

Unity Presbyterian Church Preschool
1146 Greentree Road
Pittsburgh, PA. 15220
412-561-7123

Mission Statement

The mission of the Unity Presbyterian Church Preschool is to provide a Christian environment in which children have the opportunity to develop positive self-concept. This is accomplished through a play cognitive curriculum, consistent with the National Association for the Education of Young Children (NAEYC). The curriculum encourages children to be actively involved in though learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world. The philosophy guiding the Preschool program is grounded in:

- ~ establishing a loving and trusting relationship in which the child feels secure away from home;
- ~ initiating intellectual, social, emotional, and physical experiences consistent with his/her emotions on a verbal rather than a physical level;
- ~ providing an environment in which the child may successfully master the developmental tasks appropriate to his/her age group;
- ~ enhancing the child's feelings of self-esteem, self-worth, competence, confidence, and independence;
- ~ developing among the children a spirit of cooperative play;
- ~ providing educational and cultural enrichment and,
- ~ providing experiences that primarily foster social and emotional readiness for school.

CURRICULUM

Unity Preschool offers a wide variety of daily experiences, which are planned to develop manipulative skills, cognitive acuity, motor coordination and social awareness.

Our school provides a loving, nurturing environment where children learn to respect and care for themselves and others without regard to nationality, gender, race or religious background.

ADMISSION POLICIES

Unity Preschool requires the completion of several forms for admission into the program. These include: child registration form, emergency form, health assessment form, and enrollment agreement.

Child Registration Form- This form reserves a place in the program and requires a \$100.00 dollar fee, payable at the time of registration. (non-refundable) Cash or Check made out to Unity Preschool

Emergency Form- This form must be completed, signed, and returned by the parent at orientation. It must include the names, addresses, and telephone numbers of those persons to whom we may release your child in an emergency. It is required that all parents have an emergency contact person. In case of illness or emergency, we will notify the person you have listed as your emergency contact person. It is also required that you furnish us with the name and telephone number of your child's physician.

Student Health - This form must be completed and signed by your child's physician. (An official copy of your child's immunization schedule will be accepted if your child is not due for a physical exam.) It must include the date of your child's last physical exam, and an updated record of all immunizations. The completed form must be returned to the office within 30 days of admission and must be kept current.

General Health – This form is completed and signed by a parent.

Enrollment Agreement-This gives your permission for your child to participate in all the of the Preschool activities. It must be returned at Orientation.

TUITION

Yearly Payments

Our yearly tuition cost is:

Monday, Wednesday, Friday 9:00-12:00..... \$2,430.00 (\$270.00/mo. 9 payments)

Monday, Wednesday, Friday 9:00-2:00..... \$4,050.00 (\$450.00/mo. 9 payments) Lunch is packed by the parents and eaten at school.

Programs for 2 or 5 days a week: Invoices will be given for the cost based on the programs chosen. These programs are added if enrollment numbers allow for the running of the program and staff can be contracted for these days.

First and 9th payment is due at orientation in September.

Tuition is to be paid the 10th of every month. We'd like to ask everyone to use the tuition envelopes provided or clearly mark envelopes with name and month. Place all payments in the Unity Preschool Mailbox.

10% Discount if the tuition is paid in Full in September.

Tuition payments are still required if your child is not attending due to a vacation or extended leave. This includes leaves due to illness or time away from school for months at a time. The enrollment agreement states that all 9 payments must be paid in full.

Tuition Discount for Siblings

There is a discount of \$50.00 a month for families with two or more children enrolled in the Preschool during the same calendar year.

SCHOLARSHIP

There may be money available to assist families who need financial help in order to pay tuition. Please contact the Director for more information. All correspondence will be kept confidential. All assistance voted on by Unity Preschool School board.

ARRIVAL AND DISMISSAL

Classes meet from 9:00 to 12:00 or 9:00-2:00. The doors will unlock at 8:45 and then for dismissal at 11:45 and 1:45. To gain entrance at any other time enter through the church office – the middle door with the “Welcome” awning. The mailbox for tuition payments is also located in this area.

ARRIVAL

Teachers will be available to receive students at 9:00A.M. Parents will be asked to wait with children until this time.

DISMISSAL

Please be prompt when picking up children so that children do not become concerned. Teachers will explain the drop off and pick up procedures at orientation.

Teachers will release children only to the ADULT who is responsible for them each day. If you have designated someone else to pick up your child on a particular day, please send a dated and signed note indicating that person’s name and his/her relationship to your child. You may also send a teacher a message on social platform. An ID will be needed for a new person picking up your child. The director can also be emailed the information.

The school does not provide transportation. Car pools may be formed with other parents. Please notify the school in writing if your child is part of a car pool.

PARKING: Please use care when entering and exiting the parking lot as many different groups use this area, and it can become quite congested. Patience and cooperation are the key! Hold your child’s hand at all times when walking to and from the building. Please avoid parking on Greenridge Drive and observe the 25MPH speed limit on that street. Do not block

private driveways if it is necessary to park on the street, and then, use only the east side, closest to Unity.

FIRE DRILLS/Emergency Drills

There is a fire drill procedure and an emergency evacuation plan in place and students and staff will practice this procedure at regular intervals throughout the school year. If we evacuate, we will make sure the children are safe and then contact the parents.

HEALTH POLICIES

We encourage children to be well to come to school. If your child is ill, please do not bring him/her to school. In the case of vomiting or diarrhea, or an elevated temperature, children should remain at home for 24-48 hours after the symptoms have subsided. If a child becomes ill during school hours, parents or the person they designate will be contacted and asked to take the child home. Vomiting or any type of gastrointestinal virus, requires a 3 day out of school policy which starts after the last time your child vomits. Your child is still contagious with the virus after symptoms leave.

