

IMMACULATE CONCEPTION PRESCHOOL & KINDERGARTEN

606 West Avenue
Jenkintown, PA 19046

215-277-1539

PARENT HANDBOOK 2024-2025

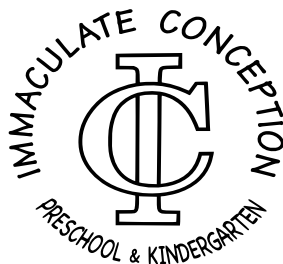


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Introduction to Parent Handbook

Dear Parents,

Thank you for choosing Immaculate Conception Preschool & Kindergarten for your child's early childhood education. We are honored to partner with you in nurturing your child's growth academically, socially, and spiritually. Rooted in the teachings of Jesus Christ and the traditions of the Catholic faith, our school strives to provide a warm, nurturing environment where each child can thrive and develop a love of learning.

This Parent Handbook serves as a guide to help you understand our policies, procedures, and expectations. It reflects our commitment to creating a safe, faith-filled, and supportive community for all our students. We encourage you to read it thoroughly and keep it as a reference throughout the school year.

At Immaculate Conception Preschool & Kindergarten, we believe parents are the first and most important educators of their children. Together, we will create a strong foundation for your child's lifelong journey of faith and learning.

Thank you for entrusting us with this vital role in your child's life. We look forward to a year filled with growth, discovery, and blessings.

God Bless You All,
Mrs. Colleen Wisler
Director
Immaculate Conception Preschool & Kindergarten

IMMACULATE CONCEPTION PRESCHOOL & KINDERGARTEN 2024-2025 SCHOOL CALENDAR

September 4th	Back To School Parent Meeting 6:00-7:30 PM
September 6th	Meet the Teacher 9:00-11:30 AM
September 9th	First Day of School
October 18th	NO SCHOOL - Hellerick's Family Farm Trip
November 1st	No School - Faculty Meeting
November 25th-29th	No School - Fall Break - Thanksgiving Holiday
December 3rd & 4th	Picture Day
December 20th	Christmas Show 9:15 AM Start of Christmas Break following the show
January 6th	Return to School from Christmas Break
January 16th	Report Card Conferences 4:00PM-7:30PM
January 17th	No School – Report Card Conferences 8:30AM-11:45AM
January 20th	No School -Martin Luther King Jr Day
February 14th	No School
February 17th	No School - Presidents' Day
April 16th	No School - Easter Break Begins
April 17th	No School - Holy Thursday
April 18th	No School - Good Friday
April 21st	No School - Easter Monday
May 23rd	No School
May 26th	No School - Memorial Day
June 4th	Last Day of School
June 5th	No School - Graduation

This calendar is tentative and subject to change

Admissions:

Enrollment in the Immaculate Conception Preschool & Kindergarten program requires that children meet their required age for their specific age group by the cutoff date of September 1.

All prospective students and their parents are required to attend an intake conference and school tour with the director prior to enrolling their child in the school. This meeting will help determine whether our school is the best fit for your child.

The following documents are required for admission before the first day of attendance.

- Birth Certificate
- Baptismal Certificate (Catholic Students)
- Immunization Record
- Registration Fee
- Registration form
- All other required forms

It is essential that all student information is accurate and up-to-date. If any information changes, please contact the office as soon as possible.

Drop-off procedures:

- Parents are to park their cars and walk their children to their classrooms.
- Drop-off time is between 8:30 and 9:00 AM.
- For late drop-offs, parents will need to park their car and walk their child to the front door. Parents who are dropping their children off late will need to ring the doorbell and sign their child in at the main office.

Late drop-off policy:

Arriving on time is essential at Immaculate Conception Preschool & Kindergarten as it sets a foundation for positive learning experiences and helps young children develop a sense of routine and responsibility. Punctuality allows children to participate in the full range of daily activities. When children arrive on time, they have a smoother transition into the school day, reducing feelings of anxiety or confusion that can arise from joining a group already in progress. Additionally, arriving promptly supports teachers in managing the classroom environment effectively, fostering a structured, predictable space that benefits all children.

