

## **SCHOOL SONG**

To the tune of "Mary Had a Little Lamb"

St. Andrew's is the place we go,  
Place we go, place we go,  
St. Andrew's is the place we go,  
Every other day.

We have many toys and games,  
Toys and games, toys and games,  
We have many toys and games,  
That we share and play.

We have friends and teachers, too,  
Teachers, too, teachers, too,  
We have friends and teachers, too,  
Who help us on our way.

And now we thank you one and all,  
One and all, one and all,  
And now we thank you one and all,  
For our happy stay.

Lyrics by the late Nancy Algeo - 1930-2006  
St. Andrew's Nursery School teacher - 1976-2001

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**SECTION I**      ***STAFF AND COMMITTEE INFORMATION***  
***SCHOOL CONTACT INFORMATION***

**CHURCH STAFF**

<b>Pastor</b>	Rev. William Mueller
<b>Nursery School Director</b>	Astrid Montes
<b>Director of Christian Education</b>	Nicole Kruczuk
<b>Church Secretary</b>	Lynette Becattini

**SCHOOL STAFF**

**Teachers**

Mary Rose Brady	Charisse Lynch
Michele DuPlessis	Jennifer Lutz
Wendy Sedlak	Evelyn Whiteside

**Teacher Aides**

Jen Cadden	Deanna Roeger
Liz Kepner	Krissy Roszell
Ronda Neider	Jana Rothwein

**OFFICE SUPPORT STAFF**

Treasurer/ Office Manager	Sherie Bollinger
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# **ST. ANDREW'S NURSERY SCHOOL**

**2023-2024**

## **School Board**

<b>Director Emeritus</b>	Marcia Renner
<b>President</b>	Astrid Montes
<b>Vice-President</b>	Connie Butera
<b>Treasurer</b>	Sherie Bollinger
<b>Secretary</b>	Cheryl Peiffer
<b>Property/Publicity</b>	Nancy Nave
<b>Property/Publicity</b>	Kim Ryan
<b>Property/Publicity</b>	Dana Saxon

**ST. ANDREW'S NURSERY SCHOOL  
2725 EGYPT ROAD  
AUDUBON, PA 19403**

**Founded 1972**

Licensed by Dept. of Education – Harrisburg, PA



Accredited by the National Association  
for the  
Education of Young Children

**School Office                    610-666-6153**

**Absentee Line                610-666-0426**

**FAX Number                610-666-6019**

**E-Mail Address            admin@standrewsnurseryschool.com**

**Website                    [www.standrewsnurseryschool.com](http://www.standrewsnurseryschool.com)**

**Facebook                [www.facebook.com/standrewsnurseryschoolinaudubon](http://www.facebook.com/standrewsnurseryschoolinaudubon)**

**Church Office            610-666-6577  
610-666-6578**

**School Mascot**  
Giraffe "Amos"

**School Color**  
Yellow

## **SECTION II *PRESCHOOL CURRICULUM***

Our curriculum philosophy is designed to support our program's mission to develop our children's physical, social, emotional, cognitive, moral, and spiritual growth by:

- Adhering to the Pre-kindergarten Pennsylvania Learning Standards for Early Childhood.
- Valuing the child as an individual within the context of his/her family and community.
- Recognizing the integrative nature of children's play as it affects learning in such curriculum areas as math, science, language, literacy and the creative and expressive arts.
- Acknowledging and supporting children's individual learning styles.
- Providing opportunities for discovery learning through self-selected activities, and encouraging the development of children's abilities to observe, perceive, explore, investigate, imagine and problem-solve.
- Valuing daily routines and self-help skills as opportunities for learning and social development.
- Respecting the needs and rights of children to make choices and decisions by empowering them to take responsibility for the care of their environment and materials.
- Recognizing the need for children to practice skills and consolidate their learning by providing opportunities for repetition of experiences and extension of their ideas.
- Designing and establishing an enriched environment that stimulates the imagination, promotes creativity and enhances critical thinking and decision-making skills.
- Understanding the need to promote children's autonomy as well as the ability to work cooperatively with peers and adults.
- Providing small and large group experiences within an age-appropriate, child-centered, and anti-biased atmosphere.