The Preschool staff is not permitted to administer medication to students. Please be sure your child receives whatever medication is necessary before coming to school.

In the case of communicable diseases, such as chicken pox, lice, impetigo, Covid, or the Stomach Virus, etc., we will follow the Allegheny County Communicable Disease Guidelines to determine the length of time the child is to remain out of school. There is a copy of these guidelines in the office.

Please advise teachers of any allergies, especially food allergies that your child may have.

The Universal Precautions procedures have been adopted by the Preschool. The staff has the strict procedures to follow, including wearing of latex gloves when in contact with body fluids.

All Children must be potty- trained to attend school.

Handkerchiefs- are not be used at school. Only disposable tissues are used for runny noses. We try to wash hands frequently, but hand sanitizer is also used in the classroom.

SAFE SANCTUARY

The church has adopted a Safe Sanctuary Policy. The Safe Sanctuary Policy ensures the physical and emotional safety of all children while they are in the Unity Presbyterian Church. It also mandates that any suspicion of child abuse must be reported. All staff has attended training on the policy.

SCHOOL CANCELLATION POLICY

SNOW CANCELLATIONS

The cancellation of Unity Preschool will be at the discretion of the Preschool Director.

Parents must assume responsibility when deciding whether or not their child will attend Preschool; please take all factors and conditions into consideration. Also, if weather becomes worse during class time, remember that you can pick up you child at any time. You do not have to wait for classes to end. The social platform used by the school will be used to cancel school. Please be sure to sign up for this on orientation night.

EMERGENCY CANCELLATIONS

In the event of an emergency situation other than weather, the Preschool Director will advertise school closing as listed below.

School closings will be advertised on local radio and TV stations Channels 11 WPXI. An updated message will be dictated on the school answering machine (412 561-7123) by 8:00 A.M. unless the decision to cancel occurs at a later time. Teachers will also use share site to inform parents.

The Preschool Board policy is that three sessions of school may be missed because of inclement weather. More than three missed sessions will require adjustments to the preschool academic calendar.

CLOTHING

Please have your child wear play clothes to school, so that he/she will be comfortable painting, sitting on the floor and doing other activities that may soil clothing. Avoid overalls or other one-piece clothing, particularly those with hard-to-reach snaps and buckles. Children will feel more self-sufficient and independent if they can be responsible for their clothing. Mark all items of apparel with a washable, permanent marker so that we can easily identify coats, hats, boots, mittens etc. Shoes with rubber soles are necessary riding on the tricycles in the bike room. Cowboy boots, dress shoes and sandals should not be worn to school, as they do not allow children to be as comfortable or as flexible as necessary. Also, shoes that are too large or small cause problems as well. If your child is wearing snow boots, please remember to send play shoes for her/him to wear during class.

BIRTHDAYS

Many children wish to share their birthday with the other children in school. The classroom teachers will set up a day that your child can send in a birthday treat. NO ICING is permitted. We also don't want large cakes. Please make this an easy to eat snack such as cookies, chips, doughnuts, muffins, or any other treat that is simple and without icing.

HOLIDAYS

Holidays will be special days for children and teachers at the Preschool. Prior to the holiday, teachers will share with you their plans for the celebration.

SNACKS

Parents will be asked to furnish snacks for the class approximately once a month. Please check with your child's teacher for the exact procedure.

PARENT-SCHOOL COMMUNICATIONS

Unity Preschool has an open-door policy. Parents are welcome to visit at any time. Conferences to discuss special problems may be arranged. The number for the Preschool is: 412 561-7123 or email unitypreschool123@gmail.com.

Teachers should be made aware of any situation that may cause your child to be upset. All information will be held in the strictest confidence.

BULLETIN BOARDS

Teachers will use the bulletin boards outside each classroom to convey relevant information. Here you will find the class calendar (which relates each week's "special" activities), notices and messages of the day, etc. Please check the board each day so that you will be up to date on current activities. Please check cubbies daily.

NO TOYS FROM HOME:

Please don't send any toys or items from home. Only when the teachers request a child to bring in an item.

No water bottles are used at school in the 9:00-12:00 programs. Only children in the Pre-K lunch program can send in water bottles. We will provide water for your child during the school day.

PHOTOGRAPHS:

Photos are taken daily and posted on our school platform for parents. This is a private sight for Unity Preschool. At times, the pictures will be used on our church website. Please let the director or teachers know if this is not alright with you family.

PAYMENTS: THE ENROLLMENT AGREEMENT STATES THAT ALL FAMILIES MUST PAY FOR THE YEAR IN 9 PAYMENTS. THE PARENT IS RESPONSIBLE FOR PAYING EACH MONTH EVEN IF THE CHILD IS NOT ATTENDING SCHOOL. THIS INCLUDES ILLNESS OR VACATION. THE SCHOOL IS FUNDED BY TUITION ONLY. THAT MEANS THAT WE COUNT ON THE TUITION TO PAY FOR THE TEACHERS AND FOR THE COST OF RUNNING THE SCHOOL. MONEY IS USED FOR PROGRAMS, EVENTS, AND SUPPLIES IN ADDITION TO THE RUNNING OF THE SCHOOL. IF YOU LEAVE THE SCHOOL PERMANENTLY, PLEASE TALK TO THE TEACHERS AND THE DIRECTOR BEFORE EXITING OUR PROGRAM.