

## Derry Preschool, Inc.

Street Address: 850 Hill Church Road ~ Hummelstown, Pennsylvania 17036

Mailing Address: P.O. Box 123~Hershey, Pennsylvania 17033

(717) 533-1487 (classrooms)

(717) 533-1488 (office)

Web page: [www.derrypreschool.com](http://www.derrypreschool.com)

Email: [dpoffice@verizon.net](mailto:dpoffice@verizon.net)



### Derry Preschool Mission Statement

Each and every child is a unique individual with his/her own talents and abilities. Children are born learners, with a strong sense of curiosity, and their own brand of imagination and creativity.

At Derry Preschool, our mission is to treat each child with respect, while nurturing their curiosity and natural desire to learn. This will enhance their confidence, as well as aid them in developing a cooperative relationship with both their peers and the adults around them. We believe that children who are healthy emotionally are best prepared for later schooling.

Our mission is attained through the following methods:

- A low student/teacher ratio
- A balance of child-directed and teacher-directed activities
- A “creative curriculum” – in which the child’s inborn desire to learn is nurtured, and the child’s natural sense of creativity is developed
- “Pre Reading/Pre Writing” skills are developed: this includes skills to strengthen small muscles, reinforce left to right eye movement, and build language skills. A general “love of learning” is emphasized with daily reading and sharing of books
- A safe and enjoyable play area to develop large motor skills
- Special Music and Art programs to enhance our creative curriculum provide cultural stimulation, and a further sense of self-expression.

Our mission at Derry Preschool is to let children explore the world outside their homes in a safe but stimulating environment. Our staff of accredited professionals is here to nurture the individual, both emotionally and cognitively, and to prepare them for the adventure of lifelong learning.

Classroom activities promote the social, emotional, physical and intellectual development of your child through participation in free and organized programs. These experiences will involve your child in sharing and cooperation with other children and adults in activities such as:

**Music:** Singing, marching, playing instruments, and creative movement.

**The Arts:** Creating with crayons, paint, play-dough, markers and other craft materials.

**Language:** Storytelling, poetry, dramatizations and finger play.

**Science:** Understanding the world around us.

**Mathematics:** Introduction of basic counting skills using manipulatives.

**Physical Coordination:** Scissor cutting, climbing, balancing, and exercising.

**The classroom phone number is 533-1487.** Please use this number to contact teachers regarding absences, illness, or in obtaining information about school activities. Teachers can be reached 15 minutes prior to the start of class. If the teacher cannot be reached, please call 533-1488 and leave a message. Your call will be returned if necessary. The school is located at St. Paul’s Lutheran Church, 850 Hill Church Road, Hummelstown, Pa. Our mailing address is:

**Derry Preschool  
P.O. Box 123  
Hershey, PA 17033**

**Derry Preschool, Inc. is a licensed, non-profit, non-sectarian preschool administered by a Board of Directors.**

### Safety Policy

The Safety Policy is designed to ensure that the Derry Preschool students are maintained in a safe environment with established emergency protocols. The upstairs school doors will be locked according to the following schedule:

Until 8:15 am

9:15 – 11:15 am

1:00 – 3:15 pm

In the event you need to gain access while the school doors are locked, please ring the doorbell. Upon identification, you will be admitted.

**Parent Pick-Up:** Parents complete a form at the beginning of the school year, listing all those who have permission to pick up their child. Photo ID (i.e. Driver's License) is required until the teacher recognizes those on the list. Photo ID's may be required of parents if the teacher does not recognize the parent (i.e. in the case of a substitute teacher). We prefer to err on the side of caution. If a person (not on the list) is picking up the child, the parent must provide a written note giving permission. In an emergency situation only, a phone call can be made from the parent to the child's teacher giving verbal permission for pick up. In both cases, photo ID's will be required in order to pick up the child.

**Escorting:** A Derry Preschool staff member will accompany a child any time he/she leaves the classroom (i.e. bathroom, playground, etc.).

**911 Access:** Each classroom has a telephone to access 911. Each teacher carries a cell phone for emergencies.

**Fire Safety:** A comprehensive fire plan will be reviewed with the staff by the fire department and a drill will be conducted bi-annually. Smoke detector batteries will be changed and the detectors will be checked for proper functioning semi-annually.

