PROVIDENCE
CHRISTIAN PRESCHOOL

Parent Handbook

2025/2026 School Year

A Ministry of Christ's Church of the Valley
1560 Yeager Road
Royersford PA 19468
610-792-0777 | heatherb@ccvlive.com|
www.providencechristianpreschool.com

Welcome to Providence Christian Preschool

Providence Christian Preschool's goal is to partner with parents by providing age-appropriate learning in a loving, Christian environment. By working together, we can equip your child with a developmentally solid foundation.

We thank you for giving us the opportunity to contribute to the early development of your child. We hope you find comfort in knowing that your child is in the care of loving and professional hands while at school.

This handbook contains important information about our preschool program and its daily operations. Please take the time to familiarize yourself with the material.

Please don't hesitate to contact us at any time if you need assistance.

Providence Christian Preschool Administrator
610.792.0777

"We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done. Then they would put their trust in God and would not forget his deeds but would keep his commands."

Psalm 78:4b, 7

Mission

Providence Christian Preschool exists to build strong bodies, hearts, and minds of preschool students. We offer a theme-based curriculum with a Christian perspective. We strive to provide a safe and nurturing environment that promotes the physical, social, emotional, intellectual, and spiritual development of your child. We desire to have children experience God's love for them through loving relationships in a Christian environment.

Philosophy/Curriculum

At Providence Christian Preschool, we believe that each child is uniquely created in God's image, and each child learns by actively participating, exploring, and discovering the world around them.

Our philosophy is to provide safe, quality, care with developmentally appropriate learning opportunities. The teaching staff is dedicated to making our preschool program the most positive learning experience possible. Our classrooms are arranged into play-learning centers that allow children to make choices and participate in small group activities.

We have a well-planned curriculum which provides a teaching topic for each month. Activities are organized around these topics using learning centers which include art, dramatic play, music, science/nature, fine motor skills, cognitive skills, finger plays, rhymes, and group time. The weekly schedule includes both vigorous and quiet indoor activities and outside playground time.

Enrollment Process

Currently enrolled students and their siblings are given an opportunity to enroll for the upcoming school year during the second week of January. Registration is then opened the following Sunday to Christ's Church of the Valley attendees, followed by the community on Tuesday. After enrollment, any remaining spots are filled on a first-come, first-served basis.

A child's name will be placed on a waiting list when a class has been filled.

School Calendar

Our school calendar is on our website at www.providencechristianpreschool.com. The 2025/2026 school year begins Tuesday, September 2nd and concludes Tuesday, June 2nd.

Inclement Weather

Providence Christian Preschool follows CCV weather protocols. If CCV closes or has a delay, Providence Christian Preschool will as well. Providence Christian Preschool will notify parents of any inclement weather closings by email, Seesaw, and on social media.

Student Forms

Providence Christian Preschool requires several forms to be completed and maintained in each student's file. These forms include:

- Child Health Report
- Emergency Contact/Parental Consent Form
- Parent Handbook Agreement

Pennsylvania State Law requires we have the Child Health Report (CD51) with immunization records in our files no later than 60 days after the first attendance. Failure to provide the required form will result in forfeiture of your child's position in the class.

We're also required, by law, to have emergency contact information for each child under our care. Providence Christian Preschool must receive the 2025/2026 Emergency Contact/Parental Consent Form prior to the start of the school year.

All required registration forms are sent through an email link one month prior to the start of school.

Tuition/Fees

Enrollment Fee (non-refundable): $75

Monthly Tuition Rates:	MWF 2's	$375
	MWF	$360
	TTH 2's	$255
	TTH	$240
	M-F	$505

*A 5% discount is given for tuition **paid in full no later than August 15, 2025.**

*A 10% sibling discount is given for each additional child enrolled in the program after full tuition paid for the 1st child.

Lunch Bunch Fees:
Pricing is added to monthly tuition as follows:

MWF	2's	$75	**TTH** 2's	$65
MWF	3's & 4s	$60	**TTH** 3's & 4's	$50
M-F	4's	$95		

Please note:
Monthly tuition rates remain the same for the entire school year. Tuition is the same each month regardless of how many school days are in that month. Tuition is not adjusted if your child does not attend. Cash payments are accepted, you will receive a receipt when the payment is processed.

Tuition Payments:
Payments for tuition can be made by:

- Credit/Debit Card
- Cash
- Check, made payable to "CCV" with Preschool in the memo

Tuition payments are due the 15th of the month prior to attendance. Example: October tuition is due on September 15th. Tuition reminders are emailed on the 10th of each month.

Late Payment Fees:
A monthly tuition payment is considered late if it hasn't been received by the office by the 20th of the month that it was due. For example, the September tuition payment is due August 15th; and it's late on August 20th.

A $20 late fee is charged to unless prior arrangements have been made with the Preschool Administrator. In addition, a monthly tuition payment not received within four weeks of the due date, will cause your child's position in the class to be forfeited and offered to another child on the waiting list.

There's a $30 fee for all returned checks.

