

CROSSPOINT



PRESCHOOL

2022-2023

PARENT HANDBOOK

Start children off
on the way they
should go, and even
when they are old
they will not turn
from it”
- Proverbs 22:6

Table of Contents

<u>Welcome Letter</u>	<u>3</u>
<u>Our Purpose</u>	<u>4</u>
<u>Our Educational Approach/Goals</u>	<u>4</u>
<u>Our Curriculum Objectives</u>	<u>5</u>
<u>Preschool Calendar & Operating Hours</u>	<u>6</u>
<u>Our Teaching Teams</u>	<u>7-13</u>

Policies and Procedures

<u>Referrals to Outside Services/Inclusion</u>	<u>14</u>
<u>Admission Policies</u>	<u>15</u>
<u>Tuition Policy</u>	<u>16</u>
<u>Inclement Weather Policy</u>	<u>17</u>
<u>Access Control System/Key Cards</u>	<u>17</u>
<u>Child Sign-in/Sign-out Policy</u>	<u>18</u>
<u>Visitor Sign-in/Sign-out Policy</u>	<u>18</u>
<u>Safety & Parking Lot Procedures</u>	<u>18</u>
<u>Safe Arrival/Pick-Up at School</u>	<u>19</u>
<u>Sick Policy</u>	<u>20</u>
<u>Health Procedures</u>	<u>20</u>
<u>General Health</u>	<u>20</u>
<u>Communicable Diseases</u>	<u>21</u>
<u>Classroom Management Guidelines</u>	<u>22</u>

Family/School Information

<u>School/Home Communications</u>	<u>23</u>
<u>Confidentiality/communication</u>	<u>23</u>
<u>First Days</u>	<u>24</u>
<u>Class Visits/Parent Participation Opportunities</u>	<u>24</u>
<u>Open House</u>	<u>24</u>
<u>Holiday Celebrations</u>	<u>25</u>
<u>Snacks/Birthday</u>	<u>25</u>
<u>Clothing</u>	<u>26</u>
<u>Toys From Home</u>	<u>26</u>
<u>Field Trips</u>	<u>26</u>
<u>School Pictures</u>	<u>26</u>
<u>Carpools</u>	<u>26</u>

Family Involvement

<u>Book Club Orders</u>	<u>27</u>
<u>Service Projects</u>	<u>27</u>
<u>Scholarship Fund</u>	<u>27</u>
<u>Emergency Plan</u>	<u>28</u>

♥ Welcome to Preschool!

Dear Parents,

The team at CrossPoint welcomes you and your child to our program. We thank you for sharing your preschooler with us and look forward to an exciting year together!

We are honored you have chosen to share this time in your child's life with us. We recognize that you are your child's first and most important teacher. Our team looks forward to building a great partnership with you in providing for your child's needs. We request, encourage, and appreciate your communication with us throughout the year.

This handbook will assist you in becoming acquainted with our school. Please become familiar with our policies and procedures. Be sure to keep this handbook for future reference.

We feel so blessed to have your family join our family as we share all the wonders God has in store for us.

OUR PURPOSE

CrossPoint Preschool was established as an outreach ministry of CrossPoint United Methodist Church to provide a Christian environment rich in experiences which meet the needs of the early childhood years. Through developmentally appropriate activities, we emphasize growth in *all areas* of development, including spiritual, social, emotional, physical, and cognitive.

OUR EDUCATIONAL APPROACH

- Share the love of Jesus Christ daily
 - Christian teachers who provide role models, encouragement, and confidence
 - Christian values are modeled in our school, church, and community
- Teach Godly values
 - Love, Thankfulness, Giving, Sharing, Friendliness, Obedience, Forgiveness, Joy, Peace, Kindness
- Develop the whole child
 - Socially, Emotionally, Physically, Intellectually, and Spiritually
- Provide a developmentally appropriate and stimulating environment
 - Active exploration of the world around them
 - Balance between individual and group activities
 - Regular and supportive interaction with teachers and peers
 - Balance between active movement and quiet activities

OUR GOALS

- Understand who God is and how much He loves every one of us
- Develop positive self-respect
- Discover nature and the world around them
- Develop age appropriate critical thinking skills
- Promote the appreciation of culture and community
- Develop and cultivate fine and gross motor skills
- Encourage creative expression through art, music, and dramatic play

We emphasize:

- Social skills: sharing, waiting one's turn, listening, following instructions, sitting quietly at appropriate times
- Motor skills: cutting, pasting, painting, drawing, tracing, coloring
- Pre-writing and pre-reading skills
- Having fun discovering God's world
- Feeling loved and safe

CURRICULUM OBJECTIVES

We are a Christian Preschool established to provide opportunities for:

Spiritual Development:

Our lesson plans are tailored to cultivate a love and appreciation for God, and an understanding of His love. We share exciting Bible stories and songs and emphasize the Christian aspect of holidays. Prayers will be offered daily.

Social Development:

We will foster social interaction by providing small and large group activities. Children will develop confidence as they learn cooperation, creativity, and imagination through art, music, and dramatic play.

Emotional Development:

Our environment will foster emotional expression and will provide a safe, secure, and loving place where your child can learn and develop relationships of mutual trust and respect with adults and peers.

