

Dear Parents,

Welcome! We would like to thank you for choosing Reformation Nursery School. We are committed to all parents and children who are a part of our school family. We are all dedicated to providing a happy and healthy early childhood experience for all students. We look forward to working with you and your child.

Thank you,

***Amy Bevan & Erin Steffan, Directors***

### **Vision Statement**

Reformation Nursery School provides a learning environment that helps children develop the strengths and skills necessary for them to build their own knowledge and prepare them for their next school environment.

### **Mission Statement**

Our school provides a safe and nurturing environment in which children can develop socially, emotionally, cognitively, and physically. Our children are exposed to age appropriate curriculums that help them build confidence, creativity, and a love for school.

## **From the Pastor**

Reformation Nursery School has been part of Reformation Evangelical Lutheran Church in Media, PA, since 1958. Every Wednesday during the school year, the pastors of Reformation Lutheran Church will offer an optional “chapel” experience for Pre-K students to help support the spiritual development of the children. Chapel time is a 15 minute period when Pastor Wayne and/or Pastor Alina gather with the children to sing songs, read an age appropriate Bible story, and say a prayer. The primary theme of chapel time is the basic, positive message of God’s love for all people. Chapel time does not promote a specific religion as being superior to others. It celebrates the message of God’s love made known through the Bible.

**\*Due to Covid-19, we will not be offering Chapel Time for the 2020-2021 School year.**

## **From the Directors**

We recognize that Religion is a personal choice. The Chapel time experience is optional and parents do have the right to opt-out. Chapel time will take place during the last 15 minutes of free play in the morning.

## **Operating Hours**

Early Start, Nursery & Pre-K Classes

**9:00 a.m. – 11:30 a.m.**

Optional Lunch Day (TBD due to Covid-19)

**11:30 a.m. – 2:00 p.m.**

After K Classes

**12:00 p.m. – 3:00 p.m.**

## **Contact Information**

### **Phone**

#### **School Office – (610) 891-0600 Ext.100**

During class time, it is difficult to answer the phone, so if there is no answer, please leave a detailed message on the office extension and we will try to return your call as soon as possible.

In the event of an emergency and you need to speak with a teacher immediately, you can dial the following classroom extensions:

**Ext. 105:** Room 142- Mrs. Kelley (M-W-F) & Classroom Assistant: Mrs. Bevan

**Ext. 106:** Room 141- Mrs. Clarke (M-F) Classroom Assistants: Lisa Goodman & Amy Taimanglo

**Ext. 107:** Room 140 - Mrs. Schaefer (M-F) & Classroom Assistants: Mrs. McQuade & Ms. Schaefer

### **Email**

[nurseryschool@relcmedia.org](mailto:nurseryschool@relcmedia.org)

Email is checked daily.

### **Website**

[www.relcmedia.org/nurseryschool](http://www.relcmedia.org/nurseryschool)

Please visit our website for all school information.

You can also find us on Facebook!



*(Note: our Facebook page is a private group)*

## **Schedule 2020- 2021**

**Sept. 24** (Th) – Teacher Meet & Greet: Nursery

**Sept. 25** (F) – Teacher Meet & Greet: Pre-K

**Sept. 29** (T) - First day of school for 2 day Nursery & 5 Day Pre-K Classes

**Sept. 30** (W) - First day of school for 3 day Nursery & 3 day Pre-K

**Oct. 16** (F) – **NO SCHOOL**

**Nov. 2 & 3** (M/T) – **NO SCHOOL**

**Nov. 23-27** (M-F) Thanksgiving Vacation: **NO SCHOOL**

**Dec. 21-Jan 1** (M-F)-Christmas Vacation: **NO SCHOOL**

**Jan. 18** (M) - **NO SCHOOL**

**Feb. 12/15** (F/M) - **NO SCHOOL**

**March 29-April 2** (M-F) Easter Vacation: **NO SCHOOL**

**May 18** (T) – **NO SCHOOL**

**May 26** (W) - Last day for 3 Day Nursery & Graduation for Pre-K classes

**May 27** (Th) - Last day of 2 Day Classes

***\*\* Note: Please check the monthly newsletter for the most up-to-date school schedule, as there may be schedule changes during the school year. As a reminder, we follow the Rose Tree Media School District calendar. Schedule changes will also be announced on our web site and Facebook page.***

**SUMMER  
CAMP**



**Summer Camp** will be offered late May-June to currently enrolled students, on a first come, first served basis. Details regarding Summer Camp dates will be sent home in the New Year.

