



VERITAS  
preschool  
AT HIGHLAND

**Parent Handbook**

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(717) 925-6693

<http://www.veritasacademy.com/preschool/>

<https://www.facebook.com/veritas.preschool>

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# General information

## **Welcome to Veritas Preschool!**

We would like to thank you for your interest in Veritas Preschool. We are so blessed that God has provided the opportunity for us to partner with families to teach and guide young children on a daily basis.

Here at Veritas Preschool, we provide a learning environment that follows the fundamentals of classical Christian education. Our goal is to create an engaging learning environment where the curriculum will be intertwined together in all activities throughout the learning day.

## **Veritas Academy/Preschool Vision Statement**

Veritas Academy/Preschool strives to be a community liberating students with truth, beauty, and goodness for Christ's calling.

## **Veritas Academy/Preschool Mission Statement**

Veritas Academy/Preschool's mission is to cultivate loving, serving, thinking students through classical Christian education.

## **Veritas Academy/Preschool Statement of Faith**

We believe that the sixty-six books of the Holy Bible are the only authoritative, inerrant Word of God. Further, we believe that these Scriptures are our final rule in all matters of faith and practice. We believe that there is but one God, eternally existent in three Persons; the Father, the Son, and the Holy Spirit.

We believe that Adam, the first man, sinned in his disobedience toward God that through his disobedience sin extended to all his posterity. Consequently, all are born sinners, spiritually dead and relationally separated from God.

We believe that Jesus Christ, Born of the Virgin Mary, perfect man and truly God, came to earth to fulfill the divine Law through perfect obedience. Having lived a sinless life in obedience to

His Father, He was sacrificed on the Cross as the perfect, complete sacrifice for sin. On the third day, God raised Him from the dead, after He had provided a full redemption for His chosen people – those for whom He died. We believe that God will regenerate all for which Christ died through the invincible power of the Holy Spirit. We believe that we sinners appropriate this work, God’s salvation, by His grace alone through faith alone, not as a result of any of our works.

We believe that a true church may be known by its engaging in the pure preaching of the Gospel, the right administration of the sacraments, and faithful exercising of church discipline. We believe that all Christians will seek to unite in fellowship with such a church.

We believe and embrace the system of doctrine expressed in the early ecumenical creeds of the Church (the Apostles’, the Nicene, the Chalcedonian and the Athanasian) and the confessions of faith issuing from the Protestant Reformation, including the *Belgic Confession of Faith*, *The Heidelberg Catechism*, *The Philadelphia Confession*, *the Thirty-nine Articles of the Church of England*, and *the Westminster Confession of Faith*.

## Philosophy of Education

We employ the time-proven method of the *Trivium* in the education of the student. This method includes three stages. The Grammar stage studies the fundamentals of disciplines in order to build a framework of knowledge on which later information can be hung. Questions of who, what, where, and when are the focus. The dialectic stage brings the grammar of the disciplines into ordered relationships. The goal is to equip students with the thinking skills necessary to recognize sound arguments and ideas and to detect and correct fallacious ones. This stage addressed the questions of how and why. The Rhetoric stage seeks to produce students who can use language, both written and spoken, to express their thoughts eloquently and persuasively. The goal of the *Trivium* is to educate the students not in what to think primarily, but in how to think, thoroughly, maturely and biblically.

# Admission and Tuition Policies

## Admission Policy

Please complete the online Application for Admissions

(<http://www.veritasacademy.com/application/>) and submit a \$60 application fee per student to Veritas Academy, 26 Hillcrest Ave., Leola, PA 17540. Application forms are accepted as complete upon receiving the application fee.

Once the application process is completed an enrollment packet will be emailed to perspective families. Within a week the preschool Director will call to schedule individual family interviews. The family interview is an opportunity to learn more about Veritas Preschool's vision, aims, and policies. It is also an opportunity for parents to have their questions answered and completed enrollment paper work reviewed.

