

## **New Life Preschool Handbook: 2023-2024 School Year**

New Life Preschool  
139 Knoch Road  
Saxonburg, PA 16056  
724-524-1547  
Website: [www.newlifexn.org/preschool](http://www.newlifexn.org/preschool)

### **New Life Preschool Staff**

Director:  
Pastor Kristen Weidner  
Email: [kristen@newlifexn.org](mailto:kristen@newlifexn.org)

Pre-K Class Teacher:  
Jennifer Lutz (Miss Jenn)  
Email: [jennifer@newlifexn.org](mailto:jennifer@newlifexn.org)

3-Year-Old Class Teacher:  
Melanie Turk (Miss Melanie)  
Email: [melanie@newlifexn.org](mailto:melanie@newlifexn.org)

### **School Hours**

Pre-K Class  
Monday/Wednesday/Friday  
9:30AM-11:45AM

3-Year-Old Class  
Tuesday/Thursday  
9:30AM-11:45AM

### **Tuition**

A \$50 non-refundable registration fee is required at the time of registration.

3-Year-Old Class: \$810 for the school year, \$90/month for 9 months (September-May)  
Pre-K Class: \$1,080 for the school year, \$120/month for 9 months (September-May)

### **Payments/Late Fees**

Families have the option to pay tuition in full from August 1-31, 2023. An email will be sent home with the link to pay in full on August 1<sup>st</sup>. You'll also find this link on New Life Preschool's webpage at [www.newlifexn.org/preschool](http://www.newlifexn.org/preschool).

Monthly payments will be available on the 1<sup>st</sup> of each month and are due by the 15<sup>th</sup> of each month. Payments begin September 1<sup>st</sup>. An email will be sent on the 1<sup>st</sup> of each month with the payment link. You will find the link to pay on New Life Preschool's webpage at [www.newlifexn.org/preschool](http://www.newlifexn.org/preschool).

Payments that aren't paid by the due date will be addressed at the end of the month. If you are 2 months behind on payments, your child will be ineligible to return to New Life Preschool until the payment is made.

Payments are only accepted online. Please contact Daniel Michel at [daniel@newlifexn.org](mailto:daniel@newlifexn.org) if this is an issue for your family.

### Withdrawal

Parents may withdraw their child at any time. Written notice is required. You'll be required to pay the full month's tuition for the month of which you withdraw.

If you paid in full at the beginning of the school year, you'll be reimbursed for the months your child did not attend preschool. You'll be required to pay the full month's tuition for the month of which you withdraw your child. We'll need written notice that your child is being removed from the program, a confirmation document will need to be signed by both parents, and a check will be mailed to you for the remaining preschool months.

### Preschool Orientation

Preschool Orientation is required for all parents and students who are attending New Life Preschool for the school year. Families will meet for a general overview of New Life Preschool, meet the teachers/aide, tour the classroom, and get their child/children acquainted with their new school.

**3-Year-Old Class Orientation:** Tuesday, August 29<sup>th</sup> at 6:00PM

**Pre-K Class Orientation:** Wednesday, August 30<sup>th</sup> at 6:00PM.

If you're unable to attend and would like to schedule a tour with your child and review the year ahead, please contact Kristen Weidner at [kristen@newlifexn.org](mailto:kristen@newlifexn.org).

### Arrival

The Galaxy (where the preschool is located inside New Life Christian Ministries) doors will always be locked, except during arrival and departure. There's a security system and surveillance cameras on all entrances and in each classroom. There's always a member of New Life's Security Team on site while preschool is in session.

Drop-Off will be between 9:20-9:30 each day. Parents will drop their child off under the portico where the child will be greeted by a staff member, who will bring the child inside the building. We ask that parents say their goodbyes outside the building at drop off.

Doors will lock at 9:30AM. If you arrive late and the doors are locked, ring the bell beside the door to be let in and a New Life staff member will walk your child to the classroom.

