

# Hanover Church Preschool Handbook



Hanover Church  
**PRESCHOOL**

"Let the little children come to me."

Luke 18:16

**2026/2027**

# HANOVER CHURCH PRESCHOOL HANDBOOK

Hanover Presbyterian Church  
2462 State Route 18  
Clinton, PA 15026  
[hanoverepc.com](http://hanoverepc.com)

Welcome to Hanover Church Preschool (HCP). At HCP, we offer classes for 3-year-olds (Sprouts) and Pre-Kindergarten classes for 4-year-olds (Pre-K). We are confident that you will be pleased that you have selected HCP for the first formal steps in your child's education. This Handbook will answer most questions you may have regarding the operation of the school and the responsibilities of everyone involved – the students, parents/guardians, Teacher/Aide, the Preschool Board, and the Session of the Church.

The steps required to register your child are provided in Section 12.0. The registration forms referenced in this Handbook are located in the Hanover Church Preschool tab of the Hanover Church website ([hanoverepc.com](http://hanoverepc.com)).

HCP is a non-profit organization owned and operated by Hanover Presbyterian, an Evangelical Presbyterian Church (called Hanover Church in this Handbook). The Preschool is governed by a Board of Directors that is approved by the Session of the church. The Session makes all final decisions in any areas of controversy that cannot be resolved by the Preschool Board. The responsibility of the Preschool Board includes the development of curriculum guidelines, policies, and procedures. The Preschool operates according to the policies provided in this Handbook that are administered by the Preschool Board and Teacher.

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## **1.0 Statement of Faith and Philosophy**

- 1.1 HCP is based on a God-centered view that all truth is God’s truth; God is the creator of all things; that we are created as male or female; the Bible is the infallible authoritative Word of God; that Jesus died for our sins and was resurrected as a living testament to God’s love, grace, and mercy; and that we are saved by grace through faith in Jesus Christ, who is the only way to God the Father and eternal life in the kingdom of God. God is a triune God, embodied in the Father, Son, and Holy Spirit.
- 1.2 We rely on this Statement of Faith as we work together with parents/guardians to advance the growth of their children in spiritual, mental, intellectual, physical, social, and emotional areas. The love of our heavenly Father and the truth of the Bible are not segregated from the rest of the teachings at HCP. These truths are integral to, and woven throughout, the curriculum. For example, God used language when he spoke the world into being – so we teach language and the spoken word. God made all things – so we teach God’s world (science) and we make things and create. God is relational and speaks of relations – so we teach the children to be responsive and work together.

## **2.0 Non-Discriminatory Statement**

- 2.1 HCP does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin when admitting students.

NOTE: It is against HCP’s Christian beliefs to refer to or treat a child as other than a human being or other than his or her birth gender.

## **3.0 Educational Philosophy and Objectives**

- 3.1 HCP recognizes that every child is made male or female in the image of God and should have the opportunity to experience education in a loving, Christian atmosphere of love, warmth, understanding, security, and consistency.
- 3.2 HCP goals are for children to meet others in their peer group in a setting that is different from the home, church, or sports; and to grow spiritually, physically, socially, emotionally, and intellectually.

- 3.3 HCP encourages positive self-esteem. The children are commended and rewarded for their accomplishments, not punished for any difficulties in understanding the material. Children are reminded to speak positively in the classroom, especially when talking with other children. They are taught to respect each other and their space and are not compared with one another. All are encouraged.
- 3.4 HCP works in partnership with the parents/guardians, communicating regularly to build a mutual understanding and greater consistency for their children.
- 3.5 HCP enables children to have a positive feeling about themselves when making the transition from home to kindergarten.

#### **4.0 Organization**

- 4.1 The school operates under the direction of a School Board, which is sanctioned by the Session of Hanover Church.
- 4.2 The members of the board are selected and asked to serve.
- 4.3 The board consists of 5 to 9 voting members: 5 to 7 representatives from the church and up to 4 representatives from the parents. A list of current board members is available in the Preschool office. Non-voting members are the Teacher(s).
  - 4.3.1 Congregation of the Church (2 to 4 members)
  - 4.3.2 Session (1 to 3 members)
  - 4.3.3 Parents of children in Sprouts (0 to 2 members)
  - 4.3.4 Parents of children in Pre-K (0 to 2 members)
  - 4.3.5 Pastor
  - 4.3.6 Teacher (non-voting)
- 4.4 Details regarding the operation of the Board, offices, Board member terms, and Board committees can be found in the Hanover Church Preschool Bylaws.

#### **5.0 Curriculum** – The unfailing love and power of God, our creator, is woven throughout the curriculum, as the children begin their learning adventure. The children are exposed to the following:

- 5.1 ***Education Fundamentals***, including shapes, colors, the alphabet, and numbers.
- 5.2 ***Language Arts***, through listening, spoken language, and pre-writing and pre-reading activities, including: verses, poems, rhymes, songs, show and tell, story sequencing, and classifying objects. We include phonemic awareness as part of the education. This is the concept of breaking words into their individual sounds.
- 5.3 ***Mathematics***, through counting, patterning, ordering, classifying and grouping, using number symbols, measuring, time, space, and developing memory.