Physical Development:

Each day, we will provide activities to develop fine and gross motor skills within the classroom, playground, and gym areas.

Cognitive Development:

Our daily activities will provide your child the opportunity to develop an excitement for learning, and a curiosity about the world. These activities will also introduce pre-readiness skills in math, science, and language.

Classroom activities may also include free and selected play, creative dramatics, special classroom visitors, sharing, show and tell, outdoor activities, stories, finger plays, poetry, arts, crafts, snacks, music, including singing, marching, and rhythm instruments.

PRESCHOOL OPERATING HOURS

9:25 AM to 12:15 PM



School Calendar!

August 31	Parent Orientation 6:30 - 7:30 PM
Sept 6 & 7	First Full Day(s)
Oct. 10	Columbus Day - Closed
Oct. TBD	Picture Days
Oct. 27 & 28	Harvest Celebrations
Nov. 7	Open House
Nov. 17 & 18	Thanksgiving Songs of Praise
Nov. 21-28	Thanksgiving Break - Closed (returning November 29 th)
Dec. 20 & 21	Christmas Celebrations
Dec. 22 - Jan 2	Christmas Break - Closed (Classes resume Jan 3 rd)
Jan 16	Martin Luther King, Jr. Day - Closed
February 2 & 3	3 & 4 Year Old Parent Conferences (No school for 3's & 4's on these days)
Feb. 13/14/15	Valentine's Day Celebrations
Feb. 20	President's Day - Closed
April 4 & 5	Easter Celebrations
April 6 - 10	Easter Vacation (returning April 11 th & 12 th)
April 25	Spring Program (Doors open at 6:00 pm. kids report at 6:30)
May 25 & 26	Last Days of School and Picnics
June 12-August 11	Summer Camps!! (more info. To come)

2022-2023



CROSSPOINT



Preschool Director
Mrs. Michelle Clark

3 Year Old Class
Mrs. Emily Nixon
Mrs. Karen Baraniak

Librarian
Miss Jeanie Gui

4 Year Old Class
Mrs. Sue Kim (Assistant Director)
Mrs. Jeanette Logan

MEET THE DIRECTOR



WELCOME

Hello! My name is Michelle Clark, Director of the Preschool, and I am very excited about this upcoming school year! I feel very fortunate that God has called me to CrossPoint. I can't wait to see what adventures He has in store for all of us.

ABOUT ME

Prior to joining the team, I was a stay-at-home mom for 15 years. Mr. Clark and I spend most of our time watching our children in their various activities. Our oldest, Emily is a senior in college studying Criminal Justice, as well as a teacher at the CrossPoint Early Learning Center. Paul is a sophomore at Washington & Jefferson College where he is studying Business Administration, he is also a linebacker on the W&J football team. Amanda is a junior at CD High School and is involved in many clubs & activities including newly created Historian for the CD Four-Diamonds club. Sara is a freshman at CDHS and participates in numerous organizations, including NJHS. We love watching Marvel movies, sports, and playing with our dog, Buddy.



- A FEW OF MY FAVORITE THINGS
- FAVORITE COLOR - Blue
 - FAVORITE SEASON - Fall & Summer
 - FAVORITE BOOK - *Gone With The Wind*, & *The Harry Potter Series*
 - FAVORITE SPORTS - Football/Baseball
 - FAVORITE HOBBY - Cooking, Reading, Gardening, & Spending time with my family & friends.

CONTACT

Phone: 717-545-1911

Email: mclark@xpointumc.org or preschool@xpointumc.org

Meet the Teacher

Mrs. Nixon

Hi! My name is Mrs. Nixon and I will be one of your teachers in the 3 year old class. I am excited to start my seventh year at Crosspoint Preschool. Our youngest son attended the Pre-K class and loved it! Prior to being on staff with the Preschool, I spent almost 8 years at home raising our three Children.



My Family

Mr. Nixon and I have been married for 16 years and have 3 children together... Gavin, Annabelle, and Henry. Our kids keep us busy with all their dance, sports, and music activities. On most nights, we can be found at a dance studio or a baseball field. We have two cats named Rutabaga and Mistletoe! We love family time and enjoy adventures like picnics, road trips, camping, and hiking.



My Favorites

Food: Pasta, & French Fries
Book: The Shack
Drink: Water, Coffee, & Tea
Color: Gray
Activity: Baking, Gardening, Camping, Dancing, Knitting, & Spending time with My family!

I am looking forward to meeting all of you as the year begins. Please feel free to contact me with any questions or concerns. xpoint3class@gmail.com

Meet the Teacher

Mrs. Karen Baraniak

Hi! My name is Mrs. Karen Baraniak and I will be the assistant teacher in the 3 year old classroom. I am super excited to start my 1st year with Crosspoint Preschool! Prior to being on staff I worked the previous school year upstairs in the Crosspoint Early Learning Center's Pre-K classroom and for 10 years prior to that at the Humane Society. I cannot wait for such a fun year ahead with your kiddos!



My Favorites

Food: Mexican & Seafood

Color: Teal

Activity: Crafting, shopping, playing trivia, bingo, board games, and taking bus trips with my Mom.

