

Westminster's Preschool

September 2021

610-399-3910 / preschool@westminsterpc.org

Welcome to Westminster's Preschool for the 2021-2022 school year!

Administrative Staff

Jackie Steinmetz (jsteinmetz@westminsterpc.org):

Preschool Director.

Chapel Time teacher - Tues., Wed., & Thurs.

Parent & Me teacher - Friday a.m.

Office hours: 8:00 - 4:00 Mon. - Fri.

Meg Audevard (maudevard@westminsterpc.org)

Assistant Director

Office hours: 8:30-1:00 M/W/F

Classroom teacher: T/Th

Jen Zarelli (preschool@westminsterpc.org)

Preschool Administrative Assistant

Office hours: 8:30-12:00 T/Th

Classroom teacher: M/W

Extended Day Aide: M/W and T/Th

COVID Health & Safety Policy

- The complete policy will be posted on the church's website: www.westminsterpc.org.
- Only designated adults and children are permitted in the building while the children are present.
- All children and adults must wear a mask. This is a PA. State mandate.
- The Preschool must follow all health guidelines as written by the CDC and Chester County Health Department.
- **Each child must bring their own filled water bottle each day.**

Snack Donations

- Donate two small or one large nut-free, snack item per child twice each school year
- A snack/birthday list of acceptable nut-free snacks was provided to each student in his or her welcome packet.
- **Label** with your child's name and drop it off in car line according to this schedule:
Last name **A-K**: donation due in Sept. & Jan.
Last name **L-Z**: donation in Nov. & Mar.
- Donations of napkins are always appreciate.

Tuition Reminder

- Tuition due 1st of the month
- No tuition is due in September.
- October tuition is due Fri., Oct. 1st by 3:30 p.m.
- Please give it to Jackie Steinmetz, Meg Audevard, Jen Zarelli or Brenda Lehman during carline
- Payment: monthly check, automatic bank deposit, cash, eight dated personal checks to be kept in our safe
- If someone other than the parent pays the tuition, write the child's name on the memo line.

Forms distributed at Parent Orientation

- Class list (check for accuracy and inform the office if changes need to be made)
- Parent Handbook (available on the church's website - www.westminsterpc.org - or requested on the appropriate form)
- Emergency Contact/Parental Consent/After School Release form (**due immediately!**)
- Student Information Sheet (**due immediately!**)
- Developmental Goals for age level (preschool only)
- Photo/Media/Facebook Release form
- Memo request for paper copies of the Parent Handbook or Monthly Newsletter
- Snack List

IMPORTANT ADDITIONAL FORMS

If your child has a medical condition, food allergy, latex allergy, bee sting allergy, or asthma, please pick up and complete an Action Plan form and drop it off in the preschool office with the appropriate medication(s). **We should have this information plus any medication needed for your child on first day of preschool!**

Gallon of water requested

Donations of one (1) gallon of water is needed to keep an emergency supply of water on hand in the event of a building water supply shut off. Donations can be dropped off during carline.

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Safety

- Front doors, playground doors and church access doors are locked during school hours.
- Front doors are unlocked during drop off and dismissal (8:55-9:10, 11:50-12:10, and 1:50-2:10).
- Intercom system used to enter building
- VISITORS must sign in

Homeroom Parents

Two/three parents per class are needed to help with special events or for staff gifts. Please contact the preschool office if you are interested. Your help is greatly appreciated.

Extended Day classes:

- Extended Day classes are only available for children enrolled in a 3, Pre-K 4, or Pre-K 4/5 class and child must be potty-trained
- Extended Day classes run from 12:00-2:00
- Children must bring a peanut-free lunch and beverage
- Extended Day options
 - **Monday** and/or **Wednesday**- taught by Janice Walton and Jen Zarelli
 - **Tuesday/Thursday** taught by Molly Bugbee and Jen Zarelli
 - **Pre-K Tuesday/Thursday**- taught by Brenda Lehman and Susanne Perkins
- First Extended Day classes begin the week of September 20-24
- No refunds are given if a student misses an Extended Day class; refunds will be given if the Preschool cancels a class due to low enrollment or a school cancelation

Friday Fun Day Class

- This class has been cancelled for the time being because the preschool wants to limit the interaction of the children in different classes while the transmission of COVID is substantial.
- We must have a minimum of eight (8) children enroll in order to hold the class.