- 5.4 ***Social Living***, through an understanding of themselves, others, and the world God created, family life, community helpers, holidays, and transportation.
- 5.5 ***Science***, as they explore plants, air, water, magnets, senses, weather, machines, animals, light, and ecology.
- 5.6 ***Health and Safety***, through demonstrations and discussions on self-care skills, proper nutrition, and safety rules.
- 5.7 ***Gross Motor Skill Development*** (large muscles), through activities including running, jumping, hopping, clapping, climbing, and building.
- 5.8 ***Fine Motor Skill Development*** (small muscles), through activities such as cutting, pasting, drawing, writing, turning objects and stringing beads.
- 5.9 ***Creativity and Fine Arts***, through the use of crayons, paints, chalk, paper, music, listening, singing, dancing, and playing musical instruments.

## 6.0 **School Year/Calendar/Holidays/Snow Days**

- 6.1 Classes begin in September and end in May. Specific dates are established by the Board no later than July 31 prior to each school year.
- 6.2 Sprouts (3-year-old) classes – Tuesday and Thursday (9:00 to 11:15 am)
- 6.3 Pre-K (4-year-old) classes – Monday, Wednesday, and Friday (9:00 to 12:00 pm).
- 6.4 The curriculum is designed so that both classes can accommodate time off during Holidays and cancellations due to inclement weather, without affecting the child’s learning of the materials.
- 6.5 Holidays and snow days follow the South Side School schedule:
  - 6.5.1 If South Side School is closed, HCP will be closed.
  - 6.5.2 If classes at South Side are delayed:
    - a. The Tuesday/Thursday classes will start 2 hours later and end at 1:00 pm (11:00 to 1:00 pm). Please feed your child before arriving.
    - b. The Monday/Wednesday/Friday classes will start 2 hours later and will be held from 11:00 to 1:00 pm. Please feed your child before arriving.
  - 6.5.3 Parents/guardians will be advised of closings on their cell phone using the Remind App (see Section 10.0).
- 6.6 HCP reserves the right to close school early or cancel class for a day, for reasons other than inclement weather, such as needing to use the facility for a funeral. Parents/guardians will be given as much advance notice as possible if a cancelation is necessary.

## **7.0 Safety Policy/Picking up your Child/Emergency Drills**

- 7.1 No child will be left alone or unsupervised.
- 7.2 Parents/guardians are responsible for their children in the parking lot and until they enter the building through the first door under the covered walkway. The door is opened at 9:00 AM and the Teacher or an Aide will greet the child at the door. Parents/guardians do not enter the building at drop-off. Note that no early drop-offs are permitted. Teacher/Aide responsibility begins once the child is in the building and ends when the child is picked up at the door.
- 7.3 The doors are locked at 9:15AM and entry after that point can only be made by ringing the doorbell or by contacting the Teacher through the Remind App. Each door is also alarmed, signaling if a child tries to open it.
- 7.4 At the beginning of the year, the Teacher must be given the names of those individuals who are authorized to pick up your child at the end of class. This is done by providing the names on the registration form. If someone will be picking up your child who is not on the list, the parents/guardians must provide the Teacher with the name through the Remind App prior to dismissal. In addition to providing the names on the registration form, for the first few weeks of school, parents/guardians will be required to provide the names of those authorized to pick up your child each day for the entire week. This will continue until the Teacher/Aide are familiar with those who are authorized to pick up your child.
- NOTE: If someone is not allowed by law to pick up your child, we must have a written notification (or copy of court order) of that fact. We have no authority to refuse a natural parent access to their child without such an order.
- NOTE: If there is a Divorce Decree stating that legal guardianship limits the access of one or the other parent or other relative, we must be provided with a copy of that document (only the section stating the limitations is required).
- 7.5 If you are going to be early or late picking up your child, the Teacher must be notified through the Remind App.
- 7.6 No child will be released to walk through the parking lot on their own to be picked up. The person picking up the child must come to the door. Should you be unable to leave the car (e.g., sleeping baby or disability), notify the Teacher through the Remind App or ask someone to help you to get the message to the Teacher and/or Aide. Once all other children are dismissed, the Teacher or Aide will escort your child to the car.
- 7.7 We practice emergency fire drills two times a year (fall and spring) and 1 weather drill. We also practice drills in the building, moving orderly to exit doors or to the basement. All drills are done in a way as to cause the least amount of fear as

possible. For the fire drills, children are escorted outside to the playground located in the yard behind the church. The Teacher and Aide are talking continuously during all drills to help reassure the children that this is only "practice" and that everything is ok. We also encourage the children to talk to their parents/guardians about "emergency drills" at home.

- 7.8 If there is an emergency requiring evacuation of the area, HCP follows the guidelines of the Beaver County Emergency Management Agency for residents of South Side School District.
- 7.8.1 In the event of an emergency, the Teacher will send notification through the Remind App and will wait 15 minutes for parents/guardians to pick up their children. After 15 minutes, any remaining students will be transported to the Hanover Fire Hall on Rt. 18. If parents/guardians do not immediately pick up their children at the Fire Hall, they will be transported with other residents of Hanover Township, to the Washington County Fairgrounds. The Teacher and/or Aide will accompany the children from the Fire Hall to the Fairgrounds:
- Washington County Fairgrounds  
2151 North Main St.  
Washington, PA 15301
- 7.8.2 Note that siblings attending South Side will be transported by school bus to Cannon-McMillan High School - 314 Elm Street Canonsburg, PA 15317. All other family members must go to the Washington County Fairgrounds.
- 7.8.3 Siblings attending Hopewell will be transported by school bus to South Park High School – 2005 Eagle Ridge Road, South Park Township, PA 15129). All other family members and residents of the Hopewell School District are to report to the South Park Fairgrounds. Since most families of HCP reside in the South Side School District, the Preschool will follow the requirements for residents of South Side School District (i.e., go to the Washington County Fairgrounds).
- 7.9 Law requires us to report any suspected child abuse or neglect to the proper authorities.
- 7.10 Teacher, Aide, and regular substitutes have security clearances. If the Teacher or Aide are sick and a regular substitute is not available, the Remind App will be used to ask for a volunteer. At the discretion of the Preschool Teacher or Preschool Board, volunteer helpers may be required to pass a security clearance. The Preschool pays for the cost of the security clearance.

