

The policies contained in this brochure were written to give you a better understanding of issues that may need to be addressed throughout the school year.

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## Tuition

Tuition payments are due on Get-Acquainted Day, November 15, and February 1. Monthly payments can also be made or other arrangements can be made for tuition payments, but you must discuss this with the Director. There will be a service charge for returned checks.

## Arrival & Dismissal

Children should be brought in NO EARLIER THAN 5 MINUTES PRIOR to the scheduled class time. Monday-Wednesday-Friday afternoon classes must wait in the stairwell until the lunch staff gives permission to enter the classroom. Do not linger more than a few minutes after arrival. Class time goes by quickly, therefore, we want to begin the session as soon as possible.

Be prompt in picking up your child. Be sure to inform the teacher if someone other than a parent is picking up your child.

**There will be a late charge if you are late more than twice.** The fee will be \$5.00 for every 10 minutes past the regular dismissal time. Payment will be due immediately.

The doors will remain locked at all times. Ring the buzzer and use the password. **Please, only an adult should use the buzzer and password.**

We reserve the right to dismiss a child at the discretion of the teachers and the Preschool Committee.

## Inclement Weather

For school closings due to inclement weather:

**Website:**

[www.preschoolststephens.org](http://www.preschoolststephens.org)

**Radio:**

B-104.1 FM

WAEB 790 AM

**Television:**

WFMZ Channel 69

RCN Channel 12

Service Electric Channel 20



Welcome to  
St. Stephen's Preschool

*Thank you for enrolling your child  
at St. Stephen's Preschool.*

*It is our pleasure to be a part  
of such a significant role in your child's  
early learning experience.*

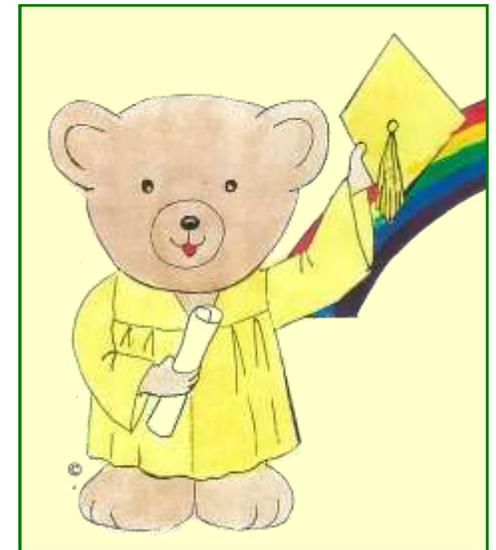


## St. Stephen's Preschool

67 W. Washington Ave.  
Bethlehem PA 18018-2433  
610-865-1435

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## Preschool Policies



Preschool Director  
Maria Bevan

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[www.preschoolststephens.org](http://www.preschoolststephens.org)  
[ststephenspreschool@ptd.net](mailto:ststephenspreschool@ptd.net)

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## Sickness

No child will be allowed to attend school if they are sick. Should a child arrive at school sick or become sick during class, the teacher will send the child home. We also require that the child not return until fully recovered, at least 24 hours free of fever or sickness.

## Allergies

A child who has been tested and/or diagnosed by a doctor for allergies must have a note from the doctor listing the allergies. The note will be kept on file for the school. Snacks for a child with diagnosed allergies must be provided by the parent. These snacks must be brought into school on the first day of school in a bag with the child's name on it. These snacks will be the only snacks given to the child during school.

## Fire Alarm

The church building is equipped with a fire alarm system. Please supervise your child when entering and exiting the building so that the alarm is not pulled. The alarm is connected to the Bethlehem Fire Department. The city will dispatch fire equipment if the alarm is pulled. The city can fine the church for a false alarm. You will be responsible for paying the fine if your child pulls the alarm.

## School Bags

If you previously received a St. Stephen's school bag and you lose it, you may purchase a new bag.

## Birthdays

Each child's birthday will be celebrated, including summer birthdays. Birthdays that fall on a non-school day will be scheduled by the teacher as close to the school day as possible. Parents not wanting to have their child's birthday celebrated should tell the teacher. On the birthday, parents may bring in a treat for the entire class. Suggested treats are munchkins, cookies, mini cupcakes, individual ice cream, small snack bags, etc. No party favors, please.

## Photos & Videos

A parent may not come into the class to take photos or videos of the class unless approved by the Director. The only exceptions will be Get-Acquainted Days, Parent Days (including Circus), and Graduation. There may be occasions throughout the school year when the teachers take pictures of each child. These pictures would be used for an activity that would be sent home. Permission slips for photo release are sent home for all parents to fill out, sign and return. More information will be sent home to all parents.

## Dress

Dress your child comfortably. For their own safety, they should wear rubber-soled shoes or sneakers (no open back shoes).

## Respect of Property

Once the children leave the classroom, it is the parents' responsibility to keep their child in control. We ask that you reinforce respect of property. Do not allow your child to run in the area of the A frame of the church and/or bang on the windows. Do not allow them to run free in the hallways or touch church property items.

## Individuality & Discipline

Each child's progress is unique to them. Every child matures at their own level. Self-control, language development and mastering of certain skills are all very individualized. Respect these differences and celebrate each child's unique and special achievements, whether it is your child or someone else's. There will be times at school when a child may need to be disciplined. Since each child is unique, each situation will be handled separately. Please trust the teachers as experience professionals who have each child's total well-being as their primary goal.

## Confidentiality

Any questions or concerns should be taken immediately to the teacher and/or director. It is highly recommended that you do not discuss a child other than your own among other parents. This could cause tension among parents and unnecessary stress for children and teachers.

