

# **GOOD SAMARITAN DAY SCHOOL**

## **CHURCH OF THE GOOD SAMARITAN**

212 West Lancaster Avenue  
Paoli, Pennsylvania 19301  
610-644-6181

[www.goodsamdayschool.org](http://www.goodsamdayschool.org)

# **PARENT HANDBOOK**

Revised January 2021

January 2021

Dear Parents,

I am delighted to welcome you and your child or children to the Good Samaritan Day School at the Church of the Good Samaritan. I am privileged to have the opportunity to further the excellent reputation of the Day School. The staff and I are dedicated to providing developmentally appropriate learning experiences for each child in a loving and caring Christian environment.

We support a strong home/school relationship. Moms, Dads, Grandparents and caregivers are encouraged to become volunteers and to participate in school activities and events. The attached handbook will provide detailed information about the school including requirements, policies, and programs. Please read and become familiar with the information therein.

The staff and I look forward to an exciting and rewarding school year as we work with you and your child. We are happy to have you as members of our Good Samaritan Day School family. The outreach of the school and church extends to the adult needs of our families as well as the needs of the children. Please feel free to contact me at any time to arrange for a conference or to discuss individual concerns.

I look forward to getting to know you and your child.

Sincerely,

Barbara G. Condit  
Barb.condit@good-samaritan.org  
Day School Director

# **THE GOOD SAMARITAN DAY SCHOOL**

## **Statement of Philosophy**

The Good Samaritan Day School of the Church of the Good Samaritan, Paoli, Pennsylvania, is a state licensed private academic preschool and kindergarten. The school provides an early childhood setting in which young children are loved and nurtured as children of God. The school is governed by a board which includes a Priest of the parish, the Director of the Day School and representatives of the Vestry, parish, parents, and community.

We have a Private Academic License for our 3 year old through Kindergarten programs and the teachers hold a valid Pennsylvania Certification in Early Childhood Education or a Private Academic Certificate. Each class is staffed by a lead teacher and an assistant teacher. The school offers a developmentally appropriate classroom curriculum enhanced and supported by music, gym, and library classes and chapel visits.

Our Toddler and 2 year old programs fall under our Religious Bona Fide Institution umbrella.

## **MISSION STATEMENT**

As a ministry of the Church of the Good Samaritan, the mission of the Day School is to provide developmentally appropriate learning experiences for each child in a loving and nurturing Christian environment.

Following the guidelines of the Pennsylvania Department of Education and the National Association of Episcopal Schools (NAES), the Day School offers a developmentally appropriate program focusing on the growth of the whole child—physically, socially, emotionally, cognitively, and spiritually.

The objectives of the program are:

- to provide an overall program which supports and integrates the development of the whole child
- to acknowledge and respect the uniqueness of each child
- to offer experiences that encourage the child to develop his or her capabilities and interests at an individual pace and according to his or her individual needs
- to allow the child to learn by doing—moving from concrete hands-on experiences to more abstract concept development with a variety of materials and activities
- to prepare the child for the expectations of elementary school
- to foster creativity, exploration, self-discipline, and a love of learning
- to encourage the child to acquire self-esteem, concern for others, a sense of community, and a spirit of sharing
- to support parents in guiding the development of their child
- to help the child experience, learn about, and share God's love, made known to us through the Gospel of Jesus Christ

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## **ENTRANCE REQUIREMENTS**

### **Registration**

Registration forms for the following school year are accepted in December for enrolled students and in January for new students. Each form must be accompanied by an \$85 registration fee which is non-refundable. When classes are full, new applicants will be placed on a wait list. Enrollment packets are mailed in April with financial information and forms to send back to the school. Tuition payment is through the Blackbaud Smart Tuition payment system by automatic withdrawal from the family bank account or credit card.

### **Toilet Training**

All students, ages 3 and up, must be toilet trained. Children may not come to school in diapers or pull-ups. Students will be taken to the bathroom routinely and on an as needed basis.

Two year old students do not need to be toilet trained and the teachers will change diapers as needed. Parents of the two year old students should provide diapers, wipes and a change of clothing. Teachers will support the parents in toilet training when the child is ready.

