



## NURSERY SCHOOL

*Nurturing young hearts for God since 1981.*

### FAMILY HANDBOOK

A MINISTRY OF LINGLESTOWN LIFE: A UNITED METHODIST CHURCH

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Nancy L. Cartwright, Director

In the event of an emergency or urgent circumstance, if there is no response at the Nursery School phone, you may call the church office at 545-5200. The Office Manager will notify the Teacher/Director of your emergency.

Questions and concerns regarding curriculum, programs or guidelines of this handbook should be directed to the Nursery School Director.

Keep this Handbook from year to year.

Revised Summer 2018



**WELCOME!**

Dear Parents,

This family handbook has been compiled to acquaint you with our school. Please become familiar with our policies and procedures, and keep this handbook for future reference.

We want you to feel a part of the Nursery School ministry of Linglestown Life United Methodist Church. Your participation, cooperation, and input into the various aspects of our program are encouraged.

The Nursery School began in 1981 with the vision of several women from Linglestown Life to serve children and their families by providing a Christian preschool for the community. Since that time we have brought quality Christian education to over 2,500 families in the greater Harrisburg area.

We encourage you to catch the vision of Christian education at Linglestown Christian Nursery School. Please feel free to contact me if you have any questions.

Yours for reaching and teaching children for Christ,

Nancy L. Cartwright, M.S. EL., OSL

Director

# WHO ARE WE?

*"Apply your heart to instruction and your ears to words of knowledge." Proverbs 23:12*

## **MISSION STATEMENT**

Our mission is to encourage the spiritual, emotional, physical, social, and intellectual growth of each child in a loving Christian environment.

## **OUR VISION**

LCNS strives to promote Christian values, provide a safe, loving environment and practice benevolent and responsible stewardship.

## **CORE VALUES**

*"Jesus grew in wisdom and stature and favor with God and men." Luke 2:52 (NIV)*  
*"We will tell the next generation the praiseworthy deeds of the LORD, his power, and the wonders he has done." Psalm 78:4 (NIV)*

**Christian Education:** Introduce God's plan of salvation and the love of Jesus for the children, encourage prayer, worship, scripture memorization, and learning of Bible stories and application to their lives-daily lives

**Nurturing Environment:** Provide children and families with a safe, loving, and nurturing environment where children can experience success while learning to cope with failure and challenges

**Character Development:** Provide opportunities for each child to build self-worth and confidence while incorporating Christ's values and character in their own lives

**Pre-Kindergarten Education:** Provide children with developmentally appropriate best practices and curriculum which encompasses all areas of the child's development

**Family Ministry:** Acknowledge parents as the first teachers of their children and provide spiritual and academic practices to strengthen connections between school and home.

## **LCNS EDUCATIONAL APPROACH**

Share the love of Jesus Christ daily

- \*Christian teachers & support staff provide role model, encouragement and confidence*
- \*Christian curriculum that teaches Bible stories, Bible application and Bible verse memorization*
- \*Christian values are modeled to our school, church and community*

Teach Godly values

- \*Love, Orderliness, Thankfulness, Giving, Sharing, Friendliness, Obedience, Forgiveness, Joy, Peace, Kindness*

Develop the whole child

- \*Spiritual, Emotional, Physical, Social, Intellectual*

Provide a developmentally appropriate and stimulating environment

- \*Active exploration of the environment*
- \*Balance between individual and group activities*
- \*Regular and supportive interaction with teachers and peers*
- \*Balance between active movement and quiet activities*

## EXPECTED OUTCOMES FOR STUDENTS AND FAMILIES

*"Love the lord your God with all your heart and with all your soul and with all your strength."  
Deuteronomy 6:4*

### **Expected Outcomes for Children**

The children in our school will:

#### **Spiritual**

- Understand that God is a loving God who created the world.
- Understand that God sent His son Jesus to be the Savior of the world.
- Understand that God sent the Holy Spirit to be our helper.
- Understand that the Bible is God's special book.
- Freely share about God, Jesus, and the Bible with others.
- Know that God has a plan for everyone.
- Strengthen their relationship with God through prayer.

#### **Social/Emotional**

- Have a positive sense of their self and their worth.
- Manage impulses, feelings, transitions, and manners showing self-regulation.
- Build conflict resolution, problem solving, and sharing skills.
- Understand rules and consequences in the school environment.
- Show empathy.
- Have the ability to move through the stages of play from solitary to group play.

#### **Physical**

- Develop muscle strength in hands to enable the manipulation of small objects and writing tools.
- Move body in a coordinated manner.
- Development of a sense of where the body is in space.
- Understand the importance of healthy habits.
- Make good food choices.
- Follow safety rules at school and home.
- Care for personal needs.

#### **Cognitive**

- Creative Expression - through dramatic play, music and art.
- Math - understand numeracy, math vocabulary & concepts.
- Science - initiate investigation as a result of carefully observing their surroundings.
- Language - use receptive and expressive language
- Literacy: have developed pre-literacy skills of book appreciation, print concepts, letter and sound awareness

### **Expected Outcomes for Families**

Families in our school will:

- Understand the importance of being the primary educator of their child and actively participate in the educational process.
- Understand the significance of continuing Christian education.

## **PHILOSOPHY OF LCNS**

*"All things were created by Him and for Him." Colossians 1:16 (NIV)*

We believe that children are a gift from God and God's plan calls for a personal relationship with Christ and a distinctive, committed life of service to God and man. The school supports the role of parents as the primary teachers of their children. We do not take the place of the family but work with the parents in training and instructing their children.

### Philosophy of Teaching

*"Train a child in the way he should go, and when he is old he will not turn from it."*  
*Proverbs 22:6 (NIV)*

We believe that the love of Jesus Christ should be shared daily in the classrooms. Christian teachers and support staff are necessary to provide role models, encouragement and confidence in children. Christian curriculum should teach Bible stories, Bible application, Bible verse memorization, and integrate Biblical values and knowledge throughout the curriculum. Christian values (love, orderliness, thankfulness, giving, sharing, friendliness, obedience, forgiveness, joy, peace and kindness) should be modeled and taught in the school.

### Philosophy of Learning

*"Apply your heart to instruction and your ears to words of knowledge." Proverbs 23:12*  
*NIV*

We believe that children develop and learn spiritually, socially, emotionally, physically, and intellectually. Children learn best in a caring, safe, age-appropriate, and engaging atmosphere. Children learn through a variety of play opportunities, small groups, hands-on learning, and teacher directed activities. Children have different learning styles and learn at their own rate. Most of life's learning occurs in the first 5 years of life.

## **BIBLICAL VALUES STATEMENT**

LCNS is a ministry of Linglestown Life United Methodist Church. We provide a Christian preschool ministry and we partner with the family to establish a Biblical worldview. We honor parent's roles and child development principles found in Scripture: Genesis 1:27, Ephesians 5:21, Deuteronomy 6:6-7.

To further, and to be faithful to, our mission statement and our Confession of Faith, we reserve the right, in our sole discretion, to prohibit or refuse to publish circulate or disseminate any materials or views originating from the student's home or anywhere outside the school which are deemed to be contrary or in opposition to the biblical lifestyle which the school teaches.

