and procedures at CHPC Preschool as outlined in this handbook, including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify CHPC Preschool immediately should any of the information collected at the time of enrollment change.

TUITION PAYMENTS

Tuition for 2-day classes is \$120.00/month, 3-day classes is \$140.00/month, 4-day classes is \$160.00/month, and the Pre-K class is \$180.00/month. The total annual tuition payment is divided into 9 monthly payments for your convenience. First Steps tuition is pro-rated according to how many days your child attends each month. Checks are to be made payable to *Camp Hill Presbyterian Preschool OR CHPC Preschool*. **Tuition payments are due the first of each month for the following month.** There will be 9 payments made, including the payment made during the summer months. *Payments received after the 10th of each month will be levied a \$20 late fee.*

Any check that is returned due to *Insufficient Funds* will be assessed a service charge of \$20.

Payments can be sent to:

Camp Hill Presbyterian Church
Attn: Preschool
101 North 23rd Street
Camp Hill, PA 17011

Payments can be placed in the black mailbox located on the wall next to the Preschool Director's door. Online payments are also available. If using online payment, please include the 3% transaction fee. This covers the cost of using an online merchant payment system.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at CHPC Preschool. If you anticipate difficulty with paying on time, please discuss this matter with the director immediately.

Please Note: If your child will be gone on vacation whether it is one week or two months, tuition must still be paid to keep their spot in the Preschool. Failure to do so will result in a loss of a spot when you return.

WITHDRAWAL

If you must withdraw your child, for any reason, the Preschool Director should be notified at least one month in advance. Our Preschool is supported only by tuition payments, and we will need this time to fill your child's spot. **Tuition is non-refundable.**

CONFIDENTIALITY

Within our school, confidential and sensitive information will only be shared with employees of CHPC Preschool when needed, to care for your child appropriately and safely. Confidential and sensitive information about our faculty, other parents and/or children will not be shared with parents/guardians, as CHPC Preschool strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, or health related information of anyone associated with CHPC Preschool.

Outside of CHPC Preschool, confidential, and sensitive information about a child will only be shared when the guardian of the child has given express written consent, except where otherwise provided by law.

You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality policy protects every child's privacy. Employees of CHPC Preschool are strictly prohibited from discussing anything about another child with you.

CHILDREN WITH SPECIAL NEEDS

Accommodation of children with special needs is an integral and vital part of the CHPC Preschool. All situations will be evaluated on a case-by-case basis. Evaluations for appropriateness regarding enrollment will be conducted by outside professional organizations working with that child, the Preschool Director and the teachers who are involved. Special attention should be paid to the child's special needs (including severity), the Preschool's resources to accommodate the child, and to ensure that equitable preschool experiences exist for all children in the classroom. Should enrollment be approved for a child who requires a full-time aide to be with him/her in the classroom, that trained aide must be always present with the child in the classroom. If the aide is not available to accompany the child to class, the child may not attend Preschool for that day or period of time.

The CHPC Preschool reserves the right to alter a child's placement or enrollment based on the following:

- Non-disclosure of identified needs at registration or time of diagnosis.
- Failure to provide current or updated intervention documentation (IEP) at the time of registration or during the school year.
- Only one child requiring inclusion support shall be enrolled in each class.
- An agreement between the Director and the classroom teachers that current placement is ineffective and inappropriate and does not allow for equitable experiences for all students enrolled in the class.

If observations are necessary by outside organizations (i.e., CAIU, school districts, private consultants, etc.) only one person will be permitted in the classroom at any given time and must be pre-authorized and scheduled to visit in advance with the Director of the Preschool.

Children receiving special support services will have an educational plan in place prior to the start of the school year or within 60 days after needs are identified. The teachers, Director, parents, and support organizations shall use support services (CAIU, Vista School, etc.) recommendations as a basis to develop educational goals and plans for implementation. Copies of all documentation must be maintained by both the Director and classroom teacher.

