



2018 - 2019

**HANDBOOK FOR PARENTS**

GLORIA DEI PRESCHOOL DISCOVERY CENTER  
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HUNTINGDON VALLEY, PA 19006  
(215) 947-8653  
[www.gloriadei.com](http://www.gloriadei.com)

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## **MISSION STATEMENT**

Gloria Dei Preschool Discovery Center seeks to provide a strong Educational foundation where each child will:

Discover their God-given gifts and talents  
Feel valued in a loving community  
Experience nurturing in a developmentally appropriate environment  
Be motivated to become a life-long learner



## **GLORIA DEI PRESCHOOL PHILOSOPHY**

We believe that children learn best through play, exploration, and discovery. Learning focuses on developing the whole child by encouraging their physical, social/emotional, and cognitive growth as well as their creative expression. We know the importance of the physical environment as an aid to learning and offer a beautiful and safe setting suitable to the particular needs of each preschooler.

Special events, visitors and field trips enrich the children's learning in areas such as science, nature, dental health, children's literature and the arts.

Parents may select a program with a non-sectarian approach or a Christian emphasis for two, three and four year olds, which fosters the spiritual growth of the child in addition to their social/emotional, physical and cognitive growth.

Intergenerational interaction provided in most classes by senior "Huggers" offers our children a unique opportunity to develop special relationships and to learn about the aging process.

Parents are invited to become vital partners in the educational process and in the ongoing functioning of the preschool. Our Parent Teacher Organization assists with parent education and enrichment, social events, coordination of parent volunteers and school programs. The Preschool Board of the Gloria Dei Evangelical Lutheran Church guides school policies and programs.

Gloria Dei Preschool teachers are credentialed, certified in elementary or early childhood education. All staff is criminal history, child abuse cleared and fingerprinted. Teachers and assistants receive continual professional development training and undergo yearly evaluations.

The preschool follows the state standards for curriculum and regulations set forth by the PA Department of Public Welfare.

We believe that every child who enters our preschool is unique, competent, resourceful and full of potential. The strong foundation laid here will nurture those gifts so that each child will enter kindergarten ready and eager to learn.

Gloria Dei Preschool provides each child opportunities to learn regardless of race, gender, ancestry, disability, religion or Socio-economic standing. Gloria Dei Preschool is an equal opportunity care provider.

## **GENERAL INFORMATION AND POLICIES**

**PLEASE INFORM RELATIVES, AND OR THOSE IN PRIMARY CARE OF YOUR CHILD OF OUR POLICIES. PARENTS ARE REQUIRED TO ATTEND PARENT ORIENTATION, ONE PARENT/TEACHER CONFERENCE, AND TO UPDATE ALL STUDENT INFORMATION WHENEVER CHANGES OCCUR OR EVERY SIX MONTHS AT A MINIMUM.**



### **ARRIVAL/PICK UP TIME**

Children should not be dropped off before 9:00 am. PLEASE USE THE EARLY BIRD PROGRAM SHOULD YOU NEED CARE PRIOR TO 9:00AM. YOUR COOPERATION IN SUPERVISING YOUR CHILDREN AT ALL TIMES IN THE LIBRARY, HALLWAYS, STAIRWAYS, PLAYGROUND, CHURCH GROUNDS, AND PARKING LOT IS REQUIRED. All children should be picked up promptly at their regular dismissal time. A late fee of \$5.00 per 5 minutes will be charged if a child is picked up late. In the event of an emergency, please notify the office that a child will be picked up late. This will help us reassure your child that he/she has not been forgotten. Parents must come to the classroom to pick up a child. No child will be released to anyone other than a parent or an adult specifically authorized by the parent prior to dismissal time. Changes in authorization must be stated in writing. Children will not be released to anyone under the age of 18.

At the beginning of the school year, a class list of names, addresses and phone numbers will be made available to assist those interested in forming car pools. A class list will be published and distributed in the fall. Under no circumstances should this list be used for solicitation purposes. Please inform the teachers and school office of any car pools formed and changes made as well as any change in address or phone number.

If a child is in Room 108, 109, 110, or 111, please feel free to use the center hall stairway. This will alleviate the crowding at the main staircase. The elevator is available for use by anyone who has trouble navigating either staircase.

### **ASSESSMENT**

Children are assessed throughout the school year for the purpose of planning and implementing curriculum and preparing progress reports for parent / teacher conferences. This information is gathered during the preschool day through activities, parent input, and or observations.

The assessment materials are available throughout the school year as needed. Progress reports are distributed two times during the school year.

