



**Roxborough Presbyterian Church**  
8230 Ridge Ave  
Philadelphia Pa. 19128  
preschool@thephiladelphiaproject.com  
973-985-6776

Parent Handbook  
2017-2018

**CONTACT INFORMATION:**

School Phone: 973-985-6776

Website: [preschool.thephiladelphiaproject.com](http://preschool.thephiladelphiaproject.com)

Email: [preschool@thephiladelphiaproject.com](mailto:preschool@thephiladelphiaproject.com)

**CLASSROOM GOALS:**

- To introduce the Bible and the study of Jesus Christ.
- To develop Christian attitudes of cooperation, self-control, courtesy and respect for others.
- To develop patterns of behavior that will strengthen character.
- To stimulate an interest in learning.
- To develop positive social skills.
- To encourage companionship and friendship with others.
- To encourage children to take responsibility for their own actions.
- To teach the children the basic concepts which will facilitate their readiness for kindergarten and further education.

**SCHEDULE OF TUITION AND MONTHLY  
INSTALLMENTS:**

- Preschool - 3 to 4 years old, 5 days ... \$3,200 annually (\$320/month)
- Preschool - 2 years old, 5 days ... \$3,850 annually (\$385/monthly)
- Preschool - 2 years old, 3 days ... \$3,000 annually (\$300/monthly)
- Preschool - 2 years old, 2 days ... \$2,500 annually (\$250/month)
- Fuel Aftercare (3 to 4 years old) ... \$2,000 annually (\$200/monthly)

*\*Please note that the student-teacher ratio for 2-year-olds is 1:6, which adds to the increase in tuition.*

***FUEL AFTER SCHOOL (3 & 4 year olds only)***

\$2,000/annually (\$200/monthly) regardless of attendance

Payment is to be paid separate from preschool tuition online or via check. Checks may be made out to “The Philadelphia Project” with a description of payment in the memo line (ex. Daniel aftercare wk of 9/2). Aftercare may be paid weekly depending on weeks needed. The cost is \$200/month for any amount of days used and will not be prorated hourly or daily, even if child is picked up early. If aftercare is not paid, the child will not be permitted to stay for aftercare.

**TUITION AND PAYMENT TERMS:**

***Monthly Payment***

The annual tuition is divided into ten (10) equal payments. The first payment is due before September 1<sup>st</sup> and the FIRST of every month thereafter with the last payment collected on June 1<sup>st</sup>. A late fee will be

assessed for payments received after the 5<sup>th</sup> of the month due. Tuition is non-refundable. Tuition must be paid in full even if the child is absent for any reason. Tuition will not be reduced or prorated for Holidays or snow days. If tuition is not paid then the student's spot will no longer be reserved at The Philadelphia Project Preschool.

***Registration Fee for Enrolling Families***

A non-refundable registration fee of \$40 is due no later than August 15, 2017. Your spot will not be reserved if this is not paid by this date.

***Method of Payment***

All online tuition payments will be collected through Brightwheel. If you prefer to pay via check or money order (made payable to "The Philadelphia Project" with your child's name in the memo line), you can still do so by filling out a payment envelope and placing it in the safety deposit box hanging on the wall in the Welcome Center. Description of payment should be noted on the bottom portion of the check. For example: "Sept. Tuition for Alex." There is a \$20 fee for all returned checks. Receipts will be issued upon request.

***Monthly payments should be paid on the 1<sup>st</sup> of every month. If the payment is not received by the 5<sup>th</sup> then the child may not attend preschool for the next full week of preschool until payment is received.***

***All checks should be given to Christina Gann, the Preschool Director and be made out to "The Philadelphia Project".***

**DAYS OF OPERATION:**

First day of school: Tuesday, September 5th, 2017

Last day of school: Tuesday, June 12th, 2018

The Philadelphia Project Preschool will follow the School District of Philadelphia's calendar for holidays and snow days, with some exceptions. Preschool will be open on Rosh Hashanah and Yom Kippur.

\*Please see separate calendar for scheduled days off.

**SNOW DAY CANCELLATION:**

When The School District of Philadelphia closes due to snow or other emergency, The Philadelphia Project Preschool will also close.

When The School District of Philadelphia has a one hour delay, The Philadelphia Project Preschool will be delayed one hour.

When The School District of Philadelphia has a two hour delay, The Philadelphia Project Preschool's classes will be on a two hour delay.

**Please check your email in the morning for any modifications to The School District of Philadelphia cancellations.**

**HOURS OF OPERATION:**

8:30am-2:30pm Preschool  
2:30pm-6pm Fuel After School

**PARKING LOT SAFETY:**

Enter the parking lot from the narrow drive way located on Ridge Ave. Pull straight in as you approach the building on your right. Park near the Welcome Center. Enter through the Welcome Center to drop off and pick up your child. Exit onto Ridge Ave.

