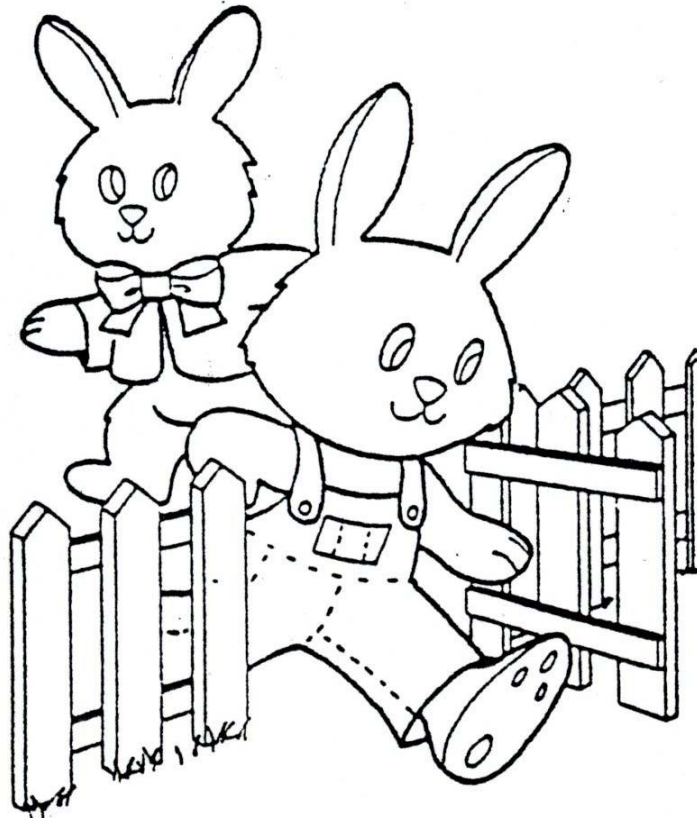


Welcome!

We are excited that you chose to join us this year at Manheim BIC Pre-school. We are planning on making this year a positive experience for your child socially, mentally, emotionally and spiritually.

This handbook is designed to give you helpful information concerning Pre-school. We are looking forward to a fun and exciting year with your child.

Sincerely,
Marilyn Hoffsmith, Director



Staff

One Half-day Class (Two year olds)

Tuesday or Thursday Class—9:00am—11:30am
Teacher—Heather Hostetter

Half-day Classes (Three year olds and four year olds)

Monday/Wednesday/Friday Classes—9:00 am-11:30 am
Teacher—Jen Cassel

Tuesday/Thursday Classes—9:00 am-11:30 am
Teachers—Jen Cassel, Deb Hamilton,
Jen Kready, Kristin Kreider, Alison Stoltzfus

Wednesday/Friday Classes—9:00 am-11:30 am
Teachers—Deb Hamilton, Kristin Kreider,
Alison Stoltzfus

Full-day Classes

Monday/Wednesday/Friday Class—9:00 am-2:30 pm
Teacher—Jen Kready, Heather Hostetter

Tuesday/Thursday Classes—9:00 am-2:30 pm
Teachers—Deb Stauffer, Lugene Gochnauer

Wednesday/Friday Class—9:00 am-2:30 pm
Teacher—Lugene Gochnauer

Note: In addition to the teacher, each class has at least one assistant.

Phone Messages

Please call 665-2133, preschool ext. 208, to leave messages on the automated phone system or email: Marilyn@manheimbic.org. These messages are checked every morning and periodically throughout the day. If you need immediate attention, call the church office at 665-2133, ext. 201. Please note: the cell phone number of 203-5716 is for ***emergencies only!*** Messages can also be given by email: Marilyn@manheimbic.org

General Schedule

Half-day Class

9:00	Children Arrive
9:00-9:30	Playtime
9:30-9:45	Clean-up
9:45-10:00	Potty
10:00-10:15	Snack Time
10:15-10:30	Calendar/Weather/Story
10:30-10:50	Music/Gym/Special
10:50-11:05	Craft
11:05-11:25	ABC Paper/Manuscript
11:25-11:30	Clean-up and Dismissal