Admission process:

- 1) Complete online application and submit application fee to Veritas Academy
- 2) Receive enrollment packet/ schedule individual family interview
- 3) Letter of enrollment along with contract and tuition payment information will be emailed to families.

Children must be three years old by September 1<sup>st</sup> of the school year and potty trained to be enrolled.

Students are placed in classes based on their age and the program in which they are enrolled.

By the start of the school year, all children must have on file:

- Emergency Information Form
- Photo Release Form
- Veritas Child Information Form
- Veritas Custody PFA Form.
- The Veritas Health Form and Veritas Private Physical Form **must** be received before or on the students first day of school. (New families in the area that want to enroll their child after the start of the school year will be given a 30-day grace period to have the forms completed.)

When a program is full, a waiting list will be started on a first come, first serve basis. When a space becomes available, the first person on that program's waiting list will be called. If that person no longer desires the space, the next person on the list will be called. This process will continue until each family on the waiting list has been contacted.

Open enrollment will be in effect for families that have recently moved to the area or for families that have heard of the Veritas Preschool program by word of mouth and as long as their child is three by September 1<sup>st</sup> of the school year.

## **Enrollment**

**January 15th:** New applicants may apply to the school.

1. Please complete the *Application for Admissions* and submit a \$40 application fee per student as soon as possible. Application forms are accepted as complete if they have been signed by the parents and the application fee has been received.

2. Please schedule a parent interview. The parent interview is an opportunity for the parents to learn more about Veritas's vision, aims, and policies. It is also an opportunity for the director to get to know the family and the child's background.

3. If the director does not feel as though we can meet the needs and demands of the child in order to provide the best education, Veritas Preschool reserves the right to deny enrollment.

4. Enrollment will occur after the Family Interview. An enrollment letter will be sent to families and must be returned to Veritas Academy by April 1<sup>st</sup> with a \$50 enrollment fee. This fee will hold your child's spot in the school. The enrollment fee will increase to \$100 if the enrollment paper is sent after the April 1<sup>st</sup> deadline.

**February 1st:** Re-enrollment

1. Beginning February 1st, students returning to Veritas Preschool is guaranteed a spot if re-enrolled by March 31<sup>st</sup>. Families are required to fill out and return their enrollment form, along with a \$50 re-enrollment fee per student. All re-enrollment forms handed in on April 1<sup>st</sup> and thereafter are required to submit a \$100 re-enrollment fee.

2. If interested in receiving tuition assistances please visit the Veritas Academy website and click on the link for Admissions and then click the link for Tuition. Please read the Financial Aid information and click on the FAST link to complete the application.

**March 1st:** Open enrollment

1. All accepted families may complete the Enrollment form and submit it along with a \$50 enrollment fee per student.

**Extended Day Fee**

Extended Day will be offered on Tuesday and Wednesday of each week, at a cost of \$7.00 per hour and will dismiss at 3:00pm. There must be a minimum of 3 students signed up to provide extended day. We can only accommodate 10 students and we follow a "first come first server policy."

Payment is due each day. We will accept both cash and check (checks made payable to Veritas Academy).

**Late Pick-up Charge**

Veritas Preschool reserves the right to charge a \$15 late fee if the student is not picked up 25 minutes after dismissal. If Veritas Preschool notices a pattern of late pick up's, the family will be notified and a meeting will be arranged with the director and Veritas Academy.

**Payments (late charge)**

If paying tuition monthly, all payments are due on the 1<sup>st</sup> of each month. There is a 10 day grace period, after the 10<sup>th</sup> of the month a 5% fee will be added.

**Delinquent Accounts**

Veritas Preschool depends on timely tuition payments to pay our staff and to run a quality preschool. Therefore, if your child's tuition payment is **more than thirty days past due**, your child may not be permitted to return to preschool until tuition is brought up to date. If your family is experiencing financial difficulty and is unable to make tuition payments, please see the director.

