

Pleasant Valley Preschool

1990 Route 212

Quakertown, PA 18951

610-346-8262



www.pvpreschool.com

Board: pvpreschool@gmail.com

Teachers: pvpteachers@pvppreschool.com

Parent Handbook - 2025/2026 School Year

Welcome: We welcome your family to Pleasant Valley Preschool at Trinity UCC. Our goal is to provide a safe and caring environment where your child will have opportunities to learn and discover new things. We look forward to forming a partnership with you to benefit your child.

Mission Statement: Pleasant Valley Preschool provides a safe, nurturing environment with Christian values where preschoolers have the opportunities to: build self-confidence, develop friendships, learn to cooperate with others, become accustomed to group activities, learn colors, shapes, letters and numbers, and most of all HAVE FUN!

We create an environment for your child to develop emotionally, socially, academically, and physically. Our teachers provide your child with age appropriate learning experiences to empower them as they create, imagine, and grow as individuals.

Information: Teachers are required to have Criminal, Child Abuse Clearances, and FBI Fingerprinting on file, and are trained in First Aid and CPR. Any substitutes or parent volunteers are also required to have clearances.

Pleasant Valley Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, religion, nationality, or ethnic origin in the administration of our educational policies.

Curriculum: Our curriculum uses interactive lessons with educational themes and learning projects to reinforce educational concepts.

Enrollment Procedure: A completed, signed registration form and \$35 registration fee are required to hold a spot for your child in one of our classes.

Required Paperwork: The following must be completed and handed in by the first day of class:

- Registration Form
- Medical Information & Release Form
- Emergency Contact & Pick Up List
- Current Vaccination Record
- Photo Release Form

If you have any questions regarding the required paperwork, please contact the Board.

Enrollment Requirements: It is our policy that a child must be able to use the bathroom independently prior to enrollment.

We offer a **Preschool Class** for children who are 3 years old. In this class, children can play and learn. They will have the opportunity to gain skills in social relationships, coordination, and expand their thinking skills in a relaxed atmosphere. Children will learn colors, shapes, and age appropriate math and language skills.

This class is offered 2 (T,Th), 3 (T,W,Th), or 5 days per week from 9 a.m. to 1 p.m. Students must turn 3 on or before September 30th to join this class.

We offer a **Pre-K Class** for children who are 4 and 5 years old and planning to enter Kindergarten the following school year. In this class, children will learn the skills needed to be successful in Kindergarten. Some of the skills they will work on include letter recognition, forming letters, phonics, recognizing sets of objects and their corresponding numbers.

This class is offered 3 (M,W,F) or 5 days per week from 9 a.m. to 1 p.m. Students must turn 4 on or before September 30th to join this class.

Any and all age exceptions will only be made at the discretion of the Board and the teachers.

Arrival & Departure: Please accompany your child to the front entrance for drop off. The teachers will be waiting here to escort your child to their classroom. Please keep your goodbyes short; it is generally easier for the child. It is important for your child to arrive on time for class to help ensure a smooth start to everyone's day. If you know that you are going to be late, please call the school.

PICK-UP: No child will be dismissed until the parent or authorized guardian is at the front entrance for that child. If someone else is picking up your child, you will need to inform the teacher that day in writing. Also, that person will need to present a valid ID for the child to be released into their care. The teachers will release your child to you at the front entrance. It is important to come for your child on time. If you know you are going to be detained, please notify the teachers so they can reassure your child. The Preschool phone number is 610-346-8262. If you are more than ten minutes late, there will be an overtime charge of \$5 per fifteen minutes.

For safety sake, the doors will be locked after the children arrive and will not be opened until dismissal. If you require entrance, you must ring the bell.

Clothing: Pleasant Valley Preschool is an active program. Please send your child to school in play clothes that are comfortable, allow them to move easily, and may possibly get messy. Also please dress your child in clothes which will allow them to use the bathroom easily and independently to avoid frustration for your child. We will be going outside daily as the weather permits.

Please mark all removable clothing with your child's name (coat, hat, backpack, lunchbox).

Extra clothing: We require each child to have a complete set of extra clothes (shirt, pants, socks, and underwear) to be left at school. Accidents happen. Please send them in a ziploc bag labeled with your child's first and last name.

Footwear: Sneakers or closed toed shoes are most appropriate for school.

Lunch and Water: We ask that you send in a reusable water bottle with your child every day. Students should pack a lunch in a lunch box each day of class. Please do not include anything that needs to be heated up.

If your child is allergic to any kind of food or is on a restricted diet, please inform the teachers. If there are food allergies in the class, the teachers will inform the parents and prohibit the appropriate foods.

No gum is allowed in school.

Field Trips: We will be making field trips to local points of interest to enrich the classroom experience. There may be a nominal fee for some of these trips. ***Permission slips must be signed and handed in by the specified due date to ensure participation.*** Parents or guardians are responsible for transporting their child to and from the field trip location and are responsible for their child throughout the field trip.

Special Activities: Our special activities throughout the year include our Halloween Party, Christmas Party, Valentine's Day Party, Easter Egg Hunt and Party, Mother's Day Party, and PreK Graduation.

Show & Tell: Show & Tell helps children to develop self-confidence and social and language skills. We will have Show & Tell once a month. Please check the monthly calendar for dates. We ask that the item either fits in their backpack or in a separate bag. If you have any questions regarding Show & Tell items, please check with the teachers.

Live animals are welcome. Please check with the teacher first.

Toys from home: We ask that you please refrain from sending toys in from home, unless it is for a Show & Tell day. We do not want any items to be misplaced or broken.

