

Our Lady of Consolation Early Learning Center



Preschool Parent Handbook

***Our Lady of Consolation
Early Learning Center
Schneider Parish Center***

***School Phone #: (610) 857-1163
Rectory Phone #: (610) 857-3510***

www.olcelc.com

Parent Handbook

Welcome to Our Lady of Consolation Early Learning Center. This handbook is designed to answer most of your questions regarding the day-to-day operations and policies of our Early Learning Center. Please keep it for reference throughout the school year.

Our Directors and teachers are also available to speak with you about our program, answer questions, and handle your concerns.

Our Mission

Our Lady of Consolation Early Learning Center is an important segment of Our Lady of Consolation's ministry of Catholic education. The Preschool's mission is to provide a program tailored to the needs of two to five year olds, that will facilitate the social, educational, and spiritual development of each child.

Qualifications for Acceptance

- Children must be of preschool age and potty-trained to be eligible for admission to our program.
- Acceptance into the preschool program is granted without regard to race, color, nationality, ethnic origin, or religious background.
- The school reserves the right to determine the most appropriate setting for each child.

Registration

Registration requires a \$100 non-refundable registration fee (\$50 will be credited to your April payment if you are paid in full by the last payment). Your registration is your agreement to a yearly commitment. Enrollments are accepted on a first come, first serve basis until a class is filled. If the preferred session has no openings, the parent may request that the child's name be placed on a waiting list. The registration fee will be charged when an opening becomes available and the child is enrolled.

Classes Available

2 year old class - Wednesday	Enrollment is limited to 10
3 year old class - Tuesday/Thursday	Enrollment is limited to 16
4/5 year old class - Monday/Wednesday/Friday am (9-11:30) or all day (9-3:00) Monday - Friday am (9-11:30) or all day (9-3:00)	Enrollment is limited to 16

Tuition Payments

The first month's tuition (September) must be paid by August 15th. Thereafter, payment is made on a monthly basis one month in advance. The second payment will then be due by September 15th for the month of October, and by the 15th of each month for the following month's tuition through April. You will be credited \$50 if all payments are in full by the final April payment.

There will be a \$30 charge for all returned checks. If two checks have been returned for insufficient funds, we will no longer accept a check. Only a money order or cash will be accepted.

The **first** tuition check due in August should be mailed to:

O.L.C. E.L.C.
603 West Second Avenue
Parkesburg, PA 19365
Attention: Shelly Carr

All other checks thereafter, can be turned in to the office drop off box. Please make checks payable to O.L.C. E.L.C. Electronic/credit card payments can also be made.

If you are having a hard time making the monthly payments, please contact the Director as soon as possible, and other arrangements may be made.

Snow Days and Delay Policy

If Octorara School District has a delay, please check the website and your email for modified schedules.

If Octorara is cancelled, the Early Learning Center will not hold its classes for that day. Please be sure to check the website.

All snow days will be made up throughout or at the end of the school year.

Medical Information

Emergency medical forms for each child must be received no later than the first day of class. Failure to comply will result in temporary termination of the child attending class until the form is completed. This form gives the Early Learning Center the ability to seek emergency medical care, if needed, for each child. The Early Learning Center staff does not administer medication. If a child is on medication, the parent should administer it to the child before or after class. In the case of emergency, Brandywine Hospital will be used, unless parents indicate another preference.

Each teacher and aide will be certified in CPR and First Aide. If a child is sick or has symptoms of being sick, the parent will be called to take him/her home.

Health Policies

Fever: Child must be without fever for 24 hours before they may return to school.

Lice: At least one treatment with specific lotion must be completed before the child may return to class. Families that are involved will be notified of the findings.

Chicken Pox: A child must not have any open or weeping marks. All pox must be dried and crusted over before the child returns to school. All families that are involved will be notified of the findings.

If your child develops a contagious illness or a health problem, please notify the teacher as soon as possible.

Dress

Children should be dressed appropriately for outdoor play. Casual and comfortable clothing is requested. Keep in mind that the children will be involved in art projects and large motor activities. While attending field trips, the children are to wear the Ark t-shirts or sweatshirts. We ask that each child has a change of clothes available in a marked ziploc bag.

Early Learning Center Communication

The Early Learning Center calendar listing all activities for the school year will be issued to you at the Parent Orientation meeting. A monthly newsletter, which will contain important notices, policy changes, and activities, will be distributed after all staff meetings beginning in October.

An Early Learning Center bulletin board is located outside of the classrooms to keep you informed of upcoming events. Please make a point of looking at it every day. We also have a large calendar with the current months' events out in the hallway.

Each child will have a cubby. Please check in your child's cubby every day for newsletters, permission slips, child's work, etc. Please be sure to clear your child's cubby out after each class, unless their artwork is drying.