- 7.11 The Teacher and Aide are trained in CPR and First Aid and have current certifications.

## **8.0 Health/Sanitation**

- 8.1 A list of allergies to food and drink must be provided on the registration forms.
- 8.2 A child is considered to be ill and must be kept home when he/she has:

- 8.2.1 a temperature of 100°F or greater or has taken fever-reducing medication in the last 24 hours

NOTE: If it appears that a child is ill, a temperature check will be made at the door upon entry. If the child has a temperature greater than 100.4°F, he/she will not be permitted to enter the building.

- 8.2.2 a skin rash
- 8.2.3 diarrhea and/or vomiting
- 8.2.4 evidence of lice infestation
- 8.2.5 a new or worsening cough
- 8.2.6 difficult or rapid breathing and/or shortness of breath
- 8.2.7 yellowish skin or eyes
- 8.2.8 conjunctivitis (Pink eye)
- 8.2.9 a low-grade fever for 24 hours
- 8.2.10 been diagnosed as having a Strep Infection

NOTE: If the Covid 19/Infectious Disease Health and Safety Plan has been invoked, its provisions will be enforced in addition to the above (see Section 25.0).

- 8.3 A child must be on an antibiotic for 48 hours before returning to class if diagnosed as having any communicable disease/condition that requires an antibiotic.
- 8.4 A child experiencing minor cold symptoms, but who is not exhibiting any of the symptoms listed above, may attend school provided they are able to follow proper hygiene practices (e.g., not coughing on others, not constantly wiping nose on arms, etc.). If the child is unable to follow proper hygiene practices, the parents/guardians will be notified to pick up the child to prevent the spread of germs.
- 8.5 If a child begins to show signs of any of the above symptoms during the school day, he/she will be separated from the other children and parents/guardians notified and asked to pick up the child. The child's temperature may also be taken.

If the visible signs of symptoms (e.g., runny nose, coughing, or sneezing) are due to a seasonal allergy, a doctor's note must be provided as confirmation, indicating that the child is not contagious.

- 8.6 Parents/guardians must notify the Preschool immediately if a child is diagnosed as having one of the communicable diseases or if lice infestation is discovered.
  - 8.6.1 If a child in the same class as your child is reported to have a communicable disease (Chicken pox, etc.) and has been present in class, you will be notified verbally or in writing as soon as we are made aware of the fact. Verbal notification will be followed by written notification.
  - 8.6.2 No names will be used on the notice, even though there is nothing to be ashamed of, even in the case of lice infestation. These are simply parasites, picked up in many different places and have nothing to do with personal hygiene.
  - 8.6.3 HCP has a "nit-free" policy, which means that no child is permitted to return to class with nits in his or her hair. Prior to re-entry, a note must be provided from a Doctor or nurse stating that the child is nit-free. Note that if the parent or guardian requests, HCP can arrange for a nurse from the congregation to make an evaluation at no cost. The evaluation would be scheduled at a mutually convenient time.
- 8.7 If your child has a condition requiring possible administration of a certain medication, such as an inhaler for Asthma, you need to make us aware of this fact on the registration forms and make the medication available to us (in an original container marked with the directions of dosage from the Pharmacy).
- 8.8 If an accident or injury occurs or any other incident necessitates the emergency transportation of a child, the school will prepare a report on a form provided by the Teacher. This report will be given to the parents/guardians on the day of the incident. Copies of the report will be retained on file at the Preschool for one year, or as long as the child remains in school, whichever is greater.
- 8.9 At all times, there is a Teacher or Aide on site that has been trained in the administration of first aid.
- 8.10 Sanitation
  - 8.10.1 Contact surfaces in the Preschool are routinely sanitized using disinfectant cleaner spray. Tables are disinfected at least once a day.
  - 8.10.2 Children are required to use hand sanitizer when entering the school.

8.10.3 Children are required to wash hands with soap and water after using the restroom.

## **9.0 Screenings**

### 9.1 Developmental Screenings and Therapy Support

9.1.1 HCP supports developmental screenings and therapeutic services that benefit the child, including speech, occupational therapy, and related evaluations. Screenings conducted at HCP may include assessments of speech, fine and gross motor skills, cognition and language development, and vision.

NOTE: Participation in therapeutic services does not replace the HCP policy that the child be emotionally and developmentally ready to attend preschool as stipulated in Section 11.0.

### 9.2 Classroom Instruction Priority

9.2.1 To maintain a calm, consistent, and effective learning environment, outside therapists are not permitted to interrupt instructional time or classroom routines.

### 9.3 Timing and Location of Therapy

9.3.1 Therapeutic services provided by outside professionals may occur only:

- a. During designated free play or play-based activity times, or
- b. In a separate classroom or designated space approved by HCP.

9.3.2 Therapy sessions may not occur during circle time, teacher-directed instruction, Bible lessons, chapel or other structured classroom activities.