**Financial Aid & Scholarships**

Go onto VeritasAcademy.com and click on the link for Admissions and then click on the link for Tuition. Please read the information that is provided for Financial Aid and click the FAST link and complete the application.

### **Refunds & Withdrawals**

The application and enrollment fees are not refundable unless enrollment is denied. If a family decides to withdraw a student, payment will be prorated to the last day of the student's attendance.

### **Tuition Payments**

1. Tuition payment maybe paid in full upon enrollment.
2. Monthly payment may be set-up (due on the 1<sup>st</sup> of every month).

# Daily Procedures

## Student Drop-off & Pick-up Times

We ask that all families drop off between 8:15am-8:30am for the morning classes and 11:45 am- 12:00 pm for the afternoon classes . Parents may park in the spaces provided located in front of the playground and walk their child into the building and escort them to their assigned classroom to help the child with their school items and establish a positive good-bye routine. Upon leaving the preschool we ask all parents to sign their child in. The sign-in sheet will be located in the hallway under the Parent Information Board. Signing your child in will allow the preschool to cross check attendance records.

Extended day pick up will be at 3:00pm.

For safety reasons, it is important that you park your car and turn off the ignition during arrival and dismissal. Never leave children in the car unattended. Please be extremely careful when driving vehicles in the parking lot area. Parents are responsible for supervising their children while entering and leaving the preschool. Only vehicles with handicap plates or a handicap tag may park in the handicap parking spaces.

## Attendance & Absences

Consistent attendance at Veritas Preschool is very important for each child's developmental learning. If your child will be absent for the day, please be proactive and call the Veritas Preschool phone and leave a message that can be relayed to your child's teacher. Refunds are not given for absences.

If a child misses 5 days or more per quarter a meeting will be held with the family and director.



# Preschool Daily Schedule

## Morning Schedule

- 08:15-08:30 Drop-Off and Welcoming Activities
- 08:30-08:40 Welcoming Activities and Morning Free Play
- 08:40-09:00 Morning Devotionals and Bible Activity
- 09:00-09:20 Circle Time
- 09:20-09:45 Math and Writing Activities
- 09:45-10:00 Snack Time
- 10:00-10:30 Playground or Gym
- 10:30-11:15 Small Group Activity/Free Play
- 11:15-11:25 Special (Art, Music, Library, Gym/Gross Motor, Free Choice)
- 11:25-11:30 End of Day Review and Clean-up
- 11:30 Dismissal

## Afternoon PreK Schedule

- 11:45-12:00 Drop-Off and Welcoming Activities
- 12:00-12:10 Welcoming Activities and Morning Free Play
- 12:10-12:30 Afternoon Devotionals and Bible Activity
- 12:30-12:50 Circle Time
- 12:50-01:10 Math and Writing Activities
- 01:10-01:25 Snack Time
- 01:25-01:55 Playground or Gym
- 02:55-02:30 Small Group Activity/Free Play
- 02:30-02:45 Special (Art, Music, Library, Gym/Gross Motor, Free Choice)
- 02:45-02:55 End of Day Review and Clean-up
- 03:00 Dismissal

**\*\* This daily schedule is flexible to the needs of the children and may be subject to change at any point during the day.**

## Snack & Lunch

Snacks can play an important role in managing children's hunger and boosting nutrition. A well timed snack can even out spikes in hunger and provide a much needed energy boost to keep children attentive and alert. With this information in mind, we kindly ask all parents to provide a small nutritious snack each day your child is in attendance. We have a time scheduled in our morning to serve the provided snack to your child.

If your child is staying for extended school day please provide a healthy lunch for your child in a child sized lunch bag or box. We have a time scheduled in our day right after morning dismissal to serve the provided lunch to your child.

\*\* Please keep in mind that Veritas Academy/Preschool **does not have a NUT FREE policy**. If your child has a sever allergy to **ANY** type of nut, please communicate this with the director and your child's teacher. This will help staff to take necessary precautions during snack and lunch times.