Store: Target & Hallmark

Holiday: Halloween

My Family

My husband I met 10 years ago while I was working for the Humane Society and he was a volunteer dog walker. We have been married for 7 years and we have a 5 year old daughter, Harper who will be attending Crosspoint Preschool in the Fall. We live locally with our 2 rescue Pit Bulls, Juno and Marvin, as well as our 3 rescue cats, Skipper, Cora, and our Siamese, Katana. We enjoy spending time together, going to Hershey Park, playing board games, mini golfing and taking day trips.

meet your TEACHER

➤ Contact: xpoint4class@gmail.com ◀

MRS. KIM



MY FAMILY

Mr. Kim is a Police Officer, a Defensive Tactics Instructor and an Instructor for the Police Academy at HACC. We have 6 children...5 daughters and 1 son. Our oldest daughter recently moved to Texas and works at Mattel Toys Inc. Our 2nd daughter is a Scientist at Johnson & Johnson. Our 3rd daughter is an Assistant Buyer at Five Below Corp. Our 4th daughter is a Sophomore at LVC majoring in ACS Chemistry. Our 5th daughter is a Junior at CDHS and figure skates, and our son is in 8th grade at CDMS and plays soccer.

WELCOME

I am the lead teacher for the 4 year old class and the Assistant Director. This is my 8th year at CrossPoint Preschool. I am looking forward to a FUN year together!

FOOD: Sushi

DRINK: Coffee

COLOR: Blue

STORE: Target

SEASON: Fall, Spring

HOBBY: Cooking,
Crafting & Knitting



MY FAVORITES



meet your TEACHER

➤ Contact: xpoint4class@gmail.com ◀

MRS. LOGAN



MY FAMILY

My husband and I have been married for 35 years! Our oldest daughter is a Special Education Teacher at Linglestown Middle School and she and her husband are expecting their first baby in September. Our son is an Accountant and his wife is a High School Math Teacher. Our youngest daughter is a Junior at Messiah University and is working toward her Masters Degree in Occupational Therapy.

WELCOME

This is my 4th year working with Mrs. Kim as the teacher's assistant for the 4 year old class. I am excited to begin this journey with all of you!

FOOD: Pizza

DRINK: Coffee

COLOR: Purple

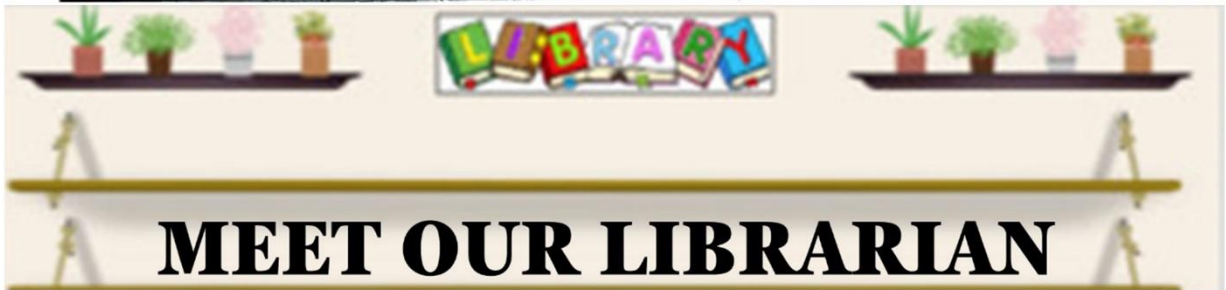
STORE: Kohl's

SEASON: Fall & Summer

HOBBY: Time with family, baking & reading

≡ MY FAVORITES ≡

MISS GUI'S LEARNING LIBRARY



MEET OUR LIBRARIAN

Hi! My name is Miss Jeanie Gui, (pronounced Guy). I am a retired Kindergarten teacher from Harrisburg City Schools, and now CrossPoint Preschool. I feel very blessed to have been one of the teachers for the Pre-K Class for more than 10 years, but I'm not quite done yet. It is amazing and fun to explore God's world through their eyes. I'm excited to help our children learn to love books!

My favorite things to do with my friends and family are traveling, going to the movies, dining out, and just "hanging out" with each other. On my own time, I enjoy volunteering, the beach, exercising and reading.

I am excited to help our children learn to love books! We are going to have so many fun new adventures this year!



Favorites:
Food -pizza
Book - The Giving Tree
Store - Target
Drink - Diet Coke
Activity - Zumba Gold
Team - Penn State
Nittany Lions
Color - RED



REFERRALS TO OUTSIDE SOURCES

CrossPoint does not employ anyone with a Special Education Degree. Our team has a wealth of experience and is observant in recognizing the potential for a child's development. We cannot make a diagnosis as to whether a child may have a special need, but we may encourage the parent to contact an outside source if we feel it may be beneficial to the child or the class environment. We are unable to make a request for evaluation on our own, therefore; the request must be initiated by the parent. We are assisted by the Individual Education Plans, (IEP), provided from your outside resource when applicable.

Some children in our program may receive developmental and educational services through various agencies. This may include but is not limited to physical, occupational, speech, and educational therapists as well as social workers and psychologists. When these services are offered in the classroom, the therapist and the teacher will work together so classroom activities can be adapted to the child's needs.

We desire to partner with parents and assist in all areas possible with a child with special needs. We are not a specialized school for children with special needs, but we will, to the best of our ability include them in a "typical" classroom setting.