### 9.4 Behavioral Expectations for Therapists

9.4.1 Outside therapists must conduct sessions in a manner that is quiet, respectful, and minimally disruptive to students and staff. Loud, intrusive, or distracting behavior will not be permitted.

### 9.5 Administrative Approval

9.5.1 All therapy schedules, locations, and providers must be pre-approved by the HCP teacher, and if the teacher deems necessary, the HCP board. HCP reserves the right to modify or revoke approval if services interfere with classroom operations or the learning environment.

9.6 HCP Staff Role

9.6.1 HCP staff will not provide therapy or implement therapy plans unless specifically agreed upon in writing. Staff will continue to focus on classroom instruction and activities.

**10.0 Remind App/Emergency Information**

10.1 The Teacher/Aide will immediately call 911 in the event of an emergency (e.g., fire, a police event, EMS request, etc.).

10.2 Remind App

10.2.1 The Remind App will be used for all communication with parents/guardians, including emergency information, school closings, the need to pick up a sick child, and schedules for special events, parties, or field trips.

10.2.2 Parents/guardians are asked to authorize the use of the Remind App when completing the registration forms. If the Preschool is canceled, parents/guardians will be notified by cell via the Remind App. Note: if the use of the Remind App is rejected, communication between the Teacher and parents/guardians will be severely impacted and emergency information will not be received.

10.2.3 Instructions for setting up the Remind App will be provided by the Teacher.

**11.0 Eligibility/Removal**

11.1 HCP welcomes children of any gender, race, color, religion, national or ethnic origin.

11.2 Children enrolled in the Sprouts class must be at least 3 years old by September 1 and fully potty trained (see 11.9).

11.3 Children enrolled in the Pre-K class must be at least 4 years old by September 1 and fully potty trained (see 11.9).

11.4 Enrollment in Preschool requires a level of emotional and developmental readiness. Children must be able to:

11.4.1 Follow classroom directions

11.4.2 Respond when their name is called

11.4.3 Remain in the classroom

11.4.4 Separate from parents/guardians without ongoing distress

The Teacher may provide reference materials to assist parents/guardians in determining readiness prior to enrollment.

- 11.5 If, after the start of a semester, the Teacher determines that a child is not developmentally or emotionally ready to participate in the program, parents/guardians will be notified. This determination will typically be made within the first several weeks of the semester. If removal is necessary, the child will be withdrawn from the program for the remainder of the semester, as HCP does not have staffing resources to provide individualized support beyond the scope of the program.
- 11.6 In accordance with HCP's Christian beliefs, children will be referred to and treated as human beings created by God and by their biological sex at birth. Parent/guardian requests that conflict with these beliefs will result in removal of the child from the program.
- 11.7 HCP reserves the right to dismiss a child due to persistent disruptive behavior, combative behavior, failure to follow directions, inappropriate behavior by a parent/guardian, or health concerns that place other children at risk. This action will only be taken after reasonable efforts to resolve the issue have been made with the parents/guardians, and the teacher and Preschool Board.

If a child is removed, refunds will be issued for remaining full months of the semester if tuition was paid in advance. No refunds will be provided for the month of removal or any prior months.

Parents/guardians may request the Session to review a dismissal action. The decision by Session is final.

- 11.8 HCP reserves the right to dismiss a child for nonpayment of tuition if a mutually agreeable solution cannot be reached.
- 11.9 For purposes of enrollment, "potty trained" means the child is fully independent in the bathroom. This includes:
  - 11.9.1 Using the toilet without assistance
  - 11.9.2 Managing clothing independently
  - 11.9.3 Wiping independently
  - 11.9.4 Washing and drying hands independently
  - 11.9.5 Using the bathroom with the door closed

HCP staff does not provide routine assistance with toileting, wiping, or clothing.

Occasional accidents may occur and are considered developmentally normal. However, frequent accidents or a pattern of needing assistance may indicate that a

child is not yet ready for the program.

Limited assistance with difficult fasteners (such as buttons or snaps) may be provided on an occasional basis only, provided the child is otherwise fully independent in the bathroom.

## **12.0 Registration**

12.1 Registrations for the next school year are accepted starting in late January/early February, with the classes filled in the following order:

12.1.1 Sprouts class – siblings of students enrolled in the Sprouts or Pre-K classes the current school year; then children/grandchildren/friends of church members and siblings of former students; then the order that other registrations are received.

12.1.2 Pre-K class – current Sprouts students; then children/grandchildren/friends of church members and siblings of former students; then the order that other registrations are received.

12.2 The registration forms are located in the preschool tab of the Hanover Church website ([hanoverepc.com](http://hanoverepc.com)). Registration requires completion of the forms and payment of a non-refundable registration fee of \$35 and non-refundable tuition for May, the last month of the school year (\$90 for Sprouts; \$125 for Pre-K). If more than one sibling from the same immediate family is registered for the year, only a single registration fee is required, but the May tuition must be paid for each child at the time of registration. The steps for registering and making payments by check, money order, or credit card are described in Section 13.0. Cash payments are not accepted.

12.3 The classrooms are filled on a first come, first-served basis in the order described in paragraph 12.1. As the number of students for a class approaches capacity, those who register and pay with a credit card on-line could have an advantage in securing a slot because the payment is logged at the time it is made, regardless the hour of the day, whereas registration by hard copy and/or payment by check or money order are not logged until the day/time they are physically received and opened. Note that the method of payment (check, money order, or credit card) can be changed at any time. For example, payment by credit card at the time of registration can be changed to check or money order in other months as desired.