MANDATED REPORTING

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of CHPC Preschool are considered mandated reporters under this law. The CHPC Preschool employees are not required to discuss their suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at CHPC Preschool take this responsibility very seriously

and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of CHPC Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- **Physical abuse** - Physical child abuse occurs when a child is purposely physically injured or put at risk of harm by another person such as unusual bruising, marks, or cuts on the child's body.
- **Emotional abuse.** - Emotional child abuse means injuring a child's self-esteem or emotional well-being. It includes verbal and emotional assault – such as continually belittling or berating a child – as well as isolating, ignoring, or rejecting a child.
- **Medical abuse** - Medical child abuse occurs when someone gives false information about illness in a child that requires medical attention, putting the child at risk of injury and unnecessary medical care.
- **Neglect** - Child neglect is failure to provide adequate food, shelter, affection, supervision, education, or dental/medical care

CUSTODY

In the case of separated or divorced parents and/or guardianship, the school requires that court ordered documentation pertaining to the child, which designates the guardian with primary physical custody be on file in the Director's office. A child will be released to their parent or guardian at dismissal unless court documentation restricts one of them from access.

PRESCHOOL

ENTERING AND EXITING THE BUILDING

CHPC Preschool runs a morning program. We have multiple classes that start at staggered times. Once school is in session, all doors are locked and will not re-open until the end of our morning. There is a doorbell on our "Apple" door (door between the preschool and fire department) that you may ring if you need access during school hours.

To alleviate congestion in the halls, we are asking that all parents enter and exit the Education Center through the doors assigned to your child's class. Your cooperation is greatly appreciated.

22 nd Street (1 st door) - Apple	Rooms 2, 3, 8 1/2/13 and 15
22 nd Street (2 nd door) - Owl	Rooms 7, 8, 10 and 11

All families will exit the building using the door that is closest to the parking lot.

ARRIVAL

Children are required to be escorted by their parent/guardian or the adult dropping them off to their designated room. Children are required by law to always be supervised while in the church facility. The teachers are busy preparing their rooms for the day prior to the starting times. If you arrive early, you are invited to wait in the preschool waiting room (if available) or hallway, with your child until the classroom doors are opened.

Some children exhibit separation anxiety when it is time for their parent to leave. CHPC Preschool believes it is best for parents to tell the anxious child upon arrival that they will kiss, hug and say goodbye. This will prepare the child for their departure. The employee present in the classroom, will comfort and assist the child through this time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out departure, the more anxiety the child is likely to feel. The professional employees of CHPC Preschool are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

EARLY DROP-OFF PROGRAM

Early Drop-Off is offered as a way to help parents who have to be at work or available for an early-morning appointment.

Pre-registration and payment are required. Children will be in attendance with one or more members of our preschool staff during the time prior to school opening. Children will be accompanied to their classrooms at the start of their day by a staff member. Sign-up sheets for this program are available in the Preschool Office. The cost for this service is \$5.00/day. The EDO program begins at 8:30 AM. You can drop your child off in

the designated room as early as 8:30 AM or any time after that prior to 9 AM. This service is not offered on delayed opening schedule days.

DURING SCHOOL HOURS

While school is in session, our school is locked and only authorized personnel may be in the Kuhn Education Center, including the bathrooms across from the preschool office. If you choose to stay at school during our morning hours, you must remain in either the preschool waiting room or the church gathering place. If you would like to observe your child in their classroom, please contact the director and set up a time for you to come, sign in and observe from the hallway or in the class. These rules are established for the safety of your children.

DISMISSAL/PERMISSION

At the beginning of the year, parents/guardians will be presented with an Emergency/Alternate pick-up form. Parents/guardians are encouraged to include any persons who, during events, may at one time be asked to pick up their child from CHPC Preschool.

- Children will be dismissed one by one from their classrooms to a parent or other adult indicated by the parent.
- Please be prompt; your child will be looking for you!
- If an emergency arises, please call the Preschool office at 761-6003.
- If someone different is to pick up your child, please let your child's teacher know in writing. **We will not dismiss a child to anyone other than a parent without prior written notification. Individuals picking up the children should be prepared to show identification if necessary.**

All changes and/or additions to the Emergency/Alternate Pick-up Form must be made in writing and be dated and signed. Only custodial parents/guardians have the right to make changes or additions to this form.

