



# **PENN CHRISTIAN ACADEMY**

Preschool Student Handbook  
2008

**PRESCHOOL/KINDERGARTEN**  
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Dear Preschool-K Families,

A warm welcome to **YOU!**

We are thrilled that you have enrolled in Penn Christian Academy's Preschool Program.

We look forward to partnering with you in the process of educating your child.

To help you better understand the many  
**policies**  
**procedures**  
**activities**  
**and**  
**responsibilities**

you will encounter this year,  
we have written this **Parent Handbook**.  
Please consult the **Index** for easy reference.

May God richly bless you as you join with  
us in the exciting adventure of  
**PRESCHOOL CHRISTIAN EDUCATION**

**Penn Christian Academy Preschool is accredited by Association of Christian Schools International. Though religiously exempt from licensure, we strive to self-regulate to the Pennsylvania state regulations for early education programs.**

**In Christian Service,  
The PCA Preschool & K  
Administration, Faculty, and Staff**

## PRESCHOOL STUDENT HANDBOOK

### PENN CHRISTIAN ACADEMY'S PRESCHOOL MISSION STATEMENT

Penn Christian Academy provides a solid academic foundation, builds character to enrich society, and encourages a personal relationship with the Lord Jesus Christ.

### THE LEARNING PLAN

At Penn Christian Academy, the learning plan is built on the fundamental truth that each child is a valuable individual who possesses unique gifts and learning styles. Students enrolled in P.C.A.'s Preschool and Kindergarten programs, build positive relationships with classmates and teachers. Together they explore nature, science, arts and crafts, music, drama, physical exercise, language skills, reading, writing, mathematics, and God's Word. With a high degree of sensitivity to each child's learning readiness, teachers encourage each student's progress.

There are many aspects of God's world. The following curricula are introduced age-appropriately, developmentally, and often thematically with great attention given to the readiness of each child.

- **MUSIC/DRAMA** enjoys a place in the daily diet of auditory and role-playing fun.
- **BIBLE** stories profile Godly themes of sharing and caring.
- **LANGUAGE ARTS** affords opportunities for oral and self-expression.
- **SCIENCE** explores God's wonders in His world.
- **MOVEMENT EDUCATION** encourages whole body responses and small-muscle challenges.
- **MATHEMATICS** teaches orderliness to the developing child.
- **ARTS AND CRAFTS** allows every child a sense of completion and satisfaction with every creative endeavor.
- **HEALTH AND SAFETY** prepares students to make wise choices and to appreciate the world God has made.
- **SOCIAL STUDIES** enables students to discover their immediate community and learn how their decisions impact their friends.

We believe students learn best in a variety of settings such as interest areas, learning centers, large group, small group, and one-to-one settings. Parents, peers, and upper school students are welcomed into the classroom.

"The Goal of Our Instruction is LOVE from a pure heart and good conscience and a sincere faith." I Timothy 1:5

### FAMILY LIFE VALUES STATEMENT

The early childhood department of PENN CHRISTIAN ACADEMY views the education of its students as a partnership with each family. In establishing a Biblical world-view and developing skills to last a lifetime and character to last for eternity for both our students and family members, we hold the following truths to be foundational to the educational process. All Bible verses are quoted from the *New International Version*.

\* Our academic program educates the whole child (academically, spiritually, socially, emotionally, and physically) based upon the Word of God, which is the full and final authority on all matters on which it speaks. We accept **all** of the Bible as true and integrate all of its content into our teaching.

2 Timothy 3:16-17 - *All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.*

\* We teach that God created all of mankind through Adam and Eve, who were created with equal value in the image of God. Each individual is uniquely created, valued, and loved by God. Life from conception is sacred. Respect for one another stems from this knowledge.

Genesis 1:27 - *God created man in his own image, in the image of God he created him; male and female he created them.*

Psalm 139:14 - *I praise you for I am fearfully and wonderfully made; your works are wonderful, I know that full well.*

Psalm 139:13 – *For you created my inmost being; you knit me together in my mother's womb.*

Ephesians 5:21 – *Submit to one another out of reverence for Christ.*

\* We believe in the sanctity of marriage between one man and one woman. The family as God intended is the union of a husband and a wife who are committed to each other and their vows and mutually submit to one another and their Creator.