## **CURRICULUM**

Throughout the year, classroom activities may include, but are not limited to, the following:

- Bible study
- scripture memory work
- free and directed play
- creative dramatics
- special classroom visitors
- sharing, show and tell
- individual, small group, and large group activities or skill development
- music instruction, including singing, marching, and rhythm instruments
- See the Appendix for details.
- outdoor activities
- stories, finger plays, poetry
- arts and crafts
- walking tours and field trips
- relaxation and snacks
- gym days, assemblies

## **OUR STAFF**

Two Christian adults from Linglestown Life and other area churches teach each class. They undergo training in child development and health and safety and view their teaching as a ministry as well as employment. Safe Sanctuaries compliant substitutes are available when it is necessary for regular staff to be absent.

## **LICENSURE STATEMENT**

Though religiously exempt from licensure we self-regulate to PA state regulations for early education programs.

## **NURSERY SCHOOL OPERATING HOURS**

9:30 AM - 12:00 PM and 12:45 PM - 3:15 PM

## **SCHOOL CALENDAR**

Our Nursery School calendar is designed to be "friendly" with the Central Dauphin School calendar. Nursery School begins after Labor Day and is completed before Memorial Day.

The annual class schedule is based on 32 sessions per year times the number of days the class is held as the calendar allows.

## **PROBLEM RESOLUTION**

Our approach to problem solving is based upon Matthew 18 with respect to Galatians 6:1, and is summarized as follows:

First, pray about the matter and examine your (and your child's) motives and heart. Go to the teacher or person involved and discuss the problem together. If no resolution can be achieved at this point, go to the Director and request a meeting with the teacher.

Going to the source, not to neighbors, relatives, and friends, solves problems. In all things, it is important to endeavor to keep the unity of the spirit in the bond of peace. It is our intention to give and hear good reports about people. See Philippians 4:8.

# POLICIES AND PROCEDURES

## ADMISSION POLICY

1. LCNS does not discriminate in providing services to children and their families on the basis of race, color, national origin, political beliefs, or marital status.
2. Children must be class age before September 1.
3. To enroll in Transitional Kindergarten, children must be 5 before September 1. (Children who turn 5 in September and October may be considered at the discretion of the Director.)
4. Please provide the school with a copy of any **custody papers**, which will be kept in the child's confidential file.
5. Registrations for current Linglestown Christian Nursery School families and active Linglestown Life UMC families are accepted February 1<sup>st</sup> - 7<sup>th</sup>.
6. Registrations for LCNS alumni are accepted February 8<sup>th</sup> - 14<sup>th</sup>.
7. Beginning February 15<sup>th</sup> registrations are accepted from the general public.
8. In case of a closure or delay Registration Days and Open Houses will be rescheduled for the next regular school day.
9. Complete a Registration Form and return it with the registration fee. **This fee is neither refundable nor applicable toward tuition.**
10. The "Early Bird" registration fee is available between February 1<sup>st</sup> and April 30<sup>th</sup>. After May 1<sup>st</sup>, the regular fee is charged.
11. If openings remain in a class, new students may register at any time during the school year, at the discretion of the Director. The registration fee will be required regardless of when the registration takes place.
12. If a child is registered to start class before the 15<sup>th</sup> of the month, full tuition will be charged. If a child is registered to start class after the 15<sup>th</sup> of the month, half a month's tuition will be charged.
13. Families and prospective students shall schedule an appointment with the Director to take a tour of the school to learn about our curriculum, philosophy and policies.
14. Complete all forms and return with the first month's non-refundable tuition due on July 1<sup>st</sup>.



15. Complete the Emergency Contact Form.
16. Attend Student/Family Orientation in September.

### TUITION POLICY

1. Tuition is based on the number of school days scheduled for the entire year. As a service to our families, tuition is accepted in 9 equal monthly installments.
2. **Nine tuition installments are prepaid.** The first tuition installment is due July 1<sup>st</sup> (for September) and is **NON-REFUNDABLE**. Beginning in September, payments are due on the 15<sup>th</sup> of each month (September through April).
3. A **\$5.00 late fee** (per week) will be added to any tuition received after the 15<sup>th</sup> of the month (September - April). If your family experiences unforeseen financial burdens and you need to work out an alternative to the monthly tuition schedule, contact the Director immediately. Limited financial aid may be available. If you fail to contact the Director, you are jeopardizing your enrollment as well as accruing late fees.
4. Families with more than one child enrolled will receive a discount of \$10 per monthly installment applied to the second and each subsequent child's tuition.
5. Checks for tuition should be made payable to LCNS. A locked mailbox is located outside the Nursery School office for tuition payments. **Do not give checks to the Director or your child's teacher.**
6. Tuition will not be adjusted for days missed due to illness, vacation or the first two snow days.
7. If a families' monthly tuition payment is more than one month in arrears, the child(ren) are not eligible for extracurricular activities (such as Stay & Play & Life Camp).
8. Children are expected to remain the full year except in unusual circumstances. Two (2) weeks WRITTEN notice must be given before withdrawing a child from Nursery School. Without this notification, an additional month's tuition will be charged. A withdrawal notice is available in the Nursery School office.
9. Limited financial assistance may be available through the Linglestown Christian Nursery School Scholarship Fund. Please contact the Director for more information.

## INCLEMENT WEATHER POLICY

1. Schedule changes will be dictated by the weather decisions made by the Central Dauphin School District. No separate announcements will be made. Please listen to the local radio stations and/or watch local TV stations. Our schedule changes will be as follows.
2. **If Central Dauphin Schools are canceled, LCNS will be canceled also.**
3. If Central Dauphin Schools are **delayed 1 hour**, LCNS will begin classes at **10:00 AM and will dismiss at regular time**. Afternoon classes will begin at the regular time.
4. If Central Dauphin School is **delayed 2 hours**, LCNS classes will be held from **11:00 AM until 12:30 PM. Afternoon classes will begin at 1:15 PM**. This is a modified class schedule.
5. **If Central Dauphin Schools are dismissed early, LCNS will close as soon as possible after Central Dauphin Schools announce early dismissal**. No afternoon classes. Parents are expected to pick up their children as soon as possible after being notified.
6. At any time that inclement weather is a consideration, please pick up your child as soon as you feel conditions warrant it.
7. On snowy days, please refrain from blocking the shoveled entrance areas to the church when you park your car to bring your child or pick up your child from school.
8. Days are built into our calendar. After two cancellations per two/three day class or three cancellations per four/five day class, make-up days will be scheduled on days or times that your child would normally be out of school. Make-up days will be noted on the school calendar.

## HEALTH POLICY

1. If your child becomes ill during school hours, you will be notified immediately. We expect that you or another authorized adult will pick up the child promptly. Your sign-in sheet should provide the telephone number(s) where you can be reached that day.
2. Therefore, emergency contact information must be kept current at all times. Please inform your child's teacher or the school office immediately of any changes.
3. Please call the school before 9:00 AM to report your child's absence for any reason.
4. Your child should not attend school if:
  - a. your child has a fever of 101 degrees or above. Your child may return after being fever-free for 24 hours.
  - b. your child is experiencing vomiting and/or diarrhea episodes. Your child may return after being free of any vomiting and/or diarrhea episodes for 24 hours.
  - c. the child's illness prevents the child from participating comfortably in activities that the school routinely offers for well children.
  - d. the illness requires more care than the staff can give.
5. The staff will use *Preparing for Illness*. (See Exclusion Guidelines in *Preparing for Illness*.) If they are uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician or nurse practitioner notifies the parent/guardian that the child may attend. A child whose illness does not meet any of these conditions listed above *does not need to be excluded*.
6. In an effort to prevent exposing other children in our care to communicable diseases, it is requested that you notify the Director and/or your child's teacher if your child develops symptoms of a communicable disease. This would be particularly important if your child attended school during the incubation period for the communicable disease.
7. Each child shall have a copy of their most recent immunization records on file. Parents/guardians are responsible for keeping their child's immunizations up-to-date. Exemption from immunization for religious belief or strong personal objection equated to a religious belief shall be documented by a written, signed and dated statement from the child's parent/guardian. Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child's health care provider. Statements shall be kept in the child's record.

