

LITTLE SWATARA CHURCH OF THE BRETHREN
PRESCHOOL HANDBOOK



2025 - 2026

**31 REHRERSBURG ROAD, PO BOX 437
BETHEL, PA 19507
PHONE: (717)933-4500**



*We are on the web at: littleswatara.org
Reach the Director at: sara.bryant@littleswatara.org*

Please read and sign the following acknowledgment for the
2025-2026 preschool year at Little Swatara Church:

- I acknowledge these are the policies and procedures of Little Swatara Preschool.
- I agree to abide by the policies and procedures as stated within the 2025-2026 hand book.

Student name _____

Parent/Guardian Signature _____ Date _____

**Prior to the first day of class, please tear off the signed
acknowledgement and return it to Sara Bryant. Thank you!**

Dear Parents,

Welcome to the family of Little Swatara Preschool. We are excited about having your child enrolled in our program. We see each child as being made wonderfully and marvelously by God, and therefore unique. Thank you for sharing your precious gift with us.

Sincerely,

Miss Sara and the LSP Board of Directors

PRESCHOOL STAFF

Sara Bryant, Director

sara.bryant@littleswatara.org

Sally Herbert, Preschool Class 1 & 2 Teacher

Rachyl Sholly, Preschool Class 1 & 2 Asst. Teacher

Diana Kintzer, Pre Kindergarten Class 1 & 3 Teacher

diana.kintzer@littleswatara.org

Sierra Tice, Pre Kindergarten Class 1 & 3 Asst. Teacher

Little Swatara Preschool

31 Rehdersburg Road

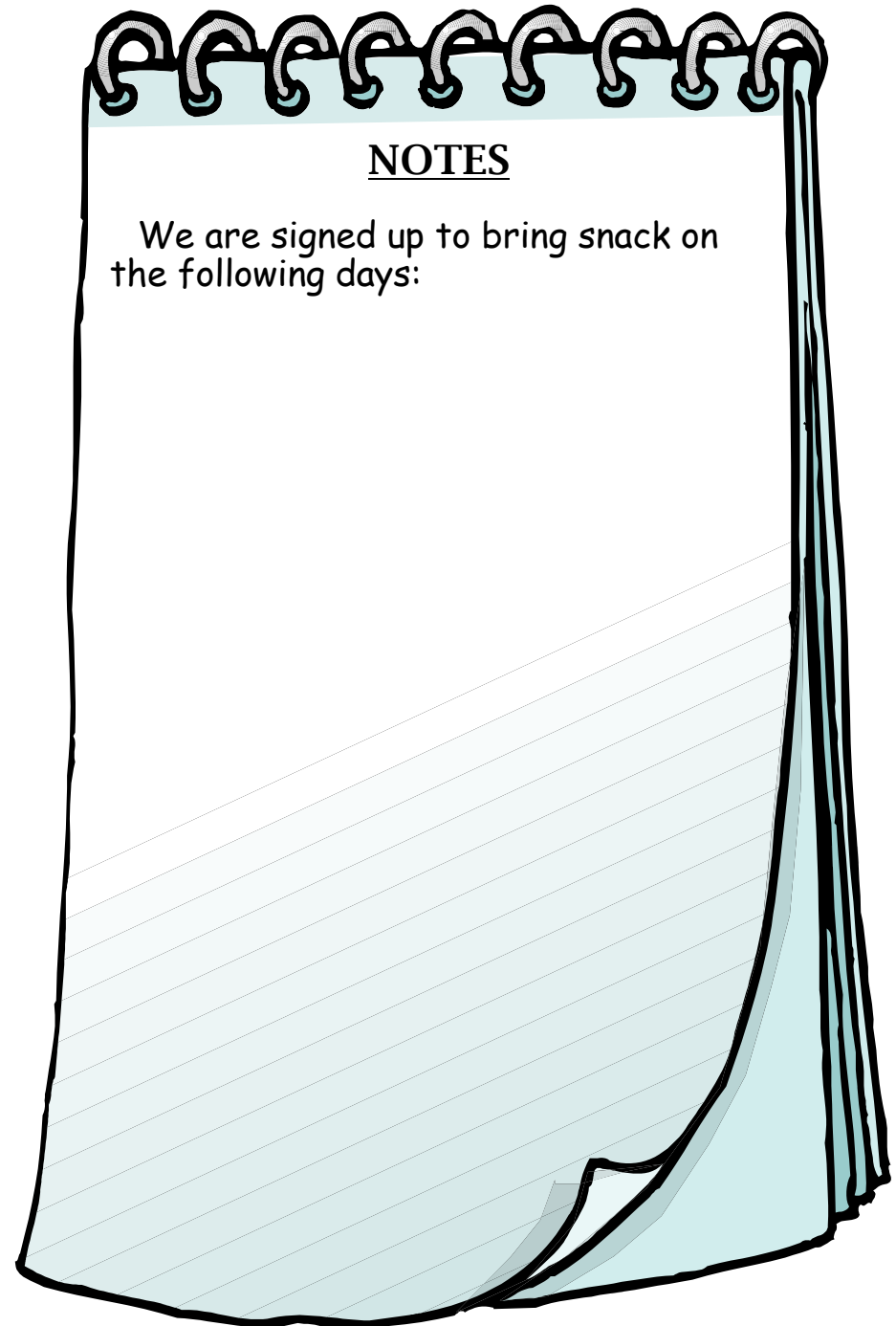
PO Box 437

Bethel, PA 19507

Phone: 717-933-4500 ext. 304 to leave a message.

E-mail: sara.bryant@littleswatara.org

Fax : (717) 933-9223



CHURCH AFFILIATION

Excerpts from our Church "Purpose and Function":

- * In the sight of God, and under the leading of the Holy Spirit, we, the members of this Church purpose to worship Almighty God, according to the faith and teaching of the Bible.
- * To promote the spiritual, social, educational, and civic improvement of the members and the community.
- * We are called by Jesus to: Grow Spiritually, Build Christian Community, and Share the Good News.

Little Swatara Preschool is a ministry of
Little Swatara Church of the Brethren.

Pastor: Matthew Christ

Office Phone: (717)-933-4723

If you do not have a Church home we invite you to
worship with us, be that onsite or online.

Sunday School 9:30a.m. Worship 10:30a.m.

Check out our website for the latest updated
information at *littleswatara.org*

You may join our FaceBook page, Little Swatara Church of the
Brethren. When there, you can view our live streamed worship
services.

Other organizations we are affiliated with are:

- * Area Council of Churches
- * Bethany Theological Seminary