INCLUSION

Our goal is to provide a happy, well rounded school experience for preschool children within a Christian atmosphere. We strive to be an inclusive environment for children with all abilities. We believe all children learn from one another and we will use our resources to create a safe & secure place for every child to grow and develop.

Children are welcome to attend our program if we can provide for their needs with reasonable accommodations. Not every school setting is the ideal fit for every child. We are not currently staffed to provide 1:1 care which is why we assess each special needs child on an individual basis.

ADMISSION POLICIES

CrossPoint Preschool admits students of any race, color, national and ethnic origin and all the rights, privileges, programs, and activities generally accorded are made available to the students. We do not discriminate in providing services to children and their families on the basis of race, color, national and ethnic origin, political beliefs, or marital status in administration of its educational policies, admissions, policies, scholarships programs or other school-administered programs.

(the following policies are subject to change if deemed appropriate by the Director and Lead Teacher)

- To enroll in Pre-K Class, children must be 5 before December 1.
- To enroll in a 4 Year Old Class, children must be 4 before October 1.
- To enroll in a 3 Year Old Class, children must be 3 before October 1, and potty trained.
- Please provide the school with a copy of any **custody papers**, which will be kept in the child's confidential file.
- Pre-Registration for current CrossPoint families begins in January. At the end of January, you will receive a registration form. Please return the completed form, along with the registration fee to secure your child's spot. This fee is neither refundable nor applicable toward tuition.
- New families may begin calling in January to have their child's name placed on the enrollment list. These children will be enrolled on a first call or first come basis. These new families will be able to register beginning in February.
- If openings remain in a class, new students may register at any time during the school year, prior to November 1st. The registration fee will be required regardless of when the registration takes place.
- At parent orientation you will receive additional forms to complete and return on the first day of school.

TUITION POLICY

- Tuition is based on the number of school days scheduled for the entire year. Tuition is spread out in nine equal monthly installments.
- The first tuition installment is due August 1st (for September) and is **NON-REFUNDABLE**. Beginning in October, payments are due on the **first school day** of each month (October through May).
- Automatic tuition payments will be deducted on the first Monday of each month. Please be sure to complete all paperwork for the ACH withdrawal.
- If you must pay via check or cash, your tuition should be made payable to "CrossPoint United Methodist Church" or CPUMC. A locked metal box is available for your payment.
- **Please Do Not give checks to your child's teachers.**
- A **\$5.00 late fee** (per week) will be added to any tuition received after the 10th of the month (October-May). If your family experiences unforeseen financial burdens and you need to work out an alternative to the monthly tuition schedule, contact the Director immediately. Limited financial aid may be available. If you fail to contact the Director, you are jeopardizing your child's enrollment.
- Families with more than one child enrolled will receive a discount of 10 percent per monthly installment applied to the second and each subsequent child's tuition.
- Tuition will **not** be adjusted for days missed due to illness, vacation, or snow days.
- Children are expected to remain the full year except in unusual circumstances. One month **WRITTEN** notice must be given before withdrawing a child from Preschool. Without this notification, an additional month's tuition will be charged.
- Just as you are permitted to withdraw your child, CrossPoint Preschool reserves the right to terminate your enrollment at any time refunding you any applicable pre-paid fees on a pro-rated basis.

CLASS TUITION

3 Year Olds

T-TH 9:30-12:00 \$130/month

4 Year Olds

T-TH 9:30-12:00 \$130/month

M-W-F 9:30-12:00 \$175/month

Pre-K Class
(older 4's and 5's)
Temporarily
CLOSED

INCLEMENT WEATHER POLICY

Schedule changes will generally be dictated by the weather decisions made by the Central Dauphin School District, however: We will be making each closing/delay decision based on what we feel is best for our preschool families and our staff. Please refer to CBS21 for closings and delays. We will also post any closings/delays on our Facebook Page. Changes in our schedule will be as follows:

IF:

- We close school, there will be **NO classes that day.**
- We call for a 2-hour delay,
Classes begin at 11:00 AM and end at 12:30 PM:

We will most likely follow the same schedule as CDSB, but we do have special circumstances where we may be able to hold classes on a delay when CD has closed, as well as situations where they have not closed, but we feel it is the best option for the safety of our preschool families & staff.

Parents may want to park in the upper parking lot on days of snow/ice. This is the first lot that is cleaned during inclement weather. The driveway off Valley Road may remain slippery even after plowing or salting due to weather conditions.

At any time, inclement weather is a consideration, we respect your right to pick-up your child as soon as you feel conditions warrant it.

Please keep in mind: If you feel it is not safe for you to travel with your child, they will not miss anything at preschool if they are absent. We will make-up any work missed, or in some cases, we have changed our lesson plans for that day if it is deemed appropriate.

ACCESS CONTROL SYSTEM/KEY CARDS

Your child's wellbeing is a top priority at CrossPoint; because of this, an Access Control System has been installed to provide a safe and secure environment for the children and teachers.

Key cards will be required for all parents/guardians to access the building. These cards will allow you access to the church only during your assigned drop-off and pick-up times and will only work at the main preschool entrance. The cost is \$10/card. These will be available at Parent Orientation or any time thereafter in our Main Office. Failure to obtain a card will require you to enter through the main office entrance of the church to sign-in and out as a visitor each day.