## HEALTH CARE PLAN POLICY

1. LCNS will administer medication to children with written approval of the parent/guardian and an order from a health provider on a **Health Care Plan for a specific child or a specific condition** for any child in the school for whom a plan has been made and approved by the Director. Examples are severe asthma, allergies, and seizures.
2. For prescription medications, parents/guardians will provide nursery school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage and disposal instructions.
3. For over-the-counter medications, parents/guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.
4. Instructions for the dose, time, method to be used, and duration of administration will be provided to the nursery school staff in writing. This requirement applies both to prescription and over-the-counter medications.
5. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents/guardians may administer medication to their own child during the day.

## SAFETY PROCEDURES

1. Emergency telephone numbers, poison control numbers and emergency procedures are posted by each telephone. If a serious accident occurs, the staff will immediately apply emergency first aid, call 911, and then call the parent/guardians. Families are responsible for all emergency transportation charges and all other charges not covered by insurance.
2. Minor accidents will be handled according to accepted first aid procedure. Parents/guardians may be notified by telephone if the Director or teacher feels it is warranted. An Accident Report will be completed.
3. Regular fire drills are held. Weather emergency drills are held in September and March.

4. Our Safe Sanctuaries program is designed to protect the children from any potential harm, while also safeguarding the adults who teach and volunteer from potential false allegations of abuse. A copy of the LCNS Safe Sanctuaries procedures can be found on the Nursery School website [www.linglestownlife.org](http://www.linglestownlife.org). Click on the Nursery School link. A copy can also be viewed in the Nursery School office.
5. The staff of LCNS is required to follow the policy and procedures of Safe Sanctuaries. They have completed an application and interview, written and/or verbal references; have clear Clearances, and annual training.
6. Anyone who wishes to volunteer as a substitute teacher's aide in the classroom must adhere to the Safe Sanctuaries Child Protection Policy. You will complete a Volunteer Screening Form, obtain clearances, complete an interview with the Director and attend a training session.
7. The staff is mandated by the state to report any suspicion of child abuse to the Child Line and Abuse Registry and subsequently to the Child Protection Service unit.
8. No persons registered under Megan's law will be permitted on school/church property or off-site Nursery School activities.
9. LCNS utilizes "ONE CALL NOW" School Emergency Notification System. This is an automated calling tree that allows us to call all families or individual classes with announcements or emergency information.

### **BUILDING SECURITY PROCEDURES**

1. All parents/guardians and those persons on your pick up list should know the current password and have a current school ID Card.
2. When a greeter is at the door, "Show Your Card" and/or say the password.
3. When a greeter is not at the door, LCNS families should use the intercom/door bell (right hand side of door) and give the password and /or show their ID Card.
4. If you forget the password, someone from the school office will come to the door and identify you and let you in.
5. For security reasons, do not let anyone in the building unless they have an LCNS ID card and/or know the password. All other persons should ring the doorbell and allow office personnel to determine if they can enter the building.

## SAFE ARRIVAL PROCEDURES

1. Please follow the traffic signs into the church parking lot. Drive slowly. Always hold your child's hand when going and coming from an automobile. Do not leave unattended children in your car.
2. For the safety of the child, parents/guardians and authorized persons are required to accompany the child to the classroom. Enter through the Main Church Entrance and either proceed upstairs to the Upper Level or through the hall to the Main Level.
3. Parents/Guardians must supervise their children by sight at all times while on the LLUMC campus.
4. Complete the sign-in sheet located near the door of each classroom, along with the telephone number where you can be reached during school hours and who will be picking up the child.
5. Entry to the school after 9:40 AM and 12:55 PM will be by password and/or show your ID card.

## SAFE PICK-UP PROCEDURES

1. Complete the sign-out sheet located outside the classroom door.
2. Children will be dismissed at their classroom door at 11:55 AM /12:00 PM and 3:15 PM to a parent/guardian or authorized adult indicated on your Emergency Form. If the person is unknown to the staff, that authorized person must present a picture ID that matches the information given to the teacher by the usual custodial parent/guardian.
3. In the event that a parent/guardian or authorized adult is late coming for a child, the staff will begin calling the numbers listed on your emergency form. Your child will be brought to the office to await your arrival.
4. LATE PICK UP FEE: Families will be charged **\$5.00 for each 10 minutes** they are late, beginning 5 minutes after class ends. The fee is payable at the time of pick-up or on your next class day.

## CLASSROOM MANAGEMENT PROCEDURES

*Hebrews 12:6 "The Lord disciplines those He loves."  
Proverbs 23:12 "Apply your heart to instruction and your ears to words of knowledge."*

In guiding children, our goals are to help children feel good about themselves, to help children develop self-discipline, and to consider the needs and desires of other people. This brings security, produces character, prepares for life, is evidence of love, and is God's desire. In order to do this, we use the following guidelines in working with children. These guidelines apply to children, staff and parents in our ministry.

### Responsibility of Adults

1. We arrive on time to prepare the environment and set the mood for class time.
2. We provide a positive role model of acceptable behavior, being insistent, consistent and persistent.
3. Rules are stated clearly and in a positive way. If a child acts inappropriately, we explain to the child what they should do, rather than dwelling on what they should not do. We acknowledge children who are acting appropriately.
4. We give clear and precise reasons and explanations for why we want a child to do something.
5. We never threaten, hit, reject, isolate or shame a child for misbehavior.
6. We do not withhold or threaten to withhold food or bathroom opportunities.
7. We give choices only when a choice really exists for a child, but we will encourage the child to make decisions.
8. We avoid motivating a child by pointing out another child's good behavior. Cooperation will be emphasized and competition minimized.
9. Children are encouraged to express their feelings, but not in a way that is harmful to others, to themselves or to property. We will help the child label and deal constructively with feelings.
10. Each child is individual and unique. We need God's wisdom and love to encourage each one.

### Guidelines for assisting children to develop self-discipline

1. Give non-verbal communication to the child: eye contact, moving toward the child.
2. Give a verbal request to correct the behavior, getting down at their level.
3. Redirect a child to an appropriate activity or behavior.
4. If necessary, and as a last resort, we will remove a child from the situation. This may be sitting beside the adult, sitting at a table or on a chair away from the other children. The child will always be under visual supervision of the adults.
5. The teacher should build relationships with the families so minor incidents can be discussed as they arise.

### Guidelines for staff for chronic behavior problems

1. The teacher (after consultation with the Director) will personally contact parents/guardians when unacceptable behavior arises, including excessive violence, disruption or defiance.
2. The child's behavior and staff response will be documented through anecdotal record keeping and the completion of an Incident Report. In addition to staff observations, Director will observe the child and document behavior.
3. If unacceptable behavior continues, the Nursery School teacher will schedule a conference with parents/guardians to develop a specific behavior plan. The Director may be asked to attend at the request of the teacher or parent.
4. Parents/guardians and staff will work together to implement the plan and communicate on a regular basis.
5. At any point the Nursery School may suggest to the parent/guardian that they obtain professional assistance in determining an effective plan for the child.
6. After these steps have been taken, the Nursery School may determine that this ministry is not appropriate for the child. Families will be given verbal and written communication from the Director terminating the child from the ministry.