12.4 Once a classroom is filled, subsequent students are placed on a waiting list. The waiting list is prioritized based on the order that the registration forms and registration fee are received. For those placed on the waiting list, only the registration fee, not the May tuition, is required. If the May tuition had already been paid, it will be held in the event a slot opens. If a slot does not open, it will

be returned. The registration fee is also refunded if a slot does not open.

- 12.5 If a slot opens, the parents/guardians for the first child on the waiting list will be notified. The parents/guardians will have 24 hours from the time of notification to accept or reject the opening. If accepted, the parents/guardians will have another 24 hours to provide the May (non-refundable) tuition or make acceptable arrangements for the payment. If acceptance of the opening is not received within 24 hours, or the May tuition or acceptable arrangements for payment are not received within 24 hours after accepting the opening, the child will be moved to the bottom of the list and the parents/guardians of the next child on the list will be offered the slot.

### **13.0 Tuition**

- 13.1 Tuition is established by determining the total amount of money needed to teach a child for an entire school year. That amount is divided into 9 equal payments for convenience, with one payment due each month of the school year. As a result, the same amount is due for each month regardless of the number of teaching days or holidays or snow days in the month - there is no correlation between the number of school days in a given month and the tuition that is due for that month.
- 13.2 The amount of tuition is \$90/month for Sprouts and \$125/month for Pre-K.
- 13.3 The last month's tuition (May) is due at registration. Payment for September and all subsequent months through and including April are due on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> of the month falls on a weekend, payment is due the first Monday following the 5<sup>th</sup> for the Pre-K class or the first Tuesday following the 5<sup>th</sup> for the Sprouts class.
- 13.4 Payments can be made on the HCP website by credit card, or a check or money order can be placed in the tuition box outside the entry door, or mailed to the Preschool (Hanover Presbyterian Church, 2462 State Route 18, Clinton, PA 15026; Attention: Church Treasurer). Cash payments are not accepted.
- 13.5 Checks or money orders must be payable to Hanover Church Preschool. In the event a check is returned for NSF, the parents/guardians are subject to a **\$30.00** returned check fee and a \$10.00 late fee. Checks will not be accepted from parents/guardians who have two NSF returns. Only a credit card or money order are acceptable.
- 13.6 When paying by credit card, the card companies charge a processing fee for each transaction, which is absorbed by the payee. The fees charged by all cards except American Express are 2.9% of the transaction plus an additional 30 cents. Charges by American Express are higher, at 3.7% of the transaction plus an additional 30 cents.

## 13.7 Discounts

### 13.7.1 Discount for multiple siblings from same family who pay tuition monthly

- a. Parents/guardians with more than one child attending the program will pay the full monthly tuition for the first child and be given a 10% discount for each additional sibling enrolled during the same year. The discount is applied to the lower tuition.

Example: If two children attend and one child is in the Sprouts class and the other is in Pre-K, the discount applies to the child in the Sprouts class.

### 13.7.2 Discount for advance payment of semester or entire year (one or more siblings from the same family)

- a. Parents/guardians paying for an entire semester or the entire year in advance will receive a 10% discount. When more than one child from the same family attends, the discount applies to each child (unlike the discount for monthly payments that exclude one child).
- b. The fall semester consists of four months (September, October, November, and December). The four months must be paid by Sept 5 to receive the discount.
- c. The spring semester consists of four months (January, February, March, and April). May will have been paid at the time of registration. The four months must be paid by January 5 to receive the discount.
- d. The entire year consists of eight months (September through April). May will have been paid at the time of registration. The eight months must be paid by September 5 to receive the discount.

## 13.8 The costs for paying by check/money order or credit card are shown in the tables below.

| <b>SPROUTS</b>   | <b>Check or<br/>Money Order</b> | <b>Credit card<br/>(except Am Exp)<br/>2.9% + \$ 0.30</b> | <b>American Express<br/>3.7% + \$0.30</b> |
|--|---------------------------------|---|---|
| <b>Registration</b> - Registration Fee (\$35) and May (\$90), both paid at time of registration <sup>1</sup> | \$ 125.00                       | \$ 128.93   | \$ 129.93                                 |
| <b>Monthly Tuition</b>   |                                 |   |   |
| - First or only child from a family <sup>2</sup>   | \$ 90.00                        | \$ 92.91  | \$ 93.63                                  |
| - Each additional child from same family <sup>2</sup>  | \$ 81.00                        | \$ 83.65  | \$ 84.30                                  |
| <b>Tuition by Semester or Year (10% discount)</b><br>after registration fee/May paid                         |                                 |   |   |
| - Fall Semester (Sept, Oct, Nov, Dec) <sup>3</sup>   | \$ 324.00                       | \$ 333.70   | \$ 336.29                                 |
| - Spring Semester (Jan, Feb, March, April) <sup>3</sup>  | \$ 324.00                       | \$ 333.70   | \$ 336.29                                 |
| - Full year (8 months) <sup>4</sup>  | \$ 648.00                       | \$ 667.09   | \$ 672.28                                 |

