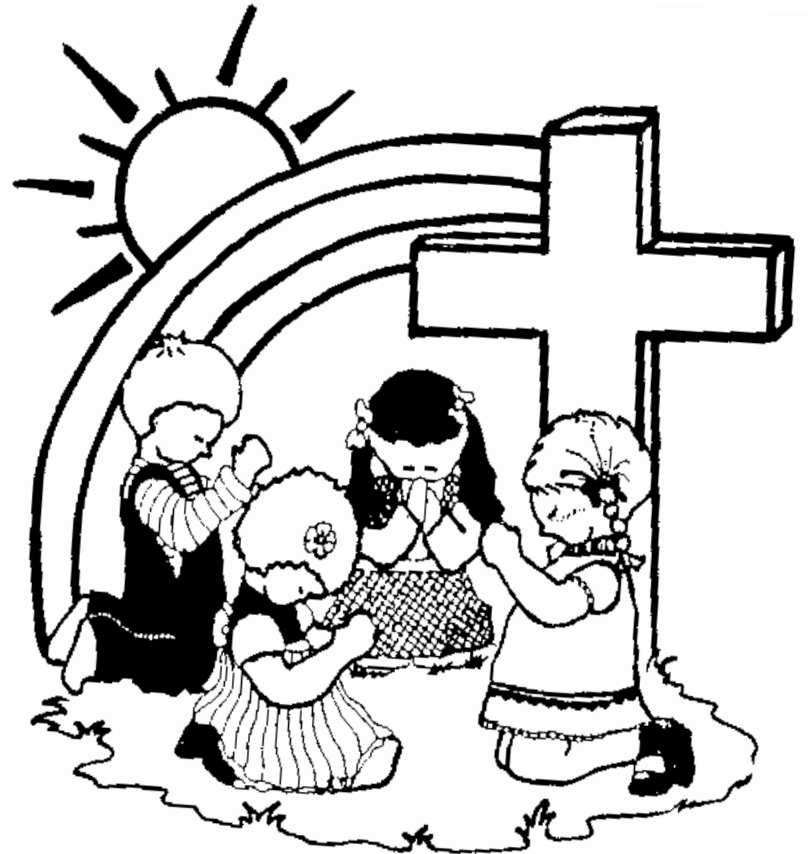


**MT. OLIVE  
CHRISTIAN PRESCHOOL**



**MT. OLIVE CHRISTIAN PRESCHOOL**

**Chippewa Township  
2679 Darlington Road  
Beaver Falls, PA 15010**

**724-847-7291**

“Let the little children come to me,  
and do not forbid them;  
for of such is the Kingdom of God.”

Luke 18:16

## PHILOSOPHY

We believe that God as a gracious and heavenly Father has given your child and every human being marvelous potential for a creative and successful life.

We believe that Jesus Christ has provided for full and free forgiveness for your child and every other human being through His death and resurrection, making life worth living now and forever.

We believe that the Holy Spirit graciously desires that your child and every other human being grow in knowledge and love for God's creation and for God's Son, Jesus Christ.

We believe that we owe our God the very best that is in us; thus we are dedicated to the very highest quality.

We believe the very best learning happens in the context of Christian love and respect. Love for God, parents, teachers, country, self, and others is essential to the best education.

We believe in education. Growth in knowledge, skill and habit and involves a total approach to the total child. Educational growth happens best when it is planned in all areas: spiritual, intellectual, emotional, social, and physical.

*Please sign and return this page to the  
Preschool Director.*

I acknowledge that I have read and familiarized myself with the policies and procedures listed in this handbook for the Mt. Olive Christian Preschool program.

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(Parent/guardian signature)

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Date

## **POLICIES**

The policies and activities of this preschool are established and controlled by a volunteer committee of the Preschool Board of Education at Mt. Olive Lutheran Church. All committee members are dedicated Christians devoted to the care and education of young children. The Pastor, John L Pingel, has a B.A. in English from Concordia College, a Masters of Divinity from Concordia Seminary, and a Masters in Psychology from Geneva College. The teachers hold bachelor degrees from accredited colleges in Education. All staff members have Act 34/151 Clearance.

Our policies and curriculum have been extensively researched using contemporary Christian-based resources. The preschool committee, pastor, teachers and staff are dedicated to providing the children enrolled at Mt. Olive Christian Preschool with the best possible learning environment based upon our research. We strive to continually update and adapt the learning environment to help the children develop their full potential.

We invite church members, parents/guardians, grandparents and others involved in the children's lives to observe our happy, creative classes. We want you to realize the validity of play in helping your children learn and develop. We want you to recognize and understand the incorporation of Christian values and Christian love in every class. We will happily discuss our goals with any interested parties throughout the school year.

## **ELIGIBILITY**

### **3-YEAR-OLD CLASS:**

The child must be three years old by September 1st, have completed toilet training and able to manage their own toileting needs.

### **PRE-K CLASS:**

The child must be four years old by September 1 and have completed toilet training.

### **PRE-K STEP 2 CLASS:**

The child must be five years old by September 1, completed a prior Pre-K program and have completed toilet training.