### Dismissal

Parents will drive under the portico to pick up their child from preschool. Parents will be given a sign with your child's last name on it. Please put it on your window and we'll bring your child out to you.

Only people listed on the child pick-up contact list are allowed to pick up your child from school. Please make sure that information is up to date.

You may be required to show ID at pick-up until staff becomes familiar with pick-up persons. All custody documents should be submitted to the Preschool Director before the first day of school. These will be followed according to the state documents.

## Backpacks

A regular sized backpack (no mini or small backpacks) should be brought to school each day with your child.

**Please have your child's name on the backpack.**

The backpack should include:

- A spare set of clothes (including underwear and socks)
- A folder with your child's name on it.
- A water bottle labeled with your child's first and last name. Please only put water in the bottles, no juice!

Your child should only bring toys from home if it's their day for Show and Tell. All other toys should be left at home. Please check your child's folder each night!

## Curriculum

New Life Preschool will be following the *Play to Learn Preschool* curriculum. We believe that children learn best when they are engaged in creative, meaningful play to prepare them for kindergarten. Your child will actively participate in hands-on centers, art projects, dramatic play, literacy-rich activities, Bible lessons, story time and more!

As children enter the classroom, they will have an individual activity geared towards something specific they are learning like their name, colors, letters, sounds, blends and more!

We will have 3 Circle Times each day:

1. Morning Meeting: Review letter and color of the week, weekly theme, schedule, weather, etc...
2. Bible Lesson
3. Story Time

A large portion of our time together will be centers. Below is a list of our daily centers:

### Daily Themed Centers:

- Literacy
- Dramatic Play
- Reading Corner
- Blocks
- Sensory Play
- Light Table
- Science
- Writing
- Art
- Math

Once centers are complete, students will have a snack, gym class, indoor play, and story time.

Each class level has its own goals based on developmental appropriateness.

## Academic Timeline

### 3-Year-Old Class:

Month	Letters	Numbers	Colors	Shapes
September	L, T, I, F	1	Purple	Square
October	E, H, D, B	2	Orange/Black	Square
November	C, U, O	3,4	Brown	Circle
December	Q, A	5	Red	Circle
January	M, N, R, X	6, 7	Blue	Triangle
February	V, W, Z	8	Pink	Diamond/Rectangle
March	Y, P, G, J	9	Green	Rectangle/Diamond
April	K, S	10	Yellow	Oval
May	Review!	Review!	Review!	Review of shapes!

### Pre-K Class:

Month	Letters	Numbers	Colors	Shapes
September	Ll, Tt, li, Ff	1, 2	Purple	Square
October	Ee, Hh, Dd, Bb	3, 4	Orange/Black	Square
November	Cc, Uu, Oo	5, 6	Brown	Circle
December	Qq, Aa	7, 8	Red/White	Circle/Square
January	Mm, Nn, Rr, Xx	9, 10	Blue/Gray	Triangle
February	Vv, Ww, Zz	11, 12	Pink	Heart/Rectangle
March	Yy, Gg, Pp, Jj	13, 14	Green	Rectangle/Diamond
April	Kk, Ss	15	Yellow	Oval
May	Review!	Review!	Review!	Review!

## Daily Schedule

9:20-9:30 – Drop-Off/Individualized Activities

9:30-9:50 – Morning Work and Circle Time (Morning Meeting)

9:50-10:50– Centers

10:50-11:00 – Circle Time (Bible)

11:00-11:10 – Snack provided by New Life Preschool

11:10-11:35 – Gym Class/Dramatic Play/Indoor Recess

11:35-11:45 – Story Time and Pack Up

11:45 - Dismissal

## Attendance

Your child's presence is important each day! Please **message** your child's teacher on the **Remind App** if he/she will be absent from school.

