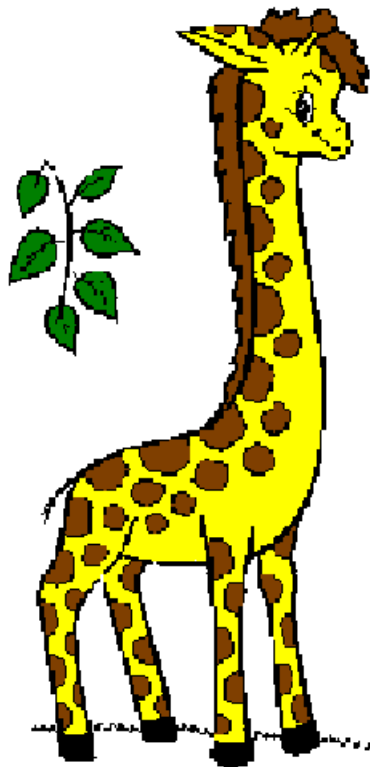
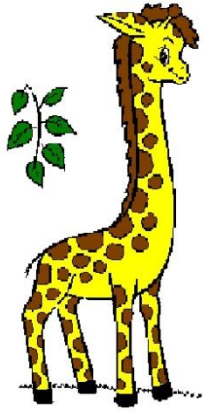


2012-2013

St. Andrew's Nursery  
School  
Handbook





### **SCHOOL SONG**

To the tune of "Mary Had a Little Lamb"

St. Andrew's is the place we go,  
Place we go, place we go,  
St. Andrew's is the place we go,  
Every other day.

We have many toys and games,  
Toys and games, toys and games,  
We have many toys and games,  
That we share and play.

We have friends and teachers, too,  
Teachers, too, teachers, too,  
We have friends and teachers, too,  
Who help us on our way.

And now we thank you one and all,  
One and all, one and all,  
And now we thank you one and all,  
For our happy stay.

Lyrics by the late Nancy Algeo - 1930-2006

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## SECTION I

### CHURCH STAFF

<b>Pastor</b>	Rev. William Mueller
<b>Director of Christian Ed.</b>	Janice Stickle
<b>Director of Music</b>	John Rea
<b>Nursery School Director</b>	Mary Jo Grieve
<b>Church Secretary</b>	Eileen Mielke
<b>Church Sexton</b>	Chuck Frankenfield

### SCHOOL STAFF

#### Teachers

Mary Rose Brady	Kate Corr
Rachel Daniels	Jen Cadden
Wendy Sedlak	Suzanne Veronese
Charisse Lynch	

#### Teacher Aides

Pam Gambone	Jana Rothwein
Joanne Sobocinski	Noreen Estock
Christine McKenna	

#### Auxiliary Staff

Lucille Meinville  
Elaine Cox  
Gabby Winters, Nursery School Committee Member Lending Library Volunteer

#### Office Support Staff

Assistant Director	Rita Hobday
Treasurer	Sherie Bollinger

**ST. ANDREW'S NURSERY SCHOOL  
EGYPT & CRAWFORD ROADS  
AUDUBON, PA 19403  
Founded 1972**



Licensed by Dept. of Education – Harrisburg, PA  
Accredited by the National Association for the education of Young Children

<b>School Office</b>	<b>610-666-6153</b>
<b>Absentee Line</b>	<b>610-666-0426</b>
<b>FAX Number</b>	<b>610-666-6019</b>
<b>E-Mail Address</b>	<b>admin@standrewsnurseryschool.com</b>
<b>Website</b>	<b>www.standrewsnurseryschool.com</b>
<b>Church Office</b>	<b>610-666-6577 610-666-6578</b>

**School Mascot**

Giraffe "Amos"

**School Color**

Yellow

**2012-2013 COMMITTEE**

<b>Director Emeritus</b>	Marcia Renner
<b>Chair</b>	Mary Jo Grieve
<b>Vice Chair</b>	Connie Butera
<b>Treasurer</b>	Sherie Bollinger
<b>Secretary</b>	Cheryl Peiffer
<b>Property Co-Chair</b>	Gabby Winters
<b>Property Co-Chair</b>	Kerry Gibbons
<b>Publicity Chair</b>	Deanna Roeger

## SECTION II

### PRESCHOOL CURRICULUM

Our curriculum philosophy is designed to support our program's mission to develop our children's physical, social, emotional, cognitive, moral, and spiritual growth by:

- Adhering to the Pre-kindergarten Pennsylvania Learning Standards for Early Childhood
- Valuing the child as an individual within the context of his/her family and community
- Recognizing the integrative nature of children's play as it affects learning in such curriculum areas as math, science, language, literacy and the creative and expressive arts
- Acknowledging and supporting children's individual learning styles
- Providing opportunities for discovery learning through self-selected activities, and encouraging the development of children's abilities to observe, perceive, explore, investigate, imagine and problem-solve
- Valuing daily routines and self-help skills as opportunities for learning and social development
- Respecting the needs and rights of children to make choices and decisions by empowering them to take responsibility for the care of their environment and materials
- Recognizing the need for children to practice skills and consolidate their learning by providing opportunities for repetition of experiences and extension of their ideas
- Designing and establishing an enriched environment that stimulates the imagination, promotes creativity and enhances critical thinking and decision-making skills
- Understanding the need to promote children's autonomy as well as the ability to work cooperatively with peers and adults
- Providing small and large group experiences within an age-appropriate, child-centered, and anti-biased atmosphere

## **SECTION III**

### **SCHOOL CALENDAR**

This calendar is intended to provide an overview. Not all activities have been listed, nor any dates shown. Detailed information will appear in the monthly newsletter.

#### **SEPTEMBER**

- Parent Orientation Program
- Classes begin
- Parent Volunteer Corps Coffee

#### **OCTOBER**

- Fire Truck visits
- Pumpkin Day – 3 Year-Old Classes
- Fall Nature Walk
- Harvest Fun Day– 4 Year-Old & Preschool Plus Classes
- Halloween Parties

#### **NOVEMBER**

- Parent-Teacher Conferences – 4's and Preschool Plus Class
- Preschool Plus Classroom Visitation Week
- School Photographs
- Thanksgiving Parties
- Thanksgiving Vacation

#### **DECEMBER**

- Used Toy Collection
- Christmas Parties
- Christmas Vacation

#### **JANUARY**

- Parent-Teacher Conferences – Pre-3 and 3 Year-Old Classes
- SPCA Program
- VNA Screenings

#### **FEBRUARY**

- Registration (for next school year to begin in September)
- Valentine Parties
- Dental Hygienist visits



## **MARCH**

Saturday School - 3 Year & 4 Year-Old Classes

(A special day when each child may attend school with the parent least likely to be able to attend during the week. Space requires us to limit Saturday School attendance to one adult per child.)

Family Fun Night – Preschool Plus Class

Easter Seals Special Needs Program

Poison Prevention Program

Optional Parent/Teacher Conferences

## **APRIL**

Spring Nature Walk

Audubon Sanctuary Bus Trip –

4 Year-Old and Preschool Plus Classes

Fun Day – 4 Year-Old and Preschool Plus classes

Bike Safety Program

Easter Parties

## **MAY**

Fun Day – Pre-3 and 3 Year-Old Classes

Spring Family Celebration

Final classes

Snow Make-Up Days – The School Calendar includes two snow days per class that do not need to be made up.

Classes that use more than 2 snow days will make them up the week after the Spring Family Celebration and Final Classes.

## SECTION IV

### REGISTRATION and AGE REQUIREMENTS

- Pre-3 Classes - Child must be 2 years, 7 months of age by the start of school
- 3 Year Classes - Child must be 3 years of age by September 1
- 4 Year Classes - Child must be 4 years of age by September 1
- Preschool Plus Class - Child must be 4 years of age by September 1

- \* Submission of completed application form
- \* Payment of non-refundable application fee

### ENTRANCE REQUIREMENTS

- \* Submission of current immunization records, signed by a PA licensed physician, by first day of school
- \* Submission of Emergency Information/Authorization for Student Pick-Up Cards, signed by parent/guardian, by first day of school
- \* Child should be toilet-trained (with the exception of Pre-3 Classes)
- \* Child should be able to understand basic English (for his/her comfort and safety)

### LATE REGISTRATION POLICY

When registration occurs after May 1<sup>st</sup>, the first tuition payment is due along with the Application Fee.

### WITHDRAWAL POLICY

Two weeks' paid-notice is required when withdrawing a child from the school roster after June 30th. Please note: The school reserves the right, upon consultation with parents, to remove any child whose lack of adjustment proves detrimental to the growth of the child or of the other children.

### CLASS CHANGE POLICY

A \$25 processing fee will be charged for changes in *class- assignment* made after August.