- Please notify your child's teacher immediately if your child will be arriving late for the school day.
- After five late arrivals, there will be a mandatory meeting with parents and administration.

Half-Day Pick-Up Procedures:

- Parents will park in the back parking lot and will proceed to the cafeteria to pick up their child at 11:45 AM.
- This is not a time to have a conference with your child's teacher. If you need to speak with them, please schedule a time with their teacher to speak with them privately.

Full Day Pick-up procedures:

- Parents will park in the back parking lot and wait for a designated staff member to open the door. Parents will then proceed to their child's classroom to pick up their child at 2:30 PM.
- This is not a time to have a conference with your child's teacher. If you need to speak with them, please schedule a time with their teacher to speak with them privately.

Late Pick-up policy:

- Timely pickups enable our school to function more effectively and ensure children's accountability and safety. Should your child still be at school after 2:30 PM, and we have yet to be notified that your child will be attending CARES, a late fee of \$1 per minute will be assessed.
- If you are more than thirty minutes late for pick-up, we will call all emergency contacts, and if unsuccessful, we will contact The Department of Human Services and our local law enforcement when the time exceeds one hour from the designated pick-up time.

Before and After CARES

- CARES is available for those who are registered. Registration for CARES is completed before the school year begins.
- Due to needing the appropriate staff members to run CARES, you must provide us with two weeks' notice of needing CARES.
- We cannot accommodate last-minute CARES requests for children who are not registered.
- You will receive a CARES bill at the end of each month that will be billed via FACTS. If you would like to register for CARES at any time throughout the year, please contact the office for the appropriate forms.
- Morning CARES begins at 7:30 AM. Our doors will open promptly at this time.
- After CARES ends promptly at 5:30, a \$1 per minute charge will be applied for persons picking up after 5:30 PM. If you have not contacted us about being late, we will immediately call all emergency contacts and follow up with law enforcement as necessary.

Supplies List for All Children

The following items are due on the first day of school. Please label each item with your child's name.

- 1 regular-size school bag (big enough to fit a winter jacket, lunch box, folder, and all other items)
- A change of clothes in a recyclable bag marked with your child's full name on each item. This bag will stay in school all year in case of accidents or spills. Please include clothes for all seasons (pants, shorts, short-sleeved shirts, long-sleeved shirts, underwear, and socks). An extra pair of shoes is highly recommended if available.
- A daily snack in a separate brown paper bag labeled with your child's name
- 2 packs of baby wipes
- 2 boxes of tissues
- 2 rolls of paper towels
- 2 containers of Lysol or Clorox wipes
- 1 sturdy folder

Additional Supplies List for Full-Day Children Only:

- A lunch bag labeled with your child's name. Please note that all containers should be labeled. Please pack a drink for your child in their lunch bag. We cannot heat up lunches, so please pack accordingly. In addition, for food that needs to be kept cold, please include an ice pack. All utensils (spoons, forks, and straws) should be included in your child's lunch bag.
- 1 yoga mat, nap mat, or beach towel labeled with your child's full name. Please see your child's teacher for what their classroom requires. (full-day children only).
- 1 small throw blanket (full-day children only)

Additional Supplies List for All Two-Year-Old Children:

- If your child is not potty trained, please bring in wipes and diapers labeled with their name.
- If your child uses pull-ups, only pull-ups with detachable sides are accepted.

Communication

- Please check the Dojo app and your child's folder daily.
- Your child's teacher will give you their email, and all emails will be responded to within forty-eight hours.
- You must call the office if you have an emergency and need to pick your child up at an unscheduled time.

Clothing

- All children are required to wear sneakers. Please do not send your child in with sandals, crocs, or flip-flops. This is for your child's safety.
- Please dress your children according to the weather and put sunscreen on them before they come to school. We go outside every day.
- If your child is sensitive to the sun, please send them in with a hat to wear outside as well.
- Winter jackets, gloves, hats, etc., are required for outdoor play during the cold months.
- The children in our school participate in daily physical and explorative activities. Please dress your child in comfortable clothing that they can move comfortably and get messy in.

Snack

- Please provide your child with a healthy snack and beverage daily. Place the snack and a napkin in a separate brown paper bag labeled with "snack" and your child's name. Please refrain from packing their morning snacks in the same bag as their lunch.