LATE PICK-UP FEES

The Director or classroom teacher may recommend that a late fee be imposed for instances of late pick up from Preschool sponsored programs. This late fee would be a maximum of the following: \$5 for the first 10 minutes and \$1 for each additional minute. Written documentation of habitual tardiness on the part of a parent or caregiver must be kept and provided to the Director. A formal written warning will be issued prior to the enforcement of a financial penalty.

PARKING

You may park in the church lot or the municipal lot near the fire station. Proceed cautiously when in this area. **Do not park on 22nd Street in the alley between the church and the fire station.** This street is used for emergency vehicle exit and needs to be always kept clear.

Drive carefully in and out of the parking lot and in the vicinity of the Preschool. Small children are hard to see, and their safety is our utmost concern. Please do not use your cell phones when driving in and around the preschool.

NOTE: On the Walnut Street side of the church parking lot, the two end drives are ENTER and the center is EXIT, please observe these directions when parking.

SNOW DAYS AND CANCELLATION

Our families live within a wide suburban area and many of our staff members live outside of Camp Hill. If our school will be closed or delayed due to inclement weather, you will receive a notification no later than 7:30am. You may also check the website and other forms of social media for updates.

If the preschool is on a delayed schedule, classes will begin at 10:30 or 10:45 am and dismiss at 12:00 or 12:15 pm. If a delayed opening occurs on a Tuesday, Wednesday or Thursday, Lunch Bunch and Wonderful Wednesday will dismiss at their regular time.

DISCIPLINE POLICY

CHPC Preschool is committed to the well-being of each child. To provide a safe, loving, and stimulating environment, we expect a certain degree of cooperation from each child and parents as well. Therefore, we place a great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered.

Classroom rules children are expected to follow are:

1. Be safe by keeping your hands, feet and objects to yourself.
2. Be respectful and kind to others.
3. Be responsible for yourself and your play area.
4. Be a good listener especially to your teacher.

To ensure the safety of all our students and staff, the CHPC Preschool staff will implement a positive discipline program. Children involved in our program are expected to follow the rules and direction of the preschool staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior. Severe behavior will be addressed by the Preschool Director.

1. Positive redirection
2. Verbal warning for specific unacceptable behavior.
3. Separation from group with a warning of future consequences for repeated behavior.
4. Removal from the class to sit in the Director's office.
5. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
6. Suspension 1-2 days from the class
7. Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the Lead teacher and Preschool Director.

CHPC Preschool reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger.

HEALTH

All students are required to give a copy of their latest physical and/or vaccinations to their teacher. This paperwork is valid for one year from the time of appointment. Parents/guardians are asked to take special care in ensuring that the school is made aware of all-important information about your child's physical and emotional health. All food allergies should be shared with your child's teacher.

In short, in order for the school to address any particular conditions affecting your child's health, we must be made aware of those conditions. Parents/guardians should remember to constantly update the information provided to the school. Any changes in your child's health should be brought to our attention immediately.

Parents/guardians of children with severe allergies are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which the child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out and updated every year or more frequently if needed. Once signed, this form releases CHPC Preschool from liability for administering treatment to children with severe allergies and taking other actions set forth in the form, provided CHPC Preschool exercises reasonable care in taking such actions.

ILLNESS

School is not a place for a sick child. If your child has a fever, stomachache, diarrhea, vomiting, a new cold, or is overly tired, please keep your child at home. If your child becomes sick while at school, we will call you to come pick your child up from school. If your child has a communicable disease, please let the director know by email or phone so that the parents of the children in school may be notified that this disease is present.

Children's Illness: Children should not come to school if he/she:

- Had a fever over 100 in the past 24 hours
- Has had diarrhea, vomiting, within past 24 hours
- Has been on an antibiotic less than 24 hours
- Suspected or confirmed throat or sinus infections
- Head lice, open lesions in the mouth or on the body
- Any child who does not feel well and needs comfort.

MEDICATION

The Preschool staff will not dispense medication to any child in our program unless due to an allergic reaction.