**Class size limited to:** 12 for 3-year-old Class

18 for Pre-K Class

12 for Pre-K STEP 2

### **Enrollment will determine class days and times.**

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

Applicants to the preschool are accepted in the order in which the completed applications with accompanying fees are received.

## REGISTRATION

Registration forms must be completed and returned to the preschool office with a \$25.00 non-refundable fee.

## TUITION

Tuition for the 3-year-old class is \$60.00 per month.

Tuition for the Pre-K class is \$75.00 per month.

Tuition for the Pre-K STEP 2 class is \$85.00 per month.

A \$15.00 discount is offered for 3-year-old tuition paid in advance for the entire year by Orientation night (\$525 total). A \$20.00 discount is offered for the Pre-K tuition paid in advance for the entire year by Orientation night (\$655 total). A \$25.00 discount is offered for the Pre-K STEP 2 tuition paid in advance for the entire year by orientation night (\$740 total).

**Tuition is due the 25th of the previous month** or may be paid in full. Checks should be made payable to Mt. Olive Christian Preschool and be placed in the locked mailbox in the preschool office or mailed. Please seal in a tuition envelope. Parents will receive information regarding tuition and envelopes at the orientation meeting held prior to the first week of school.

Payment is considered delinquent if not paid by the 25<sup>th</sup> of the **previous month**, and a \$10.00 late fee will be added to the month's tuition. Any returned checks will be assessed a \$10.00 late fee and will incur a \$10.00 bank fee as well. Absences due to illness, weather cancellations, unforeseen cancellations or vacation are non-refundable.

In the event that a parent wishes to withdraw a child from preschool, **written notification must be given to the preschool**. The tuition obligation will continue until such notification is received.

No tuition refunds will be given due to weather cancellations. It will be decided in February or March, at the Preschool Board meeting, if any days need to be made up due to inclement weather. We will make every effort to be consistent and we will do our best to consider how many days have been missed for all classes. Classes will not be made up on an hour-by-hour basis. It is at the Board's discretion, to determine at what point enough days have been missed and how much time will be made up.

## **CANCELLATIONS**

The Board of the Mt. Olive Christian Preschool has adopted the following policies regarding weather emergencies.

If the Blackhawk School District is cancelled, all Mt. Olive Preschool classes are also cancelled for the entire day.

If the Blackhawk School District delays, the morning classes at Mt. Olive are cancelled, but the afternoon classes will be held at the regularly scheduled times. Should weather conditions become worse during the morning, the Preschool Director may cancel afternoon classes as well. If that should occur and you are registered for the afternoon class, you will receive a telephone call by 11:30am to notify you of the cancellation. All parents should call the school if you have any questions as to the schedule of classes for that day.

We reserve the right to close the school at our discretion in emergencies. Cancellations and delays will be announced on KDKA TV and 1230 WBVP/1460 WMBA radio stations.

In the event Mt. Olive chooses to cancel due to bad weather and Blackhawk is still in session, please watch KDKA TV announcements completely as it would be listed under "Mt. Olive Christian Preschool."

Please use discretion when considering whether to bring your child to school on a snowy or icy day. The safety of you and your child is of foremost concern with the Board and Staff. It is better to miss a day of school than risk an accident.

## **PARENTAL INVOLVEMENT**

### **COMMUNICATIONS:**

A monthly newsletter from the teacher will be sent home with the children; included will be: special events, information about curriculum and classroom activities, and snack lists.

### **CONFERENCES:**

Parent conferences will be scheduled in January for Pre-K and Pre-K STEP 2 classes. However, any time the need arises; either parent or teacher is free to schedule an informal conference.

### **VOLUNTEERS:**

Parents are welcome to volunteer time and talents for special help with field trips, parties and classroom projects. Extra curricular events do take place throughout the year and parents are invited to participate in such events. Please ask your teacher what she may have planned and how you can be involved.

### **STUDENT RECORDS:**

Please notify the preschool office and teacher of any changes in: address, telephone number, person authorized to transport child, health, allergies, or any other pertinent information.

## CURRICULUM

We at Mt. Olive Christian Preschool feel that the following activities are fundamental to sound child development programs. Therefore our programs include the following; each designed developmentally appropriate.

### GROSS MOTOR SKILLS

walking  
running  
dancing  
jumping  
bending  
twisting

rolling  
hopping  
pulling  
pushing  
lifting

### FINE ARTS

musical games  
rhythm band  
manipulation  
folk dances  
free movement  
musical games  
multi-sensory experiences  
designing with available  
raw materials

listening  
drawing  
cutting  
dancing  
painting

### FINE MOTOR SKILLS

drawing  
pasting  
zipping

folding  
buttoning  
punching holes

tearing  
finger plays  
cutting  
puzzles

Printing and recognizing own name First letter capital, rest lower case.

### LANGUAGE ACTIVITIES

dramatizing  
discussing  
mimicking  
story-telling  
role playing

picture reading  
singing  
creative expression  
sharing experiences  
imagining  
using puppets  
listening

## HEALTH AND ABSENCES:

Immunizations must be current.

