



HENS Nursery School

First Presbyterian Church

750 N. Evans St.

Pottstown, PA 19464

Rebecca A. Bostwick

Director

610-326-3690

GENERAL INFORMATION

Please label all belongings

Your child's book bag, lunch box, their re-usable water bottle, coat, hat, scarf, mittens, gloves. Place an extra set of clothing in a large Ziploc bag and label all items with your child's name.

Potty Training Policy

The 3 and 4 year old students should be fully potty trained.

Drop Off and Pick Up

For the 2s and 3s, please park on Evans St., in front of the church, or use the large parking lot next to the funeral home. For the 4s, please park in the LOWER parking lot entrance off of Evans St.

Security

HENS doors will be locked at all times except during drop off and dismissal. Hens doors will open 10 min. prior to class and locked again 10 min. after classes start.

HENS is a secure building with a security camera located on Evans St. to monitor all visitors. if you are coming later than 9:10, please use the Evans St. door and use the HENS buzzer.

CPR/Epi-Pen

Hens staff have been trained in CPR, First Aid, the use of Defibrillator and Epi pen.

Please notify the Hens director and your child's teacher if your child has an Epi-pen.

Music

The 2's, 3's, and 4's will attend music class with Mrs. B once a week.

Yoga and Chapel

The 3's & 4's will attend Yoga class with Mrs. B and Chapel with our Pastor once a month.

Parent Communication

All classes have a bulletin board outside the classrooms to post calendars, handouts, supply requests, etc. and its updated monthly.

Emails will also be sent out with important reminders or information. Please make sure to check your emails daily.

Food Policy

Hens is a NUT FREE SCHOOL. This applies to snacks and lunches.

Please check all labels. If in doubt, do not send it.

Birthdays

We celebrate birthdays in the classrooms.

If you wish, you may send in a small treat or party favors for the entire class, but please notify the teacher first.

Absences

Please notify the Hens director for any absences (planned or unplanned) and include your child's name, class, and reason for absence.

Early Intervention Program

When needed, we coordinate with the local Intermediate Unit to facilitate early intervention programs in the areas of: Speech, Behavior, Hearing, Coordination, etc.

Coordination with local Kindergarten Teachers

We are in contact with the local Kindergarten teachers to make sure our program is in alignment with the expectations they have for incoming students.

Tuition Refunds

There will be NO refunds for absences due to vacation, illness, inclement weather, holidays, field trips, staff development day, etc.

Vaccination Policy

Children enrolled at Hens Preschool should be up-to-date on vaccines for their age.

Inclement Weather Information

Hens will *not* follow any other school's snow closings and will be either closed or open on snow days. There will *not* be any delayed starts at all. Snow closings will be posted on our Facebook page, Instagram, and via Email no later than 7:30am.

Sickness Policy

Children should be fever free for at least 24 hours before returning to school (without fever reducing medication.)

- Rashes - any rash other than common diaper rash will require a physician's note that it is not contagious before returning to school.
- Pink eye - children may not come to school if they have pink eye. Before returning to school, they need to be cleared by a physician.
- Vomiting/Diarrhea - children should be symptom free for at least 24 hours before returning to school.
- Lice - children should remain at home for at least 24 hours after lice treatment and must be nit free.
- Runny Noses - discharge indicating an infection they need to be seen by a doctor. Children may return to school once cleared by a physician.

If your child is not feeling well, please keep him/her at home to rest.

Hand, Foot, Mouth, Disease (HFMD)

If you suspect that your child has symptoms of HFMD please take him/her to the pediatrician for a diagnosis, notify the HENS director immediately, and keep your child at home for **Seven days**. HFMD is a common viral illness that affects infants and children younger than five years old and it is very contagious within the first week. It usually starts with fever, sore throat and painful sores can develop in the mouth and feet.