### Responsibility of Children

Children are responsible for their own attitudes and actions. Their job is to practice cooperative play and social skills. Children will learn to follow instructions and guidance from adults.

### Responsibility of Parents/Guardians

The Bible teaches that parents are responsible for teaching their children. Therefore, if a problem occurs at the church ministry, we expect our parents/guardians to cooperate and be the major source in resolving the problem.

## **STUDENT CODE OF CONDUCT**

Be Kind, Be Safe, Have Fun!



## **REFERRALS TO OUTSIDE SOURCES PROCEDURES**

Although LCNS does not employ anyone with a Special Education degree, its staff does consider itself observant enough to recognize the potential for a problem in a child's development. LCNS makes no diagnosis as to whether a child may have a learning disability, but may encourage the parent/guardian to contact an outside source. Parents/guardians need to understand that LCNS cannot make a request for evaluation on its own, but that request must be initiated by the parent/guardian.

The position of LCNS is to work with and assist in all areas possible when dealing with a child with special needs. However, it is important to understand that LCNS is not, nor does it represent itself as being a specialized school for children with special needs. The scope of our ability to help is limited to the fact that it does not take away from the education of other students within the teacher's scope of training.

Once an IEP (Individual Educational Plan) or IEIP (Individual Early Intervention Plan) has been developed for a student, the parent/guardian should give LCNS a copy of this document. Any information derived from this document will be kept in confidence. The staff of LCNS endeavors to work collegiately with the staff of your child's outside resources.

Finally, it is understood that the scope of these referrals would not be limited to just educational observations, but may also include emotional, physical, and spiritual. It is the hope that LCNS will minister to the child as a whole.

## **INCLUSION PROCEDURES**

Our goal is to provide a happy and wholesome school experience for preschool children within a Christian atmosphere. LCNS makes every effort to be an inclusive environment for children with special needs. All children are valued and welcomed to participate to the best of their ability. We believe that all children learn from each other and we strive to provide a safe place for every child. The program is flexible, permitting the teacher to plan activities for the needs and abilities of the particular children in the class.

Children are welcome to attend our program if we can provide for their needs with reasonable accommodations. However, we recognize that not every school setting is the ideal place for every child, and we are not staffed at the present time in such a way as to provide 1-1 care that may be required. We will deal with each child on an individual basis.

Some children enrolled in our program receive developmental and educational services through various outside agencies. Physical, occupational, speech, and educational therapists as well as social workers and psychologists may offer services to children in the classroom or outside the classroom. When services are offered in the room, the activities appropriately coincide with other class activities.

## **FAMILY/SCHOOL INFORMATION**

### **SCHOOL/HOME COMMUNICATIONS**

1. Attend Orientation for you and your child in September. You will receive a packet of information about our school at Orientation Day.
2. A Student Directory will be sent home in your child's book bag in September.
3. Monthly Calendars and Newsletters will be sent home in your child's book bag and posted on the website.
4. "Ask Me About My Day" memos noting daily activities will be posted outside each classroom.
5. You may communicate briefly with your child's teachers during drop-off and pick-up times. However, these are very busy times and are not always conducive to conversations. This is more of an opportunity to briefly touch base and make arrangements for further discussion if necessary.
6. We have an "Open Door Everyday" policy at Linglestown Christian Nursery School. This means that families are welcome to visit their child's classroom on any day. We encourage families to plan a visit in the fall and another in the spring. This allows progress and accomplishments from the year to be observed. We ask that you arrange your visit(s) with the teacher or Director in advance to make sure you will be the only visitor for that day. Siblings are NOT permitted to visit in a classroom.
7. Attend an October Parent Teacher Conference. Each family will meet with their child's teachers' for relationship building and for families to share information about their child.
8. Attend an April Parent Teacher Conference. Your child's teacher will share a portfolio of examples of your child's work and development throughout the school year.
9. Sign up on the website, [www.linglestownlife.org](http://www.linglestownlife.org), for the Nursery School weekly e-news and Linglestown Life weekly e-news.
10. Like LCNS, The Café at Linglestown and Linglestown Life on Facebook to keep up with news and events.

## **HOLIDAY CELEBRATIONS**

We celebrate many holidays during the year, both religious (Easter and Christmas) and secular (Trick or Treat, Thanksgiving, Valentine's Day and St. Patrick's Day) Although our emphasis during the religious holidays is on the Christian aspect of the holiday (teaching the children that Bible stories are true stories), the children will be exposed to Santa and the Easter bunny. During the secular holidays the children will be exposed to the fun of dressing up, inviting grandparents to school, cupids, and hunting the leprechaun. We give children the opportunity to stretch their imaginations through make-believe and fantasy.

At LCNS we have a costume parade and party at the end of October. We understand that many other customs of Halloween are not in keeping with our biblical nature. At our costume parade and parties we ask that you avoid costumes, games and food that depict scary, evil or violent characters including weapons of any kind.

Thanksgiving is a very special time because we invite grandparents and/or senior friends to enjoy a day at Nursery School. Special invitations, a musical program, and a special snack help the children to focus on things they are thankful for.

For Christmas, the emphasis is on the birth of Christ, rather than Santa Claus. Our theme is giving, rather than receiving. Children will be asked to participate in a Christmas gift exchange.

For Valentine's Day the children learn about sharing with friends through a Valentine exchange, party and special art activities.

On St. Patrick's Day the children follow the "foot prints" of the leprechaun in their search for the pot of gold. The reward for their search throughout the building is hearing a story and receiving a piece of "gold".

During Easter, the emphasis is on Jesus is alive and is always with us. We share the idea of "new life" in the form of eggs, baby chicks and rabbits. The Hat Parade and Easter Egg Hunt are a favorite part of this celebration.

## **FIELD TRIPS**

Parents/Guardians will be informed of trips and permission slips will be sent home for each trip. For class field trips, teachers will arrange for one additional chaperone per class (must have completed LLUMC Safe Sanctuaries process). For family field trips, parents/guardians are in attendance at the site. For class field trips, parents/guardians drop off children at the site. All transportation to and from the field trip site will be provided by families.

## IN THE CLASSROOM

1. Children ages 3 and older are expected to take care of their **bathroom needs**. All children should bring a complete change of clothes (pants, top, underwear and socks) in a zip lock bag in their backpack each day. Children in pull ups or diapers should also include wipes.
2. **Casual or play clothes** are recommended for school. Choose clothing that could possibly be stained with paint, glue, drink, etc. For your child's safety, please have them wear closed toe shoes and very limited jewelry. Children should have appropriate attire for each season. Articles, which might be left at school, should be properly labeled with your child's name.
3. Each child is asked to bring a **book bag or backpack** large enough for transporting papers and projects. This must be marked with the child's name and should be brought daily.
4. **Invitations to parties** may be distributed at school if all students in the class are invited.
5. Most classes have volunteers who organize parties. Siblings are NOT permitted to visit during parties (exceptions would be non-mobile infants in infant carriers). The two year old classes may plan a family time at the end of the day in which families join the class for their snack time.

## STUDENT OF THE DAY

1. The student of the day will bring a snack, show and tell, provide leadership during circle, and be the line leader and special helper of the day.
2. For **show and tell**, students are invited to bring a toy, picture, educational item, souvenir, etc. NO GUNS OR VIOLENT TOYS ARE PERMITTED. This is in keeping with the Christian values that we stress. No reptiles are allowed. No other live animals without prior permission from director.
3. Snack Policy: We ask each family to provide a **nutritious snack** for the children and teachers in your child's class approximately every four to six weeks.

