

2025-2026 PRHS PRESCHOOL HANDBOOK

REGISTRATION FORMS + TUITION/FEE INFORMATION

PROGRAM DESCRIPTION

The preschool program was created to enrich the high school's Family & Consumer Science child development courses. Serving as a child study laboratory, this program allows high school students to observe and apply theoretical concepts in a hands-on environment. A wide range of activities supports physical, emotional, intellectual, and social growth. These activities include arts and crafts, storytelling, games, physical exercises, music, songs, and learning experiences in math, literacy, and science, as well as free play. Learning is fostered through play and developmentally appropriate practices tailored to young children.

SCHEDULE

We will follow the Pine-Richland High School calendar for holidays, in-service days, and inclement weather schedule. It is helpful to print out a copy of this schedule to remind yourself when preschool will not be in session. If the district or high school building is closed preschool will not be in session.

Our official preschool schedule is subject to change according to the district and high school building schedules but traditionally is held on Monday, Tuesday, and Wednesday from 9:30-12:20. In the past, our fall preschool session would start around the first or second week of October and end on the Wednesday before winter break. Our spring preschool session would start in February (around Valentine's Day) and will conclude mid May.

DAILY SCHEDULE **times are approximate*

Circle Time	Directed Activity	Free Play	Circle Time	Directed Activity	Specials Free Play	Snack	Directed Activity	Free Play	Circle Time	Directed Activity	Free Play	Circle Time
9:35-9:45	9:45-10:00	10:00-10:10	10:05-10:15	10:15-10:35	10:35-10:50	10:55-11:15	11:15-11:30	11:30-11:40	11:40-11:50	11:50-12:00	12:00-12:10	12:10-12:20

PHILOSOPHY/CURRICULUM

Each week, our activities are thoughtfully planned around a specific theme. Throughout the week, we incorporate literacy, math, science, fine motor, and creative expression into our directed activities. Directed activities are planned by high school students, with oversight from the classroom teacher, and are aligned with the PA Pre-K and Early Learning Standards. We hold circle time at the beginning and end of preschool, as well as during transitions when high school classes switch and a new group of high schoolers joins the class. During these transition circle times, we typically sing a song or read a story that ties into our weekly theme.

Our program balances directed activities with free play. Directed activities last approximately 10-15 minutes, after which preschoolers can choose a center for free play by "clipping in" at an available spot. Each of our seven centers has designated clip-in spots, ensuring a safe and manageable number of children in each area. Preschoolers clip out when they're finished, helping them learn important rules and limits in a school setting.

Our centers include: Gross Motor Skills Center (activities like tricycles, alphabet hopscotch, and bowling), Dramatic Play Center (options like a dollhouse, dress-up, kitchen play, and a pretend store), Block-Building Center, Literacy Center, Math Center, Art Center, Science Center. Additionally, we enhance our program with weekly trips to the library and in-house field trips whenever possible. These special events include activities like a costume parade, winter caroling, a planetarium visit, exploring a baseball field, physical education, or learning about construction vehicles. These experiences bring excitement and enrichment to our preschoolers' learning journey.

ATTENDANCE POLICY

Our preschool program is an integral part of our high school child development curriculum, providing valuable hands-on learning opportunities for our high school students. Because each high schooler is paired with a preschooler, consistent attendance is essential for both your child's experience and the success of our high school students.

- **Limited Enrollment:** There are a limited number of registration spots available each year.
- **Commitment:** Families are expected to commit to the program for both the fall and spring semesters.
- **Absences:** While occasional absences for illness, family emergencies, or vacations are understandable, extended absences disrupt the learning experience for our high school students.
- **Policy on Excessive Absences:** **Absences exceeding three consecutive weeks or a pattern of chronic absenteeism may result in forfeiture of your child's placement in the program without a refund.**

We appreciate your understanding and commitment to ensuring a meaningful and consistent experience for all participants in our program. If you

anticipate any significant scheduling conflicts, please communicate with us in advance.