### **Nursery School Staff**

***Mrs. Amy Bevan*** –Co-Director, 3 Day Pre-K Classroom Assistant & After K

***Mrs. Erin Steffan*** – Co-Director, 2 Day Classroom Assistant & After K

***Mrs. Jean Clarke*** - 5 Day Pre-K Class

***Mrs. Lisa Goodman***- M-W-F Classroom Assistant

***Mrs. Kate Kelley***- 3 Day Pre-K & After K

***Mrs. Michele McQuade*** - 2 Day Classroom Assistant

***Mrs. Marge Schaefer*** – 2 & 3 Day Nursery Classes

***Ms. Alyssa Schaefer***- M-W-F Classroom Assistant

***Mrs. Amy Taimanglo*** – T-Th Classroom Assistant

- All teachers have mandated background clearances.
- All teachers are CPR & First Aid Certified. Certifications are renewed every 2 years.
- All teachers must attend ***at least*** one education workshop per year.
- All teachers are members of ***Delaware County Early Childhood Educators Association***

## **Tuition**

Tuition is broken down into 9 equal monthly payments even though the number of school days varies from month to month. **Tuition checks are due no later than the FIRST of each month.** If the first falls on a Saturday or Sunday, then payment is expected by the following Monday.

Monthly tuition is due in full each month even if your child is not in school due to illnesses or vacation.

**A late charge of \$10 is charged for payments received after the 1<sup>st</sup> day of the month.**

**Make all checks out to: “Reformation Schools, Inc.”**

It will also be helpful if you put the Tuition month and N.S. in the lower left corner of your check.

Returned checks: A \$20 fee will be charged to cover bank costs for any returned checks.

**Tuition Costs for all programs (Early Start, Nursery & Pre-K) in the 2019-20 school year are as follows:**

**2 Day - \$155**

**3 Day - \$230**

**5 Day - \$330**

## **Federal Tax number**

Reformation Schools Inc.

**# 51-0391957**

A receipt is available upon request.

## Extended Lunch Day: TBD

**\*Due to Covid-19 we will NOT be offering lunch at this time\***

Extended Lunch Day is offered 5 days a week **from 11:30 am to 2:00 pm** on a first come, first served basis. Early pick up at 1:00pm is also available. Each child brings his/her lunch and beverage in a lunchbox or bag with their name on it. All registered children are eligible to sign up for extended lunch day regardless of what day they attend school. Please do not drop off children before 11:30 when coming on an unscheduled day.

The monthly calendar will list any days that extended lunch day is not offered (teacher meetings, early RTM dismissal, the day before a vacation, etc).

- You will receive a lunch day calendar on the 3<sup>rd</sup> week of each month for the following month. Please make sure that you write your child's name on the calendar and select the days that you want your child to stay. ***Please make every effort to sign up in advance, as this helps us to plan staffing ahead of time.***
- **The cost is \$15 per day for early sign up and \$16 for same day sign up.** Payment by **check or cash (no coins)** is expected in advance. We ask that you pay for at least 2 weeks of Extended Lunch Day. We will also accept payment for the entire month.
- **Early Lunch Pick up option (1:00 p.m.)** The cost is **\$12 per day** for early sign up and **\$13 per day** for same day sign up.
- We will have a separate basket for your extended day lunch calendar and payment. **You must turn in a calendar with your payment!**