Snack Procedures: Your child's snack day will be noted on the monthly calendar provided by the teacher. The school provides the napkins, cups and water. Families should provide any spoons, plates/bowls and serving utensils needed for your snack. A refrigerator is available on each floor.

Healthy food suggestions: for snacks choose 1 item from 2 different groups. For Stay & Play lunch choose 1 item from each group.

Fruits/Vegetables	Milk/Cheese/Yogurt	Protein	Bread
raisins applesauce bananas apples grapes - cut in half, length-wise carrot sticks fruit juice fruit leathers fruit gummies	cheese cubes string cheese ice Cream pudding yogurt milk	nuts granola bars bologna trail mix	cereal (Cheerios, Chex) graham crackers pretzels mini-muffins mini-bagels vanilla wafers bread & butter banana bread crackers popcorn

No popcorn or unpeeled apples for 2's.

**Some rooms are peanut-free and nut-free. All food should be in a closed original package that includes a label with the ingredients. No foods with peanuts, tree nuts or sesame seeds should be included. No homemade snacks, please. Children should wash their hands before entering the classroom.**

4. We love to celebrate birthday parties. Your child will be assigned a snack day close to their actual birthday. Children with summer birthdays will be assigned a day near the end of the school year. You may send a special birthday snack that your child chooses.
5. If your child is sick on his/her snack day, please call and let the school know that you will be unable to get the snack to school. We have a supply of snacks that are used in such cases.

## **FAMILY INVOLVEMENT**

### **BOOK CLUB ORDERS**

Approximately six times during the school, we offer the opportunity to purchase books from Scholastic book clubs. Participation in this activity is entirely optional for you. The school makes no profit, but we do receive free books based on the amount of books purchased. These free books are placed in the classrooms for the benefit of your children. MAKE CHECKS PAYABLE TO **Scholastic Books**.

### **SCHOLASTIC BOOK FAIR**

Volunteers organize and run the annual book fair. The school earns books and money towards equipment.

### **FUNDRAISING PROJECTS**

#### Sub & Pretzel Sale

Twice each year (fall and spring) LCNS has a sandwich sale. Families can sell subs, count money and/or distribute subs on pick-up day.

#### Staples Ink Cartridge Recycling

Bring your empty ink cartridges to the container outside the school office. LCNS receives \$3.00 for every cartridge

#### Giant A+ School Rewards

Register your Giant bonus card for LCNS. The school receives 1% of your total purchases. To register, complete the form provided by the school, or online at [www.Giantaplus.com](http://www.Giantaplus.com)

#### Moo money

Bring the entire lid with Moo Money sticker from Turkey Hill products to the container by the school office. LCNS will receive \$0.05 for each milk lid from Turkey Hill Minit Markets. [www.getmoomoney.com](http://www.getmoomoney.com)

#### Tyson's A+

Bring Tyson Project A+ labels from participating products to the container by the school office. LCNS receives \$0.24 for each label. [www.projectaplus.tyson.com](http://www.projectaplus.tyson.com)

#### School Pictures

Each fall we offer families the opportunity to have their children's pictures taken, along with a class picture. There is no obligation to purchase the photo package. Graduation pictures are also offered in the spring. The school receives a portion of the sales.

## SERVICE PROJECTS

### Project Toy Box

Project Toy Box is an outreach ministry hosted by First UMC, Hershey. They collect gently used toys for parents and guardians to select from as gifts for their children at no cost to them. This ministry specifically targets families experiencing financial difficulties during the Christmas holiday season.

LCNS is a collection point for their outreach ministry. They accept donations of gently used toys, electronics, books, games, puzzles, bikes, ride-ons, craft items (excluding used crayons/markers), batteries of all sizes, 30-33 gallon trash bags (NO STUFFED TOYS/PILLOWS)

Contact person: Michelle Miduri, LCNS alumni mom

### Christmas Caroling/Candy Bags

During Advent, some of our classes collect bags of individually wrapped candy divided into child-decorated gift bags. The bags are then distributed to retirement homes and Linglestown businesses. The children learn the art of sharing with others during the Advent season.

### Can Tabs for Ronald McDonald House, Hershey

Can tabs are collected all year at LCNS. Children can bring tabs to their classroom or to the container by the school office. Parent volunteers take the tabs to Ronald McDonald house several times each year.

### Coke Rewards

Bring the Coke rewards numbers and place in the container by the school office and we will donate them to local elementary schools.

### LLUMC Coupon Clippers

Bring coupon packets from the Sunday paper and this group will use them for local mission projects and expired coupons will be sent overseas to military commissaries.

### LAHMBS Ministry (Lord's Angels Helping Moms & Babies)

An outreach of Linglestown Life United Methodist Church. Donations of baby clothing and other baby items are accepted for clients all year round. Announcements are made detailing individual needs. Bring your donations to the stage in Fellowship Hall. Volunteers are needed to sort clothes at their monthly sort sessions.

Contact persons: Monica Ordanoff (LCNS alumni) and Julie Cassel (LCNS alumni grandmother). They can be reached at the lahmbms@gmail.com

## **SCHOLARSHIP FUND**

Each year there are families that come to us seeking partial assistance in paying their child's tuition due to special financial circumstances. In order to minister to these families, Linglestown Life has established the Terry McKechnie Angel Scholarship Fund. Mrs. McKechnie was a teacher for many years in the two year old class and an aide in the TK class. She lost her battle with breast cancer but her love for the children continues with these scholarships.

Individuals desiring to donate to that fund may do so by placing a check payable to *Linglestown Life*, marked "Nursery School Angel Scholarship Fund", in the tuition box at any time. These donations are tax deductible.

Fundraisers may be done throughout the year to replenish scholarship funds. Families are welcome to participate.

## **PRAYER**

The single most important thing we can do is to pray for the children, the teachers and the school. The Nursery School staff would welcome your prayer requests and praise reports. The staff meets twice a week for prayer and we also have a staff prayer chain.

We ask that you promote the school with other families in the community and ask for your prayers as we continue to share the Christian message with preschool children and their families.

## **FAMILY VOLUNTEER OPPORTUNITIES**

As an additional feature to our program, we offer the opportunity for families to participate in their child's Nursery School education. Families may help with a special project, class parties, chaperone field trips, share a special skill or hobby, or help the teacher in some other way.



## APPENDIX

### COMMUNITY RESOURCES

Developmental Delays:	
Dauphin County Early Intervention (for children under the age of 3)	717-551-7034
Preschool Early Intervention, Capital Area Intermediate Unit (preschool secretary) Preschool referral form at <a href="http://www.caiu.org/families/preschool">http://www.caiu.org/families/preschool</a>	717-732-8400
Penn State Hershey Medical Center Developmental Pediatrics	717-531-8414
Christian Counseling Center:	
New Passages, 3235 N. 3 <sup>rd</sup> St. Harrisburg, PA 17110	717-234-3839
Addiction Help:	
Alcoholics Anonymous	717-234-5390
Al-Anon (for families of alcoholics)	717-257-1033
Narcotics Anonymous	717-233-3733
Holy Spirit Hospital Drug & Alcohol	717-763-2369
Abuse Help:	
Childline & Abuse Registry	1-800-932-0313
Dauphin County Children & Youth	717-780-7200
Rape Crisis service of YWCA	1-800-654-1211
YWCA Domestic Violence Abuse	717-238-7273
General Assistance:	
Contact Helpline (24 hours a day)	717-652-4400
Behavioral Health:	
Behavioral Health Resources, Parent Works	717-774-3671
Pinnacle Health Behavioral Health Services	717-231-8360
New Story	877-622-7245
T W Ponessa & Associates	717-233-4027
PerformCare	717-671-6500
Dauphin County Case Management Unit	717-232-8761

## **VOLUNTEER CODE OF CONDUCT & CONFIDENTIALITY STATEMENT**

In some cases, parent/guardian volunteers maybe involved with the children directly in the classroom. Volunteers are supervised at all times by a LCNS staff member. Having volunteers in the classroom and office is intended to enhance the children's educational experience. To this end, parent/guardian volunteers are asked to follow these rules regarding conduct.

