

Shiloh UCC Early Learning Center

PARENT HANDBOOK



ALLISON HARTNETT, DIRECTOR

ESTABLISHED IN 1976

**** CELEBRATING 45 YEARS ****

OUR MISSION IS TO PROVIDE AN AGE APPROPRIATE

NURTURING AND LEARNING EXPERIENCE

FOR THE PRE-SCHOOL STUDENT IN A CHRISTIAN ENVIRONMENT.

WELCOME TO

SHILOH UCC EARLY LEARNING CENTER

Welcome to Shiloh United Church of Christ Early Learning Center! We are so happy to have your family join ours as we continue to provide beginning school experiences to the children in our area. We have carefully designed the curriculum in each one of our classrooms to reflect a caring, Christian-based environment where your child will enjoy a wide variety of age-appropriate activities and learning experiences.

Every component of our day is planned with two main goals:

1. To provide your child with opportunities to develop a positive sense of self.
2. To assist you in moving your child along the path to kindergarten readiness.

In addition, we strive to create a “learning through play” setting where your child is having fun while learning and developing an excitement for school. We believe that it is very important that our families and staff partner together to achieve these goals for your child. Therefore, you will find that we work very hard to keep the lines of communication open and that **we encourage you to come to us at any time** with your concerns as well.

In order to provide your child with a well-rounded preschool environment, our program encompasses all areas of your child’s development. A typical day in the classroom will offer ample opportunities for growth in:

- Language and Social Skills
- Creative Expression
- Academic Enrichment
- Art and Music Appreciation
- Fine & Large Motor Skills
- Independence
- Problem Solving Skills



Bible Curriculum

Our Bible Curriculum includes a monthly lesson, crafts and songs. In the 2’s and 3’s classes, this will be accomplished using many of the beautiful stories in the Bible. In the 4’s and Pre-K, the staff will use some of the literature from authors such as Max Lucado and Liz Curtis Higgs to illustrate how much God loves us, how He will never leave us and how special we are. Chapel Time with Pastor Melinda is an additional and very special part of our Bible Curriculum.

ADVISORY BOARD

We have a Parent Advisory Board that meets every other month to discuss issues that involve the preschool. The Advisory Board is made up of preschool teachers, parents and church members. If there are ever any issues that you would like brought up at the meeting, you may let one of your child's teachers, the office or a parent rep know and it will be addressed at the next meeting. Please contact the office for names and contact information for our Advisory Board.

CLOTHING CHOICES

We ask that your child's clothing be suitable for various play and messy art experiences. **Sneakers** are best and help your child to participate **fully** in gross motor activities. For safety purposes, **sneakers or rubber soled shoes** are the best choice for the playground equipment. We recommend that you keep a **change of clothes** in your child's backpack "just in case". Please **clearly mark everything** brought to school with your child's name.



DISMISSAL

Dismissal procedures for your class will be explained by your child's teachers. We appreciate your efforts in picking up your child on time; however we do understand that there are times when emergencies arise and that you may run late. If that happens, please contact our ELC office at 717-764-6491 or the church office at 717-764-3569 so that we may reassure your child that you are on the way.

- WHO MAY PICK UP YOUR CHILD: The emergency card that you will complete has a space where you can list the names of any **other** people who may pick your child up at school. Please make sure that these individuals know that they will need to **show a photo ID** when they pick up your child.

FUNDRAISERS

In order to supplement our operating budget and increase our scholarship fund, we have chosen to participate in several fundraisers throughout the school year. Thank you in advance for your support of our fundraising efforts.

NEWSLETTERS & COMMUNICATION

Our school has several additional ways we strive to keep you up to date on what is happening in our classrooms and our school.

Class Facebook Page

Email - ELC@shilohuccyorkpa.org

Website - <http://www.shilohuccelc.org>

Facebook - Search for our page "Shiloh UCC Early Learning Center".

PARENT CONFERENCES

We will provide you with feedback on how your child is doing in school twice each year.

- To give you an overview of how your child is doing and adjusting to school, you will receive an informal checklist in **October for 4's and Pre-K, by Christmas break for 2's and 3's.**
- Formal Parent/Teacher evaluations:
 - **March** for our 4 year olds, and Pre-K
 - **April** for our 2 and 3 year old students.
- Please feel free to come to us at any time with concerns or questions.