CHILD - SIGN-IN/SIGN-OUT POLICY

Parents or designated individuals will need to sign each child **IN** each day on the designated clipboard outside of your child's classroom. (*See amended policy for 2021)

VISITOR SIGN-IN/SIGN-OUT POLICY

For the safety and security of the children and staff, there is a visitor sign-in/out policy.

- If you will be in the building beyond the normal drop off/pick-up times, you are required to sign in at the church office. You will be asked to sign the visitors log sheet, and be issued a visitor's badge
This is a vital step to make our staff aware of who is in the building at all times. This is to ensure your child's safety, and the security of everyone in the building.
- Please wear/display your visitors' badge while in the facility
- When leaving, stop at the office, sign out on the visitor's log sheets, and return your visitors badge

Thank you for your assistance in providing a safe and secure place for ALL children and staff.

SAFETY PROCEDURES

- Emergency telephone numbers, poison control numbers and emergency procedures are posted by each telephone. If a serious accident occurs, the team will immediately apply emergency first aid, call 911, and then call the parent/guardian. Families are responsible for all emergency transportation charges and all other charges not covered by insurance.
- Minor accidents will be handled according to accepted first aid procedure. Parents/legal guardians may be notified by telephone if the Director or teachers feels it is warranted. An Accident Report will be completed.
- Regular safety drills are held.
- Weapons of any kind are not permitted on church property or in the building.
- Our Safe Sanctuaries program is designed to protect the children from any potential harm, while also safeguarding the adults who teach and volunteer from potential false allegations of abuse.
- The team is required to follow the policy and procedures of Safe Sanctuaries. They have completed an application and interview, written and/or verbal references; have all State, Federal, and Child Abuse Clearances, as well as mandated reporter training.
- The team is mandated by the state to report any suspicion of child abuse to the Child Line and Abuse Registry and subsequently to the Child Protection Service unit of Dauphin County. At the discretion of the school the Lower Paxton Police may also be contacted.

PARKING LOT SAFETY

- Please pull in and out of the parking lots slowly and cautiously for the safety of all children and adults. Please be cautious when backing up as children may be running through the parking.
- ALL vehicle engines must be turned off when dropping off or picking up children.
- **NO child(ren) are to be left unattended in a vehicle.**

SAFE ARRIVAL AND PICK-UP

- Please follow the arrows into the church parking lot. Be mindful that children are walking through the parking lot and may not see you, so please drive slowly. Always hold your child's hand when going and coming from an automobile.
- Never leave young children unattended in the car when escorting preschoolers to their classrooms.
- Always turn your car off. Cars may not be left running.
- For the safety of the child, parents and authorized persons are required to accompany the child to the classroom.
- Please make every effort to follow the drop-off and pick-up times assigned to your child. This limits congestion in the building and the parking lot.

- 3 Year old classes will be dismissed from their classroom, the same as drop-off. Please keep in mind, your key card will only work from 11:50 - 12:10.

- 4 year old classes will be dismissed from the preschool parking lot at 12:00 pm. Please park in a spot and display your pick-up tag. Your child's teacher will then bring your child to you.

- Please inform team members if there is a change from the person who regularly comes for your child at dismissal time. If the person is unknown to the team member that authorized person must present a picture ID that matches the information given to the teachers by the usual custodial parent. Your child will NOT be released to anyone who is NOT listed on the emergency form.
- If a parent or authorized adult is late coming for a child, the team member will begin calling the numbers listed on your emergency form.
- Children must be promptly picked up at the conclusion of class. Families may be charged a fee if a pattern of lateness occurs. We require that parents phone the Preschool if they are running late to alert us of their estimated time of arrival.
- Please keep in mind that we are aware that things can happen beyond your control. Although we don't encourage lateness, we understand that it sometimes happens, and we want you to be safe getting to the Preschool. We will care for your child until you arrive.

SICK POLICY

The following guidelines are offered in order to help control the transmission of illness from child-to-child and/or child-to-teacher. This policy is strictly enforced to help prevent the spread of disease. We appreciate your cooperation in abiding by the sick policy. **Children MUST BE symptom free (including fever) without medication for 24 HOURS before they may return to the school.** When your child returns to school, he/she should be well enough to participate fully in all our activities which includes going outdoors or to the gym.

HEALTH PROCEDURES

- Children must have all immunizations up to date. This is indicated on the Emergency Medical Information Form. These immunizations must include: diphtheria, tetanus, measles, rubella, mumps, hepatitis B, polio and chicken pox.
- All forms required by the school **must** be on file *before* your child may attend.
- If your child has food allergies, you will be asked to provide information to the teachers to ensure your child's safety.
- If your child becomes ill during school hours, you will be notified immediately. We expect that you or another authorized adult will pick up the child promptly. Emergency contact information must be kept current at all times. Please inform your child's teachers immediately of any changes.
- Please call the school by 9:15 AM to report your child's absence for any reason.