Thank you for helping us to enhance the children's educational experiences.

- **CONDUCT:** Volunteers are supervised at all times by an LCNS staff member. You should never be alone with a child other than your own.
- **BEHAVIOR:** Volunteers will allow teachers to handle any and all behavioral issues.
- **CONFIDENTIALITY:** Do not discuss a child's work, behavior or progress or any conversation you hear in the classroom between teachers and families with anyone. Should you have a concern or question, please bring it directly to the teacher's attention.
- **SOCIAL MEDIA:** Do not take pictures of individual children other than your own child.
- I have not been convicted of child abuse.

I have read and understand the Volunteer Code of Conduct and will abide by this document.

Sign in on our Volunteer Sheet in the school office and pick up a Volunteer name tag. The name tag should be worn at all times. Sign out and return your name tag when you have completed volunteering.

**WHAT YOU SEE, WHAT YOUR HEAR, WHEN YOU LEAVE, LEAVE IT HERE**

## STATEMENT OF FAITH

### The Apostles' Creed

I believe in God the Father Almighty, maker of heaven and earth

*"In the beginning, when God created the universe, the earth was formless and desolate" Genesis 1:1, 2*

And in Jesus His only Son, our Lord

*"Then a voice said from heaven, "This is my own dear Son, with whom I am pleased." Matthew 3:17*

Who was conceived by the Holy Spirit

*"This was how the birth of Jesus Christ took place. His mother Mary was engaged to Joseph, but before they were married, she found out that she was going to have a baby by the Holy Spirit." Matthew 1:18*

Born of the Virgin Mary

*"Mary said to the angel, "I am a virgin. How, then, can this be?" Luke 1:34*

Suffered under Pontius Pilate

*"They (chief priests and elders) put him in chains, led Him off, and handed Him over to Pilate, the Roman governor." Matthew 27:2*

Was crucified, dead and buried.

*"Jesus cried out in a loud voice, "Father! In your hands I place my spirit!" He said this and died. Luke 23:46*

The third day He arose from the dead.

*"The Son of Man must be handed over to sinful men, be crucified, and three days later rise to life." Luke 24:7*

He ascended into heaven

*"As He was blessing them, He departed from them and was taken up into heaven." Luke 24:51*

And sits at the right hand of God, the Father Almighty

*"After the Lord Jesus had talked with them, He was taken up to heaven and sat at the right side of God." Mark 16:19*

From there He shall come to judge the living and the dead.

*"I am telling you the truth: whoever hears my words and believes in Him who sent me has eternal life." John 5:24a*

I believe in the Holy Spirit

*"I will ask the Father, and He will give you another Helper, who will stay with you forever. He is the Spirit, who reveals the truth about God. John 14:16*

The holy catholic church

*"He (Jesus) is the head of his body, the church; He is the source of the body's life." Colossians 1:18*

The communion of saints

*"As for us, we have this large crowd of witnesses around us." Hebrews 12:1a*

The forgiveness of sins

*"Forgive one another, as God has forgiven you through Christ." Ephesians 4:32*

The resurrection of the body

*For what my Father wants is that all who see the Son and believe in Him should have eternal life. John 7:40a*

And the life everlasting.

*"For what my Father wants is that all who see the Son and believe in Him should have eternal life."*

Amen.

# CURRICULUM GUIDE FOR FAMILIES

## Two Year Old Curriculum

Social skills are emphasized from the first days of school when your child is learning to leave you and getting to know other adults and children to the last days in May when your child confidently steps into the classroom ready to play and learn.

Self-help skills are another important part of nursery school. They include working on dressing, bathroom independence, throwing away their own trash and following two-step directions.

Fine motor skills are learned from daily activities in which your child uses their hands, whether manipulating play dough and painting or playing with toys and coloring. Large motor skills are developed as your child plays on the playground, walks up and down the steps to music class or participates in music and movement activities.

Language and listening skills are practiced everyday through conversations with other children and the teachers and during circle time.

Literacy is developed through both group and individual silent reading experiences with picture books.

Math and science are incorporated throughout the year within our monthly themes. Counting, colors, shapes and science experiences provide conversations through observations and learning in the class.

Lastly, our Bible component is built from the age-appropriate "Bible Time for Toddlers" by Karyn Henley and "Bright Beginnings, Exploring God's World" and teacher input. These lessons assist children in learning Bible stories and then put them into practice in their everyday lives. Character development is emphasized in our monthly character themes and Bible verses.

### Two Year Old Bible Verses

September	Listen to the Lord.	Psalms 85:8
October	God made the world.	Acts 17:24
November	Love one another.	John 13:35
December	God gave His only Son.	John 3:16
January	Jesus loves the children.	Matthew 9
February	A friend loves.	Proverbs 17:17
March/April	God is good to us.	Psalms 73:1
Easter	God forgives us.	Psalms 130:4

## Two Year Old Prayers

### Opening Prayer

Good morning, good morning  
Good morning to you  
Good morning, good morning and how do you do?

### Prayer Bear (Group Prayers)

Open them, shut them, give a little clap,  
Open them, shut them, lay them in your lap.  
Dear God, Thank you for this nice new day and our special time to play  
For Mother, Father, and our friends, Thank you, God for all you send. Amen

### Bible Verse Time

Here is my Bible. I'll open it wide  
To see what is written on the inside.  
(Say Bible verse.)

Tune: Mary had a little lamb  
The Bible is a special book, special book, special book,  
The Bible is a special book. It says that God loves me.

### Snack Prayer

Let's wiggle our fingers, let's give a little clap,  
Let's wiggle our fingers and lay them in our lap.

God is great; God is good, Let us thank Him for our food. Amen

### Closing Prayer Song

Before we say goodbye, we bow our heads in prayer  
Dear Father, bless each little child and keep us in Thy care.  
Good bye, good bye, Good bye, God blesses you, Good bye.

## Three Year Old Curriculum

Social skills are emphasized from the first days of schools when your child is learning to leave you and get to know other adults and children to the last days in May when your child confidently steps into the classroom ready to play and learn.

Self-help skills are another important part of nursery school. They include picking up after themselves, following directions, bathroom manners, and caring for cubbies and backpacks.

Fine motor skills are learned from daily activities in which your child uses their hands, whether playing with toys, making crafts, or coloring. Large motor skills are developed as your child plays on the playground, and participates in music and movement activities.

Literacy, language and listening skills are practiced everyday through conversations with other children and the teachers and during circle time and group and individual experiences with books.

Math and science are incorporated throughout the year within our monthly themes.

Fine motor skills feature short lessons that focus on visual discrimination, language and fine motor skills. The children learn about body awareness through "Mat Man" and music.

We teach social skills that emphasize language skill development and teaching young children how to identify feelings, reduce anger, solve problems, and how to get along with others.

