



*Where learning is child's play*

## 2021-22 HANDBOOK

447 Keswick Ave., Glenside PA 19038

Phone/Fax: (215) 887-2289

Email: [GBOffice@comcast.net](mailto:GBOffice@comcast.net)

Website: [http://www.glensidebiblechurch.org/  
nurseryschool](http://www.glensidebiblechurch.org/nurseryschool)

## Dear Parents,

Thank you for your interest in Glenside Bible Church Nursery School. We are a preschool with fresh ideas and an enthusiastic, qualified staff.

The aim of our program is to meet the "total" developmental needs of your child. Physical, mental, social and emotional needs will all be addressed within a warm and loving Christian context. Our play-based curriculum includes a variety of activities: reading readiness skills, crafts, music, art, dramatic play, story telling and free play. Field trips are also part of our enrichment experiences. Because of the vertical-grouping of our classes, ages 3 to 5 years combined, an individualized approach will be used to meet the needs of each age group as well as each child's own level of development.

If you have any questions, please don't hesitate to contact us at 215-887-2289 (Church office) or 215-407-5927 (my cell phone).

Sincerely,

*Priscilla Patterson*

Director

Glenside Bible Church Nursery School & Playgroup

After a total of three weather closings, every effort will be made to make up any additional time lost due to inclement weather.

## 16. PHOTOGRAPHS

Photographs are taken and used within the classroom setting. We use them to keep you up-to-date on especially fun activities, as special "gift" projects, and other class activities. The photographs are NOT posted on the Internet/GBCNS website. Occasionally school photos are shared with our church family during Sunday service for the purpose of engaging with our congregation who support us regularly in many different ways.

Each spring, professional portraits are taken and made available to you for purchase. Your permission is necessary to take these professional pictures. Any concerns in this area should be brought to our attention. If you do not consent to any pictures being taken of your child, for any reason, you must submit in writing to the teacher.

## 17. FIELD TRIPS

Each year we plan a few favorite field trips:

- ☺ Fall: Pumpkin Farm
- ☺ Spring: Elmwood Park Zoo or Briar Bush Nature Center
- ☺ Picnic at the Playground
- ☺ In addition, we occasionally take walks in the neighborhood

With the exception of neighborhood walks, permission must be given in writing. If we are providing transportation, a car/booster seat is required and must be provided. Parent participation is not required for children in 3-5 group.

## 18. OUTSIDE SERVICES

If your child is receiving outside services or you are planning to arrange such services for your child, please advise the teacher. Outside visitors to the classroom must make timely arrangements with the Director. Ideally, disruption to the normal classroom routine and schedule should be avoided.

On winter days, please dress your child appropriately in warm clothing, including hats, mittens and boots when needed. It is requested that all outside clothing be name-tagged in some way.

A complete change of seasonally appropriate clothing in a labeled bag will be left at school. Please keep sizes and seasons current.. This is helpful for spills and accidents.

### 13. REFUNDS

Fees are not refundable in the event that school is called off because of weather conditions. There are no refunds in the event of absence or illness up through two weeks duration.

After two weeks of a child's continuous, prolonged illness, fees will be reduced to one-half until the child returns to school, provided that the parents have notified the Director in writing prior to the third week of illness. Paying the reduced rate insures a child's position in the school when he returns.

### 14. WITHDRAWAL

If you wish to withdraw your child from the school, written notice must be given to the teacher four weeks before billing is terminated. A child who has withdrawn from the school, and then wishes to return, must have his name placed on the waiting list, if necessary.

### 15. WEATHER CLOSINGS

Glenside Bible Church Nursery School will remain in operation on all winter days unless weather conditions dictate school closing. We will follow Abington School District decisions, so listen for Montgomery County #301 on the radio. If Abington Schools are closed, so are we. If Abington schools have issued a 2- hour delay, we will open at 10:00 AM. You will be notified by telephone if there are any changes to this procedure. School closing information is also available on the Internet at [www.kyw1060.com](http://www.kyw1060.com), click on KYW School Closing and look for #301.