### **Proof of Immunization**

Children must show proof of immunization to receive their registration paperwork and class assignment in August. Kindergarten students must also show proof of physical and dental examinations. Religious or medical exemptions must be received in writing.

### **Emergency Information**

An emergency information card must be completed and submitted to the school office in August in order to receive your class assignment. It is very important to update the emergency card each year with changes that may have occurred.

## **ORIENTATION**

### **Parent Night**

Parents are required to attend a scheduled orientation prior to the opening of school. At that time, parents and caregivers have the opportunity to meet the teachers, see the classrooms, learn about the daily program and ask any questions. At this time the parents will also schedule their parent/child visit. This event is held on the first Thursday evening after Labor Day.

### **Parent/Child Visits**

Each parent and child will be scheduled for a visit prior to the first day of class. The child will meet his/her teachers, see the classroom and the bathrooms, and visit the playground. There will be time to try some of the educational materials that will be used during the year.

Each child new to the school will receive their own school bag at this visit. Parents can decorate and put their child's name on the front of it.

### **First Day of School**

Two and three year old students will attend school for an hour and a half on the first day after the parent/child visit. The shortened session allows children to sample school routines while eliminating some of the stress of separating from parents.

Two year old students will attend school from 9:15 a.m. to 11:45 a.m. for the first few weeks of school or until the students are comfortable. The teachers will inform the parents when the class will run from 9:00 a.m. to 12:00 p.m. This transition may vary from class to class.

The school day for pre-kindergarten, transitional kindergarten and kindergarten students is from 9:00 a.m. -12:00 p.m. beginning the day after the parent/child visit. Many of the children in these classes are older and/or have attended school previously. Their familiarity with school and past experiences allows for a more comfortable beginning.

### **Separation**

Beginning school may create short periods of unhappiness for some children. Parents and caregivers are encouraged to give their child a kiss or hug, say good-bye at the classroom door and leave. This brief transition offers children a strong message of confidence in their ability to cope with separation. Once parents leave the classroom, teachers will interact with the children and help settle them into an activity of choice. If a parent is concerned about a child's adjustment to school, he or she is welcome to call the Day School, and the Director will check on the child and report back. Many parents are surprised to hear that their child is happy and making a smooth adjustment. Our teachers regard parents as partners and are eager to work as a team to provide a successful first school experience for the whole family.

It is our school policy to contact parents if a child cries for an extended period of time or is not able to be comforted by our teachers. During the first week or two of school, each parent should plan to be especially available by cell phone. The Director will be available to work with families whose child experiences particular difficulties.

It is not unusual for children to cry, whine, or cling when they come home from school. Some preschoolers may return to younger behaviors such as thumb sucking or wetting. Such problems, if they appear, are often temporary signs of the separation process. They usually disappear within a few weeks of starting school.



### **Prepare Your Child for Separation**

Parents may be tempted to leave their child without saying good-bye. Instead, assure your child that you will return shortly. Some children like to know what parents will do while they are at school. You might emphasize specific tasks that you will be doing, such as cleaning the house and doing laundry.

Young children like to know in advance what a new situation will be like. Good Samaritan Day School opens our playground to families in our community on Thursday mornings in July and August. Prior to the start of school, it could also be helpful to drive past Good Samaritan and remind your child that this is his/her new school. Explain what kind of activities the school day will include. Children look forward to playing on the playground, painting, building with blocks, singing, and listening to stories. Assure your child that their teacher will take good care of him/her.

Some preschoolers find comfort in bringing a favorite stuffed animal, doll, or photograph in their book bags. Encourage your child to show his/her favorite object to the teacher. Shortly, the object is likely to remain in the book bag.