- Once you turn in your lunch day calendar with the dates you have selected, we will post a list with the names of the children staying on their scheduled days. Please see Mrs. Clarke for any changes.
- The maximum number of children is 20! We will add names to the list if there is room available. If you have not signed up in advance & you would like to have your child's name added to the list, please consult with Mrs. Clarke.
- Please arrive promptly at dismissal time (2:00PM). Call the school if you will be late so that we may reassure your child that you are on your way. A **\$5 late fee** plus **\$1 for every additional minute** late is due the next day.
- There are **no refunds** issued if your child does not stay on their scheduled day. **If your child is sick**, we will issue a credit that can be used on a future day.
- Please keep in mind that **we will not be able to heat or refrigerate your child's lunch or provide a beverage**

***Please do not combine Tuition and Extended Day checks!***

### **After K Program (Kindergarten children)**

The After K Program is being offered 5 days a week from 12:00 p.m. - 3:00 p.m. The focus of the After K program is to extend your child's Kindergarten day with arts and crafts, science experiments, reading / writing activities, math activities and much more!

You will need to send a packed lunch for your child. Transportation for children from Rose Tree Elementary and Media Elementary can be provided by RTM. Children from Glenwood and Indian Lane are



welcome but would need to have transportation provided for them due to the fact that RTM will not bus them.

## **Forms required for each school year:**

### **Medical Information Form**

All **new** students must have a Medical Information Form returned by the end of September. Returning students are not required to complete the medical information form again (the school already has a copy on file) unless there has been a significant change to their health history.

### **Emergency Contact Forms: *GOOGLE DOC***

It is imperative that we have an Emergency Contact Form by the first day of school. Please ensure that you provide all of your emergency/alternate contacts in the event that we have to reach you during an emergency.

### **Child Information Sheet**

Please be sure to return the Child Information sheet to your child's teacher by the first day of school. The information you supply about your child will be useful to the teachers as they get to know your child.

### **Photo Consent Form**

Please return the photo consent form to your child's teacher. Occasionally we may use photos for promotional purposes in newspapers or the school website. We will respect your decision if you decide that you do not want us to use photos or videos of your child.

## **Requirements**

1. All children **MUST** be potty trained. No Pull-Ups allowed. If you your child has more than **THREE** consecutive accidents your child will be excused from the program until they are fully potty trained.
2. Your child will need a **Full Size** school bag. Please bring it every day! It will be used to send home important papers and art projects.
3. Please keep an extra MASK and complete change of clothes & including socks in your child's backpack in the event that a change of clothes is required. Please remember to change the clothing depending on the season.
4. Your child should wear play clothes. We do a lot of crafts & painting and do not want to risk ruining nice clothes.
5. Rubber soled shoes are safer on the playground. Please make sure shoes have backs: NO Flip-Flops for school. Shoes should be safe for running and climbing.
6. Outerwear should be appropriate for the season. If the weather permits, we go outside unless it is extremely cold, so dress accordingly. We do not go out if snow covers the whole play area, so boots are rarely needed.

**Parents- Please make sure to put names on all items: coats, jackets, lunch bags & backpacks!**

## **Arrival Routine**

### **\*Please see Covid-19 guidelines for arrival procedure**

Children may be dropped off at school at 8:55 a.m. Please do not arrive earlier due to the fact that teachers need this time to prepare their rooms and activities. A staff member will be stationed at the doors at 8:55 a.m. to admit you into the school.

**If you arrive later than 9:15 a.m., please ring the bell at the Community Room door.**

#### **When you come into the school:**

1. Please check off your child's name on the attendance sheet in your child's classroom.
2. Make sure that your child has her/his name tag. We usually only use the name tags for the first 2 weeks of school in September.
3. Drop your child off directly at their classroom door each morning.
4. Teachers will explain procedures for where coats & back packs belong upon arrival.

**Please encourage your children to do things for themselves such as hanging up their coats & placing backpacks in their proper location.**

## Pick Up Routine

### **\*Please see Covid-19 guidelines for Pick Up procedure**

A staff member will be stationed at the door at pick up time to admit you into the school. Please pick up promptly at 11:30 at the classroom door. If you are late due to an emergency, please call our office.