## **SECTION III     *SCHOOL CALENDAR***

This calendar is intended to provide an overview. Not all activities have been listed, nor any dates shown. Detailed information will appear in the monthly newsletter.

### **SEPTEMBER**

Parent Orientation Program  
Classes begin

### **OCTOBER**

Fire Prevention Week  
Pumpkin Day – 3 Year-Old Classes  
Fall Nature Walk  
Harvest Fun Day– 4 Year-Old & Preschool Plus Classes  
Halloween Parties

### **NOVEMBER**

Parent-Teacher Conferences – 4 Year-Old and  
Preschool Plus Classes  
School Photographs  
Thanksgiving Parties  
Thanksgiving Vacation  
Vision Screening (Optional)  
Preschool Plus Family Fun Night

### **DECEMBER**

Used Toy Collection  
Mitten & Hat Collection  
Christmas Show  
Christmas Parties  
Christmas Vacation

## **JANUARY**

Parent-Teacher Conferences – Pre-3 and 3 Year-Old Classes  
Society for the Prevention of Cruelty to Animals Program  
Speech and Language Screenings (Optional)  
Registration (for next school year to begin in September)  
National School Choice Week  
4A Family Fun Night  
Winter Festival-All Classes

## **FEBRUARY**

Valentine's Day Parties  
National Children's Dental Health Month Program-  
4 Year-Old and Preschool Plus Classes  
4B Family Fun Night

## **MARCH**

Optional Parent/Teacher Conferences  
Saturday School  
Handbag Bingo Fundraiser  
Easter Parties  
Easter Vacation

## **APRIL**

NAEYC Week of the Young Child  
Earth Day Program  
Spring Nature Walk  
Upper Schuylkill Valley Park Bus Trip-4's & PP

## **MAY**

Fun Day – All Classes  
Spring Family Celebration  
Final classes  
Snow Make-Up Days – See page 19  
Camp Amos Begins



## **SECTION IV   POLICIES AND PROCEDURES**

### **REGISTRATION and AGE REQUIREMENTS**

- Pre-3 Classes**                    - Child must be 2 years, 7 months of age by Sept. 1
- 3 Year Classes**                - Child must be 3 years of age by Sept. 1
- 4 Year Classes**                - Child must be 4 years of age by Sept. 1
- Preschool Plus Class** - Child must be 4 years, 7 months of age by 9/1 and have a recommendation from his/her teacher, and be proficient in all areas of 3's progress report at the time of the winter Parent/Teacher conference, and be approved by the Director.

- \* Submission of completed Application Form
- \* Payment of non-refundable Application Fee

### **ADMISSION CRITERIA**

- \* Submission of current immunization records, signed by a PA licensed physician, by first day of school
- \* Submission of *Emergency Information/Authorization for Student Pick-Up Cards*, signed by parent/guardian, by first day of school
- \* Child should:
  - be independent in bathroom needs (with the exception of Pre-3 Class).
  - be able to understand basic English and follow simple commands and instructions.
  - be able to verbally express wants and needs.
  - demonstrate safe and appropriate behavior in a small group setting.

### **LATE REGISTRATION POLICY**

When registration occurs after May 1<sup>st</sup>, the first tuition payment is due along with the Application Fee and the Activity Fee.

### **WITHDRAWAL POLICY**

Upon registration, enrollment is from the first through the last day of the school year. Two weeks paid-notice is required when withdrawing a child from the school roster between July 1<sup>st</sup> and July 31<sup>st</sup>. An early withdrawal penalty of

one month's tuition will be collected from any family withdrawing from August 1<sup>st</sup> through the end of the school year.

### **TUITION**

After the first month's tuition is paid to the School Office in May, the remaining payments are made utilizing SMART Tuition Management Services. Delinquent tuition for any child may necessitate his/her removal from the class roster.

