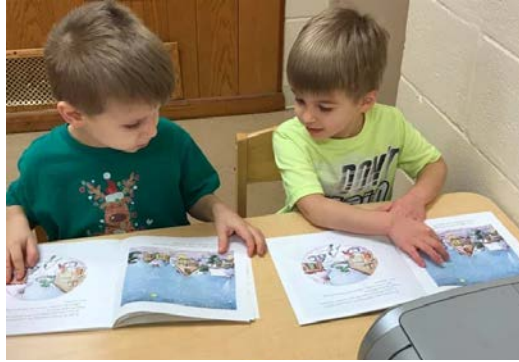


The Preschool at ANNUNCIATION GREEK ORTHODOX CHURCH



2020-2021 Handbook

annunciationorthodox.org/preschool
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Phone (717)394-1735 Fax (717)394-0991
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*Train up a child in the way he should go; even when he is old,
he will not depart from it.
Proverbs 22:6*

Our Mission is to nurture and teach our precious ones in a spirit of holiness according to the precepts of our Orthodox Christian faith and prepare them for Kindergarten in keeping with the appropriate guidelines and expectations of the Pennsylvania Department of Education.

Our Objective is to provide a safe and educational environment for children in an Orthodox Christian setting. The Preschool at Annunciation Greek Orthodox Church will foster the intellectual, moral, social and spiritual development of our students.

Our Vision is to cultivate respect, cooperation and mutual support among the students, parents, staff and parish community through the wisdom and practices of the Orthodox Christian faith.

The Curriculum is based on the Pennsylvania Learning Standards for Early Childhood Pre-Kindergarten level. Our focus is on the following areas: Language & Literacy Development, Mathematical Thinking, Social Studies, Scientific Thinking, Health & Wellness, Social & Emotional Development, Creative Expression and Thinking. In addition, the Religious Focus will incorporate Orthodox prayers, hymns, Bible stories, character traits, monthly saints, major feasts and feast days and participation at Divine Liturgies.

All lessons, stories, activities, songs and art, are based on a series of monthly themes. The seven learning centers outlined below will help to create a rich educational environment utilizing those interactive thematic lessons in all key areas and hands-on experiences for the children developing social, emotional, physical and cognitive skills.

Class Schedules

4 Year-Old Pre-Kindergarten - Monday • Wednesday • Friday

3 Year-Old Preschool - Tuesday • Thursday



9:00-9:20 AM	Arrival, Check-in
9:25-9:45 AM	Prayers, Morning Routine
9:45-9:55 AM	Bathroom Break
9:55-10:05 AM	Story Time
10:05-10:20 AM	Literacy & Math Small Group
10:20-10:40 AM	Snack & Book Nook
10:40-11:00 AM	Active Play
11:05-11:15 AM	Bathroom Break
11:15-11:45 AM	Learning Center Rotation
11:45-12:00 PM	Clean up, Prayer, Review, Dismissal

The Preschool Facility is located in the Annunciation Greek Orthodox Church. The room is well equipped with learning centers offering educational and play opportunities. The children will also be using our outdoor playground and Philoptochos Hall for gross motor development. Safe, secured and supervised outside activities will take place upon weather permitting.

Education



Active Play Center Children develop physical health through gross motor activities using the large muscles in their legs, arms and trunks to run, jump, throw, catch and kick. Active play includes balls, ride-ons, balance activities and games.



Building and Manipulatives Center This center involves the whole child as they explore, manipulate and create, enhancing gross and fine motor skills, math concepts and teamwork. Children use wooden blocks and Legos for building, lacing and puzzles for manipulatives.



Creative Center Through Art and Music a child has the opportunity to be creative, learn to make decisions by choosing different art materials, learn shapes and colors and build self-confidence. Children learn singing, listening and rhythm skills through music time.



Cubby Center Helps maintain the structure and organization of the classroom. Lockers for the children teach self-awareness and responsibility for personal belongings.



Dramatic Play Center Children use imagination to enhance developmental skills through play and pretend. Activities include dress-up, puppet shows, dolls and a play kitchen. Biblical themes are incorporated into dress-up and storytelling.



