



PROVIDING A POSITIVE
PRESCHOOL EXPERIENCE IN A
SAFE AND LOVING
CHRISTIAN ENVIRONMENT,
WHERE A CHILD CAN GROW AND
CULTIVATE INDEPENDENCE AND
A SENSE OF SELF.

2018-2019 PARENT HANDBOOK

FIRST PRESBYTERIAN BUCKET SCHOOL

130 West Miner Street ~ West Chester, PA 19382

610-696-0554 ~ www.thebucketschool.com

ESTABLISHED 1982

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 - c. Field Trip & Photo Release Form (same page)
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What does my child need for Preschool:

- Each day, children bring to school a large bucket (not a sand pail) and a small plastic juice cup with their name on it. Buckets and plastic cups are not provided by the preschool.
- Label all jackets, coats and sweaters.
- Have your child wear sneakers for safer playtime, especially on gym days.
- Preschool art can and should be messy, so dress your child appropriately

What can I do from Home:

FOSTERING GOOD HABITS:

Young children especially benefit greatly from having structure and routine in their lives. Some suggestions:

- Establish a regular bedtime to assure maximum rest
- Provide a healthy breakfast each morning
- Read and play games together more
- Talk to your child and listen and respond

HOME TOYS-

Your child is to leave all toys at home. The Bucket School has toys, and other items, with which the children can play during centers or self-directed play.

SUCCESSFUL PARENT-TEACHER COMMUNICATION-

Communication with your child's teacher is very important. We're on the same team so we need to work together to ensure a positive successful school experience for you and your child. If at any time you have a question about your child, please don't hesitate to ask the teacher. Drop off and Pick up is not the appropriate time, however, for long conversations. You may request that the teacher phone you or you may wish to schedule a conference.

Classroom Life:

TUITION PAYMENTS-

If you opted to pay monthly, your payments will be due on the following dates: 8/1/18, 9/7/18, 10/5/18, 11/9/18, 12/7/18, 1/4/19, 2/8/19, 3/8/19, and 4/5/19. An email reminder will go home at the end of each month. You may send your tuition check to school via your child's communication folder.

Tuition statements will be given out in October, December, February and April. These statements show the tuition payments that have been made and the remaining balance due by the end of the school year. **If a child's tuition is more than 2 months overdue you will receive a notice and your child may be suspended.**

ATTENDANCE-

For optimal learning and socialization to occur, regular and punctual attendance is critical. The first fifteen minutes of the preschool day are designed to help the child transition smoothly into the school session. Please email or call the teachers or director if your child will not be in school due to illness, vacation, etc. Because of our drop off line, we like to know this in advance so that we are not wasting instructional time waiting for someone who may not be coming.

DRESS-

Children are encouraged to wear play clothes and rubber soled shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

CALENDAR/NEWSLETTER-

A monthly classroom newsletter and calendar will be sent home with your child. This will outline your child's month and will include news of upcoming events and reminders. Please read and post. Be aware of special days. A school newsletter is posted monthly on the website www.thebucketschool.com. This newsletter contains important information along with monthly activities to do at home.

PROGRESS REPORTS/PARENT CONFERENCES-

Progress reports will be sent home in January and May. Parent conferences are scheduled midyear for all classes. Conferences for our Pre-K classes will be used to discuss a child's readiness for kindergarten.

Anytime a particular concern arises, a conference may be scheduled by either a teacher or a parent

BATHROOM PROCEDURES-

Children may use the bathroom whenever they need to and we stress the importance of good hygiene, hand washing, etc.

We do ask that you encourage your child to use the bathroom before leaving home, a good habit no matter where you are going! This is also a good time to encourage independence as the children in the 3's and Pre-K classes are expected to take care of their own needs when using the bathroom in school.

Pants that are easy to pull on and off are a big help to the children. Those children in the PMO and 2's classes will be assisted as needed.

SCHOOL PICTURES-

Pictures will be taken in early November with the pictures arriving in time for Christmas. Purchase of pictures is optional. These pictures make great "Grandparent" Christmas gifts.

BIRTHDAYS-

Birthdays Treats-

We would like to celebrate your child's birthday at school. Please let us know in advance if you wish to provide a snack for that day. Good snack suggestions are, cookies, Dixie cups, brownies (**without nuts**), donuts, or donut holes, soft pretzels. **WE DISCOURAGE CUPCAKES!** Please make arrangements with the classroom teachers.