## Birthdays & Class Parties

During the school year, there are a number of times when classes will have parties and celebrations. Our goal is to keep these events within certain bounds so as to not distract class from their academic goals. Feel free to send in a treat for your child's birthday, but we do recommend that you check with your child's teacher to see if any students in class have food allergies (i.e. peanuts, dairy, etc.). We ask that you try your hardest to accommodate any such food allergies by sending in a treat that everyone in class can enjoy.

Our preschool will celebrate two holiday parties, Christmas and Valentine's Day. There are also some other class-specific parties that might be held from time to time because of the subject matter that may be covered in the theme. These events will be arranged and communicated to you by the teacher.

## Field Trips

Veritas Preschool will go on two field trips during the school year. Both field trips will be planned around a theme that all classes will be learning about at that time. One field trip will be planned during the month of October and the second one will be planned during the months of April or early May.

Veritas Preschool's field trip procedure is as follows:

1. Parents must sign a consent form provided by the teacher prior to the field trip.
2. The classes will meet at the determined field trip location at the designated time.

3. Parents are responsible for getting their children to the field trip location or for setting up carpooling with other families. If a parent cannot attend the field trip, it must be communicated with the teacher and along with the information of the person who is taking the child to the field trip.
4. **Veritas Preschool staff may not, under any circumstance provide transportation for students in their own vehicles.**
5. Parents are responsible for their child during the field trip.
6. ALL FAMILY MEMBERS ATTENDING A FIELD TRIP **MUST** HAVE BACKGROUND CLEARANCES ON FILE.  
**To complete these forms please visit** <http://www.veritasacademy.com/academy-life/volunteering/>

## **Events**

School events may vary from year to year and will be listed in the Dates to Remember sheet distributed at the beginning of the school year as well as in the monthly newsletter. If at any time you have questions or suggestions about these events, please speak with your child's teacher or the preschool director.

## **School Closings**

In the event of inclement weather, Veritas Preschool will follow Manheim Township's decision to close school or have a delay. However, in the event that Veritas Academy would decide to close, the preschool will close as well. In the event of a 2 hour delay, there will be a modified schedule for both the morning and afternoon classes:

**Morning: 10:00am-12:00pm**

**Afternoon: 1:00pm-3:00pm**

If there is substantial snow, ice or the potential of reoccurring weather throughout the day, the preschool will close. If there is extended day scheduled, it will remain in session unless additional weather permits us to cancel.

**\*\* Due to the short school day snack time will be removed from the schedule**

**\*\*If there is extended day and your child is signed up please bring a packed lunch as usual**

Inclement weather announcements will be posted on the **Veritas Preschool Facebook Page and email.**

## **Code of Conduct**

At Veritas Preschool, we endeavor to live by the “Golden Rule” which states, “So whatever you wish that others would do to you, do also to them” (Matthew 7:12). We treat each child individual with respect. Yelling, swearing, threatening or abusive language is not permitted on Highland Presbyterian Church grounds. In addition, Veritas Preschool will not allow an individual who displays physical aggression, placing himself/herself or others in harm’s way to remain on the property.

## **Child Abuse**

All Veritas Preschool Staff have received State Police, Child abuse history and Federal fingerprinting clearances. The staff is also trained on Child Abuse annually.

Any staff person who has reason to believe that a child enrolled in Veritas Preschool has been abused or neglected is required to report to Child Line (1-800-932-0313) as mandated by the child Protective Services Law. Within 48 hours, a written report regarding the suspected child abuse or neglect shall be submitted by the staff person to the Child Protective Services unit which has the responsibility for investigating the report.

## **Emergency Preparedness**

Highland church has emergency procedures in place for the following: fire, severe weather, bomb threats and threatening activity. These procedures are posted in each classroom for review. We practice monthly fire/evacuation drills. During any emergency situation, our first priority is the safety and welfare of all children and staff. Parents will be contacted by phone or email as soon as all children are safe and accounted for.