Genesis 2: 24 – *For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh.*

\* We honor the parenting roles taught in scripture and believe that parents (or parent as may be in a single-parent home) are responsible for training, instructing, and disciplining their children. Parents are the primary role models and teachers in their children's lives, showing love, respect, and honor to their children.

Ephesians 6:4 – *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.*

Deuteronomy 6:6-7 – *These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.*

\* We purposefully work with parents to form a close-knit partnership dedicated to building strong children and strong families by teaching God's truth in an ever-changing society. Through a Christ centered curriculum and Godly instruction, students will be equipped with a love for others and the skills and knowledge for life and eternity.

Proverbs 22:6 – *Train a child in the way he should go, and when he is old he will not turn from it.*

## ADMISSIONS

Penn Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and /or ethnic origin, in administration of its educational policies, admissions policies, scholarships, athletic, and other school-administered programs.

### Admissions criteria for Students:

The child must be of age for each class section unless approved by the early childhood administrator. Age requirements are 3 years old by September 1 for entering the 3 year old program, 4 years old by September 1 for entering the 4 year old program, and 5 years old by September 1 for the kindergarten program.

The child must demonstrate in our classrooms the ability to:

- Leave parents and join a group of children
- Participate in group activities
- Obey teacher directives
- Focus appropriately on a task
- Take care of personal bathroom functions without assistance (No Pull-Ups)

Failure to accomplish any of these criteria jeopardizes the child's enrollment.

## APPLICATION PROCEDURES

To qualify for enrollment in P.C.A.'s Preschool/Kindergarten program, the following criteria must be met:

- I. Schedule a tour
- II. Carefully read and be in full agreement with:
  - a. Tuition and Fees Schedule
  - b. Parents as Partners Agreement
  - c. Acknowledge Statement of Faith and Family Life Values Statement
- III. Complete the following forms:
  - a. Application
  - b. Confidential Student Profile
- IV. Enclose the following with each enrolling child's application and student profile:
  - a. Copy of the birth certificate
  - b. Copy of immunization records
  - c. Copy of a recent doctor's physical
  - d. Copy of any records from prior school
  - e. Check or money order to cover the appropriate fees
- V. Upon the receipt of your complete forms, families with a child enrolling in our kindergarten program will be contacted to schedule a date for kindergarten screening. The early Childhood Administrator has the final authority of placement of all students in Penn Christian Academy's Preschool and Kindergarten Programs.

## BIRTHDAYS

### **Book Club**

On your child's birthday your preschooler may donate a book to the classroom or the Preschool Library. Please see your child's teacher for suggestions. Kindergarten families may donate a book to the classroom library or the Media Center. See your child's teacher or the librarian to make arrangements. A special Birthday Book Club plate will be placed in front of the book with your child's name and birth date. Your child's teacher will read the book to the class first and then it will be placed permanently in the designated P.C.A. Library to commemorate your child's birthday.

### **Parties**

Celebrating birthdays is an important part of classroom activities. To keep the birthday celebrations within the framework of our program, we request the following guidelines be honored by parents:

1. Date of party is to be approved by the teacher
2. Party time is assigned by the teacher
3. Party food may be cupcakes and juice or a special snack
4. **We cannot accommodate party entertainers during these celebrations**
5. Party invitations will only be distributed from the classroom if the whole class is invited (Otherwise please send through the mail)

### CALENDAR

In August you will receive the yearly school calendar. Please retain for frequent reference.

Changes in the calendar for school activities will be regularly communicated through your child's weekly classroom newsletter and The Perspective, the all-school newsletter.

### CHANGE OF ADDRESS

Your child's teacher and school office must be made aware of any change of address or change in telephone number. This is for both home and work and for those listed on your authorization forms in case of emergencies.