## **CURRICULUM**

The curriculum of the Day School is based on a philosophy of learning by doing – moving from the concrete to the abstract. Social and learning experiences foster creativity, exploration, self-discipline, self-esteem, concern for others and a love of learning. The instructional program is developmentally appropriate and focuses on the whole child – his/her physical, social, emotional, cognitive, and spiritual development. Play is the core of learning at the Day School. Young children make discoveries, master skills, solve problems, and learn to get along with others through play. The lesson plans at all levels involve the use of blocks, art materials, dramatic play centers, sand, water, dough, table toys, music, movement and literature. The program respects the uniqueness of each child and offers experiences that meet individual needs. Faith is an integral part of the daily curriculum. All children, age 3 and up, and faculty attend a weekly chapel service led by members of the parish clergy. The two year old students attend Godly Play lessons weekly in the chapel. Children learn about God and Jesus through stories, songs, prayers, role playing, and adult modeling. The clergy of the Church of the Good Samaritan offer their support to the school families of all faiths. The number of the church office is 610-644-4040.

### **Toddler Program**

The Toddler Program is a 1 ½ hour class for parents or caregivers to attend with a child. It is designed to help toddlers get ready to begin their school experience. When children enter the classroom, they are met with a variety of options, all of which center around play and socialization. This warm, nurturing environment is structured just enough to engage our toddlers in many hands-on activities ranging from easel painting, to play dough to arts and crafts...The caregiver and child participate in a short circle time which may include singing, playing musical instruments, reciting nursery rhymes or listening to

a short story. This class is concluded with time outside on our playground facility. Children need to be 17 months old prior to the start of class to participate. The session lasts from either 9:00 a.m. to 10:30 a.m. or 10:30 a.m. to 12:00 p.m.

### **Two Year Old Program**

Teachers provide activities to allow children to feel secure and happy in the classroom setting. Children will enjoy opportunities to share with others and learn that they are special. This is a two or three day a week program. The two year old program lays the groundwork for socialization and following directions in a group setting. The children will participate in a daily special class such as gym, music, library and Godly Play once a week.

### **Three Year Old Program**

Our three year olds become more comfortable and secure outside the home and grow in independence as they begin to play creatively with peers. They learn how to enjoy being part of a small group of other young children. Teachers carefully plan activities which introduce three year olds to new experiences and concepts. Special activities feature the holidays and the seasons of the year. Emphasis is placed on concepts such as colors, shapes, animals and families, and emergent math and literacy skills. Two, three, four or five day classes are available for this age group. Each day the children attend a special class and once a week attend chapel.

### **Pre-kindergarten Program**

A thematic approach is used to organize the curriculum for pre-kindergarten. Play experiences, art, stories, songs and field trips are related to specific social studies and science themes throughout the year. Favorite topics for Pre-K include farming, Native Americans, dinosaurs, the earth, the environment, food and nutrition, holidays, and plant life. Throughout the year, a variety of learning experiences are used to develop familiarity with alphabet and number concepts. Reading and writing are encouraged through journals, games, and literature. Foundations, Wilson's pre-kindergarten literacy program and Handwriting Without Tears are focal parts of the language arts curriculum. The math curriculum includes hands-on and paper and pencil activities to prepare the students for kindergarten. There are four and five day classes available for this age group. Pre-K attends a daily special class and chapel once a week.

### **Transitional Program**

The transitional class is intended for children who are age appropriate for kindergarten, but would benefit from the advantage of an extra year. The gift of a year can provide countless opportunities for children to confidently progress to the next level of education. The transitional class provides children with the opportunity to strengthen kindergarten readiness skills. Many confidence building learning opportunities like the Thanksgiving play and "Student of the Week" offer children the opportunity to move into a kindergarten program with ease. Children will continue to work on their fine motor development using the Transitional Handwriting Without Tears series and strengthen problem solving and listening skills. Language developments, using a combination of the

Pre-K and kindergarten Foundations programs will be worked on individually and in groups. The transitional class has a variety of joint ventures with the kindergarten class. Transitional is a five day a week class with a special class each day and chapel once a week.

### **Kindergarten Program**

The kindergarten program provides children with a nurturing, Christian environment for continuing growth and development and readiness for first grade. Opportunities for reading, writing and math are daily activities along with science, health and social studies. Creative projects enrich their ability to express ideas and feelings. The kindergarten program embraces the love of learning as children grow emotionally, mentally, socially, spiritually and physically with eagerness to the next level. The hands-on curriculum is enriched with the Wilson Kindergarten Foundations, Everyday Math and Handwriting Without Tears programs. Each year, the kindergarten class presents a performance in the fall and spring, for parents and the rest of the school. The kindergarten also has a graduation ceremony in the Chapel at the end of each school year. The kindergarten is a 5 day program from 9:00 a.m. until 1:30 p.m. each day.