Students with allergies must have the proper allergy forms completed and signed by a physician. A copy of the form will be on file in the student's classroom and the Preschool office. This form states exactly how and when medication should be given along with written permission from the parent to dispense the medication. This medication will only be Administered by the trained teacher or Director.

With certain medical conditions, urgency may necessitate immediate action. In these situations, other staff members may administer necessary treatments with parental permission in advance.

ACCIDENTS

We strive to avoid accidents, however, if your child has an accident while at school, we will notify you immediately. If you cannot be reached, we will phone one of the adults listed on your emergency form. If necessary, your child will be taken to Holy Spirit Hospital, and we will continue to try and reach you.

If the child is away from the school on a field trip or other school activity, the same procedure will be followed, however, the child will be taken to the closest hospital. The Preschool carries accident insurance. If you would like more information about our policy, please see the Preschool Director.

FIRE DRILLS

CHPC Preschool conducts fire and emergency drills each school year. Parents/guardians and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of our plans.

In the event of a real fire/emergency, the director will inform each classroom teacher that the school will be closing. All parents/guardians or emergency contact persons will be notified as quickly as possible. Parents/guardians will be asked to wait until the director has accounted for all staff and children then gives the staff permission to release children.

INTRUDER / EVACUATION PLANS

In the event of an intruder or other emergency when we feel it is best to keep the children in the classrooms, the bells will sound in a series of 3 short rings. The bells will ring several times. At this point, teachers will move the children away from doors and windows and engage them in finger plays or quiet games if possible. They will wait to receive further instructions from the Director. Classroom doors will be locked. If necessary, the teacher will place a colored piece of construction paper in the window of the door to indicate the following:

Green: We are okay.

Red: Someone is hurt, and we need help.

SAFE ALTERNATE LOCATION

Should the administration on CHPC Preschool or any emergency services personnel determine the building to be too dangerous to be occupied, the staff and children will walk to the Camp Hill Fire Department. Once the children are assembled here, the staff will begin contacting parents/guardians or emergency contact persons for pick up.

FIELD TRIPS

Walking field trips are taken throughout the school year for our Next Steps 3s classes and older. Notices of trips and permission slips are sent home with each child. We do depend on parents to chaperone our field trips and without your help, these trips would not be possible. Your presence on a field trip is special to your child, so please make babysitting arrangements for other siblings, they are not to accompany us on any field trip.

CLOTHING

Please dress your child in *play clothing* that he or she can manage independently. Children are engaged in various activities during the morning: some of these activities can be messy, and or athletic in nature. Additionally, children participate in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Pants with elastic waistbands are preferred unless your child can manage snaps, belts, and zippers. The most appropriate type of shoes are rubber-soled sneakers.

ANIMALS

Please know that not all children are used to or even like animals. Some children (and adults) have allergic reactions when exposed to animals. Should an animal become aggressive and hurt someone, the Preschool is liable. Therefore, ***no animals are allowed*** at the CHPC Preschool or preschool functions.

SNACKS

If you would like to treat your child's class to a snack, please sign up on the teacher's snack calendar, usually posted outside the classroom. Please be mindful of the class allergy list when bringing in snack. If you have any questions about what items you can bring in, please contact your child's teacher. Keep the treat simple and nutritious. . Sharing a snack with your child's class is one way to help us keep our tuition and operating costs down. It also helps teach the child about sharing, consideration, concern for others and independence. Water is provided daily by the Preschool.

BIRTHDAYS

We enjoy celebrating your child's birthday, and your child enjoys sharing a treat with their classmates. Please keep the birthday treat simple; avoid balloons or other favors and be

mindful of class allergies. Children whose birthdays occur in the summer may bring in treats on their half-birthday.

PARENT-TEACHER COMMUNICATIONS

Conferences are offered and are held at least once a year for children. If you have questions regarding your child's progress, please contact your child's teacher. If you have questions regarding the school and overall program, please contact the Director. **Unless grandparents have written permission, conferences are for parents/guardians only.**

To keep you informed of what is going on at school, you will receive regular updates regarding classroom activities from your child's teacher and any information pertaining to the Preschool at large can be found on the Preschool's website (www.chpcpreschool.org) or on *Facebook*. The Preschool is also on *Twitter* and *Instagram*. Please take time to read this information; newsletters and flyers are published for your benefit, and you need to be informed of class and school happenings.