Please text me at 412-352-5502 if you know your child will be absent from school. This way we do not wait for them to arrive at drop-off and can plan for the rest of our day.

REGISTRATION

Registration fee, immunization record, and registration forms must be submitted together for your registration to be processed. ONLY PAPER COPIES OF FORMS WILL BE ACCEPTED. Mail or drop off registration packets to the high school office: ATTN: April Dull, Pine-Richland High School, 700 Warrendale Road, Gibsonia, PA 15044.

If your paperwork is dropped off at the district/high school office and/or mailed to me after June 1st (instead of being sent directly to me) please follow-up with an email to adull@pinerichland.org or text to 412-352-5502 to notify me. If you do not notify me via email your registration may not be processed correctly and if we are full you may not receive an email notifying you in a timely manner.

TUITION & FEES

Payment must be made by check or money order made payable to: Pine-Richland High School.

Registration Fee: There is a \$50.00 non-refundable registration fee per child that is required upon enrollment of your child to reserve your child's place in the program. Your child's place will not be guaranteed until the registration fee has been received.

Tuition for the Fall Session is \$225.00 and is due by September 1st.

Tuition for the Spring Session is \$225.00 and is due by January 1st.

Arrangements can be made for payment plans on an individual basis for families who may need—please reach out to April Dull if needed.

Tuition is based on enrollment (a reserved slot), there are no refunds for absences/missed days. On days that preschool is canceled by the teacher or district all efforts will be made to reschedule a make-up date but is not guaranteed.

Payment must be made by check OR money order and made payable to: Pine-Richland High School (not April Dull) and in the memo write Preschool Tuition.

HEALTH & SAFETY

A copy of your child's immunizations from their pediatrician and/or immunization waiver must be provided before they may attend our program. The following immunizations are required for attendance: tetanus, diphtheria, acellular pertussis, measles, mumps, rubella, hepatitis B, poliovirus, and chickenpox. For more information please see: <https://www.health.pa.gov/topics/programs/immunizations/Pages/School.aspx>

Please consider the following guidelines when making the decision to send your child to school:

- Fever of 100 degrees or higher: children should be fever free (<100 degrees) for 24 hours WITHOUT fever reducing medication.
- Uncontrollable coughing
- Vomiting/Diarrhea: children should be free of symptoms for 24 hours before returning to school
- Inability to sleep most of the night because they don't feel well

Pine-Richland School District follows the Allegheny County Health Department [Guide to Infectious Diseases for Schools](#) to determine when a child should return to school after an infectious illness. Specific information on strep throat, pink eye, lice, chicken pox, and other common infectious illnesses in schools are outlined in the link above.

The law which regulates the administration of medication in the school and school activities is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over-the-counter medications (including but not limited to acetaminophen, ibuprofen, and medicated cough drops). If you anticipate or find that your child must take medication during school, please obtain a copy of the [medication policy](#) and a [permission form](#). All medication shall be brought to the nurse's office by the parent/guardian or by another adult designated by the parent/guardian. For safety reasons it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse's office. The only exception would be students needing to carry asthma inhalers, diabetic supplies, and/or Epi-Pens (rescue medications), which are allowed with the proper additional permission to carry form. Narcotic pain medication will not be given in school under any circumstances.

PARENT INVOLVEMENT

Our preschool program values family engagement and offers three key opportunities for parents to participate throughout the year:

- **Meet the Teacher:** Held during the day before preschool begins, this event gives new families and preschoolers the chance to visit the classroom, meet the teacher, and get comfortable in the preschool environment.
- **Guest Reader:** In the spring, parents are invited to sign up and visit our class to share a story with the preschoolers, creating a memorable and meaningful connection.
- **Graduation Ceremony:** At the end of the year, we celebrate our preschoolers with a special graduation ceremony held in our classroom. All preschoolers participate, whether or not they are returning next year, making it a wonderful way to honor their growth and achievements.

