

2019-2020 School Year Handbook

**U.C.C. GREENAWALDS
NURSERY SCHOOL**



*45 Years
Of
Caring & Sharing!*

**U.C.C. Greenawalds
Nursery School**

2325 Albright Avenue
Allentown, PA 18104
610-435-5467

uccgns.org

UCC GREENAWALDS NURSERY SCHOOL
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PURPOSE:

- To provide a warm, nurturing environment that encourages the development of the "whole child."

PROGRAM:

- Children will develop social relationships with peers as well as adults.
- Children will develop a sense of security and trust outside the home.
- Children will learn to use their senses and discover many basic skills while working with a variety of materials.
- Children will develop self-control while learning to follow directions.
- Children will be exposed to the creative arts: music, dance, drama, poetry, painting, drawing, and cooking.
- Children will be involved in physical activity to develop motor skills.
- Children will celebrate the holidays with special activities and parties.
- Children will be exposed to preschool language arts, science, math and social studies as part of a planned curriculum.
- Children will learn health habits and safety rules.
- Children will learn more about themselves and their world.

STAFF:

- The coordinator is responsible for the administration and the daily operation of the Nursery School.
- The teachers are responsible for implementing the curriculum in the classroom.
- The following are the certifications and the qualifications required of all staff members:
 1. A Criminal Record Check/PA Child Abuse History Clearance and FBI fingerprinting.
 2. CPR/First Aid Certification

ENROLLMENT:

- Registration Fee is \$50.00 per child, per year.
 - * This non-refundable registration fee assures your child a space in class.
- Children must reach their appropriate birthday by December 31st of the year they will be attending. For Pre-K, children must turn 4 before October 1st of that year.
- All families have an equal opportunity to enroll children of any race, color or creed.
- Enrollment is based on a first-come, first-serve basis.
- We recommend that all children enrolled in the UCC Greenawalds Nursery School are toilet trained.

TUITION FOR THE SCHOOL YEAR:

- *1st payment is \$235.00 (which includes the \$50.00 supplies fee)
- *2nd - 9th payments are \$185.00
- *A 10% discount will be offered for each additional sibling.
- Payments are due on the first of each month beginning August 1st and ending April 1st, for a total of 9 payments.
- Checks should be made payable to:
UCC Greenawalds Nursery School.
- A late fee of \$5.00 will be charged for payments after the 10th of the month.**
- A minimum fee of \$15.00 will be charged for returned checks.**
- The Nursery School is operated on a nonprofit basis.
- *If your employer offers a flex plan for child care and you need all of your expenses included in a monthly tuition cost, please speak with the Coordinator to make required special arrangements.
- *If tuition is unpaid after 60 days, payment must be paid in full or a Board approved payment plan must be set up with the nursery school coordinator. Failure to do so will result in termination of student until payment is resolved.

HEALTH/SICKNESS POLICY:

- Each child is required to complete a physical exam and have the enclosed form signed by their physician prior to attending the Nursery School.
- Each child is required to return a completed Emergency Form prior to school.
- Parents are to keep children at home if there is any indication of a cold, fever, illness, or if the child has vomited or had diarrhea or fever within the past 24 hours.
- Parents are to contact the Nursery School (610- 435-5467) of an absentee or late arrival.
- Staff members **are not permitted** to administer any medication; however, parents should notify teachers of any medications being taken.
- The Nursery School is not held responsible in case of an accident or injury. All children are under supervision at all times and every effort is made to protect their health and safety.

GENERAL INFORMATION:

- The Nursery School is a non-profit organization and therefore, is not required to be a state licensed facility.
- Transportation is the responsibility of the parents.
- Children are requested to bring a smock and a change of clothes in case of an accident. These items will be kept for the term. The art smock should cover as much of the child's clothing as possible. Change of clothing should be season appropriate -- please update them throughout the year.
- Birthdays are celebrated for each child. Summer birthdays are celebrated at our closing picnic. Parents should feel free to stay for the day when celebrating their child's birthday. The teacher will let the parent read the story, help with the craft, etc.
- Some of our special events are: Holiday Family Sing-a-Long, Mother's Day Tea, Daddy & Me Night, Family Picnic, and Closing Program for all classes with a Graduation for our 4 and 5 year olds.
- Parents will be notified in writing concerning the child's classroom placement.
- Educational Field Trips may be taken throughout the year. A parental permission slip will be provided and must be signed by a parent or guardian.

- "Snow Days" in excess of four (4) for all classes will be made up beginning in March. If your child is unable to attend a scheduled makeup day, no tuition reduction is available.
- On "Late Start Days" the following schedule will be in effect:
10am-12:30pm for all classes.
- Parent/Teacher Conferences will be held during the year.

SCHEDULE OF CLASSES

September 9, 2019 through May 21, 2020

3 Year Old Class

Monday thru Thursday, 9:00am - 12:00 pm

4-5 Year Old Class

Monday thru Thursday, 9:00 am - 12:00 pm

Pre-K Class

Monday thru Thursday, 9:00am-12:00 pm

•Lunch Bunch•

Tuesday and Thursday 12:00pm - 1:00 pm

PARENT ORIENTATION:

September 5, 2019, 7:00pm

"MEET YOUR TEACHER":

September 6, 2019

FIRST DAY OF SCHOOL:

September 9, 2019