- * Londonderry Village
- * Elizabethtown College
- * COBYS
- * Camp Swatara

MISSION STATEMENT

Psalm 127:3 "Children are a gift from God; they are his reward."
(The Living Bible).

Little Swatara Preschool's mission is to provide Biblical and
academic instruction to children 3 to 5 years old. We seek to
provide a loving atmosphere where children can joyfully adjust to
being away from home, share with other children, and begin to feel the
excitement of learning and self-expression.

Little Swatara Preschool will provide quality learning
experiences as a service to the local community. Little Swatara
Preschool is a non-profit program of the Little Swatara Church of the
Brethren.

*****Little Swatara Preschool is a ministry of Little Swatara Church of
the Brethren. It is not a state licensed education program. *****

GOALS

We present a Christian oriented curriculum that provides:

1. Opportunities for the development of wholesome Christian
and social relationships.
2. Play experiences that contribute to individual developmental
needs of the child.
3. A Christian environment that nurtures values of love,
compassion and understanding.

For the family we provide:

1. Opportunities to meet and work with parents with common
concerns and interests relative to their Preschool child/children.
2. Opportunities to participate within the Preschool setting in
accordance with Little Swatara's Child Abuse Protection Policy.

SCHOOL TERM AND HOURS OF OPERATION

The school term runs August through May.

- A) The Preschool 1 class is a three day program that is scheduled for 105 sessions per year.
 - * Monday, Wednesday, and Friday mornings are held upstairs 9-11:30 a.m.
- B) The Preschool 2 class is a two day program scheduled for 70 sessions per year.
 - * Tuesday and Thursday mornings are held upstairs 9-11:30 a.m.
- C) The Pre Kindergarten 1 class is a three day program scheduled for 105 sessions, with 17 extended Wednesdays.
 - * Monday, Wednesday, and Thursday mornings 9-11:30 a.m. Extended Wednesdays beginning Jan 7, 9 a.m.-3 p.m. Classes are held downstairs.
- D) The Pre Kindergarten 3 class is a three day program that is scheduled for 105 sessions, with 17 extended Tuesdays.
 - * Monday, Tuesday, and Thursday afternoons 12:30-3 p.m. Extended Tuesdays beginning Jan 6, 9 a.m.-3 p.m. Classes are held downstairs.

STUDENT ABSENTEEISM

Classes missed for illness or other reasons may not be made up in another class and will receive no tuition credit.

STUDENT WITHDRAWAL

Please give as much notice as possible before withdrawing your child from the program. We appreciate a two week notice.