## STAFF

### Director:

Mrs. Priscilla Patterson  
215-407-5927

### Nursery School Teacher:

Mrs. Priscilla Patterson

### Teacher's Aide:

Mrs. Jennie Swaim

### Playgroup Teacher:

Mrs. Diane Ashlock  
215-643-3158

### Teacher's Aide:

Marie Gannon

### Nursery School Committee:

Rev. John Kless	215-886-5784
Mrs. Priscilla Patterson	215-407-5927
Mrs. Diane Ashlock	215-643-3158
Mrs. Gwyn Gaspari	215-387-6927
Mrs. Mimi Ashlock	215-572-1085
Mrs. Tori Lyons	215-964-0690
Mrs. Chris Robinson	215-435-1706

For questions or concerns regarding tuition payments, please contact Mrs. Nancy Bell, GBCNS Treasurer @ [nancybell428@gmail.com](mailto:nancybell428@gmail.com)

### Website:

<http://www.glensidebiblechurch.org/nurseryschool>

Registration forms, brochures, handbook and additional information may be viewed and downloaded.

## SCHOOL CALENDAR 2021-2022

Orientation Days:	9/9 & 9/10
First Day of School!:	9/13
Field Trip (half day):	October (Date TBD)
Fall Costume Parade:	10/27
Thanksgiving Feast with Friends	11/24
Thanksgiving (no school):	11/25 & 11/26
Christmas Program (half day):	12/17 @ 10:00 AM
Christmas Break (no school): (School Resumes 1/3)	12/20 - 12/31
Martin Luther King, Jr. Day: (no school)	1/17
Presidents' Day (no school):	2/21
Picture Day:	3/23
In-service Day (no school):	3/25
Open House	3/26
Easter Break (no school): (School resumes 4/20)	4/11 – 4/18
Closing Program (half day)	5/20 @ 7:00 PM
School Picnic:	5/23
Last Day of School:	5/25

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Our School Closing number is #301 (same as Abington School District). On bad weather days, listen to KYW radio (1060 AM). If a 2-Hour delay is declared for Abington School District, we will plan to open at 10:00 AM.

Please note: As per the Financial Commitment Form signed at registration, if tuition is not made by the 1<sup>st</sup> of the month and our office is not notified, a late fee of \$25 will be charged. Repetitive failure to stay in good standing and good communication with tuition may result in your child's loss of enrollment in nursery school. Final tuition payment is due May 1<sup>st</sup> of current school year. If this is not possible, please make specific arrangements with the school treasurer regarding your tuition obligation.

As previously mentioned, a late pick-up fee of \$10.00 will be added if your child is not picked up within 15 minutes after the scheduled end of the class. A bill for the late pick-up fee will be included with your next tuition bill. The late pick-up fee shall be paid within 7 days of the bill. Payments can be mailed or deposited in the tuition lock box in the Director's office. Failure to timely pay the late pick-up fee may result in further action.

### 11. LUNCH BUNCH

This program is offered once per week. Children who wish to stay for lunch are welcomed and included into the PM class from noon - 1:00; adding an extra hour to their school day. They may play freely with the centers provided and sit for lunch together before dismissal at 1:00 pm. This program has a weekly sign up list and instructions/policies in the hallway outside of class and may change month to month depending on needs and interest. Lunch Bunch fees will be tallied up and included in your monthly bill.

### 12. CLOTHING

Play clothes are considered to be the best-suited type of dress for nursery school activities. For your child's safety, shoes should be appropriate for running and playing indoors and out. Please do not send your child to school wearing flip-flops or wheeled shoes as these are not safe for running. Close-toed shoes are required. Also, note outdoor play is considered to be an integral part of the nursery school program during all seasons, weather permitting.

## 9. DISMISSAL OF A CHILD

We plan for success for each child in our preschool. We will work together as a team to support a positive learning experience for everyone. In the event that it becomes necessary, the school reserves the privilege of dismissing any child. Some reasons for this may be:

- A child has been in attendance but has not made progress towards a happy and secure adjustment away from home
- Financial obligations are not met
- A child becomes extremely disruptive or poses serious danger to himself or others

In the event that GBC Nursery School dismisses a child from the program and there is prepaid tuition, you will be reimbursed for the unused amount of prepaid tuition within ten business days of the withdrawal date.