Lunch

- Please provide your child with a lunch daily. Also, include any items they may need (e.g., fork, spoon, straw, napkin, etc.). Write your child's name on the outside of their lunch kits and all containers that should not be thrown away. Please send an ice pack for food items that need to stay cold.

Rest Time:

- All students are required to rest for an age-appropriate amount of time. Please see your child's classroom schedule to review rest time for your child's age.

Donations

- If you want to donate any toys to your child's classroom, we will happily take them. Please ensure these toys are in good condition and cleaned before sending them to school. Please consult with your child's teacher before sending any donations to the school.

Birthdays

- To celebrate your child's birthday in school, you may send them in with treats for their classmates. These treats can be edible or non-edible. Edible treats must be store-bought with the ingredients listed. You must check with your child's teacher for any allergies in the classroom. Please let your child's teacher know in advance of your plans to celebrate your child's birthday in school.

Security

- Please ring the bell at the front door if you need to enter the school during school hours. Once you are in the building, please proceed directly to the school office to sign in and receive a visitor pass.
- All building doors are locked throughout the school day. Only staff members have access to these doors.
- Any suspicious activity near or around the school will be reported to the Jenkintown Police Department immediately.

Clearances

- All parents MUST obtain their clearances, attend the "Protecting God's Children" class, and have them on file in the rectory and school offices to volunteer at school. This includes helping on special days. If you would like to volunteer, please do not hesitate to complete this process.
- The clearance information is on our website in the Easy Access section titled "Apply for Clearances."

Bathroom Policies

- All students in our three- and four-year-old and kindergarten classrooms are required to be independently potty trained. No pull-ups or diapers are permitted in these classrooms.
- Children must be able to wipe themselves and dress themselves without adult assistance. Our teachers are not allowed to assist your children with wiping themselves.
- If your child has an accident that they cannot clean up on their own, you will be called to pick up your child.
- We understand that accidents will happen, but in some situations, more one-on-one time may be needed at home to work on toilet training before they can be successful at school. If this occurs, the teacher, parent, and director will have a meeting and make a decision.
 - 3, 4, and 5-year-old children with more than three accidents will be excluded from school until they are fully toilet trained.
- If your child comes home with a different set of clothing, they must bring in a clean set of spare clothes the next day.
- We encourage toilet training in our two-year-old classrooms. Please let us know when you would like to start this process with your child, and we will also work with them at school.

Fee Policies

- If money is to be sent to school, please ensure it is in a sealed envelope with your child's name, the reason for the money, and the total amount within the envelope. Please place the envelopes inside your child's folder.
- Payment plans are established in the summer months. FACTS Tuition Management Company handles the tuition billing and collection. All families are required to use FACTS to pay tuition. Tuition can be made in annual, semi-annual, quarterly, or monthly payments. The payments can be made with a direct ACH withdrawal from your checking account or a credit card, except for American Express. Tuition payments can be made on the 1st or 15th of the month.
- For a student to maintain enrollment, tuition and CARES payments must be current. If there are extenuating circumstances, please immediately notify the preschool director and the business manager.
- If you have questions regarding tuition or payments made, please contact our Business Manager, Gerald Powels, at 215-884-4022.

Absences

- Please email or send a Dojo message to your child's teacher to let them know your child will be absent and the reason for their absence.
- Upon returning to school, please provide your child's teacher with a note stating the reason for the absence in addition to email or dojo.
- If a child is absent for three or more days, a doctor's note is required upon their return to school. Please see the attached illness/injury clearance form. Please do not send your child to school if they are sick. This is for the benefit and health of your child and their classmates and teacher. Children must be fever, vomit, and diarrhea-free for 24 hours before returning to school. If your child is sent home sick due to fever, vomiting, or diarrhea, they should not return to school the next day.