PARKING LOT GUIDELINES

The safety of your child is of paramount concern to us so we require that all adults adhere to the following "rules of the road" while in our parking lot.

- ✓ PLEASE DO NOT DRIVE UNDER THE CHURCH PORTICO OR ANY AREAS THAT ARE CONED OFF.
- ✓ NO cell phones should be used in moving vehicles. If you must make a cell phone call, please park your car and then make your call.
- ✓ When entering the parking lot **PLEASE DRIVE SLOWLY.** There is a 5 mile per hour speed limit at all times while on church property. You never know when a child could break away from their adult.
- ✓ **Please HOLD YOUR CHILD'S HAND at all times while you are in the parking lot.**
- ✓ Park in designated parking spaces only.
- ✓ While on church grounds, pedestrians have the right of way.
- ✓ Vehicle ignitions **MUST BE TURNED OFF,** and keys removed while parked in our lot.
- ✓ **Children may NOT BE LEFT UNATTENDED** in a vehicle at any time or for any reason.
- ✓ If you see someone with whom you wish to speak with when either dropping off or picking up your child, please do not stop & talk in the parking lot while you still have responsibility for your child(ren). If you wish to socialize after school, you are welcome to use the playground area if there is not a class using it.

PAYMENT GUIDELINES & POLICIES

Our tuition is broken up into 9 even payments and is due on the 1st of each month. Make checks payable to "SHILOH UCC ELC".

- The first payment was due August 23rd. The 2nd payment is due now, October 1st. Third payment is due November. 1st and so on. Last payment is due May 1st.
- As long as the preschool remains open, monthly tuition will be due in full on the first of each month.
- No tuition will be refunded if a parent withdraws their child before the end of the month.
- Families that are interested may fill out an ACH debit authorization form. This will allow tuition to be automatically withdrawn from your bank account.
- **IN THE MEMO SECTION OF YOUR CHECK PLEASE INDICATE YOUR CHILD'S NAME AND CLASS DAYS AND TIMES. IF THIS IS NOT DONE, YOUR ACCOUNT MAY NOT BE PROPERLY CREDITED.**

SAFETY

To help us keep your child safe:

1. All of our teaching staff and the majority of our enrichment staff are trained in Child CPR and First Aid.
2. An AED machine is located in room 100 in the unlikely event that it would be needed.
3. With the exception of drop off and pick up, our building is locked at all times.
4. A teacher or office volunteer will always be at the door during drop off and pick up.
5. An emergency plan is in place if we have an emergency/intruder in our building.

If you ever need to pick your child up early or you arrive late to school, please call the school (717-764-6491) and a teacher will meet you outside your class's Drop Off/Pick Up Door.

SCHOOL CLOSURES

We will communicate school closures in the following ways:

1. Our webpage, <http://WWW.SHILOHUCCEL.C.ORG>
2. Facebook – Shiloh UCC Early Learning Center
3. Class facebook page



****Please note ** If we feel that we need extra time in order for roads to be safe for travel, we will OPEN AT 10AM. This will be communicated as listed above.**

VISION/SPEECH SCREENINGS

- We have several early childhood screenings available to your child. ForSight Vision will be here in the Fall to screen our 3 and 4 year old students for vision problems.
- In addition, the LIU will offer Speech Screenings throughout the year. If you have specific concerns about your child's speech, please speak with your child's teacher.
- **There may be times when employees of the LIU or Early Intervention may be in your child's classroom to work with a student.**

WEBSITE

<http://www.shilohucelc.org>



Please enjoy browsing and using our school website. We have designed this with you in mind in the hopes that it will provide information when you need it. On our website you will find our registration information, staff bios, enrichment classes/calendars, school forms and much more. You may also contact us through the website.

FACEBOOK

Our preschool has an active a school-wide Facebook page. On this page we will post pictures, art work, announcements and information about special activities and fundraisers. In addition, each class has their own private Facebook page. These class pages will be the main source of communication for each individual class. The teachers will post pictures and information about the happenings in their class.

OTHER GENERAL INFORMATION

- **PARTY INVITATIONS:** We will only distribute invitations to birthday parties or other special events if all class members are invited. Otherwise, invitations should be mailed to the individuals invited.
- **SOLICITING:** Shiloh United Church of Christ does not permit the promoting of profit-making businesses anywhere on the church property.

At any time feel free to contact Mrs. Hartnett, ELC Director with concerns, comments or questions.