



GENERAL INFORMATION 2026 - 2027

RELATIONSHIP TO THE CHURCH:

Willow Street Preschool is an outreach of the Willow Street Mennonite Church and is responsible to the Preschool Connection Team, the 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. Fellowship, refreshments, crafts, book studies, speakers, and 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: A non-refundable fee of \$50.00 is due at registration.

The tuition is due in 3 installments:

Checks made payable to: Willow Street Preschool or Venmo- WSMC-preschool

1st payment due: September 24, 2026

2nd payment due: November 12, 2026

3rd payment due February 4, 2027

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 the child's acceptance into Preschool by email.

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

The entire tuition must be paid in full by February 6, 2027.

Reimbursement Policy: The student must withdraw before March 31, 2027. 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 met again at the doors by staff members. If you need to enter the building during preschool hours, please ring the doorbell.

DROP OFF or WALK to CLASS: Doors open at 9:00 and 11:30

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 past the playground area, and pull up to the door. Please have your child unbuckled and ready to exit the car. Please stay in your car; staff members will assist your child into the building.

PICK UP POLICY:

Pick-up is at the door. Name cards help us identify each car. You will be given two Name Cards; 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 closers.

Announced on: WGAL, www.wgal.com. We are CLOSED when LS is CLOSED

2-Hour Delay: Modified Schedule: 11:00 - 1:00 (Provide a packed lunch, nut-free)

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, who are toilet-trained. Pack N Play, is run by our staff. A 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.