Allergies/Health Concerns

- Please inform your child's teacher of any allergies or health concerns at the beginning of the school year or as they occur. You are responsible for providing your child's teacher with all pertinent information and medications. You must notify the director or the office of any medical concerns.
- Only emergency medicines will be administered at school.
- If your child has an allergy or asthma, an Authorization for Medication form and an Action Plan are required to dispense emergency medications at school. We recommend administration at home whenever possible for prescription medications due to the scheduling and dosage constraints. Administering medication at the program is permissible only under specific conditions, including a prescription from a licensed healthcare provider, completion of a Medication Authorization Form, parents administering the first dose at home, medication in its original container with pertinent labeling, and compliance with specific labeling requirements.

Child Illness or Serious Injury

- To attend Immaculate Conception Preschool and Kindergarten, your child must be in good health, free from illness or severe injury. Our teachers and aides conduct daily health checks for children in our school, observing them directly and asking questions. Older children are assessed if they appear unwell. If a child displays signs or symptoms of an illness necessitating temporary exclusion from the program, we will promptly inform you to pick up your child within an hour. Depending on the nature and severity of the illness or injury, your child may require clearance from a physician to return to our care.

Children who are acutely ill will not be accepted for care and will be excluded if any of the below is observed.

- Changes in behavior such as lethargy, drowsiness, or appearance from behaviors observed during the previous day's attendance.
- Skin rashes, itchy skin, itchy scalp, lice, or nits.
- Excessive congestion, sneezing, coughing, or runny nose
- If there is a change in the child's behavior or appearance or elevated body temperature.
- Complaints of pain or not feeling well
- Other symptoms of illness (such as drainage from eyes, vomiting, diarrhea)
- Reported illness or injury in child or family members since last day of attendance
- **Children will be excluded from care for the following if illnesses come to light during the school day.**
 - A fever of 100.3 or higher
 - Diarrhea or vomiting
 - Excessive congestion, sneezing, coughing, or runny nose
 - Red, oozing, itchy eyes (pink eye).
 - Sore throat with fever and swollen glands or mouth sores (requires a doctor's note to return).
 - Persistent abdominal pain (over 2 hours) or intermittent pain with other signs and symptoms.
 - Signs of severe illness such as irritability, unusual tiredness, or neediness compromise caregivers' ability to care for others.
 - Uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.
 - Severe coughing with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.
- **Children will be continuously excluded from school for the following:**
 - Until a child has been fever-free for 24 hours without fever-reducing medication
 - A fever with a rash or other symptom until a doctor's note is provided that clears the child to return.

- Hand, Foot, and Mouth: If suspected your child has hand, foot, and mouth, they cannot return without a doctor's note.
- Diarrhea and vomiting until 24 hours of no diarrhea or vomiting
- Pink eye – until medication is given
- Impetigo – 24 hours after treatment has been initiated with clearance from a doctor.
- Chickenpox – until all sores have dried and crusted with support from a doctor.
- Mumps – until nine days after the onset of parotid gland swelling. (with support from a doctor).
- Measles – until four days after rash onset (with a doctor's approval).
- Rubella – until six days after the rash onset (with a doctor's permission).
- Head Lice – until 24 hours after initial treatment and until there are no live bugs or nits present.



Immaculate Conception Preschool Illness/Injury Notification Clearance Form

Dear Primary Health Provider,

_____ has been excluded from Immaculate
Conception Preschool on _____ for the following health
reason:

Check one of the following:

_____ Unable to participate in normal activities due to illness or serious injury

_____ Has sustained a serious injury that requires more care than staff can
provide

_____ Displays what could be a symptom of an illness that merits exclusion
according to the American Academy of Pediatrics/American Public Health
Association

_____ Has a temperature **Degree** _____ **Time** _____

Staff Signature: _____ Date: _____

Please assess this child by history and physical exam for the presence of:

1. Harmful communicable illness such as.
2. Signs/symptoms of severe illness.
3. Injury that would preclude the child from returning to school.

Please indicate assessment below: Yes No

- Harmful Communicable disease _____
- Signs of severe illness _____
- Illness/injury precluding return _____

If yes to any of the above, the child may return on _____.

Please list additional supports, if any, the child may need once he/she returns to
care.