### **CONFIDENTIALITY**

St. Andrew's Nursery School ensures the confidentiality of information kept on file for all children and their families.

Information is available to school staff only. Pupil information is kept in locked file cabinets and secure computer files. In addition, Parent Volunteers are asked to refrain from sharing information with other parents regarding any child's behavior that they may observe while helping in the classroom.

### **DISCIPLINE POLICY**

An important part of your child's preschool experience is learning to function in a classroom environment. Cooperation and respect for self and others are important ingredients of a positive educational process. It is our goal to guide children, and to encourage and enhance their growth and development in this area by:

1. Setting classroom rules that encourage cooperation and respect.
2. Using positive language to give praise for appropriate behavior.
3. Redirecting a child if he/she is having problems cooperating.
4. Using natural or logical consequences when appropriate.

It is our policy not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. There will be no verbal threats or demeaning remarks. We will never withhold food/water as a means of discipline.

### **SUPERVISORY POLICY**

In keeping with the Pennsylvania Department of Education policy, as well as the St. Andrew's Lutheran Church *Safe Place* Policy, there are to be TWO adults with the children at all times, supervising by sight and sound.

## **GUIDANCE AND EXPULSION POLICY**

Foremost, we will do everything possible to work with a child and his/her family to prevent expulsion. Unfortunately, there are circumstances where we must remove a child either temporarily or permanently from the program. The following are reasons for expulsion or suspension from our school:

### **IMMEDIATE CAUSES FOR SUSPENSION and/or EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

### **PARENTAL ACTIONS FOR CHILD'S SUSPENSION and/or EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when dropping off/ picking up your child.
- Verbal abuse to staff.

### **CHILD'S ACTIONS FOR SUSPENSION and/or EXPULSION:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Continuous running away or leaving classroom, play area or playground where the child's safety is at risk.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT SUSPENSION and/or EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.

- Give the parent/guardian written copies of the disruptive behavior that might lead to suspension and/or expulsion.
- Schedule a conference including teacher, and parent/guardian to discuss how to promote positive behaviors. Director may be part of this conference.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation from the MCIU.

### **SCHEDULE OF SUSPENSION and/or EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension and/or expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the school. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek an alternate school (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

St. Andrew's Nursery School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. St. Andrew's Nursery School follows guidance from Federal, State and Civil Rights Laws.

## CONFLICT RESOLUTION

St. Andrew's Nursery School strives to complement and support the family unit during their children's years in the school. The school observes an open-door communication policy, allowing families to share any concerns or conflicts. The goal is for all interested parties to work together as partners toward the well-being of the children in the school. In case of conflict between the staff and parents of a given child, the director will serve as a mediator to help resolve any conflicts. In mediation, parents and school staff sit down with the director, talk openly about the areas where they disagree, and try to reach an agreement. Mediation provides a positive, less adversarial approach to resolving disputes between parents and the school.

## MONEY COLLECTION

On those occasions when money must be sent to school, please send it in a sealed envelope, marked with your child's name, class, and labeled as to its purpose

## TIME SCHEDULE

<b>PRE-3 CLASS</b>	9:00 - 11:30 T, TH
<b>3A CLASS</b>	9:00 - 11:30 M,W,F
<b>3B CLASS</b>	9:15 - 11:45 T & TH
<b>4A CLASS</b>	9:00 -12:00 M, W, F
<b>4B CLASS</b>	9:15 -12:15 M, W, F
<b>Preschool Plus Class</b>	9:00 -12:00 M through F

## ARRIVAL and DEPARTURE PROCEDURE

**Entry doors are locked at all times.**

Parents are asked to remain outside with their child/carpool until the children are called to class by the Teacher or Teacher Aide.

Likewise, parents are asked to remain outside until children are dismissed at the close of each session.

In emergency situations, if an individual whose name is not on the previously submitted *Authorization for Student Pick-Up* card is asked to pick up a child, please inform that individual that he/she will be required to show photo identification (driver's license) before the child can be released to him/her.