Birthdays: We understand birthday celebrations are very special. Each child may choose to bring in a treat to share with the class. Please speak with the teachers regarding any allergies or restrictions. We want to make sure all students can enjoy the treat provided.

Invitations: If you are planning a party for your child, we will gladly distribute invitations to ALL children in the class. If you are not inviting the entire class, please make other arrangements to distribute invitations privately.

Parent / Guardian Visitation: We understand parents may want to come volunteer in their child's class. Please contact the teachers if you are interested at any point to make arrangements. All volunteers are required to submit clearances. These clearances are free and can be accessed through the following sites:

PA Child Abuse History Certification: <https://www.compass.state.pa.us/cwis/public/home>

PA Criminal Record: <https://epatch.pa.gov/home>

Parent-Teacher Conferences: Conferences are held for all students in the PreK Class around mid-school year. The assistant teacher will be available if you need to bring your child to the conference. If you have any questions or concerns you would like to discuss regarding your child's progress, please reach out to the teachers to schedule a time to meet with them at any time.

Graduation: A graduation ceremony for the Pre-K class is held at the end of the school year.

Fundraisers: We may use fundraising throughout the school year to help fund purchases for the preschool program. You are under no obligation to participate in any of the fundraisers.

We use the proceeds from Scholastic Book sales to increase our school library and to purchase small learning toys.

Illness and Absence: If your child has any of the following, please do not send them to school:

- Fever of 101 degrees or more
- Vomiting
- Diarrhea
- Persistent Cough
- Contagious Condition (skin rash, ringworm, chicken pox, pink eye, head lice, etc.)

If your child develops any of these symptoms while at school they will be required to be picked up. Please make sure to list an emergency contact that will be available to pick up.

1. Children may not return to school until they are symptom free without medication for 24 hours.
2. A doctor's note may be required for readmission for contagious conditions

Please call or email if your child will be absent for any reason.

Please give your child time to recover from an illness. Illnesses spread easily among this age group and we ask for your full cooperation regarding this policy. Please inform us if your child contracts any transmittable or contagious condition so that we may inform other families if necessary. Our hope is with your cooperation we should be able to keep the spread of illnesses to a minimum.

Medication Policy: Pleasant Valley Preschool does not give out medication unless it is a medical emergency and specific doctor's directions are on file. Medication must be in the original container.

Accident Reports: If your child receives a minor injury while at school, the teachers will administer first aid and document the incident. You will receive a copy of this documentation at pick up. You will be contacted immediately in the case of a serious injury that may require medical attention.

Discipline Policy: During the early childhood years, children are learning to be in charge of their own behavior. We use redirection as a tool to behavioral situations. We believe it is important for children to understand why the behavior is inappropriate and how to modify it. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage appropriate behaviors. Discipline will not be associated with food, playing, or toileting. We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach.

If your child becomes a constant discipline problem, the teachers will request a conference with the parents. If the behavior continues, it may be necessary to withdraw your child from our program. This action will only be taken after a joint discussion with the teachers, family, and the Preschool Board.

Holidays and School Closings: Pleasant Valley Preschool observes the same school holidays as the Palisades School District.

No credit in tuition will be given for scheduled school holidays, children's vacations, and children's absence due to illness or family vacations.

Inclement Weather Closings:

- If Palisades School District is closed, we will be closed.
- If Palisades has a two hour delay, class will meet from 11 a.m. to 1 p.m.

If we are delayed or closed for any reason, you will receive an email and a Remind message. It will also be posted on our website.

In the event of any type of inclement weather during the day, you are always welcome to come pick up early. Our main concern is the safety of our families and teachers.

If necessary, the Preschool Board and teachers will decide if and how many missed days will be made up.

Tuition Policy: Tuition is due on the 15th of the month preceding the month that the tuition covers. For example, tuition for October is due on September 15th. Tuition payments should be placed in an envelope marked with the student's name and placed in your child's folder or in the mailbox at the church. There is a mail slot to the left of the door. It may also be mailed to the church.

Monthly Tuition Rates:

Class	2 days/week	3 days/week	5 days/week
Preschool	\$ 210	\$ 315	\$ 500
PreK		\$ 315	\$ 500

Tuition may be paid in advance; however, there is no discount given for early payment.

Sibling Rates:

If you have more than one child enrolled during the same school year, the tuition is discounted as follows:

- Each child that attends 2 days per week will receive a \$10 per month discount.
- Each child that attends 3 days per week will receive a \$15 per month discount.
- Each child that attends 5 days per week will receive a \$25 per month discount.

Late payment:

Between the 15th of the month and the end of the month, a late fee of \$10.00 will be added. If payment is not made by the last day of the month, your child may no longer attend the class. There are NO EXCEPTIONS. If tuition is not paid by the end of the two-week "grace period", the spot will be opened up to other students.

Whenever a child is absent, for whatever reason, tuition will be due as scheduled since you are paying to hold that student's spot in the class.

Preschool Board

Trinity United Church of Christ has a Preschool Board which directs the operations of Pleasant Valley Preschool. They handle the policymaking and financial situations of the preschool.

Any parent concerns regarding your child's involvement in Pleasant Valley Preschool should be brought to the attention of the teachers and Preschool Board for resolution.

Board Members: Maryanne Lockley
Stephanie MacAdam

Teachers: Rachel Cozze - Lead PreK Class Teacher
Tanya Scherer - Lead Preschool Class Teacher (T & Th)
Assistant PreK Class Teacher (M, W, & F)

Teacher's Aides (T & Th): Meghan Lomangino
Allison MacAdam

Trinity UCC Pastor Rev. Patti Hoyt

Board email: vpreschool@gmail.com

Teacher email: vppteachers@vpreschool.com

Preschool phone: 610-282-8262

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