### **Library**

The goal of the Day School library curriculum is to create a love of books. Through the presentation of fun and educational stories, the students develop an appreciation of literature and beginning literacy skills. An early love of books has been found to foster a desire to read. The confident reader reads more often and the cycle of success continues. The books that are read during library time reinforce themes explored in the classroom curriculum.

### **Gym**

Gym is a time for fine and gross motor activity where children are encouraged to discover the ways their bodies can move. In gym, the children explore body awareness and are taught to distinguish left from right, names of body parts, awareness of the two sides of their body and realize where their body can bend and move. They learn balance and equilibrium and are taught about space and direction through crawling, jumping, balancing, rolling, climbing and using cross-over mats. They practice eye, hand and foot coordination by using ball activities, skipping, hopping, walking heel-toes and throwing.

Each class attends gym once or twice a week depending on the number of days of attendance. Sneakers must be worn.

### **Music**

The music teachers use a variety of activities that engage their students' bodies, voices and minds. The children are introduced to the concepts of beat, rhythm, pitch and tempo at an appropriate level for their age. Each year reinforces and expands on the concepts from the year before. Different hand movements, instruments and sounds are all used to help achieve this purpose. Music class is also the place where we prepare for a variety of programs presented throughout the year. At the annual Christmas Chapel each class

(three year and older) performs a song they have learned just for this special event. Additionally, the Pre-K, transitional and kindergarten classes prepare performances that coincide with what they are learning in the classroom.

### **Chapel**

Children, three year and older, and staff members attend a weekly chapel service led by members of the parish clergy. This brief worship experience includes Bible stories, songs, and prayers. Lessons stress the love of God for each of us and the teachings of Jesus. Parents are welcome to join the class by sitting in the back of the chapel.

As an alternative to group chapel, our two year old classes participate in their own Godly Play lessons in the Lady Chapel, adjacent to the main Chapel, each week. This program is designed to include children in the worship life of the school, and will prepare them to begin chapel the following year.

## **OUTDOOR FUN**

### **The Playground**

The playground offers a natural setting for encouraging the development of many skills. There are tricycles, cars, a sandbox, sand toys, a jungle gym, a play house, balls, swings and much more available everyday for use outside. Children have opportunities to use large and small muscles, interact with other children and adults, and play in a less structured manner. Classes are scheduled for outdoor play each day, weather permitting. There are 2 playgrounds: The large playground is for the four and five year olds and the small playground is for the toddler, two and three year olds. Only two classes are on the playground at one time. Children should come to school with appropriate outdoor clothing. Parents can assist the staff by having their children practice putting on coats and boots at home.

### **Field Trips**

Two curriculum based field trips are scheduled for prekindergarten, transitional and kindergarten classes. Parents drive their own children to and from the site. Permission slips will be posted outside the classroom door or through Sign Up Genius prior to each field trip. If you do not wish your child to participate in a field trip, inform the teacher and keep your child home the day of the trip. Special events such as a visit from a local fire truck, Elmwood Park Zoo or a puppet show are arranged for two and three year olds at the Day School.

## **HOLIDAY CELEBRATIONS**

Holiday themes and parties are included in the curriculum in age appropriate ways. Teachers will post a sign-up list outside the classroom or through Sign Up Genius prior to each holiday celebration. Parents are invited to contribute snacks or favors.

### **Harvest Holiday**

Halloween is celebrated as a Harvest Holiday. Some practices associated with this holiday are inappropriate and frightening for young children. The children are encouraged to wear hats and have a Silly Hat Day Party.

### **Thanksgiving**

Celebrations for the two and three year old classes focus on giving thanks for food and families. The Pre-K, transitional and kindergarten classes learn about the pilgrims and the first Thanksgiving, and examine the daily life of Native Americans historically and today. The transitional and kindergarten classes perform a Thanksgiving play for the school and parents. There is also a Thanksgiving In-Gathering at Chapel where children bring in donated canned goods which they place on the altar for the needy families in our community.

