



## PARENT HANDBOOK



a  
ministry of



6078 Tuscarawas Road  
Beaver, PA 15009

Preschool Phone .....724-495-7040  
Childcare Phone .....724-495-6205  
Church Office .....724-495-6520  
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### **Mission**

Our mission is to help families take their next steps toward Christ by providing a safe, healthy, and joyful place for their children to develop intellectually, emotionally, physically, socially, and spiritually. We employ a staff that is committed to providing an atmosphere that fosters a love for Jesus, kindness, respect, empathy for others, and love for one another.

### **Philosophy**

1. We want our children to know who God is and to be immersed in His love.
2. We want our children to learn how to pray and to know Truth as it is found in the pages of Scripture.
3. We want our children to develop both social and soft skills.
4. We expect our staff to have a passion for teaching children and helping them mature. We expect our staff to demonstrate Christian values when interacting with children and their parents.

### **Program**

It is the philosophy of Four Mile Preschool that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive; our teaching team strives to nurture and encourage these qualities in the children who attend.

The preschool's purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole created by God.

Planned within a framework of philosophy and purpose, Four Mile Preschool's curriculum includes sharing and conversation time; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; field trips throughout the community; food preparation, science and nature activities; exposure to shapes, colors, numbers, and letters; and celebration of birthdays and holidays.

### **Statement of Beliefs**

1. We believe that our primary function is to share God's love with our preschool families through a loving, accepting environment and by modeling Christ in all relationships.
2. We value each child as a gift of God, unique in personality, temperament, and style, and believe in responding to these individual differences through appropriate expectations, words, and actions.
3. We encourage children to express their God-given creativity through their own expression in art, music, movement, athletics, writing, and drama.
4. We want children to be immersed in the love of God; to learn the ways He has taught us; to learn to pray; and to learn to incorporate their faith into their everyday lives.
5. We believe that discipline is not synonymous with punishment. Rather, discipline is a training process that involves choices, time, patience, consistent guidance, and learning.

### **Standards of Operation**

Four Mile Preschool, established in 1976, is a nonprofit early learning program. Its operation is managed by a paid coordinator and overseen by the Elders of Four Mile Church. Each class is taught by one certified teacher. Four Mile Preschool advertises in the public media in order to make openings known to all. Children are admitted regardless of race, creed, sex, national origin, or religion.

### Admissions

Children who are 3 years old up to kindergarten age are eligible to enroll in the preschool. Admission requirements and enrollment plans are as follows:

- Children must be 3 before September 1 to be admitted into the 3 year old program.
- Children in the 3 year program will not be allowed to advance into the 4 year program during the school year.
- A child must be 4 years old before September 1 to be admitted into the 4 year program.
- All children must be **fully “potty trained”**.
- Classes are filled on a first-come/first-serve basis according to the date of enrollment and paid registration fee with the Director.
- If the classes are filled when a parent calls, the child’s name will be put on a waiting list to fill open positions as they occur. As vacancies occur during the year, they are filled from the waiting list, or from new registrations.

### Location

All classes of the preschool are located in the basement of Four Mile Church: 3 year old classroom (Rooms 104—106); 4 year old classroom (Rooms 109—111); TK & multi-purpose classroom (Rooms 101-103). Classes use the ramp entrance to the Dining Hall to enter and exit preschool.

### Days and Hours of Classes

The preschool classes begin the week after Labor Day and finish the third week in May.

Three year old classes are limited to enrollment of 14 children, and meet either two mornings per week from 9:00-11:15, or 2 afternoons per week from 12:00-2:15.

Four year old classes are limited to enrollment of 22 children and meet two days per week from 9:00-12:45.

TK classes are held Monday—Thursday from 9:00am-12:45pm.

Our optional Four year old Enrichment Class meets Friday from 9:00-11:30am, and begins the first Friday in October.

The preschool considers Beaver and Western Beaver’s yearly school calendars for planning purposes, closing for similar holidays and vacations. We will also follow the public schools’ emergency closing procedures. If the public school is closed or delayed because of poor road conditions, preschool will be closed. We will determine closing for extremely cold weather on a case by case basis. Four Mile Preschool uses the **Procare** app to communicate this information.