GIFTS

Some children enjoy giving gifts to their teachers, e.g., Christmas. We would encourage you to consider a gift to the school as an alternative. This could be a learning game, book, puzzle, dramatic play prop, etc. Also, if your child wishes to give a gift to a special friend, please do so outside of the school so the feelings of other children are not hurt.

FIELD TRIPS

Field trips are sometimes planned to enhance the day's lesson or theme. It is necessary for the parents to sign a consent form to allow their child to participate with the class. Parents are required to provide transportation to and from the location of the field trip. All children are required to be seated in car seats. Please notify the preschool if your child will be absent on the day of the field trip.

PARKING

Please be aware that HANDICAPPED PARKING is available for those who need assistance. There are designated spots at the front of the Church and in the rear parking lot. Standard parking can be found to the east and behind the Church.

CALENDAR YEAR 2025-2026

BUILDING EVACUATION

In the event of an emergency during which the Church building must be evacuated, the children and staff will relocate to the Church Pavilion. This building is beside the playground behind the Church.

DISCIPLINE

We will follow positive discipline practices that support the children yet help them conform to acceptable group behavior. No physical punishment will be used. The teachers will attempt to redirect the actions in positive outlets. If a child continues to have disciplinary problems, the teacher will speak with the child and parent.

FUNDRAISING

Throughout the year we may hold fundraisers. Participation is never mandatory but always greatly appreciated.

Dates to remember:

<u>Day</u>	<u>Date</u>	<u>Event</u>	<u>Class</u>
Monday	Aug. 18	Meet the Teacher Night	Preschool 1 & 2 class
Tuesday	Aug. 19	Meet the Teacher Night	PreK 1 & 3 class
Monday	Aug. 25	First Session	Preschool 1 Class/PreK1 &3 Classes
Tuesday	Aug. 26	First Session	Preschool 2 Class
Monday	Sept. 1	Labor Day	Vacation all Classes
Wednesday	Oct. 15	Picture Day	(Preschool 1 & PreK 1)
Thursday	Oct. 16	Picture Day	(Preschool 2 & PreK 3)
Wednesday	Nov. 26	Thanksgiving	Vacation all Classes
Thursday	Nov. 27	Thanksgiving	Vacation all Classes
Friday	Nov. 28	Thanksgiving	Vacation all Classes
Tuesday	Dec. 23	Christmas	Vacation all Classes
Wednesday	Dec. 24	Christmas	Vacation all Classes
Thursday	Dec. 25	Christmas	Vacation all Classes
Friday	Dec. 26	Christmas	Vacation all Classes
Monday	Dec. 29	Christmas	Vacation all Classes
Tuesday	Dec. 30	Christmas	Vacation all Classes
Wednesday	Dec 31	Christmas	Vacation all Classes
Thursday	Jan 1 & 2	New Year's	Vacation
Monday	Jan. 5	All Classes	return to regular schedules
Tuesday	Jan. 6	First Extended Day	for Pre K 3 class
Wednesday	Jan. 7	First Extended Day	for Pre K 1 class
Saturday	Feb. 28	Art Show	(snow date March 14, 2026)
Friday	Apr. 3	Good Friday,	Easter Vacation no class
Monday	Apr. 6	Easter Vacation	(Possible snow make-up day)
Tuesday	Apr. 7	Easter Vacation	(Possible snow make-up day)
Sunday	Apr. 26	Preschool	Sunday
Thursday	May 14	Last Session	Preschool 2 Class/PreK 1 & 3 classes
Monday	May 18	Last Session	Preschool 1 class (possible snow Make up day)
Tuesday	May 19	Possible snow	make up day
Wednesday	May 20	Recognition Night	(tentative) (for students entering a Kindergarten program in the fall)

INCLEMENT WEATHER CLOSINGS

Preschool will follow Tulpehocken School District's policy for delaying or closing school due to bad weather.

If Tulpehocken Elementary is:

Virtual Day due to bad weather, LSP will be closed.

Closed due to bad weather, LSP will be closed.

Delayed due to bad weather, LSP will run a modified session. The morning session will run 10am-12noon. The afternoon session will run 1-3pm. Extended days will run 10am-3pm.

Bad weather delays and cancellations are listed at the bottom of the screen on the following television stations: WGAL Channel 8 Berks Cable 8 WFMZ Channel 69

Little Swatara Preschool will attempt to post inclement weather notices on our Facebook Page.

If Little Swatara Preschool is closed for bad weather, the first two cancelled classes of the school year will not be rescheduled. Cancellations in excess of 2 days will be rescheduled at the discretion of the Preschool. (This could be on days of the week your child is not normally scheduled to attend).