Full-Day Class

9:00-9:30	Free choice—playtime, centers
9:30-9:40	Clean up
9:40-9:55	Morning praise with music and motion
9:55-10:15	Circle time—calendar, weather, theme (devotional)
10:15-10:30	Outdoor play
10:30-10:40	Bathroom break
10:40-10:55	Snack
10:55-11:15	Alphabet emphasis—puppet, song, letter interaction
11:15-11:45	Fine motor—ABC book, worksheet, practice with pencil and paper
11:45-12:15	Lunch
12:15-12:35	Outdoor activity
12:35-12:45	Bathroom break
12:45-12:55	Story-time
12:55-1:10	Quiet time
1:10-1:50	Art, craft, cooking project—rotate through centers as children complete day's tasks
1:50-2:05	Large motor skills—exercise
2:05-2:20	Review of day's activities—letters and songs
2:20-2:25	Closure—song and goodbye
2:25-2:40	Departure

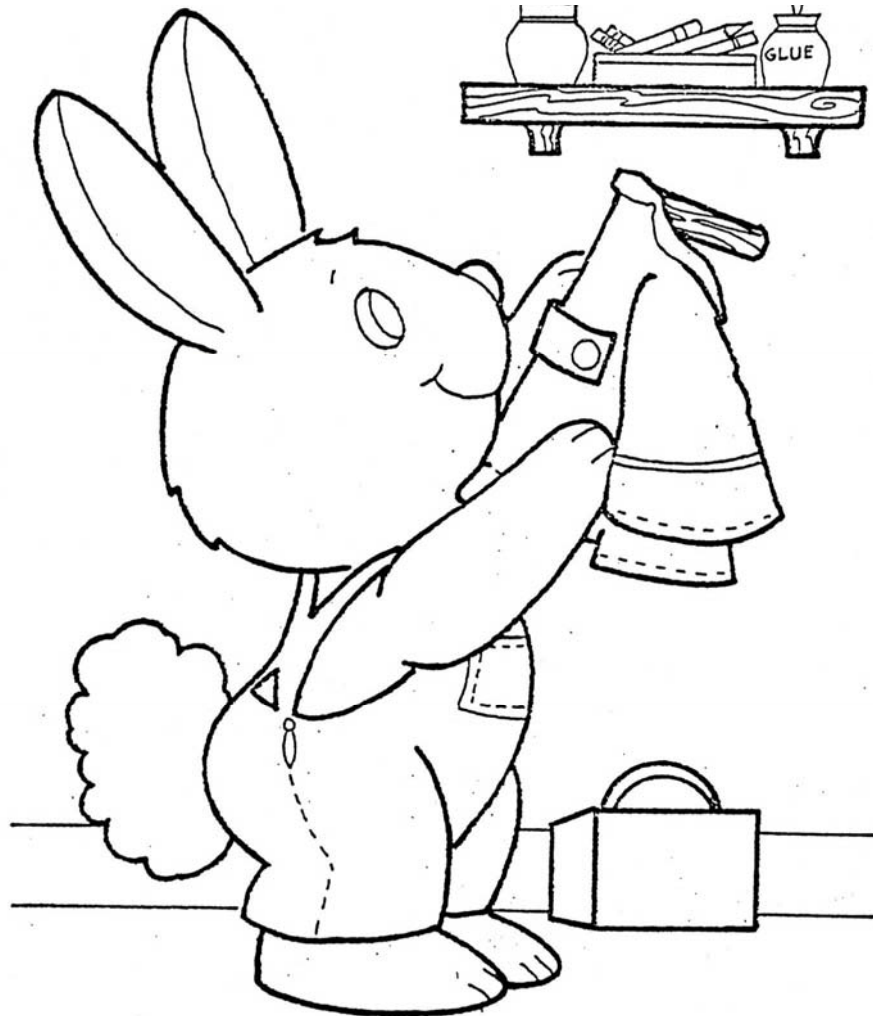
First Day of School

(child and parent)