## 10. FEES

Our program fees are broken into 9 installments which are due Sept. 1 thru May 1. *There is a non-refundable registration fee of \$35.* Program options are as follows:

- 3 Half Days: \$1,800 for the year (9 installments of \$200)
- 3 Full Days: \$3,000 for the year (9 installments of \$335)
- 4 Half Days: \$2,400 for the year (9 installments of \$267)
- 4 Full Days: \$4,000 for the year (9 installments of \$445)
- Early Arrival: \$720 for the year (9 installments of \$80)

You will receive a bill with the amount due and the due date listed. Please mail the return envelope to the church office and make checks payable to: Glenside Bible Church Nursery School. If you need a receipt, please let us know. Payments may also be dropped inside the tuition box, located in the Director's Office. Automatic payment/withdraw forms are available upon request.

## GOALS FOR PROGRAM

- To provide a well-balanced program of instruction that teaches children skills and attitudes essential to success in school.
- To use a developmental approach to help children develop at their own rate.
- To provide individualized instruction with our vertically-grouped class.
- To work together with parents, since they are primarily responsible for the education and growth of their children.
- To provide an integration of Christian truth in all areas of the children's study and investigation of God's world.

## CURRICULUM

Our curriculum's aim is to meet the following needs:

- To develop readiness in reading, language, and math, according to the child's maturity level.
- To provide balance between active and quiet activities, indoor and outdoor play.
- To establish routine of physical habits, work habits and self-discipline.
- To provide enrichment experiences in the way of field trips and visitors to the classroom.
- To promote growth through creative self-expression in art, music and movement.
- To explore the natural environment through observing, investigating, experimenting, and experiencing.

Materials are selected and arranged based on the students' interest and levels of development. Many units are developed with a thematic approach but are also interdisciplinary to include experiences for all areas of the curriculum. Teachers use learning activities to teach new concepts, vocabulary, language forms, math, reading, writing, mental process, and attitudes.

## **SOCIAL AND ATTITUDE OBJECTIVES**

An important part of any good pre-school program is learning social and attitude skills. Some of our long-term objectives include:

- Positive self-identity
- Independence
- Persistence
- Ability to delay gratification
- Interest in school activities
- Trust in the Teachers/Aides in the classroom and in the classroom environment itself
- Identification with a positive Christian adult role model
- Ability to follow directions
- Positive attitude toward own and other social groups
- Sportsmanship: taking turns, sharing, accepting the fact that one cannot always win

## **EVALUATION**

An initial, informal assessment of each child is used to determine individual needs. A check list is used to record progress during the school year, and a portfolio is kept for each child with samples of their work.

Since an important role of the teacher is not only participant but also observer of the classroom environment, anecdotal records of each child's growth are recorded. A journal, where both parent and teacher can make comments and record information, serves as a dialogue between child-teacher-parent. This journal goes home and comes back with the child each school day.

An in-school conference keeps you personally informed of your child's progress; however, the Teachers and Director are always available for answering questions. Please feel free to contact them at any time.

A late pick-up fee of \$10.00 will be assessed if your child is not picked up within 15 minutes after the scheduled end of the class. A bill for the late pick-up fee will be included and sent home with your regular tuition billing cycle. The late pick-up fee shall be paid within 7 days of the bill. Payments can be mailed or deposited in the tuition lock box in the Director's office. Failure to pay in a timely manner may result in further action.

## **6. FOOD**

A snack fee is included in your child's tuition and will be planned, prepped and provided daily by their teacher and aide.

A balanced lunch should be brought to school each day for full day students. We really appreciate healthy options! Please let us know if your child has food allergies. If there are classroom allergies, certain foods may be restricted depending on the severity.

## **7. RECORDS**

The school will keep records of attendance, health, and achievement of each child. A record of immunizations is required by the start of school. Please submit a current printout of your child's immunization record obtained from their primary care provider.

## **8. TOYS**

We have a large array of toys and equipment at school. Therefore children should not bring toys from home. Items brought for Show & Tell will remain in the hall until the appropriate time.

#### 4. REGULAR ATTENDANCE

Children can benefit from the opportunities offered by a nursery school program only if they attend regularly. One of the important developmental opportunities offered in a group experience is the relationship to other children. If a child is absent frequently, that child will always feel unacquainted with the other children. To get the most out of our program, children need to be here regularly. Additionally, arriving on time for school at 9:30 provides consistency for your child. Teachers are available to greet each child and allow for a smooth transition into the school day.

#### 5. LEAVING AND CALLING FOR A CHILD

Teachers will be ready to greet your child and begin our day together at 9:30 AM. A reliable person must leave and call for your child. The person who brings the child must stay until he has been checked into the class. This person must accompany the child to the classroom door. Morning entry is from the front door on Keswick Avenue. This door is locked from 9:45 AM until 3:00 PM. If you arrive after 9:45 AM, you may ring the doorbell at that entrance.