| <b>PRE-K</b>  | <b>Check or<br/>Money Order</b> | <b>Credit card<br/>(except Am Exp)<br/>2.9% + \$ 0.30</b> | <b>American Express<br/>3.7% + \$0.30</b> |
|---|---------------------------------|---|---|
| <b>Registration</b> - Registration Fee (\$35) and May (\$125), both paid at time of registration <sup>1</sup> | \$ 160.00                       | \$ 164.94   | \$ 166.22                                 |
| <b>Monthly Tuition</b>  |                                 |   |   |
| - First or only child from a family <sup>2</sup>  | \$ 125.00                       | \$ 128.93   | \$ 129.93                                 |
| - Each additional child from same family <sup>2</sup>   | \$ 112.50                       | \$ 116.06   | \$ 116.96                                 |
| <b>Tuition by Semester or Year (10% discount)</b><br>after registration/May paid                              |                                 |   |   |
| - Fall Semester (Sept, Oct, Nov, Dec) <sup>3</sup>  | \$ 450.00                       | \$ 463.35   | \$ 466.95                                 |
| - Spring Semester (Jan, Feb, March, April) <sup>3</sup>   | \$ 450.00                       | \$ 463.35   | \$ 466.95                                 |
| - Full year (8 months) <sup>4</sup>   | \$ 900.00                       | \$ 926.40   | \$ 933.60                                 |

<sup>1</sup>If more than one child from the same family is registered at the same time, only one registration fee (\$35) is required, but the May tuition is required for all the children.

<sup>2</sup>If more than one child from the same family attends and the payments are made monthly, one child pays the full tuition, and each additional child receives a 10% discount. If one child is in the Sprouts class and one is in Pre-K, the discount is applied to the child in the Sprouts class.

<sup>3</sup>Semester discounts are only accepted if all 4 months are paid in advance. For families with multiple children attending, the 10% semester discount applies to each child. If a student begins mid-term (e.g., October or February), payment must be made at the monthly cost with no discount.

<sup>4</sup>Full year discounts only apply if all 8 months are paid in advance. For families with multiple children attending, the 10% discount applies to each child. If a student begins mid-term (e.g., October), a full-year discount is not available, but a discount for the spring semester is available if all 4 months are paid in advance.

- 13.9 If a student withdraws during a school term, a written notification must be sent to the Teacher as soon as possible. Rebates of the unused portion of advance tuition that was paid, in full or in part, are at the sole discretion of the Board.
- 13.10 Refunds are not available for days missed, whether due to absences or school closures resulting from inclement weather or other reasons sanctioned by the Board.
- 13.11 HCP requires timely payment of tuition to operate successfully. The Church Treasurer will acknowledge receipt of payment by issuing a payment receipt by email (copy below). If the parents/guardians do not have access to email, receipt will be acknowledged by placing a paper copy of the receipt in a sealed envelope for the Teacher to provide to the parents/guardians.

| <b>HANOVER CHURCH PRESCHOOL</b>  |            |             |            |             |      |             |
|--|------------|-------------|------------|-------------|------|-------------|
| 2462 State Route 18  |            |             |            |             |      |             |
| Clinton, PA 15026  |            |             |            |             |      |             |
| 724-899-2911   |            |             |            |             |      |             |
| <b>Student:</b>  |            |             |            |             |      |             |
| Name of Student  |            |             |            |             |      |             |
| Class  |            |             |            |             |      |             |
| School Year xxxx   | Amount Due | Amount Paid | Check/MO # | Credit Card | Date | Balance Due |
| September  |            |             |            |             |      |             |
| October  |            |             |            |             |      |             |
| November   |            |             |            |             |      |             |
| December   |            |             |            |             |      |             |
| January  |            |             |            |             |      |             |
| February   |            |             |            |             |      |             |
| March  |            |             |            |             |      |             |
| April  |            |             |            |             |      |             |
| May  |            |             |            |             |      |             |
| <p>Tuition payments are due on the 5th of each month. If the 5th of the month falls on a weekend, payment is due the first day of class following the 5th. All check or money order payments may be placed in the tuition box or mailed to the preschool to the attention of the Church Treasurer.</p> <p>PLEASE PAY BY CREDIT CARD, CHECK, OR MONEY ORDER. CASH PAYMENTS ARE NOT ALLOWED.</p> <p>If payment is not received by the due date, a \$10 late fee will be assessed.</p> <p>Please contact Kim McDougal (church treasurer) for any questions concerning your payments.<br/>Email - mcdougalkim0@gmail.com</p> |            |             |            |             |      |             |

- 13.12 If payment is not received by the 5<sup>th</sup> of each month (or the Monday or Tuesday following the 5<sup>th</sup> as described in 13.4), a \$10 late fee will be immediately assessed and the parents/guardians notified.

- 13.13 If payment is not received within 10 days after the due date, the matter will be turned over to the HCP Finance Committee to meet with the parents/guardians. If an arrangement for payment that is agreeable to both parties cannot be established, the child will be dismissed from school and further action may be taken against the parents/guardians.
- 13.14 If there is a chronic problem with late payments, the matter will be turned over to the Finance Committee for a follow up meeting to develop a payment schedule that is agreeable to both parties.
- 13.15 If payments for a child in the Sprouts class are not resolved by the end of the school year, the child is not eligible to return for the Pre-K class.
- 13.16 If payments for a child in either class are not resolved by the end of the school year, any sibling(s) registered for the next school year will be removed from the approved student list.
- 13.17 HCP reserves the right to raise the tuition, if necessary, to maintain the school. At least two months' notice will be provided if there is a tuition increase.

