

New Life Preschool Handbook: 2025-2026 School Year

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

New Life Preschool Staff

Director:
Pastor Kristen Weidner
Email: kristen@newlifexn.org

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

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

School Hours

Pre-K Morning Class
Monday/Wednesday/Friday
9:00AM-11:30AM

Pre-K Afternoon Class
Monday/Wednesday/Friday
12:30PM-3:00PM

3-Year-Old Class
Tuesday/Thursday
9:00AM-11:30AM

Tuition

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

3-Year-Old Class: \$900 for the school year, \$100/month for 9 months (September-May)
Pre-K Class: \$1,170 for the school year, \$130/month for 9 months (September-May)

Payments/Late Fees

Families have the option to pay tuition in full from August 1-31, 2025. The link to pay will be available on New Life Preschool's webpage at www.newlifexn.org/preschool.

Monthly payments will be available on the 1st of each month and are due by the 15th of each month. Payments begin September 1st. An email will be sent on the 1st 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.

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 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 acquainted with their new school.

3-Year-Old Class Orientation: Tuesday, August 26th at 6:00PM

Pre-K Morning Class Orientation: Wednesday, August 27th at 6:00PM.

Pre-K Afternoon Class Orientation: Wednesday, August 27th at 7:00PM.

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.

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. A member of New Life's Security Team is always on site while preschool is in session.

Drop Off Time:

Morning Class: 9:00AM-9:10AM

Afternoon Class: 12:30PM-12:40PM

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.

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 hold the sign 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.

Pick Up Time:

Morning Class: 11:30AM

Afternoon Class: 3:00PM

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
- Sensory Play

- Light Table
- Science
- Writing
- Art
- Math

Once centers are complete, students will have a snack (provided by New Life Preschool), gym class, indoor play, and story time.

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

Academic Timeline

Letters are taught out of alphabetical order to help the child master foundational movements before tackling more complex letter formations. Beginning with basic strokes and shapes will help develop a child’s fine motor skills.

3-Year-Old Class:

Please note: The main academic goal of 3YO preschool is to learn pre-writing skills and focus on fine motor skills. Focusing on these two areas lays a strong foundation for a child to master letter writing and reading skills.

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

Morning Classes

9:00-9:20 – Drop-Off/Individualized Activities

9:20-9:40 – Morning Work and Circle Time (Morning Meeting)
9:40-10:40– Centers
10:40-10:50 – Circle Time (Bible)
10:50-11:00 – Snack provided by New Life Preschool
11:00-11:20 – Gym Class/Dramatic Play/Indoor Recess
11:20-11:30 – Story Time and Pack Up
11:30 - Dismissal

Afternoon Classes

12:30-12:50 – Drop-Off/Individualized Activities
12:50-1:10 – Morning Work and Circle Time (Morning Meeting)
1:10-2:10– Centers
2:10-2:20 – Circle Time (Bible)
2:20-2:30 – Snack provided by New Life Preschool
2:30-2:50 – Gym Class/Dramatic Play/Indoor Recess
2:50-3:00 – Story Time and Pack Up
3:00 - Dismissal

Attendance

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

Communication:

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.

ClassDojo:

Teachers and parents will mainly communicate through ClassDojo. Downloading this app is required for parents to stay connected to your child while they are at school. Information on how to use this app will be provided at orientation.

Parent/Teacher Conferences:

Parent/Teacher Conferences will take place on Monday, February 16th.

Newsletter:

A monthly newsletter is 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

School Adjustment Evaluation:

A progress report will be sent home at the end of October to give an update on how your child is doing so far in school. This form will need to be signed and returned to the classroom teacher.

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 and share details with you at Parent/Teacher Conferences in February and a final yearly progress report at the end of the school year.

**Please note if there is a serious issue or concern, we believe needs addressed, the preschool director/child's teacher will notify you to set up a meeting to discuss the area of concern.*

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

Dress Code

Clothing:

- Shorts/pants must be worn under all dresses

Shoes:

- Backs on all shoes
- No heels
- Avoid shoelaces if possible

Preschool Delays/Cancellations/Modified Schedules:

New Life Preschool follows Knoch School District for delays and cancellations.

- If Knoch is canceled, preschool is canceled.
- If Knoch is delayed and has in person instruction, we'll have a modified preschool schedule.
 - o Morning Class: 10:00AM-12:00PM
 - o Afternoon Class: 1:00PM-3:00PM
- If Knoch has a delay and remote instruction, preschool is canceled.

You'll be notified of all delays/cancellations/modified schedules.

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!

Please limit food dyes and avoid all nuts as these are common allergens for children. We also ask that you not bring in cupcakes as they can be difficult to clean up.

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 and contact you. 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

- Fall Party** (students can dress in costume): Thursday, October 23rd
- Christmas Party**: Thursday, December 18th
- Valentine's Party**: Thursday, February 12th
- Easter Party**: Tuesday, March 31st

Pre-K Class

- Fall Party** (students can dress in costume): Friday, October 24th
- Christmas Party**: Friday, December 19th
- Valentine's Party**: Friday, February 13th
- Easter's Party**: Wednesday, April 1st

2025-2026 Calendar of Events

2025:

- Tuesday, August 26th**: 3-Year-Old Class Preschool Orientation (6:00-7:00)
- Wednesday, August 27th**: Pre-K Preschool Orientation (Morning Class: 6:00-7:00, Afternoon Class: 7:00-8:00)
- Tuesday, September 2nd**: First Day of School (3-Year-Old's)
- Wednesday, September 3rd**: First Day of School (Pre-K)
- Thursday, September 11th**: Picture Day! (3-Year-Old's)
- Friday, September 12^h**: Picture Day! (Pre-K)
- Monday, October 13th**: No School (Columbus Day)
- Tuesday, November 11th**: No School (Veteran's Day)
- Wednesday, November 26th – Monday, December 1st**: Thanksgiving Break
- Thursday, December 11th**: Family Christmas Party (3-Year-Old Class: 9:00-10:30)
- Friday, December 12th**: Family Christmas Party (Pre-K Class: Morning: 9:00-10:30, Afternoon: 12:30-2:00)
- Monday, December 22nd – Friday, January 2nd**: Christmas Break

2026:

- Monday, January 19th**: No School (Martin Luther King Jr. Day)
- Monday, February 16th**: No School (President's Day) – *Teacher/Parent Conference Day*
- March 2nd-6th**: Read Across America Week
- Friday, March 20th** – No School
- Thursday, April 2nd-Tuesday, April 7th**: Easter Break
- Monday, May 18th**: Last Day of School (Pre-K class)
- Tuesday, May 19th**: Last Day of School (3-Year-Old class)
- Tuesday, May 19th**: Preschool End-of-Year Program and Preschool Graduation @ 6:00PM