## **ABSENCES**

### **To report a child's absence:**

Parents are asked to **call the Classroom at 610-666-0426** prior to the beginning of class. Messages may be left on the Classroom Absentee Line in the evening, during a weekend, or prior to the opening of school in the morning.

**Sunshine Kits** are sent to children missing a week's worth of classes due to serious illness or hospitalization.

## **CLASS CHANGE POLICY**

No changes will be made to class assignment after the start of school.

## **LATE PICK-UP / EARLY DISMISSALS**

Those picking up early **must** sign-in at the school office.

Any parent/caregiver arriving after the teacher has finished dismissing the class is considered late. A late pick up fee of \$1.00 per minute will be charged, payable the next class session.

## **LATE ARRIVALS**

The St. Andrew's Nursery School day begins promptly at 9:00/9:15 depending on the class assigned. One of the most important times of the school day is in the morning, as the entire tone of the day is set in the morning. One of the most valuable skills a student can learn is being responsible for arriving everyday at school on time. Please support your child in learning habits that will help them be successful at school and throughout life.

Any child arriving after the children have been called into class by the Teacher/ Teacher Aide is recorded as late. Late arrivals are extremely disruptive to the total program and are to be avoided when at all possible. Please speak with the Director in September if you encounter busing issues with older children.

### **Consequences for Tardiness:**

**1<sup>st</sup> tardy** -Verbal warning

**2<sup>nd</sup> tardy**-Letter sent to parents outlining policy

**3<sup>rd</sup> tardy**- Parent conference with Director regarding future consequences, which may result in family being asked to wait until circle time is over to enter classroom or in some cases being removed from school.

## **VISITATION POLICY**

Families are welcome to observe our program at any time during regular school hours. We request that parents call to schedule a visit, then stop in the School Office to sign in and receive a Visitor Badge before entering the classroom.

All other visitors must also report to the School Office to receive a Visitor Badge. Visiting arrangements can be made by calling the School Office at **610-666-6153**.

## SCHOOL SNACK

*Please inform your child's teaching team if your child has a food allergy.*

**Parents of all classes will provide a daily snack and beverage for their children.**

- ✓ **Nutritional snacks are encouraged.**
- ✓ **Candy is NOT permitted.**
- ✓ **Please avoid snacks listed by the *American Academy of Pediatrics* as **known choke hazards** such as:  
**whole grapes, nuts, and popcorn.****
- ✓ **Please help us to keep our school environment safe by not sending foods that contain nuts or nut products.**
- ✓ **St. Andrew's strives to provide a nut-free environment.**

**Water is provided by the school daily.**

## CLASS PARTIES

Parties are scheduled for all classes before Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. Individual birthdays are recognized with a modest celebration, as well.

Parents who have been scheduled to assist, or provide snack, on party days are asked to discuss plans with the classroom teacher one week prior to the celebration.

Please note: Since treat bags and/or small gifts are given to the children by the school, **PLEASE DO NOT send treat bags, gifts or balloons for the class on PARTY DAYS or BIRTHDAYS.**



## **SECTION V LIBRARY FACILITIES AND SCHOOL STORE**

### **LIBRARY FACILITIES**

St. Andrew's Nursery School is pleased to offer several libraries.

**School Library** – provides a wide selection of books for the children's enjoyment during school hours.

**Looking Library** – (located in **School Foyer**) provides books for children to enjoy while waiting for class to begin.

**Professional Library** – available to staff and parents, includes Early Childhood periodicals and curriculum material.

**Lending Library** – A Lending Library is available for children in the 3 Year-Old, 4 Year-Old, and Preschool Plus classes

### **SCHOOL STORE**

St. Andrew's Nursery School T-shirts, sweatshirts, water bottles (BPA free) and school bags are available the evening of the September Parent Orientation Program, during the Fall and Spring Fundraisers, and in the School Office throughout the year. Please refer the webpage for current prices.

#### **SCHOOL BAGS \$8**

All new students are entitled to a school bag at no cost. In the event that a bag is lost or otherwise rendered unusable, a replacement bag may be purchased in the School Office.