### CHILD ABUSE

PCA is required to report any suspected child abuse to ChildLine as mandated by Child Protective Services. PCA administration will contact ChildLine if abuse is observed or suspected.

### CHURCHES

Penn Christian Academy values interaction with local church leaders. The opportunity for the Christian Preschool and local churches to work in combination to teach Christian principles and reinforce Christian values is greatly appreciated. We encourage all our Preschool families to worship together weekly in a Bible-believing church.

### DISCIPLINE IN PRESCHOOL/KINDERGARTEN

Discipline is the guided process whereby we nurture (instruct and train) the children to evidence Christ-like maturity. This training of children is further defined and regulated by established rules of conduct predicated upon Biblical principles. Responsibility and authority for discipline comes from God through the instruction of His Word. God commits to parents the training of the children. When parents place a child at Penn Christian Academy, they transfer that responsibility for training during the school hours to the teacher and school staff who stand in loco parentis (in place of the parent). Home, school, and church must work together in the training of the children. There should be as much consistency as possible between the discipline of the school and home. Discipline will always be handled by the responsible person in charge of the activity (i.e. classroom teacher; playground supervisor, etc.)

Discipline at Penn Christian Academy has the following objectives in mind:

1. Train children in patterns that are in conformity to Biblical principles enabling students to make a contribution to their classroom, home, church, and community
2. Develop and maintain an optimum learning environment
3. Correct behavior that may adversely impact the learning environment

The first step is the establishment of developmentally appropriate guidelines that clearly express behavioral expectations. These guidelines, also known as "rules of the game", are posted in each classroom and reiterated by the teachers throughout the day. Secondly, a positive discipline plan is implemented in each classroom, rewarding appropriate behavior. Examples of rewards are verbal praise, extra time for favored activities, stickers, etc.

When a guideline or directive is not followed, it is restated one-on-one with the child to assess the level of understanding. If after careful explanation the child continues with inappropriate behavior, the parent or guardian will be contacted and informed of the situation through a Parent Communication (referred to as a P.C.), which is to be signed and returned the next school day. If the behavior continues, a conference between the parent and the classroom teacher will be required.

In fostering a "Peaceful, Loving, and Kind" environment, the following procedures are enforced when a child endangers him/herself or others (hitting and pushing) and/or directions are not followed to the point of non-participation with the class and/or a disruption to the class.

First occurrence - A time out is given and a P.C. is sent home. The early childhood administrator will also speak with the child.

Second occurrence - Same as above plus the child is removed from the classroom for a short time.

Third occurrence - Same as above plus a phone conference with the teacher.

Fourth occurrence – A conference with the administrator, involved teachers, and parent(s) to set up future terms.

Additional action may be necessary at any step of this process.

In summary:

1. Guidelines are established.
2. Appropriate behavior is rewarded
3. Understanding is assessed.
4. Restatement of directive is given.
5. A "time out" is given for inappropriate behavior.
6. Parent is contacted for continued inappropriate behavior.

\* At Penn Christian Academy "time out" is an opportunity for a child to sit down and to think about what they have just done, recall the appropriate response, and purpose to do it. A "time out" requires the child to sit in a chair for three (3) - five (5) minutes, able to see and hear everything that is happening around them, remaining in full view of the teacher.

P.C.'s are used to communicate various items to parents. These forms are to be signed and returned the next school day. Parents should keep the yellow copy and return the white copy to school in the child's folder.

### **PROBATION POLICY**

Probation is administered at the discretion of the Early Childhood Administrator in light of circumstances and fact. Probation by definition is to be a time of testing or trial of behavior.

A probation contract will be instituted which will involve (1) Goal setting, (2) Time limits (3) Methods and (4) Consequences. This contract will define the problem and state the goals of adjusted behavior within a prescribed period of time, indicating the appropriate means to achieve the goal as well as consequences.

Failure to meet the probation contract would result in permanent dismissal or suspension.

### **SUSPENSION**

Suspension (1-3days) of a student may result from the violation of a probation contract, and/or if a child evidences disregard of established school and/or class rules. This may be manifested through words, actions, attitudes or behavior inappropriate in a Preschool setting. Suspension may occur without any previous steps if warranted by the severity of the behavior.

