

# Parent Handbook for Camp Hill United Methodist Preschool

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## Camp Hill United Methodist Preschool Mission Statement

Camp Hill United Methodist Preschool is designed to foster a joy of learning by providing a wide range of enriching activities in a safe, nurturing Christian environment.

## **Camp Hill United Methodist Preschool**

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417 S. 22<sup>nd</sup> St, Camp Hill, PA 17011

(717)737-0262

jstoner@camphillumc.org

Dear Parents,

Welcome to CHUM Preschool. We are looking forward to spending a year of discovery and joy with your child. We will spend the year playing, sharing and making new friends. Your child will have opportunities to experience art, music, math, science and language arts in an atmosphere of Christian love and acceptance.

We encourage parents to become involved with our school by joining the CHUM Preschool Association. The Preschool Association supports the teachers and the program with several activities and events throughout the school year.

Anytime throughout the school year that you have questions or concerns, please call or email the office. I am also available most mornings in the preschool office. It is understood that though we try our best, things come up that need attention. Please let me know if there is something about which you are concerned.

Sincerely,

*Jen Stoner*

It is the philosophy of this preschool that early childhood should be a time of fun, warmth, security, exploration and discovery. Preschool children are creative and receptive; this program strives to nurture and encourage these qualities in its students.

Our preschool provides an atmosphere that encourages the social, emotional, physical and intellectual growth and development of each child as a whole.

Planned within the framework of our philosophy, our curriculum includes but is not limited to sharing and conversation time; stories, songs, finger plays; creative expression through drama; crafts; small and large motor skills; games; food preparation; science and nature activities; exposure to colors, shapes, numbers and letters; introduction to the seasons of the year; and the celebration of birthdays and holidays. Consideration is always given to the age of the children and the developmental appropriateness of each activity. We use the Pennsylvania Learning Standards for Early Childhood published by the Pennsylvania Department of Education as a guide for instruction.

Our goal is to enrich, enhance and nurture the lives of our students while fostering greater independence, self-worth, creativity, and self-confidence...the final result being a happy, well-adjusted child!

Enrollment at CHUM Preschool is open to children from 18 months to five years of age.

Parents can apply for enrollment of their child in CHUM Preschool by completing the Registration Form and paying the \$45 registration fee. Registration begins in January and continues until all spots are filled. Parents must register their child each year. We register students throughout the school year as spots become available. The Registration Fee is non-refundable and when paid prior to June, will hold the child's spot until July 1<sup>st</sup> when the first tuition payment and enrollment forms are due.

Enrollment is contingent upon receipt of the completed enrollment form, first tuition payment or signed automatic withdrawal form and student medical form. CHUM Preschool reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at CHUM Preschool is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of CHUM Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify CHUM Preschool immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

# Camp Hill United Methodist Preschool

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417 S. 22<sup>nd</sup> St, Camp Hill, PA 17011

(717)737-0262

[jstoner@camphillumc.org](mailto:jstoner@camphillumc.org)

**SUBJECT:** Nondiscrimination in Services

**TO:** Parents

**FROM:** Jennifer Stoner      *Jennifer L. Stoner*

Admissions and the provisions of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student or guardian who believes they have been discriminated against may file a complaint of discrimination with any of the following.

Camp Hill United Methodist Preschool  
Jen Stoner, Director  
417 S. 22<sup>nd</sup> St.  
Camp Hill, PA 17011

PA Human Relations Commission  
Harrisburg Regional Office  
333 Market St., 8<sup>th</sup> Floor  
Harrisburg, PA 17101

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

Policy: Tuition 2025-2026

Policy No. 5

Under-Twos and Under-Threes	\$1440 for the year	\$160 per month
Three year olds		
Two days a week	\$1350 for the year	\$150 per month
Three days a week	\$1575 for the year	\$175 per month
Four year olds		
Three days a week	\$1575 for the year	\$175 per month
Four days a week	\$1800 for the year	\$200 per month
Older 4s & 5s		
Four days a week	\$1,800 for the year	\$200 per month
Extended Day Option	\$2790 for the year	\$310 per month