At dismissal, please step forward to receive your child when the children are dismissed at the rear classroom door. The teachers will not release your child unless they can see you. Your child will be sent home only with a person known by the staff to be authorized to call for the child.

A list of authorized persons is maintained in your child's file. Permission for a child to go with someone other than the parent, guardian or those listed as authorized must be given **in writing**. You may communicate this information to us in your child's journal. Verbal notice to the teacher/aide alone is not sufficient. There are **no** exceptions to this. Persons unknown to the staff should be prepared to show identification before the child is released to their care.

## ADJUSTING

Your positive, happy outlook regarding preschool will encourage the same attitude in your child. A more relaxed parent makes for a more relaxed child. During the first weeks of school, your child may:

- be shy and cling to you
- not say much about the school day
- tire easily and cry more than usual
- be aggressive and have difficulty sharing
- resist using the school bathroom and/or have "accidents"

These behaviors are in response to the stress of a new situation and should slowly disappear as your child becomes familiar with the staff, classroom routines, and other children in the group.

Families can be understanding and emotionally supportive by:

- having a positive, cheerful attitude when bringing their child to school
- ensuring consistent bedtime rituals and a good night's sleep each and every night
- allowing lots of time for personal routine, a nourishing breakfast and a pleasant ride to school
- asking specific questions regarding preschool such as, "How did you create this artwork?", "What was your favorite part of morning circle?", or "Who did you play with on the playground today?"
- allowing children time to adjust to the new routines of school

Visit your local library or bookstore for additional information. There are many wonderful books that can help ease apprehension and encourage healthy conversations about school.

## SCHEDULE

Children will learn to anticipate and predict time periods. Please keep in mind that this schedule is flexible and subject to change depending on the needs of the class as a whole. Our daily routine is as follows:

### AM Class

**9:30-9:45 Morning Task:** A small task or activity is assigned at the tables while we wait for classmates to arrive. (Example: name practice/coloring page/assorted skill builders)

**9:45-10:00 Morning Meeting:**

Time to connect, observe the calendar, go over the plans/expectations for the day, and practice our letter of the week. It is also sharing time, story time, and song time, plus games and activities involving the whole group are used to reinforce concepts learned. Listening skills, speaking and taking turns are also reinforced at this time.

**10:00-11:00 Centers, Small Groups & Clean Up:**

Children are free to explore the room; Imagine and create inside a healthy balance of structure and creativity. Academics through individualized instruction time are also held during this hour. Children put away materials and equipment. Classification concepts are reinforced during clean up as children discuss and tell why they are putting materials in certain places

**11:00-11:15 Snack & Quiet Time:**

We pray first, then, snack is provided. We choose a variety of foods and encourage healthy eating habits. Children learn to clean their own snack area and to use the bathroom. While waiting for all classmates to finish, a quiet, rest period is given during which children may sit with a book or puzzle.

**11:15-11:45 Outside Play:**

The use of tricycles and other outdoor toys are regularly available. On rainy days we play in the gym.

**11:45-11:55: Pack up / Review and Discussion:**

Children come in and cool down from their active play with a cup of water while we review our day and process all we did together. Children who leave at noon are packed up and get ready for dismissal.

**11:55-12:00 PM: Dismissal of Half Day Students**

Children will be dismissed from the classroom door at the rear of the building. Please be ready to step forward and meet your child.

## 2. HEALTH

Children sent to school should be in good health -- free from communicable disease. Our primary consideration is for the wellbeing of all the children and staff. Children with the following symptoms will need to be kept home:

- \*Vomiting
- \*Diarrhea
- \*Strep/sore throat
- \*Ear pain
- \*Lice
- \*Listlessness
- \*Congested cough
- \*Fatigue
- \*Chills
- \* Very pale or flushed
- \*Temperature above 100
- \*Conjunctivitis
- \*Rashes or any other type of skin eruption
- \*Discharge from eyes or nose that is yellow/green
- \*In need of constant one-on-one attention

If the symptoms develop while your child is in attendance, you will be contacted to pick up your child. The child may return after being symptom-free for 24 hours and fever-free for 24 hours *without the use of fever-reducing medications*. If your child comes down with a communicable disease, please contact the teacher so other parents may be informed.