### TUITION

After the first month's tuition is paid to the School Office in May, the remaining payments are made utilizing SMART Tuition Management Services. Delinquent tuition for any child may necessitate his/her removal from the class roster.

### MONEY COLLECTION

On those occasions when money must be sent to school, please send it in a sealed envelope, marked with your child's name, class, and labeled as to its purpose.

## CONFIDENTIALITY

St. Andrew's Nursery School ensures the confidentiality of information kept on file for all children and their families. Information is available to school staff only. Pupil information is kept in locked file cabinets and secure computer files. In addition, Parent Volunteers are asked to refrain from sharing information with other parents regarding any child's behavior that they may observe while helping in the classroom.

## DISCIPLINE POLICY

An important part of your child's preschool experience is learning to function in a classroom environment. Cooperation and respect for self and others are important ingredients of a positive educational process. It is our goal to guide children, and to encourage and enhance their growth and development in this area by:

1. Setting classroom rules that encourage cooperation and respect for others.
2. Using positive language to give praise for appropriate behavior.
3. Redirecting a child to another area if he/she is having problems cooperating.
4. Using natural or logical consequences when appropriate.

## TIME SCHEDULE

<b>Pre-3 A CLASS</b>	9:00 A.M. - 11:30 A.M. M, W, F
<b>Pre-3 B CLASS</b>	9:00 A.M. - 11:30 A.M. T & TH
<b>3A CLASS</b>	9:00 A.M. - 11:30 A.M. T, W, TH
<b>3B CLASS</b>	9:15 A.M. - 11:45 A.M. T & TH
<b>4A CLASS</b>	9:00 A.M. - 11:30 A.M. M, W, F OR 9:00 A.M. – 2:00 P.M. (Full Day) M, W, F
<b>4B CLASS</b>	9:15 A.M. - 11:45 A.M. M, W, F
<b>Preschool Plus Class</b>	9:30 A.M. - 12:00 P.M., M through F

## ARRIVAL and DEPARTURE PROCEDURE

Parents are asked to remain in the foyer with their child/carpool until the children are called to class by the Teacher or Teacher Aide. Likewise, parents are asked to remain in the foyer until children are dismissed at the close of each session.

In emergency situations, if an individual whose name is not on the previously submitted *Authorization for Student Pick-Up* card is asked to pick up a child, please inform that individual that he/she will be required to show photo identification (driver's license) before the child can be released to him/her.

## ABSENCES

**To report a child's absence:** Parents are asked to call the Classroom Absentee line at **610-666-0426** prior to the beginning of class. Messages may be left on the Classroom Absentee Line in the evening, during a weekend, or prior to the opening of school in the morning.

**Sunshine Kits** are sent to children missing a week's worth of classes due to serious illness or hospitalization.

## LATE ARRIVALS / EARLY DISMISSALS

Late arrivals and early dismissals are extremely disruptive to the total program and are to be avoided when at all possible. Those arriving late or picking up early must sign-in at the school office. Any child arriving after the children have been called into class by the Teacher or Teacher Aide is recorded as late.

## VISITORS

**Visitors must report to the School Office** to receive a Visitor Badge, unless prior arrangements have been made by calling the office at **610-666-6153**.

## SCHOOL SNACK

*Please inform your child's teaching team if your child has a food allergy.*

**Parents of all classes will provide a daily snack and beverage for their children.**

- ✓ **Nutritional snacks are encouraged.**
- ✓ **Candy is NOT permitted.**
- ✓ **Please avoid snacks** listed by the *American Academy of Pediatrics* as **known choke hazards** such as: **whole grapes, nuts, and popcorn.**
- ✓ **Please help us to keep our school environment safe by not sending foods that contain peanuts or peanut products.**

**Water is provided by the school daily.**

## CLASS PARTIES

Parties are scheduled for all classes before Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. Individual birthdays are recognized with a modest celebration, as well.

Parents who have been scheduled to assist, or provide snack, on party days are asked to discuss plans with the classroom teacher one week prior to the celebration.

Please note: Since treat bags and/or small gifts are given to the children by the school, we ask that you **NOT** send treat bags, gifts or balloons for the class on **PARTY DAYS** or **BIRTHDAYS**.

## SECTION V

### LIBRARY FACILITIES

St. Andrew's Nursery School is pleased to offer several libraries.

**School Library** – (located in the **Red Room**) provides a wide selection of books for the children's enjoyment during school hours.

**Looking Library** – (located in **School Foyer**) provides books for children to enjoy while waiting for class to begin.