Withdrawal Procedures:
If it's necessary to withdraw a child from their class at any time during the school year, the parent must notify the Preschool Administrator, **in writing,** at least one month before the withdrawal.

Lunch Bunch

Lunch Bunch is available for enrollment at time of registration. Lunch bunch gives children the opportunity to eat lunch and play either in or outdoors (weather dependent) and is an extended day for morning students .

This extension is offered each day for students currently in 2-year-old, 3-year-old, 4-year-old classes beginning the second week of school. Lunch Bunch is held from 11:30 AM -12:30 PM. Please pack a **nut-free** lunch and avoid any colored juice or drinks in case of spills. Lunch bunch does fill up quickly. If space is not available at time of enrollment, your child can be added to the waitlist.

Snack

We have snack time daily in each classroom. Please send a healthy snack daily in your child's backpack.

A healthy snack list is on page 22. **Please keep all snacks (must be pre-packaged) nut-free. Please be sure to check the labels as we can't allow snacks that have been packaged in a facility where nuts are processed.**

Special Classroom Activities

Show and Tell
Show and Tell is a wonderful opportunity to build self-confidence and develop language skills. Show and Tell days are coordinated by classroom teachers.

Teachers will provide additional details. **We do not allow weapons of any kind in school.**

Special Holidays/Celebrations
Children will celebrate certain holidays in their classrooms. The classroom teacher will notify parents in advance of their plans, these dates and any necessary details.

Grandparents' Club
Children are invited to join our Grandparents' Club. Through the school year, grandparents or other special people receive packages that include crafts made by your preschooler as well as invitations to preschool special events. A membership fee of $30 covers the mailing of these packages. A registration form for Grandparents' Club is sent home the first week of school.

Health and Illness

Sick Policy

Please don't bring your child to school when any of the following symptoms exist:

- Fever within the last 24 hours without the use of fever-lowering medications
- Vomiting and/or diarrhea within the last 24 hours
- Any symptoms of Scarlet Fever, Fifth Disease, Measles, Chicken Pox, Strep throat, Flu, etc.
- Common cold
- Sore throat
- Croup
- Any skin infection
- Pink eye
- Cloudy or green runny noses, persistent cough
- Head lice (must be nit free)

We ask that a child be free of fever, vomiting, diarrhea, or any other symptom for a minimum of 24 hours prior to returning to school.

Illness at School
If a child becomes ill during the day, the child will be isolated from the group and the parent will be notified to pick up the child as soon as possible. **(If you are not able to get to your child quickly, please send a authorized pick-up that is close. Our children want their parents especially when they aren't feeling well.)**

In case of an illness or accident, the child's parents are the first people contacted. If the parent cannot be reached, other emergency contacts will be called. Please make the emergency contact people on the list are aware they may be called in case of an illness or accident.

If necessary, the preschool staff will obtain a physician of their choice to provide emergency care in the event parents cannot be reached. Also, preschool staff will administer first aid/CPR until emergency medical help arrives.

Accidents
All accidents at school are documented by the child's teacher and reported to the Preschool Administrator.

Parents are informed at pick up of any minor accidents, bumps, or bruises which occurred while the child was at school.

Food Allergies
We do have students with food allergies. As stated previously, we are a nut free school. Occasionally we have other severe allergies and will notify parents if a classroom has other allergy requirements for the safety of the child (ren).

Security Information

Security

If parents arrive after drop off has ended, they're asked to park in the church parking area and use the front door buzzer to let the preschool know they've arrived. A preschool staff member will meet the child and parent at the door and escort the child to the classroom.

If anyone other than the parent is picking a child up, please send a seesaw or write a note to let the teacher and preschool staff know. Children will not be released to another adult unless there is a written note or the person is on the Emergency Contact form. ID will be required for any pick-up person that is new (even if they have their child's pick-up card.) For security reasons, the preschool is staff and students only during school hours. Children are actively supervised by teachers and other preschool staff while in the building.

The Preschool uses both buildings during the day. Both buildings are locked at all times and daily morning perimeter checks are performed.

Emergency Information

All staff are trained in CPR, First Aid including Epi-Pens.. Fire drills, alarm checks and ER drills are required and performed over the course of the school year.

Emergency Evacuation Plan

In the event of an evacuation, every attempt to contact parents will be made. If emergency contacts are not available, children will be evacuated to Fairview Village Church, 3044 West Germantown Pike, Eagleville, PA, 19403. The Administrator's cell phone number is 610-246-8985.

Arrival and Departure

Child Drop-off
Please park cars in a designated parking space and walk children to the age appropriate preschool doors. **Please do NOT park in fire lanes or at sidewalks or block the flow of traffic, use both upper and lower parking lots. You will be asked to move your car before you can drop-off or pick-up your child.**

Drop-off begins at 8:50 AM. Please bring children to the designated "age" door where a teacher will greet all children. The child will then proceed into the building where teachers will meet each child and escort them to the designated classroom.