Suspension is a mode of discipline whereby the student is not to attend classes for a specified number of days. Repeated inappropriate behavior after a suspension will result in a permanent dismissal from the Preschool.

### **Permanent Dismissal of a Student**

A student may be dismissed from Penn Christian Academy's Preschool/Kindergarten Program for any of the following conditions:

- The student's behavior after a probation contract or suspension remain inappropriate for our preschool and kindergarten setting
- The student's learning needs are of such a nature that the traditional classroom setting offered is not sufficient to meet the variety and scope of the student's needs
- The student's behavior consistently causes disruption of the learning environment such that classmates are deprived of equal share of the teacher's time and attention
- The psychological or academic testing indicates that placement at Penn Christian Academy is inappropriate

- The parents fail to cooperate with the procedures and policies as outlined by the Preschool/Kindergarten Administration.

The scenario for dismissal due to behavior will be as follows:

1. The student will have displayed behavior that indicates inappropriate placement at Penn Christian Academy.
2. The teacher has communicated to the student the inappropriate behavior and the behavior expected.
3. The teacher has communicated the student's behavior to the parent, again communicating the behavior that is appropriate.
4. The teacher has talked with the parent concerning the student's behavior.
5. The teacher has communicated the student's behavior to the Early Childhood Administrator.
6. If misbehavior continues, the School's Head will be informed and strategy to be taken will be laid out for the best solution.
7. If inappropriate behavior continues, Penn Christian Academy reserves the right to suspend and/or dismiss the student from the Preschool Program.
8. Procedures 1 through 7 will be bypassed if the student's behavior is deemed by the the Early Childhood Administration to be extraordinary and dangerous to the offending child and/or to others.

### CLASSROOM TIMES

**Preschool classes begin at 8:20 A.M.** Before this time, teachers are in meetings each morning. If your child's teacher is not in the classroom, thank you for waiting in the hallway until the teacher arrives. Before school care (ESC) is available from 7:00-8:20 A.M. for preschool students. **Preschool students should be to the classroom by 8:45 in order to prepare and settle for the morning circle time.** Preschool students arriving after 8:45 are considered tardy for the day. **If arriving after 9:00 A.M., please stop in the office before taking your child to the classroom.**

**Kindergarten classes begin at 8:20 A.M.** Before this time, teachers are in meetings or on duty each morning. Kindergarten students arriving between 7:55-8:20 A.M. are to proceed **directly** to morning recess in the back of the school or the cafeteria during inclement weather **without stopping at the classroom.** During inclement weather, children report to the cafeteria for morning recess. At 8:20, as a class, the students will go to their lockers and unpack for the day. This teaches the children independence and responsibility. **Please do not take your child to his/her locker before the start of the school day.** Thank you for saying your goodbyes in the breezeway area. Morning ESC is available for kindergarten students from 7:00-7:55 A.M.

**TARDY:** The kindergarten day starts promptly at 8:20, and any student arriving after 8:30 A.M. will be marked as tardy. **If arriving after 9:00 A.M., please stop in the office before taking your child to the classroom.**

**Half-day dismissal is at 11:15 A.M.** Please obtain an early dismissal slip from the office if picking up your child earlier than 11:15.

For the 11:15 dismissal for three-year old students, the class usually will be on the playground. During inclement weather, students may be either in the preschool gym or in the classroom.

For the 11:15 dismissal for four-year old students, please pick-up your child from the classroom and sign him/her out for the day.

For the 11:15 dismissal for kindergarten students, please pick-up your child from the breezeway and sign him/her out for the day.

**Preschool full-day dismissal is at 3:10 P.M.** Please obtain an early dismissal slip if picking up your child earlier than 3:00. After 3:00 P.M., students may be signed out directly from the classroom.

**Kindergarten full-day dismissal is at 3:10 P.M.** Please obtain an early dismissal slip if picking up your child before 3:10. The end of the day is an important part of the educational process. Please do not enter the classroom until the teacher dismisses for the day. At that time, please sign out your child. It is requested that parents not arrive in the hallway sooner than 10 minutes before dismissal time in order to not distract the students.