COMMUNICATIONS

Parents will be required to sign up for ClassDojo, a communication app that will serve as our primary tool for staying connected throughout the school year. ClassDojo will be used to send important updates, such as school cancellations, last-minute changes, and reminders, directly to your phone or email. It allows us to share pictures and videos of your child's activities, upload forms, update calendars, and send newsletters. You'll also receive individual messages through the app, replacing group emails and text messages. While you can still text, I will be using ClassDojo for all communication. Additionally, ClassDojo lets you track your child's progress with updates to their portfolio. More details on how to sign up for the app will be provided.

PHOTOGRAPHS, VIDEOS, WEBSITE, AND MEDIA

Photographs and videos are taken during class and on separate occasions such as birthdays, holidays, outings, special occasions as well as in the normal course of our day. We use these pictures/videos for teaching, sharing information about their day, arts & crafts, albums, class books, and various other things. Photos which may include my child may be given to families who also attend this program or may appear in the newspaper unless otherwise noted by you.

The Family and Consumer Sciences (FCS) teachers at the high school (Heidi Davis and April Dull) run the Pine-Richland High School FCS instagram account. We both post pictures and videos of some of the fun activities we do with our students. It gives both our "little" and "big" kids' parents a chance to see what we do in the classroom. Feel free to follow us on [instagram @prhs_fcs](#).

SNACK + CLOTHING

Preschoolers enjoy snack time each day, which provides a wonderful opportunity to socialize with their peers. Parents are asked to pack a snack for their child each day in a lunch bag labeled with their name

Casual clothing is highly recommended as your child will be actively engaged in play and may get dirty during their activities. We believe that allowing them to explore and learn through play is more important than keeping their clothes clean. Please dress your child in clothing that is easy for them to manage independently, as this helps foster their sense of self-care and independence. Also, ensure your child is dressed appropriately for the weather, as we have access to an indoor courtyard and may go outside when conditions allow.

SUPPLIES

The following is our preschool supply list. Please try to label everything.

- 🍎 A daily snack and drink packed in their lunch bag labeled with your child's name
- 🍎 Backpack (large enough to fit a pocket folder and their library book) labeled with your child's name for them to bring back and forth to school each day.
- 🍎 Pack a complete change of clothes (shirt, pants, socks, underwear) in a ziploc bag labeled with their name to keep at school in the event of an accident.
- 🍎 A bike helmet labeled with their name to keep at school. Our gross motor skill area has tricycles, preschoolers are required to wear a helmet when riding.
- 🍎 Clear LARGE plastic ziploc bag labeled with your child's name with a pair of child's scissors, 24 pack Crayola crayons, a 10 pack of Crayola washable markers, a bottle of glue and a glue stick that will be kept in pencil boxes that we will provided for each preschooler
- 🍎 Not required but always appreciated-tissues, cleaning wipes, and hand sanitizer.
- 🍎 Each preschooler will be provided with a purple take-home folder. Please keep this folder in your child's backpack, as it will be used to track library books and store their pick-up number for the first day of school. This pick-up number helps our high schoolers ensure that each preschooler is escorted to the correct car. We ask that you display this number in your car window or hold it up at pick-up during the first few weeks of preschool until we learn names, faces, and cars.