#### **14.0 Communication/Parent Meetings/Photo Authorization**

- 14.1 Remind App (see Section 10.0) is used for all routine communication with parents/guardians. In addition, parties and special events, together with sign-up sheets, will be posted outside the door for review during dropping off/picking up the children.
- 14.2 New Parent Orientation Meeting and Preschool Materials – A meeting to orient new parents or guardians to the program is held 1 to 2 weeks prior to the start of the school year. Prior to the meeting, the Preschool Handbook, schedule of key dates, and other applicable information will be available on the website or if requested, can be provided through email. Hard copies of the Handbook will be passed out during the meeting. Parents/guardians of current students are welcome to attend the orientation, but it is designed to introduce the parents/guardians of new students to the program. Parents/guardians of current and new students will be notified of the date and time of the meeting in advance.
- 14.3 New Student Orientation – An orientation for new students is held the day before the first day of class: Monday afternoon for Sprouts (first day is the following Tuesday) and Friday for Pre-K (first day is the following Monday). Specific dates will be provided in advance.
- 14.4 Parent/Teacher Conferences – Parent/Teacher conferences are scheduled for each class, as needed. Specific dates will be provided in advance. Appointments with the Teacher can also be made at any time to discuss issues of concern.

NOTE: The Teacher will assess each child's capability to function and flourish in the HCP program, which is designed for group learning and group activities. If a child requires constant one-on-one attention throughout the school day, the entire class, including the student, is at a disadvantage. In this case, the Teacher will meet with the parents/guardians to discuss alternative programs to our preschool.

- 14.5 Communication with Teacher Outside of School Hours – It is recognized that there are times that a parent or guardian must contact the teacher to discuss specific issues with a child. The Teacher is available for such discussions, but parents/guardians must also respect the Teacher's personal time. Contact hours are posted on the Remind App. Calls or texts received after the stated hours will be returned within 24 hours.
- 14.6 Private Facebook Page – HCP maintains a private Facebook page as another means of communication. For the safety of the children, the Facebook page is a closed/private group for HCP and Preschool families only. On the registration form, you are required to indicate whether you authorize the use of your child's photo on the Facebook page.

NOTE: Children's names are NOT included with the photos on the Facebook page. Also, **please do not post pictures or names of other classmates on social media, unless you have received permission from the parents/guardians.**

- 14.7 Classroom Bulletin Board – HCP will maintain a bulletin board to display classroom work and events, including photos of the children doing activities. On the registration form, you are required to indicate whether you authorize the use of your child's photo on the bulletin board.

NOTE: Children's first names MAY be associated with photos on the bulletin board.

- 14.8 Preschool Pal Program – Hanover Church has a program to pray for children in the Pre-K class. On the registration form, if the parents/guardians approve, the child's first name and initial of last name will be presented to the congregation one time during the school year, asking for prayers for the child. A book for the child will be signed by the congregation together with words of encouragement and placed in the child's backpack. Preschool Pal volunteers will also be invited to occasionally come to the school to read to all the children.

## 15.0 Clothing/Backpack/Outdoor Time

- 15.1 Children should wear comfortable, weather appropriate clothing. Weather-permitting, the children go outside every day, so it is important that they are properly dressed (e.g., coats, gloves, etc. during cooler days). If the children are not properly dressed, outside activities cannot be held. To make certain that proper clothing is available, parents/guardians are required to provide one set of

warm weather clothes (coat, hat, and gloves), which will be kept at the Preschool during the colder months (temperatures below 45°F).

- 15.2 If it is preferred that a child not go outside on a given day, the parents/guardians must notify the Teacher that day, and arrange to pick up the child early so the other children can go outside.
- 15.3 Mark all outer clothing with your child's name.
- 15.4 Articles of clothing including shoes with lettering, wording, or drawings that might be even slightly suggestive, derogatory, in bad taste, or do not conform to the standards of a Christian environment are not permitted.
- 15.5 It is recommended that your child bring a full-sized backpack to take home papers.
- 15.6 It is requested that one change of clothes be maintained at the school for your child. If any of the clothing is used, the soiled clothes will be provided to the parents/guardians at the end of the day, and the clothing is to be replaced the next school day.

## **16.0 Field Trips**

- 16.1 Parents or guardians will be notified of field trips in advance. Some field trips may require a small fee for those attending with the student. The name of the field trip and any details will be posted outside the front door for review while dropping off/picking up the children.
- 16.2 School will not be held on field trip days.
- 16.3 Parents/guardians must provide transportation for their child to the designated field trip. Parents/guardians must stay with their child during the field trip. Car-pooling is encouraged.

## **17.0 Parties**

- 17.1 Parent Liaison – Coordination of parties is described in the paragraphs below. To improve the efficiency of planning, coordination, and communication, attempts will be made to select a “Parent Liaison” for each class at the beginning of the year. The Parent Liaison will serve as a single contact through which all communication between the Teacher/Aide and the respective party planners will be made. If a Parent Liaison is not selected for the year, one parent/guardian from each party will be asked to serve as the liaison for the specific party.
- 17.2 Parties are led by the parents/guardians. All parents/guardians are encouraged to participate in at least one party during the school year. This can be done in

groups of 2 or 3, but one parent for each party must be identified to coordinate the event with the Parent Liaison and the Teacher/Aide. The parents/guardians are asked to meet and plan the entire 2 hours of class time, which includes story, songs, craft, snack, and games, and conduct the party. Other parents/guardians not signed up will receive a party sheet to assist with supplies. Party days are 9:00 to 11:00 for both classes. The name of the party and sign-up sheets will be posted outside the front door for review when dropping off/picking up the children.

- ~~17.3~~ Scheduled parties are: Fall Festival, Thankful Celebration (parents/grandparents join the children for Chapel and lunch/snack), Christmas, Valentine’s Day, Easter, and year end. The Teacher may schedule additional parties.