## 3. INCIDENTS/ACCIDENTS

Teachers will document incidents (i.e.: hitting a peer) or accidents (i.e.: a scraped knee) relating to your child while at school. These reports will be shared with you at the end of the session. Parents are contacted immediately if a situation requiring parental/medical attention is necessary. Please keep your emergency contact information up-to-date.



**Observing:** Parents are always welcome to visit. Whenever possible, please notify the teacher in advance. Because of health and enrollment standards, do not bring along other children when you come to observe.

**Conferences:** A conference day will be offered midway through the year (January/February) to benefit those preparing for Kindergarten. Parents and teachers will share information and observations about your child's progress at home and at school. Parents of 3 year olds may choose to meet as well at this time.

Additionally, if you feel you would like to discuss your expectations and goals for your child at any point in the school year, arrangements can be made. Please contact the Teacher or Director at any time if you have a concern to discuss or if you would like to schedule an additional conference.

## POLICIES

### 1. AGE OF CHILD

A child must be three by September 15 and not older than five by January 31 in order to be enrolled at the school. Exceptional cases will be considered. Children must be toilet-trained to attend school.

## PM Class

After an enriching morning, children registered for full day will continue on with their day as follows:

### **12:00-12:30 Free Play & Clean up:**

Children will socialize and play in the room at organized centers that reinforce the same skills taught in AM Class, but at a more relaxed pace. This is followed by a time of clean up as children transition to lunch.

### **12:30- 1:00 Lunch (parent provided):**

Children wash up and sit together for lunch. Bathroom breaks are encouraged at this time.

### **1:00-2:00 Nap/Quiet time:**

All children will be given an opportunity to nap (unless notified otherwise, in writing, by parents). Nap mats are provided. Those who do not nap will have a quiet, restful activity at the tables to work on, such as puzzles, books or coloring activities.

### **2:00- 2:20 Group Activity:**

After a peaceful rest, Teacher will gather children together again and work on a group project/activity. This may differ day to day and will range from a variety of board games, story time & discussion, show & tell, puppets & finger plays, science experiments, crafts, etc.

### **2:20-2:40 Outside Play:**

Children get some fresh air and run free. Tricycles, chalk and other outdoor toys are available as well as our play equipment. During inclement weather days, we play in the gym.

### **2:40-2:55 PM Snack**

### **2:55-3:00 Pack Up & Dismissal**

## HOLIDAYS

Holidays are special times throughout the year to be celebrated. Our Christian beliefs are reflected through our holiday celebrations.

The adventure of dressing up and pretending is evident in our Fall Costume Parade, to the delight of parents and friends. However,, Halloween can also present some scary situations to young children. With this in mind we ask that children:

- Do not dress in scary masked costumes
- Avoid costumes reflecting the occult (witches, ghouls, etc.)

Christmas is a celebration of Christ's birth. We celebrate it and all its joy. "Santa", however, is left to malls and secular ads.

Thanksgiving, Valentine's Day and Easter are special days at Nursery School as well. God is part of who we are and what we do. We are thankful for blessings, for love and our salvation.

Each holiday season is a time to celebrate in a way that is appropriate for young children and pleasing to our Creator.

## PARENT SUPPORT

Since parents are primarily responsible for the education and growth of their children, we plan to work together with parents. Some ways you can participate and support us include:

**Parent Helpers:** Parent support is an integral part of our Nursery School Program. Parents who are interested, should inform the teacher and the teacher will work with you to schedule a time and day that works best. (Please make appropriate childcare arrangements for any siblings, as they will not be able to join you in the classroom. A copy of up-to-date clearances must be submitted to the director before your volunteer visit begins.

**Sharing talents:** If you have a hobby, talent or profession you would be willing to share with the children as an Enrichment Program, contact the teacher to arrange a time.

**Helping with special occasions:** Before most classroom celebrations or holiday parties your teacher will coordinate with parents about any needs such as treats, decorations, craft supplies table wear and more. If you would like to contribute simply, respond / sign-up with your preference.

**Birthdays:** Everyone loves a birthday! Each child will have their own Special Day. The teacher will coordinate with parents to select the day (closest possible school day). You may send in a snack of your child's choosing that day. The teacher will advise in September what dietary restrictions or concerns to be aware of with regard to food in the classroom. The teacher will arrange a Special Day for those students who have summer birthdays.