LIBRARY

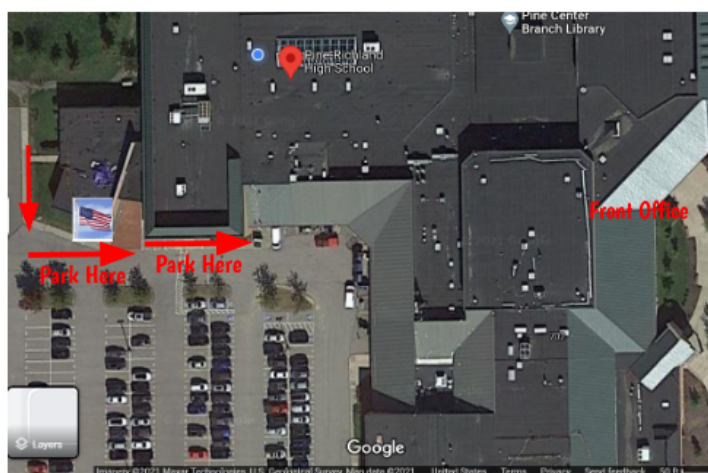
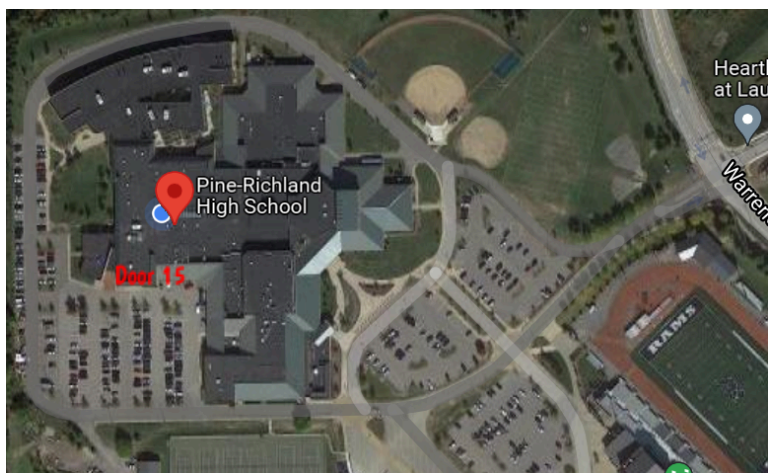
The Northern Tier Library has a branch in our high school library. We will visit the library weekly and your child will get a chance to select a book they would like to take home for the week. If you do not have a library card with Northern Tier please fill out this [form](#) and return to one of the branch locations-you will need to update your child's library card number in their take-home folder before they can bring books home. All children will be allowed to check books out but they will only be able to bring the book home if they have a library card and have returned the book from the previous week.

PICK-UP + DROP-OFF

Parents should park along the curb near Door #15 at the back of the building, close to the stone columns and flagpole, as indicated on the map. Drop-off occurs at approximately 9:30. Pick-up takes place at approximately 12:20. Your child will be brought out in the order your car is parked. Please display your pick-up number card, found in your purple folder, in your front windshield to help us dismiss efficiently. If someone else is picking up your child, text me at 412-352-5502 to inform me.

Please follow the directions for lining up your cars and use the arrows in the provided diagram to ensure the correct flow of traffic. To make drop-off smooth and efficient, please have your child unstrapped and ready to exit the vehicle. Preschoolers should exit through the door closest to the sidewalk whenever possible. For safety, please do not pull forward to drop-off until the car in front of you has left. My high school buddies and I will assist your child in entering the building. Please wait for my arrival before allowing your child to approach the door unaccompanied.

It is important to arrive on time for drop-off and pick-up, as I teach additional high school classes and cannot provide supervision or child care after preschool ends. The high schoolers will assist in escorting your child safely to you and your vehicle. While I've allowed some flexibility for emergencies, consistently arriving after 9:45 for drop-off more than 10 times or after 12:30 for pick-up more than five times may result in your child being unable to continue in the program, with no refund issued. Thank you for helping us ensure a safe and efficient drop-off and pick-up process.



BEHAVIOR GUIDELINES

Our program is committed to providing a nurturing and inclusive environment for all children. However, in rare cases where a preschooler's needs exceed the resources and support we can provide, we may recommend an alternative placement. This decision will always prioritize the child's well-being and development.

Behavior Expectations

1. **Respect for Others:** Preschoolers are expected to interact with peers, staff and high school buddies in a kind and respectful manner.
2. **Following Directions:** Children should demonstrate the ability to follow simple instructions and classroom routines.
3. **Safe Behavior:** Preschoolers must engage in behaviors that ensure the safety of themselves and others. Aggressive or harmful actions (e.g., hitting, biting, or throwing objects) may require intervention.