Information obtained is accessible by preschool staff only. Information will not be released without written permission by the parent/guardian.

### **BATHROOMS**

In order to insure privacy for all, the boy's room is for use by boys only, and the girl's room is for use by girls only. If an opposite sex child is in need of assistance, please use the downstairs adult or family bathrooms located in the library lounge or across from the elevator. If you are visiting the preschool, please use the adult bathrooms on the first floor. Teachers accompany the children to the bathrooms at all times.

### **BIRTHDAYS**

Please refrain from sending cakes, cookies or cupcakes in for Birthday Celebrations. We would like to make your child's birthday the central focus, not the food. Please make arrangements with the teacher to visit, read a story, or spend time in the classroom if possible. This is also an appropriate time for a child to choose his or her own personal favorite healthy treat. If you would like to send a special snack to school, please refer to the healthy snack suggestions for ideas.

Birthday invitations to private parties will NOT be distributed in the classroom unless every child in the class is included. A class list with names and addresses will be provided to parents at the beginning of the school year. *Please refrain from sending favors, such as balloons, party bags, etc. to class.*

### **BOOK DONATIONS**

A family may wish to celebrate a child's birthday or other special occasion by donating a book to the Children's Library or the child's classroom library in the child's name.

### **COMMUNICATIONS**



The preschool publishes a monthly CALENDAR and NEWS-LETTER in order to inform parents of important upcoming school events and schedule changes. Each parent also receives a classroom newsletter particular to the events of your child's classroom. It is important that you regularly check the website and bulletin boards located in the hall outside of your child's classroom.

PARENT/TEACHER CONFERENCES are formally held in January; however parents should feel free to set up an appointment with the teacher at any time in order to discuss a child's progress. Let the teacher know if you would like a phone conference in the fall. Staff home phone numbers are not available; please call or e-mail the teacher or office for an appointment or if you need to speak to the teacher.

KEEP COMMUNICATION LINES OPEN. Communicate calmly and directly with your child's teacher when problems regarding your child or other children arise. It is important to model appropriate conflict resolution and communication skills for children. If matters are not resolved in this way, then speak with the Director to help with this process.

The Preschool Office has three lines dedicated for phone calls. This trunk system will allow calls to come into the office if we are on another line or away from the office. If all lines are in use, then your call will go to the voice mail system. Messages are checked on a regular basis throughout the school day. For those who have Caller ID, please note that you must use the school's main number when returning our phone calls. We do not have the capability to answer the other lines directly. Please refrain from calling staff at home, messages will be given to staff through the office.

The office should be contacted if there is an emergency, a change in address, phone or carpool situation, or if a child is ill or will not be attending preschool.

### **NO SHOW POLICY**

If your child is absent from school for any reason, please notify the preschool office by 9am. For safety reasons we will need to call you if you do not notify us of your child's absence. .

### **CLOTHING**

Please mark ALL jackets, hats, boots, mittens, lunch boxes, book bags and other personal items with children's names. THE SCHOOL IS NOT RESPONSIBLE FOR LOST ARTICLES. A LOST AND FOUND BOX is located in the Preschool Office; please check it on a regular basis if your child has misplaced something.

Children should wear washable play clothes. RUBBER SOLED SHOES OR SNEAKERS ARE REQUIRED: (no sandals, jellies, or open toed shoes) for indoor/outdoor play periods.

Children should be dressed for current weather conditions since the classes go outdoors frequently. When purchasing boots, please buy a slightly larger size for ease of use. Younger children should bring a change of clothing in case of accidents. The clothing will be stored in your child's school bag.

### **DISCIPLINE**

It is the philosophy of the preschool to treat every child with dignity and respect. Disciplinary practices are not punitive in nature. Staff is instructed to use positive approaches to help children behave constructively using these guidelines:

1. Plan ahead to prevent problems
2. Redirect children by diverting their attention
3. Encourage and reinforce appropriate behaviors
4. Establish consistent, clear rules with the class
5. Guide children in resolving their own conflicts
6. Apply logical or natural consequences to problem behaviors
7. Time away from the group is used as a last resort.



In order to encourage non-violent play among the preschool children, toys such as weapons and action figures are not permitted at school.

If an incident in the classroom merits documentation, the teacher will submit an occurrence form to the office informing the Director of the circumstances surrounding the occurrence and the steps taken to correct the situation.

All forms are kept on file and are confidential. Written permission is required for files to be made available to any source outside the preschool.

The Director will meet with Parents and Children as necessary during the school year to discuss inappropriate behavior that cannot be handled in the classroom.