Special Events:

Due to the fact that we are trying to limit the number of children and adults that the children are exposed to while in the building, the preschool will not be inviting outside "vendors" to be making special presentations at this time. In the meantime, these are the events we think we can safely schedule:

School Pictures: Wed., Oct. 13 Thurs., Oct. 14 and Fri., Oct. 15

Halloween Parades: Wed., Oct. 27th, Thurs, Oct. 28th and Fri., Oct. 29th

Parent-Teacher conferences: Nov. 17th, 18th & 19th
Thanksgiving Feasts: Nov. 22nd & 23rd

Registration for 2022-2023: mid-January 2022
Specific dates to be determined

Pizza Parties for Pre-K classes: Feb. 3rd & 4th
Valentine's Parties: Feb. 10th, 11th & 14th

Parent-Teacher Conferences: Mar. 23rd, 24th, & 25th

Easter egg hunts: April 8th, 12th & 13th
Graduation & End-of-year ceremonies: May 25th & 26th

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Fire Safety

Fame Fire Company will be coming to our Preschool on Tuesday, October 5th to talk about fire safety and let the children see a fire truck. Sorry that all classes will not be able to participate but they can only come on one day.

During the month of October, Mrs. Steinmetz will be visiting each classroom to talk about fire safety and to hold a practice fire drill with the children.

Please discuss fire safety with your children. Please make sure:

- ✓ They know what to do if their clothes catch on fire (STOP DROP & ROLL)
- ✓ Know to leave the house if the smoke detector starts to beep.
- ✓ Know where to go once they leave the house (Neighbor's house, mailbox, swing set, etc.)
- ✓ Call 911 (if you feel they are ready to understand this)

School Pictures: October 13, 14, 15

Jelly Jar Photography will be taking individual pictures of all the children at the preschool according this schedule:

Wednesday, October 13th

Mrs. Zarelli's Young 3's M/W class
Mrs. Lehman's Pre-K 4/5-year-old M-Th class
Mrs. D's Pre-K 4-year-old M-Th class
Mrs. Hillworth's Pre-K 4-year-old T-F class

Thursday, October 14th

Mrs. A's 3-year-old T/Th class
Mrs. Kelly's 3-year-old M/T/Th class
Mrs. Bugbee's 3-year-old T/Th/F class

Friday, October 15th

Mrs. Steinmetz's Parent & Me Friday class
Mrs. Walton's 3-year-old M/W/F class
Mrs. Finnegan's Pre-K 4-year-old M/W/F class

Halloween Parties

All of our classrooms will celebrate Halloween in their classrooms this year. We encourage your child to wear a Halloween/Fall shirt/outfit or something orange. Please, we do not want anyone dressed in a costume.

Due to our COVID restrictions, we will not be having a parade or parent volunteers in the classroom.

Each class will also have a special snack. The teachers or the Preschool office will be contacting families for donations for the parties. The children will still need to bring their own water bottle.

If you choose to sign up for a snack donation for the Halloween party, please remember to follow the specifications for the birthday/special snack donations on the reverse side of the Snack policy. Snacks cannot be baked/made fresh at home. When you purchase them, they have to indicate on the ingredient panel that they do not contain or have been processed with peanuts/tree nuts. If your child has an allergy to eggs, dairy, gluten, or other allergen, please send in a special snack for your child.

Here are the dates for the parties:

Wed., Oct. 27th

Mrs. Zarelli's Young 3-year-old M/W class

Thurs., Oct. 28th

Mrs. Kelly's 3-year-old M/T/Th class
Mrs. Bugbee's 3-yr-old T/Th/F class
Mrs. A's 3-yr-old T/Th class
Mrs. D's Pre K 4-yr-old M-Th class
Mrs. Lehman's Pre-K 4/5-year-old class

Fri., Oct. 29th:

Mrs. Steinmetz's Parent & Me class
Mrs. Walton's 3-yr-old M/W/F class
Mrs. Finnegan's Pre K 4-yr-old M/W/F class
Mrs. Hillworth's Pre K 4-year-old T-F class

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Reminders about our Health and COVID Policy

- ✓ Please do not send your child to school if he/she is not feeling well. Be considerate of the teachers and other children in the class.
- ✓ If you are going to keep your child home, please call or e-mail the preschool.
- ✓ **If your child has come in close contact with someone who has tested positive for COVID, please contact Jackie Steinmetz immediately (610-416-3506) and keep your child at home.**
- ✓ **If your child has tested positive for COVID, please contact Jackie Steinmetz immediately (610-416-3506).** You can follow it up with an email to the preschool but this email address is not checked in the evenings or on the weekends. A **timely report could make a huge difference in the lives of the children and staff members in our classes.**

Car Line Safety

- ✓ Please pull up all the way to the end of the sidewalk if you are first in line.
- ✓ It is not necessary to get out of your car to help a staff member.
- ✓ If your child is crying or doesn't want to get out of the car, please pull into a parking spot and a staff member can help you get your child to his/her class.
- ✓ If you're waiting in line and your child has already been taken out of your car, please be patient and do not pull around the cars in front of you.
- ✓ After pulling over to buckle up your child, please be very careful backing up into the line of traffic.