Our preschool is a self-supporting program sponsored by the Camp Hill United Methodist Church. We depend entirely on the tuition paid by our participating families to fulfill our operating budget. Tuition is pro-rated and calculated on a per year basis. You are responsible for tuition as long as your child is registered in our program. If you are planning to withdraw your child from the school, you must let us know by the 15<sup>th</sup> of the month before you plan to leave, or you will be responsible for the next month's tuition. There are NO make-up days due to family vacation, illness, or closings due to emergency situations or inclement weather. No other child may attend in place of your child. If, as a parent, you choose to not bring your child to school during a particular time of the year, unless you withdraw your child from the school, you are responsible for tuition.

For your convenience, you may authorize an automatic payment from your checking account. Tuition will be pulled on the 15<sup>th</sup> of each month starting with August 15<sup>th</sup> and ending on April 15<sup>th</sup>. You may also choose to pay monthly with a check, cash, or Venmo @CHUM-Preschool. The last 4 digits of the phone number for Venmo are 8750. If you choose these methods of payment, the first payment will be due July 1<sup>st</sup> followed by eight payments on the 15<sup>th</sup> of the each month starting with September and ending in April.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at CHUM Preschool. However, if you anticipate difficulty with paying on time, please discuss the matter with the director immediately. Scholarships are available in some cases.

Tuition checks can be made payable to CHUMP and deposited in the black mailbox that is located outside the director's office.



Within CHUM Preschool, confidential and sensitive information will only be shared with employees of CHUM Preschool who “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as CHUM Preschool strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or health related information of anyone associated with CHUM Preschool.

Outside of CHUM Preschool, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of CHUM Preschool are strictly prohibited from discussing anything about another child with you.

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of CHUM Preschool are considered mandated reporters under this law. The employees of CHUM Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at CHUM Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of CHUM Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation.

#### Pre-enrollment Requirements

Each child is required to complete an enrollment packet of information which is mailed to the parents in June. This packet is to be returned to the preschool by July 1<sup>st</sup> (or the child's first day of attendance if starting after September).

#### Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every year or more frequently, if needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the preschool director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases CHUM Preschool from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided CHUM Preschool exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

#### Communicable Disease

CHUM Preschool follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Preschool Director and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no

longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. CHUM Preschool reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the teacher or center director. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the director by email or phone, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. CHUM Preschool will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

### Biting

CHUM Preschool recognizes that biting is a developmentally common behavior for children until the age of 2 ½. Parents with children in the Under-Twos and Under-Threes classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children 3 years and older may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups, who bite 3 times in a school year will have their services

terminated since, the safety of all the children in the program is of the utmost concern of CHUM Preschool.

Parents of the children involved will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of CHUM Preschool cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### Dispensing of Medication

CHUM Preschool will not administer any medication to students. If a student has an asthma inhaler or epinephrine auto injector (Epi-pen) for emergencies, the parent must speak with the classroom teacher and make arrangements for its use.

#### Fire/Emergency Drills

CHUM Preschool conducts fire and emergency/evacuation drills every 60 days each school year. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. All parents or emergency contact persons will be notified of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. It is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

#### Alternate Safe Location

Should the administration of CHUM Preschool or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Hoover Elementary School, 420 S. 24<sup>th</sup> St., Camp Hill. Should we need to evacuate the area, we will take the children to CACCC, The Children's Center, 44 S. 38<sup>th</sup> St., Camp Hill. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of being contacted.

#### Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be put in the child's backpack.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or before drop off the next day the child comes to school.

#### Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

CHUM Preschool requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of CHUM Preschool is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of CHUM Preschool, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

The following actions are not permitted on church property:

1. Cursing or the use of other inappropriate language
2. Threatening of employees, children of other parents or adults associated with CHUM Preschool.
3. Physical or abusive verbal punishment of your child or other children at CHUM Preschool.
4. Parking in handicapped parking unless there is a visible handicapped tag.
5. Driving in excess of the posted speed limit through the parking lot.
6. Smoking
7. Confrontational interactions with employees or other parents or associates of CHUM Preschool.
8. Violating confidentiality policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of CHUM Preschool. Please be particularly mindful of CHUM Preschool entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the church. Holding the door open for the person following you may, in fact be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the director.

## Camp Hill United Methodist Preschool

Policy: Arrival Procedures

Policy No. 10

Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by law to be supervised at all times while in the church facility.

Some children exhibit separation anxiety when it is time for their parent to leave, especially in our Under-Twos and Under-Threes rooms. CHUM Preschool believes it is best for parents to tell the anxious child upon arrival that they will kiss, hug and say goodbye. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of CHUM Preschool are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

If your child is ill, we request that you notify by email or phone message, the teacher or preschool director not only of the absence, but also of the nature of the illness. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. CHUM Preschool will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

### AGENCY’S RIGHT TO REFUSE ADMISSION

CHUM Preschool reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff deems the child too ill to attend.
2. Parents’ failure to maintain accurate, up to date records.
3. Parents’ failure to pay tuition.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.



## Camp Hill United Methodist Preschool

Policy: Pick up Procedures/Late pick-up

Policy No. 11

Parents or other authorized adult are required to be in the hallway outside their child's room by 12:00pm. Once a child has been released to the parent, the parent is then solely responsible for supervising their child while on church premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground unattended.

### Late Pick-up Policy

CHUM Preschool morning hours are 9:30am till 12:00pm. A parent or designated adult must be at the child's classroom door at 12:00pm. If a parent is late for pick-up, a fee of \$10 will be charged and another \$10 if they are later than 12:15pm or (\$20 total). It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time. After 5 late pick-ups, a notice will go home to the parents to make them aware that any late pick-ups going forward will result in dismissal from the program. The cell phone of the classroom teacher will be the clock used to determine the time.

### Emergency/Alternate Pick-up Forms

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick-up their child from CHUM Preschool. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide a valid photo ID when picking up the child if they are not familiar to the staff.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

CHUM Preschool reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## Camp Hill United Methodist Preschool

Policy: School Calendar 2025-2026

Policy No. 12

### 2025-2026 School Calendar

Back to School Night	September 2
Meet Your Teacher Day	September 3 and 4
First Day of School	September 8
Thanksgiving Break	November 26-28
Christmas Break	December 22-January 2
In-Service Days	February 16 and 17
Easter Break	April 2-April 7
Last Day of School	May 15

## Camp Hill United Methodist Preschool

Policy: Emergency and Inclement  
Weather Closing Information

Policy No. 13

In the event of an inclement weather or emergency closing, parents can go to the website ([CHUMPreschool.com](http://CHUMPreschool.com)) and a notice will be posted there.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the preschool. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the preschool need to close for any reason, tuition will not be refunded or reduced. If there are an exceptional number of closures in a year, one or two days may be made up by using the President's Day or Easter vacation days.

## Camp Hill United Methodist Preschool

Policy: Curriculum

Policy No. 14

### Under Twos

The Under-Two class is staffed by a lead teacher and an assistant teacher for the 10 children in the class. Children are supervised at all times with a ratio of one adult to 5 children. We encourage cooperative play and help the children develop appropriate social skills. Most important to this age group is the loving, caring atmosphere that exists in the classroom, fostering the child's self-confidence and independence.

The morning routine involves free play, craft projects, circle time, snack time, large motor skill group activities, music, and story time. Weekly themes revolve around seasonal topics and holiday themes. Children do not have to be toilet-trained to attend the Under Two class. Diapers are changed mid-morning and/or as needed.

Parents are supplied with a monthly calendar of information regarding weekly themes, upcoming events, and notes of importance. An events summation is posted outside the classroom daily. Parents are welcome to contact the lead teacher at any time via email or phone.