## PARENTAL RESPONSIBILITIES

### INFORMATION ON STUDENT TO BE FILED BEFORE THE FIRST WEEK OF CLASSES

1. Provide necessary registration and emergency information
2. Insure that the child's immunization are kept up-to-date
3. Complete registration with **Procare** app

### TUITION

1. Pay tuition in full at the beginning of the year, or monthly payments according to payment schedule. Payments are due one month in advance, by the 15th of each month.
2. Payments made after the 15th of month will be assessed a \$25.00 late fee.
3. Payments may be made using **Procare** by ACH or credit card. Credit card fees are the parents responsibility. There is no additional fees for ACH payments.
4. The school is not obligated to refund money for vacations or long term illnesses

### COMPLY WITH PRESCHOOL PROGRAM RULES AS DETAILED IN HANDBOOK

1. Deliver and pick up child within times specified.
2. Always leave child with an adult.
3. Keep child home when displaying signs of illness.
4. Arrange to get child promptly if he/she becomes ill during preschool.
5. Notify the preschool if the child has a communicable disease.
6. Notify the preschool promptly of any planned changes in attendance.
7. Attend conferences as scheduled to discuss child's progress.

#### Dress Code

Though we do not have a specific dress code implemented at Four Mile, please keep in mind that we do play outside (weather permitting), paint, use markers, etc. Play clothes are perfectly fine for normal school days and are recommended. Also be mindful of hard-to-fasten belts, buckles and snaps, as these are tricky for little fingers to work and make bathroom time difficult. Tennis shoes or other flat, closed-toe shoes are preferred. Please refrain from wearing shoes with any type of heel.

Children should have one complete change of clothing in a sealed Ziplock bag to be kept in their backpack. Clothing should be weather appropriate. Backpacks should be full sized (not toddler-sized). Please have names on everything. A simple strip of removable tape is fine.

#### Tuition

In good faith we trust you to meet your financial obligations. School payments are due on the 15th of each month. There will be a late fee of \$25.00 added to your tuition after the 15th. Procare payments are preferred though checks may be accepted. Checks should be made payable to **FOUR MILE CHURCH**. Also, any check that is returned to us is subject to a \$50.00 charge plus any bank fees incurred by the preschool. Payments may be mailed to the church. Please include child's name on the memo line of your check.

#### Late Pick-ups

If there are a number of late pick ups, we may find it necessary to implement a Late Pick Up Fee. Any time a child is picked up more than 10 minutes past our posted dismissal time, parents may be billed \$10 for each additional 5 minutes. Teachers must have time between classes to clean, have lunch and prepare the room for the next class. Please be respectful of dismissal times and arrive 5 minutes before. In the event of an emergency and you can not arrive on time, please use the messaging component in Procare.

## Scholarship

Four Mile Preschool is excited to announce the availability of tuition scholarships for the 2024-2025 school year.

\*The current PA EITC income limit has been raised to \$108,444 per family unit and additional \$19,088 for each dependent. (Income limits are subject to change in September 2024)

These scholarships are made available by the generous donations of Four Mile Church, Preschool parents, and Preschool staff members in partnership with the Pennsylvania Education Improvement Tax Credit. The graphic below shows monthly fees for Four Mile Preschool by family income level. The income level is validated by an external clearing house called [FACTS](#).

FACTS is sanctioned by the state of PA and has in place robust security measures. The price of your tuition will be dependent on what you qualify for through FACTS. This program is completely optional. If you choose to not participate, your monthly fee will be the full-price version represented in CAT 1. If your family qualifies, the amount of scholarship may reduce your monthly tuition fee, or be credited to your balance for fewer monthly payments. The choice will be up to each family.

*FACTS charges a one-time \$40 processing fee per application. To offset this fee, Four Mile Preschool will provide a \$40 credit to your tuition account for all families who submit a FACTS application.*

Please see the notes at the bottom of the graphic for additional information and explanation about program.