### **EMERGENCY CLOSINGS**

An emergency evacuation plan is posted in all classrooms and on file in the Preschool Office. Fire drills and trips to the “weather room – Shelter in Place” are scheduled regularly throughout the school year. If you are in the building during a fire drill you must exit with your child’s class. Our Emergency Plan of Action Letter can be found in your parent packet.

### **CANCELLATIONS DUE TO INCLEMENT WEATHER**

When area schools have a **ONE** or **TWO** hour delay we will implement the following alternate class schedule for all classes:

**9:00AM – 11:30AM CLASSES WILL MEET: 10:00AM – 12:00PM**

**9:00AM – 1:00 PM CLASSES WILL MEET: 10:00AM – 1:00PM**

**9:00AM – 2:30 PM CLASSES WILL MEET: 10:00AM – 2:30PM**

When area schools are closed due to inclement weather we are as well. You will **not** receive a call from your teacher. GLORIA DEI’S EMERGENCY NUMBER IS 3141 IN MONTGOMERY COUNTY. You can call the school directly, a closing message will be recorded after 6:30am and it will also be posted on our website. **Sign up for weather notifications with CBSPhilly.com.** You may also check the KYW News Radio 1060AM or their website at [www.philadelphia.cbslocal.com](http://www.philadelphia.cbslocal.com), CBS 3, CW Philly 57.

Make up days will be rescheduled by extending class time or by rescheduling during holidays as announced by the Director after the following designated number of school days have been missed

<u># of days child attends</u>	<u># of allowable snow days</u>
2	4
3	6
4	6
5	6



### **EXTENDED DAY OPTIONS**

Gloria Dei Preschool offers extended day options for the convenience of our families. All programs

begin in Mid-September, after children have had a period of adjustment to school. Current staff members provide enrichment opportunities for the children in the extended day classes.

**Early Birds:** \$6.00 fee and runs from 8:15 – 9:00 am. This is designed for those parents that require an earlier drop-off time due to their work schedules; this must be prearranged with the preschool office.

**PM Pals:** \$6.00 per hour 11:30 AM – 2:30 PM. This option is open to children who are enrolled in the two, three and four-year-old classes, who are potty, trained, and no longer need naps in the afternoon. Following free play and lunch, the children will have the opportunity to participate in a theme oriented afternoon with activities such as Kid Yoga, Cooking, Science, Math, and Arts & Crafts.

\*\*For more detailed information on our Extended Day Program, please refer to the ***Extended Day Brochure*** or the ***extended day portion of the preschool website***.

### **FIELD TRIPS**

All 2, 3, and 4 year old children are required to be in safety seats and transported by their parents for all field trips.

### **GRIEVANCE PROCEDURES**

Communicate calmly and directly with your child's teacher when problems regarding your child or other children arise. If matters are not resolved in this way, then speak with the Director to help with this process. If a satisfactory solution is not reached, a parent may submit a complaint or grievance to the Preschool Board. Contact board chair Bonnie Magill at 215.659.5002 to arrange a meeting.

### **HEALTH RECORDS/ILLNESS**

A Health Form must be completed by the child's pediatrician or family physician. Every student must have a yearly check up with a signed medical form listing current immunizations prior to the start of school by Sept. 1.

Please see that all immunizations are current. The original form must be returned to the Preschool Office prior to the child's attendance. Health forms for school files must be updated on an annual basis. Faxed copies are often difficult to read and cannot be accepted. To ensure the health and safety of everyone at Gloria Dei Preschool, children who are not fully immunized, or those without a current medical form, will not be permitted to attend classes.

A child should be kept home at the first sign of fever, sniffles, diarrhea or contagious disease. In the event of contagious disease, please inform the Preschool Office immediately. The class will be notified that a student (unnamed) in the class has a contagious disease. Information will be sent home regarding the symptoms and care of the particular disease. The entire school is not notified unless multiple cases are reported. A child should be kept at home until his/her temperature has returned to normal and/or all signs of a contagious disease have passed. A note by a physician may be required before a child can return to school.



A child that has been kept home due to a sickness such as fever, vomiting, diarrhea, etc. should stay at home until such symptoms are gone. The child should not return to school until 24 hours AFTER the child's symptoms have been resolved without the use of fever reducing medication.