### **Derry Preschool Snow Policy**

Parents and school employees are responsible for listening to local radio and television stations and/or web sites for Derry Preschool delays and cancellations. Parents are encouraged to use their own judgment and to keep their children home or pick them up early if road conditions appear hazardous. In the event of snow or other emergencies, Derry Preschool will send out a school wide email, update on Facebook and have its own listing on the following television and radio stations and/or web sites:

**Radio: The River/97.3 WRVV**  
**WHP Talk Radio 580**  
**WKBO (AM-1230)**  
**Kool 99.3**  
**Bob 94.9**

**Television: WHTM-ABC 27 ([www.whtm.com](http://www.whtm.com))**  
**WGAL-NBC 8 ([www.wgal.com](http://www.wgal.com))**  
**WHP-CBS 21 ([www.whptv.com](http://www.whptv.com))**  
**UPN-15 WLYH ([www.upn15.com](http://www.upn15.com))**

- ❖ If the Derry Preschool listing states a one-hour delay, we will operate on a **modified 1 hour morning schedule**. Morning classes will run from 10:00am to 12:00pm. Lunch Bunch will run from 12 to 12:45 pm, and KickStart and Creative Enrichment will run on normal operating schedule.
- ❖ If the Derry Preschool listing states a two-hour delay, we will operate on a **modified 2 hour** schedule. Morning classes will run from 10:45am to 12:45 pm. Lunch Bunch is cancelled and KickStart and Creative Enrichment will run on the normal operating schedule.
- ❖ If the Derry Preschool listing states an early closing, we will **cancel all of our Extended Day and Creative Enrichment options**. You will be notified by email, Facebook, and television channel WHTM-ABC 27 in this situation.

Snow days are not refundable. Snow makeup days will be designated on the school calendar.

### **School Health and Safety**

A physical examination of each child within the previous year and a dental examination are recommended before entering school. State Law requires that every child be immunized against measles, mumps, and rubella (MMR) before entering preschool and that the school keep certification of this immunization on file. Please contact your child's teacher immediately upon learning that your child has contracted a communicable disease in order that she may inform the other parents. The minimum recommended periods of isolation from school for the following communicable diseases are:

<b>Measles:</b>	6 days from the onset of illness.
<b>Whooping Cough:</b>	4 weeks from the onset of illness.
<b>Scarlet Fever:</b>	7 days from the onset of illness, unless physician readmits earlier.
<b>Strep Infections:</b>	Same as Scarlet Fever.
<b>German Measles:</b>	24 hours after rash disappears.
<b>Chicken Pox:</b>	7-10 days from the onset of illness.
<b>Head Lice:</b>	Following a shampoo with physician's prescribed product.

If your child has contracted a condition which is communicable, a written note from a physician is required stating that the child is no longer contagious upon your child's return to school. The school reserves the right to call a doctor in the event of an accident or illness when the parents/guardians or the family physician cannot be reached. Please notify the teacher if your child will be absent from class for a period of over three days. Also, please inform the teacher of a family situation that might affect the child's behavior (births, deaths, etc.)

**Emergency Information:** Please notify the registrar of any change in address or telephone number immediately. In case of an accident or illness it is important that your address and telephone number be correct on the school record. **In case of emergency, you may call the school at 717-533-1487.**

## Snacks

Snacks are offered daily. Parents are asked to contribute a snack item each month to be kept in their child's classroom. Please give your snack item to your child's teacher with your child's name and class day (MWF, T/Th) written on the package. Derry Preschool will provide water/juice and all paper supplies. Remember snacks will be stored for a short period of time.

\* Derry Preschool has been experiencing a significant number of children with life threatening peanut and tree nut allergies. To eliminate any chance of exposure to peanut and tree nut products, and for the safety of all children at Derry Preschool, we ask that you **do not send any foods into school that contain peanuts, peanut butter, peanut oils or other tree nuts.** Please notify the teacher of any allergies your child may have.

\* Please contribute snacks per individual teacher/class request.

**Suggested Snack Items** - Your child's teacher will share a snack list at the beginning of each school year.

\* Please reference <http://snacksafely.com/safe-snack-guide/> for a more comprehensive listing of snack suggestions as well as product updates.