Lastly, our Bible component uses ACSI Preschool Bible curriculum. The emphasis is familiar Bible truths that emphasize God's love. Children are encouraged to put them into practice in their everyday lives. Character development is emphasized in our monthly character themes and memory verses.

### Three Year Old Bible verses

September	God is love.	I John 4:8
October	Put all things in orders.	I Corinthians 14:40
November	In everything give thanks.	I Thessalonians 5:18
December	God gave His only Son.	John 3:16
January	God loves a cheerful giver.	II Corinthians 9:7
February	Love one another.	John 13:35
March	We must obey God.	Acts 5:29
April -	There is forgiveness with God.	Psalms 130:4

## **Three Year Old Prayers**

### Opening Prayer

Good morning, how are you? It's so good to see you. Let's sing and be happy  
'Cause we're all back together again. There's (each child's name)

### Prayer Bear (Group Prayers)

Dear God, Thank you for this nice new day and our special time to play  
For Mother, Father, and our friends, Thank you, God for all you send. Amen

### Bible Verse Time

Here is my Bible; I'll open it wide, to see what is written on the inside. (say Bible verse)

### Snack Prayers

Dear Jesus, Please be our guest and our snack we ask you bless. Amen

God is great, God is good. Let us thank him for this food. By your hand we all are fed.  
Thank you for our daily bread. Amen

### Closing Prayer Song

Before we say goodbye, we bow our heads in prayer  
Dear Father, bless each little child and keep us in Thy care.  
Good bye, good bye, Good bye, God blesses you, Good bye.

## **Four Year Old Curriculum**

Your Four year old is polishing their social skills which will prepare them for their future experiences in life. Confident learners separate from their family, get along with their classmates, work in groups and by themselves, solve problems, and express their ideas and needs. Acquiring social skills is the most important part of nursery school.

Self- help skills are another important part of nursery school. They include picking up after themselves, following directions, bathroom manners, and caring for cubbies and backpacks.

Large motor skills are developed as your child plays on the playground, and participates in music and movement activities. Math and science are incorporated throughout the year within our monthly themes.

Handwriting Without Tears and other resources help students succeed. Children will learn their colors, shapes, letter strokes, upper and lower case letters, sounds and numbers. Your child will color, draw, form letters, sing and count.

In addition, the children will also use the Clifford Weekly Readers which will enhance their literacy, math, science and social skills.

Our social skills curriculum emphasizes language skills development and teaches young children how to identify feelings, reduce anger, solve problems, and get along with others.

Lastly, our Bible component uses ACSI Preschool Bible curriculum. The emphasis is familiar Bible truths that emphasize God's love. Children are encouraged to put them into practice in their everyday lives. Character development is emphasized in our monthly character themes and memory verses.

### **Four Year Old Bible verses**

September	God is love.	I John 4:8
October	Put all things in orders.	I Corinthians 14:40
November	In everything give thanks.	I Thessalonians 5:18
December	God gave His only Son.	John 3:16
January	God loves a cheerful giver.	II Corinthians 9:7
February	Love one another.	John 13:35
March	We must obey God.	Acts 5:29
April	There is forgiveness with God.	Psalms 130:4

### **Four Year Old Prayers**

#### Opening Prayer

Good morning, how are you? It's so good to see you. Let's sing and be happy 'Cause we're all back together again. There's (each child's name). With a one and a two, and a me and a you, and a big 'Hello' and 'How are you?' we're back together again.

#### Prayer Bear (Group Prayers)

Dear God, Thank you for this nice new day and our special time to play For Mother, Father, and our friends, Thank you, God for all you send. Amen

#### Bible Verse Time

Here is my Bible. I'll open it wide to see what is written on the inside. (say Bible reference and verse)

#### Snack Prayers

Round and round the table. We join our hands in prayer  
We thank you Lord, for food and drink and fellowship we share. Amen

Dear Jesus, Please be our guest and our snack we ask you to bless. Amen

Our hands we fold, our heads we bow, for food and friends, we thank you now. Amen

#### Closing Prayer Song

Before we say goodbye, we bow our heads in prayer; Dear Father, bless each little child and keep us in Thy care. Good bye, good bye, Good bye, God blesses you, Good bye.



## **Transitional Kindergarten Curriculum**

Transitional Kindergarten at Linglestown Christian Nursery School gives five year old children another year of growth. This gift of time will give your child an opportunity to gain confidence and skills needed to be successful in the future school years.

Your Five year old is polishing their social skills which will prepare them for their future experiences in life. Confident learners separate from their family, get along with their classmates, work in groups and by themselves, solve problems, and express their ideas and needs. Acquiring social skills is the most important part of nursery school.

Large motor skills are developed as your child plays on the playground, and participates in music and movement activities. Math and science are incorporated throughout the year within our monthly themes.

Social studies and history are brought to life by the study of holidays throughout the school.

Your child will be introduced to literacy and math skills through ACSI "I Know How to Count and Write". Through age appropriate instruction, the children will gain small motor control through writing, pre-reading activities and improve their math skills.

In addition, the children will also work on their Weekly Readers which will enhance their literacy, math, science and social skills and knowledge.

Lastly, our Bible component is from "ACSI Bible Curriculum for Five Year Olds." These lessons assist children in learning Bible stories and then putting them into practice in their everyday lives. Character development is emphasized in our monthly character themes. The children have twenty-six memory verses that they use throughout the year.

### **TK Bible Verses**

**A**ll have sinned, and come short of the glory of God. Romans 3:23

**B**elieve on the Lord Jesus Christ and though shalt be saved. Acts 10:31

**C**hildren, obey your parents in the Lord: for this is right. Ephesians 6:1

**D**epart from evil, and do good. Psalm 34:14

**E**ven a child is known by his doings. Proverbs 20:11

**F**ear not: for I am with thee. Isaiah 43:5

**G**od is love. I John 4:8

**H**onor your father and your mother. Exodus 20:12

**I**f ye shall ask anything in my name, I will do it. John 14:14

**J**esus said unto him, I am the way, the truth, and the life: no man comes to the Father, but by me. John 14:6

**K**eept thy tongue from evil. Psalm 34:13

**L**ook unto me, and be ye saved. Isaiah 45:22

**M**y son, give me thine heart. Proverbs 23:26  
**N**o man can serve two masters. Matthew 6:24  
**O** give thanks unto the Lord; for he is good. Psalm 118:1  
**P**raise ye the Lord: for it is good to sing praises unto our God. Psalm 147:1  
**Q**uench not the Spirit. I Thessalonians 5:19  
**R**emember the Sabbath Day, to keep it holy. Exodus 20:8  
**S**eek the Lord while He may be found. Isaiah 55:6  
**T**each me your way, O Lord; lead me in a straight path. Psalm 27:11  
**U**nto thee, O God, do we give thanks. Psalm 75:1  
**V**erily, verily, I say unto you, Who so ever shall ask the Father in my name, he will give it to you. John 16:23  
**W**hen I am afraid, I will trust in you. Psalm 56:3  
**E**xcellent is your name, Lord, in all the earth. Psalm 8:1  
**Y**ou are the light of the world. Matthew 5:14  
**Z**acchaeus, Jesus said, Come down. I must stay at your house today. Luke 19:5

### **Five Year Old Prayers**

#### Opening Prayer

Good morning, good morning, Good morning to you.  
Good morning, good morning And how do you do?

