




**St. Timothy Christian Preschool**  
*A Preschool of St. Timothy Lutheran Church*  
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# **Parent Handbook**

## **Revised 2022**

### **Our Mission**

St. Timothy Christian Preschool is an important ministry for our church as we strive to teach Christian values in a loving and caring environment.

### **Our Goals**

To instill in the children that they are loved and accepted by God.

To promote each child's maximum development: social, emotional, mental, physical, and spiritual.

To fully prepare the children for their formal school years in this loving Christian atmosphere.

To help each child develop a positive attitude towards learning and going to school.

To promote independence in each child.

To help the children get along with others; to work and play together.

To teach the children group behavior skills.

To teach readiness skills necessary for an easy transition to formal schooling.

To teach children to trust teachers and others outside the family.

### **School Hours**

Our hours of operation are from 9:00 am – 11:30 am. Doors will open at 8:55am. Children should be dropped off no later than 9:15 am. Please do not bring children after this time. There will be a late fee for picking up your children after 11:35 am. A fee of \$5.00 will be charged for every 5 minutes you are late. Payment is due immediately. The teacher waiting for the late parents will receive the late fee.

### **School Days**

Half day classes meet M-W-F from 9 am to 11:30 am. Full day classes meet M-W-F from 9 am to 2:00 pm. Our school follows the Philadelphia School District calendar for most holidays (except religious holidays). Parents will be provided with a list of all holiday and programs for the school year.

### **Registration**

A fee of \$50.00 is due at the time paperwork is filled out and handed into the church office.

Families registering more than one child will pay \$50 per family. The registration form and the fee ensure a place for your child in the designated class. A full refund of the fee will be made to parents who notify the school by June 15<sup>th</sup> that their child will not be attending in the fall.

### **Tuition**

- Annual tuition for our 3's and half day preschool program is \$1,575. (Unless Grandfathered)
- Annual tuition for our PreK PrEP program is \$2,565. (Unless Grandfathered)

### **Payment Guidelines**

Annual tuition is \$1,575. If tuition is paid in full by September 15<sup>th</sup>, a 6% discount is applied, bringing the payment to \$1,480.

- Payments of \$175 can be paid monthly over a 9 month period and are due the 1<sup>st</sup> of each month September through May.
- Tuition is due even if your child misses an extended period in order to hold his/her place in the classroom.
- A monthly discount of \$25.00 is offered for the second child of a family attending the same school year.
- Active St. Timothy Lutheran Church members will be offered a \$25.00 tuition discount per family per month.

### **Payment Procedure**

- Please put money in an envelope with child's name and amount enclosed on front of envelope and place in your child's folder. Receipts for cash payments will be given after payment is processed.
- Checks can be made out to St. Timothy Christian Preschool. If a check is returned for insufficient funds (bounces) you will be charged the bank returned fee charged to the preschool. Currently, \$20.00. If two checks are returned for insufficient funds, all tuitions will be accepted only in cash, with no exceptions.
- Late notices will be sent out after the 12<sup>th</sup> of the month. Late charges of \$5.00 will be charged for each week that tuition is late after the 15<sup>th</sup> of the month. If tuition is not paid by the end of the delinquent month, your child may not attend school until the payment is made. If there are extenuating circumstances, please speak with the Director.

### **Discharge & Withdraw Policy**

Adjusting to our preschool program is an individual process for every child. Teachers and staff will work with children and families to make it as positive as possible. If your child is unable to adjust to the program, your child may be discharged upon the teacher's recommendations. Please note that St. Timothy's Preschool has the right to discharge a child because of unsatisfactory adjustment to the program; aggressive behaviors (i.e., hitting, biting, scratching, etc.); or because of delinquent fees or parent(s) failure to adhere to school policies.

### **Emergency Information**

The information on your registration form is used to make our class lists. Please inform us immediately if there are any phone numbers or address changes for you or your contact persons. Unexpected situations may warrant using these numbers.

### **Inclement Weather**

In case of a school closing due to inclement weather, parents will be notified by email. The school will make every attempt to notify parents within a reasonable time before school begins. The school will also post closings on our Facebook page.

### **Door Monitor**

Our doors are opened by our preschool personnel who monitor the coming and going of the preschoolers, parents, and guardians. We take the safety of the children very seriously so please notify the school if anyone other than yourself will pick up your child. Doors open at **8:55 am** for drop off and again at **11:30 am** and **2:00 pm**.

- 3's families will use the Fillmore Street doors for drop off and pickup.
- PreK families will use the Oxford Avenue doors for drop off and pickup ONLY. Please use Fillmore Street doors during school hours should your child need to be picked up.

### **Newsletters**

Monthly newsletters will be sent home to inform you of the coming month's activities in your child's classroom. Special days, trips, and days off will also be included. Use the newsletter to remind yourself of upcoming daily events.

### **Trips**

The preschool attends approximately four to five class trips a year. Parents (or a designated adult) must accompany your child on the trip. It is the responsibility of the parent/guardian to provide transportation to and from the trip for their child. Teachers are not legally permitted to transport students. All trip fees must be made in cash on the due date requested.

### **Snacks**

All snacks and drinks are supplied by the preschool for each classroom. Donations are always welcomed with gratitude. If it is your child's birthday and you wish to bring in something to share with the class, please let the teachers know in advance. It is the parent's responsibility to inform the teacher of any food allergies or restrictions. The teacher will set up a snack plan with you to keep your child safe.