**For special celebrations we suggest fresh fruit, veggies, Italian Ice, yogurt**

## Class Days and Hours

<b>Supervised Playgroup</b>	Thursday and/or Friday	9:00-11:15 AM
<b>Pre-Three's Class</b>	Monday and Wednesday	9:00-11:15 AM
<b>3 Year Old AM Classes</b>	Tuesday and Thursday	9:00-11:30 AM
<b>4 Year Old AM Classes</b>	Monday/Wednesday/Friday	9:00-11:30 AM
<b>5 Year Old AM Class</b>	Mon-Thurs or Tue-Fri	9:00-11:30 AM

In order that the child may receive maximum benefit from the program, **parents should observe the opening and dismissal times.** If an emergency comes up and you anticipate that you will be late picking up your child, please call the school and let the teacher know.

For the safety of the child, **parents should accompany them to the classroom and pick them up at the classroom.** Please refer to safety policy concerning pick up.

If a family is late to pick up their child, he/she will be escorted to Late Birds where your child will play with friends. This extends pick up time to 12 noon and you will be charged \$5 cash. Please prepare for your day and sign up for Late Birds in advance, and call if you are going to need Late Birds at the last minute.

Parents are asked to discourage younger siblings from playing in the classroom.

## Entrance Requirements

<b><u>Supervised Playgroup:</u></b>	The child must be 2 by September 1 <sup>st</sup> of the current school year.
<b><u>Pre-Three's Program:</u></b>	The child must be 3 by February 1 <sup>st</sup> of the current school year and potty training.
<b><u>3 Year Old Program:</u></b>	The child must be 3 years old by October 15 of the current school year and must be toilet trained.
<b><u>4 Year Old Program:</u></b>	The child must be 4 years old by October 15 of the current school year and must be toilet trained.
<b><u>5 Year Old Program:</u></b>	The child must be 5 years old by October 15 of the current school year, or must have completed 2 years of Derry Preschool, and must be toilet trained.

\*\* As stipulated by the Commonwealth of Pennsylvania - State Board of Private Academic Schools Regulations governing private academic schools. Section 51.62 (a)

**Family Participation:** Mothers, Fathers, Grandparents and any other family members who wish to help are welcome to do so. Other possibilities include serving on the Board, being a Room Parent, driving or chaperoning on fieldtrips and being a Resource Person (sharing a hobby or an interesting job). If you have other suggestions, please feel free to share them with your child's teacher, the Preschool Director or a member of the Board. We realize that each family's situation is different and equal time is not expected from all parents, but each parent is encouraged to do what he or she can according to his/her time and ability.

**Back to School Night:** In late September, there will be a night for the children and their families to learn more about Derry Preschool and to meet the staff, classmates and families.

**Fundraisers:** As a NON-PROFIT PRESCHOOL, Derry Preschool is not subsidized by any other organization. Our school is completely self-supporting. Unfortunately, tuition doesn't cover all Derry Preschool's expenses. Tuition and registration fees must be supplemented by fundraising activities in order for the school to operate. **We need you to help!** Your participation in our fundraising projects and your personal contributions are much needed and great appreciated!

**Field Trips:** When trips are taken away from the school, permission slips and information will be sent home for a parent or guardian's signature. Parents are asked to volunteer as drivers and chaperones on fieldtrips, and to baby-sit younger siblings at the school. Designated drivers/chaperones are chosen on a rotational basis to ensure that all parents are provided an opportunity to participate in the various programs. Extra chaperones may still accompany the class if desired.

Some field trips are not appropriate for younger siblings. When necessary, a parent will be asked to babysit younger siblings at the school for the duration of the trip. If you will be using these services, appropriate forms will be available for parent's signature on the day of the fieldtrip.

Designated drivers/chaperones are asked to supervise the children and to assist the teacher and aide wherever possible. We ask that you refrain from using these outings as an opportunity to socialize with other parents thereby distracting the class or neglecting your responsibilities to assist. **Derry Preschool insurance requires that all drivers for field trips fill out an auto questionnaire to ensure that they comply with all current insurance standards.**

Pennsylvania State Law requires all children under age 4 to ride in approved safety seats. You must provide your child under 4 with a seat (marked with his/her name) on fieldtrips. And children between 40 and 80 pounds must be in a belt positioning booster seat.

If your child is sick or absent on a field trip day, please notify your teacher.

## **Tuition**

The first of nine tuition payments is due June 5<sup>th</sup> (prior to school year beginning in Sept.), and it is applied to the last month of tuition for the school year (the following May). This payment is considered the security deposit and it is **non-refundable**. Tuition not received by that deadline results in the loss of your child's class reserved space.

Beginning in September, tuition is due and payable by the 5<sup>th</sup> of each month (through April).