Behavior Support and Intervention

1. **Positive Reinforcement:** Teachers will use positive reinforcement strategies to encourage good behavior.

2. **Redirection:** Preschoolers struggling with behavior may be redirected to appropriate activities or behaviors.
3. **Individualized Support:** If needed, teachers may implement a behavior support plan tailored to the child's needs.

Communication with Families

1. **Incident Reporting:** Parents will be informed of recurring behavioral challenges through written or verbal communication.
2. **Parent Meetings:** If issues persist, parents may be invited to a meeting to discuss strategies for support at home and school.

Potential for Removal and Better Placement

1. **Unmet Needs:** If a child consistently displays behaviors that significantly disrupt the classroom or endanger others, the program may recommend a placement that better meets the child's developmental or behavioral needs.
2. **Lack of Progress:** When a child is unable to thrive within the program's structure, alternative placements may be considered.
3. **Professional Recommendations:** A recommendation for removal may follow consultations with specialists or behavioral therapists.
4. **Mutual Decision:** Removal for better placement is typically a collaborative decision involving the family and staff, ensuring the child receives the care and environment most beneficial to their growth.

FIRE DRILLS/EMERGENCY WEATHER DRILLS/LOCKDOWN DRILLS

We will participate in both preschool-specific and high school-wide safety drills, including fire drills, emergency weather drills, and lockdown drills, to ensure everyone is prepared and safe. These drills will emphasize safety rather than danger and will be presented to preschoolers in a developmentally appropriate manner. Additionally, your high school students in the class will receive extra training due to their role in the preschool classroom, ensuring that the safety of the preschoolers remains a top priority.

INCLEMENT WEATHER

We will not have preschool if there is a 2 hour delay or cancellation for the Pine-Richland School District. Please monitor PRTV on cable channel 50 or channel 211 if you have digital cable, the local news and/or the [district website](#) for delays/closings during winter weather months.

Information will also be available on the Pine-Richland News Line (724-443-7575). Decisions to delay are generally made by the district at 5:30 a.m. During inclement weather, please be aware of and be prepared for the possibility of an early dismissal.

In the event of cancellations I will try my best to schedule a make-up day. The make-up day will likely be scheduled on a Monday or Friday but will be communicated in advance.

ADDITIONAL QUESTIONS

Please reach out to April Dull if you have additional questions: adull@pinerichland.org.

PINE-RICHLAND PRESCHOOL GOALS

GOAL #1	GOAL #2
TO DEVELOP A POSITIVE SELF-CONCEPT AND ATTITUDE TOWARDS LEARNING	TO DEVELOP INDEPENDENCE SKILLS
GOAL #3	GOAL #4
TO DEVELOP PROBLEM-SOLVING SKILLS	TO RESPECT AND UNDERSTAND OTHERS
GOAL #5	GOAL #6
TO DEVELOP EFFECTIVE LANGUAGE SKILLS, BOTH LISTENING AND SPEAKING	TO DEVELOP FINE-MOTOR COORDINATION
GOAL #7	GOAL #8
TO DEVELOP GROSS-MOTOR COORDINATION	TO DEVELOP PERSONAL INITIATIVE
GOAL #9	GOAL #10
TO DEVELOP A CURIOSITY ABOUT THE WORLD	TO DEVELOP POSITIVE SOCIAL SKILLS, INCLUDING COOPERATION AND INTERDEPENDENCE
GOAL #11	GOAL #12
TO DEVELOP AN UNDERSTANDING OF THE RELATIONSHIP BETWEEN PEOPLE, EVENTS, AND OBJECTS	TO DEVELOP RESPECT FOR ONE'S OWN RIGHTS AS WELL AS THE RIGHTS OF OTHERS

Enrollment Date: _____
 (do not fill in)



Child's Name		Birthdate + Age on 10/1/2025	
Gender		Address	

Please tell us a little about your child:

Parent/Guardian #1 Please select the parent that will be the main contact for emails, text, etc.