At 3:30 P.M., preschool and kindergarten students not picked up will be signed into ESC and the daily fee will be applied.

## **SCHOOL CLOSING/EARLY DISMISSAL FOR SNOW OR INCLEMENT WEATHER**

Snow days are determined by the Norristown School District. Our snow number is 304 and can be heard on local radio stations such as KYW. When Montgomery County "304" is announced, please listen for special instructions.

If 304 is closing early in the school day, P.C.A. is closing early. As soon as the early closing number (304) is announced, you are to arrange for your child to be picked up promptly. Kindergarten bus students' families must listen for the dismissal number of the district in which they reside. Buses will be sent to P.C.A. according to each district's closing time.

If 304 is delayed opening 1 hour, P.C.A. will open officially at 9:30 A.M. The school will not be open nor will faculty or staff receive students in grades Preschool to 8 before the official opening time. There will be no A.M. ESC when school opening is delayed.

If 304 is delayed opening 2 hours, all half-day classes of Preschool and Kindergarten classes are canceled.

If 304 is delayed opening 2 hours, all full-day classes will meet and school will open officially at 10:30 A.M. The school will not be open nor will faculty or staff receive students in grades Preschool to 8 before the official opening time.

If it is announced that 304 is closed, Penn Christian Academy will be closed, regardless what your individual school district decides to do.

## **EMERGENCIES**

**All enrolled students must have an Emergency card on file with up-to-date telephone numbers or employment and contacts.**

If emergency medical care is needed for a child, the parent will be contacted as soon as practical in the best interest of the child. If you cannot be reached, we will record in writing the reason emergency care was required and the attempts made to inform the parent

In the event that your child must be taken to a local hospital, you will be directed to that hospital. A staff person will accompany a child to a source of emergency care and will remain with the child until the parent assumes responsibility for the child's care.

In the event that your child must be dismissed early because of illness or injury, you or your designated driver are to report immediately to school and report first to the office to receive an Early Dismissal Card, then proceed to your child's classroom.

Allergies, what causes them and how to respond to them, must be identified with specific instructions for the staff.

The parent shall update in writing emergency contact information once in a 6-month period or as soon as there is a change in the information. Following review, a parent shall attest to the accuracy of information by affixing a dated signature to the record. Please report any changes immediately.

## **EXTENDED SUPERVISORY CARE (ESC)**

As a service to our preschool and kindergarten families, Penn Christian Academy offers both morning (A.M.) and afternoon (P.M.) Extended Supervised Care (ESC) for all children. This service is designed to accommodate families not able to utilize the bus service of the various school districts or who may need childcare after school hours due to their work schedule.

Our morning hours are 7:00 - 8:20 A.M. for preschool students. **All 3 and 4 year olds arriving prior to 8:20 a.m. will be directed to our E.S.C. room. K students may attend morning ESC from 7:00 –7:55 A.M. and then participate in morning recess.**

The Penn Christian Academy Preschool day ends promptly at 3:10 P.M. The afternoon Extended Care hours are from 3:30 P.M. - 6:00 P.M.

- All preschool children who are not picked up by 3:30 P.M. will be placed in our ESC program.

- Kindergarten pre-signed up for ESC will go to the ESC line at 3:10. Kindergarten car-line students will be signed in to ESC at 3:30.
- **You will be charged an ESC fee for occasions when your child remains at school after 3:30 P.M.**

**Evening ESC ends promptly at 6:00 P.M. and per minute fees will be charge after that time.** Thank you for being on time picking up your child(ren). ☺

**ESC is designed to be a prepaid service.** Please pay for your days in advance and also inform your child's teacher in advance of days when your child will be attending ESC. On rare occasions and emergencies, ESC may be used and paid for at the end of the day or the next school day.