Families with children of different ages attending CHUM Preschool are asked to drop off older children first and the youngest child last. This ensures the older children arrive promptly to class to participate in opening circle-time activities. At pick-up time, the youngest child should be retrieved first, before the older, due to the differing dismissal procedures.

### Under Threes

The Under Threes class is staffed by one lead teacher and three assistant teachers for the twenty children. The children are supervised at all times, and our ratio is one adult to 5 children. We encourage cooperative play and help the children develop appropriate social skills. Most important to this age group is the loving, caring atmosphere that exists in the classroom, fostering the child's self-confidence and independence.

The morning routine involves free play, craft projects, circle time, snack time, large motor skill group activities, music, and story time. Weekly themes revolve around seasonal topics and holiday themes, while incorporating concepts such as colors, shapes, alphabet letters, and counting. Children do not have to be toilet-trained to attend the Under Threes class. Diapers are changed mid-morning and/or as needed. Children who are toilet-trained have access to the in-class bathroom at all times. We cooperate with the child's efforts as they are training.

Parents are supplied with a monthly calendar of information regarding weekly themes, upcoming events, and notes of importance. An events summation is posted outside the classroom daily. Parents are welcome to contact lead teachers at any time via email or phone.

Families with children of different ages attending CHUM Preschool are asked to drop off older children first and the youngest child last. This ensures the older children arrive promptly to class to participate in opening circle-time activities. At pick-up time, the youngest child should be retrieved first, before the older, due to the differing dismissal procedures.

### 3 Year Olds

#### Staff to Child Ratio:

2 teachers , 14 children\_

#### Daily Schedule of Activities:

Circle Time – jobs, calendar, weather, flag, songs

Playtime – free play, individual/small group daily projects and activities

Snack – we provide snack

Outside/Large Motor Activity Time – playground, balls, or riding toys (depending upon the weather)

Story time

#### Birthday/Holiday Celebrations:

Children can bring in a birthday treat on their birthday, as long as it complies with our snack policy. We discourage cake/cupcakes. We also celebrate Halloween, Thanksgiving, Christmas, Valentine’s Day, and Easter. For some of these parties, we will post sign-up sheets for treats. Others, we provide the treats.

#### Parent-Teacher Conferences/Communication:

We schedule conferences in the spring. However, parents are always welcome and encouraged to talk with the classroom teacher at any time during the school year if they have a concern. We send home a monthly calendar that contains a wealth of information. We also hang a sign in the hall daily that tells you what we did that day. Teachers also will send reminders via email or the SeeSaw app when necessary.

#### Sample Themes:

Many of our themes throughout the year center around seasons and holidays. They include:

Apples              Leaves

Halloween        Thanksgiving

Fall	Christmas
Farms	Arctic Animals
Snow	Valentine's Day
Dinosaurs	Easter
Spring	Caterpillars/Butterflies

### Potty

Children should be potty trained to enter the 3 year old class. However, we understand that accidents will happen. You are welcome to send your child in a pull-up. We do not have a scheduled time to change them, but certainly will change them if they have a bowel movement. However, if the child is having bowel movements routinely at school, the parents will be contacted and asked to come in to change them.

## 4 Year Olds

Student/Teacher Ratio: 2 teachers/16 students

### Daily Schedule of Activities:

Circle Time – jobs, calendar, weather, flag, songs, discussion of weekly letter and/or theme

Playtime/Center Time – free play, individual/small group activity centers and learning time

Snack – we provide snack and water. We encourage Birthday or Star of the Week treats, but ask that you please follow our snack policy when choosing a snack to send in for the class.

Outside/Large Motor Activity Time – either the playground, balls in the gym, or riding toys in Fellowship Hall (depending upon the weather)

Story time – We end the day with this. It is usually tied into the theme of the week.

