

# *Triple C Nursery School*

## **On My Own Parent Handbook**



A ministry of East Swamp Church  
Serving the community since 1972



## **Confession of Faith**

The Confession of Faith held by Triple C Nursery School is that of East Swamp Church.

1. We believe the Bible (Old and New Testaments) to be the inspired, infallible Word of God, the original manuscripts of which were verbally inspired by the Holy Spirit and are thus inerrant. We accept the Bible as our only trustworthy authority for faith, life, and in all matters to which it speaks. (2 Tim. 3:16; 2 Pet. 1:20-21; 1 Thess. 2:13; John 10:35b)
2. We believe in one living and true God, perfect, infinite, eternal, and who exists in three persons: Father, Son and Holy Spirit. (Gen 1:1; John 1:1; Matt. 28:19)
3. We believe in the Deity of Jesus Christ, in His Virgin birth, sinless life, miracles, and in His atoning death on the cross for sin. We believe in the bodily resurrection of Jesus Christ and His ascension into heaven. (John 1:1-5, 14; Phil. 2:5-8; 1 Pet. 1:18-19; 1 Cor. 15:3-5)
4. We believe that the Holy Spirit is a person, is co-equal with God, and sent from God the Father to convict the world of sin, to regenerate, indwell, guide, teach and empower the believer to live a mature Christian life. (John 16:7-13; 1 Cor. 2:10-13; Gal. 5:16)
5. We believe that all persons are born with a sin nature and therefore separated from God. We believe the only provision for sin is the death and resurrection of Jesus Christ. (Rom. 3:23, Rom 5:12,18-19; 1 Cor. 15:3-5)
6. We believe that salvation is by grace through faith in Jesus Christ alone. (Eph. 2:8-9)
7. We believe in the pre-millennial, personal, visible, and imminent return of Jesus Christ; the bodily resurrection of all people, the everlasting life of the true believer in heaven and the everlasting punishment of the unbeliever in hell. (Acts 1:11; 1 Thes. 4:13-18; Rev. 20:11-15)

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### **On My Own**

### **Parent Handbook**

**Triple C Nursery School  
2405 East Swamp Road  
Quakertown, PA 18951  
215-536-7280  
triplecns@comcast.net  
www.triplecnursery.org**

**Triple C is accredited by the  
Association of Christian Schools International**

Dear Parents and Friends:

Welcome to Triple C Nursery School's On My Own Program. We are glad to have you as a part of our school!

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14). These words from the Bible are our motivation to reach out and touch the lives of little children through Triple C Nursery School.

Triple C – Christian Care for Children – is a preschool program for children ages 2 ½ to 5. A complete curriculum for young children is offered stressing spiritual, emotional, physical and mental development.

We realize that for many of the children in this class it will be their first school experience and understand that this can be an anxious time for both the child and their family. We believe Bible stories provide real life situations to which children can relate their own experiences. Through these stories and through teachers who express their love, children can become aware of God's love, as well as, develop the confidence and independence needed as they grow and mature. Knowledge of these loving relationships allows a child to gain self acceptance, confidence and develop healthy relationships with others.

Our purpose is to enable children to develop their God-given potential and help them become responsible, caring, creative, happy, independent children, as well as provide them with a positive school experience.

Sincerely,

Leslie Johnson, Director

### Emergency Plan

One of our highest priorities is the security and safety of your children whom you are entrusting to our care. All classroom doors are locked during school hours so that no one may freely enter the rooms. It is important to take proactive measures and work cooperatively with you to be prepared in the unlikely event of an emergency. In the event of a sudden emergency, directions may be given to us by local and state authorities, police or safety officials, and the Bucks County Emergency Management Agency. For your peace of mind, we want you to know that information regarding Triple C will be available to you through WFMZ Channel 69, the same station we use for winter closings. Information is also available at [www.wfmz.com](http://www.wfmz.com). If possible, we will put a message on the Triple C phone at 215-536-7280 and on our website at [www.triplecnursery.org](http://www.triplecnursery.org)

We have already purchased water and food to keep on hand if a situation should arise which would require that the children remain in our care beyond their normal dismissal time.