#### **WATER BOTTLES \$4**

#### **HOLIDAY ORNAMENTS \$8**

## **SECTION VI    *TRANSPORTATION, HEALTH AND SAFETY***

### **SAFETY**

The safety of each child is of utmost concern to our Staff, and all activities are planned with the welfare of your child in mind.

### **CAR POOLS**

Class address lists are available for any parents who wish to set up a car pool.

Children will be released only to authorized adults; therefore **if any changes are made in a child's transportation arrangements, the parent must notify the Teacher and the School Office in writing.** In an extreme emergency, a parent may give verbal permission for someone who is not listed on the *Authorization for Student Pick-Up* card to pick up their child. \*Refer to Page 13 for additional information.

### **PARKING at SCHOOL/IDLING VEHICLES**

Drivers are asked to park in designated parking lanes.

**At NO TIME are cars to be parked in the Fire Lane**

**located next to the entrance walkway.** Drivers are also

required to follow parking lot directional arrows at all times.

It is discouraged for idling vehicles (buses, families' automobiles) to be left in parking lot, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

### **EMERGENCY RESPONSE PLAN**

A written emergency response plan is shared with the Montgomery County Department of Public Safety and local authorities.

## **FIRE DRILLS AND OTHER EMERGENCY DRILLS**

Fire Drills and other emergency drills are held regularly throughout the school year. Care is taken by the staff to ensure that the children learn how to follow proper procedures as quickly and safely as possible, without causing them undue alarm.

## **INCLEMENT WEATHER CLOSING**

We understand that the decision to close or delay the school opening due to inclement weather has a significant impact on families. Our top priority is the students' safety. After careful consideration of all relevant factors including road conditions, weather forecasts, building maintenance, and discussions with area school districts' transportation offices, the decision to close/delay school is made by the Director usually by 7:30 a.m. St. Andrew's families travel from four area school districts, and if the roads look clear in one area, they may not be in another.

### **School closing information can be found at:**

**[www.cancellations.com](http://www.cancellations.com)**. This site also offers an e-mail notification service. Postings of cancellations/delays will be sent directly to you via your e-mail address: Go to [www.cancellations.com](http://www.cancellations.com) and click on "Join for Free" under the e-mail notification section.

### **OR**

We also have two ways that **NBC 10** can notify you when school closes - either by text message or email. Visit the NBC 10 website at **[www.nbc10.com](http://www.nbc10.com)** and click on WEATHER. From there, click on the SCHOOL CLOSING ALERTS link and look for the SUBSCRIBE TO MOBILE ALERTS to sign up.

### **OR**

**Remind.com**-This text messaging platform will be used for notification in case of school closing/delays. Please sign up using the designated code issued to each classroom. Check your Parent Orientation packet for more information.

**In the event of a one hour delay the classes will run as follows:**

3A Class- 10:00-11:30

4A Class-10:00-12:00

3B Class- 10:15-11:45

4B Class-10:15-12:15

Pre-3 Class-10:00-11:30

PP Class-10:00-12:00

In the event of school cancellations, the school calendar has two inclement weather days built into the end of the year. Only two days will be made up due to weather/other cancellations. Any additional days lost to weather/other cancellations will not be made up nor will tuition be reimbursed. The calendar will be revised as needed throughout the year by the School Board. Please refer to the general school calendar for more information about specific dates.

**EMERGENCY EVACUATION**

In the event of an incident at the Limerick Generating Station, St. Andrew's Nursery School has plans for the protection of your child.

The four emergency classifications for incidents at the station, and our plans, are as follows:

1. **Unusual Event** - No action is needed
2. **Alert**- You will be called to pick up your child.  
School will closed until the emergency is over.
3. **Site Emergency** - You will be called to pick up your child.  
School will closed until the emergency is over.
4. **General Emergency** - You will be called to pick up your child.  
If a *SHELTER-IN-PLACE* order is issued before your arrival, your child will receive food and shelter at St. Andrew's. If an *EVACUATION ORDER* is issued, your child will be transported to a secure host facility.