2024-2025 Four Mile Preschool Monthly Tuition (9 months)*					
Family Income Category					
# Kids	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5
1	\$132,123	\$90,001 - \$132,123	\$70,001 - \$90,000	\$1 - \$70,000	\$1 - \$50,000
2	\$151,898	\$95,001 - \$151,898	\$75,001 - \$95,000	\$1 - \$75,000	\$1 - \$60,000
3	\$171,673	\$100,001 - \$171,673	\$80,001 - \$100,000	\$1 - \$80,000	\$1 - \$70,000
4	\$191,448	\$105,001 - \$191,448	\$85,001 - \$105,000	\$1 - \$85,000	\$1 - \$80,000
5	\$211,223	\$110,001 - \$211,223	\$90,001 - \$110,000	\$1 - \$90,000	\$1 - \$90,000
Monthly Cost					
Child Age	100%	70%	45%	20%	8%
5	\$318	\$223	\$143	\$64	\$25
4	\$195	\$137	\$88	\$39	\$16
3	\$135	\$95	\$61	\$27	\$11
<p>* Family Income is validated by an organization called FACTS. Families submit an application to FACTS at the time of registration. The \$40 fee that FACTS charges will be credited to the next tuition payment due.</p> <p>** There are a limited number of CAT 5 Scholarships available. There may be additional discounts that apply for CAT 5 &amp; the supply fee will be waived for CAT 5 recipients.</p> <p>*** The full price for Four Mile Preschool is as listed in CAT 1. PA Education Improvement Tax Credit Scholarships offset amounts for families with incomes in CATs 2-5.</p> <p>**** Please reach out to the Four Mile Church Business Manager if you have more than 5 children.</p>					

**\*\*The information above was for the 2023-2024 school year. Updates will be added to the handbook and communicated to parents ASAP.**

### **Four-Year-Old and TK Lunches**

Our 4-year-old and TK students will bring a lunch to school each day. This is an important part of kindergarten readiness as students learn to open food items themselves and finish their lunches in a specified amount of time. They will also be learning what can be thrown away (trash) and what needs to be placed back in their lunch box (reusable containers, silverware). Please refrain from sending any items that must be cooked or heated (Easy Mac, pasta cups, etc.). Our lunch time together is short, so lunches should be ready to eat with no preparation from teachers. Please use lunch boxes and reusable water bottles with your child's name written clearly on the outside. Reusable cold packs may be used. Lunches must include a drink. Pre-school will provide plasticware, napkins, etc.

### **Preschool Celebrations**

Children enjoy our holiday and seasonal parties that include Fall Fun, Thanksgiving Feast, Christmas, Winter Wonderland, Valentines Day, St. Patrick's Day and Easter. We will have parents sign up to provide festive cups, plates, napkins and treats to make these days extra special.

### **Birthdays**

You may plan to celebrate your child's birthday by setting up a specific day with our teachers in advance. We like to schedule one birthday per day; however, occasionally this may be impossible. If your child has a summer birthday, you may want to celebrate a 1/2 birthday, or an un-birthday. We try to ensure that every child's birthday will be both memorable and special. We do ask that you refrain from sending cupcakes; a cookie—or cookie cake, donut, or any type of individually package treat is a much neater option for teachers, and enjoyed just as much by our students. We will be happy to send you birthday celebration photos via **Procare**.

Instead of bringing an edible treat, you may opt to send take-home treat bags or send a wrapped gift (\$5.00 or less) for your child to donate to the preschool or for the class. This encourages sharing but by no means is necessary. Keep it simple: stickers, coloring books, match-box cars, or any items that can be easily cleaned are a few suggestions.

### **Snacks**

3-year-old classes will have daily assigned snack days. Please pay close attention to your snack day (your child will be the snack-helper, an extremely important job to a preschooler!) and the number of children in your child's class. Sending a few extras is always a good idea in case of a spill; and remember— teachers like snack-time too! We will advise parents of any allergies as needed.

