



NESHAMINY HIGH SCHOOL

LABORATORY PRESCHOOL

HANDBOOK





NESHAMINY HIGH SCHOOL

CHILD DEVELOPMENT LABORATORY PRESCHOOL

Established in 1974

2001 OLD LINCOLN HIGHWAY

LANGHORNE, PA 19047

ROOM C-116

215-809-6680 (Office)  
215-809-6197 (Classroom)  
[alester@neshaminy.org](mailto:alester@neshaminy.org)





We would like to welcome your child to the NHS Laboratory Preschool.

Neshaminy High School sponsors the Preschool as a learning experience class for the students enrolled in the Child Development/Parenting class. Most importantly, it provides a rewarding learning experience for the young children.

This program creates an environment for learning and helping your child grow mentally, physically, socially and emotionally. The program is also structured to create experiences that will help the young children grow and develop individual and group cooperation skills.

We hope that this experience will help your child develop a lifelong desire to learn.

#### **TEACHERS**

Mrs. Kim Pfaff

Mrs. Rivera

#### **OFFICE**

Ms. Anna Lester



1. The Preschool is held on Mondays through Thursdays.
2. Parents must provide transportation for their child. Please comply with Drop-Off and Pick-Up Procedures outlined in this handbook.
3. Children must be picked-up by authorized persons, at the specified time.
4. Please call 215-809-6680 (office) to report an absence or email [alester@neshaminy.org](mailto:alester@neshaminy.org).
5. In the event of an emergency, you may contact the classroom at 215-809-6197. We ask that you limit calls to this number to have as few classroom interruptions as possible.
6. A snack will be provided, therefore, food need not be sent to school with your child, unless they have a food allergy or dietary restrictions.
7. You may send in food for the class on your child's birthday but please notify the teachers in advance. Please note that we do have a peanut free room.
8. Your child must be fully toilet trained. Pull-ups are not acceptable.
9. Visiting children during class is not permitted, to limit classroom interruptions.
10. Children may not bring their own toys to school.
11. As this is a laboratory preschool, any behaviors that are beyond the scope of the high school students are not acceptable and parents will be requested to pick up their child. In some cases, this setting is not always suitable, depending on the child's personality and needs.
12. Please note that we do not perform formal child assessments, progress reports or conferences.
13. This Handbook along with other information pertaining to the Laboratory Preschool is also available on Neshaminy High School's website under the Family and Consumer Science Department.
14. If you have any questions regarding the Preschool Program, call our office at 215-809-6680.

## REGISTRATION

The Preschool will be open to children 4 and 5 years old. Classes begin mid-October by which time the child must be 4 years old by September 1<sup>st</sup> of the current school year. Proof of State required immunizations and a doctor's visit within the past year must be provided upon acceptance.

We also offer our current students and their siblings first choice for placement for the following year's preschool classes. Applications for these students will be accepted in December. Registration will be opened to the public on January 1.

## PRESCHOOL TUITION

Tuition is \$350 and includes a \$25 non-refundable application fee. Once accepted into the program the balance of \$275 is due in two installments. \$200.00 is due by August 30th and \$125.00 is due on the first day of preschool.

## PRESCHOOL SUPPLIES

Parents must provide the following, labeled with child's name:

- A book bag to take home school work.
- A change of clothing, placed in a large zip lock bag.

## DRESS

Our Preschool is a place where children learn, play and have a lot of fun. So they should come to school dressed in play clothes and comfortable shoes. For safety reasons, please do not send your child to school in sandals, flip flops or high heels. On clear days we may go outside to play, so their outdoor clothing should be such that they can put them on with little assistance. They will be provided with a smock for painting activities.

## CUSTODY ORDER

If a custody order, or no contact ruling, is in place, please provide a copy of that order.

## CHILD ABUSE AND NEGLECT PROCEDURES

All staff members are mandated by law to report any suspected child abuse and neglect.

## CHILD ILLNESSES

If your child shows any signs of a cold or a communicable illness, please do not send them to school. A child should not attend school if the following symptoms have occurred within the last 24 hours:

- Temperature over 100 degrees
- Vomiting or diarrhea
- Severe coughing
- Yellowish skin or eyes
- Pink eye
- Chicken pox that are not scabbed
- Head lice, including visible nits
- Visible impetigo
- Open and/or weeping sores
- Any other communicable illness/disease



## EMERGENCY FIRST AID PROCEDURES

If an emergency arises, a qualified staff member administers first aid care, calls the parent and if necessary emergency medical personnel. Therefore, it is essential for every parent to complete the Neshaminy School District Emergency Information Card indicating where you can be reached, physicians' names and phone numbers. Should there be any changes during the year, please request and complete a new card.