Class Pick-Up times

Morning pick-up time: 12:00

Extended Day classes: 2:00

Please try to call the preschool (610-399-3910) if you anticipate being late. If you do arrive late to pick up your child, you may be charged a late fee as outlined in the Parent Handbook.

Class Openings

Please help us spread the word, we have a few openings in our Pre-K 4-year-old Tuesday-Friday class.

Homeroom Parents

We have decided not to appoint a specific Homeroom Parent for each of the class this year due to our COVID restrictions. If someone or a few people from each class would like to organize staff gifts for Christmas and the end of the year, please communicate within the group through the email addresses on the class list.

Substitutes for Teachers and Teacher Aides

Just as we have children that are ill, sometimes our staff members or their children get sick and need to take time off. If you are willing to be a paid substitute teacher or teacher's aide in your child's class and/or another class while your child attends the preschool, e-mail the Director (jsteinmetz@westminsterpc.org). Parents do a great job in the classroom and its lots of fun!

Reminders

- ✓ Please keep a complete change of clothing appropriate for the season in your child's backpack at all times. There's nothing worse than sitting in wet clothes!
- ✓ We need your child's name on lunch boxes please!
- ✓ Sneakers or close-toed shoes are so much more comfortable on the playground.
- ✓ Chilly mornings mean chilly recess time. Please send your child with a jacket marked with his/her name.

November 2021

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Happy November and Happy Thanksgiving!

November is a time to count our blessings for the many wonderful people in our lives. We are very thankful that you share your precious child with us. May God's blessings be with you and your family on Thanksgiving.

Westminster's Preschool Closings

Tuesday, November 2nd: WCASD closed

Thurs., Nov. 4th: WCASD closed

Wednesday, November 24th: WCASD closed

Thursday, November 25th & Closed for

Friday, November 26th Thanksgiving

November Parent-Teacher Conferences

- In-person conferences have been canceled indefinitely due to the number of COVID exposures and the absence of children and staff members.
- Written Developmental Assessments will be sent home the week of December 6-10.
- Telephone conferences will be scheduled as needed at the request of the teacher or a parent after parents have had a chance to review the written evaluation.
- We don't expect many parents will request a telephone conference after reviewing the assessment.
- We are not going to cancel a preschool day to schedule a phone conference day unless an abundance of families from the same class request a telephone conference.

November Snack Donation

- For all families whose last name begins with L-Z
- Two small or one large peanut-free snack from our snack suggestion list.
- Put your family's name on the donation before your drop it off in the preschool office.
- We always appreciate more paper napkins and bottles of hand soap from anyone.
- We do not need any more gallons of water.

November Tuition Reminder & Request for receipts

- Your November tuition payment is due on or before Monday, November 1st at 3:00 p.m.
- If you require monthly tuition receipts with our tax ID number for your employer or for tax purposes, please contact Karen Randel at krandel@westminsterpc.org

Special Thanksgiving Snack Time

On Mon., Nov. 22nd and Tues., Nov. 23rd, the children will be celebrating Thanksgiving in their classrooms by having a special snack. I will be making a loaf of pumpkin bread for each class. The other snack items will include popcorn (or Pirates Booty) and applesauce. We will also need Thanksgiving napkins, plates and tablecloths. Each teacher will be contacting their families for donations. Please look for these special emails from your child's teacher or the preschool office.

Important Reminders

- Every child should have a complete change of clothing appropriate for the season, including underwear and socks, in his/her backpack **at all times**.
- Please remember to send a coat with your child. It's chilly on the playground during the morning.
- When you contact the office if your child is going to be absent, please let us know the reason (illness & symptoms, family vacation, or personal day).

Emergency School Closings

The preschool follows these procedures:

- Preschool usually follows West Chester Area School District for closures or 2-hour delay schedule. They might have a virtual day but we would have to close due to inclement weather.
- Two-hour delay:
 - All a.m. classes: 11:00 a.m. - 12:30 p.m.
 - Extended Day classes: 12:30-2:30
- Families receive notification by:
 - "Parent email"
 - Preschool answering machine (610-399-3910),
 - Channel 6 - ACTION NEWS/WPVI-TV,
 - Channel 10 - NBC/WCAU PHILA
 - Channel 17 - FOX PHILA

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