### Sample Themes of the Year:

Fall  
 Fire Prevention  
 Thanksgiving  
 Christmas  
 Down on the Farm  
 Winter  
 Countries

Spring  
Math Madness  
Art Month  
Butterflies/Caterpillars

Starting in September, a new alphabet letter will be introduced at the beginning of each week. Throughout the week, writing the letter and learning the sound it makes will be explored. We work on writing both capital and lower case letters. Math concepts such as counting, patterning, sorting, and numeral writing are incorporated into our everyday activities. Also presented will be science and social studies activities. We create an environment that encourages positive social interactions between our students, and we believe that their social/emotional growth is a vital part of kindergarten readiness.

#### Parent/Teacher Conferences and Communication

Teachers are available to speak with you about your child anytime during the school year if you have a question or concern. Our official parent/teacher conferences take place in the spring. Specific concerns about your child's readiness for kindergarten can be discussed in January if you want input as to whether to sign them up for the Older 4s & 5s. Monthly calendars, emails, or the SeeSaw app will contain additional information for the month.

#### Older 4s & 5s

Staff to Child Ratio: 2 teachers /18 children

Classroom Management: All students will be given clear expectations for classroom behavior by discussing how to be safe, kind, and through their job rules. Classroom management will be achieved in many different ways. Some examples are the clapping game, lights off, the freeze game, reward chart, prize bin, the stop light chart, and positive verbal rewards. Our main classroom management tool is the stop light chart. Each student is on green and they need to stay on green in order to get a sticker for that day. After they have gotten 10 stickers they will be able to pick a prize from the prize bin. If we have given them a verbal warning and the misguided behavior continues, they will be moved to yellow. When on yellow, they are not allowed to go get a sticker for that day. If their behavior is still continuing or a more severe behavior occurs,



they will be moved to red. When on red, they do not get a sticker for that day and we will talk with their parents.

Academics Introduced: We will be introducing all subject areas to the students. Our biggest focus will be on reading and writing. We will be reading easy reader books with the students in a large group setting. They will be learning all the letters of our alphabet and their letter sounds. Also introduced will be kid writing, which is where the teachers produce the sounds and the students write the letter they hear. Key words, letter chunks, and sight words will be reviewed to help the students with their kid writing. They will be learning and practicing how to write in both capital and lower case letters. We will be writing numbers, doing patterns, graphing, counting, and learning simple adding during our math time. Different science materials and conducting science experiments will be done as a whole group for our science time. We will be learning about different countries throughout the year, learning about community helpers, practicing good citizenship, and playing with an interactive map for our social studies time. We will have art time both independently and directed in accordance with our themes, holidays, and social studies topics.

Classroom Schedule:

\*Circle: This time will be used to go over jobs, say the pledge, review the weather, complete the date for the calendar and count the straws for each day we have been in school, sing Alphard, and sing Macarena months. Circle time will also consist of a mini lesson and a story that has to do with the theme that week. During circle, we will also go over sight words, key words, and letter chunks that will help us in our kid writing.

\*Bathroom Break

\*Snack

\*Large Motor: When the weather is nice we will play outside. During the winter and bad weather days we will either be in riding toys or the gym.

\*Learning Centers/Free Play: We will put out different centers for the students to work on individually or as group. The activities will be in the area of reading, writing, math, art, social studies, or science. The students who are not working on a center will be doing free play.

\*Quiet Reading Time: They will pick out a book on the bookshelf and look at it or quietly read it to themselves.

\*Circle: We will review what we did for the day. Some days we will read another story related to the theme. I will put stickers on the reward charts for each student who stayed on green the whole day.

**Birthdays/Holiday Celebrations:** We like to celebrate each of the students' birthdays on Wednesdays. Please refer to the snack policy for ideas for birthday snack. Parents will be asked to come in on their child's celebration day at 11:45 and read their favorite book to the class.

Our holiday parties for Halloween, Thanksgiving, Valentine's Day, and Easter will have a sign-up sheet a week before to sign up for food items for the parties. We also have a cookie decorating party for Christmas, and the teachers provide the supplies. On St. Patrick's Day, the teachers will bring in a green treat and drink for the students.