### **Health**

The Preschool staff is certified in First Aid and CPR. We will wash hands and/or use hand sanitizer throughout the class time. We insist each visit to the bathroom also be a time to wash hands. If you insist at home, we can create a good habit that hopefully will be carried over to the public schools where sometimes it may not be supervised.

Our school DOES require children to be fully “potty trained” to attend all classes. If your child has an “accident”, we will assist your child in changing their clothing, provided we have extra clothing available. If accidents happen on a regular basis, we may have to reevaluate the readiness of your child attending preschool. We ask that you send a complete change of clothes in a sealed Ziplock bag to keep at school. Accidents are not always due to bathroom issues—spills happen as well. We appreciate your cooperation and understanding in this matter.

### **Discipline**

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child’s good feeling about his/her behavior and serves as an example to the other children to act in such a way to receive this praise. Asking a child to stop and think about their unacceptable behavior enables that child to work on their self control.

When a child is not cooperating in a group situation, the child is seated by a teacher and reminded of acceptable behavior.

The next adjustment used for a child who continually shows unacceptable behavior is a time-out period. This time-out is not a punishment, but rather a time when the child may calm down, and remember what behavior the teacher is requesting. A decision is then made to return to the group with appropriate behavior. If behavior problems persist, the parent is consulted to work together with the preschool in order that the child may be motivated to behave in an appropriate way. We are very mindful that this will be a new situation for many students and parents should expect they will be treated with grace, love and patience.

The safety of your child is of primary importance. Many accidents are unnecessary and easily avoided. We are responsible for the students in the classroom and **YOU ARE RESPONSIBLE FOR THE STUDENTS IN THE PARKING LOT!** Children move very quickly and are difficult to see among the cars. Take time to consider what could happen. **PLEASE OBSERVE THE 5 MPH SPEED LIMIT AT ALL TIMES, IN ALL AREAS OF OUR PARKING LOT!**

Please take the time to read our parking regulations. We appreciate your cooperation in the safety of all our children! Be sure other family members that might be driving know these rules.

**REMEMBER... Drive slowly entering and leaving. Accidents can be prevented!!!**

Our primary concern in compiling these rules is the safety of YOUR child. Please be extremely careful while driving or walking in the parking lot.

1. Use proper entrance and exit routes—the west side entrance is primarily for preschool use. Please avoid driving through the childcare parking lot.
2. Parking spaces are designed for angle parking. This accommodates more cars.
3. Your car motor **MUST** be turned off when you leave the car. This is a state mandated regulation.
4. When backing up to leave, remember it is difficult to see small children behind your car. Refraining from talking on a cell phone while in our parking lot can prevent many accidents!
5. Students must be within arm's reach of adults.
6. If you decide to visit with friends, please do not permit your child to run in the parking lot. Take them to the pavilion area or playground where it is safer.
7. Please keep in mind that our childcare facility uses the back entrance of the building.
8. Please use Procure to communicate with preschool staff if picking up early or dropping off late.

### **Absent**

If your student will be absent at any time, please let our staff know via Procure. Once we have all students accounted for at the start of class time, our building doors will be locked until a few minutes before pick up time. Please message our staff if you will be dropping off late or picking up early.

Please message our staff using Procure, if someone unknown to the staff will be picking up your child and notify that person that ID may be required. If possible, please tell your child in advance. Some children are easily upset by an unknown change in routine.



### **School Cancellations**

In case of inclement weather, if EITHER BEAVER OR WESTERN BEAVER SCHOOL is delayed OR closed, we are closed. We have found it to be in the best interest of everyone's safety to maintain this policy of cancellations for questionable weather. In the event of slippery driving conditions, we ask that you use the Beaver entrance of the church parking lot for entering AND exiting. If driving conditions become questionable during school hours, please do not hesitate to pick up your child early. Please note that some school districts delay due to extremely low temperatures. We will decide on a case-by-case basis whether to remain open or not. Childcare families—childcare may remain open even if preschool closes. All communication for school closings for any reason will be done through Procure.