WONDERFUL WEDNESDAY

The Wonderful Wednesday program is an optional extra day for children enrolled in our Great Steps 3/4s, Big Steps 4s, and Pre-K classes beginning in October.

This program is designed to be an extra time of discovery, learning, and fun centered on a particular theme. Various members of the staff lead the program. Due to these extra activities, the cost is \$20 per session. Payment is due at the time of registration. If a parent attempts to enroll a child and does not remit payment and the class is full, the unpaid spot may be lost to another child. There are no refunds for this program, although spots may be "sold" to other parents/guardians. Forms will be distributed by your child's teacher. Extra forms are located at the top of the stairs by the Preschool office.

LUNCH BUNCH

Beginning in October, we offer a program in which your child can pack a lunch and stay with children from other classes. This optional program is available to children enrolled in the 3, 4 and Pre-K programs. The fee for this program is \$10 per day. Parents/guardians will receive monthly Lunch Bunch forms at the end of each month. If interested, parents should complete the form, and return it along with payment to the Director. Lunch Bunch is offered on Tuesday and Thursday. There must be at least 6 children registered for Lunch Bunch to be held.

The following guidelines are enforced for children who stay for Lunch Bunch:

- All children who stay for Lunch Bunch **MUST** be completely toilet trained. This means they should be able to handle their bathroom activities by themselves with little help. Children should possess the ability to tell when they need to use the bathroom without being reminded.
- There are **no refunds** given for this program, although spots may be “sold” to other parents/guardians and a credit given to be used for a future date.
- Payment is due at the time of registration.
- If determination is made that a child is not ready for this lengthened day, the Lunch Bunch staff member will notify the child’s weekday teacher for consultation with the parents/guardians.

SUMMER PLAYGROUP

Summer Playgroup is a program offered to children that are enrolled in our program. It meets on Wednesdays throughout the summer from 9:30-11:00. The Summer Playgroup is designed to help keep students acclimated with the preschool throughout the summer. Information about Summer Playgroup and registration forms will be sent home in the spring. Cost of this program is \$10/per day.

CAMP CRAYON

Camp Crayon is a summer program offered to children that have completed our Next Steps 3s class or entering our Great Steps 3/4s, Big Steps 4s or Pre-K classes. . It meets for one week during August. Camp Crayon is designed to be a refresher class focusing on Shapes, Colors, Letters, Numbers and Writing with a Fun theme. Information about Camp Crayon and registration forms will be sent home in the spring. Cost of this program is \$60.

PARENT/GUARDIAN CODE OF CONDUCT

CHPC Preschool requires the parents/guardians of enrolled children behave in a manner consistent with decency, courtesy, and respect always. Several of our goals, discuss enhancing our environment in which a child can grow, learn, and develop. Achieving this environment is not only the responsibility of the CHPC Preschool staff but is the responsibility of each parent, guardian, or adult who enters the school.

The following actions are not permitted at CHPC Preschool:

- Cursing or the use of other inappropriate language
- Threatening of employees, children of other parents or adults associated with CHPC Preschool.
- Physical or abusive punishment of your child or other children at CHPC Preschool
- Confrontational interactions with employees or other parents/guardians or associates of CHPC Preschool.
- Violating the confidentiality policy
- Smoking on CHPC property

The Camp Hill Presbyterian Church provides the Preschool with a safe and well-kept environment. The school occupies the Christian Education Wing of the building. Those of us involved with the Preschool need to help maintain this safe environment, cooperate, and behave with the church's expectations of our building use.

These expectations include the following:

- Enter and exit the building only in the Kuhn Education Wing. There are many offices and rooms in the church building where meetings, classes, counseling, and funeral services take place. We need to respect the needs and space of the church staff and business.
- If you socialize outside the building, before or after school hours, please do so on the side of the preschool next to the firehouse. *Please keep your children out of the garden areas, trees and shrubbery around the church building along with the walls by the entry way and front porch of the church.* These requests are for their safety as well as for the maintenance of the building and grounds.
- When visiting in a classroom, you must sign in and out in the Visitors Book. This is located on the table by the Preschool Office.