2 Year Old Playgroup:	\$65.00/month
Pre Three Program:	\$119.00/month
3 Year Old Program:	\$129.00/month
4 Year Old Program:	\$174.00/month
5 Year Old Program:	\$218.00/month

\*A 3% discount is available for siblings. It will only be applied to the youngest child's tuition rate.

\*\*A 5% discount is offered if a child's tuition is paid in full for the year, on or before June 5<sup>th</sup>, prior to the beginning of the school year. This discount is not applicable to late registrants.

\*\*\*You cannot combine the sibling and paid in full discount for your youngest child.

### **Registration Fees:**

The registration fee for a child is \$45. The fee for the 2 year old playgroup is \$25. If you are registering 2 or more children: \$45 for the first child's registration and \$25 for each additional child.

Please note that the postmark on the mailed payment will serve as the date it was received.

**Tuition payments are to be mailed to the following address:**

**Derry Preschool  
PO Box 123  
Hershey, PA 17033**

**Any account more than one month in arrears will be cause for suspension of the child.**

There are nine monthly payments due from the first payment on June 5th until the last payment in April. The tuition is non-refundable upon a child's withdrawal from the school. No tuition rebate will be granted for a temporary withdrawal. This stipulation is necessary in view of the nature of the school's financial commitments. **The parent or guardian agrees to notify the office of a child's withdrawal from the school before the first of any month in question or be responsible for the full month's tuition.**

**Please do not give tuition to the teacher!**

Tuition payments will not be accepted via another address. Any payment made to the 850 Hill Church address, will be considered delinquent and returned to the sender. Payments can only be received at the Hershey address. Also, cash payments are unacceptable and will be returned and considered delinquent. To assist in making timely payments, please consider automatic bill payment plans through your financial banking institution. Postings of payments received will always be applied to any arrearage or that may have occurred.

For any questions regarding your tuition payment, please contact Mallory McDermott via e-mail at [dptuition@verizon.net](mailto:dptuition@verizon.net).

### **Derry Preschool Evacuation Procedure**

As a result of the recent heightened awareness to our nation's security the following is the evacuation procedure for Derry Preschool staff and students should it be necessary.

If we are told to evacuate during school hours, your child's teacher and aide will transport the entire class in their personal vehicles to the designated evacuation location. Every safety precaution will be taken in transporting the students, however, our priority will be to evacuate as quickly as possible. The evacuation location for Derry Township Elementary School (which is where Derry Preschool will go as well) is the Jonestown Elementary School (135 S. King Street, Jonestown, PA 17038). This is outlined on the Derry Township Schools website ([www.Hershey.k12.pa.us](http://www.Hershey.k12.pa.us)). Your child will remain with us until you arrive.

In the event of an evacuation, we will not wait at Derry Preschool for the parents to arrive. Obviously if you get there before we depart, you will be able to take your child. Due to traffic and predictable frenzy, we strongly suggest that you plan on meeting us at Jonestown Elementary School.

If you have any questions or concerns, please feel free to contact Barb Rosensteel at 717-533-1488.

### **Summer Offerings**

Each year in April look for our Summer Camp flyers! Derry Preschool Offers 10-12 weeks of 4-day camps based around various themes, you may choose one week or come the entire summer! It's a fun thing to do with your friends when summer is here! This is a big hit amongst our Derry Preschool family and is a great way to keep your child active with their body as well as their mind. Your child does need to be three and potty trained to join us in our summer fun.

### **2016-2017 Board of Directors**

Barb Rosensteel  
Director

DP Board President and Auction Co-Coordinator  
M.E. Steelman

Auction Co-Coordinator  
Katie Garver

Room Parent and Photographer Coordinator  
Jamie Havens

Hospitality Coordinator  
Laura Holton

Book Fair Coordinator  
Becky Levenick

Office Manager  
Michelle Delmonico, [dpoffice@verizon.net](mailto:dpoffice@verizon.net)

Tuition and Registration Manager  
Mallory McDermott, [dptuition@verizon.net](mailto:dptuition@verizon.net)

### **Important Numbers and Webpages**

Derry Preschool Phone  
(717) 533-1487 (Classrooms)  
(717) 533-1488 (Office)

Derry Preschool Website:  
[www.DerryPreschool.com](http://www.DerryPreschool.com)

Derry Preschool on Facebook:  
**Derry Preschool and Enrolled DP Families**