

WINDSOR CHRISTIAN PRESCHOOL PARENT GUIDE

The Windsor Board of Education and the Staff of Windsor Christian Preschool welcome you and your child to our school. You are a very important part of the school and of your child's education. A mutual respect between parents and teachers is essential in establishing cooperative home and school relationships.

Windsor Christian Preschool shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Preschool. The Preschool shall not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarships and other school-administered programs.

Windsor Christian Preschool endeavors to create a love for Jesus, a love for others, as well as a love for learning. We provide a quality academic education for two and a half to five-year-old children within our Chester County community.

At Windsor Christian Preschool, we want to provide an atmosphere that will encourage your child to grow spiritually, physically, emotionally, socially, and academically. Through positive learning experiences we hope to prepare your child for later learning and living. We want your child to be safe and happy at preschool. We will endeavor to encourage your child, teach your child, and understand your child.

SECURITY: Doors are locked at all times. Security cameras surround the campus. The Upper Uwchland Township Police Department has a daily presence in our parking lots.

Persons other than the preschool administrator, church administrator, principal of the academy or pastor of Windsor should **NOT** open the door at any time. If a parent is exiting the building, **DO NOT** open the door for **other parents/visitors/delivery men** standing outside. No exceptions.

The preschool will now benefit from a secondary level of safety with the recent addition of secured doors at the entrance from the church lobby into the preschool hallway.

VISITING PARENTS: Please check in with the office to obtain a name tag prior to visiting your child's classroom or helping with special events.

ARRIVAL POLICY:

- Morning Classes 9:00 a.m.
- **Attending Extended Hours only* 11:30 a.m.

ARRIVAL LOCATION: Each class will be assigned a designated arrival door.

LATE ARRIVAL: Please make every effort to have your child arrive promptly at 9:00 a.m. Teachers gather students for approximately three to five minutes at assigned door and then head to the classroom. Should you be running late (five+ minutes), always bring your child to the front glass doors. Ring the bell. Please wait patiently as the administrator will answer as quickly as possible.

PARKING: Front, side and back lots may be utilized. Please drive very slowly and with extreme care through the parking lot.

*Cell phones may not be used during arrival and dismissal as focus is fully on your child.

ESCORT YOUR CHILD TO TEACHER AT ASSIGNED DOOR: Children must be escorted all the way to the assigned arrival door with an adult holding the child's hand. Parents/caregivers **may not** allow a child to run ahead and through the parking lot to the door. Wait with the child near the door until the teacher specifically greets your child. Maintain an acute awareness of your child during this time to keep them safe. *Cell phones may not be used during arrival as focus is fully on your child.

DISMISSAL POLICY:

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| ○ Morning Classes | 11:30 p.m. |
| ○ Extended Day Classes | 2:00 p.m. |

DISMISSAL LOCATION: Each class has a designated dismissal door. Teachers will bring children to this door and dismiss students one at a time directly to parent; please exercise patience as this procedure ensures the safety of your child. Parents/caregivers must come close to the door to receive their child.

*Cell phones may not be used during dismissal as focus is fully on your child.

PLEASE BE PROMPT in picking up your child. A late pick-up fee of \$10 will be assessed after five minutes. After 10 minutes the assessment is \$10 for each five-minute increment or portion thereof.

ALLERGIES: All allergies must be listed on the Emergency Contact/Medical Information/Medical Release form. A child with any serious food allergies must provide to the preschool a food allergy action plan signed by your child's doctor. Any required medication (including over-the-counter) that may need to be administered at school due to an allergic reaction must be in the original container and properly marked with the child's name, directions and consent for administering.

MEDICATION POLICY: It is the policy of Windsor Christian Preschool that medications (both prescription and over the counter) will not be administered (with the exception noted above) to students during the school hours. If the student is sick, please keep him or her home from school for the day. Should the student become sick at school, parents will be notified to pick up the student immediately.

HEALTH: If your child is sick, please alert your child's teacher and the preschool office via email, text or phone call to the office. Notify the school of any communicable diseases.

WHEN TO KEEP YOUR CHILD HOME: Children should stay home when they are not well enough to participate in class or if they are experiencing the following symptoms:

- Severe OR persistent coughing
- Very congested
- Very runny nose
- Unexplained rash

In addition, please follow these guidelines when deciding school attendance:

- A child running a fever of 100 degrees or higher should stay home.
- A child running a fever of 99+ degrees may have trouble keeping up with normal activities and may well become sick before the day is over.
- A child with a low-grade fever (99+ degrees) combined with other symptoms and discomfort should stay home.