Language Center Children develop language, vocabulary and listening skills through circle time activities such as weather and calendar. The library and quiet area include soft furniture for reading, alphabet activities, puzzles, Greek culture and quiet reflection on Icons. A new listening station promotes independent reading and sight word recognition.



Science and Math Center Children can explore, examine and experience the wonder of God's creation and become natural learners. This center engages children in hands-on experiments where they can weigh, measure, sort, match and study nature, animals, bugs, plants, outer space and much more.

Religion strengthens our curriculum with the infusion of our Orthodox Faith through visits by our clergy, prayer, stories from the Bible and the lives of the Saints.

Art Enrichment is incorporated into the curriculum through activities based on the theme of the month to enhance learning and artistic expression.

Music Enrichment consists of singing, rhythmic activities, games with the use of musical instruments and motion to augment curriculum appropriate songs. Additional Orthodox songs and hymns are integrated as part of the religious focus.

Foreign Language offers the children the opportunity to receive lessons in languages such as Greek and Spanish using aural conversation and identifying objects with the basic vocabulary of letters, numbers, shapes and greetings. In addition, the Greek language instruction is integrated in songs and church hymns.

Library time encourages early literacy as the children visit the church library monthly, engage in instructor led story time and choose a book to take home for two weeks.

Cooking Experiences with special guests and volunteers engage the children in baking and cooking activities based on the theme of the month.

Computer center skills enhance the lessons in the curriculum while developing computer literacy, familiarity with the keyboard, memory building and thinking skills.

Field Trips give the class the opportunity during the school year to visit educational centers, museums, etc.

STEM Education Children will use science as a means of exploring, discovering, and problem-solving in their environment by using creative solutions.

A variety of additional valuable special activities are incorporated to enhance our curriculum.

Admission Procedure

Information, application and enrollment forms are available online at annunciationorthodox.org/preschool and at the church office. To enroll your child, submit the completed application form with a \$75.00 non-refundable registration fee and a \$65.00 yearly activity/supply fee made payable to "Annunciation Orthodox Church-Preschool". Please make sure that all parts of the application are completed. Applicants will be admitted on a first-come, first served basis. All other emergency/medical forms and required information are due by September 1, 2020.

2020-2021 School Year Tuition

2 Days per Week

\$1000.00 Tuition
+ \$ 75.00 Registration Fee
+ \$ 65.00 Activity/Supply Fee
\$1140.00 Total Invoice

3 Days per Week

\$1360.00 Tuition
+ \$ 75.00 Registration Fee
+ \$ 65.00 Activity/Supply Fee
\$1500.00 Total Invoice



Families with siblings receive a reduction of base tuition for the second and each successive child registered.

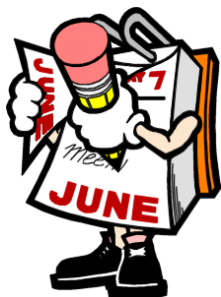
Payment Policy We offer two payment options by cash, check or money order.

1. Two equal payments due September 1, 2020 and January 15, 2021
2. Nine equal monthly payments due the first of each month from September 2020 to May 2021

Late Fees Monthly tuition payments are due the first day of each month. There will be a five-day grace period for late payments. After that time, a \$25.00 late fee will be assessed. Late fees will accrue monthly until the outstanding balance, including late fees, is paid. This will be strictly enforced. Special arrangements of tuition payments must be authorized and approved by the Director.

Refund Policy Two weeks written notice is required for early withdrawal from the Preschool. Current tuition must be paid up-to-date. An additional month's tuition is applicable. This charge helps to keep the Preschool fiscally sound, as our budget is based on all children being enrolled for the entire Preschool year.

2020-2021 School Year Calendar



Welcome Families Night	September 9
First Day of School	September 14 / 15
Fall Break – CLOSED	November 3 - 10
Thanksgiving Break - CLOSED	November 26-30
Christmas Break – CLOSED	December TBD
Pascha Break – CLOSED	April 28 – May 3
Holy Week	April 26 – May 1
Pascha	May 2
Last Day of School	May 28

The calendar is subject to change. A current calendar will be distributed at Back to School Night.
The date of field trips will be announced during the school year.

Policy and Procedure

Inclement Weather In case of inclement weather we will follow the School District of Lancaster delay or closing schedule.