AGE REQUIREMENTS

Our program includes children age 3, 4, & 5 years old. Preschool children must be at least 3 years old by August 1 and independent in their toileting skills. Children that become 3 years of age during the Preschool year are welcome to register for the program at that time.

WHAT TO BRING THE FIRST DAY

- Backpack large enough to hold a 9 x 12 inch folder. (Please no mini backpacks)
- A drink in a labeled, leak proof container
- Extra change of clothing (socks, underwear, pants and shirt)

PERSONAL BELONGINGS

For safety reasons please do not allow your child to bring any toys or candy from home. Toys can easily become broken, lost or stolen. Teachers will not be responsible for toys brought to class.

*Candy and gum are not allowed at school any time.

*Teachers are not responsible for lost or broken jewelry.

ARRIVAL AND DEPARTURE

Preschool classes: Front doors are open from 8:55–9:10 a.m. for the preschool students arrival. (Class runs from 9–11:30.)

Pre Kindergarten 1 class: South side carport doors are open from 8:55 to 9:10a.m. for arrival. (Class runs 9 - 11:30a.m.) Extended Wednesdays will run 9 am to 3 pm.

Pre Kindergarten 3 class: South side carport doors are open from 12:30–12:45p.m. (Class runs 12:30 – 3pm) Extended Tuesdays will run from 9am to 3 pm.

If you will not be picking up your child, please notify the Director in advance. We will not allow a child to leave with someone they do not know, or we have doubts about. Please use the doors at the front of the church when entering and leaving Preschool classes.

Please use the doors at the back of the Church for the Pre Kindergarten classes.

REGISTRATION & TUITION PAYMENTS

A one-time registration fee of \$25.00 before May 1 and \$35.00 after May 1, must accompany each application. The registration fee is non-refundable and is not credited toward tuition. Tuition payments are due by the first session of each month.

Payments are to be made by check or money order to Little Swatara Preschool. No cash please.

When paying tuition please use the Tuition Payment book and include your child's name on the memo section of the check.

Two day Preschool program Tuition: \$110.00 per month

Three day Preschool program Tuition: \$150.00 per month

Pre Kindergarten program Tuition:

September - December: \$150.00 per month

January - April: \$195 per month

May: \$150.00

LATE CHILD PICK-UP FEE

Morning program sessions are dismissed at 11:30 a.m.

Afternoon program sessions are dismissed at 3:00 p.m.

We ask that you be considerate of our Teacher's time and schedule by picking up your child promptly.

A late fee of \$10.00 is charged for each 15 minute segment past dismissal. This money should be paid directly to the staff member in charge.

**In case of emergency please call the Preschool at
717-933-4500.**

EMERGENCY CONTACTS

In case of an emergency, please call (717)933-4500 and ask to speak to your child's teacher or Miss Sara.

Emergency contact information of relatives will need to be provided. A first aid kit is kept on the premises and our staff is trained in C.P.R. A fire evacuation procedure will be practiced with the children periodically.

HEALTH

Effective since November 4, 1991 Pennsylvania Health Dept. Officials require Nursery Schools and other facilities to keep **immunization records** of all children attending. We recommend that your child have up to date immunization records. We require that a copy of your child's immunization record be submitted with your registration application.

Do not send students who have a temperature of 100.4. Students with a temperature of 100.4 and over will be sent home. **(In the event of a spike in contagious illness, our policies are subject to change due to CDC guidelines.)**

Preschool personnel are not allowed to administer medication to any child. DO NOT bring your child to school if your child has fever, first days of a cold, sore throat, skin rash, upset stomach, diarrhea, lice, eye infection, contagious skin disease (ringworm, chicken pox, etc.). If vomiting/diarrhea occur within the past 24 hours, keep your child home. Please notify us if your child will be absent.

SNACK PROVISIONS

Preschool will supply some snacks and parents will be responsible for providing snacks for the class their child attends. There will be sign up sheets posted at drop off doors. Each family is asked to sign up three or more times to provide snacks for a session.

Parents are also invited to supply a class snack in recognition of their child's birthday. Please provide foods for the number of children stated on the sign up sheet. **Nutritious snack foods are preferred.** Suggestions include: string cheese, yogurt tubes, apple sauce packs, boxes of raisins, apple slices. We do not allow birthday cakes or parties in the classroom due to lack of time and space limitations. We do not have the tools for serving cakes.

Please provide a non carbonated drink each day your child attends class. The container is to be leak proof and labeled with your child's name.