## Discipline

Our ultimate goal of discipline is for the children to submit to the will of God and develop Christ-like character. By providing a happy, secure environment, our program aims to prevent and eliminate any potential problems before they occur.

However, when discipline is needed, it will be done in a spirit of love and forgiveness so that a child's inappropriate behavior is corrected without wounding the child's spirit. We will instruct the child on how he or she should have behaved by identifying the negative action and explaining the right action to use if the situation happens again.

## Dress Code

Children should be dressed in comfortable play clothes with fasteners that they can work by themselves. We ask that you dress your child according to comfort and the weather. A removable sweater or sweatshirt may be appropriate for warm rooms during cool weather. **Sneakers are the best footwear for comfort and safety and are a requirement for play in the gym.**

Please make sure your child is dressed appropriately for the season: a light jacket for fall and spring, warm clothing, a hat, mittens, and a coat for winter.

During messy activities, children are given smocks to wear. We make every effort to avoid getting stains on children's clothes, and we use washable paint. While we take these precautions to avoid stains, please be aware of the possibility and dress your child accordingly.

## Lost and Found

A lost and found bin will be located in the hall way next to the entrance of the preschool hallway. In December and May, unclaimed items will be donated to the preschools extra

clothing bin (in case of bathroom accidents or non-appropriate clothing for the season). Please be sure to label all of your child's belongings.

### **Share Items/Toys**

There are certain times throughout the year when your child will be asked to bring an item from home for a classroom event such as Show-N-Tell, PJ Day, etc. Other than these special events, we ask that your child not bring items from home. During the activities of the day, these items could get lost, broken, or cause disruptions in the classroom. If a teacher notices that a child has brought in an item from home on a non designated day to do so, the teacher will ask the child to place the item in the "Items from Home" bin. Those items may be taken home at dismissal.

### **Student/Teacher Ratio**

Veritas Preschool will follow the requirements set by the Pennsylvania Department of Public Welfare for student/teacher ratios. All preschool classes will allow a 1:10 ratio.

### **Non-discrimination**

Veritas Preschool enrolls children regardless of race, color, religious creed, ancestry, handicap, national origin or gender. While Veritas Preschool staff will work with families to help children with special needs acclimate and succeed in the classroom, we are not always equipped for more significant special needs. If the staff at Veritas Preschool feels as though they cannot meet the needs of the child, Veritas Preschool does reserve the right to refuse enrollment or dismiss a student.

### **Videotaping/Photography Guidelines**

All families are asked to fill out a photo release form. This release allows the preschool to use photos of our preschool students in Veritas Preschool publications, for Veritas Preschool events, and also allows local news organizations to photograph or video for special events. You

have the right to choose not to have your child photographed for pictures to be used outside Veritas Preschool.

### **Pictures**

School pictures will be scheduled for the beginning of fall. A letter will be sent out to all families a week prior to the date of pictures. All children will be photographed for the school and classroom composites and for use in their student file.

### **Dates to Remember**

Each month a school calendar will be sent home with important dates to remember. All days off will be clearly marked as well as days that specials will be held on.

## **Staff and Curriculum**

### **Veritas Preschool Staff**

Veritas Preschool is blessed to have highly qualified, experienced, and dedicated teachers and staff. Each staff member has been chosen carefully and prayerfully and desires to serve the Lord in educating your child. The staff desire to see your child develop and understanding of the Bible and to establish a relationship with Jesus. Our staff consists of:

Kayla Holod, Director/PreK Teacher, [kholod@veritasacademy.com](mailto:kholod@veritasacademy.com); 717-925-6693

Laurie Schenke, PreK Teacher, [lschenke@veritasacademy.com](mailto:lschenke@veritasacademy.com)

Meghan Lake, PreK Teacher, [mlake@veritasacademy.com](mailto:mlake@veritasacademy.com)