### **Evacuation Plan**

In the event of an emergency, and evacuation is suggested, there are a few things parents need to know. Being between two school districts, we have families from both Beaver and Western Beaver. While Beaver schools evacuate to Slippery Rock High School, Western Beaver evacuates to Union Area Junior-Senior High School. Other residents in Beaver and Ohioville areas have different pick-up points. This information is in the Emergency Section of your phone book. Four Mile Church is a pick-up point for Ohioville residents in need of transportation to safety. That safe point is Westgate Plaza in Lawrence County.

The school's plan for an evacuation would take approximately one hour. Since most parents are not leaving their children at Four Mile and traveling great distances during their time with us, we feel it is in the best interest to keep your children here, with supervision until your arrival. That should still be within the hour of an evacuation notice. This information would be heard on KDKA, WTAE-TV and WPXI and via Procure. Keep in mind that since Four Mile is a transportation pick-up point, anyone not picked up within one hour, will be transported to the Westgate Plaza in Lawrence County.

We understand that this is a serious and troubling subject, and we want you all to know that the well-being and safety of your children is a great priority to us all. We value and respect the responsibility given to us each day you leave your precious children with us. We love them and will take the best care of them in your absence.

### **Field Trips**

The 4 Year old and TK classes include new experiences through short field trips. Some of the trips may include: The Pumpkin Patch, a gymnastics class, bowling, visiting the library, or going on a hike. These may change from class to class or year to year. We ask that you volunteer only if your car is properly covered by insurance, in good running order, and that you agree to place all children booster seats as required by law. All adults volunteering or chaperoning field trips must have PA Child Abuse History and PA Criminal Record Check Clearances on file in the preschool office. Children's safety is always first!

# NOTES FROM THE TEACHERS

## SCHOOL HOURS

There have been occasions when students have been either early for class or have waited for a ride home. The public schools do not permit this practice, nor do we. This is valuable time for the teacher to make necessary preparations. Arriving ten minutes before class dismissal is proper and needed. If an issue arises, please message staff through Pro-care.

## OPEN HOUSE\*

A special family preschool visit is scheduled in October when you may browse and see the children's work and visit with the teachers. More information will be available in your child's class newsletter.

\*Plans are subject to change

## PARENT VOLUNTEERS\*

Parents, as well as grandparents or babysitters, are welcome to join class as "our special guest" to volunteer as "extra pair of hands" for crafts, cooking and parties, as well as chaperoning field trips. This offers you an opportunity to see your child in the school setting and how they relate in the classroom...

...you could even play the role of "guest helper, guest baker, guest artist, or guest reader"! If you would like to help but working or small children keeps you out of the classroom, there are opportunities to help and donate your time. Just ask!

Any volunteer must have clearances on file in the preschool office. To do so please visit [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov).

## CALENDAR/NEWSLETTER

Parents will be provided with a paper copy of our monthly classroom calendar/newsletter as well as a list of this year's main events for schedule planning. We will also send an electronic copy via Procare.

## Important Contact Information

Please take a moment to enter this information into your cell phone.

Mrs. Tammy Homan, Preschool Director

Four Mile Preschool—office

Phone: 724-495-7040

[preschool@fourmile.org](mailto:preschool@fourmile.org)

Mrs. Marcy Helm, Business Manager

Four Mile Church—office

Phone: 724-495-6520

[info@fourmile.org](mailto:info@fourmile.org)

[marcy@fourmile.org](mailto:marcy@fourmile.org)

Mrs. Becky Reed, Childcare Director

Four Mile Childcare Center

Phone: 724-495-6205

[childcare@fourmile.org](mailto:childcare@fourmile.org)

Once you receive an orientation email, please sign up for Procare and keep all contact information up to date. This is the fastest way teachers can reach you in case of an emergency.

In order to stay up to date on all things happening at Four Mile Church, visit our website at [fourmile.org](http://fourmile.org) and fill out the WYNTK info at the bottom of the page. Preschool families are welcome and encouraged to participate in Sunday worship, as well as any activities here at Four Mile.