### **FIELD TRIPS**

Penn Christian Academy's Preschool - K students go on field trips. We invite you to become an active participant in our field trips. Please dress your child appropriately on these special days. Our field trips extend the learning that has been introduced in the classroom. Please contact the teacher if your child will not attend a field trip. A signed parent permission slip and all required fees must be given to your child's teacher on or before the field trip. Parents who choose not to send their child on a scheduled trip must find other accommodations for the child. Students may not attend school when the class is away on a trip.

### **HEALTH ASSESSMENT**

An age-appropriate health assessment shall be conducted according to the recommended schedule for routine health supervision as referenced in the most current edition of the American Academy of Pediatrics Guidelines for Health Supervision.

### **HYGIENE**

Students' hands are to be washed when first entering the classroom. Please have your child wash his or her hands in the bathroom or class sink upon arrival.

### **ILLNESS**

PCA will inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health.

### **INCIDENTAL EXPENSES**

During the school year, families can anticipate additional expenses for field trips, special days, missions giving, and various small fund-raisers.

### **KINDERGARTEN UNIFORM**

Boys and Girls can wear white or light blue long or short sleeved polo shirt. Navy shorts or long pants. Girls can also wear navy jumper, skirt and/or skort. Gym attire is navy t-shirt or sweatshirt, navy shorts or sweatpants.

### **KINDERGARTEN PROGRESS REPORTS**

Children enrolled in the Preschool and Kindergarten Programs are evaluated formally at the conclusion of each semester. This formal "**Progress Report**" identifies specific areas of the child's progress relative to the physical, emotional-social, cognitive, and spiritual components of the program.

### LENDING LIBRARY

A parent lending library of devotionals and parenting books is available in the West wing across from the coffee table as well as a preschool lending library. Families are invited to borrow books by signing the card located in the back pocket of each book. Please stamp the card and the book and place the card in the collection box.

Three Preschool books may be taken out at a time for a period of one week. Parental books may be kept out for three weeks.

When finished with the books, please return them to the drop off bin next to the lending library.

### LOST LIBRARY BOOKS

The replacement cost for any book lost or damaged will be assessed.

### LUNCH

We do provide a limited hot lunch program for students. Each day of the week there is a regular menu of a selected hot entree available to students. A listing of the day-to-day rotating menu and charge for lunch, milk, snacks, ice cream may be picked up in the main office. Lunch menus are sent home monthly. **Please refer to the lunch menu when planning on ordering lunch to ensure that you child likes the entrée for the day. Milk, cereal, fruit, and snacks may all be purchased separately.**

Preschool/K lunch items are purchased with “tickets”. Students should not have money at school. You may purchase tickets from the Office or by order form.

Students may also carry a bag lunch to school.

Microwaving of student’s lunches is not permitted.

**Lunches must be ordered by 9:00 A.M.** If your child arrives late, be sure to pack a lunch.

If a child does not have a lunch, milk and cereal will be provided and payment requested the next day.

### MESSAGES AND DELIVERIES

**Written messages to the child's teacher are the best form of communication.** Please place all written communication in your child's folder to assure delivery. In case of emergencies, calls to the office can be made. The secretaries will place the message in the teacher's mailbox. Please call well before school is dismissed. Parents delivering lunches or clothing must report to the Main Office.

### MORNING COFFEE

Complimentary coffee and sweets are provided in the West wing for all PCA parents every Monday and Friday. Feel free to take any literature that is available at this table. Our desire is to provide a gathering place where relationships can develop and spirits be uplifted. Have a “Marvelous Monday” and a “Fabulous Friday”!

### OFFICE LOCATIONS

The Main Office, the Sr. Administration, and the Early Childhood Administration offices are located in the lower south wing. The Business and Development offices are in the east wing. When entering the building, please report directly to the Main Office for a visitor's badge.

The offices are open from 8:00 A.M. to 4:00 P.M. during days when school is in session. The telephone number is 610-279-6628 and the fax number is 610-279-1956.

## PARENT ACCESS

A parent of a child at PCA shall be permitted free access, without prior notice, throughout the facility whenever children are in care, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the facility. Opportunity will be provided for parents to participate in the facility's program.