- ☺ **Mrs. Cassel's Monday/Wednesday/Friday AM Class**
Friday, September 7, 10:00 am-11:30 am
- ☺ **Mrs. Hostetter's Monday/Wednesday/Friday Full-dayClass**
Monday, September 5, 10:00 am-11:30 am
- ☺ **Mrs. Kready's Monday/Wednesday/Friday Full-day Class**
Wednesday, September 5, 10:00 am-11:30 am
- ☺ **Mrs. Cassel's Tuesday/Thursday AM Class**
Tuesday, September 11, 10:00 am-11:30 am
- ☺ **Mrs. Hamilton's Tuesday/Thursday AM Class**
Thursday, September 13, 10:00 am-11:30 am
- ☺ **Mrs. Kready's Tuesday/Thursday AM Class**
Tuesday, September 11, 10:00 am-11:30 am
- ☺ **Mrs. Kreider's Tuesday/Thursday AM Class**
Thursday, September 13, 10:00 am-11:30 am
- ☺ **Miss Stoltzfus's Tuesday/Thursday AM Class**
Thursday, September 13, 10:00am-11:30am
- ☺ **Mrs. Gochnauer's Tuesday/Thursday Full-day Class**
Thursday, September 6, 10:00-11:30 am
- ☺ **Mrs. Stauffer's Tuesday/Thursday Full-day Class**
Thursday, September 6, 10:00 am-11:30 am
- ☺ **Mrs. Hamilton's Wednesday/Friday AM Class**
Friday, September 14, 10:00 am-11:30 am
- ☺ **Mrs. Kreider's Wednesday/Friday AM Class**
Friday, September 14, 10:00 am-11:30 am
- ☺ **Miss Stoltzfus's Wednesday/Friday AM Class**
Friday, September 14, 10:00 am-11:30 am
- ☺ **Mrs. Gochnauer's Wednesday/Friday Full-day Class**
Wednesday, September 5, 10:00 am-11:30 am

© Mrs. Hostetter's Tuesday AM Class
Tuesday, September 18, 10:00am-11:30am

© Mrs. Hostetter's Thursday AM Class
Thursday, September 20, 10:00am-11:30am



General Information

Promptness: Please have your child at Pre-school 5 minutes before starting time, so the class can begin as soon as possible. Prompt pick-up at the end of each session is also essential for your child. If you are more than 15 minutes late, a \$5 late fee will be charged for every 15 minutes.

The Pre-school entrance will be locked after the children have arrived. Access to the building is at the *office* entrance.

Snacks: Donations of snacks will be done through a *snack calendar* sheet. Water is provided for our snack.

Healthy lunches are desired. No candy is wanted in the lunch box. Sandwich/soup, fruit/yogurt are great nutrition. A drink or water is needed. Please add a utensil if needed. Foods to heat are welcome.

Birthdays: If you would like to send a simple treat to celebrate your child's birthday, it will be welcomed. Cupcakes are welcomed **only** for birthdays.

"Half-Birthdays" will be celebrated as close as possible to the child's birthday. This pertains to those children who have a summer birthday.

If your child has had an unusually upsetting morning at home, please inform the teacher, privately, before school begins. This allows us to respond appropriately to the situation.

Honey Bee, See Saw, and Firefly Books: We will be ordering Scholastic books (inexpensive paperbacks) for the pre-school classes. Order sheets will be sent home with your child. If you would like to order a book/books for your child, simply fill out the order sheet and return the money in an envelope marked with your child's name. If paying by check, please make *payable to Manheim BIC Pre-school*. You may also order online at www.scholastic.com. Activation Code: GWBYX

Disclaimer: As a courtesy to our community, Manheim BIC Pre-school will occasionally send literature from various organizations, home with our students. Any views expressed by those organizations are not necessarily the views of Manheim BIC Church, Manheim BIC Pre-school, or any employees or volunteers thereof. All literature must be submitted to the Pre-school Director for approval. Manheim BIC reserves the right of refusal to any organization submitting literature for any reason. Board decisions are final.

