



## Parent Letter for the 2026-2027 Preschool Year

Westminster United Presbyterian Church is pleased to sponsor a preschool for the children of the community. In the fall of 2026, we will offer a two-day, 3-year-old program. The class will be offered on Thursday and Friday mornings. We will also offer a three-day, 4/5-year-old program. Classes will be offered on Monday, Tuesday and Wednesday mornings, as well as Monday, Tuesday and Wednesday afternoons.

As a Christian preschool, the children will learn about the church's celebrations of Christmas and Easter. They will also have opportunities to hear Bible stories throughout the year and learn to pray. Our preschool will nurture your child's social and emotional growth, compassion and empathy for others, as well as your child's natural desire to learn more about the world around him/her through play and music/movement. Learning centers are provided to help your child develop in the following areas: ABC work, writing, math, science, dramatic play, blocks, library books, art, puzzles, sensory/fine motor and more.

### **The Four and Five-Year-Old Class:**

To register for the 4/5-year-old program, the child must be four years old by September 1st of the registration year. The 4/5-year-old morning class will meet on Monday, Tuesday and Wednesday from 9:00 a.m. to 11:30 a.m. The afternoon class will meet on Monday, Tuesday and Wednesday from 12:00 p.m. to 2:30 p.m. For your convenience, the tuition is divided into nine monthly payments. The monthly tuition rate is \$170. (hourly rate~\$6.44 x 2.5 hours/day = \$16.11 per day) This is based on our current Preschool calendar, which follows the Seneca Valley School District calendar.

### **The Three-Year-Old Class:**

To register for the 3-year-old program, the child must be three years old by September 1st of the registration year. The 3-year-old morning class will meet on Thursday and Friday from 9:00 a.m. to 11:30 a.m. For your convenience, the tuition is divided into nine monthly payments. The monthly tuition rate is \$130. (hourly rate~\$7.55 x 2.5 hours/day = \$18.87 per day) This is based on our current Preschool calendar, which follows the Seneca Valley School District calendar.

*\*\*We reserve the right to change class schedules due to low or increased enrollment.*

### **School Year Calendar:**

The 4/5-year-old class will attend Monday, September 14, 2026 through Wednesday, May 26, 2027. The 3-year-old class will attend Thursday, September 17, 2026 through Friday, May 28, 2027.

The WUP Preschool follows the Seneca Valley School District calendar and decisions for all holidays and closings. You will be provided with a list of the scheduled closings.

#### **Registration Checklist:**

Please submit the following documents and fees to reserve your child's placement:

- Completed registration form
- A copy of your child's birth certificate
- Updated immunization records
- A copy of your child's health insurance card (in case of an emergency)
- Custodial agreements or court-appointed guardianship documents (if applicable)
- \$50.00 non-refundable registration fee to Westminster UPC
- September's Tuition (non-refundable after July 1, 2026)

*\*\*The above documentation is required for the health and safety of students and staff. Please contact the preschool with any questions or concerns.*

#### **Tuition Payments:**

**All checks are to be made payable to Westminster UPC with "Preschool" and your child's name on the memo line. The September tuition payment is due upon registration. The remaining eight tuition payments are due, one month in advance, by the first of each month September 2026 through April 2027.**

In the event of a late payment, notice will be given after the fifth of the month. A late fee may be applied to any payments received after the tenth of each month. If your child is absent part or all of any month, the fee is still charged, reserving your child's space in the program. This includes closings due to high levels of illness.

Any tuition that is paid with insufficient funds must be paid in full within one week of notification plus an additional \$10 fee to reimburse Westminster Church for bank fees.

Enrollment in each class is limited. There is a waiting list for any full classes. A non-refundable **\$50.00** registration fee is required at the time of registration.

#### **Financial Assistance:**

1. The WUP Preschool offers the Austin Dean Flint Scholarship Fund to provide financial assistance. To apply, please contact the Preschool Director for more information.
2. Multi-Child Discount: If you have more than one child enrolled in our programs within the same school year, the youngest child will receive a 30% discount on the monthly tuition rate.

### **Additional Information:**

All children must be potty trained before attending school. Children must be able to independently show initiative to use the bathroom, be able to dress/undress, and be able to clean themselves with minimal assistance. We understand that accidents happen, and we are prepared to handle those situations with care.

All teachers have criminal background checks concurrent with Pennsylvania law and Westminster Personnel Policies.

### **Westminster Preschool Communicable Disease Policy**

*Westminster Presbyterian Church endeavors to create a safe environment for all children and youth, and pledges to continually seek ways to create a safer building and environment for children's programming.*

\* \* \*

Westminster Presbyterian Church is committed to providing a safe and healthy place for children and adults to grow in the Christian faith, and we do so from our distinctive Presbyterian and Reformed traditions. These traditions affirm God's gift of the intellect and science to further God's purposes. Medical science provides for the growth and health of children, protects against disease and death, and medical procedures are used to intervene when appropriate to prolong life. Therefore, we follow the current Pennsylvania regulations for immunization.

### **Medication Policy:**

#### **Over-the-Counter Medication**

- Westminster U.P. Preschool is not permitted to administer non-prescribed over-the-counter medications such as Tylenol, cold medicine, or cough drops.
- These medications must be administered by parents outside of school hours.

#### **Rescue Medication**

(e.g., EpiPen, Inhaler Medication)

Children who require rescue medication for allergies or pre-existing health conditions **must have the following on file before their first day of school:**

- A current Health Plan, signed by the child's licensed healthcare provider, outlining the diagnosis, symptoms, and detailed medication instructions.
- Medication must be prescribed for the child, labeled with their full name, dosage, and expiration date, and kept in its original container.
- Medication must not be expired. Parents are responsible for providing replacement medication before the expiration date.
- Children may not attend school without current, valid rescue medication on-site.

- Parents must sign the Westminster U.P. Preschool “Request for Medication Administration During School Hours” form.
- Designated staff members are trained to recognize symptoms and administer emergency medications according to the child’s health plan.

**(Extra Cleaning and Special Practices):**

Due to the ongoing COVID variants and an increase in other viral illnesses, we have implemented extra cleaning practices before, during and after preschool. Highly touched surfaces will be sanitized frequently. Donations of hand sanitizer, Clorox wipes, Lysol disinfectant spray and any other cleaning supplies are greatly appreciated.

We ask that pick-up and drop-off occur outside of the building. Upon arrival the children will get their temperatures taken and sanitize their hands. The children and teachers have the option to wear masks. Adults and children will be mindful of washing hands and using hand sanitizer frequently throughout the preschool day. If your child is sick, (coughing excessively, vomiting, has diarrhea, a fever or a sore throat within the past 24 hours) keep him or her home. Any child with a temperature of 100.4 or higher will be asked not to attend preschool that day and must be fever-free for 24 hours without medication in order to return to school.

The WUP Preschool follows the Seneca Valley School District. If the school district cancels all in-person classes, the WUP Preschool will as well. The preschool will not conduct classes virtually. We will be on a temporary break. Our classes will resume once the school district has in-person classes.

Parents must notify preschool staff if their child has been diagnosed with COVID-19. If you are feeling sick or your child is feeling sick and there is a possibility your illness could be related to COVID-19 or its variants, do not come to the preschool and do not bring your child to the preschool. If a preschooler tests positive for COVID-19 or its variants, he/she will need to stay home for 5 days.

Please feel free to contact me with any questions and/or concerns regarding the information provided. Additional information is available upon request.

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Westminster United Presbyterian Preschool