Your help is needed with the following:

1. Please keep all medical information and emergency numbers current by notifying us of any changes. Remember that students will be released only to authorized persons on your emergency form.
2. Please give your classroom teacher any necessary medications with completed Permission for Medication form.

We bring these matters to your attention not to alarm you or cause fear, but to affirm to you our commitment to readiness in different situations. We are so thankful that we can trust in the Lord and draw comfort and strength from God's Word, the Bible. Isaiah 41:10 says, "So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand."

### **Triple C Policy on Solicitation and Fund Raising**

It is the policy of East Swamp Church and Triple C Nursery School not to engage in fund-raising activities. We request that members of our Triple C Family respect this policy. Please do not solicit on the premises, use the name and address lists for solicitation purposes, or give the information on the lists to any other persons.

### **School Attire/School Bags**

Children are often involved in messy art projects and other activities that call for sturdy play clothes that are washable. It is best for your children to wear sneakers or soft sole shoes to school for active play and to dress in layers for cooler weather.

Please provide a school bag. A tote bag without a zipper is preferable in order to maintain an easy pack up time and dismissal. Plain tote bags that you and your child can decorate prior to the start of school can be purchased at most craft stores and are a wonderful choice!

Please label all clothing and school bags.

## **CLASS DESCRIPTION & PURPOSE**

**On My Own** is an introductory nursery school program for children who are 2 ½ years old by August 31 and turning 3 after this date. The purpose of this program is to provide young preschoolers the opportunity to learn and play in a semi-structured environment that prepares them to attend our two-day program the following school year.

Each class period offers activities such as free play, crafts, music and finger plays, circle time, Bible stories, and snack. Occasionally, the children will also visit the playground or gym.

This class is held one morning each week from 9:30 a.m. - 11:00 a.m. Class size is limited to 12 children with a Head Teacher and an Assistant Teacher.

**School Adjustment and Your Child** – We understand that for many of the children in the On My Own program this may be their first experience of separation from their parents. A few of them may be quite teary eyed their first day and even in subsequent weeks. Please know that their teachers will work with them in a very loving manner. It is best if you drop your child off at the classroom door as the teachers greet him/her and let the teachers take over from there. If you would like someone from the Triple C office to periodically look in on your child and report back to you, please let us know. Even if your child separates nicely, “peeking” into the classroom can distract and upset your child. In most cases, the children are able to work through this short time of separation. Before you know it, they will be walking into their classroom with a big smile!

## **INTRODUCTION**

This handbook is designed to inform you of the policies and procedures that make our school operate smoothly and help your child have the best possible experience while in our care. Please read the information in this handbook. You will also receive a monthly class newsletter and supplemental notes during the school year in an effort to keep you informed regarding the On My Own program and Triple C. Please feel free to offer suggestions, comments and constructive criticisms. The teachers and Director are always available if you have any questions concerning your child's school experience. Our goal is to keep you informed and to maintain an open line of communication.

Triple C admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally awarded or made available to students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational policies, admissions policies, financial aid and other school-administered programs.

The Triple C Board of Directors reserves the right to make a change in any policy herein at any time in its sole discretion when it deems it to be in the best interest of the school.

### **Biblical Values Policy**

To further, and be faithful to, our Triple C Mission Statement and 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 students' homes or anywhere outside the School which are deemed to be contrary or in opposition to the Biblical lifestyle which the School teaches. (Such would include, but are not limited to, sexual immorality, homosexual orientation, or other promotion of values inconsistent with the moral principles of the School.)

### **Discipline**

We view discipline as a positive process of training and guiding children towards an understanding of responsible behavior. Parents and teachers need to work together in order to be consistent and effective in teaching children how to make appropriate choices in a classroom setting. In the On My Own program, redirection is the primary form of discipline that is used. The children are shown positive alternatives to wrong choices. Please see our Discipline Policy brochure for further information.