## SNOW AND INCLEMENT WEATHER DAYS

School closings will be posted on the Neshaminy School District Website, Facebook page, Neshaminy Channel and TV stations.

If the District announces a **delayed opening** or **early dismissal**, then both AM & PM Preschool classes will be cancelled.

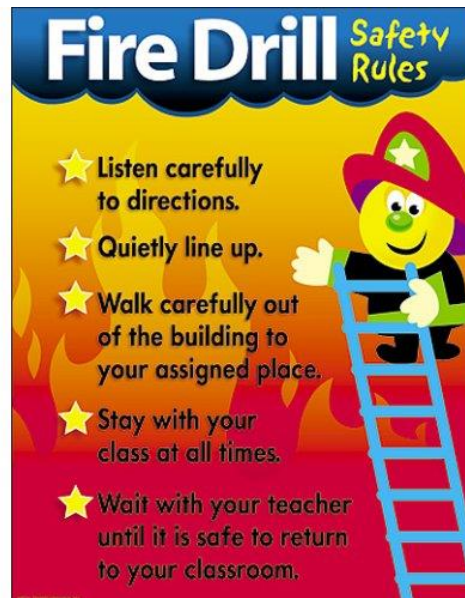
## HIGH SCHOOL LOCK-DOWN & FIRE DRILL PROCEDURES

In the event of a lock down at the High School, any children who may be outdoors will immediately be brought back inside the building to follow the lockdown procedures. In the event of a fire drill, the children will evacuate the building with their high school class.

The staff and children will not be permitted to leave the classroom, or return to the building, until an official "all-clear" message is given.

Traffic will not be permitted in or out of the High School during an emergency evacuation/lockdown until it is lifted.

A lockdown drill is when I practice how to keep myself safe inside my classroom.





## Monday – Thursday

### MORNING SESSION

- |                        |    |   |
|------------------------|----|---|
| 2 <sup>nd</sup> Period | -- | Arrival – 8:30 am<br>Free play<br>Roll call, Pledge of Allegiance<br>Lesson<br>Clean-up |
| 3 <sup>rd</sup> Period | -- | Free play<br>Lesson<br>Clean-up and wash-up for snack                                   |
| 4 <sup>th</sup> Period | -- | Finish snack<br>Free play<br>Lesson<br>Dismissal – 10:45 am                             |

Please be prompt when dropping off and picking up your child.

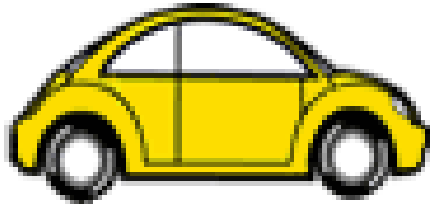




### AFTERNOON SESSION

- 6<sup>th</sup> Period      --    Arrival – 11:45 am  
Free play  
Roll call, Pledge of Allegiance  
Lesson  
Clean-up and wash-up for snack
- 7<sup>th</sup> Period      --    Finish snack  
Free play  
Lesson  
Clean-up
- 8<sup>th</sup> Period      --    Free play  
Lesson  
Dismissal – 1:55 pm

Please be prompt when dropping off and particularly when picking up your child. The parking lot needs to be vacated by no later than 2pm, to allow for the arriving school buses.



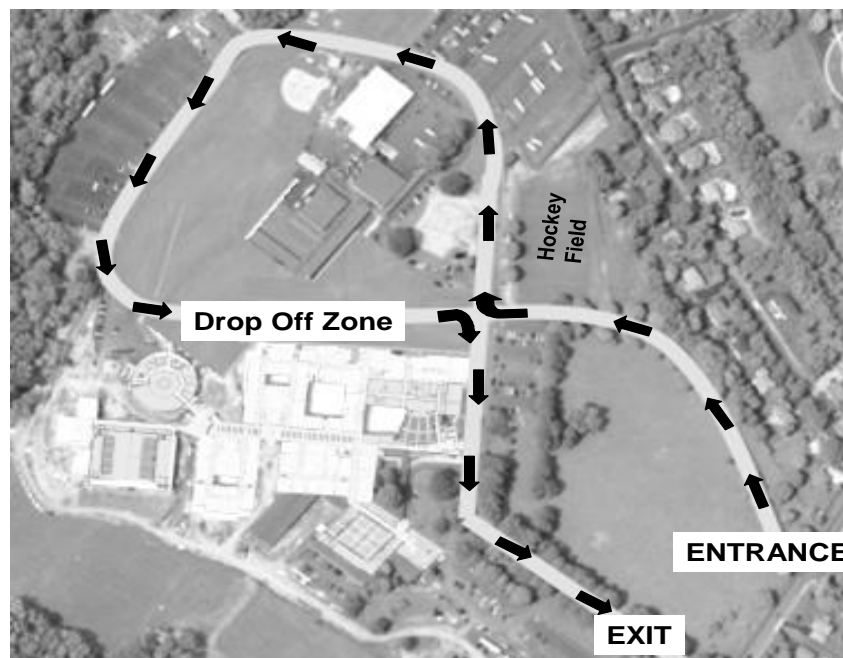
## PRESCHOOL PICK-UP AND DROP-OFF PROCEDURES

When dropping off and picking up your child, please follow the directions on the map below.