GENERAL HEALTH

- If your child has a fever of 101 degrees or above, he/she should not attend Preschool for 24 hours.
- If your child is experiencing vomiting/diarrhea, they must not return to school until they are 24 hours free from any further episodes.
- If your child is experiencing one or more of the following, your child may not come to school:

watery, inflamed or crusty eyes	contagious disease	Nausea
deep cough	head lice	enlarged glands
heavy nasal discharge	fever	
unusual skin rash	ear infection	

Despite the absence of a fever, it may not be appropriate for your child to attend preschool. General fatigue or other unusual symptoms and behaviors may prevent your child from participating on a particular day. If a child is too sick to go outside or to the gym, then they are too sick to attend school.

COMMUNICABLE DISEASES

- If your child has any communicable disease, he or she may not attend Preschool. We ask that you obtain a note from the doctor to indicate that your child is no longer contagious and is able to resume his/her participation in preschool. This form will inform the team what illness your child had and what plan of treatment was taken. In some instances, medical services may be mandatory.
- Notify the Director and/or your child's teachers if your child develops symptoms of a communicable disease so that other parents may be informed and take necessary preventative measures. This would be important if your child attended school during the incubation period for the communicable disease.
- Many common communicable diseases have an incubation period, during which little indication of the disease is evident. Some of the more commonly found diseases, and their incubation periods and requirements for return to school are as follows:
 - **Conjunctivitis** ("Pink Eye") - 24 to 72 hour incubation. Child may return after 24 hours with medication.
 - **Impetigo** - 4 to 10 day incubation. Child may return after 24 hours with medication.
 - **Tinea Corpus** ("Ring Worm") - 4 to 10 day incubation. Child may return after 24 hours with medication
 - **Chicken Pox** - Two weeks incubation. Child may return after there is no evidence of vesicle weeping.
 - **Strep Throat** - No incubation. Child may return when fever and symptom free for 24 hours and on medication.
 - **Head Lice** - No incubation. Child may return when free of nits accompanied by a statement from a Physician or State Health Nurse.
 - **Hand-Foot-Mouth disease** - Incubation is usually 3-6 days. Generally, a person is most contagious in the first week after symptoms appear, or while there is fluid in the affected child's blisters.
 - **Covid 19** - Incubation is anywhere from 2-14 days. People who test positive for COVID-19 should stay at home until All of the following are true: ♣ They feel better. Their cough, shortness of breath, or other symptoms are better; **and**, ♣ They have had no fever for at least 24 hours, **without using medicine that lowers fever**

We reserve the right to contact a physician or EMT services in the event of an emergency. Please keep us informed of any special medical or dietary needs your child may have.

CLASSROOM MANAGEMENT GUIDELINES

The following policies are for the safety and well-being of all children, team members, and parents in our ministry.

We have a zero-tolerance policy for physically aggressive behaviors. Children whose behavior endangers others will be supervised away from other children. The child will then process the problem with a team member and any other concerned parties (i.e. another child). If a child physically hurts another student, the child's parent will be contacted and if a second instance of violence occurs, the child will be sent home. A child is given "quiet time" when a child is emotionally or physically out of control and needs time to regain composure. Verbal processing is the school's preferred technique.

Responsibility of Team Members

- We arrive on time to prepare the classroom.
- We provide a safe and loving learning environment.
- We give clear and age appropriate rule explanations, so children understand the expected behavior.
- We never threaten, isolate, or shame a child for misbehavior.
- We will never motivate a child by pointing out another child's good behavior. cooperation will be emphasized, and competition minimized.
- Children are encouraged to express their feelings, but not in a way that is harmful to others, to themselves or to property. We will help the child understand and deal constructively with feelings.

Guidelines for Assisting Children to Develop Self-Discipline

- Give non-verbal communication to the child: eye contact, moving toward the child.
- Give a verbal request to stop unacceptable behavior by asking the child what they feel would be a good choice.
- Redirect a child to an appropriate activity or behavior.
- Sometimes it is necessary to remove a child from an area of negativity. In this instance, we do not put children in "time out". We prefer the practice of "time in". This technique removes the child from the problematic situation. The adult will then take time to discuss what happened to cause the misbehavior, and together, they will decide what could be done differently next time.

Guidelines for Team Members regarding Chronic Behavior Problems

- The teachers (after consultation with the Director) will personally contact parents when unacceptable behavior is recurring. This may include excessive violence, disruption, or defiance.
- If unacceptable behavior continues, the teachers will schedule a conference with parents.
- In some cases, it may be determined that this ministry is not appropriate for the child. Families will be given written notification from the Director terminating the child from the ministry.

SCHOOL/HOME COMMUNICATIONS

- A student directory will be issued in September.
- Parent conferences are welcome at any time during the year at the request of parents or teachers. A regularly scheduled conference for each child will be held in February.
- A Monthly Newsletter and Calendar will be sent home each month to keep you informed of the activities planned for your child's day. You will also find much of this information, along with many other updates/postings on our Facebook page. (search CrossPoint Preschool). Please refer to these frequently as there are times when your child is asked to bring something to class.
- Open communication between parents and team members is vital in establishing the best experience for your child. We are available to discuss any concerns or questions you may have. Please keep in mind that drop-off and pick-up times can be very hectic. We ask that you refrain from having personal discussions with your child's teachers during these times. We would be happy to set-up a time to meet with you and fully devote our attention to the matter at hand.
- We ask that you keep us informed of any changes occurring in your home life as well as changes in address, phone...etc.

