



# PRESCHOOL

*Little steps lead to big minds*

## Parent/Guardian Handbook

Camp Hill Presbyterian Church  
101 North 23<sup>rd</sup> Street  
Camp Hill, PA 17011  
Preschool Office (717) 761-6003  
[www.chpcpreschool.org](http://www.chpcpreschool.org)



Revised by CHPC Preschool Fall 2024

# Table of Contents

|  |    |
|--|----|
| Welcome.....                                 | 3  |
| Program Philosophy.....                      | 4  |
| Enrollment.....                              | 5  |
| Tuition Payments.....                        | 5  |
| Withdrawal.....                              | 6  |
| Confidentiality.....                         | 6  |
| Special Needs.....                           | 7  |
| Mandated Reporting.....                      | 8  |
| 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.....                       | 11 |
| Parking.....                                 | 11 |
| Snow Days and Cancellation.....              | 11 |
| Discipline Policy.....                       | 12 |
| Health.....                                  | 13 |
| Illness.....                                 | 13 |
| Medication.....                              | 14 |
| Accidents.....                               | 14 |
| Fire Drills & Emergency Situations.....      | 14 |
| Field Trips.....                             | 15 |
| Clothing.....                                | 15 |
| Snacks.....                                  | 15 |
| Birthdays.....                               | 15 |
| Parent/Guardian -Teacher Communications..... | 16 |
| After School programs.....                   | 16 |
| Summer Opportunities.....                    | 18 |
| Parent/Guardian Code of Conduct.....         | 19 |
| CHPC Preschool Parent Association.....       | 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.

The Parent/Guardian 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



PRESCHOOL

## 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 education wing. 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](mailto: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.



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 \$60 registration fee. Registration begins in January and continues until all spots are filled. Parents/guardians 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 1<sup>st</sup> 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/guardians 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/guardians 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 \$125.00/month, 3-day classes is \$145.00/month, 4-day classes is \$170.00/month, and the 5-day class is \$190.00/month. The total annual tuition payment is divided into 9 monthly payments for your convenience. Checks are to be made payable to the *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 10<sup>th</sup> 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 23<sup>rd</sup> 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 2% 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. Scholarships are available.

**Please Note:** If your child will be gone on vacation whether it is one week or two months, tuition must still be paid in order 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 appropriately and safely care for your child. Confidential and sensitive information about our faculty, other parents and/or children will not be shared with others, 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.

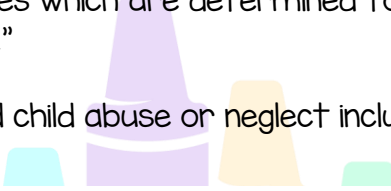
Children receiving special support services will have an educational plan in place prior to the start of the school year or within 60 days after needs are identified. The teachers, Director, parents, and support organizations shall use support services (CAIU, Vista School, etc.) recommendations as a 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 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 or 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

## **ENTERING AND EXITING THE BUILDING**

CHPC Preschool runs a morning program. We have multiple classes that start on 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 at our main door with the awning if you need access during school hours.

To alleviate congestion in the halls, we are asking that all parents enter the education wing through the doors assigned to your child's class. You may use any of the doors to exit the building. We ask that you are mindful of when classes are dismissing. Your cooperation is greatly appreciated.

22<sup>nd</sup> Street (1<sup>st</sup> door) - Awning  
22<sup>nd</sup> Street (2<sup>nd</sup> door) - Playground

Rooms 2, 3, 12, 13 and 15  
Rooms 7, 8, 10 and 11

## **ARRIVAL**

Children are required to be escorted by their parent or the adult dropping them off to their designated room. Children are required by law to be always supervised while in the church facility. The teachers are busy preparing their rooms for the day prior to the starting times. Classroom doors will open at least 5 minutes before the start of class time. If you arrive early, you are invited to wait in the 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/guardians 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 anxious time. Parents/guardians are asked to leave after saying goodbye. The longer the parent/guardian 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 to help parents/guardians 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 education wing, 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 or use the Remind app.
- 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/guardian 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/guardian 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. The Camp Hill Police Department has asked us to have **no parking on Walnut Street** (where indicated). When adults and children are crossing the street in front of the school, parked cars limit visibility. Proceed cautiously when in this area. **Do not park on 22<sup>nd</sup> Street in the alley between the church and the fire station or the parking lot and Borough Hall.** This street is used for emergency vehicles 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 our other forms of social media for updates.

If the preschool is on a delayed schedule, classes will begin at 10:30am (regular start time is 9:15) or 10:45am (regular start time is 9:30) and dismiss at 12:00 (9:15-11:45) or 12:15 (9:30-12:00) 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/guardians 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, for the school to address any 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 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 illness, please let the director know by email or phone so that the parents of the children in school may be notified that this illness 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 on a regular basis to any child in our program unless due to an allergic reaction or medical emergency.

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/guardian 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/guardian 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 the closest medical facility, 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 & EMERGENCY SITUATIONS**

CHPC Preschool conducts fire and emergency drills each school year.

In the event of a real fire/emergency, the director will inform each classroom teacher that the school will be closing. All parents 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 and gives the staff permission to release children.

## **FIELD TRIPS**

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 our parents to chaperone our field trips. 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.

## **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/GUARDIAN-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](http://www.chpcpreschool.org)), Facebook 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

### AFTER SCHOOL PROGRAMS:

Information and registration forms will be sent home for each individual program.