Transportation

No transportation to and from Pre-school is provided, but we can help arrange car-pooling. We appreciate having a list of car-pools and drivers' names. **If your child is being picked up by either a different car-pool or another authorized person, please send *written* permission.** No child will be released to a stranger or unauthorized person.

Please do not use cell phone in drop-off or pick-up line and greet your child.

Field trips are held several times throughout the year. Parents are asked to volunteer to drive and to help with the students. **Our field trips are geared for the preschooler. Parents are welcome to come as drivers, however, NO siblings are to be brought along as guests.**



2018 - 2019 School Calendar

No School:

Monday & Tuesday, October 8-9, 2018

Wednesday, October 31- (early dismissal @ 11:30am)

Thanksgiving Vacation, November 19—November 26, 2018

Christmas Vacation—after Christmas program thru January 1, 2019

Monday, January 21, 2019

Tuesday, January 22, 2019 (90/91st day—subject to change)

Friday, February 15 and Monday, February 18, 2019

Thursday, March 7, 2019 (early dismissal @11:30 am)

Friday, March 8, 2019

Thursday, March 28, 2019—(early dismissal @ 11:30am)

Friday, March 29, 2019

Easter Vacation, April 19-22, 2019

Last Days of School—Thursday & Friday, May 9 & 10, 2019

Special Events:

Thanksgiving Feasts— November 15 & 16, 2018

Christmas Programs—December 20 & 21, 2018

Weather

When the weather is bad, please listen to the local radio stations. We will follow Manheim Central's announcement.

- If Manheim Central classes are **delayed one hour, Pre-school will start on time.**
- If Manheim Central is **delayed two hours, the half-day classes will NOT meet that day. The full-day classes will begin 2 hours late at 11:00 am**
- If Manheim Central is **dismissed early, Pre-school will follow the same schedule. Parents will be notified by a phone call.**

Tuition

1-Half-day Class

\$46 per month

\$414 per year

2-Half-day Classes

\$87 per month

\$783 per year

3-Half-day Classes

\$107 per month

\$963 per year

2-Full-day Classes

\$138 per month

\$1,242 per year

3-Full-day Classes

\$200 per month

\$1,800 per year

- A **non-refundable fee** of \$50 is due with completed registration form by the first day of school. Only **one** registration fee per family.
- **Withdrawal:** Two weeks notice is required for withdrawal of a child from Pre-school. Tuition is not refundable for early withdrawal.
- **No refunds** are given for missed school days.
- Tuition is payable the **first school day of each month**—September-May (9 payments). **IMPORTANT: Please pay by check—NO CASH please. ONLY write your child’s name and the month you are paying for on the ‘memo’ line** and make checks payable to *Manheim BIC Pre-school*.
- **Please note:** A late fee of \$10.00 is charged if payment is received after the 15th day of the month. **If NO payment is received for 2 months**, your child will no longer be able to participate in Pre-school.
- **If a receipt is needed** for tax purposes, please contact the administrative assistant in the church office at 665.2133, ext 201, from 9 am—4 pm, Monday through Friday.

General Procedures

What to wear:

- Washable, easy-care play clothing—warm and comfortable.
- Shoes secured to the feet with straps or shoestrings. (Sneakers must be in the backpack if not worn.)
- Clothing that your child can manipulate without help in the bathroom.
- Please send an apron, smock, or a ladies old blouse to protect your child's clothing when we paint. The object of the smock is to cover the child's clothing—nothing fancy, please!

What NOT to wear:

- Sandals, flip-flops or clogs. If the child does not have proper shoes, he/she will be kept out of the play for the day. Please send sneakers in the backpack if child is not wearing them to school.
- Cowboy boots with high heels.
- Fragile jewelry that may be broken or lost.
- New clothing—children will be using materials which may cause stains.

Toys: Do not allow your child to bring toys to school except on specially designated 'Show and Tell' Days.

Invitations, treats, or special items brought into the classroom needs to be enough for each person or it will be returned.

Backpacks: Please send a backpack with your child each school day. The papers and art work are easy to carry home to you in a backpack. When choosing a backpack, think of size—must be at least 8 1/2 x 11, with the least amount of pockets as possible, and a closure child appropriate.