The decision to send a child home from school due to illness will be made by the Teaching Staff and Preschool Office. If your child is not well enough for indoor or outdoor play, please keep him/her home. As a general rule, provisions cannot be made for a child to remain in the office or classroom when the class is outside. In the event of a minor injury, the preschool's first aid policy is to wash the injured area and to apply ice or a bandage. Parents will be notified with a note sent home with the child, or with more serious injuries, will be called immediately. Please be sure that the parent's home and work phone numbers as well as emergency contact phone numbers are kept current with the Preschool Office.

If a child has an allergy of any kind please see that the teacher and office have written instructions

for care and restrictions. The school does not dispense medications for allergies except when authorized by a physician.

### **INTERNET POLICY**

Enrichment in the classroom historically has been an integral part of the curriculum at the preschool. Understanding technology as part of that enrichment is an important aspect to introduce to children as well as other content areas.

The internet appropriately supervised can help children develop lifelong skills and is an essential element in the 21<sup>st</sup> century life for education, business and social interaction. The preschool can play a vital role in helping children to learn independent learning, alternative forms of media and to be safe on the internet.

Preschool Internet access will be tailored for educational use with 3 and 4 year old children. Students will learn appropriate internet use through teacher directed extensions. Staff will guide students in online "hands on" preschool programs that will support the curriculum of the school.

Parents need to give permission for students to use internet based student programs. Those students who do not have written permission on file will not be able to participate in internet based programs.

The preschool will provide student access to internet resources only in supervised environments. The preschool Staff is professionally responsible with providing proper supervision to insure the internet safety of all.

Students are not permitted to access or surf the internet and will not have access to e-mail. Students will have access to Director pre-approved program usage only.

Staff is responsible for ensuring that program material accessed by the children is age appropriate. All internet sites and programs used for enrichment must be previewed prior to students viewing or using.

Each computer is password protected with appropriate filtering. Appropriate filters and virus protection will be applied to all computers. Internet connection will be maintained during enrichment/program times only.

Internet access will not be used for personal use, to access chat rooms or social media sites. Email related to Parent/School communication is acceptable during after school hours only.



The office must check out all books and cassettes before taking the materials home. Our Children's Library circulation policy is 1 book or cassette per child, due back in 7 days. Parents are responsible for the replacement value of any lost or damaged books or CD's.

### **NURSING MOTHERS**

Nursing mothers may use the small room off of the library lounge on the first floor. Changing areas are provided in the second floor bathrooms above the preschool floor.

### **PARKING**

**ALL CARS** must be parked in the church parking lot and the children must be escorted across the driveway to the classroom. **DO NOT PARK AT THE CURB OR ON THE HILL BY THE UPPER PATH.** For the consideration of others, please observe the "RESERVED FOR HANDICAPPED" signs. Handicapped spaces are used regularly by church members and preschool families, and are strictly reserved for cars with handicapped license plates. Please do not leave sleeping children unattended in your car.

### **POTTY TRAINING**

All three and four year olds must be toilet trained by the beginning of the school year. Children may not attend school wearing diapers or pull-ups. Please notify the office if your child is not trained by the beginning of the school year.

### **TODDLER OR CE 2'S CLASSROOMS:**

*Parents please advise teachers when you are potty training your child. We take all children to the bathroom to wash their hands, but only encourage those who are potty trained, wearing pull ups, or training underwear to use the toilets. Diapers are difficult for the children to be independent in the bathroom. Pull ups are a nice transition for your child. Please refrain from putting your child in underwear until your child is fully potty trained.*

### **PRIVACY POLICY**

All information regarding your child is kept in the preschool office and is accessible only by staff and the child's parent or guardian. Information will not be released without written permission by the parent/guardian.

### **REGISTRATION/WITHDRAWAL**

Registration for current Gloria Dei Church members and Preschool families is held in January. A registration fee must accompany each application. New Families may call to set up an appointment to visit the preschool; applications are taken on a first come, first served basis. Children are required to accompany parents when visiting the school.

Enrollment is for the school year, September to May. **THIRTY DAYS PAID NOTICE IS REQUIRED TO WITHDRAWAL AFTER SEPTEMBER 1<sup>ST</sup>.** If parents should choose to withdraw a child for any reason, **a 30-day written notification must be given to the Director.**

All parents are required to sign a tuition agreement on a yearly basis. *In the case of separated or divorced parents, both parent/guardian signatures are required on all forms.*

The Director reserves the right to request withdrawal of a child from school if he/she is not adjusting to school, if the child is in need of specialized care, or if other children are being harmed. The Director has the right to remove any child for inappropriate or abusive behavior towards other children and or/staff implemented by a child and/or parent. **Parents will be advised of these concerns prior to a child's withdrawal.**

### **SCHOOL HOURS**

Classes are held from 9:00am to 11:30am, 1:00pm, or 2:30pm. Please make every effort to bring your child to school on time so that he/she can participate in all the activities that have been planned for your child.

