

Pleasant Valley Preschool
1990 Route 212
Quakertown, PA 18951
610-346-8262
pvpreschool@gmail.com
www.pvpreschool.com

Parent Information

Enrollment Requirements

It is our policy that a child must be toilet trained prior to enrollment.

We offer a **Preschool Class** for 3 year olds on Tuesday and Thursday mornings. Students must turn 3 on or before September 30th to join the Preschool Class. Exceptions will only be made at the discretion of the Board and the teachers.

We also offer a **Pre-K Class** for 4 and 5 year olds on Monday, Wednesday, and Friday mornings. Students must turn 4 on or before September 30th to join the Pre-K Class.

Arrival & Departure

The class hours for the Preschool Class are 9 a.m. to 11:30 a.m. on Tuesdays and Thursdays.
The class hours for the Pre-K Class are 9 a.m. to 11:30 a.m. on Mondays, Wednesdays, and Fridays.

Please accompany your child to the front entrance. A staff member will be waiting here to escort your child to their classroom. **NO DROP OFFS!** Please keep your goodbyes short. It is generally easier for the child.

PICK-UP: No child will be dismissed until the parent or authorized guardian calls for that child. If someone else is picking up your child, you will need to inform the teacher that day in writing. Staff will release your child to you at the front entrance. It is important to come for your child on time. Waiting can increase a child's separation anxiety. If you know you are going to be detained, please notify the teacher so she can reassure your child. The Preschool phone number is 610-346-8262. We will never leave the children by themselves. If you are more than ten minutes late, there will be an overtime charge of \$5.00 per fifteen minutes.

For safety sake, the doors will be locked after the children arrive and will not be opened until dismissal. If you require entrance, you must ring the bell.

Snacks

Parents are responsible for providing snacks. Your "Snack Day" will be marked on your monthly calendar. **A snack consists of a drink, a food item, cups, plates, and napkins.** Some examples of a snack are: juice, milk, baked goods, celery and carrots, pretzels, graham crackers, etc.

We are a peanut free school.

If your child is allergic to any kind of food or is on a restricted diet, please inform the teacher.

No gum is allowed in school.

Birthdays

Birthdays are a very important day. Please mention your child's birthday in advance to the teacher so she can plan for the event. We celebrate birthdays during snack time. Some suggestions for a birthday snack are: donut holes, ice cream cups, popsicles, cookies, cupcakes, or rice krispie treats.

Invitations: if you are planning a party at home for your child's birthday we will gladly distribute invitations to ALL the children in the class. If you are not inviting the entire class, please make other arrangements to distribute the invitations. We want to avoid hurt feelings.

Clothing

Pleasant Valley Preschool is an active program. Please send your child to school in play clothes. Each child should bring a smock (labeled with his or her name) for painting days. It should cover their play clothes.

Please mark all removable clothing with your child's name (i.e. coats, caps, backpack, etc.).

There will be special days when we will be outside. You will be reminded in advance to dress your child for that particular activity.

Extra clothing: we require an extra set of clothes to be left at school.

Show & Tell

Show & Tell helps to develop self-confidence and language skills. We have themes for Show & Tell (nature, cultural events, holidays, shapes, etc.). Please send in something that fits the theme. Check your monthly calendar for your child's assigned dates.

Live animals are welcome. Please check with the teacher first.

Holidays and School Closings

Pleasant Valley Preschool will observe the same school holidays as the Palisades School District.

No credit in tuition will be given for scheduled school vacations, children's vacations, and children's absence due to illness or family vacations.

Snow closings:

- If Palisades School District is closed, we will be closed.
- If Palisades has a two hour delay, school will be held from 10:45 a.m. to 12:15 p.m.

If you are uncertain, check our website and your email. If we are closed for any reason other than the weather, the teacher will notify you.

If necessary, the Preschool Board will decide if and how missed days will be made up.

Illness and Absence

If your child has a fever, vomits, has diarrhea, or a persistent cough, or contracts a contagious condition (such as impetigo, pin worm, chicken pox, pink eye, lice, etc.), please do not send him or her to school without a written doctor's release. Illness spreads easily among this age group and we ask for your full cooperation regarding this policy. We ask you to inform us immediately should your child contract any transmittable or contagious condition so that we may inform the other parents.