**Only the Governor of PA can issue *SHELTER-IN-PLACE* or *EVACUATION ORDERS*.**

**The sounding of the siren is NOT a signal to evacuate, but rather a signal to listen to the Emergency Broadcasting Station, KYW-1060 AM Dial.**

## **HEALTH REQUIREMENTS**

A written health record must be submitted for each child. An evaluation, completed by a licensed Pennsylvania physician after January 1 of school entrance year, must be provided. A record of each child's immunizations, as required by the PA Department of Health and Department of Education, must be submitted before the start of school.

The school reserves the right to exclude any child who is not immunized due to medical reasons, if a vaccine-preventable disease occurs in the child's classroom.

## **ILLNESS**

In the event that your child becomes ill while at school, you will be notified and asked to pick him/her up as soon as possible. If you cannot be reached, we will notify your emergency contact person to pick up your child. We ask that you please keep your cell phone ON during the time your child is at school. Your child will be brought to the School Office and will remain there until a parent or a designated emergency contact person can be reached and the child is picked up.

The purpose of our illness policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any student who shows signs of illness at school (see below). In addition, a child must be free of all symptoms for at least 24 hours (without the use of fever-reducing medications) before he/she can return to school.

These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period

- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- Fussy, cranky behavior and generally not himself/herself
- A skin rash
- Head lice

### **FIRST AID**

Whenever first aid is provided to a child, his/her parents receive a written Accident/First Aid Report describing the treatment administered. Once the parent/guardian has read and signed this report it should be returned to school.

The Accident/First Aid Report is kept in the child's personal file until the end of the school year.

### **STORAGE AND ADMINISTRATION OF MEDICATION**

It is the policy of St. Andrew's Nursery School that the administration of medication is a serious matter and may take place only under certain conditions. Medication may only be administered when failure to take such medication would jeopardize the health of the child, or the child would not be able to attend school if the medication were not made available during school hours.

For short-term administration, or a period of up to two months, a note from the parent or doctor is required. This note **MUST** state the name of the medication and instructions for the administration, including time and amount. **Medication must be labeled with the child's name and in the original pharmacy container.** Medication for administration in school should be given to the classroom Teacher or the Director.

Long-term administration, or for periods of two months or more, will require a note from the parent **and** the physician prescribing the drug. This note must contain the name of the drug and instructions for administration. Again, medication must be in the **original pharmacy container and labeled with the child's name.**

Please note that due to the serious nature of administering medication, the school may not give any medication that is not appropriately labeled. The Teacher, Teacher Aide, or Director are the only persons authorized to administer medication. All medication is kept in a secured location.

### **SUSPECTED CHILD ABUSE**

All staff members of our preschool are mandated reporters of suspected child abuse. We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **SECTION VII     *SERVICES AND PROGRAMS***

### **LOST & FOUND**

All removable clothing (coats, hats, sweaters, mittens, boots, etc.) should be marked with your child's name.

A *Lost & Found Basket* is located in the foyer. Parents are urged to check regularly for items belonging to their child. After a reasonable length of time, unclaimed items will be given to charity.

### **STUDENT PHOTOGRAPHS**

Group and individual photographs are taken each year. A package assortment, in color, is offered at a reasonable cost. There is no obligation to purchase photographs.

### **SCHOLARSHIPS**

Limited financial assistance is available. For information concerning scholarships, please contact the School Treasurer/Office Manager.

### **VOLUNTEER SERVICES**

A wide variety of opportunities exist for parents who are interested in providing volunteer service to the school. These service opportunities are as follows:

- \* Classroom Parent Helper

In order to provide the safest environment for our children, we require our Parent Helpers to obtain Child Abuse Clearances and Criminal Record Checks prior to the beginning of the school year. Information on obtaining these checks is sent to parents upon registration.

- \* Resource person

- \* Member of the Parent Volunteer Corps

- \* Member of St. Andrew's Nursery School Board

For additional information, contact the Director or your child's teacher.