#### **AS NEEDED AND PREARRANGED WITH THE OFFICE:**

Early Birds: 8:15 am to 9:00 am.

#### **AS NEEDED BY SIGNING UP ON A DAILY BASIS:**

Extended Day 11:30 am to 2:30 pm.



### **SNACKS**

Pretzels, crackers, cups, napkins and water are provided at snack time by the preschool. However, a favorite personal, family or ethnic food or beverage donated by parents for the entire class offers a welcome change. This is also a chance for children to share a special healthy snack with friends, especially as a birthday is celebrated. Please refrain from sending cakes, cookies or cupcakes in for Birthday Celebrations. We would like to make your child's birthday the central focus, not the food.

Snack suggestions include whole fresh fruit, dried fruits, dairy products, vegetables, granola bars, mini-bagels and cream cheese, mini-muffins, banana bread, trail mix, applesauce, Jell-O or pudding.

Beverage suggestions include unsweetened natural (100%) juices or milk. In order to follow safe handling guidelines, please send snacks in their original state or sealed container. The Preschool staff will wash and prepare the snacks.

Since we are trying to educate the children to choose healthy foods for their growing bodies, we ask you to avoid the following foods:

- Highly salted and fat-rich foods such as potato or corn chips, and cheese curls.
- Highly sugared foods such as donuts, cakes, cupcakes, marshmallows and cookies.
- Peanuts or other small foods that might cause choking.
- Highly processed foods containing dyes and/or additives.
- Highly sweetened, artificially flavored beverages.

\*Due to the increasing amount of children with peanut allergies, we are a peanut free environment. Please refrain from sending any peanut products or any food that is made in conjunction with peanut processing into the classroom.



### **SAFETY AT SCHOOL**

THE FOLLOWING RULES WERE ESTABLISHED WITH THE BEST INTEREST OF YOUR CHILDREN IN MIND. BEING AWARE AND FOLLOWING THE SAFETY GUIDELINES WILL HELP KEEP YOUR CHILD SAFE AND CONTRIBUTE TO A SUCCESSFUL SCHOOL YEAR. THANK YOU FOR HELPING US KEEP YOUR CHILD SAFE.

### **ELEVATOR WARNING**

#### **PREVENT FINGERS FROM BEING CAUGHT IN THE ELEVATOR DOORS:**

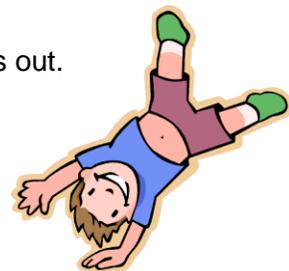
*ALWAYS ACCOMPANY CHILDREN ON THE ELEVATOR AND INSIST THAT THEY HOLD YOUR HAND OR THE STROLLER HANDLES. PLEASE ALSO FOR THE SAFETY OF ALL, DO NOT ALLOW YOUR CHILD TO OPERATE OR RIDE ALONE IN THE ELEVATOR.*

### **OUTDOOR SAFETY**

- Hold children's hands in the parking lots at all times.
- Children may not walk on the walls leading to and around the fishpond.
- Supervise children near the pond at all times.
- Children may not enter the memorial church gardens.
- Children should not be permitted to run in the garden and around the statues.
- Children are not permitted to enter or leave the building unaccompanied by an adult.

### **RULES FOR THE PLAYGROUND**

- The playground is open to preschool families along with the general public when not in use by the preschool.
- An adult must supervise children at all times.
- One child at a time up the ladder and down the slide, sitting down
- Keep Sand in the sand box.
- Keep shredded tires out of sandbox.
- Cover sandbox before leaving playground to keep cats and dogs out.
- Only two children at a time on spiral climber.
- Gates must be closed and locked.
- Put trash in the trash can.
- No sitting on top of tunnels.
- No sitting on table – sit on benches.
- OUR PLAYGROUND IS SMOKE FREE!
- Shoes must be worn at all times.



**For those classes that dismiss from the playground: Please wait outside the playground**

gate when picking up your child.

### **RULES FOR THE PLAYROOM**

Our indoor play area is to be used for class and staff use during school hours only. Parents are not permitted to take children into the room for indoor play. Your child's teacher will notify you if the classroom is being dismissed from the playroom.