- A child with Conjunctivitis (pink eye) may return to school 24 hours after beginning appropriate treatment.
- Fever free WITHOUT MEDICATION and vomiting should have subsided for at least 24 hours to prevent spread of infection.

ABSENCES: Regular attendance is encouraged! If you know in advance when your child will not be attending class, kindly let your child's teacher know.

EXTENDED ABSENCES: Tuition will not be refunded or waived for an extended vacation, planned or unplanned.

CLOTHING: Children must have appropriate outerwear (coats, hats, gloves) in order to play outside. Play clothes and rubber-soled shoes are preferred so that the children can freely participate in our activities comfortably. NO CROC shoes, please. We will play on the playground/outdoors daily unless there is heavy rainfall, sub-freezing temperatures, etc. Please label all items that can be removed. Please keep a change of clothing in your child's backpack at all times.

BACKPACKS: All students must use a standard size backpack (16+ inches tall.) Please check your child's backpack daily.

*Your child is responsible for his or her backpack. Please partner with our staff in encouraging your child's self-reliance, endurance and developing maturity by having your child wear their backpack from your vehicle and into the preschool each day. Upon dismissal, your child should wear their backpack from the dismissal door back to your vehicle. Thank you ☺

PARENT COMMUNICATION: Correspondence between the school and home is primarily through email or phone calls. Please contact us if you are concerned about your child. We appreciate being advised of any changes in your child's home situation, any crisis, or any other circumstance that may affect your child.

PARENT-TEACHER CONFERENCES: Each child will receive one conference in the school year. The Young Fours, Fours PreK, Fives PreK and Challenger PreK students will have their conferences in the fall and Threes and Young Threes students in the spring. Additional conferences may be requested by the parent or the teacher.

FIELD TRIPS: Each class will be taking a field trip (or multiple field trips) throughout the year. You must sign a permission slip for these trips. A parent is required to attend field trips with their child. We request no siblings attend field trips unless otherwise indicated. The Windsor small bus *may* be provided for children. The one-time activity fee covers your child's cost of field trips.

CURRICULUM: Teachers will provide a calendar of planned themes, lessons, specials and events/programs each month. Personal toys and other personal belongings should be left at home unless specific items are requested by the teacher as it pertains to the unit of study.

SNACK/LINE LEADER: Your child will be line leader on a rotating basis. When your child is line leader, you will be required to send in a snack for the entire class. *The portion (bag, box, package, bunch) sent in is required to be enough to feed each child in the class. Your child's teacher will provide a monthly snack schedule. Please adhere to our allergy/gluten free snack list. It is very important that you purchase the specific brand noted on the snack list. If the snack brought in for the class is not on the approved snack list, it will not be served and will be sent home with the child. *If snack is repeatedly not sent in when your child is line leader, we will ask the parent to send in a replacement snack as the teacher

will have to

<https://www.windsorep.org/wp-content/uploads/2025/08/Windsor-Preschool-Snack-List-2025-2026.pdf>

LUNCH BUNCH: Lunch Bunch is offered to all of our morning session students. Lunch Bunch hour is from 11:30 a.m. to 12:30 p.m. Children eat their lunch brought from home and participate in various activities with their friends. Sign Up daily through our website; payment is due on or before the date and is separate from tuition. Payment through PayPal or cash/check directly to the office. <https://www.windsorep.org/calendar/>

LUNCH BUNCH DISMISSAL: All lunch bunch students will be dismissed from glass doors promptly at 12:30 p.m.

CLASS LISTS: Class lists are maintained by each individual class and are distributed to each child in that particular class. The information on these lists is intended for the use of the parents of the preschoolers and the preschool staff only. Contact the preschool office with any changes or updates to your information.

PICK-UP AUTHORIZATION: Pick-up authorization forms must be signed and returned to the preschool office. If someone on a parent's authorized form is picking up a student on a *particular day*, the parent **MUST** provide a written directive to the office and teacher *that day*. Upon the first pick up (or until we recognize an alternate pick-up authority) we will ask to see identification. All updates to pick-up authorization forms must be in writing to the teacher and the office with the individual's name and cell phone number. Alert teacher and office immediately if an individual is to be removed from your authorized list.