Leaving Your Child
We know this can be an anxious time for some children. For the 2025/2026 school year parents will say "good-byes" and leave their child at the preschool outside doors, not inside the building. It's less stressful on the child if "good-byes" are brief and cheerful. Most children adjust well after a few weeks of school. If a child is crying when they're left at the door, we ask parents not stay in sight of the outside doorway so crying isn't prolonged by getting a glimpse of their parent.

Departure/Pick Up Time

All parents and siblings must remain outside of the preschool building until class dismissal at 11:30 AM for morning sessions; 12:30 PM for Lunch Bunch sessions; or 2:30 PM for afternoon sessions.

The classroom teacher will be at the designated "age" door ready to greet you. Please be sure you are on the premises at your child's designated pick-up time and have your child's pick-up card with you at each pick up **every day**. The teacher will call your child to the door. Please do not enter the building at this time (or allow other siblings to enter the building). Remember to take your child's belongings.

If you need to speak to the classroom teacher, please contact the teacher by seesaw to arrange a time to talk.

Late Pick Ups
After two warnings a $20 late fee will be charged for every late pick up/arrival thereafter.

What to Bring Each Day
Each day, children need to come to school with:

Child's communication folder
Backpack with a change of clothes (pants, shirt, under wear, socks, and shoes)
Diapers and wipes (if necessary)
Labeled water bottle with safety lock
Snack (nut free—see guidelines on Snack page)
Lunch if staying for Lunch Bunch

No personal toys please

Apparel
We play outside as much as possible and do get dirty. Please send children to school in appropriate weather play clothes and with closed-toe shoes to protect their feet.

Communication

Communication with Parents
Please read all information sent home in the child's communication folder. You may also send tuition in this folder.

Teachers will communicate with you via Seesaw. (Teachers will send out invites at the beginning on the school year.)

Teachers will confer with parents in the fall and spring of the school year to go over an evaluation of their child's development. Please notify the child's teacher with any concerns or questions before that time. For parents' privacy, teachers will not discuss any issues or concerns at the door.

Our Preschool Administrator emails Monthly Updates along with other communication as needed.

Special Concerns

Biting, Hitting, Scratching

Many preschoolers go through a stage of biting or hitting. Please understand this is a common occurrence among younger children. These types of problems are handled on an individual basis. While the preschool staff will attempt to work with the child and parent, safety is always the first concern. Consideration for the classroom as a whole is most important.

As a general rule, if a child bites, hits, or scratches another child, parents are notified after the first occurrence. If there is a second occurrence, the parent will be asked to pick up the child. After this incident, the parent will be required to confer with the teacher and the Preschool Administrator.

Potty Training and Diapers

All children are encouraged to be potty trained for the three year old classes. Pull-ups are accepted for children in the three year old class. **All children need to bring a change of clothes and shoes in case of accidents.**

We have diaper changing areas in each bathroom. If your child is in diapers or pull-ups, [lease provide diapers and wipes every day.

We expect our 4 year olds to be completely potty trained. If an accident occurs, we will assist your child. If persistent accidents occur, parents will be required to come in and change their child.

Discipline

Positive methods of discipline and guidance are used in the classrooms to encourage self-esteem, self-control, and self-direction. Children are taught that courtesy, good manners, and respect for others are attributes they should strive for.

These are the basic rules for each classroom:

1. Follow directions
2. Be kind to others
3. Keep your hands and feet to yourself

If there are specific behavior problems, they will be handled in the following manner:

1. Warning about unacceptable behavior
2. Taking child aside to talk about behavior
3. Redirecting child by moving him/her to another activity
4. Taking some 'quiet time' in a chair until the child is able to re-join the group

Providence Christian Preschool reserves the right to dismiss a student.

Healthy Snack List

(Snacks must be nut fee)

- Apple slices
- Raisins (or other dried fruit)
- Applesauce pouches
- Vegetable sticks (carrots, celery, cucumbers)
- String Cheese
- Cheese and crackers
- Pretzels
- Animal crackers
- Graham crackers
- Mini rice cakes
- Veggie chips
- Whole wheat Goldfish crackers
- Granola bars
- Low fat popcorn

Please provide nut-free, unopened snacks only, we cannot accept homemade snacks. Thank you!

Nondiscrimination in Services

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, 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 parent or child (and /or guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Christ Church of the Valley
Providence Christian Preschool
1560 Yeager Road
Royersford, PA 19468

Commonwealth of PA Department of Human Services
Bureau of Equal Opportunity
Room 255, Health & Welfare Building
PO Bod 2675 Harrisburg PA 17120
Inquiries: 717-787-1127
Email: RA-PWBEOA@pa.gov

Office for Civil Rights
U.S. Dept. of Health and Human Services
Centralized Case Management Operations
200 Independence Ave S.W.
Room 509 HHH Bldg
Washington DC 20201
800-368-1019
Email: ocrcomplaint@hhs.gov

PA Human Relations Commission
333 Market St, 8th Floor
Harrisburg PA 7101
717-787-4420

Providence Christian Preschool is licensed by the **Pennsylvania Department of Human Services (DHS)** and complies with all applicable regulations under 55 Pa. Code Chapter 3270.

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