Please call 610-346-8262 if your child will be absent.

If your child becomes sick at school, we will be calling you to pick him or her up. If you know that you will not always be available, please give us the name of the person we may contact.

Discipline

Our method of discipline is "TIME OUT" after two warnings.

If your child becomes a constant discipline problem, it will be necessary to withdraw your child, as this is a distraction and unfair to the rest of the class. The action will be taken only after a joint discussion of the staff and the board.

If you and / or your child have a known "separation anxiety" it may be best to postpone preschool until this problem can be alleviated.

Parent Visitation

You are welcome to visit the class at any time. Please give us about a month into the school year to get the children into our regular routine before scheduling a visit. If you are interested in sharing a craft or project, please contact the teacher to make arrangements.

Field Trips

We will be making field trips to local points of interest to enrich the classroom experience. There will be a nominal fee for some of these trips. *Permission slips must be signed and handed in prior to the day of the trip.*

Teachers will not be transporting the children. Parents and children will meet at the specified location and parents will remain with their children throughout the field trip.

Fundraisers

We have several fundraisers throughout the school year to help fund the purchase of new toys, books, and items for the class room. *You are under no obligation to participate in any of the fundraisers.*

The church has a monthly hoagie sale. The Preschool receives \$1 for each hoagie we sell. We use these funds to purchase new toys. We use the proceeds from Scholastic Book sales to increase our school library and to buy small learning toys. We may do other fundraisers such as Joe Corbi Pizza or flower bulbs to purchase larger items for the classroom.

Progress Reports

Around mid-school year we will send home a progress report for the Pre-K children. We will also schedule conferences with the parents of the Pre-K children. If you have a problem or concern you would like to discuss regarding your child's progress, please schedule a time to meet with the teacher.

Lunch Bunch

We offer a "lunch bunch" to our 4-Year-Old Pre-K class approximately 2 Wednesdays every month. This is an opportunity for the children to do a small themed craft and also to socialize with their friends during lunch. It is from 11:30 a.m. to 12:30 p.m. on the specified days and the cost is \$5 per lunch bunch per child.

Permissions slips with payment must be handed in prior to the lunch bunch day.

Children must bring their own complete lunch. *Refrigerators and microwaves will **NOT** be available for use.*

Tuition

Tuition is due on the 15th of the month preceding the month that the tuition covers. For example, tuition for October is due on September 15th. Tuition payments should be placed in an envelope marked with the student's name and placed in the mailbox at the church. There is a mail slot to the left of the door. It may also be mailed to the church. **Beginning with the 2018 / 2019 school year:**

Tuition for the Preschool Class is \$95 per month.

Tuition for the Pre-K Class is \$120 per month.

Tuition may be paid in advance; however, there is no discount given for early payment.

Sibling Rates:

If you have more than one child enrolled during the same school year, the tuition is discounted \$35 per month for the pair of children.

Tuition for two Pre-K children is \$205 per month.

Tuition for two Preschool children is \$155 per month.

Tuition for one Preschool child and one Pre-K child is \$180 per month.

Late payment:

Between the 15th of the month and the end of the month, a late fee of \$10.00 will be added. If payment is not made by the last day of the month, your child may no longer attend the class. There are NO EXCEPTIONS. If tuition is not paid by the end of the two-week "grace period", the spot will be opened up to other students.

Whenever a child is absent, for whatever reason, tuition will be due as scheduled since you are paying to hold that student's spot in the class.

Preschool Board

Trinity United Church of Christ has a preschool board which directs the operations of Pleasant Valley Preschool. They handle the policymaking and financial situations of the preschool. You can contact them by calling the Chairperson or other Board members. A list is also posted on the bulletin board.

Chairperson	Tammy Nolen	610-346-7147
	Stephanie MacAdam	610-282-6935
	Maryanne Lockley	610-882-5789
Teacher	Cheryl Hilinski	610-346-8262