What NOT to bring:

- Money
- Candy and gum
- Monster toys
- Large toys
- Toys with small pieces
- **Guns of any kind**

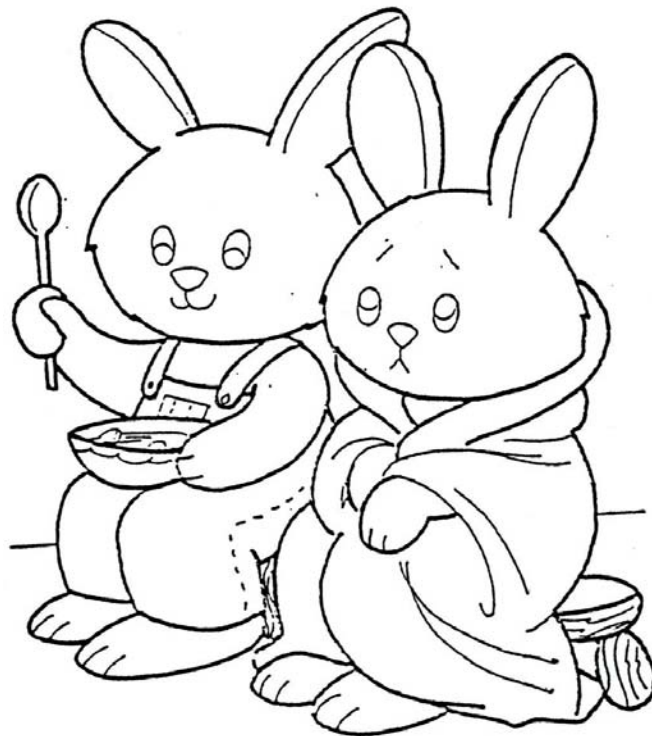
Discipline: Continual misbehavior in the classroom will be handed to the director. The director will contact you as the parent to partner with you on behavior management. At the discretion of the director after several incidents, your child may be asked to leave for period of time as determined by the director.

Health Regulations

Illness: If, during the day, your child becomes ill, he will be cared for away from the group and you will be notified to come for your child. **You should keep your child home if there is any sign of cold, rash, sore throat, upset stomach or fever.** If you have administered a laxative, keep your child at home for their comfort.

If your child will not be attending school because of illness, please call 665-0039, ext 208 and leave a message or email: marilyn@manheimbic.org

Toilet Training: We expect toilet training to be completed. If there is a question in this area, you may discuss the situation with your child's teacher.



Parent Participation

Visits to the classroom: Parents are encouraged to visit Pre-school at least once during the year—please call for an appointment. Suggested activities to share with the children at home are cooking, baking, musical instruments, reading, story telling, and games.

You may request a conference at any time you feel there is a need. In dealing with your child, we feel that nothing is too unimportant to mention if it is affecting the child's sense of security.

We do schedule a conference with your child's teacher twice a year in January and April to discuss your child's growth, social skills, educational skills, emotional needs, etc.



Secured Access Policy

Manheim BIC Church recognizes the need to maintain MBIC Preschool areas that are welcoming and inviting while remaining mindful of the safety and security of our children and teachers. The following guidelines and procedures are meant to assist staff and volunteers in ensuring our children's physical safety while carrying out their call to lay the foundations of learning within each child.

It shall be the policy of Manheim Brethren in Christ Church that:

- 1) For every day Preschool is in session, all doors to the children's wing will be closed and locked at all times.
- 2) All preschool staff must have completed child abuse clearances and training in accordance with PA State House Bill 435.
- 3) During secured hours, only MBIC staff and preschool staff have access to the children's wing.
- 4) During secured hours, visitors are required to report to the greeter desk to gain access to the secured area. The visitor will be handed over to the director/teacher and will stay with the visitor until his/her stay is completed.
- 5) The Preschool Director will review secure access policies annually in conjunction with the MBIC Lead and Executive Pastors to consider recommended adjustments.

