



IMMACULATE CONCEPTION PRESCHOOL  
606 West Avenue  
Jenkintown, PA 19046

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**Immaculate Conception Preschool**  
**Handbook**  
**2018-2019**

## **Our Mission**

Immaculate Conception Preschool embraces our primary mission as disciples of Jesus Christ: to form each child in the Catholic faith. Our two, three, and four year old Pre-Kindergarten Program provides an environment and a curriculum that fosters each child's growth spiritually, academically, socially, emotionally, and physically. Our early childhood program responds to individual abilities and needs while exploring each child's new interests and understanding. Because the family is an integral part of our school community, interdependence between parents, guardians, teachers, and administrator is an essential element of our approach.

## **Our Approach**

- Warm welcomes everyday
- Encouragement and praise
- Attentive, patient teachers who recognize the uniqueness of each child
- Hands-on learning opportunities
- Developmentally appropriate lessons
- Teacher-directed, Self-directed, Independent activities
- Active and quiet group work
- Large and small group instruction

## **Our Curriculum**

- Religious instruction – meeting Jesus as a friend, prayer experiences, Bible stories
- Mathematical Awareness and Math Readiness
- Reading Readiness and Pre-writing Skills
- Hands-On Experiences in Science
- Gross Motor Skill Development
- Fine Motor Skill Development
- Music and Art
- Technology
- Social Skills Development
- STEM
- Wilson Foundations
- Play

## **Attendance**

Regular attendance and punctuality are encouraged for all students. Our program starts promptly at 8:45, with drop off beginning at 8:30. Our half day program ends at 11:45 and full day ends at 2:30.

Should your child still be at school at 2:30, and we have not been notified that your child will need Cares, a late fee of \$1.00 a minute will be assessed.

## **Drop-Off Procedures:**

- Before and After Care Drop off/pick up will use the front doors off of West Avenue to enter and exit. You will ring the bell and one of our teachers will let you in the building.
- Morning drop off will be between 8:30-8:45 AM. We will be having a car line to drop off children at the back door. You will enter off of West Avenue, drive through the side parking lot and pull up to the back door. There will be a few teachers there to help your child out of the car and bring them into school. You will then exit out the back exit on Greenwood or around the school building and out West Avenue.
- If you choose to walk your child into school, you can park in the back lot behind school to walk them in the back door. Please use the Greenwood entrance if you are parking. West Avenue entrance will only be for car line. There will be cones set up for designated spots for parents that are parking. Please do not park past those cones since they are numbered for tenants.
- The front door will be open in the mornings for walkers only. There is to be no parking on West Avenue.
- There is no parking on the side of the school building or behind the church.
- If you arrive to school after 8:45 AM you will need to park and walk your child to the front of school to walk them in. We will be closing the back doors at 8:45 AM and our teachers cannot hear the doorbell from their classrooms. There will also be no dropping off or stopping in the driveway between school and the rectory. That needs to stay clear for carline and church attendees.
- Pick up for 11:45 AM and 2:30 PM will be from the back doors as well. Please park in the open spaces in the back lot and we will open the doors promptly at those times. There will not be a car line pick up for the end of the school day. You will walk in and sign your child out from their classrooms.

## **Tuition**

- Payment plans were established in the summer months. The tuition billing and collection is handled by FACTS Tuition Management Company. All families are required to use FACTS for payment of tuition. Tuition can be made in an annual payment, semi-annual payments, quarterly payments or monthly. The payments can be made with a direct ACH withdrawal from your checking account or using a credit card, with the exception of American Express. Tuition payments can be made on the 1<sup>st</sup> or 15<sup>th</sup> of the month.

- In order for a student to maintain enrollment in the school tuition payments and CARES payments must be current. If there are extenuating circumstances please notify the preschool director and the business manager.
- If you have any questions regarding tuition or payments made, please contact our Business Manager, Jerry Powels at 215-884-4022.

### **Before and After Cares**

- Cares is available for those who are registered. At the end of each month you will receive a bill for Cares, which will be billed via FACTS. If at any time throughout the year you would like to register for Cares, please contact the office for the appropriate forms.
- After Cares ends promptly at 5:30. A charge of \$1 a minute will be applied for persons picking up after 5:30 PM. If you have not contacted us about being late we will call the person(s) on the emergency call list.

### **School Calendar**

A school calendar was sent out in the summer. If you need another copy it can be found on our website. Extra copies of the calendar are also available in the school office.

### **Emergency Closing**

In the event of a closing or a delay due to inclement weather, you will be notified by email/text via the school office's FLocknotes Program. In the event of an emergency closing you will also be notified by email/text. If we cannot reach you, your emergency contacts will be called until someone can be reached.

### **Volunteers**

We are always happy to welcome volunteers to read stories, help with classroom activities, or help plan for special events. All volunteers in our school need both state and Catholic School clearances. If there is something that you would like to assist with, please let one of the teachers know and we would be more than happy to have your help.

### **Communication**

Children are required to have a regular sized school bag every day. No smaller or mini backpacks permitted.