**Please follow all traffic signs and speed limits and do not take short cuts through the "Do Not Enter" area.**

When dropping off and picking up your child, please walk to the **Black Box Theater (door #45)** where you will be met by the students and staff.

If you arrive more than 5 minutes after the drop-off or pick-up times, please drive to the **High School's Main Entrance (door #1)**, and check in at the Security Desk. The Preschool will be notified of your arrival and a student will meet you there.





## 2019/2020

### OCTOBER

Mon 14 First Day of Preschool  
Thurs 31 Halloween Party

### NOVEMBER

Tues 5 Election Day/No School  
Thurs 7 Picture Day  
Mon 11 Veteran's Day Observance/No School  
Wed 27-Fri 29 Thanksgiving Holiday/No School

### DECEMBER

Mon 16 Holiday Party  
Tues 17-Thurs 19 No Preschool  
Mon 23-Wed 1/1 Winter Break/No School

### JANUARY

Thurs 2 School Resumes  
Mon 20 Martin Luther King Day/No School

### FEBRUARY

Mon 17 Presidents Day/No School  
Tues 18 Teacher PDA/Act 80 Day/No School

### APRIL

Mon 6-10 Spring Break/No School  
Tues 28 Election Day/No School

### MAY

Tues 5 Last Day of Preschool (tentative)  
Thurs 7 Move-Up Day (tentative)

Whenever the high school schedule is adjusted, due to delayed openings or other circumstances, there will be no Preschool.

Please note that these dates are subject to change.



# Emergency Evacuation

In the event that the High School needs to be evacuated for an extended period of time, the preschool children will be transported by school bus, along with their teachers, to Tawanka Elementary School.

Parents will be contacted when the children arrive at Tawanka and will be instructed to then pick them up there. Therefore, please ensure that you provide us with your most current emergency contact phone numbers.

Tawanka Elementary School is located at 2055 Brownsville Road, Langhorne. The school's phone number is 215-809-6310.





## **PARENT'S CHECK LIST**

Please use this checklist to ensure that you have provided all of the required items for your child.

- ☐ Change of clothing in a large zip-lock bag, labeled with child's name.
- ☐ Child Profile form
- ☐ Immunization record with evidence of physician's visit in the last year.
- ☐ Neshaminy School District Emergency Information Card. (3-part form)
- ☐ Photo/Video permission form.
- ☐ Permission to Share Contact Information form.
- ☐ The "One and Only" form completed with your child.



## **PERMISSION TO PHOTOGRAPH AND VIDEOTAPE**

From time to time, we will be photographing and/or videotaping the children in the Preschool.

The photographs will be used to record the many activities in the Preschool and may be used on our NHS web site.

Please sign and return this permission slip for the photographing and videotaping of your child.

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Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ **I do give my permission** for my child to be photographed and videotaped during the current school year in the NHS Laboratory Preschool.

\_\_\_\_\_ **I do not give my permission** for my child to be photographed or videotaped during the current school year in the NHS Laboratory Preschool.





## **PERMISSION TO SHARE CONTACT INFORMATION**

Please indicate (YES or NO) if you would allow us to share your name, address and phone number with the parents of the other preschool children, by completing and returning this authorization slip.

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During the current school year, I allow the NHS Laboratory Preschool to share with parents of the other children, my:

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please work with your child to complete this form for the "Meet and Greet"



My full name is \_\_\_\_\_.

I like to be called \_\_\_\_\_.

I am a \_\_\_\_\_ (boy/girl).

My hair is \_\_\_\_\_ (color).

My eyes are \_\_\_\_\_ (color).



I have \_\_\_\_\_ brothers and \_\_\_\_\_ sisters.



This is a picture of me.

My favorite book or story is \_\_\_\_\_.

My favorite toy is \_\_\_\_\_.

My favorite animal is \_\_\_\_\_.

My favorite food is \_\_\_\_\_.

One thing I like to do the most is \_\_\_\_\_.

\_\_\_\_\_.

