



## GENERAL INFORMATION 2019 - 2020

### RELATIONSHIP TO THE CHURCH:

Willow Street Preschool is an outreach of the Willow Street Mennonite Church and is responsible to the Preschool Connection Team, and Mission Director, and Lead Pastor.

### TEA TIME:

While children attend Preschool on Thursday mornings, mothers may attend "Tea Time." This is a women's group that meets each week. This is a wonderful way to meet with other women and build relationships. They have a time of sharing, refreshments, crafts, book studies, speakers and much more. This is open to community women as well. The schedule will be in our monthly preschool newsletter, "Spotlight."

### SPOTLIGHT, MONTHLY NEWSLETTER

Each month a newsletter **Spotlight** will be sent home with your child. This will keep you informed with upcoming activities and reminders.

**TUITION PAYMENTS: There is a non-refundable fee of \$50.00 due at the time of registration.**

The tuition is due in 3 installments: **Checks made payable to: Willow Street Preschool.**

1<sup>st</sup> payment due: September 19, 2019

2<sup>nd</sup> payment due: November 21, 2019

3<sup>rd</sup> payment due: February 6, 2020

### ENROLLMENT:

Children are considered for enrollment upon receipt of their registration and registration fee. When classes are full, a waiting list will be started and parents will be notified if a vacancy occurs. Parents will be notified of child's acceptance into Preschool by email.

**WITHDRAWAL:** If you find it necessary to withdrawal your registration, please notify the director. Your application fee will **not be refunded**. The following policy is in effect for tuition refund:

The entire tuition must be paid in full by February 6,2020

**Reimbursement Policy:** The student must be withdrawn prior to March 31, 2019. Any student meeting both of these requirements shall be refunded 25% of the total tuition.

**LOCK DOWN:**

Our Preschool is locked at all times while your child is in the building. The Director or designated person will greet you at the door and remain at the door until all students have arrived. At pick up time you will be greeted again at the door. If you need to get into the building during lock down, please ring the bell and someone will open the door for you.

**PICK UP POLICY:**

Each child must remain in their classroom until the person picking them up arrives at the class room door, and is greeted by their teacher. Please notify your child's teacher with a note, if someone else will be picking up your child.

**WINTER WEATHER & SCHOOL CLOSINGS:**

At times during the year it will be necessary to cancel school. Listen for **WILLOW STREET PRESCHOOL**.

**CLOSING /DELAY**

**Check: Willow Street Preschool Facebook. I will send an EMAIL with any delays or cancelation**

Announced on: **WGAL**, [www.wgal.com](http://www.wgal.com) **Category: Daycare1. We are CLOSED when LS is CLOSED.**

**2 Hour Delay: Modified Schedule: 11:00 -1:00 (Provide a packed lunch please)**

**1 Hour Delay: Modified Schedule: 10:00 – 12:30**

**PACK N PLAY PROGRAM**

We offer an after school program for Preschool Children ONLY:

11:30 – 1:00 pm: Provide a packed lunch and enclose \$7 cash only in a marked envelope, hand payment to Marcia. Pack n Play is held on Tuesday, Wednesday and Thursday for Preschool children in the 3 -year or 4-year classes, that are toilet trained. Each day is staffed by two teachers for maximum of 14 children. During this time, the children will have an opportunity to participate in activities like crafts, story time and gym. Please pick up promptly at 1:00 with a 5- minute grace period. A \$5 late fee will be charged after 1:05.