### **Christmas**

Christmas is celebrated as the birth of the baby Jesus and a visit from Santa. Children of all ages hear the Gospel story of the nativity and participate in the telling of the Christmas story in a special Chapel service for parents. Individual classes enjoy activities such as learning carols, baking cookies, and making gifts. Church of the Good Samaritan offers a Christmas Eve Service that is geared for young children at 11:00 a.m. as well as other services. All are welcome!

### **Valentine's Day**

Children participate in friend-centered activities. Making valentines and caring for others is stressed at all levels. Children are encouraged to bring cards for classmates.

### **Easter**

At Easter, children hear the Resurrection story and learn that Jesus loves and cares for them always. Emphasis is placed on the newness of life in the Easter season and they talk about the Easter Bunny. Church of the Good Samaritan offers a child friendly Good Friday service at 9:30 a.m. and many Easter services. All are welcome!

## **SPECIAL SERVICES**

### **Chester County Intermediate Unit**

The Day School is serviced by educational specialists from the Chester County Intermediate Unit. Eligible students may work with a speech and language therapist, an occupational therapist, or a special education teacher. If your child could benefit from these services, you will be contacted by the classroom teacher or the Director. If you, the parent, feel that your child would be helped by I. U. services, please speak to your child's teacher or call the I. U. directly. The Intermediate Unit will conduct an evaluation of your child and provide services if your child qualifies free of charge. Kindergarten students are not eligible for I. U. services.

### **Student Teachers**

Each year a number of upper class students from area colleges and high schools are accepted for field experience assignments at the Day School. The college students are pursuing careers in early childhood education. These student teachers observe in classrooms and work with small groups of children on specific projects. They offer additional assistance in the classroom while gaining needed experience. Student teachers work under the supervision of the teacher.

## **BEFORE OR AFTER CLASS PROGRAMS**

### **Before Class**

Early Bird is available to all students for a fee. Parents may sign up ahead of time or show up the day needed. Please call the Director for further information.

### **Lunch**

Members of the Day School faculty supervise a lunch program from 12:10 p.m. until 1:30 p.m. each day. Children bring their own lunch. They may stay on days they are not scheduled for class as well as on their school days. After eating, the children play outdoors and listen to stories. Children may be registered on a regular basis, or attend on an occasional basis. Payment is due at the time of registration. If parents pre-pay at the beginning of each semester for this program, there is a 15% discount applied to the cost. No refunds are given due to sickness, snow days or family vacation.

### **Afternoon Adventures**

Faculty members supervise this program from 12:10 p.m. until 3:00 p.m. Children enjoy eating together and playing with friends. The afternoon routine may include a science activity and arts and crafts, indoor and outdoor play time, stories, and songs. Children may stay for this program on days they are enrolled in school or they may arrive at 12:10 p.m. for the afternoons that they are not in school. Payment is due at the time of registration. The 15% discount also applies to this program if prepaid. No refunds are given due to sickness, snow days or family vacation.

### **Mini Camp Program**

The Day School offers two minicamps each year. At the beginning of winter break, three days of Christmas minicamp are offered. When the school year is over, we offer a two week minicamp program. Each year there is a different theme with a special event each week. There is an additional non-refundable charge for this program.

## **COMMUNICATION**

### **Bulletin Boards**

Each class is assigned a specific bulletin board outside their classroom. Teachers will post notes, photographs, reminders, and sign-up lists on the board. Parents are encouraged to check their child's bulletin board on a daily basis.

### **Website**

[www.goodsamdayschool.org](http://www.goodsamdayschool.org)

The website contains all forms and pertinent information to the life of the Day School.

### **Car Pools**

The Day School does not organize carpools. Parents may find it helpful to speak to other parents at orientation regarding car pool needs. A school directory will be available in the fall. The directory may be helpful in locating Day School parents who live nearby.

### **Classroom Updates/Monthly Newsletter**

Every week, the teachers send an email to their classroom parents to share information about the previous or upcoming week. This classroom update provides weekly information and reminders for families about specific events in that class. These include news about curriculum themes, classroom activities and events.