Signature and Stamp of Physician: _____

Behavioral Interventions

- Addressing Persistent Behavioral Needs
 - For children with ongoing behavioral challenges, we first seek to understand the underlying needs behind their behavior. We will request a family conference to discuss the challenges and develop a plan that involves the family, teachers, and administrators to support the child's needs. Data will be tracked to see how to redirect best and give positive feedback to the child. After a second incident, teachers and the director will meet with the child's parents to review a written behavior improvement plan. We will discuss our policies and additional support that may be needed for the child and prepare for a possible dismissal or suspension. Our goal is to work closely with the child to ensure their success in the classroom. After the third incident, all attempts to improve behavior fail, and the child continues to pose a safety risk, they may be disenrolled from our school. Re-enrollment will be discussed and may be considered at a later time. We encourage open communication and cooperation between families and our program to ensure safety and positive development.
 - If an extremely dangerous behavior occurs during the school day, you will be called to pick your child up from school immediately.
 - All behaviors are at the director's discretion in consultation with the teachers and special education coordinator.

Biting Policy

In our school, we acknowledge that biting incidents can occur during the early childhood years in early childhood school settings. We genuinely regret these occurrences and understand the distress they may cause parents. Biting, though never condoned, can arise from various reasons in early childhood, many unrelated to behavioral issues.

Our approach is centered on effective techniques tailored to the specific biting triggers. When such incidents take place, we follow these critical responses.

- Caring for the child who was bitten: Our immediate concern is the well-being of the bitten child.
- Supporting the child who bit: We focus on helping the child who engaged in biting to learn alternative behaviors.
- Collaboration with child and parents: We engage with the child and their parents to address the issue comprehensively and evaluate our program to prevent future biting incidents.

Our teachers are unequivocal in their disapproval of biting. They prioritize the safety of all children and strive to guide the child who bit toward more appropriate behavior. In cases of recurring biting, more than two biting incidents, a meeting will be held between the parent of the child biting and our school administration.

Every biting incident is carefully documented on our incident report form, signed by the teacher and administrator, and requires parental acknowledgment. We maintain the child's identity through confidentiality to avoid labeling and allow our teachers to focus on intervention and resolution.

When we approach parents regarding their child's biting behavior, we request their collaboration in helping their child learn to refrain from biting. Only if parents are unwilling to work with us or do not perceive the issue seriously might we suggest the child be removed from the program. Suppose both the parents of the child who bit and the parents of the child affected are committed to addressing the issue. In that case, we wholeheartedly engage in efforts to rectify the behavior. However, if biting behaviors continue to pose a risk to other children or staff members, and there have been more than three severe biting incidents from the same child (broken skin or bruised), your child could be dismissed from our school.

Inclusion

The children in our school are our main priority. It is essential that we consider the needs of your child and if we can meet those needs.

- If your child has received a formal disability or diagnosis or has been identified as having special needs before the current school year, you are required to inform our school during the registration process to facilitate timely and appropriate planning. Alternatively, you must notify us promptly if special needs arise during your child's enrollment in our school.
- All Individualized Education Plans (IEPS) or Individual Family Service Plans (IFSP) must be emailed or dropped off for review. We will need to know the names of all of your child's therapists, the services they receive, and how often the services are in place. A family meeting will then be set up to determine if your child's needs can be met.

Our Catholic Pre-K and Kindergarten programs are committed to fostering a supportive and inclusive learning environment for all children. As a private religious institution in Pennsylvania, we operate under state laws that govern private schools. This includes policies related to special education services, which may differ from those mandated in public schools.

While we strive to accommodate diverse learning needs within our resources and educational mission, certain specialized services may not be available within our program.

Below is a list of potential reasons for exclusion:

- **Lack of Appropriate Accommodations:** If our school does not have the necessary resources, staff, or facilities to provide the required accommodations for the child's special needs, they may be excluded.
- **Health and Safety Concerns:** If a child's condition poses a significant risk to the health and safety of other students or staff that cannot be mitigated through reasonable accommodations, we may have grounds for exclusion. We will document that the risk is substantial and cannot be addressed through adjustments.
- **Inability to Meet Educational Standards:** If a child's needs are such that our school cannot provide an appropriate educational environment, even with accommodations, exclusion may be considered. This would only be justifiable if the child's needs fundamentally alter the program or if providing the necessary support would impose an undue financial or administrative burden on the school.
- **Non-compliance with School Policies:** If the child or the parents do not comply with the school's policies (e.g., attendance, behavior, or cooperation with prescribed accommodations), the school might consider exclusion. However, these policies must be applied consistently to all students, including those with special needs.