### **SPECIAL NEEDS STUDENTS**

Gloria Dei Preschool is open to all students regardless of their mental or physical capabilities. Integration of all students in the least restrictive environment is a welcoming aspect of our program. We help all preschool children to integrate, understand differences, and establish relationships in the classroom.

Some children are visited and/or assisted by adults other than current staff members. All individuals who are in the classroom on a regular basis have the proper training and clearances required by our school. The staff works in conjunction with professional organizations to provide the best quality education for all of our students regardless of their educational and/or physical capabilities.

Information regarding any child's development is private and will not be discussed with anyone other than the child's parent or guardian.

### **SPECIAL SERVICES**

Individual and class photographs are scheduled during the school year. In addition, annual screenings for speech, hearing and vision are arranged for our three, four and five year olds. Parents will be notified in advance by note in order to allow sufficient time for submission of the fees for these optional services. A prompt response allows us to determine how many days to schedule these professionals. Appointments for children cannot be guaranteed without advance notice.

The preschool's connection with the Gloria Dei Growth Opportunity Center allows us to offer excellent early intervention services for our students and families, as well as consultation services for the preschool. Please ask the Director for more information regarding these services.

### **FEES**

Tuition is a yearly figure broken down into a monthly amount for your convenience. The tuition payment for September is paid by July 1. Subsequent tuition payments are due by the **first of each month**, September through April. If tuition is not paid by the 15<sup>th</sup> of the month a service fee of \$10.00 will be charged.

Please notify the Director or Controller should an alternate due date or financial arrangement needs to be established. If tuition becomes more than one month in arrears, the Director has the right to remove the child from the school. Checks are to be made payable to **Gloria Dei Preschool** and should be mailed or delivered to the Preschool office. Please note your child's name and class in the memo portion of your check. Tuition should be placed in the designated tuition box located in the preschool office, envelopes are not necessary. There will be a \$20.00 Returned Check Charge.

**Money will not be refunded for illnesses, vacations, snow days, early withdrawals, etc. Tuition is a yearly fee divided into nine monthly payments for your convenience.**

The following is a list of classes and tuition prices that will be offered for the 2018-2019 School Year:

Two Mornings	9:00 - 11:30	\$120.00/month
Two Days	9:00 - 1:00	\$187.00/month
Three Mornings	9:00 - 11:30	\$162.00/month
Three Days	9:00 - 1:00	\$245.00/month
Three Full Days	9:00 - 2:30	\$310.00/month
Four Days	9:00 - 1:00	\$310.00/month

Five Days	9:00 - 1:00	\$350.00/month
Five Full Days	9:00 – 2:30	\$435.00/month

Extended Day Program costs are per session and all payments for these programs must be made in advance and separately from the monthly tuition.

### **Activity Fee**

Each year a one-time activity fee is charged for each child. This fee is charged in place of requiring parents to participate in fundraising, and is used to provide your child with a school bag, fall trip, and various enrichment activities through the year.

All parents are required to sign a tuition agreement on a yearly basis. *In the case of separated or divorced parents, both parent/guardian signatures are required on all forms.*



### **TRANSLATORS**

If English is the family’s secondary language, it may be beneficial to use a translator such as a friend or family member who can convey the information to the teacher and or school. Please let us know if you will be using a translator for phone calls and or other communications.

### **VISITATIONS**

Parental visits to the classroom are welcome, but should be scheduled in advance with the teacher. **ALL VISITORS MUST SIGN IN THE PRESCHOOL OFFICE.** Please refrain from dropping older siblings off with your preschool child. On occasion, Siblings will be allowed to “help out” in the classroom. **Sibling Helpers must be prearranged with the teacher.**



### **GOALS FOR GLORIA DEI PRESCHOOL CHILDREN**

The Gloria Dei Preschool provides each child, regardless of race, gender, ability, special needs, ethnicity, and socio-economic standing, or religion, opportunities to:

- Develop language skills to enable the child to convey wants, needs and ideas appropriately, expand vocabularies, and respond to and ask good questions.
- Develop the ability to observe, compare and describe objects and events.
- Develop thought processes that lead to greater understanding, awareness and curiosity through investigation and exploration with a variety of resources in a safe environment.
- Recognize and respect the rights, feelings and property of others and understand their place as responsible members of a family and community.
- Develop self-confidence in expressing, choosing and initiating behaviors and making decisions, and learn to accept responsibility for those choices in a group setting apart from parents.
- Develop good habits in the areas of health, nutrition, safety and hygiene.