CONFIDENTIALITY/COMMUNICATION

All information regarding children, parents or team members is highly confidential. Revealing confidential knowledge to anyone other than the child's parent is prohibited. Information provided by parents on their child's application is confidential. Specific information concerning the care of the child will be accepted only from the child's parents.

Any information concerning a child's behavior will be reported to the child's parent by the teachers. The information will be imparted in a private and confidential manner, and only in front of the child if he/she is to be included in the conversation. Violating the confidentiality policy will result in dismissal from the program.

We ask that parents not discuss another child, parent, or teacher with any of the team members. If a situation arises that involves another party, please contact the Director.

TIPS FOR THE FIRST DAYS OF PRESCHOOL

1. Allow sufficient time for dressing, breakfast, bathroom, and other morning routines to permit you and your child to arrive relaxed and secure.
2. Remind your child that preschool is a fun & safe place to learn and play.
3. If your child is shy or "clingy", allow time for them to adjust without forcing them to let go. If it becomes necessary, your child's teachers will help you if there is a separation problem. Please remember, it is generally harder for you than it is for them. If your child is especially upset, we will keep you informed of their behavior. Typically, it only takes a few minutes, once the parent has left the classroom, for a child to calm down and start to enjoy their friends.
4. The first days of preschool are big transition days. After the first few mornings, please try not to linger any longer than it takes to say good-bye and share a hug. Prolonging a goodbye will only make it harder for you and your child.

CLASS VISITS/PARENT PARTICIPATION OPPORTUNITIES

Parents, (and grandparents), are welcome, and encouraged in the classroom.* If you would like to share a book, craft, game, snack, musical instrument, etc. with the class, you may schedule a time with the classroom teacher.

Throughout the year, we will have special days, (holidays, class activities, etc.), for you to sign up to help in your child's classroom.

Please be advised that due to state Child Protective Services Law as well as the Safe Sanctuary mandates of the United Methodist Church, class visits are limited to those with **all** the appropriate clearances. This includes the Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Certification, and FBI Criminal History Report/Affidavit. Please note: the FBI Criminal History Report is not required for volunteers who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer. These individuals must sign, and have notarized, an affidavit affirming they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct contact with children. If volunteers have lived in the state less than 10 years, they are required to have the FBI Criminal History Fingerprint Report.

**All Clearances must be on file with the Director prior to any classroom visits.*

OPEN HOUSE

In the Fall, your family will be invited to attend an evening of fun and sharing with your child. The children love to show you their projects and tell you about the exciting things we have been learning! This is not a "timed" event. You may pop in for a few minutes or stay for the duration. It is strictly up to you!

HOLIDAY CELEBRATIONS

We celebrate many holidays during the year. Our *emphasis* during the religious holidays is on the Christian aspect of the holiday (teaching the children that Bible stories are true stories). We give children the opportunity to stretch their imaginations through make-believe and fantasy.

- We have a costume parade and party at the end of October. The children may dress up in a costume of their choice and we will have a "parade" in Brown Hall for all parents. Please keep in mind that we do not allow any costumes, games, or food that depict scary, evil, or violent characters including, weapons of any kind. If you have any questions about this policy, please contact the Director.
- Thanksgiving is a very special time because we share a feast with our friends and teachers at school. Taking on the roles of the Pilgrims, Indians, and even turkeys. We will be presenting a special Thanksgiving Praises "concert" for all parents and family members.
- For Christmas, the emphasis is on the birth of Christ. Our theme is giving, rather than receiving. We do introduce many cultural and traditional customs, in addition to learning about the birth of Jesus.
- For Valentine's Day the children learn about sharing with friends through a Valentine card exchange, party, and special art activities.
- During Easter, the emphasis is on our belief that Jesus is alive and is always with us. We share the idea of "new life" in the form of eggs, baby chicks, and rabbits. The Easter Egg Hunt is a favorite part of this celebration.
- We end the year with a school picnic designed to bring our families together to celebrate all that we have learned, and the friends we have made together. It is a great opportunity to reflect on the events of the school year and enjoy the fellowship of our CrossPoint families!

SNACKS/BIRTHDAYS

Snacks are provided by the preschool daily. We ask parents to inform us of any special dietary needs. We will do our best to accommodate all children's needs. In some rare instances, we may ask you to provide a snack for your child if it becomes difficult to offer a variety of snacks to our students.

We strive to make your child's birthday a special celebration. Parents may send in a special treat to share for snack time. (while taking into consideration any classroom dietary restrictions). You are welcome to read a book or prepare a special craft on this special day as well. This is completely voluntary, and NOT required. Your child's teachers will coordinate a date with you to celebrate this special event.

If your child wishes to give party invitations to only a few friends, please do so outside of school so the feelings of others will not be hurt. If all the children in the class are invited to attend, invitations may be distributed within the classroom.

CLOTHING

Play clothes are recommended due to the type of art and play activities your child will be involved in. Choose clothing that could possibly be stained with paint, glue, drink, etc. Clothing must be able to be easily handled by children for success in their independent use of the bathroom. Children should have appropriate attire for each season. Please label your child's outerwear. Sneakers or rubber-soled shoes are requested as we use our gym or playground area daily.