- **Lack of Documentation or Parental Cooperation:** If parents do not provide the necessary documentation related to the child's disability or fail to cooperate in developing and implementing an Individualized Education Plan (IEP) or similar accommodation plan, we can consider exclusion. We will still try to work with the family before making this decision.
- **Severe Behavioral Issues:** We may consider exclusion if a child's behavior significantly disrupts the learning environment and cannot be managed with reasonable accommodations. However, behavioral issues must be addressed with appropriate interventions before exclusion is considered, and the school must document all efforts made.
- **Financial Burden:** Exclusion might be considered if the cost of providing the necessary accommodations for a child's special needs is prohibitive and imposes an undue financial burden on our school. We will, however, explore all possible funding and support options before making this decision.

Curriculum

- Our religion curriculum is developed by Loyola Press and is a foundation for the same curriculum used for the Parish Religious Education Program (PREP)
- Our curriculum will follow the Pennsylvania Learning Standards for Early Childhood. The following links can provide you with more information on the standards.
 - Kindergarten:
<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20Kindergarten%202016.pdf>
 - Pre-K:
<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>
 - Two's:
<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Infants%20and%20Toddlers%202014.pdf>
- Our curriculum also utilizes a combination of play and structured learning based on the below:
 - Prayer
 - Faith and Values
 - Letters and Letter Sounds
 - Colors and Shapes
 - Language Concepts
 - Social and Emotional Skill Development
 - Learning through play (centers)
 - Arts and Crafts
 - Technology
 - Music
 - Science
 - Outdoor Play
 - Manipulatives
 - Sensory Experiences

Immaculate Conception Pre-K & Kindergarten

Parent Handbook Acknowledgement

Please initial by each section stating that you understand the policies and procedures listed:

- | | |
|---|--|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Drop-off Procedures | <input type="checkbox"/> Fees |
| <input type="checkbox"/> Late Drop-off policy | <input type="checkbox"/> Security |
| <input type="checkbox"/> Full-Day Pickup Procedures | <input type="checkbox"/> Snack |
| <input type="checkbox"/> Half-Day Pickup Procedures | <input type="checkbox"/> Lunch |
| <input type="checkbox"/> Late Pickup Policy | <input type="checkbox"/> Birthdays |
| <input type="checkbox"/> Supplies List for All Children | <input type="checkbox"/> Clearances |
| <input type="checkbox"/> Additional Supplies for Full-Day Children | <input type="checkbox"/> Absences |
| <input type="checkbox"/> Additional Supplies List for All Two-Year-Old Children | <input type="checkbox"/> Child Illness or Serious Injury |
| <input type="checkbox"/> Rest Time | <input type="checkbox"/> Allergies/Health Concerns |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Before and After CARES | <input type="checkbox"/> Behavior Interventions |
| <input type="checkbox"/> Bathroom Policies | <input type="checkbox"/> Biting Policy |
| | <input type="checkbox"/> Inclusion |
| | <input type="checkbox"/> Curriculum |

Acknowledgment Receipt of the Immaculate Conception Parent Handbook: I have received and understand the policies and procedures contained in the Immaculate Conception Handbook. I agree to abide by the guidelines and practices in the handbook, and I fully understand that should I not comply, my child(ren) could be asked to leave the school.

Child's Name: _____ Room Number: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Immaculate Conception Pre-K & Kindergarten

Hold Harmless Release

I agree to release and hold harmless to Immaculate Conception Pre-K & Kindergarten, its faculty, staff, employees, and its facilities against demands, actions, debts, liabilities, judgments, costs, or attorney's fees arising out of claims on account of or in any manner predicated upon his/her participation in any activity, use of any equipment including the loss or damage to property, any injury or death of any person, in any manner caused or contributed by Immaculate Conception Pre-K & Kindergarten faculty, staff, employees, and its facilities except in cases of gross negligence.

Child's Name: _____ Room Number: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____