## PARENT PARTICIPATION

Parent involvement is vital to our program! Opportunities are presented for participation in learning centers, field trips, cooking projects, special theme days, evening programs, and read aloud days. Preschool and kindergarten parents are invited to share talents, hobbies, collections, etc. with our classes. At different times during the year, parents will also be given the opportunities to attend special parent education programs.

Parents not available during the school day can help by preparing activities, gathering supplies, sewing, building or organizing special projects at home. Check with your child's teacher to see how you can be involved

Parent Network, P.C.A.'s parent group, meets monthly. All parents are encouraged to attend.

## PARKING

Students in kindergarten may be dropped off either in the front of the building at the mailbox or in the back of the building in the drop-off lane from 7:55-8:20 A.M. when teachers are on duty.

Preschool students may be dropped off in the front of the building at the mailbox from 8:20-8:35 A.M. A sign will be in the front window showing when the drop off is open. A teacher's assistant will help your child out of the car and to his/her classroom.

If you are walking your child to the classroom, park your car in the side parking lot and enter the building through the back breezeway doors. Be mindful of students in the parking lot and please respect and reserve the handicapped spaces for those who have a handicapped sticker. **Do not park in the front of the building.**

Parents of **preschoolers** please walk all the way to your child's classroom and hand your child directly to the teacher. Preschool students arriving before 8:20 will be signed in to ESC and a fee assessed. **Kindergarten** students are to be walked into the building after 8:20. Please say your good-byes in the breezeway area and quickly send your child to his/her classroom. Any students arriving after 9:00 A.M. are to stop at the office before proceeding to the classroom.

During inclement weather and when the gate is open, parking for dropping off and picking up of students is allowed inside the gated area.

Please drive carefully at all times when entering/exiting the school. The speed limit in our driveway/parking area is 5 m.p.h. We greatly appreciate your help and cooperation in all of these matters. ☺

## PERSONAL PROPERTY

Please mark **EVERYTHING** that comes to school: lunch boxes, lunch bags, clothing, books, etc. with your child's **first and last name**.

## PERSONAL STUDENT NEEDS

Your child will need a book bag to carry home important papers and art projects. We also suggest serviceable clothing and sturdy shoes with rubber or crepe soles. Flip-flops, sandals, clogs, and work boot type shoes are hazards in school. **All students should have a complete change of clothes available including underwear/socks.**

Your child should always have a hat and mittens to wear with his/her jacket or coat during cold weather.

## POSTING ANNOUNCEMENTS

A communication bulletin board is located in the west wing over the parent coffee table. All postings must be approved by the Early Childhood Administrator **before** being posted.

## RELEASING STUDENTS TO ANOTHER PERSON

A child shall be released only to the child's parent or to an individual designated in writing by the enrolling parent. In an emergency, a child may be released to an individual upon the oral designation of the parent, if the identity of the individual can be verified by a staff person.

## SECURE LOCKED SCHOOL ENVIRONMENT

At no time are students permitted to open locked outside doors for anyone. Any person, whether parent or visitor, must be admitted by way of the main office. All doors are locked while school is in session.

## SHOW AND TELL

An important part of our preschool language arts activities is Show and Share. Through Show and Share, a teacher can enrich a child's learning in the following ways:

1. Enhancing a child's self image
2. Allowing a child creative verbal expression
3. Allowing a child to share feelings and experience with others
4. Encouraging acquisition of better speech patterns
5. Stimulating vocabulary expansion
6. Allowing a child to contribute new information to the class
7. Giving a child an opportunity to test his ability to communicate to a group

Your child's teacher will schedule your child's Show and Share day, and outline the topics chosen for each week. Please supervise your child's choice. Only one item should be brought at a time. No guns or weapons, please. Our teachers request that your child refrain from bringing in any toys on unscheduled days. Kindly do not send to school expensive items or objects of sentimental value as they may be returned in a condition that would cause you distress.

## SNACK SUGGESTIONS

At P.C.A., we desire to teach beneficial dietary habits. Also, some students react adversely to certain food groups. Therefore, it is in the best interests of all our students to serve all-natural snacks. Snacks with artificial ingredients will be returned home. The exceptions to this rule are birthday parties.