We have two programs that all the 4 year old classes put on for all the parents. One is the Christmas program which is held before Christmas break. After the program there will be a reception. The other program is the end of the year program which is held at the end of the school year.

**Parent/Teacher Conferences:** During the month of February we will be assessing all of the students. Each parent will have the option to choose either a phone, email, or in person conference.

There will be a sign-up sheet for different times on the days I will be doing either telephone or in person conferences about 2 weeks before the conferences are held.

Conferences will take place the last week in February.

**Parent/Teacher Communication:** Each month we will be providing a calendar with important dates and the themes for each week. We will send out a newsletter every other month with kid writing and sight words information, and with important dates and information as well. Phone numbers and email addresses of both teachers will be provided on the calendar. Please do not hesitate to call or email us if you have any questions or concerns.

## Camp Hill United Methodist Preschool

Policy: Discipline

Policy No. 15

Acceptable behavior is encouraged daily by giving positive verbal rewards. This encourages a child's good feeling about his behavior and serves as an example to the other children to act in such a way as to receive this praise.

When a child does not cooperate, particularly in a group situation, he/she will be reminded of acceptable behavior and given the chance to adjust their behavior. Children will be redirected to another activity whenever possible. Removal from the group for a short period is the next tactic used for a child who continually demonstrates unacceptable behavior. This time out is not a punishment, but rather a time when a child can calm down and think about the appropriate behavior for the particular situation.

Corporal punishment is NEVER an acceptable method of dealing with children at our preschool. Abusive verbal punishment is also never used. Children will not be made fun of, yelled at, ridiculed, or taunted.

If unacceptable behavior persists, we will discuss ways we can work together to encourage acceptable behavior. If the child's behavior is harming other students, removal from the program is a possibility. Deliberate aggressive behavior will not be tolerated and parents may be contacted to pick up their child if this occurs. We will make every effort to support the child in developing the skills and strategies needed to manage their behavior, but not at the expense of the safety and well-being of the other children in the class. Exclusion will only be considered when necessary and will be accompanied by efforts to address the underlying issues and support the child's long-term success.

## Camp Hill United Methodist Preschool

Policy: Dress Code

Policy No. 16

### Clothing

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are required to have one seasonably and size appropriate complete change of clothing in their backpack at all times. A complete change of clothing includes: shirt, pants, underwear and socks. All clothing items must be clearly labeled with the child's name. This includes coats, hats, gloves and scarves. CHUM Preschool is not responsible for lost or damaged items of clothing.

### Jewelry/Accessories

Children are not permitted to wear jewelry of any kind with the exception of small posts earrings. Jewelry can be a safety hazard for your child as well as the other children enrolled in the program. In addition, CHUM Preschool will not be responsible for lost or stolen valuables.

Hair beads, barrettes, bobby pins, etc. can also be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the other children attending CHUM Preschool.

## Camp Hill United Methodist Preschool

Policy: CHUM Preschool Association/Parent Involvement

Policy No. 17

As a family member of a child attending the preschool, we encourage you to get involved with our Preschool Association. The CHUM Preschool Association is similar to a PTO in an elementary school. We are a group of parent volunteers that plan various activities throughout the year. Meetings are only one day per month and last for about 1 hour. They begin at 9:45am. The room number for the meetings and activities will be posted when they are confirmed.

Our goal is to have a representative from each class to help with activities and attend meetings. Even if you can only attend 2 or 3 meetings, we would love to have you join us. Children are welcome at the meetings.

Thank You in advance for your time and commitment to making this a wonderful school year! If you have any further questions, email [chumpreschoolassociation@gmail.com](mailto:chumpreschoolassociation@gmail.com) or contact one of the CHUM Preschool Association members.