### **Communication with Your Teacher**

Teachers are unable to leave the classroom to receive phone calls. If you need to speak to a teacher, please email or call the office and leave a message. The teacher will call you when her schedule permits. If you call the school and the voicemail answers immediately, the phone is in use. Please leave a message and your call will be returned as soon as possible. Teachers will provide parents with their preferred method of communication at the Parent Orientation Night, which is held on the first Thursday after Labor Day.

### **Daily Update**

In the two and three year old classes, teachers will post a daily handwritten update hung on their bulletin board to let parents know exactly what was taught that day. The older children are more able to share specifics of their daily events.

### **Newsletter**

A newsletter is issued once each month by the Director with information for the entire school. It will be sent home in your child's school bag. This communication reports news, activities, upcoming events, fundraisers, special dates and the monitor parent schedule.

## **GENERAL INFORMATION**

### **Arrival – 9:00 a.m.**

Parents or caregivers are asked to bring their children to the classroom upon arrival.

### **Dismissal – 12:00 p.m.**

Children not picked up by 12:10 p.m. will be taken to the office. Please call if you are going to be late so we can prepare your child. Please make every effort to be prompt as children get anxious when the person picking them up is late. Parents are requested to go to the office to pick up their children. There is a \$10.00 late fee charged for late pick up.

### **Birthdays**

Birthdays hold great significance for young children. Children may wish to bring a special store bought or homemade snack to share with other members of the class. The birthday child gets a crown to wear on his/her birthday and the rest of the class sings happy birthday to them during snack time. Half birthdays may be celebrated for children whose birthdays do not fall during the school year. Please make birthday celebration arrangements with the teacher.

### **Bringing Things from Home**

Familiar toys provide a bridge from home to school and help children feel secure. Books or other possessions, which can be shared with the class, may be brought on an occasional basis. There is no guarantee that items brought from home will not be lost or broken. Valuable toys, those with small pieces, guns and other toy weapons, should not be brought to school. Please do not let your child bring in gum, candy or coins. Always communicate with your teacher first before bringing in things from home.

### **Clothing**

Play clothes that are washable are most suitable for preschool and kindergarten.

**Sneakers should be worn every day.** Please label all items of clothing with your child's name. Clothing should be easy for the children to take off and put on for the bathroom. Elastic is better than buttons or snaps on pants. The Day School maintains a supply of extra clothing for children who need to change clothes during the day. Please launder and return borrowed items promptly so they will be available for use by other children. Please dress children appropriately for the weather since we go to the playground almost everyday. Children are not permitted to wear Croc-type shoes, flip-flops or sandals to school for safety reasons.

### **Conferences**

Fall and spring conferences are scheduled for all students, except Toddlers. Kindergarten students receive a written report in addition to the conference. A sign up sheet for conference times will be posted on the class bulletin board or organized through Sign Up Genius. If you are unable to attend, please contact the teacher to make alternative arrangements to discuss your child's progress.



### **Emergency Closing**

Severe weather conditions or unusual events may make it necessary for the Day School to close. Snow closing decisions will be made as early in the morning as possible. Parents will be notified by teachers via email if school is going to be canceled.

Both ABC and NBC will carry our school closings. It will be listed under “G” for Good Samaritan Day School. We will also have a message on the Day School phone. The Day School does not make up snow days. Should it become necessary to close during the day, every effort will be made to contact parents by email and phone. If school is delayed rather than closed due to weather, we will have only a 1 hour delay. **Please make sure your contact information is up to date with the office and your teachers.**

### **Enrollment**

Enrollment in the Day School is open to all individuals without regard to race, national origin or religion. Enrollments are accepted in order of arrival in the Day School office. Applications sent in after all spaces are filled will be assigned to the waitlist. Members of the Church of the Good Samaritan are not required to pay a registration fee. Some classes fill up quickly, so it is wise to sign up early. Currently, enrolled children have a 30 day advance enrollment period before enrollment is opened to the public.

### **Collections Policy**

Payments are due on the 15<sup>th</sup> of the applicable months by automatic payment through Smart Tuition. For all late payments, the following procedure applies:

-Prior to school starting, if the payments are not completely up-to-date, the child is not included on a class list, but may be on a waiting list until payments are up-to-date. No spot will be reserved until payment(s) are up-to-date.