Birthday Book Club

In honor of your child's birthday, you may elect to donate a book to the school library. Come in and read the book to the class on your child's birthday. A birthday book label will be placed inside the book to honor your child. Make arrangements with the class teachers to come in and read.

SCHOLASTIC BOOKS-

Brochures are sent home throughout the year. Participation is strictly optional. The school receives bonus points from Scholastic that we use to buy new books, so it's a great way to build our library and yours!

DISCIPLINE-

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control and begin to understand how his/her behavior affects others.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment. It is a time when the child may calm down, remember what behavior the teacher is asking for, and decide, with help from the teacher, when he/she is ready to rejoin the group with appropriate behavior.

Corporal punishment is not considered to be an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked in any manner while attending The Bucket School.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parent having the option of being involved in the process as well.

Right to Dismiss Student:

First Presbyterian Church Bucket School reserves the right to dismiss or suspend a student when:

1. Payment is delinquent more than 2 months and after receiving notice.
2. The child's parent fails to cooperate with the staff, the policies and/or the procedures of the Preschool.
3. Three (3) incident reports during the school year of inappropriate behavior are filed.
 - Parents/Guardians are informed of each occurrence that requires an incident report to be written up **(SEE NEXT PAGE)**.
 - After two incident reports, a conference will be held to discuss the inappropriate behavior and what may be done to improve the behavior. This inappropriate behavior includes but is not limited to:
 - ✓ Violent/aggressive behavior towards staff and/or other students
 - ✓ The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
 - ✓ Continued willful disobedience
 - ✓ Willful destruction of property

School Closings/Delays & Early Dismissals:

If we need to have a delayed opening, or close school, we will provide that information in the following 3 ways:

A message will be on the church's voice mail box, so call the church at 610-696-0554.

The director will send an email to parents and post on our school's Facebook page

Here are the procedures if we have an interruption:

1. If WCASD (West Chester Area School District) has a snow day, **we are closed**.
2. If WCASD has a 2 hour delay, we will have a **1 hour delay**.
 - i. There are NO PMO or 2's classes on days with a delayed start
 - ii. Lunch Bunch and Enrichment will be normal times
3. If WCASD schools dismiss early due to weather, there will be no lunch bunch or enrichment

Drop Off/ Pick Up:

PROCEDURES-

1. **Please remain in your car unless otherwise requested by a teacher.** The teachers will assist your child in exiting and entering the vehicle, and closing the car seats.
2. If possible, please have your child's car seat positioned on the passenger side of the car.
3. Please notify us by a note in your child's folder or by email if someone different is going to be picking-up your child after school. We will not send a child home with anyone else unless we have a written note from you, or you have personally spoken to the teacher or Director (voice mail messages will **NOT** be honored as verbal permission).
4. If your child is riding in a car pool, please tell us which children will be riding in the car pool, and who will be providing transportation.
5. Please display your child's name sign, or if car-pooling, have the children's name signs on the sun visor or dash board of the vehicle. We request you continue to do so throughout the entire year. This will assist the teachers in keeping the car line moving, especially if a substitute teacher is assisting.

The following two (2) pages contain our Drop-Off/Pick-Up Protocol. This has been developed in cooperation with local residents and the police department to maintain safety and traffic flow. **IT IS IMPORTANT, THEREFORE, THAT WE STRICTLY ADHERE TO THE FOLLOWING PROTOCOL.**

PMO, 2's and Pre-K Classes:

These children will be entering the building using the door closer to the intersection of Darlington and Miner Streets

Drop Off/ Pick Up on Darlington Street

- **If you have both a 3's and Pre-K student in your car, use the Hemlock Alley car line.** Use this line even if the 3's student is absent. We need to be consistent with what door to send the children to.
- **Older siblings of PMO & 2's may be dropped off at 9:00 with those classes.**
- **Do not arrive too early.**
If you sit there for a period of time you are parking and legally can be ticketed.

- **Do not unhook your child's car seat until the car door is opened.**
- **When pulling up to the curb, please stop before you get to the mailbox.**
- **Do not block the alley while waiting.**
Parents of the 3's classes are trying to cross Darlington Street.
- **Do not stop and wait on the block of Darlington south of the church.**
You totally block traffic. Instead, circle the block. You can be ticketed if stopped on that block.
- **Do not cut into line by pulling in front of the cars already waiting.**
We see the order of cars as they arrive and that is the order we call the children. When you pull to the front of the line, it does not allow the other cars to pull forward.
- **When waiting, if a space opens up in front of you, please pull forward.** This keeps the line moving.
- **If a car is parked across from the church allow enough space for cars to get around you.** I know they are
- **Drop Off and Pick Up time is not the time for your child to practice working the seat belt.**
- **Please be patient.**
If we all work together, drop off and pick up times go much more smoothly and we can ensure the safety of our children.