Caitlyn Brown, Preschool Teacher, [cwenger@veritasacademy.com](mailto:cwenger@veritasacademy.com)

### **Curriculum**

Veritas Preschool integrates a thematic concept into all academic areas while incorporating a wide variety of engaging and hands on learning experiences. We use themes to focus on the emergent interests of the children while keeping learning interesting and exciting as children explore using their five senses. Student/teacher interests will allow flexibility of the learning

themes, as long as the math, literacy, and Bible curriculum are met. Each classroom's instruction is unique to the teachers established teaching techniques as well as the student's needs. Planned activities are developmentally appropriate and are able to be scaffold based on the students needs. Activities are also discovery-based through student participation in both large and small group settings, classroom centers and rotating learning centers. All themes will be taught using Biblical principles as the basis for each unit.

Veritas Preschool will teach according to the *Trivium*, which is the classical method of education. In Grammar School—Kindergarten through 6<sup>th</sup> grade, students focus on learning basic skills: reading, math, and basic facts about many different subjects including history, Bible, math and Latin grammar. The preschool level will follow the same teaching techniques used during the Grammar stage but will use the curriculum developed base off of the Early Child Education standards and Kindergarten readiness test.

Veritas Preschool will be using the *Jesus Storybook Bible Curriculum*. This curriculum covers stories in both the Old and New Testament, has engaging activities, pictures, videos and enough material that it can allow the teachers to create their own extension activities.

\*\* We understand that all children learn differently and our teaching methods will incorporate the VAKT learning styles (visual, auditory, kinesthetic, and tactile).

### **Kindergarten Readiness Testing**

Veritas Preschool does not conduct a formal readiness test; however, we do base our curriculum off of the test as well as the Pennsylvania Early Learning Standards. Before spring conferences, children that will be attending Kindergarten in the fall will be given an opportunity to show teachers what skills they have obtained over the year/s. Everything will be documented for the parents and teachers to review during conferences.



# Parent/School Communication

## Communicating with Teachers

You are welcome to contact your child's teachers whenever you like via phone, email or in person. We suggest that if you need to contact a teacher, you do so first by email as teachers will receive your message directly from you and be able to respond in their free time during the day. If there is information that you need to communicate regarding your child and their day, please feel free to approach your child's teacher in the morning at drop-off. If the matter that you wish to discuss is better suited to a phone call or in-person meeting, we recommend that you email the teacher to set up a time to talk by phone or in person. You are, however, welcome to communicate through whatever means you choose; this format will typically have the quickest results.

## Conferences

Parent/Teacher conferences will be scheduled during the months of November and April to allow for individualized meetings with your child's teacher. Conferences allow the teacher to review their students' progress from the beginning of the year as well as areas that the students need to develop more. A letter will be sent home to parents notifying them of the dates that conferences will be held and where a sign-up sheet will be located. If parents are not able to participate in conferences a phone call may be scheduled for a time that will better fit the parents schedule or communication may be followed through by email.

If there is any time that a parent would like to meet with the teacher to discuss and questions, comments or concerns regarding the progress of the child, the parent may ask the teacher to schedule a time to meet.

## **Newsletters**

A monthly school newsletter will be provided to share school wide information about upcoming events and other important news from the preschool office.

A monthly classroom newsletter will be provided to families that will share information about classroom events, learning themes, and other special announcements. These newsletters will be sent home a week before a new month begins to allow families enough notice about classroom events and information. A copy of both the classroom and school wide newsletters, announcements and other important information will be posted on the parent board that is located in the preschool hallway.

## **Change of Address/ Phone**

Parents are required to notify both the Preschool director as well as Veritas Academy if there is any change of information including changes in address, phone number, email address, and medical information.