-If payment is not collected on the due date, a late notice from Smart Tuition will be emailed and texted to the parents and a \$40.00 late fee will be charged. A \$30.00 bank fee will also be charged for any failed ACH payments. These two fees will be charged for every month that payment remains unpaid.

### **Afternoon Adventure/Lunch Bunch**

Prepaid for the semester: If the parents have prepaid for lunch/afternoon adventure for the semester, the child may continue in that program until the 10<sup>th</sup> of the month following the missed payment. If the child leaves the school before the semester is over, there will be no refund. Unused afternoon adventure payments will be applied to unpaid tuition.

### **Going Home with Friends**

Parents may wish to make arrangements for children to play together after school. Please make sure that classroom teachers and/or afternoon adventure teachers are aware of these plans. Please do not call the school and ask teachers to inform children of arrangements to go home with other children. Preschoolers tend to be uncomfortable with last minute plans. If someone other than parents is picking up, please send in a note or call to let the office know of these arrangements.

**Illness**

Children should be kept home if they are too ill to play outside, have a fever of 100\* or above, have a productive cough or thick green or yellow nasal discharge, have diarrhea or vomiting within the previous 24 hours, have been on an antibiotic for less than 24 hours, or have any condition which is contagious to others. Parents will be contacted for early pick up if their child is in school with any of these conditions.

**Injuries**

If injury occurs, the staff will conduct emergency procedures. Immediate first aid will be carried out by one adult while another adult notifies the office or 911, depending upon the injury. The Director will contact the parents. If the parents or an alternative number cannot be reached, arrangements for transportation to Paoli Memorial Hospital will be made.

**Office**

The office is the hub of school operations. Parents are welcome to email, call or stop by to ask questions or speak to the Director, Assistant Director and Office Administrator at any time.

**Disciplinary Guidelines**

We use positive discipline through distraction. Students are encouraged to “use their words”, apologize, share and be kind to classmates. If there is a biting incident, the parents of both children will be called and the parent of the child who bit will be asked to come to school and pick up their child.

**Conflict Resolution**

If a parent has a problem with another parent, teacher or Director, please report it to the proper chain of command. See the Board of Directors contacts in the back of this handbook. We care about your concerns. Please take advantage of this chain of command. The proper chain of command would be first to discuss any issue with your child’s teacher, and if not satisfied, with the Director. If a parent was still not satisfied with the conclusion, he/she could contact the Day School Board.

**Lost and Found**

The Day School provides boxes outside of the Day School entrance for lost and found items. Prior to Christmas, spring vacation and the end of the year, unclaimed items will be donated to the Thrift Shop of the Church of the Good Samaritan.

**Medications**

Medications, prescription or non-prescription, will not be administered by staff members without a written physician’s order. All EpiPens will be kept with the child’s teacher in a fanny pack with the child’s name and picture on it. A duplicate may be kept in the office if requested by the parents.

### **Allergies**

All parents are required to fill out an allergy form for their child listing any allergies. If your child has an EpiPen, it will travel with your child to their special classes and to the playground. A sign indicating that a child has a specific allergy will be posted on the bulletin board for parents who may bring in snacks for birthdays or holiday celebrations. If your child is attending lunch bunch or afternoon adventures, there will be a notation next to your child's name on the afternoon list describing the allergy. Also, the EpiPen will travel with your child to their afternoon class.

### **Parking Lot**

Please drive carefully in the parking lot. Fire regulations prohibit parking anywhere except in lined spaces. Curbed areas and driveways must be kept clear for emergency vehicles. While in the parking lot, adults are expected to hold the hand of their children. There have been some close calls in the parking lot, so **please drive slowly** and always hold your child's hand.

### **Placement Requests**

Requests for a specific teacher present a number of challenges for the administration. All placements will consider the individual needs of each child and the total composition of the class. Class assignments are made at the discretion of the Director. We cannot guarantee that all requests will be honored.

### **Security System**

The Day School is equipped with a security system for the safety of all our students. The doors to school are open during high traffic times, otherwise they remain locked. To gain access to school when the doors are locked, just ring the bell and someone will unlock the door.