## **18.0 Water Bottles**

- 18.1 All students are required to come to school with spill-proof water bottles every day to eliminate repeated trips to the water fountain. Mark the bottle and cap with your child’s name.

## **19.0 School Pictures**

- 19.1 School pictures are taken in the fall and spring.
- 19.2 Parents/guardians will be notified in advance when the pictures will be taken.

## **20.0 Programs and Worship Service**

- 20.1 Programs – Open House, Christmas and Graduation programs will be held at the Preschool. Dates and times will be provided in advance.
- 20.2 Worship Service – The children will be invited to participate in worship service a minimum of one time during the school year. This is in addition to any programs in 21.1 that are held during worship.

## **21.0 Donations**

- 21.1 Donations of school supplies are always appreciated but are not an expectation.
- 21.2 Supplies that are also of benefit include, but are not limited to: copying paper, hand sanitizer, Clorox wipes, wet ones, tissues, glue pens/sticks, and tape.
- 21.3 An Amazon “wish list” of supplies needed at the beginning of the school year is created and is available upon request.

## 22.0 Discipline

### 22.1 Policy:

22.1.1 No child will be embarrassed, humiliated or in any way treated in a negative manner.

22.1.2 No corporal punishment will be used.

22.1.3 No child will be physically restrained, other than held on the lap of a Teacher or Aide or have their hands held. No foreign object will be used (tie, belt, etc.). NOTE: It may be necessary to restrain the child if the Teacher determines that the child's behavior is posing a safety concern to himself/herself or to other students but refuses to stop, or the child attempts to run away from church grounds and refuses to comply with the Teacher's directions to return.

22.1.4 Disciplinary responsibilities will be handled by Hanover Church Preschool staff, or the Board, if necessary, but not by volunteers or other parents/guardians. If a disciplinary action is discussed at a Board meeting, Board members with children attending the Preschool will be excused from the discussions.

22.2 If a child does not complete his/her work when given ample time to do so, it will be sent home as homework to complete and return the next school day.

22.3 If a child misbehaves:

22.3.1 Discipline will be related to the misbehavior.

22.3.2 Colored sticks and time out:

- a. When breaking the class rules one time, a yellow stick is given to the child to hold as a reminder to "slow down" or to not repeat the behavior. A yellow slip may be sent home if the child receives multiple yellow sticks. When a slip is sent home, a copy is filed.
- b. A red stick is given to the child to hold if he/she breaks the same or similar rule two or more times. A red stick means they need to immediately stop and sit in time-out for 1-3 minutes. A red slip will be sent home to briefly state why and when the child was in time out. When a slip is sent home, a copy is filed.

22.3.3 Alternate means of intervention: Depending on the specific situation and child, alternate means of intervention may be initiated such as:

- a. Redirection – changing the activity or removing a toy or other classroom materials.
- b. Separation – being separated from a friend or group that is causing a distraction.
- c. Sensory Stimulation – use of weighted lap dolls, fidget items, or squishy balls.
- d. Calming Corner – take a quiet break, look at a book, listen to music or a book.

22.3.4 If the child continues to receive red sticks and misbehave, a meeting will be set up with the parents/guardian to meet with the Teacher and a board member to discuss a solution. HCP will work together with the parents/guardians and the students to find the best solution to meet the child’s needs to the extent possible, with the recognition that there is only one Teacher and Aide in the classroom and many other students need attention.

22.3.5 If the behavior continues after the parents/guardians have established a plan, the child will be removed from the program.

22.4 Unacceptable behavior includes:

22.4.1 Biting – A child will not be permitted to remain in the program if he/she continues to bite another child.

22.4.2 Inappropriate touching

22.4.3 Temper tantrums

22.4.4 Disruptive classroom behavior (e.g., running while instruction is underway)

22.4.5 Hitting

22.4.6 Throwing objects

22.4.7 Name calling

22.4.8 Foul language

22.4.9 Disrespect to adults and other children

22.4.10 Disregard for the Teacher/Aide’s authority

22.4.11 Running away during outdoor activities

22.4.12 Parents/guardians that cause disruptions such as swearing, yelling at a Teacher/Aide or other families, disparaging remarks about the Teacher/Aide to other parents/guardians, or inappropriate social media posts.

NOTE: If a child hits (another student, Teacher or Aide), an injury occurs due to a child's behavior, or for other behavior the Teacher deems to be harmful, parents/guardians will be called immediately to pick up their child. Behavior that is harmful to the child or to other students, Teacher, or Aide will not be tolerated.

### **23.0 Remote Learning**

- 23.1 As determined by the teacher, when remote learning is needed for a child, it will be provided as follows:
- 23.2 All materials and lessons will be posted on Google Classroom on a weekly basis for printing at home. The "remind message" provides the requirements for set up and obtaining a password for the classroom. Alternatively, if requested, paper copies can be provided.

### **24.0 Covid-19/Infectious Diseases**

- 24.1 A separate Covid-19/Infectious Disease Health Plan (H&S Plan) has been developed to address the steps to be taken during such events.
- 24.2 The H&S plan is only in effect when activated by the Hanover Church Preschool Board.
- 24.3 Parents/guardians will be advised when the H&S plan is activated. When activated, copies will be provided to each family, and it will also be posted on the website.
- 24.4 In the event of a conflict between the requirements of the H&S Plan and this Handbook, the provisions of the H&S plan prevail.