Full Name		Email Address	
Address <small>*if different from child*</small>		Cell Phone	
Place of work			

Parent/Guardian #2

Full Name		Email Address	
Address <small>*if different from child*</small>		Cell Phone	
Place of work		Do you wish to also receive email, text communications, etc. in addition to parent #1	Yes or No <small>-please indicate-</small>

Sibling Names and Ages

Please List Other Members Living in Household and Relationship with names child may refer to them as:

Play and experience with others

Does your child play alone?	Always or Often or Seldom
Has your child participated in any type of drop-off program in the past?	Yes or No
Please list any type of group experiences your child has participated in (ie. dance class, sunday school, day care etc.)	

Play Authorization

Please be informed that we engage in a variety of play both indoor and outdoor such as: nature walks, water & sensory table, outdoor time, bikes, scooters, roller skating, etc. Many precautions are taken to help keep children safe when participating including 1:1 child to high school buddy ratio, helmets, etc.

Health & Special Needs

Please provide information on anything we should know about your child's health and/or needs. (Separation anxiety, language delays, English as a second language, disabilities, concerns, allergies, food aversions, fears, etc.)

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Development

Your child must be toilet trained, at what age did they accomplish this?	
How does he/she state they need to use the restroom?	
Does your child have frequent restroom accidents?	
Does your child have any particular fears?	
What foods are they allergic to or can not eat?	
What special holidays do they celebrate while school is in session? (October-May)	

Emergency Contacts

Minimum of 2 contacts, other than parents, to contact in case of emergency/authorized to pick up your child.

Contact #1

Name:	Relationship to child:
Cell phone:	Home or work phone:

Contact #2

Name:	Relationship to child:
Cell phone:	Home or work phone:

Northern Tier Library Card Number

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Child's Health Information and History

Health Plan:	Group #:
ID #:	Child Doctor & Phone:
Does your child have a medical, religious, or philosophical vaccination exemption? (will be required to submit exemption waiver before start of school)	
Does your child get colds/flu often?	
Does your child have any special needs or service plan?	
Please list any serious prior injuries.	
Does your child have any known allergies? If yes, what are they and what are your child's reactions:	
Does the child have any medical history or problems with which the school should be familiar? (Examples: diabetes, convulsive disorders, etc.)	
Does your child take any medication on a regular basis? If yes please list the name of the medication(s) and the medical condition for which it is taken.	
Does your child have any speech, hearing or visual problems?	
Has your child ever been tested for speech, hearing or visual problems?	

Please comment on any other medical information/or special needS we should be aware of:

Medication and Emergency Care Authorization

I authorize use of typical first aid supplies including but not limited to Neosporin, anti-bacterial spray, band-aids.	Yes or No <small>-please indicate-</small>
I authorize use of preventative supplies, such as baby wipes, hand lotion, etc.	Yes or No <small>-please indicate-</small>

April Dull and/or Pine-Richland staff members may obtain the following services for my child if necessary: Public Health Nurse, Physician, Emergency Room, EMS and/or Ambulance transport in the event of an emergency.

(Ambulance fees and/or health care costs are the responsibility of the parent/guardian).

I give permission to April Dull and the Pine-Richland High School Preschool Program to:

Take photos and videos that will be used: <i>in the classroom only or provided to parents as a remembrance of their child's year (including other families in the program).</i>	Yes or *No <small>-please indicate-</small>
Take photos and videos that will be used: <i>on the Pine-Richland School District website, social media and/or PR FCS/Preschool social media pages.</i>	Yes or *No <small>-please indicate-</small>
Take photos and videos that will be used: <i>to be used on printed marketing materials (pamphlets, flyers, etc.)</i>	Yes or *No <small>-please indicate-</small>

**If you selected 'NO' to the three questions above regarding photo/video please also complete the photo/video opt-out form found here:
<https://www.pinerichland.org/domain/52>*

Parent Signature

Please sign or type your name in the box below

	Date:
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