**PLEASE NOTE:** Since children seldom finish a normal size birthday cupcake, we have available tea-cake tins (small cupcake pans). We encourage you to borrow these tins to make your child's birthday cakes. Just ask your child's teacher - she will be happy to loan them to you!

Parents are to provide a nutritious snack for the whole class on your child's assigned day. Teachers send home a snack schedule each month. Please provide a snack and beverage that include two different food groups such as crackers, cheese, and juice or pretzels, raisins, and milk. More suggestions are listed below.

Apples  
Bananas  
Fruit Salad  
Grapes (Seedless preferably)  
Oranges  
Raisins  
Tangerines  
Dried Fruits  
Fruit and Nut Mix  
Carrot Sticks  
Pumpkin Seeds  
Celery Sticks

Cheese Slices  
Popcorn  
Peanut butter on crackers  
Cornbread  
Zucchini Bread  
Pumpkin Bread  
Pretzels  
Homemade cookies and breads

JUICES  
Apple Juice  
100% Juicy Juice  
Orange JUICE  
Grape JUICE  
Milk  
Lemonade  
Cranapple  
Any 100% Juice -  
(not fruit juice drink)

## SPECIAL PROGRAMS

Your attendance is requested at the following programs. New events may be scheduled as well. Watch the newsletters for updates!

Back-to-School Night/Parent Orientation – Held every August for parents to meet their child’s teacher and learn about the classroom procedures and curriculum.

Open House – Held the day before school starts for children to meet their teachers and become familiar with the classroom.

Early Childhood Picnic – Held on a Friday night in September as a “Get to know you” time for families.

Christmas Decoration Night – Annual family event focusing on decorating the classrooms in honor of Jesus’ birthday.

Parent-Teacher Conferences – Twice a year, parents are provided with progress reports in which we seek to communicate your child’s growth and development, strengths and weaknesses, and suitability for promotion to the next level of instruction. Twice a year conferences are held. We encourage both mother and father to attend this conference.

International Night – Held the last Friday in February as the culminating activity of International Month.

Sing and Celebrate Graduation Program – A special program for the Preschool parents and students to celebrate their achievements.

Kindergarten Graduation – A special evening to celebrate our Kindergarten students.

## STUDENT SERVICES

Preschool students are eligible for select student services through the Montgomery County Intermediate Unit and through private practitioners such as Hearing Specialists and Educational Psychologists. All inquires for preschool students must be initiated by the parents directly to the Intermediate Unit at 610-539-8550. Kindergarten services are also available and are referred through the school.

### **TO OUR PRESCHOOL PARENTS:**

Although your child is currently enrolled in our Preschool and Kindergarten Program, there is a learning plan for your child available to you in our Academy, grades 1 to 8. Stop by the Early Childhood Administrator's office or the Enrollment office to discuss this exciting potential. Also, the location of, and our affiliation with area Christian high schools makes it quite possible that your child can be assured of a **CHRISTIAN EDUCATION** from Preschool through Grade 12!

But before you have to make future decisions, we want to provide to you this year a quality early learning program for your child that hopefully will be a happy beginning to a lifetime of learning.

## ADMISSIONS TO PENN CHRISTIAN ACADEMY **Grades 1 to 8**

In 1980, the founding school board members of Penn Christian Academy, Grades 1 through 8, established an Admissions Policy for the Academy.

Penn Christian Academy has a program that is distinctively Christian in basis and approach.

It is required that a least one of the parents must be Christian and be involved with the prospective student(s) in a local church. A pastoral reference is required. In every case, the family must show a positive desire to support the spiritual and academic programs of the Academy. The Admissions Committee will request that your desire to become a part of P.C.A. is in keeping with the purposes of the Academy.

Early Acceptance into the Academy may be granted to families enrolled in kindergarten who express a true desire to have their children in a Christian school setting for the elementary years and meet the above mentioned requirements. Acceptance into the Academy allows a family to apply for financial assistance with tuition.