### **Pets**

For the safety and comfort of our community, animals from home are not allowed out of cars on school property.

### **Snacks**

The Day School attempts to serve snacks that are nutritious and appealing. Please alert teachers to any food allergies your child has. Each class says or sings grace everyday before snack is served. Our typical snacks are goldfish, pretzels and crackers along with water. A list of ingredients is available upon request. On our CHOW (Choose Healthier On Wednesdays) days, children are encouraged to try new, healthy snack foods like fruits, vegetables and cheese.

### **Drills**

The children participate in weather, fire and intruder drills each year. The procedure was developed in conjunction with local fire and public school districts. The children are

prepared by their teachers prior to the alarm, and the parents are notified that the drill has occurred.

### **Withdrawal**

Enrollment in the Day School is for a period of nine months. Parents accept the responsibility for tuition for the entire year whether or not the child completes the year. Parents are requested to give the Director a one month notice if their child will be leaving the school. Tuition is nonrefundable even in the case of withdrawal, dismissal, absence or Force Majeure

## **PARENT PARTICIPATION**

### **Box Tops For Education**

Each year the kindergarten class takes charge of this project. Just scan the shopping receipt to the BoxTops for Education app and designate Good Samaritan Day School as the recipient. The kindergarten uses the proceeds to support classroom projects.

### **Pretzel and Hot Dog Wednesday**

Every Wednesday, the Day School sells soft pretzels, juice, water, hot dogs and Gogurt in the school lobby. Families may sponsor the pretzels for \$45.00, which entitles that family to a front parking spot that week, free lunch for the Day School students and a complimentary lunch bunch to be used that week.

### **Classroom Volunteers**

Parents volunteer in classrooms in a variety of ways. Mothers, fathers and caregivers may chaperone field trips, volunteer to be homeroom parents, make playdough and contribute to CHOW, our Choose Healthier On Wednesdays snack day.

### **Monitor Parents**

Two parents serve as monitor parents every day. These individuals deliver water, organize educational materials, assist with classroom projects, and help with bathroom visits. In addition to providing valuable assistance to the school, the Monitor Program permits parents and caregivers to spend time in the school. Children love to see their parents helping their teachers! During orientation, parents will be asked to sign up to serve as monitors for one day per semester using Sign Up Genius. The monthly calendar in the newsletter names the parents scheduled each school day. Parents are required to obtain their Pennsylvania Clearances to fulfill this expectation. The links to complete the required clearances which last for five years will be provided in the fall.

### **Spring Fundraiser with Silent Auction**

This adult-only event is a great opportunity to socialize while raising money for projects at school. It is held at a venue outside the Day School in March with a dinner and Silent Auction. Many volunteers are needed to make this event a success.

### **Twice Is Nice**

This is a consignment sale held twice a year, in September and February to consign gently used toys, children's clothing and ladies accessories. Seventy-five percent of the sales go to the parent, and twenty-five percent goes to the school. It is also a good place to do some bargain shopping, and consigning of your own items to make some money and clean out your closets.

## **PARENT SPECIAL EVENTS**

### **Social Gatherings**

Family picnics will be held for all classes in the fall and spring. Each class selects a park or a parent's home for this gathering. Parents will sign up to bring food or paper products. Siblings are welcome to attend.

### **Open House**

An all school Open House evening is held in the beginning of the school year. Parents are encouraged to visit classrooms, chat with faculty, and meet other parents. Details for this event will be included in the school newsletter. The Book Fair is sometimes held during this time.

### **Christmas Chapel**

Parents, grandparents, and friends are invited to participate in the children's Christmas chapel services. Children in all classes celebrate the birth of Jesus through songs. The December newsletter will provide dates and times for chapel services. Your child's chapel leader runs the Christmas Chapel. This is a highly anticipated event and the children look forward to seeing parents in the Church.

### **Parenting Class**

This invaluable class is offered Fridays in the fall. Parents can learn how to be the best parent possible. This class will address many relevant topics for parents of preschoolers. The evening starts with dinner for the parents in their session room and the children enjoy a pizza dinner and a separate program in another room.