If the Lancaster City School District is on a one OR two hour delay, the Preschool at the Annunciation Greek Orthodox Church classes will be on a modified schedule.

Tentative Delay Schedule: 10:00 AM-12:30 PM

Walk your child into the building on a modified day no earlier than 10:00 AM. If you arrive and a staff member is not in the classroom, do not leave your child unattended.

Do not call the church office for information. In an inclement weather situation, no one may be available to assist you. In all cases, use your best judgment regarding the safety of transporting your child to and from Preschool. We ask for your patience as we try to provide you with the best service on snowy days. Our main priority is the safety of the children.

Drop Off Parents and caregivers are to park in a designated space and bring their children into the classroom no earlier than 9:00 AM. Prior to that time, teachers are preparing for the day's activities and may be in and out of the classroom. No child should be without supervision at any time in the building. In the event that you need to drop off your child earlier or later, please contact the Director and use the office entrance.

Pick Up Children will be picked up at the Preschool outside entrance at 12:00 Noon. We ask that parents enter the parking lot from Hershey Ave and form a car pick up line at the top of the walk. For convenience and safety, a teacher will accompany the children to the end of the walkway.

Carpooling/Play Dates If your child is going home with another student, a note must be brought to inform the teacher(s). No child will be released from our care without a written request from a parent. Please let us know of babysitters, caregivers, friends, grandparents or relatives who will be picking your child up on a regular basis. Children will only be released to those individuals listed in the permission pick-up form provided. Please make children aware of who is taking them home.

Security/Safety All doors to our facility and church will remain locked during school hours. The Preschool outside door will be the drop off and pick up entrance for all Preschool students. An assigned parent volunteer or teacher assistant will be stationed at the Preschool entrance during that time to ensure the safety of our children. The children will use mainly the classroom, playground, and Philoptochos Hall facilities. The Church Sanctuary will be used once a week for prayer time and when the Preschool calendar indicates attendance to a Divine Liturgy. The children will be supervised at all times.

In case of an emergency or parent visitation to the Preschool after 9:00 AM, please contact the Director.

Absence Please call the Director's office to let us know if your child will be absent, so that his/her teacher can be notified, and so that we can keep our records current.

Sick Child Rule If a child comes to school and appears ill, or becomes ill while at school (i.e. fever, upset stomach, rash, etc.) the parent(s) or emergency contact person will be notified for pick up immediately.

Please keep your child home if he/she displays any fever, vomiting, diarrhea, runny nose with a discolored discharge, or symptoms of any communicable diseases such as pink eye or chicken pox. As a general rule, if your child does not seem himself/herself, is not feeling well, is out of sorts, please **DO NOT SEND HIM/HER TO SCHOOL.**

If you receive a call to come and pick up your child due to illness, it is expected that you will do your very best to get to school as soon as possible, for the comfort of your child and others.

Medication Any non-prescription medications that you wish to be administered to your child at any time during hours must be listed and signed off on the medical form in the admission packet. All non-prescription medications must be provided from home.

Medical Emergency We will make every effort to provide a safe, nurturing and caring learning environment and to accommodate all children. Our protocol under a medical emergency or medical treatment is to exercise reasonable care and diligence under the circumstances. In the event of a medical emergency, we will endeavor to summon trained medical personnel to the site immediately by calling 911. The next step would be to notify the parent(s). If the parent cannot be reached, we will call the emergency contact person on the child's registration and profile form.

In addition to our general approach to emergencies, it is understood that occasionally a particular student may require specific medical treatment in the case of an emergency (e.g. the need of an epinephrine injection in case of an allergic reaction, the use of an inhaler for an asthmatic child, juice or snacks for a diabetic child). Parents who have a child for whom this may be the case, must inform the Preschool Director at the time of application for the school year. The Director, at that time, will determine whether the school staff can respond adequately to the specific situation. If acceptable, a release form will be provided that must be signed by the parents and the child's physicians and returned to the Director.

Child's Health Report The Child Health Report form must be completed and signed by a physician. Medical forms must be returned by September 1, 2020. Please be sure to complete all the required information and any allergies or limitations your child may have. The only required immunization for private preschools in the state of Pennsylvania is the MMR. Recommended immunizations are DPT, Polio, and HIB.

