Zion Preschool 39 Paradise Street, PO Box 277 Turbotville, PA 17772 570-649-5195

**Zion Preschool Polices**

You have enrolled your child in a Christian/Academic preschool. This program is provided by Zion Lutheran Church’s Christian Education Department as a social ministry.

1. Classes:

* Classes will be held Tuesday, Wednesday and Thursday from 9:00am to 11:30am.
* The first class will be on the Tuesday following Labor Day. The last class and graduation will be held on the Thursday preceding Memorial Day.
	+ Holiday vacations will follow the Warrior Run School schedule.
* Children must be age 4 by September 1st and plan to be enrolled in kindergarten the following year.
* Children turning age 3 by September 1st will be admitted after August 1st, if openings exist.
* Your child must be toilet trained (no pull-ups) prior to attending school.

2. Tuition:

* The fee of $90.00 will be collected by the teacher on the first school day of each month.
* If paying by cash, please put the money in an envelope with your child’s name on it.
* Make checks payable to Zion Lutheran Church.

3. Inclement Weather Policy:

* Classes will be cancelled if Warrior Run School District is operating on a delayed opening or closed completely due to snow and/or ice.
	+ You will not receive a phone call.
* The teacher reserves the right to cancel if weather is too bad regardless of Warrior Run School District’s decision.
	+ You will receive a phone call from the teacher.
* Inclement weather days will be rescheduled according to the Warrior Run School District.
* When Warrior Run School district is on a two-hour delay we will open at 10:05 am and dismiss at 12:00 pm.
* You can find the listing of school closing/delay on **WNEP.com website.**

4. Sick Policy:

* Children can not be brought to preschool if the following conditions exist:
	+ A fever of 100 degrees or more within in the last 24 hours
	+ Vomiting or diarrhea within the last 12 hours
	+ Rash
		- unexplained or verified contagious
	+ Conjunctivitis (“pink eye”)
	+ Severe cough or cold with production of mucous
* This is to protect the other children and to allow your child to recuperate.
* Please notify the teacher or Zion’s office of the illness and absence.
* We will provide your child with the materials that were missed during their absence

5. Behavioral Policy:

* If your child is exhibiting inappropriate behavior or dangerous behaviors you will be notified.
* We will identify the problems and work with you on a plan to eliminate these behaviors.
* If after a plan is in place - - the problem worsens or continues over time - - your child may be terminated from the preschool.
* Every effort will be made to secure help for your child or programming that would be more beneficial to their specific need.

6. Withdrawal Policy:

* Zion Preschool provides a school year programming of 9 months.
* When registration is made to our program a 9 month commitment both financial and attendance is made.
* If for any reason there is a need to withdraw a child, payment must continue to support the program financially until the date of actual withdrawal.

7. Special Events:

* Snacks
	+ Snacks will be provided by each child on a rotating basis.
	+ The child scheduled must also provide milk, juice or water.
	+ If a special snack is required this will be indicated in your monthly schedule.
	+ You will be informed of any food allergies.
* Birthdays
	+ A child celebrating a birthday will be responsible for snack closest to their birthday.
	+ If a parent wishes to provide party items they are welcome.
* Show & Tell
	+ Children will have scheduled times throughout the year to bring in items to share with the class.
	+ These are the only times a child should bring personal items to school.
* Field Trips
	+ Field trips will be scheduled throughout the school year.
	+ Field trip costs for one student and one adult are included in your tuition.
	+ On field trip days, the class will meet at that specific location.
	+ Children will wear their Zion Preschool t-shirt on all trips.
* Grandparent Brunch
	+ We will host a Grandparent Brunch in March.
	+ Grandparents, parents and siblings are invited.
	+ Your child will be making gifts and performing a program.
* Graduation
	+ A graduation ceremony and reception will be held on the Thursday evening prior to Memorial Day.

8. Pick up & Drop off:

* Children should be brought to the preschool room and picked up there.
* They should never be left outside the church or another part of the church.
* If there is a change as to who will be picking up your child on a particular day, please let us know at drop off or by phone.

9. Monthly Schedule:

* This will let you know what will take place on any given day.
* You will know how to dress your child, what to send in, who provides snack, etc.
* This schedule will be given to you monthly prior to the month involved.
* The schedule is also available on the church’s website under the preschool link.

10. Photo Opportunities:

* Photos will be taken and displayed on the preschool and church bulletin boards, at Watsontown Rehab, field trip locations, church website and preschool facebook page (Zion Preschool-Turbotville).
* Photos will also be taken and used for various crafts and gifts that they will bring home.
* A photo release must be signed for each child.
* An opportunity is given to purchase professional school photos from a contracted photographer.

11. Please:

* If you or your child have a question about anything contact Jennifer Woland, Teacher; Tuesday-Thursday or Cathy Kelley, Church Secretary; Monday-Friday.

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