The following is a list of some of the activities that the committee plans:

- Fall school pictures
- Vision and Speech screenings
- Thanksgiving Food Drive
- Christmas Giving Tree
- Teacher Appreciation Breakfast
- Teacher Birthdays – celebrated with homemade goodies
- Hands-On-Week – In January, the chapel will be turned into a mini community for the kids to explore.
- End-of-year Events – ice cream days for each class, Mr. Music, and special gifts for the teachers
- Online Auction - This is our school's biggest fundraising activity. The money raised makes it possible to do the above events and also buy items the preschool needs. (In turn this helps to keep our tuition as low as possible).
- Fun Fair –This is a Friday night of fun for the whole family – games, food, crafts and prizes. Needless to say, to be successful, it takes many, many volunteers.

## Camp Hill United Methodist Preschool

Policy: Snack/Birthday Treats

Policy No. 18

Snack is provided by CHUM Preschool. Snack time is a special part of the day for our students. At this time we are teaching the children sharing, consideration, concern for others and independence. Please remember, this is a snack and not a meal. Each student will receive a serving of the designated school snack and will be allowed a second serving if they request it. If there is a birthday treat, the treat will be given in lieu of the designated snacks. Water is given along with the snack.

### NUT FREE

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, CHUM Preschool prohibits nuts and/or foods containing nut products on the property, and/or at CHUM Preschool sponsored events. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath, or touching nut oil residue left on a countertop, not only from consuming nuts or nut products.

### Birthday Treats

At Preschool, we know how important and special your child's birthday is! We love to celebrate your child's birthday in school and do allow birthday treats to be brought into the classroom to share. However, in response to many years of teaching experience, and in order to maintain a safe environment for our students with allergies or sensitivities, here are the guidelines that we ask you to follow when choosing your child's birthday treat:

1. CHUM Preschool is a Nut-Free school. We are committed to not offering any foods that contain nuts; including peanuts, tree nuts and peanut butter.
2. Please do NOT send in cake or cupcakes. This type of snack is very often wasted and is enormously messy to clean up.
3. Please do not send in any type of treat or candy which may be a choking hazard to our students.
4. If your treat requires utensils, please provide those for the class.

We do encourage nutritious snacks. Please refrain from bringing in sweet snacks, other than for birthdays. Your suggestions can be directed to your child's teacher or Preschool Director.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) on the student medical form.

CHUM Preschool never uses food as a punishment. Children will never be denied participation in snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's school bag to be enjoyed at home.

### Lunch Bunch Program

On Wednesdays and Thursdays starting in October, we offer a Lunch Bunch Program for our 3, 4 and Older 4s&5s students. Sign-up sheets and pay envelopes will be available outside the director's office. Write your child's name on the sheet for the day you would like your child to attend and include a cell number. Payment is due at the time you sign up. Please write your child's name and the dates(s) he/she will be attending on the front of the envelope and drop payment in the black mailbox outside the preschool office. If writing a check you do not need to put the check in an envelope. You can also Venmo payments @CHUM-Preschool (the last 4 digits of the phone number are 8750). Sign-up is on a first-come, first-served basis.

The cost for Lunch Bunch is \$15.00. Money must be paid at the time you sign up. We reserve the right to cancel Lunch Bunch when we do not have at least five children registered.

Children participating in lunch bunch should bring a lunch and a drink in a clearly marked lunch bag or lunch box. We have a "no nut" policy for our preschool so please pack your child's lunch accordingly.

Pick-up time for Lunch Bunch is 2:00pm. Children will be in Room 106.

Once you have signed up for the day, no money will be refunded. A credit will be issued in case of illness or cancellation due to bad weather.

If there is an emergency while your child is a Lunch Bunch and you need to contact the teachers, please call the church office: 717-737-5631.

## Camp Hill United Methodist Preschool

Policy: Preschool Contact Information

Policy No. 19

CHUM Preschool is located at:

417 S. 22<sup>nd</sup> St  
Camp Hill, PA 17011

Preschool Office Phone:

(717) 737-0262

Hours of Operation

9:30am till 12:00pm

Church Office Phone:

(717) 737-5631

Lunch Bunch Phone:

(717) 737-5631

Preschool email:

[jstoner@camphillumc.org](mailto:jstoner@camphillumc.org)