A note is required for changes in pick-up, early pick-up or any other important notifications for the teacher.

Please visit our school's website, [www.icschooljenkintown.org](http://www.icschooljenkintown.org), for updates and a list of our email addresses. If you need to contact us during school hours with any important information,

please call us at 215-277-1539. An answering machine is activated during both the school hours and the off hours. Please do not hesitate to call us for any reason.

### **Birthdays**

Birthdays are a special time for your child. You may help celebrate your child's birthday by bringing in a snack. Please be mindful of allergies in our school. Before bringing in any snack or treat, contact your child's teacher to discuss any allergies in the classroom. We will not allow homemade treats to be served as a birthday treat. All snacks must be store bought with ingredients and allergy information clearly labeled. This will ensure the safety of children with allergies.

### **Snacks**

Water and snack are provided each day. All of our snacks are egg, peanut and tree nut free.

### **Lunch**

A lunch bag is required for all full-day students. (We cannot warm up any food.)

All utensils and napkins must be sent in order for your child to eat.

Please send in a drink for your child for lunch.

### **Individual Education Program (IEP)/Individual Family Service Plan (IFSP)**

If you child has as IEP/IFSP, a copy must be provided during the enrollment process.

### **Behavior Policy**

We have a firm belief in positive reinforcement at our school. We work to anticipate and redirect children before problems arise. We will contact parents at any time if we see a behavior problem that needs attention.

If a child shows aggressive behaviors (such as but not limited to: hitting, kicking, pushing, biting, inappropriate language or defiant behavior) they may be suspended/expelled from school. A parent-teacher-director conference will be held to determine if/when a child may be re-admitted to class.

If a child has an act of aggression towards another child here are the following steps that will be taken:

- Staff will work together with parents to try to reach the cause of the incident to defer future incidents. Data will be tracked to see how to best redirect and give positive feedback to the child.
- After a second incident occurs, teachers/director will meet with parents to go over a written behavior improvement plan. We will discuss our policies, additional support that may be needed for the child and prepare for possible dismissal. Our goal is to work closely with the child for their success in the classroom.
- After the third incident, the child will be dismissed from the school if deemed in the best interest in the child, school and other children. Re-enrollment will be discussed and may be considered after a then determined time.

### **Toilet Training Policy**

We encourage potty training in our Two Year Old Classroom. Please let us know when you would like to start potty training your child and we will work with them at school as well.

Children in the Three and Four Year Old Classrooms are expected to use the bathroom independently. There is no diaper/pull up changing in these classrooms. When children in the Threes and Fours have an accident at school they will be supervised in changing their clothing and the teacher will “walk them through” changing their clothing and cleaning themselves. If the accident is something that cannot be taken care of by the child with prompting from teacher, parents will be called to assist.

We understand 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 happens a conference and decision will be made by the teacher-parent-Director.

If your child comes home with a different set of clothing on, they must bring in a clean set of spare clothes the next day.

### **Clothing**

Please make sure to dress your child according to the weather. Jackets, hats and gloves are a must in the winter months when we go outside.

Children are not permitted to wear flip flops or crocs to school. Sneakers are required for your child’s safety.

All items of clothing MUST be labeled with child’s full name.

## Field Trips

We will take advantage of the Jenkintown area within walking distance. A signed permission slip allowing the children to walk to the local stores and facilities is necessary. Parents will be notified in advance if we are taking any type of walking field trip. For any off ground field trips that are planned, each child must be accompanied by an adult who will provide transportation.

## Health and Safety

Your child's welfare is of the greatest importance to us. You will be notified in case of illness or an accident during the day. Sick children are not permitted at school. To protect children and staff at school, we will call parents to retrieve your child if they appear sick, is not acting themselves during normal daily activities, or has a greater need for care than we can provide.

Health and immunization records are required for each child. For children with allergies or asthma, an Authorization for Medication and an Action Plan are required for any emergency medications to be dispensed at school. Please notify the school if any health issues change.

Your child should not attend school if he/she has the following:

- Fever of 100 degrees or higher; **your child should be fever free for 24 hours without medication before returning to our care**
- Diarrhea or vomiting within a 24 hour period
- Undiagnosed rash
- Excessive congestion, sneezing, coughing, or runny nose
- Pink eye
- Contagious diseases, such as chicken pox, strep throat, impetigo, or head lice

Please call the school if your child will be out sick or if your child has a contagious illness that could affect the other children.

If your child is injured or becomes ill at school, you will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted.

Please make sure to contact the school if any phone numbers or contact information changes, so we can note it in your child's file.

A complete change of clothing must be kept at school at all times. This includes a shirt, shorts, pants, socks and underwear labeled with your child's full name.

All school doors will be locked at all times during the day for the children's safety. Please ring the bell for a staff member to open the doors for you. If no one answers, please call the school office.

Teachers carry important contact information, emergency medication, first aid kits and a phone at all times.

We have established a safety plan which will be implemented in response to any situation that threatens the safety of those in the school building. We will have drills throughout the school year to practice where to go in the event of an emergency.