**Professional Library** – available to staff and parents, includes Early Childhood periodicals and curriculum material.

**Lending Library** – A Lending Library is available for children in the 3 Year-Old, 4 Year-Old and Preschool Plus classes.

### SCHOOL STORE

St. Andrew's Nursery School T-shirts, sweatshirts, water bottles (BPA free) and tote bags are available the evening of the September Parent Orientation Program, during the Fall and Spring Fundraisers, and in the School Office throughout the year.

### 2012-2013 PRICE LIST

#### ST. ANDREW'S NURSERY SCHOOL IMPRINTED ITEMS:

##### SWEATSHIRTS

YOUTH (S/M/L)	-	\$15
ADULT (S/M/L/XL)	-	\$17 (XXL - \$18)

##### T-SHIRTS

YOUTH (S/M/L/)	-	\$10
ADULT (S/M/L/XL)	-	\$12 (XXL - \$14)

**TOTE BAGS** \$6

**WATER BOTTLES** \$4

**HOLIDAY ORNAMENTS** \$8

## SECTION VI

### SAFETY

The safety of each child is of utmost concern to our Staff, and all activities are planned with the welfare of your child in mind.

### CAR POOLS

Class address lists are available for any parents who wish to set up a car pool.

Children will be released only to authorized adults; therefore **if any changes are made in a child's transportation arrangements, the parent must notify the Teacher and the School Office in writing.** In an extreme emergency, a parent may give verbal permission for someone who is not listed on the *Authorization for Student Pick-Up* card to pick up his/her child.

### PARKING at SCHOOL

Drivers are asked to park in designated parking lanes. **At NO TIME are cars to be parked in the Fire Lane located next to the entrance walkway.** Drivers are also required to follow parking lot directional arrows at all times.

### INCLEMENT WEATHER CLOSING

**The Nursery School will be closed due to inclement weather when the Methacton School District closes.**

**When Methacton opens two hours late: St. Andrew's classes will begin at their regularly scheduled times.**

**The school closing number for Methacton District is 316.** Additional closing information may be found on-line at *cancellations.com*. Any changes in the on-line service will be posted in the school foyer and/or listed in the monthly newsletter.

If school needs to be closed during class time, parents will be notified via phone chain.

**Any further closings will be made at the discretion of the Director.**

### FIRE DRILLS

Fire Drills are held regularly throughout the school year. Care is taken by the staff to ensure that the children learn how to exit the building as quickly and safely as possible, without causing them undue alarm.

## EMERGENCY EVACUATION

In the event of an incident at the Limerick Generating Station, St. Andrew's Nursery School has plans for the protection of your child. The four emergency classifications for incidents at the station, and our plans, are as follows:

1. **Unusual Event** -No action needed
2. **Alert** -You will be called to pick up your child. School will closed until the emergency is over.
3. **Site Emergency** -You will be called to pick up your child. School will closed until the emergency is over.
4. **General Emergency** - You will be called to pick up your child. If "Shelter-In-Place" order is issued prior to your arrival, your child will receive food and shelter at St. Andrew's. If an evacuation order is issued, your child will be transported to a secure host facility.

**Only the Governor of PA can issue "Shelter-In-Place" or evacuation orders. The sounding of the siren is NOT a signal to evacuate, but rather a signal to listen to the Emergency Broadcasting Station, KYW-1060 AM Dial.**

## HEALTH REGULATIONS

A written health record must be submitted for each child. An evaluation, completed by a licensed Pennsylvania physician after January 1 of school entrance year, must be provided. A record of each child's immunizations, as recommended by the American Academy of Pediatrics, must be submitted before the start of school.

## FIRST AID

Whenever first aid is provided to a child, his/her parents receive a written First Aid Report describing the treatment administered. Once the parent/guardian has read and signed this report it should be returned to school.

The First Aid Report is kept in the child's personal file until the end of the school year.

## SECTION VII

### LOST & FOUND

A *Lost & Found Basket* is located in the foyer. Parents are urged to check regularly for items belonging to their child. All removable clothing (coats, hats, sweaters, mittens, boots, etc.) should be marked with your child's name. After a reasonable length of time, unclaimed items will be given to charity.

### STUDENT PHOTOGRAPHS

Group and individual photographs are taken each year. A package assortment, in color, is offered at a reasonable cost. There is no obligation to purchase photographs.

### SCHOLARSHIPS

Limited financial assistance is available. For information concerning scholarships, please contact the Director.