## Communication

Teachers will mainly communicate with you through a communication app called **Remind**. Directions on how to use the Remind app will be given to parents at Orientation. When you give us permission to use your email and phone number, you'll be added to the app and will receive pictures of the kids, updates of upcoming parties and special days, school cancellations, and more! We strongly

encourage you to participate in this as it's an effective way to communicate with your child's teacher and stay engaged in what they are learning at New Life Preschool!

Communication between teachers and parents is so important at this early age! Teachers are available before or after class for quick questions. If you'd like a more in-depth conversation, you're welcome to schedule a meeting with a teacher/aide at any time by emailing your child's teacher.

Families will be invited to participate in one parent/teacher conference in February to discuss your child's progress and goals for the end of the school year.

A monthly newsletter will be sent home with your child at the beginning of each month sharing what we're learning that month, special days coming up, and any other pertinent information we think you should know as a parent.

### Assessment

One of our main goals is to prepare your child for kindergarten. Teachers/Aides will use observations and checklists to chart your child's progress. Parents will receive a brief progress report at the end of each month sharing what they learned this month, skills they have mastered, and goals for the following month.

You'll receive a more detailed progress report at Parent/Teacher Conferences in February and a final yearly progress report at the end of the school year.

### Discipline Policy

A variety of classroom management tools will be used throughout the year and will be adapted based on each child's needs and learning patterns. We believe in positive reinforcement and redirection whenever possible.

Children in the early years are learning and our goal is to teach and guide them how to behave properly at school, with adults, and with their peers. Teachers will communicate with you if problems arise. We want to partner with you to help your child thrive! We'll work alongside parents to resolve behavior issues that arise. However, if a child's behavior is a serious risk to other students, we reserve the right to remove your child from the program until proof of action to resolve the problem can be produced.

Here are the steps to manage difficult /serious behaviors:

1. Parent/Teacher meeting to discuss the behavior
2. Referral of child to outside agency
3. If no action is taken by family, the child will be removed from the program

### Preschool Cancellations:

New Life Preschool follows Knoch School District for delays and cancellations. If Knoch has a 2-hour delay, NLP will be canceled for that day.

In the event of a cancellation, you'll be notified via the Remind app.

### Birthdays

We want to celebrate your child's birthday! If you'd like to send in a special treat for the class to celebrate your child's birthday, please contact your child's teacher to set up the best day to celebrate!

## Illnesses

For everyone's safety and health, please keep your child home if they've had the following in the past 24 hours: vomiting, diarrhea, fever, sore throat, severe coughing, evidence of lice, or body rash with fever. Your child may not return until they have been symptom free without OTC medicines for 24 hours.

If your child becomes ill, please alert us. We'll notify parents about all communicable diseases that children may have been exposed to prevent the spread. This posting will include the name of the disease, signs, symptoms, and care guidelines. The child's name will remain confidential.

## Health and Safety

It's important that we have the most up-to-date information for each child. Please notify the Preschool Director with any changes in address, phone number, workplace, emergency contact or health information.

We're mandated reporters on child abuse or neglect. Therefore, due to legal requirements, we'll notify the PA State Hotline if there is reasonable cause to suspect physical, sexual, or emotional abuse, neglect, or maltreatment of any children enrolled in our program.

In all our best interests, we've adopted many policies and procedures to maintain a clean and safe facility. The first defense is proper hand washing. Due to this, we ask that you have your child use the restroom and wash their hands **before** dropping off for preschool. This will help each classroom keep germs to a minimum and maintain continuity as preschoolers are on a restroom schedule. We'll encourage children to wash their hands often throughout the day.

The classrooms will be sanitized daily.

If your child is injured while in our care, we'll take necessary precautions. If there's a mark that lasts longer than 20 minutes, we'll alert you of the injury. You'll receive a "boo-boo" report that you will need to sign and return. If your child has a more serious injury, we'll call to explain what happened. We log all injuries and illnesses to be vigilant of equipment or areas that may be a safety risk.