**LATE PICK-UP:**

The preschool ends at 2:30 PM. Fuel After School ends at 6:00pm. A late fee of \$5.00 for each five minutes or portion thereof will be charged for pick-ups after hours. The late fee is to be paid to the teacher on duty at the time the child is picked up.

**ARRIVAL PROCEDURES:**

Each child enrolled in The Philadelphia Project Preschool must be

accompanied to his/her classroom by an adult. The teacher should be informed of the child's arrival. Any special concerns or instruction should be communicated to the teacher at this time.

**DEPARTURE PROCEDURES:**

Children will be released only to the parent or to another adult designated on the child's Emergency Form. If someone else is to pick up a child, the teacher must be notified in writing (or email) or with a phone call, in advance. The parent or adult should be sure to gather the child's belongings and to check the Information Board for any messages or updates.

**FIELD TRIPS:**

Field Trips may be scheduled this year to enrich our preschool curriculum. Participation is encouraged but not mandatory. Parents must provide transportation and assist with supervision. Alternate child care arrangements will NOT be provided on days of field trips. Any changes to this policy will be communicated by the director.

**FOOD SERVICES:**

Please pack a nutritious snack and juice or water for your child. Children enrolled in the Fuel After School program will have snack provided. We encourage simple, nutritious finger foods and drinks. TPP Preschool is not allowed to microwave or refrigerate food. Please pack an ice pack for food in a lunch box requiring refrigeration.

It is important that we be notified in writing of any allergy or food intolerance. Children sometimes trade goodies without thinking of these things. Food will not be withheld from any child for any reason. Refrigeration is available for any food pertaining to allergies or food intolerance only.

**HEALTH:**

Children who are obviously ill with the flu, a cold, a fever or a communicable disease, such as ringworm, head lice, or pink eye will not be admitted to the program that day. The child will be permitted to return when his or her temperature is normal for 24 hours and other signs of the condition have gone. If your child will be absent for any reason, please inform the school at 973-985-6776 or [preschool@thephiladelphiaproject.com](mailto:preschool@thephiladelphiaproject.com) no later than 8:00am.

Every child enrolled in The Philadelphia Project Preschool must have an annual physical and completed Physician's Report on file in the Preschool Office.

It is recommended that all children enrolled in The Philadelphia Project Preschool be toilet taught prior to the start of school. Parents must supply a complete change of clothes to be kept in the child's school bag to be used in the event of an accident.

#### **OTHER INFORMATION:**

Loveys, blankeys, bottles and pacifiers will not be allowed in The Philadelphia Project Preschool program. Children too often exchange these items or fight over them.

Parents are required to supply a clean lidded, labeled cup (sipper or w/straw) to be used for snack and lunch daily.

#### **BRIGHTWHEEL:**

Our school will use the application Brightwheel for payments but also for updating you on your student while they are at preschool. We will be able to post activities, share pictures, message parents, and more. Instructions on how to create an account will be sent via email. At least one parent **MUST** have an account with Brightwheel.

#### **MEDICATION:**

The Philadelphia Project Preschool will not administer medications,

prescriptions or over the counter drugs to any child except in the case of an emergency.

**CLOTHING:**

It is our recommendation that each child be dressed in comfortable play clothes appropriate for the day's weather. Flip-flops, sandals and slippers may not be good for growing feet and are not safe on our playground or gym surfaces. Gym shoes or other non-skid soles are preferred. **Please write your child's name on all items worn or carried to preschool.**

Parents are required to supply a complete change of clothing (shirt, pants, underwear and socks) to be kept in your child's backpack to be used in the event of an accident. If your child has an accident, please send another set of clothing in the next school day.

**DISCIPLINE:**

Children will be guided and will be encouraged to follow all rules and safety instructions. Corporal punishment is not permitted and will never be used. The safety of all children is our highest priority. The program reserves the right to exclude any child whose behavior is such that he or she requires the continuous individual attention of the teacher or in any way endangers the other children or staff.

**PARENT'S COMMENTS:**

Your comments are always welcome. Please see the Director or contact her at 973-985-6776. We welcome comments, suggestions and criticism at any time. Your contribution is one way to help us keep your children, their welfare and their development clearly at the center of our attention and concern.

**THE PHILADELPHIA PROJECT PRESCHOOL:**

The Philadelphia Project Preschool operates under the auspices of the



board of The Philadelphia Project. The Philadelphia Project determines the program and policy for the Preschool, utilizing recommendations from staff, congregation and community members.

The Philadelphia Project Preschool is an equal opportunity employer.

The Philadelphia Project Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the preschool.

The Philadelphia Project Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs and athletic and other school administered programs.

**REGISTRATION AND ENROLLMENT:**

Enrollment is based on availability of space. For each child, the following must be completed and on file with the program:

1. Registration Form and Registration Fee
2. Parents Report/Assessment of Needs and Interest
3. Child Health Report
4. Emergency / Consent Form
5. Community Emergency Form