After each class, the teacher will also communicate with parents/guardians. **As you can see, communication is extremely important to us.**

Locked Door Policy

For your child's safety, the doors will be locked at 9:20 a.m. and unlocked at 11:20 a.m. They will be locked again at 12:00 p.m. and unlocked at 12:20, locked again at 12:50, and unlocked at 2:40. We encourage everyone to arrive on time. If you arrive after the doors are locked, you must ring the doorbell and a member of our staff will let you in. Please be considerate of this policy not to interrupt our valuable class time.

Drop-Off Policy

When the parent or other designated person drops off the preschool child, please say good-bye and leave as quickly as possible. This is best for the child's positive adjustment to the class. The more confident you appear to be to leave your child with the teachers, the more confident your child will be to stay and participate.

Please walk your child to class each time. Do not leave them at the main door to enter on their own.

Please do not bring your child early to the class. Our teachers are preparing for the day and that is the only time they have to set up for the day. Please be considerate of that. Students are able to enter the classroom at 8:55 a.m. when the classroom doors are open. Thank you for your cooperation.

Inclement Weather Pick-Up/Drop Off Policy

In case of inclement weather, look for the school flag that will be hanging outside in the circle next to the statue of Mary. If you see the flag, you may park in the circle to bring your child into the classroom or pick him/her up at the end of class.

Field Trip Policy

Parents of each child will be expected to drive their child to each field trip. If a parent cannot drive, please be sure to make other arrangements with a relative, neighbor, or another parent in the child's class to drive your child.

We **prefer** that only the child enrolled in the class attend the field trip along with the accompanying adult. If siblings must attend, please be considerate of the children that are attending the field trip. Keep distractions (crying, talking, etc.) to a minimum.

Dismissal Policy and Carpools

For your child's safety, it is important that the Early Learning Center staff knows who will be transporting your child. If you plan to carpool with other parents, or have others transporting your child, you must give us a list of these persons and a phone number where they can be reached. Any changes to this list must be made in writing to the teacher. If someone is picking up your child that is not on your list, they must know your "CODE WORD" in order for the child to be released to them. Your "CODE WORD" must be turned in by the first day of class. (Sheet is provided). The person picking up the child must also provide a form of identification, if they have not picked up the child before.

Lunch Bunch Program

Time: 11:30 a.m. - 12:30 p.m.
For children in the 3's, 4's class
Parent must provide lunch and drink.

The Early Learning Staff as well as a parent volunteer will provide supervision and activities. This program is held Monday-Friday with the exceptions of field trips, party days, and conferences. A sign up sheet will be provided next to the Communication Board.

We ask that you include the \$5.00 fee inside a ziploc baggie with your child's name on it, inside your child's lunchbox.

Lunch Bunch Tickets are also available for purchase. These come in \$20 or \$40 denomination for either 4 lunches or 8 lunches. Checks should be written out to OLC ELC. Once the ticket has been depleted, the Lunch Bunch Supervisor will send the card home in your child's lunchbox and/or notify you. To purchase a ticket, see an aide for assistance.

Stay and Play

You have the opportunity to extend your day. If you are registered in an am class and need more time, you can sign up for stay and play and do a pm session. You can also sign up for a day your child wouldn't normally have class. Fees vary by time.

Before and After School Care

Before school care is available from 7-9:00 daily. After school care is available from 3-4:30. Fees vary by commitment.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. Please remember that the teachers are available to you at anytime during the school year to discuss any concerns that you may have. (Two year old class does NOT have conferences)

PLEASE NOTE: Teachers are **NOT** available for individual conferences before school or when dropping off your child. In the rare case of a problem that arises in the classroom, the child's teacher will contact the parents.

Parent Visits

During the first few weeks of school, the children are adjusting to the classroom setting, gradually gaining confidence and learning to feel comfortable with their teachers and classmates. Because of this period of adjustment, we ask that parents do not visit during classroom hours until after the first of October.

Parents will be encouraged to act as classroom volunteers during the school year and are welcome to come visit and observe.

Snacks

The parents will be responsible for bringing in snacks for each class. Each student will be given a designated day to bring in a snack to share with their classmates. This sheet will be provided on your child's Communication Board.

All snacks should be healthy foods. Some examples are fruit, cheese, crackers, pretzels, jello-jigglers, goldfish, etc. Birthday celebrations are the exception - you may bring cupcakes, donut holes, etc. (individual servings, please).

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Acknowledgement Form

We have received a copy of OLC ELC Parent Handbook and have read its contents thoroughly. We agree to accept policies and procedures of the Early Learning Center and willingly support its programs.

Please sign this acknowledgement form and return it to your child's teacher by the end to the first week of school.

Students Name: _____

Parent Signature: _____

Parent Signature: _____

Date: _____