## Emergency Procedures

In case of a severe emergency of accident, we will:

1. Administer First Aid
2. Call emergency medical transportation
3. Contact parent and child's doctor

## Knoch School District Evacuation Location:

New Life Christian Ministries has agreed to partner with Knoch School District in the event of an emergency that would require an evacuation of any part of the school district. We're the largest option in the area that would be able to handle the number of students and adults at one time. This plan has been designed in cooperation with the school police and local first responders. In the event of an emergency during preschool hours we will notify you by phone that your children are safe and the proper way to then pick up your children.

## Class Parties:

Parents are responsible for planning our classroom parties! There will be a designated party planner who will organize the party with other parents. Parents will sign up for parties at orientation. Your classroom teacher will send home a list of contact information for each party. If you're planning on volunteering in the classroom, we need your clearances on file. Directions to do this will be sent home with the party information!

### **3-Year-Old Class**

- **Halloween Party:** Thursday, October 26th
- **Thanksgiving Party:** Tuesday, November 21<sup>st</sup>
- **Christmas Party:** Thursday, December 21<sup>st</sup>
- **Valentine's Party:** Tuesday, February 13<sup>th</sup>
- **Easter Party:** Tuesday, March 28<sup>th</sup>

### **Pre-K Class**

- **Halloween Party:** Friday, October 27<sup>th</sup>
- **Thanksgiving Party:** Wednesday, November 22<sup>nd</sup>
- **Christmas Party:** Wednesday, December 20<sup>th</sup>
- **Valentine's Party:** Wednesday, February 14<sup>th</sup>
- **Easter's Party:** Wednesday, March 27<sup>th</sup>

## 2023-2024 Calendar of Events

### **2023:**

- **Tuesday, August 29<sup>th</sup>:** 3-Year-Old Class Preschool Orientation (6:00-7:00)
- **Wednesday, August 30<sup>th</sup>:** Pre-K Preschool Orientation (6:00-7:00)
- **Tuesday, September 5<sup>th</sup>:** First Day of School (3-Year-Old's)
- **Wednesday, September 6<sup>th</sup>:** First Day of School (Pre-K)
- **Monday, September 25<sup>th</sup>:** Picture Day! (Pre-K)
- **Tuesday, September 26<sup>th</sup>:** Picture Day! (3-Year-Old's)
- **Monday, October 9<sup>th</sup>:** No School (Columbus Day)
- **Friday, November 10<sup>th</sup>:** No School (Veteran's Day)
- **November 23<sup>rd</sup>-November 27<sup>th</sup>:** Thanksgiving Break
- **December 22<sup>nd</sup> -January 2<sup>nd</sup>:** Christmas Break

### **2024:**

- **Monday, January 15<sup>th</sup>:** No School (Martin Luther King Jr. Day)
- **Monday, January 29<sup>th</sup>:** Donuts with Dad (Pre-K Class)
- **Tuesday, January 30<sup>th</sup>:** Donuts with Dad (3-Year-Old Class)
- **Friday, February 16<sup>th</sup>:** No School
- **Monday, February 19<sup>th</sup>:** No School (President's Day) – *Teacher/Parent Conference Day*
- **March 4<sup>th</sup>-8<sup>th</sup>:** Read Across America Week
- **Thursday, March 14<sup>th</sup>:** Muffins with Mom (3-Year-Old Class)
- **Friday, March 15<sup>th</sup>:** Muffins with Mom (Pre-K Class)
- **March 28<sup>th</sup>-April 2<sup>nd</sup>:** Easter Break
- **Friday, May 10<sup>th</sup>:** No School
- **Monday, May 20<sup>th</sup>:** Last Day of School (Pre-K class)
- **Tuesday, May 21<sup>st</sup>:** Last Day of School (3-Year-Old class)

- **Tuesday, May 21<sup>st</sup>:** Preschool End-of-Year Program and Preschool Graduation @ 6:00PM