Accidents Accident forms will be filled out for anything that happens at school to keep you informed, and so that you can watch for any delayed symptoms or reactions that may occur. Minor first aid, emergency medical treatment, and transport are all consented items, which appear on the medical forms you fill-out. We will make every attempt to contact you in the event of a serious injury or emergency, as well as attempt to seek treatment at your preferred facility.

Allergies Please be sure to list any allergies, especially any food allergies your child may have on the medical forms provided. The Director will make sure that any pertinent information is passed on to your child's teacher. It is highly recommended that parents, who have a child with severe allergies, make a flyer (including child's name, picture if available, type of allergy, and reaction) to post in their child's classroom notifying teachers, staff, and other families of the allergy.

Clothing Policy Comfortable clothes that can get messy are recommended for everyday use. Children will be taking part in outdoor, down on the floor, and messy art activities. Please do not dress them in clothing that, if ruined, will upset them or you. Please send in an extra set of clothing for your child, labeled with their name, in a labeled small shoebox. Please include seasonally appropriate clothes (tops, bottoms, underwear, socks). Check this box throughout the year, and please remember to replace any items that may have been used.

Field Trips Field trips for students will be conducted at various times throughout the school year. Permission to participate will be gathered individually for each trip through a parent permission slip. There will be a field trip sign-up form each time, where parents or caregivers can volunteer their time to accompany us and help chaperone our outings. In some cases, a nominal fee may be charged for certain field trips on a case-to-case basis.

Parent/Teacher Communication Teachers want to be in close contact with you, but talking to parents during class time takes the teacher away from the children. Please contact the Preschool office by phone or send a note in your student's communications folder if you have an issue you need to discuss with the teacher, and the teacher will call you later that day to speak to you or to schedule an appointment if needed.

Any notes and/or important papers will be sent home with your child in his/her communications folder. Please check it daily to be kept up-to-date. Parents will receive monthly calendars and newsletters highlighting classroom activities. These will provide a guide to your child's activities for each month. Parents will also receive weekly emails informing them of any changes or classroom updates, including events or trips.

Conferences Parent/teacher conferences are scheduled during the first semester and at the end of the school year. Parents will be notified and sign-up sheets will be made available for dates and times. Day and evening options will be offered to try to meet the needs of parents. At these times, teacher will discuss your child's progress, review progress reports with you and address any questions or concerns you might have. If you feel you need to meet with your child's teacher before or in-between these scheduled times, please contact the teacher to set that up.

Backpacks and Schoolbags Children should come to school with a backpack or schoolbag large enough to fit a folder and clearly labeled with their name to put their finished work and school communications in. Please check your child's bag each day for completed projects and artwork.

Birthdays/Name Days We celebrate birthdays/name days during snack time. Birthdays will be celebrated with a hat and song and name days with an icon and hymn. We welcome parents or caregivers to join in the celebration and add to the festivities. Contact your child's teacher if you plan to come in or are sending something in, so that teachers can make the appropriate arrangements. Please give us notice if you are sending in a special treat.

Discipline The staff at the Preschool use a variety of time-tested methods in order to maintain control of their classrooms. All of these methods are used in a gentle and nurturing way, and are in no way related to any physical violence or humiliation. We, of course, will work with parents and other professionals, in order to design the most appropriate programming for all of our students, however, if parents and/or students are deemed uncooperative or unresponsive to our attempts, it will be left to the discretion of the teacher, in conjunction with the Director, to determine at such a time if our Preschool Program is the best placement for the child.

We reserve the right to ask that a child be permanently removed in certain severe cases, which include, but are not limited to, hurting other students or teachers/staff, causing deliberate bodily harm to themselves, violent or uncontrollable screaming or outbursts, behaviors that are known to require special education services in the public school arena, that we feel we are not equipped to handle.



The Preschool at

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64 Hershey Avenue † Lancaster, PA 17603 † (717) 394-1735 † Fax (717) 394-0991

Parent Handbook Acknowledgment I have thoroughly read and understand the Preschool at the Annunciation Greek Orthodox Church Parent Handbook. I agree to adhere to the policies and procedures found within the Handbook as long as my child is a student at the Preschool at the Annunciation Greek Orthodox Church. Any questions I had were answered and explained by the Preschool Director.

Parent Name

Date

Parent Signature