3's Classes / Lunch Bunch / Enrichment:

These groups of children enter through the alley door on Darlington Street (door closest to Hemlock Alley on the map)

Drop Off/ Pick Up on Hemlock Alley

- **Older siblings of PMO & 2's may be dropped off at 9:00 with these classes.**
- **Do not arrive too early- If someone needs to get through the alley, you must move.** This alley is used by residents of West Chester. There is private parking along it.
- **Do not unhook your child's car seat until the car door is opened.**
- **After the children are dropped off, cross over Darlington Street and continue on Hemlock Alley.** If you need to turn left, you may do so at S. New Street. To make a right turn, after crossing Darlington turn right onto the alley or cross S. New Street and turn right onto S. Wayne Street. By turning onto Darlington, you add to the traffic of the other drop-off/ pick-up line.
- **Drop Off and Pick Up time is not the time for your child to practice working the seat belt.**
We know it is great to see our children becoming more independent, but we need to load and unload as quickly as possible.
- **If you have both a 3's and Pre-K student in your car, use the Hemlock Alley car line.** Use this line even if the 3's student is absent. We need to be consistent with what door to send the children to.

- **Please be patient.**

If we all work together, drop off and pick up go much more smoothly and we can ensure the safety of our children.

Lateness policy:

Drop Off:

Doors will be open for 10 minutes past the starting time for your child's class. After those 10 minutes, doors will be closed and children will be taken to their classrooms. If you arrive after doors have been closed, please bring your child to the church office door, located on Miner Street, and the receptionist will escort you downstairs to your child's classroom.

Pick Up:

We ask that you please **be prompt** when picking your child up from school.

Doors will be opened promptly at your child's dismissal time in order for car lines to run smoothly. A late pick-up fee of **\$10** will be assessed after 10 minutes of dismissal time with an additional **\$5** for every 5 minutes thereafter.

Health Policies:

1. **If your child has had a fever or vomited, he/she must stay home from school until they have had no symptoms for a 24-hour period.**
2. No child who arrives noticeably ill, with a rash, or with a fever shall be admitted to class for that day. This is a common courtesy due each family. Please ask yourself whether you would want your child to be in a room with another child having the same symptoms. If the answer is "no," you should keep your child at home that day as a courtesy to the other families.
3. Please notify us immediately of any communicable diseases (i.e. pink eye, chicken pox, measles, etc.). If a child contracts a communicable disease, and exposes other children, upon receiving such information, we will notify the parents as soon as possible. The sick child will not be allowed to return to school until the period of contagion has passed, and cleared by the child's physician to return to school.
4. Please let us know if your child will not be in school, by either telephoning the school, emailing the director or teacher, having your car pool driver inform us that day. This will be helpful to the teachers so they do not wait for your child and take away precious learning time.
5. The children are encouraged and helped to keep themselves clean. Classrooms have a child sized toilet and sink so children can receive age-appropriate guidance in personal hygiene.
6. Teaching staff does NOT administer medication to students. Exception is an Epi-pen that has been supplied for emergencies.

Allergy Policies:

SCHOOL POLICY-

First Presbyterian Church Bucket School recognizes the potentially serious nature of childhood allergies. We will make every reasonable effort to reduce the risk to children with severe allergies in accordance with this policy; however, will not be held liable for extreme allergic reactions, provided all precautions were taken to prevent exposure.

If your child has severe allergies, they must be noted on his/her Registration/Emergency Medical Contact Form and discussed verbally with the Preschool Director and your child's teacher.

In addition, an Allergy Action Plan must be completed by a physician, at the beginning of each school year so that the preschool staff will know what to do in case of accidental exposure. This form must be updated if your child's allergies change during the year.

If your child has an allergy that is considered extreme and requires medication, any medication provided to the preschool must be in the original container, clearly labeled as belonging to the child, labeled with the current date, and a completed and signed Allergy Action Plan from the parent on file in the preschool office.

SNACKS-

We do not consider ourselves to be a peanut/tree nut free zone. A suggested list of snacks that are peanut and tree nut free is sent home when asking for snack donations.

Students with food allergies may be asked to bring their snack from home, as we wish to provide the safest environment possible for those students.