## **Emergency/ Change of Pick-up**

People who are permitted to pick up your child at the end of the day or in emergency situations must be listed on the Child Information Sheet given the Preschool Director at the beginning of the school year. If a person is coming to pick-up a student that is not listed on the information sheet, the parent must give sufficient notice to the preschool director/ teacher via note, phone call or email (please provide the individuals full name that will be picking up). All participants picking students up must provide state I.D. until Veritas Preschool staff becomes familiar with individuals. Please note that for the safety of the students, they will not be released to unfamiliar individuals if they do not have a state I.D. that confirms their identity at the time of pick-up. Families, please be sure to communicate this very important information to those picking up your child.

## **Opportunities to Volunteer**

Parents are invited to volunteer their time to help the preschool. There will be a parent sign-up sheet for different activities and days that we need a volunteer.

By state law, all parents that are interested in volunteering must complete the Criminal History Background Check, Child Abuse Clearance and FBI Fingerprinting before they can assume a role in the classroom.

### **Questions or Concerns**

If you have any questions or concerns about Veritas Preschool or your child's individual class, situation or development, please feel free to speak with your child's teacher. We have an open door policy here and the most successful relationships are those that have a positive rapport. If you still have questions or concerns, at that point you may contact the director.

## **Health Information**

### **Illness and Health Policy**

Veritas Preschool provides a healthy, clean and safe learning environment for all children. If your child should exhibit any of the following symptoms or illnesses, please do not send your child to school.

- \*Fever (above 100°F) along with an additional symptom (lethargic, required 1-1 care, vomiting, diarrhea, persistent coughing)
- \*Vomiting
- \*Diarrhea
- \*Chicken Pox
- \*Lice
- \*Conjunctivitis
- \*Measles
- \*Suspicious Rash

Children who leave school early for any of the symptoms listed above may not return to Veritas Preschool the following school day unless there is a doctor's note stating that the child is not

contagious. Parents will be notified and asked to pick up their child once any of the above symptoms occur.

A Child may return to Veritas Preschool after:

- \*24 hours with no fever
- \*24 hours with no vomiting
- \*24 hours with no diarrhea

If a child is being treated with antibiotics, please keep him or her home for the first 24 hours. Should a child be sent to school with one or more of the above symptoms, a parent will be notified to pick up the child.

Parents will be notified when students have been exposed to a communicable disease that is either suspected or diagnosed. Parents will also be notified if their child becomes injured while at Veritas Preschool. A record of all injuries will be kept in students' files as well as a copy to be sent home for family records.

Each classroom will be supplied an emergency bag that will include items approved by the Pennsylvania Department of Welfare, which includes scissors, tweezers, Band-Aids, sterile bandages, bottled water and thermometer. This bag will go with the class to any location other than the classroom and will also contain a copy of emergency contact information.

## **Medication Policy**

Due to Pennsylvania Department of Welfare regulations, *MEDICATION WILL NOT BE DISPENSED BY VERITAS PRESCHOOL STAFF*. If possible, please ask your doctor to prescribe medication that can be administered before and after school hours. If this is not possible, *PARENTS* or *LEGAL GUARDIANS* may come to Veritas Preschool to administer medication to their child.

If your child has a severe allergy and is prescribed an EPI Pen, an allergy emergency action plan will be filled out by the parent and signed by the doctor and the EPI Pen will be kept in the Emergency Bag and administered in an emergency. If a medical emergency occurs, 911 and the parents will be notified.

## **Injury**

The Veritas Preschool staff takes every precaution to prevent all injuries in the classroom, playground, and gym; however, there is no guarantee that an accident will not occur. When minor injuries occur, a Veritas staff member will administer first aid and fill out an incident report. Parents will be notified about the injury at pickup and be given a copy of the incident report. If there is a head injury, a parent will be notified immediately.

If your child should incur a serious injury, emergency services will be contacted first and then parents or persons listed on the emergency contact form will be contacted. If emergency services require the child to go to the hospital, a Veritas Staff member will accompany the child to the hospital until contacted persons arrives.