Parents/guardians are required to always follow all safety procedures. These procedures are established to help in ensure the safety and best interest of the employees, children, and associates of CHPC Preschool. Thank you for cooperation in this matter.

CHPC PRESCHOOL PARENT ASSOCIATION

As a family member of a child attending the preschool, we encourage you to get involved with our Parent Association. The CHPC Preschool Parent Association is like a PTO in an elementary school. They are a group of parent/guardian volunteers along with the Preschool Director that plan various activities throughout the year. Meetings are every other month, start at 9:35 and last around an hour. The PPA will meet in the CHPC library.

The PPA would like to have at least a few representatives from each class that could help with activities and attend meetings. You may come to one or all the meetings. Younger siblings are also welcome. We would love to have you join us.

The following is a list of some of the activities that the committee will help plan:

- School pictures
- Any health screenings (vision, hearing, and speech)
- Thanksgiving food drive
- Christmas Giving tree
- Teacher Appreciation week
- Teacher Birthdays
- Fall Harvest Festival
- Art Show
- End of the year events

KEY RESPONSIBILITIES OF PARENTS AND GUARDIANS

- Love, support and nurture your children in all that they say and do.
- Provide necessary and accurate information on registration and emergency forms.
- Ensure that you have turned in a copy of your child's latest physical and/or vaccinations.
- Drive carefully in and around the building
- Turn off your cell phone!
- Send your child to school in clothes s/he can manage himself and that are suitable for play.
- Deliver directly to his/her teacher and pick up child on time.
- Always leave your child with an adult. DO NOT leave unattended children in your vehicle, even for a few moments.
- Keep children home when displaying signs of illness.
- Arrange to get your child promptly if he/she becomes ill during school.
- Notify the school when your child will be absent or of any planned changes in attendance.
- Take charge of your child's safety. Keep children under control before and after school.
- Contact your child's teacher when you have a question or concern.
- Attend conferences as requested to discuss child's progress.
- If you are visiting, please sign in with the director.
- Use only covered beverage cups in our hallways.
- Check your child's backpack daily.
- Read newsletters, notices, and other important information
- Pay tuition on time
- Know that our outside doors are locked, and you may need to ring the doorbell at the apple door for admittance.

CHPC Preschool Calendar for 2021-2022

. The following calendar is subject to change with notification. Thank you!

August

31 Staff - First Aide/AED/CPR training

September

1 Teacher In-Service
9 Back-To-School Night
10 Classroom Visitation/Open House
13 School year begins

October

5 Lunch Bunch Begins
6 Wonderful Wednesday Begins
8-11 Closed - Columbus Day Weekend
12 Classes Resume

November

2 Closed - Election Day
10 Fall Harvest Festival
22-29 Closed - Thanksgiving Break
30 Classes Resume

December

20-31 Christmas Break

January

1 New Year's Day
3 Classes Resume
10 In-House Reg. Begins for 22-23
14-17 Closed - MLK Day Weekend
19 Classes Resume

February

7 New Student Registration Begins
18-21 Closed - President's Day Weekend
22 Classes Resume

March

7-11 Conference Week
18 Spring break

April

14-19 Closed - Easter Break (possible snow make up days)
20 Classes Resume

May

9-13 Art show
20 Classes End



PRESCHOOL

PARENT/GUARDIAN SIGNATURE PAGE

Camp Hill Presbyterian Church Preschool

2021-2022

Please sign and return to your child's teacher.

My signature below indicates that I understand my responsibility for reading and following the Parent Handbook. I will do my best to make sure that my child or children follow all the rules and policies described in the manual. I understand that not following the policies outlined in the manual may result in loss of privileges and/or expulsion from CHPC Preschool. Whenever I have questions, I will not hesitate to visit or call the school for more information or to resolve matters as appropriate.

Signature of Parent or Guardian

Date

Student Name

Teacher

PRESCHOOL

Disclaimer: CHPC Preschool reserves the right to make changes to this parent handbook at any given time. You will be notified of any changes that are made.