A full set of extra seasonally appropriate clothing, including socks and underwear, must be kept in your child's book bag/backpack in the event they would be needed due to a bathroom accident or accidental spill of such things as juice, paint, etc.

Book bags/backpacks are helpful in carrying home papers and "treasures" we make throughout the year. We recommend book bags large enough to hold a 9X12 piece of paper. **Please be sure to label your child's bag.**

TOYS FROM HOME

Each classroom has carefully selected toys, games, and playthings that can be used by everyone in the room. Toys from home may get lost or broken, detract attention from other activities, or cause unnecessary disagreements between children. Please have these "treasures" remain home *unless* your child's teachers specifically request them as they relate to the theme/topic being presented within the classroom. **NO GUNS OR VIOLENT TOYS ARE PERMITTED.** This is in keeping with the Christian values that we stress.

FIELD TRIPS

Children in the 4 year old, and Pre-K Classes may have field trips scheduled for the year. Field trips are carefully planned and enhance units of study presented within the classroom. Parents must arrange transportation.

SCHOOL PICTURES

Individual and group pictures will be taken in the fall. Poses will be offered to all students, however there is no obligation to buy.

CARPOOLS

Many of you will want to form carpools. We suggest that you transport your own child the first week

1. Please inform your child's teachers when your carpool is formed and provide the names of the parents authorized to pick-up your child from Preschool. If this changes at any time during the school year, please make the necessary changes with your child's teacher.

BOOK CLUB ORDERS

During the school year, we offer the opportunity to purchase books from Scholastic book clubs. Participation in this activity is entirely optional for you. The school makes no profit, but we do receive free books based on the number of books purchased. These free books are placed in the classrooms for the benefit of your children.

SERVICE PROJECTS

We feel it is important to teach the children the value of giving. We accomplish this with service projects during the school year. We encourage families to involve their children and share in the joy of giving to those in our community.

SCHOLARSHIP FUND

Each year there are parents that come to us seeking partial assistance in paying their child's tuition due to special financial circumstances. In order to minister to these families, CrossPoint has established a Preschool Scholarship Fund. Those desiring to donate to that fund may do so by placing a check payable to *CPUMC*, marked "Preschool Scholarship Fund", in the tuition box at any time. These donations are tax deductible.

EMERGENCY DRILLS

Drills are held in order to familiarize the children and team members with proper, and safe procedures for exiting the building in an emergency. In the event of an emergency, children will be evacuated according to this plan.

EMERGENCY PLAN INFORMATION

These procedures are to ensure the safety and welfare of the children attending our school. Our emergency plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will utilize one of the following actions:

- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm, (see inclement weather policy), or building problems (such as utility disruptions) which may make it unsafe for children.
- **In-Place Sheltering:** Sudden occurrences may dictate taking cover inside the building.
- **Building evacuation:** Children are evacuated to a safe area on the church campus.
- **Campus Evacuation:** In the rare event of a total campus evacuation, children will be taken to the following location via bus transportation/staff vehicles.
 - Relocation Site - Linglestown Life United Methodist Church 1340 North Mountain Road, Dauphin County
 - If possible, parents will be called personally by telephone. Therefore, it is essential that you provide telephone numbers where you can be reached and keep your emergency contact numbers current.
 - Parents or other designated adults on the emergency contact sheet may pick up the child at the relocation site. Remember to bring picture identification.
 - In the event of an emergency evacuation, please do not try to call or come to the school. Our staff has been trained by a professional outside emergency management company to provide safe exit for your children. Please go directly to the designated evacuation area.

Please refer to CBS21 for emergency information

In order to ensure the safety of your child(ren) and our team, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency procedure please contact the Preschool Director, Michelle Clark at 717-545-1911 or preschool@xpointumc.org

NOTES

I Did Nothing Today

When children come home at the end of the day,
The question they're asked as they run out to
play, "Tell me, what did you do today?"
And the answer they give makes you sigh with dismay,
"Nothing, I did nothing today!"
Perhaps "nothing" means that I read a book,
Or... with a teacher I got to cook.
Maybe I painted a picture of blue or
heard a story of a mouse that flew.
Maybe I wrote in my journal myself,
Or found a great book on the library shelf.
Maybe I helped a friend today,
Or went to my favorite center to play,
Maybe today was the very first time,
That my scissors followed a very straight line.
Maybe I sang a song right to the end,
Or worked with a special brand-new friend.
When your three, four or five your heart has wings
And "nothing" can mean so many things.

Author unknown



CROSSPOINT PRESCHOOL

Parent Statement of Acknowledgement For Receipt of Parent Handbook

This is to acknowledge that I have received a copy of the CrossPoint Preschool Parent Handbook. I understand that it provides guidelines and summary information about the school's policies and procedures. I also accept that it is my responsibility to read, become familiar with, and comply with the standards that have been established. I further recognize that the program reserves the right to modify, supplement, rescind, or revise any policy or procedure from time to time, with or without notice, as it deems necessary or appropriate.

Child's Name (Please Print)

Parent's Name (Please Print)

Parent's Signature

Date

By signing I acknowledge that I've received and read this handbook.

Please carefully remove this form & return it to your child's teacher by September 9th, 2022