IMPORTANT NOTE: Although names are listed on the pick-up authorization form, that does not imply automatic release of a child to anyone other than a parent unless WE FIRST HAVE A PARENT'S WRITTEN DIRECTIVE for the day. Then we check the list to confirm this person has been authorized.

CLEARANCES: Volunteer background checks will be required if you are planning on spending extended time in the classroom. You must obtain and provide to the office a copy of the following certifications:

Child Abuse Clearance: <https://www.compass.state.pa.us/cwis/public/home>
Create an individual account and follow the prompts.

PA Criminal Record Check: <https://epatch.pa.gov/home>
Submit a new record check and read everything and follow the prompts.

TUITION: Invoices sent via email from Windsor's finance department. Annual tuition is divided into nine equal monthly payments even though the number of school days per month may vary. Tuition is due on the first of the month. The first tuition payment must be received by August 1 along with one time activity and (if applicable) extended hours fee. The second tuition payment is due October 1 and monthly thereafter through May 1. Tuition payments can be made by ACH transaction, check or cash. Families with two or more children enrolled in the preschool will receive a 10% sibling scholarship for each younger child enrolled. Windsor Baptist Church members will receive a 10% membership scholarship.

Tuition will not be adjusted for absences or vacations, planned or unplanned. If traveling for an extended time period, tuition must be paid in order to hold a student's seat in the class. Otherwise, the parent will

unenroll the student and the seat will be offered to a waitlisted student.

A late charge of \$20 may be assessed for late tuition payments received after the 10th of each month. A service fee of up to \$15 is charged for any payment returned by the bank. After two returned checks in any one school year, payment must be made in cash, money order or certified check. Students will not be permitted to attend class when their tuition is four weeks past due. Should it become necessary to withdraw your child, the parent must inform the preschool administrator in writing.

NURSE: The school nurse will be on campus each Monday, Wednesday and Thursday.

EMERGENCIES: You will be notified immediately in case of accident or illness at school. **Please keep your emergency information up to date.** In a severe emergency, the Uwchlan Ambulance Corps will be called, and then the teacher's assistant will notify the parent. The teacher will stay with the child. If the parent does not answer, the child will go the hospital with the teacher and the Emergency Medical Information Form and Emergency Medical Release Form.

SNOW DAYS: School is canceled whenever the Downingtown School Area School District (DASD) is canceled. Parents will be notified of delays and closings by the preschool administrator as early as possible. If opening is delayed for two hours, the preschool will hold abbreviated sessions as follows:

- Morning session: 11:00 a.m. – 12:30 p.m.
- Lunch Bunch: 12:30 p.m. – 1:30 p.m.
- Extended Day session: 11:00 a.m. – 2:00 p.m.

If Downingtown Schools are dismissed early because of snow, we will likewise be dismissed early.

SCHOOL CLOSING: In case of school closings not related to snow, you will be notified via e-mail from the administrator.

HOLIDAYS: See the Windsor Christian Preschool Calendar.

<https://www.windsorcp.org/wp-content/uploads/2026/05/2026-2027-Year-at-a-Glance.pdf>

Please note that the preschool does not share the same calendar as Windsor Christian Academy and also does not observe all of Downingtown Area School District's holidays or in-service days.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY: "You shall love the Lord your God with all your heart, with all your soul, with all your strength and with all your mind and your neighbor as yourself." Luke 10:27. It is our prayer and desire that all students of Windsor Christian Preschool learn and desire to love their neighbor.

Our discipline procedures will consist of the following strategies:

1. Redirecting behavior when this seems potentially effective.
2. Giving a verbal warning to the student to help them identify and self-correct disruptive behavior.
3. Separating a child from the group for a time to take a break.
4. Counseling children individually and praying with them before they return to the large group.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical harm to other children, adults or self which includes but is not limited to biting, hitting, spitting, etc.
- Consistently disobeys the rules of the classroom

- Uses verbal or physical activity that diverts attention away from the group of children

Discipline procedures for disruptive behavior

- Disruptive behavior will be documented for the parent
- A conversation between the parent and teacher will take place
- Should disruptive behavior continue a meeting will take place with the parent, teacher, and administrator

Students of Windsor Christian Preschool will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children willfully choose to disobey, consequences will follow to help teach that the behavior is unacceptable. If a child is found to not be developmentally ready, the preschool reserves the right to excuse the child from the program for a period of six months, after which time re-enrollment will be considered.

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