We encourage all parents to establish regular attendance habits for their children. However, please do not bring your child to school when the child:

1. has a fever or has had a fever within the past 24hrs.
2. feels miserable due to a cold or flu virus.
3. has profuse and/or yellow/green discharge from the nose.
4. has a communicable disease or you suspect they do.
5. has uncontrollable diarrhea.

**Please notify the school if your child has a communicable disease** and/or will be absent for several classes.

We reserve the right to ask for a doctor's excuse to readmit your child to class. We have established these health regulations to ensure all children have a pleasant experience during their preschool classes. Children who are ill usually do not participate and sometimes disrupt class time.

If your child should become ill during class time, he/she will be isolated from the class, you will be notified, and comfort measures will be instituted until you arrive to take your child home. If you cannot be reached during the time your child is in school, please be certain that one of the individuals whom you designated to transport your child is available in case of illness or emergency. If an injury should occur that needs medical attention, you will be notified and consulted regarding transportation to the Medical Center of Beaver County.

## **POLICIES ARRIVALS AND DISMISSALS:**

It is your responsibility to transport your child to and from school. Written permission is required if your child will be leaving with someone other than yourself or others authorized to transport your child. We request that the children are not brought to school earlier than 5 minutes before the start of class. The classroom door will be locked until above stated time. The children must be accompanied to the classroom.

Your child should be picked up promptly at dismissal time. If you wish to speak to the teacher briefly, please wait until all other children are dismissed. If you need a longer conference, please schedule a meeting with the teacher for another time. **The Preschool Board reserves the right to impose a fee for late pickups.**

The Preschool Board and Staff here at Mt. Olive Christian Preschool feel that the safety of our students is our number one priority. We are not only concerned about the children while they are in our classes but also on their way to and from our program. If we feel that there is any chance of a problem (i.e. the person transporting the child appears to be medicated, ill, intoxicated, emotionally upset, etc.) we at Mt. Olive Christian Preschool reserve the right to intervene and not allow that particular person to transport the child at that particular time. We will make every reasonable effort to insure the safety of the child such as making arrangements for the child to be driven home by another adult.

Please never leave a Preschool child or sibling in a car unattended. Staff and other parents are happy to help anyone with young children. Please ask for assistance and do not risk your child's safety.

## **PRE-MATH**

Numerals  
counting  
temperature  
grouping  
height  
weight

shapes  
quantity  
sets  
size  
time  
money

## **SCIENCE ACTIVITIES**

associating  
collecting  
weather  
animals  
experimentation  
problem solving  
reporting  
magnets  
plants  
observing  
differentiating

## **SOCIAL SCIENCE**

growth  
sharing  
feelings and emotions

taking turns

friends

holidays

home and family

community helpers

## **CHRISTIAN EDUCATION**

Bible stories, Chapel time, Christian finger plays, role playing, table prayers, Christian songs, simple Bible memory verses, observance of Christian holidays, respect for church, The Lord's Prayer, The Golden Rule

## **PRE-K STEP 2**

The Step 2 program provides fine tuning the above activities, plus language and mathematics readiness. The Language Arts and Mathematics are structured in accordance with two student workbooks, to continue preparing for kindergarten.

## **MATH**

directions  
number order  
matching  
before & after  
problem solving  
cardinal and ordinal numbers  
addition  
place value

colors  
shapes  
comparisons  
number words  
skip counting  
subtraction  
greater/less than

## **LANGUAGE ARTS**

alphabet  
phonics  
colors  
shapes  
size and direction concepts  
following directions  
personal recognition  
word recognition  
listening skills

grammar  
writing  
patterns  
sequencing  
concepts  
poems  
stories

## **CHAPEL**

Parents, family and friends are invited to a chapel worship service each month. The service will be scheduled for the last thirty minutes of class time. Pastor will welcome the parents and guests and have a short story or lesson for the children. The students will have an opportunity to share some of the songs, plays, artwork, and prayer from the month.

## **SNACK**

The parents will be responsible for a snack for the entire class on a rotating basis. A snack list will be distributed, and a child's birthday and snack day will be coordinated. We request that daily snacks avoid sweets; desserts may be brought for birthdays, however.

Some suggestions for nutritious snacks include: sliced fruit, cheese, crackers, small sandwiches, pretzels, finger Jell-O, muffins, snack mixes or other age-appropriate foods.

We have a refrigerator/freezer for safe storage of perishable foods.

Juice will be provided by the preschool each day.

## **STUDENT POLICIES**

### **DRESS CODE:**

Children should be comfortably dressed in simple, washable, and easy to manage clothing for outdoors, painting, and other "messy" play. Shoes with non-slip soles are recommended for school.

### **RULES:**

The students shall:

1. act and speak in a manner reflecting that we are all children of God.
2. accept the leadership and authority of teachers, pastor and other staff.
3. assist in the proper care of church and school property (refrain from damaging or defacing property as well as put paper and other debris in proper places).
4. observe sensible rules of safety and cleanliness.
5. speak in a normal tone of voice.
6. not throw any sticks, stones, snowballs, toys - this is positively forbidden.
7. not run in the classroom or hallways.

The Preschool Board reserves the right to ask parents/guardians to remove their child from the program if their behavior is a significant disruption to the classroom environment.