### **Cooperation Policy**

Triple C Nursery School is a Christian ministry operating as part of East Swamp Church. As a Christian nursery school and church ministry, we require parent cooperation and support in our efforts to minister to and educate the children. If parent cooperation is absent, we are hindered in our efforts. In the event you have concerns about our philosophy or policy, please bring them to the attention of our Director in an appropriate manner and we will address them. Failure of parents to cooperate with Triple C or otherwise properly address concerns may result in the school being unable to continue enrollment of a child.

### **Right to Refuse Enrollment Policy**

The Triple C Board and Director reserve the right to refuse enrollment to a child in any circumstance that appears to be disruptive and/or threatens the safety of Triple C students, Triple C staff and/or the East Swamp Church staff. Such cases could include, but are not limited to: situations involving protection from abuse orders, or similar court orders; custody orders; cases of domestic dispute or discord; situations involving firearms. In cases of domestic disputes, Triple C requires written agreement regarding pick-up authorization. This agreement must be received, reviewed and approved prior to a child's enrollment. If a situation arises mid-year, the child must be removed from school until the agreement is received, reviewed and approved by the Board.

### **Toys From Home**

We request that you leave your child's toys at home or in your car. No guns, war toys or toys of destruction are permitted in class at any time.

### **Birthday Snack**

At your request, we will celebrate your child's birthday during snack time. You may send a special snack in for the class for this celebration. However, we do require that you make arrangements with the teacher prior to doing this.

If you purchase the birthday snack, please send it in its original packaging so that we may check the ingredients if necessary. As mentioned before, please do not send any peanuts, peanut butter or food items with peanuts or nuts as ingredients to school.

When sending in a birthday snack, please keep in mind the age of the children in this program. Mini-cupcakes or small cookies are plenty for their little tummies! We also request that you do not send in any juice or treat bags. Triple C will provide water to drink, and your child's teacher will provide a special sticker for the birthday child.

### **Closing Policy/Modified Schedule**

In case of snow, ice or other inclement weather, Triple C Nursery School will announce any possible closing or modified schedule on WFMZ-TV Channel 69. If no announcement appears, class will meet as usual. You may also check our website at [www.triplecnursery.org](http://www.triplecnursery.org), the Triple C office at 215-536-7280, or [www.wfmz.com](http://www.wfmz.com).

We have adopted a modified schedule as a possible option to use when public schools are delayed. The modified schedule for On My Own will be 10 a.m.-11:30 a.m.

**Please note that we do make our decision independent of any area school district.**

### **Snow Make-Up Policy**

One snow day has been built into the On My Own annual calendar and, therefore, there will not be a make-up day for the first snow day missed by the On My Own class. Any additional snow days will be made up as we are able. This decision will be made by the Triple C Board and Director and must take into consideration the confines of the school calendar, the availability of the classroom, and teacher contracts.

### **Special Events**

For Christmas and Valentine's Day, the children have a party in their classroom with treats provided by the parents. We do not invite parents into the On My Own classroom during the school year in order that the children may grow in confidence in being separated from their parents. At the end of the school year, there will be a party or event which the parents are invited to join their children and the teachers as they celebrate the growth and development of the boys and girls over the last 9 months!

## **POLICIES AND PROCEDURES**

### **Financial Arrangements**

**Registration** A \$20 **non-refundable** registration fee must accompany all new applications for enrollment in the On My Own program. The application form plus the fee will secure a place in the program. A confirmation notice will be sent.

**Tuition** Tuition is payable in advance and must be paid in order to maintain enrollment. The initial tuition installment is due in August. The remaining installments are due the first of each month beginning October 1. A late fee will be charged after the 10<sup>th</sup> of the month. Special arrangements can be made for families experiencing significant financial hardship or difficulty. Please contact the Director regarding this policy. If two months pass without any payment, the child will not be able to continue at school until payment is made. Checks should be made payable to Triple C Nursery School.