- Develop physical coordination and motor skills and explore with the five senses.
- Experience a variety of visual art, music, drama, dance, literature and creative movement activities and learn to appreciate the expressive arts and cultures of other people, places and times.
- Experiment with a variety of tools, manipulatives, and materials for open-ended exploration.
- Engage the imagination with rhymes, songs, finger plays and pretend play.
- Develop a greater awareness of the self as a valued individual and competent learner.



## **TWO-YEAR-OLD PHILOSOPHY**

The Two-Year-Old class is often a child's first introduction to a setting away from home therefore teachers comfort children who are distressed and provide support as two-year-olds attempt new tasks. Children will participate in a variety of developmentally appropriate activities. The Teachers prepare monthly lesson plans providing a variety of fun, educational experiences to develop physical, knowledge, and social emotional and communication skills. The environment is conducive to safe exploration with a variety of learning activities such as painting, building with blocks, manipulating puzzles, dancing and singing to music or playing with toys. Children are also given the opportunity to make simple choices and to do things for themselves. This introduction allows for a smooth transition to the three-year-old program.

## **TWO-YEAR-OLD GOALS & OBJECTIVES**

- To provide each child opportunities to:
- Feel secure in a setting apart from parents
- Engage in a wide range of self-selected activities
- Investigate and explore in a safe environment: explore their world by pushing, rolling, filling, dumping, carrying, sliding, climbing, etc.
- Convey wants, needs and ideas appropriately
- Increase their attention span
- Develop a sense of spatial relations
- Enjoy rhymes, songs, finger plays, looking at books
- Expand their vocabularies
- Enjoy parallel play with other children, sometimes with interaction
- Learn to share and take turns
- Show increasing sense of self, responsibility, competence, becoming more independent
- Develop self-control and self-calming techniques
- Notice sequence in routines
- Respond to and ask questions
- Help clean up
- Engage in pretend play
- Sit at a table with other children at snack time
- Develop toilet and hand-washing skills
- Manipulate crayons, paint brushes, paste & cut paper in open ended activities

- Learn social amenities – “hi”, “Good-bye”, “please” and “thank-you”
- Recognize same colors and shapes and know their names
- Follow simple directions, rules of the classroom
- Develop self-confidence in growing social, cognitive, physical skills and creative expression
- Explore with the senses: touch, smell, taste, sight and hearing



### **THREE – FIVE YEAR OLD PHILOSOPHY**

We know that three to five-year-olds develop at varying rates and have designed our curriculum to be developmentally appropriate for each age level. We prepare the environment so that it provides stimulating, challenging materials and activities and encourage children to actively engage in these learning opportunities. Teachers prepare weekly lesson plans designed to provide a variety of learning activities in order to support each child’s physical, cognitive, social/emotional and creative development. These lessons are supplemented with field trips, rotating equipment and special enrichment programs.

### **THREE – FIVE YEAR OLD GOALS & OBJECTIVES**

To provide each child opportunities to:

#### **DEVELOP PHYSICALLY**

- By engaging in active play such as jumping, running, balancing, climbing and riding
- By learning about and with the five senses
- By engaging in fine motor activities using educational manipulative such as puzzles
- By participating in creative movement activities using music and drama to develop coordination and rhythm
- By learning toilet and hand-washing skills
- By becoming aware of health, nutrition and safety issues in everyday life

#### **DEVELOP COGNITIVELY**

- By labeling, classifying, and sorting objects by shape, color and size
- By observing, comparing and describing objects and events, thus increasing the vocabulary
- By making inferences and predictions from observations and experiences
- By communicating needs, wishes, and ideas in an appropriate manner
- By organizing thoughts in order to relate or express experiences and feeling orally
- By learning to listen with increasing attention and to follow simple directions
- By asking good questions and seeking to discover solutions to problems
- By being introduced to letters and numbers
- By becoming familiar with concepts of time, money, days of the week and months of the year

#### **DEVELOP SOCIALLY AND EMOTIONALLY**

- By expressing positive and negative feelings appropriately and resolving conflicts peacefully
- By learning the pro-social skills of helping, taking turns, cooperating, sharing and caring in a group setting
- By practicing decision-making skills and learning to accept responsibility for those decisions
- By developing good work habits and respect for the value of work, taking pride in a job well done
- By recognizing and respecting the rights, feelings and property of others, regardless of

- age, race, gender, ability, ethnic, religious or socioeconomic background
- By developing a greater awareness of the self as a valued individual and as a member of a family and community
- By developing a positive intergenerational attitude through meaningful relationships and exchanges