Parents of a child with food allergies who provides his/her own snack will be asked to send in a variety of snacks, which are consistent with the child's allergies. These will be stored in a snack box with the child's name clearly marked on the outside.

A staff member will notify the parents when the contents of the snack box are nearly depleted. Staff will notify parents when a special event is scheduled so that a special treat may be sent in with their child. **No student with a food allergy will be allowed to eat any food not specifically supplied or approved by his/her parent.**

LUNCH BUNCH-

A table will be dedicated to children with peanut and tree nut allergies, and will be the same table each time.

Friends of that child may join them at the peanut and tree nut -free table, provided that their lunches meet the peanut and tree nut free criteria. Lunches will be checked by staff to be sure they meet criteria.

No food sharing is allowed, even if the lunch is found to be "peanut and tree nut-free".

Tables will be wiped down after each lunch session. For children with other food allergies, a meeting should be set up with the Director prior to attendance in the lunch program to determine whether a special plan can be set up insuring their safety.

Important Forms:

The following forms all need to be filled out and returned on, or before, your child's 1st day of school.

1. Parent Handbook Acknowledgement
2. Medical/Emergency Forms (2 pages)
3. Field Trip and Photo Release Form (same page)
4. Carpool and Driver Authorization
5. The Food Allergy Action Plan (if applicable) may be downloaded in PDF form from our website:
www.thebucketschool.com under FORMS & NEWSLETTERS

PARENT HANDBOOK ACKNOWLEDGEMENT:

PLEASE SIGN AND RETURN TO SCHOOL

I/we have read the First Presbyterian Church Bucket School handbook. I/we agree to and will adhere to the policies and procedures of The Bucket Schoool.

Signed:_____

Relationship to child_____Date_____

Signed:_____

Relationship to child_____Date_____



THE BUCKET SCHOOL

MEDICAL/ EMERGENCY FORM

Please Read and Complete Both Pages

CHILD'S NAME: _____

CHILD'S BIRTHDATE: _____

PARENTS' NAME: _____

ADDRESS: _____

NUMBER TO BE REACHED AT DURING SCHOOL:

1. _____

2. _____

Father's Employer & Phone: _____

Mother's Employer & Phone: _____

Doctor's Name & Phone: _____ Dentist's

Name & Phone: _____

PLEASE LIST ALL ALLERGIES* & OTHER HEALTH CONCERNS:

***If your child has an allergy, please fill out Food Allergy Action Plan that can be found on our website**

BATHROOMING:

If my child requires clothes to be changed during school (choose one and initial):

_____ please call me; I will bring new clothing and change my child's clothes.

_____ I authorize the school to change my child's clothes.

EMERGENCY CARE:

In the event of an emergency, the physician listed and the local hospital are hereby authorized to provide any emergency care deemed medically necessary for my child. I understand that if such emergency is life threatening, the staff will provide medical assistance first, and notify me immediately thereafter.

Signature/Date

Please list three (3) individuals who are authorized to assume temporary care of your child if you cannot be reached.

NAME:_____ **PHONE:**_____

ADDRESS_____

RELATIONSHIP TO CHILD:_____

NAME:_____ **PHONE:**_____

ADDRESS_____

RELATIONSHIP TO CHILD:_____

NAME:_____ **PHONE:**_____

ADDRESS_____

RELATIONSHIP TO CHILD:_____

Signature:_____ Date:_____

FIELD TRIP PERMISSION FORM

I give permission for my child, _____, to take walking field trips in the West Chester Borough during this school year. I understand that this permission is limited to walking field trips within the Borough, and that separate permission will be requested for any other field trips the class may take.

Signature/Date

PERMISSION TO USE CHILD'S PICTURE

I give permission to the First Presbyterian Church Bucket School, also known as The Bucket School, to display my child's picture or likeness on the school's web site or Facebook page, in print media such as the local newspaper, or in school produced advertising literature. I understand no names are provided with the pictures.

Signature/Date

CARPOOL AND DRIVER AUTHORIZATION

My child _____ will be carpooling with the following children:

(name) _____ on (days) _____

(name) _____ on (days) _____

(name) _____ on (days) _____

(name) _____ on (days) _____

I authorize First Presbyterian Church Bucket School to release my child _____, to the below named drivers.

(name) _____ (relationship to child) _____

(name) _____ (relationship to child) _____

(name) _____ (relationship to child) _____

(name) _____ (relationship to child) _____

Signature

Date