**If someone else is picking up your child, we must be told in advance.**

### **Please follow these rules if you arrive early for pick up:**

1. If you arrive early and classes are still on the playground, please do not allow your younger children to go on the playground until we go inside. (Everyone is welcome to use the playground after school unless the Lunch Day or After K students are on the playground).
2. Allow the children time to go into their classrooms before you walk down the hall to pick up your child.
3. If the classroom door is closed, please wait until the teacher opens it to pick up your child.

## **Late Fee**

Please arrive promptly at dismissal time. A late fee will be applied if you arrive for pickup after 11:35 (or 2:00 for Extended Lunch Day). Call the school if you will be late so that we may reassure your child that you are on your way. An immediate **\$5 late fee** plus **\$1 for every additional minute** late is due the next day.

## **Conferences**

- The Pre-K classes will have conferences in February.
- The 2 & 3 Nursery Classes will have conferences in March.

Your child's teacher will give you a conference slip with the date & time of your child's conference. If you are unable to attend your conference, please talk to your child's teacher to reschedule.

We ask that you not use the drop-off or pick-up times for extended discussions with the teachers about your child. The teachers need to focus on the arrival and departure of the children during these times and cannot be distracted.

Your child's teacher will inform you of anything important that needs to be discussed. We will not wait until conference time if there is a problem or concern that needs immediate attention.

## **Discipline**

We encourage positive behavior! If a child is having difficulty with his/hers peers, we will redirect the child to a different activity. In dealing with unacceptable behavior, the teacher will talk to the child and ask what happened and suggest what they might do or say the next time.

If a problem persists or we have serious misbehavior issues, we will speak to a parent as soon as possible and work together to find a solution.

## **Healthy Snack Policy**

Your child's teacher will inform you when it is your turn to send in a snack. You will be asked to send in 2 gallons of juice (100% juice drinks only). Milk is another suggestion. In addition, you will also be asked to send in 2 or 3 boxes or bags of a healthy snack. Some examples are: pretzels, goldfish, mini rice cakes, unsweetened cereal,

graham crackers, animal crackers, etc. We ask that you try to avoid products that contain hydrogenated oils and high fructose corn syrup. Please read labels – healthy snacks can be found in all supermarkets. Trader Joe's also has a great selection.

Cut-up fruit or veggies are also great! We ask that you let us know in advance.

We will allow sweets during special occasions such as birthdays, holiday parties and during some cooking projects.

## **Birthday Snacks**

You may send in special treats for your child's birthday. Please make arrangements with your child's teacher in advance.

Treats **MUST BE** store bought. Some suggestions are: munchkins, special cookies, brownies, rice krispie treats, mini cupcakes, ice cream cups, etc. You must provide enough for the children in your child's classroom.

Here is another special birthday idea: Purchase your child's favorite book and your child's teacher will read their birthday book. Write a birthday message inside the cover, and donate it to our school.

## **Allergies**

***If your child has severe food allergies, it is safer to give the teacher a box of appropriate snacks for your child. Please make sure that the snack is labeled with your child's name.***

## **Parent Volunteers**

We will have a sign-up sheet for various volunteer jobs throughout the year. We appreciate the parent volunteers who do so much for our school!

## **Nursery School Parent Rep**

The Parent Rep is available to discuss any issues or concerns that you may not feel comfortable bringing to the attention of the Nursery School staff. The Parent Rep is the spokesperson for all Nursery School parents. The name of the Parent Rep and contact information will be announced after the start of the school year.

## **Holiday Parties**

The monthly newsletters & calendars will reflect when we are having holiday parties. We will have sign-up sheets posted asking volunteers for specific donations.

## Injury or Sickness

### **\*Please see Covid-19 Guidelines\***

If your child has a minor injury in school, we will inform you of the incident when you pick up your child. If there is the possibility that your child may need doctor's care, we will call you immediately.

It is important to keep your emergency numbers as accurate as possible.