### VOLUNTEER OPPORTUNITIES

A wide variety of opportunities exists for parents who are interested in providing volunteer service to the school. These service opportunities are as follows:

- Classroom Parent Helper  
In order to provide the safest environment for our children, we require our Parent Helpers to obtain Child Abuse Clearances and Criminal Record Checks prior to the beginning of the school year. Information on obtaining these checks is sent to parents upon registration.
- Resource person
- Member of the Parent Volunteer Corps
- Member of St. Andrew's Nursery School Committee

For additional information, contact the Director or your child's teacher.

### PARENT VOLUNTEER CORPS

Hospitality Committee  
Library Committee  
Sunshine Committee  
Property Committee  
Recycling Committee  
Scholastic Book Club Committee  
Classroom Materials Preparation Committee  
School Store Committee  
Class Captains  
Communications Liaison



## **SPECIAL PROGRAMS AND COMMUNITY SERVICES**

Easter Seals Society – Special Needs Program

Egypt Road Dental Associates – Dental Health Program

Lower Providence Fire Dept. Program

“My Hands Are Not for Hurting” Program

Perkiomen Valley Watershed Program

Preschool Plus Family Fun Night

Saturday School Program

Audubon Sanctuary Bus Trip

SPCA - Animal Care and Safety Program

Vision Screening – Compliments of Dr. Paul Ryan

VNA –Hearing Screening

Communication Associates, LLC - Speech/Language Screening

Bike Safety Program

Visit to Audubon Elementary School

Adopt-a-Spot Program

“Operation Christmas Child” Program

## SECTION VIII

### HOME-SCHOOL COMMUNICATION

- School informational packet (mailed in August)
- Monthly newsletters & detailed monthly calendar
- Class Notes (prepared monthly by teachers)
- Parent-Teacher Conferences
- Informal parent-teacher contacts (i.e. notes, phone calls, before and after- class communication, etc.)
- Friday e-mail
- "Today we..." notices
- Songs & Finger Plays – sent home electronically by month
- Parent group meetings and "Coffees"
- Personal contact with Director/Staff
- Parent Helper Program
- School Brochure
- School Handbook
- Sunshine Kits
- Welcome notes from teachers to children
- Parent Evaluation of Program

### CONFERENCES

#### Pre-3 and 3 Year-Old Classes

Parent-Teacher Conferences are scheduled each January.

#### Preschool Plus and 4 Year-Old Classes

Parent-Teacher Conferences are scheduled each November.

#### All Classes

Optional Parent-Teacher Conferences are offered each March.

***Additional conferences may be requested at ANY time by parent or teacher for ANY child.***

### WRITTEN ASSESSMENTS

St. Andrew's Nursery School staff members continually assess the children's progress, in order to learn which areas need encouragement, support and development. Through classroom observation, teachers complete a written report for each child, noting strengths, weaknesses, and areas needing further growth. This observation occurs in a non-threatening, non-pressured environment as the children work and play. Conferences are held so that assessments can be shared with parents, who receive a written copy. When necessary, referrals are made for further diagnostic screening. Our goal is to use the results of our assessment to adapt classroom structure and teaching practices, in striving to meet the needs and interests of the children. We endeavor to provide educational opportunities best suited to each child's ability level.

## HISTORY

### ST. ANDREW'S NURSERY SCHOOL FOUNDED 1972

**Founders**     Fran Herman     Carol Rinker  
                       Judy Lucia        Bonnie Stelling  
                       JoAnn Mauger     Jeanne Wurtz  
                       Marcia Renner

**Staff**            (Years of Service to St. Andrew's Nursery School)

Mary Jo Grieve	- 2008 to present
Jana Rothwein	- 2003 to present
Mary Rose Brady	- 2004 to present
Joanne Sobocinski	- 2007 to present
Rachel Daniels	-2008 to present
Pam Gambone	-2008 to present
Noreen Estock	-2009 to present
Kate Corr	- 2009 to present
Wendy Sedlak	- 2010 to present
Jen Cadden	- 2011 to present
Charisse Lynch	-2012
Suzanne Veronese	-2012
Christine McKenna	-2012

**Licensed by**  
**Pennsylvania Department of Education**  
**Department of Private Academic Schools**

**Accredited by**  
**The National Association for the Education of Young Children**

St. Andrew's Nursery School serves families of Audubon and many surrounding communities such as Oaks, Collegeville, Royersford, Limerick, Skippack, Schwenksville, Norristown and Phoenixville.