### WONDERFUL WEDNESDAY

The Wonderful Wednesday program is an optional extra day for children who are 4 years of age enrolled in our Connectors 3 & 4s, Great Steps 3/4s, Big Steps 4s, and Future Steps 4/5s 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 \$30 per session. Payment is due at the time of registration. If a parent/guardian 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 others. 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 our Next Steps 3s, Connectors 3 & 4s, Great Steps 3/4s, Big Steps 4s and Future Steps 4/5s classes. The fee for this program is \$14 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 others 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.

## **PRESCHOOL CHOIR**

Students in Connectors 3 & 4s, Next, Great, Big, and Future Steps classes are invited to participate in two different sessions throughout the school year. (Winter and Spring) Students will have four scheduled practices on Wednesdays after school. Participants will bring a lunch, eat as a group (similar to Lunch Bunch) explore important fundamentals of music and healthy singing with time for self-expression and play until 1:30. Pickup takes place in the Gathering Place through the Peace Garden. The four practices will lead up to a performance during Sunday worship. The fee for this program is \$25 per session.

## **FIND & SEEK CLUB**

Beginning in October, we will offer a new club for students in Connectors 3 & 4s, Next, Great, Big, and Future Steps classes. This club will meet once a month. The objective will be to teach kids who Jesus is through fun activities and songs. They will discover Jesus’ love for all of us. Students will bring lunch, eat as a group (similar to Lunch Bunch) and be picked up at 1:30. Registration forms will be sent home three times throughout the school year. The fee for this program is \$10 per session.

## SUMMER OPPORTUNITIES:

Information and registration forms will be sent home in early spring. The tuition per program is subject to change.

### PLAYGROUP

Summer playgroup is offered on Thursdays from 9:30-11:00 throughout the summer for students that are enrolled with CHPCP and/or for those registered for the following school year. Information about our summer playgroups the link to sign-up will be sent home in the spring. The cost of this program is \$14/morning.

### CAMP CRAYON

Camp Crayon is a summer program offered to children that have either been enrolled with us or are registered for the following school year. Each camp meets for one week during August. Depending on enrollment, we will offer 1-2 sessions. The cost of this program is \$100/week.

### FIRST STEPS SUMMER BLAST MINI CAMP

First Steps Summer Blast Mini camps are a summer program offered to students who have completed our First Steps classes the year prior. The mini camps meet on Monday and Tuesdays from 9:00-11:30. The cost of this program is \$50/week.

### SUMMER BLAST CAMP

Summer Blast camps are for preschoolers and children entering kindergarten. (ages 3, 4, and 5). The camps meet on Monday-Wednesday from 9:00-11:30. The cost of this program is \$75/week.

## 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/guardians 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 Kathy Kuhn 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 Christian 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, shrubbery and walls by the entry way and front porch of the church. Please also refrain from playing near the cemetery and dumpster area.*** These requests are for their safety as well as for the maintenance of the building and grounds.
- Please make sure you are always supervising your children when they are in your care.
- When visiting 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 ensure the safety and best interests of the employees, children, and associates of CHPC Preschool. Thank you for cooperation in this matter.

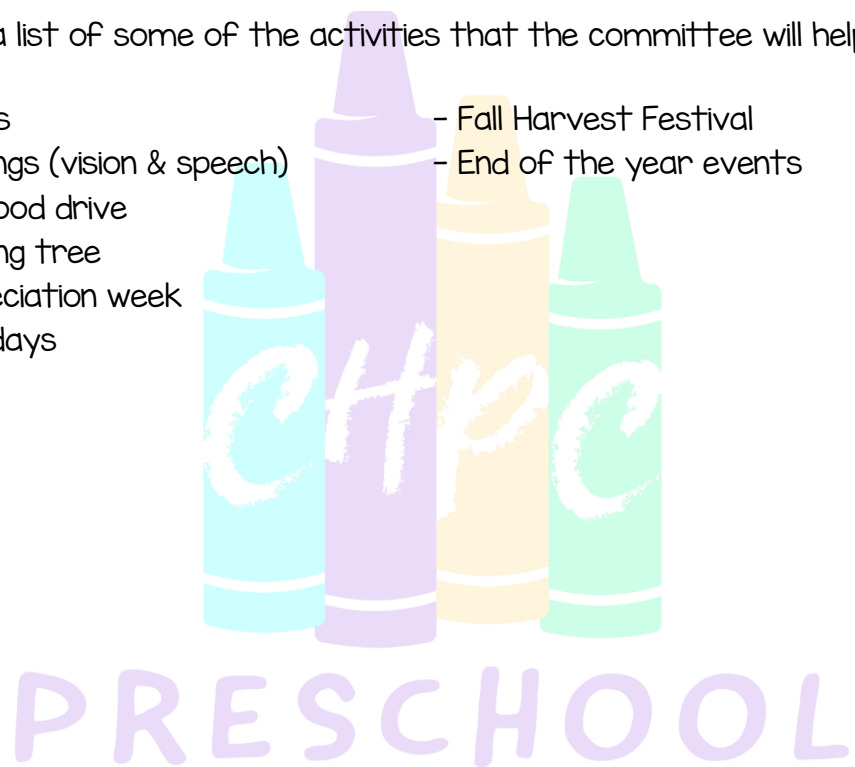
## CHPC PRESCHOOL PARENT ASSOCIATION

As a family member of a child attending CHPC 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 three times a year. They start at 9:35 and last around an hour.

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
- Health screenings (vision & speech)
- Thanksgiving food drive
- Christmas Giving tree
- Teacher Appreciation week
- Teacher Birthdays
- Fall Harvest Festival
- End of the year events



# PARENT/GUARDIAN SIGNATURE PAGE

## Camp Hill Presbyterian Church Preschool

Please sign and return to your child's teacher.

My signature below indicates that I understand my responsibility for reading and following the Parent/Guardian 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.