



## GENERAL INFORMATION 2023 - 2024

### 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 Children's Ministry 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.

### MONTHLY NEWSLETTER/ E-mails

Each month a class newsletter will be sent home with your child. Email is our primary way to stay in touch with families. The Director will send emails to keep you updated and informed. We use the See Saw app to stay connected with families.

**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 or Venmo- WSMC-preschool**

1<sup>st</sup> payment due: September 21, 2023

2<sup>nd</sup> payment due: November 16, 2023

3<sup>rd</sup> payment due: February 8, 2024

### 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 8,2024.

**Reimbursement Policy:** The student must be withdrawn prior to March 31, 2023. Any student meeting both of these requirements shall be refunded 25% of the total tuition.

**PRESCHOOL SECURITY:**

Our Preschool is locked at all times while your child is in the building. The Director or Assistant Director 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 doors by staff members. If you need to get into the building during lock down, please ring the doorbell and someone will open the door for you.

**DROP OFF or WALK to CLASS:** Doors open at 8:55 and 11:25

**Parking and Walking into the Classroom:**

- Enter at the upper Hans Herr Dr. entrance and exit at the lower Hans Herr Dr. exit. Park and walk your child into the classroom. A staff member will welcome you at the door.

**Drop Off at the Door:**

- Enter at the lower Penn Grant Rd. exit and turn left into the lower parking lot, continue on past the playground area and pull up to the door. Please have your child unbuckled and ready to exit the car. Please stay in the car, staff members will help your child out of the car and into the building.

**PICK UP POLICY:**

Pick up is at the door. Name cards help us identify each car. You will be given two, they must be placed in the front window of the car, or held up so that we can see your child's name. Staff will assist your child to the car. Please pull into a parking space to buckle your child. Please provide a written note if your child is being picked up by another party.

**WINTER WEATHER & SCHOOL CLOSINGS:**

At times during the year, it will be necessary to cancel school. Follow LS school closings.

**CLOSING /DELAY**

**Check: I will send an EMAIL with any delays or cancelation**

Announced on: **WGAL**, [www.wgal.com](http://www.wgal.com) **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 (after school program)**

**Sign Up:** on the provided Sign-Up Genius Link each month. **Payment:** Venmo/ WSMC-preschool

11:30 – 1:00 pm: Provide a packed lunch, the cost is \$8. 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 12 children. During this time, the children will have an opportunity to participate in activities, story time and play in the gym or playground. Please pick up promptly at 1:00 with a 5- minute grace period. A \$5 late fee will be charged after 1:05.