**Absences** Tuition is not credited for sessions missed. In cases of extended absence, tuition will still be required. Special requests may be made to the Board of Directors regarding this policy.

**Withdrawal** If you should need to withdraw your child from the program during the school year, please give one month notice to the Director. In case of immediate withdrawal, the current monthly installment will be due.

**Returned Checks** Should a check be returned by the bank, any charges incurred by Triple C as a result thereof will be the responsibility and obligation of the writer of the check. A statement will be sent to you regarding the additional charge and prompt payment will be required.

### **Child Abuse**

All Triple C staff members have received State Police and Child Abuse History Clearance checks.

We are required by law to report any suspicion of child abuse.

## Health and Safety

A medical form including immunization record must be completed and signed by a physician at enrollment.

Your child's health is a matter of importance to us. Your child may be sent home if he/she appears to have symptoms of illness during the session.

Keep your child home if he or she has . . . .

- nausea and vomiting
- diarrhea
- a fever or has had one during the previous 24 hour period
- a heavy nasal discharge
- a constant cough
- symptoms of possible communicable disease (acute conjunctivitis, head lice, chicken pox, etc.)

Please notify the school at once if your child does have a communicable disease.

In case of accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you we will attempt to call the person you have listed on the emergency form. If necessary, we will call the child's physician and/or an ambulance. Until the arrival of the parent, the physician or an ambulance attendant, the Director or Head Teacher will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form agreeing to this provision. Please keep the school up-to-date on phone number, emergency numbers and other pertinent information.

If medication needs to be administered during school hours, please fill out a Permission for Medication form in the school office. **All allergies to medications, foods and other substances must be listed on emergency, medical and personal information forms.**

For health and safety reasons, **we ask that you refrain from bringing any peanuts and/or peanut products onto the premises. Please see our snack program for further clarification.**

## Arrival and Dismissal

We ask that your child arrive promptly for class. Late arrivals disrupt the class and the flow of the classroom structure. It is best if you drop your child off at the classroom door as the teachers greet him/her and let them help your child settle into his/her day. Please be assured that the teachers will handle your child in a loving and sensitive manner.

At the end of the school day, a teacher will open the door and dismiss each child to a parent or an authorized caregiver waiting outside the classroom door. If you will be delayed in picking up your child, please call. We understand that this does happen occasionally, however, Triple C does reserve the right to charge a fee for repeated late pick-ups. For safety reasons it is important that you park your car and turn off the ignition during arrival and dismissal. Please do not leave children in the car. Please note the handicapped parking spaces are reserved for vehicles that display PennDot issued handicapped tagging.

## Emergency Pick-Up Information

An Emergency Information Form will be sent to you during the summer and must be returned prior to the start of school. Please keep us current on any changes during the school year. Children will be released **only** to persons authorized by parents/guardians on the emergency form. We **must** have written or verbal authorization for changes regarding pick-up. We encourage you to form car pools. A list of students is sent home soon after school begins. A written note of car pool arrangements should be given to the Director.

## Snack

Triple C will provide the snack and water to drink for each On My Own class period. **If your child has any type of known food allergy, we strongly recommend that you provide snacks for him/her.** Also, please provide Benadryl and/or an epipen in the original packaging with your child's name on it which we will keep here at Triple C. If it is necessary for you to provide these medications to us in the event of an emergency, **you must fill out a *Permission for Medication*** form in the school office.

For health and safety reasons, **peanuts, peanut butter or food items with peanuts or nuts as ingredients will not be served.** Allergies to these items are a serious health concern. People who are highly allergic are at risk for anaphylactic shock which is a medical emergency. Some people are so sensitive that even the smell of peanuts or second-hand contact with someone who has eaten a peanut product can produce a reaction. If your child is one of these individuals, please notify the Director and your child's teacher immediately. **Items manufactured in a plant which also processes peanuts or peanut products will be permitted to be served to our students.** Therefore, if your child cannot tolerate foods manufactured in such a facility, again, please notify the Director and your child's teacher immediately.