## **PARENT VOLUNTEER CORPS**

Library Committee  
Publicity Committee  
Property Committee  
Recycling Committee  
Scholastic Book Club Committee  
Class Captains

## **SPECIAL PROGRAMS AND COMMUNITY SERVICES**

Fire Prevention Program  
Lower Providence Community Day  
Briar Bush Nature Center  
SPCA - Animal Care and Safety Program  
Vision Screening by Montgomery County Association for the Blind  
Speech/Language Screening by Communication Associates, LLC  
Adopt-a-Spot Program  
Fun Day Program  
Water Safety  
Toy/Mitten Collection  
Family Fun Nights  
Upper Schuylkill Valley Park Bus Trip  
Spring Family Celebration  
Camp Amos

## **SECTION VIII   *COMMUNICATION, CONFERENCES AND ASSESSMENT***

### **HOME-SCHOOL COMMUNICATION**

- School informational packet (mailed in August)
- Monthly newsletters & detailed monthly calendar
- Class Notes (prepared monthly by teachers)
- Parent-Teacher Conferences
- Informal parent-teacher contacts (i.e. notes, phone calls, before and after- class communication, etc.)
- Friday e-mail
- Personal contact with Director/Staff
- Parent Helper Program
- School Brochure
- School Handbook
- Sunshine Kits
- Welcome notes from teachers to children
- Parent Evaluation of Program
- School Website

### **CONFERENCES**

#### **Pre-3 and 3 Year-Old Classes**

Parent-Teacher Conferences are scheduled each January.

#### **Preschool Plus and 4 Year-Old Classes**

Parent-Teacher Conferences are scheduled each November.

#### **All Classes**

Optional Parent-Teacher Conferences are offered each March.

*Additional conferences may be requested at ANY time by parent or teacher for ANY child.*

## **WRITTEN ASSESSMENTS**

The St. Andrew's Nursery School teachers, who are certified by the PA Department of Education, continually assess the children's progress to learn which areas need encouragement, support, and development. Through classroom observation, teachers complete a written report twice a year for each child, noting strengths, weaknesses, and areas needing further growth. This observation occurs in a non-threatening, non-pressured environment, as the children work and play. Conferences are held so that assessments can be shared with parents, who receive a written copy. When necessary, referrals are made for further diagnostic screening. Our goal is to use the results of our assessment to adapt classroom structure and teaching practices, in striving to meet the needs and interests of the children. We endeavor to provide educational opportunities best suited to each child's ability level.

Parents are given the opportunity to complete an Ages & Stages Questionnaire assessment tool at the beginning of the school year. The results are compiled by class and are reviewed with the teacher, allowing her to adjust the curriculum as needed. If results warrant, a parent conference will be scheduled with the teacher/director to discuss additional options available to the child.

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## **HISTORY**

### **ST. ANDREW'S NURSERY SCHOOL FOUNDED 1972**

#### **Founders**

Fran Herman	Carol Rinker
Judy Lucia	Bonnie Stelling
JoAnn Mauger	Jeanne Wurtz
Marcia Renner	

#### **Staff**

(Years of Service to St. Andrew's Nursery School)

Astrid Montes	- 2014 to present
Jana Rothwein	- 2003 to present
Mary Rose Brady	- 2004 to present
Wendy Sedlak	- 2010 to present
Charisse Lynch	- 2012 to present
Jennifer Cadden	- 2012 to present
Ronda Neider	- 2015 to present
Michele DuPlessis	- 2017 to present
Jennifer Lutz	- 2017 to present
Evelyn Whiteside	- 2020 to present
Krissy Roszell	- 2022 to present
Liz Kepner	- 2022 to present
Deanna Roeger	- 2023 to present

#### **Licensed by**

**Pennsylvania Department of Education**  
**Department of Private Academic Schools**

#### **Accredited by**

**the National Association for the Education of Young Children**

**St. Andrew's Nursery School serves families of Audubon and many surrounding communities such as Oaks, Collegeville, Royersford, Limerick, Skippack, Schwenksville, Norristown and Phoenixville.**