If your child has a minor illness, you do not need to call us. ***If your child has a communicable disease, please let us know so we can inform other parents.***

**Here are some general guidelines to follow:**

- **Colds** - A green or yellow nasal discharge often means infection. Please consult with your doctor.
- **Fevers** – Your child must be fever free for 24 hours before returning to school.
- **Strep Throat or Ear Infection** - Your child should be on an antibiotic for 24 hours before returning to school.
- **Vomiting/Diarrhea** - Your child should be symptom free for 24 hours before returning to school.
- **Pink Eye** - Highly contagious! Your child should be on eye drops (or ointment) for 24 hours before returning to school.
- **Asthma** - Keep your child at home if he/she is wheezing or having trouble breathing.
- **Nose Bleeds** - Consult your doctor for severe nosebleeds (10 Min. or longer).



- **Head Lice** - Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. If your child develops head lice, speak with your doctor or pharmacist about treatment with a special shampoo. All nits (eggs) should be removed from the hair before returning to school.

***Please let us know of any head lice problems immediately so we can notify all parents.***

**Please speak with your child's teacher if your child requires any prescription medications stored at school.**

## **Playground Rules for Nursery School**

Playground is ONLY open during school hours. Due to Covid-19, it will remain **closed** after school.

Please review the following rules with your child:

- Children should wear appropriate shoes: **NO flip-flops!**
- Go **down** the slide only. **No running or walking up the slide**. Also, remember: one person at a time going down the slide.
- Children should play on the blacktop and woodchip areas only!
- **The steps and cement wall are OFF LIMITS.**
- Sand should remain **in** the sandbox. Please do not allow your child to remove sand from the sandboxes.
- Trikes are for blacktop area only; keep out of mulch.
- If you are using the playground after school, **please watch your children carefully.**
- **Two wheel bikes are OFF LIMITS** to nursery school children. These bikes are stored in the open shed on the playground and belong to Stay & Play!

**As you face the playground, we only allow the Nursery School Children on the equipment to the left. The equipment to the right is designed for older children and is off limits!**

## **Snow and Emergency School Closing Policy**

- We will be closed when Rose Tree Media School District is closed
- We will post an announcement on the Nursery School Facebook page and/or send a message via REMIND app.

## **Modified Weather Related Schedule**

- If RTMSD has a 2 hour delay due to weather issues, Nursery School will open with the following modified schedule: **11:00 a.m. -12:30 p.m.** (If your child is signed up for Extended Lunch Day, the lunch will offered from 12:30 p.m. - 2:00 p.m.)

## **Power Outage Procedures**

In the event that the school loses power, each classroom has temporary emergency lighting (there are no windows in the main classrooms).

In the case of an extended power outage, we will contact parents about school closure or early dismissal.

## **Additional Communication Methods**

Our Facebook page is the primary method of communication with our school families. We realize that not everyone uses Facebook, so we will be implementing additional methods (REMIND app) of contacting parents through email and text alerts. Details will be given out during the school year on how to sign up for these alerts.

## **Blessing**

Please become familiar with the blessing, as we say it daily before snack.

**Open shut them, open shut them  
Give a little clap.**

**Open shut them, open shut them  
Fold them in your lap.**

**Thank you for the world so sweet.**

**Thank you for the food we eat.**

**Thank you for the birds that sing.**

**Thank you God for everything.**

**-Amen**

**Our school does not  
discriminate on the basis  
of race, color, religion,  
national or ethnic origin.**

## **The First Day**

*I gave you a little wink and smile  
As you entered my room today.  
For I know how hard it is to leave  
And know they must stay.  
You've been with them for the first few  
years  
And have been a loving guide,  
But now, alas, the time has come  
To leave them at my side.  
Just know that as you drive away  
And tears down your cheeks may flow  
I'll love them as I would my own  
And help them learn and grow.  
For as a parent, I too know  
How quickly the years do pass  
And that one day soon it will be my turn  
To take my child to class.  
So please put your mind at ease  
And cry those tears no more  
For I will love them and take them in  
When you leave them at my door.*

*Author: Jamie Solley*