#### Prayer Bear (Group Prayers)

I thank you, Father, for my friends, who are so close to me.  
We laugh and play, at school we work so very busily. I thank You for His gracious love, which never has an end. I thank You, Father, for Your Son, my brother and my friend.  
Amen

#### Bible Verse Time

The Bible is a special book, special book, special book.  
The Bible is a special book; it says that God loves you.

#### Snack Prayer

Our hands we fold, our heads we bow, for food and friends we thank you now. Amen

#### Closing Prayer Song

Father we thank Thee for the night, And for the pleasant morning light,  
For rest and food and loving care, And all that makes the world so fair. Amen

### **Pledge of Allegiance to the Christian Flag**

(Four and Five year old classes)

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands.  
One Savior, crucified, risen and coming again with life and liberty to all who believe.

## ASSESSMENT AT LCNS

Early childhood teaching is a continuous process of planning and observation. Families and teachers work together to support each child as they learn and grow.

At LCNS we ask you to complete the **“Help Us Get To Know Your Child” Assessment Form**. Families know their children better than the teacher knows the children. Family members see their children in a greater range of situations, and they are the most important people in their children's lives. As your child's first teacher, your insights help our staff prepare the classroom and class activities for your child.

We offer you many opportunities to meet with your child's teachers to discuss their growth and learning. Our **Open House drop-in** in September is an ideal time to chat with the teacher and allow your child to become familiar with the classroom. Before and after school is a time for brief interactions with your child's teacher.

The first formal meeting is in **October for Parent Teacher Conferences** and is designed for parents/guardians and teachers to get to know each other better. Use this opportunity to ask questions about your child's development. The teachers can ask questions about the child's development and interests.

During the school year teachers plan activities and experiences that help children learn. As teachers observe, they learn about the children and can plan new activities and teaching strategies to challenge the children even further.

The second meeting will be the **April Parent Teacher Conference** meeting. Throughout the year the teachers have been observing your child in a variety of settings. At this meeting your child's teacher will share your child's strengths, areas of weakness and interests. You will receive a portfolio that highlights your child's learning in Nursery School.

## EMERGENCY GUIDE FOR PARENTS/GUARDIANS OF LCNS

Revised August 2018

These procedures are to assure you of our concern for the safety and welfare of children attending our school. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- ✚ *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations. For severe weather delays we will follow Central Dauphin delay or closing:
  - CD closed: LCNS is closed
  - CD on a one hour delay: LCNS opens at 10:00 AM. Dismissal at 12:00 PM.
  - CD on a two hour delay: LCNS opens at 11:00 AM. Dismissal at 12:30 PM. Afternoon classes start at 1:15 PM.
  - CD has early closing: No Stay & Play or afternoon classes.
- ✚ *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility (garages) in the event of a fire, etc.
- ✚ *In-place sheltering:* Sudden occurrences, such as weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. Students will be moved to Room 3 on the Lower Level.
- ✚ *Building Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area.  
In this case, children will be taken to one of the following locations:

### **Relocation Facility Site A**

Linglestown Church of God (5834 Linglestown Rd., Harrisburg, 545-4788)

### **Relocation Facility Site B**

Mt. Laurel Church of God (1295 Piketown Rd. Harrisburg, 469-2521)

- Parents/Guardians will be notified of the situation through television and radio stations.
- If possible, parents/guardians will be called personally by telephone with our One Call Now system. **Therefore, it is essential that you provide telephone numbers where you can be reached, and keep your Emergency Contact numbers current.**
- A "Notice of Relocation to Facility A" sign or "Notice of Relocation to Facility B" sign will be posted on the front main door.
- Parents/Guardians or others authorized on the Emergency Contact sheets will pick children up at the Relocation Site. Remember to bring a picture ID.

✚ *Community Evacuation:* In the event that an evacuation of the Harrisburg area is designated by government officials.

- Radio & television stations will be informed of the evacuation.
- If possible, parents/guardians will be notified personally by telephone.
- Parents/Guardians or other persons authorized on the Emergency Contact sheets must pick children up at the School immediately.
- The Director will remain at Linglestown Christian Nursery School until all children from LCNS have been picked up. Remember to bring a picture ID.

In addition to our “One Call Now” notification we **may** contact the following local television stations about any of the emergency actions listed above.

Television

WGAL	Channel 8	SCHOOL WATCH
WHP	Channel 21	STORM WATCH
WHTM 27	Channel 27	SNOW WATCH




We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

A copy of the Emergency contact form that includes those authorized to pick up your child, is a part of our emergency and evacuation kit. **We urge you NOT to attempt to make different arrangements during an emergency.** This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please feel free to contact the Director, Nancy L. Cartwright, 545-3617 or [ncartwright@linglestownlife.org](mailto:ncartwright@linglestownlife.org)

## EVACUATION ROUTE A






LINGLESTOWN CHRISTIAN NURSERY SCHOOL  
1430 NORTH MOUNTAIN RD, HARRISBURG, PA  
TO  
LINGLESTOWN CHURCH OF GOD  
5834 LINGLESTOWN ROAD, HARRISBURG, PA

-  1: Start out going SOUTH on N MOUNTAIN RD. 0.1 mi
-  2: Turn RIGHT onto LINGLESTOWN RD/PA-39. 0.4 mi
-  3: End at 5834 Linglestown Rd, Harrisburg, PA 17112-1122

Estimated Time: 1 minute Estimated Distance: 0.47 mi

## EVACUATION ROUTE B

LINGLESTOWN CHRISTIAN NURSERY SCHOOL  
1430 NORTH MOUNTAIN RD, HARRISBURG PA  
TO  
PIKETOWN CHURCH OF GOD  
1295 PIKETOWN RD, HARRISBURG PA

-  1: Start out going SOUTH on N MOUNTAIN RD. 0.1 mi
-  2: Turn LEFT onto LINGLESTOWN RD/PA-39. 1.7 mi
-  3: Turn LEFT onto PIKETOWN RD. 1.1 mi
-  4: Turn LEFT to stay on PIKETOWN RD. 2.0 mi
-  5: End at 1295 Piketown Rd Harrisburg, PA 17112-9013

Estimated Time: 9 minutes Estimated Distance: 4.87 mi

## **ADDITIONAL PROGRAMS OFFERED BY LCNS**

### **STAY & PLAY**

Stay & Play offers children an opportunity to eat their lunch at school and play with their peers.

Children in the 3 through 5 year old classes may sign up for Fall, Winter, and/or Spring Stay & Play sessions. A fee is charged. Sessions are held from 12:00 PM – 2:00 PM on a specified day(s).

### **KINDERGARTEN KAMP**

KINDERGARTEN KAMP provides children who are already enrolled in a morning kindergarten or LCNS TK program an afternoon enrichment opportunity to play and learn. Classes are held on Monday and Wednesday afternoon from 12:45 pm to 3:15 pm during the nursery school year.

LCNS TK students arrive at 12:15 for free play. At 12:45 the Kindergarten students arrive. The students have lunch together followed by free play and Bible time. An activity period includes art/music or science/math followed by playground time or large motor play in the Family Life Center.

A fee is charged.

### **LIFE CAMP**

Life Camp is collaboration between Linglestown Life Children's Ministry and Linglestown Christian Nursery School and offers young children an opportunity to participate in an informal small group setting that includes Bible time and special activities (e.g. arts or sports, mission projects, etc.) during the month of June from 9:30 AM – 12:00 PM.

The preschool program is designed for children who were 3 years old by the previous September 1<sup>st</sup> and have not attended kindergarten.

The school age program is designed for children who have completed Kindergarten through Grade 2.

A fee is charged for each 3 day session.