### **DEVELOP CREATIVE EXPRESSION**

- By experiencing a variety of visual art, music, dance, cooking and drama activities, focusing on process rather than end-product
- By experimenting with a variety of tools, materials and manipulative for open-ended exploration
- By engaging in pretend play and fantasy to nurture the imagination
- By appreciating the arts and cultures of other people, places and times
- By becoming more discriminating observers of shape, color and design
- By developing self-confidence in expressing and producing individual ideas and gaining satisfaction in completing projects



### **CHRISTIAN EDUCATION PHILOSOPHY**

Preschool children are in the beginning stages of faith development. What they learn about God comes largely from their relationship with caring adults. We trust that children will see themselves as unique creations of God and part of a loving Christian family. The focus of our program is on God's love as seen through the helping, sharing and caring demonstrated by Jesus. Application to life is an integral part of the curriculum. This is accomplished through:

Scripture – using Bible stories

Life – using everyday stories that show children how the principle presented in the

Bible story can be lived in their life

Concrete examples – using object lessons and their own personal examples or stories

Chapel – weekly visit to the chapel give children the opportunity to become familiar with and enjoy the church/chapel setting

### **CHRISTIAN EDUCATION – GOALS AND OBJECTIVES**

- To provide for each child opportunities to:
- Appreciate the wonders of God's creation; realize that God made the world for them to take care of and enjoy
- Realize God made many kinds of people and that each person is very special and important to God.
- Discover that God loves them and provides people to care for them
- Use all their senses to explore God's world; realize God created them with the ability to learn new things
- Begin to thank God for sending Jesus to love them and be their friend
- Realize that Jesus grew, just as they are growing – that He learned just as they are learning
- Become familiar with Bible stories
- Begin to participate in simple prayers and songs of praise; start to pray for others
- Begin to see that everyone in the church family is Jesus' helper & tell others about God's love
- Realize that by doing things together they can accomplish things they could not accomplish alone
- Understand God loves them unconditionally
- Learn ways to show God's Love

**GLORIA DEI PRESCHOOL STAFF**

**OFFICE AND ENRICHMENT**



Director..... Melissa Whitman  
Controller..... Pam Kops  
Secretary..... Kristin Hiller  
Resource Coordinator..... Sue Piffer  
Enrichment Program ..... Luciana Ammaturo  
Intergenerational Program Coordinator..... Bonnie Magill

**TEACHERS AND ASSISTANTS**

**Toddler Rm MWF/TTH:**

**Sue Piffer/Angela Gerstle**

**Room 100 MWF 4'S FULL DAY**

**Annette Bellomo/Terry Pinto**

**Room 103 MWF 4, & TTH 3'S AM:**

**Donna Nardone/Dana Harrison/Lisa Jouhal**

**Room 104 MWF 3 & TTH 3**

**Joann Simon /Dianne Primus/Janet Dydak**

**Room 105 MWF CE4 & TTH 3**

**Lisa Vizcarrondo/Jenna Gallagher**

**Room 108 MWF 4'S FULL DAY:**

**Dianne Primus/Pat Hearn**

**Room 109 T-F CE4'S:**

**Lisa Ceraso/Jennifer Kline**

**Room 110 5 Day 4's:**

**Michelle Lawson/Diana Dominiano/Jackie Egan**

**Room 111 MWF CE3 & Older 2's:**

**Jen DiCicco/Denise Geer**

*\*Our staff is required to participate in continuing education, are CPR, first-aid trained, have criminal, child abuse and finger print clearances, and undergo yearly evaluations.*



Gloria Dei Preschool Discovery Center

570 Welsh Road  
Huntingdon Valley Pa, 19006  
(215) 947-9653  
[Gdkids@gloriadei.com](mailto:Gdkids@gloriadei.com)

### **Nondiscrimination in Services**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent or child (and/or their guardian) who believes they have been discriminated against, may file a complaint or discrimination with:

Gloria Dei Preschool  
570 Welsh Road  
Huntingdon Valley, PA 19006

PA Human Relations Commission  
Philadelphia Regional Office  
110 North 8th St  
Philadelphia, PA 19107

Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17110

Commonwealth of Pennsylvania  
Department of Human Services  
DPW Bureau of Equal Opportunity  
Southeastern Regional Office  
Suite 5034, 801 Market Street  
Philadelphia, PA 19107

US Dept. of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106

### **Informational Websites:**

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

[www.papromiseforchildren.com](http://www.papromiseforchildren.com)

**PA Early Childhood Education Standards**

<http://www.pakeys.org/pa-early-learning-initiatives/early-learning-standards/>