

Drexel Hill United Methodist Nursery School



Parent Information Handbook 2025 – 2026

600 Burmont Road
Drexel Hill, PA 19026

610-259-1444

Email: dhums@verizon.net

www.dhumnurseryschool.com

Welcome to the Drexel Hill United Methodist Nursery School

Our Nursery School was founded to serve preschool children of our Church and community. We are a non-profit nursery school that is sponsored by the Drexel Hill Methodist Church.

Our spacious classrooms are bright and cheerful and provide a safe and secure environment for your child to learn and play as an individual.

Mission Statement

At the Drexel Hill United Methodist Nursery School, we provide a nurturing and loving environment where children learn and play together in harmony.

Each child will be treated with kindness, patience and courtesy.

Each child's individuality is respected and cherished.

Children will learn that acquiring skill and knowledge is fun.

We value play as the work of children.

Our Goals

The ability to make friends and get along with others.
Growth in self-confidence, self-expression and the sharing of feelings.
Play, exercises, dance, and music.
Following directions, problem solving, and basic skills.
Christian Values.

D.H.U.M. Nursery School

Staff

Mrs. Denise McCarthy	Co-Director
Mrs. Jennifer Ryan	Co-Director

Teachers

Mrs. Adrienne Burwell	3 Day Class
Mrs. Jennifer Ryan	4 Day Class

Teacher Aides

Ms. Mackenzie Hoban	3 Day Class
Mrs. Meghan Hendrickson	4 Day Class

Rev. Russell James Atkinson, Pastor
Diane Volpe, Church Secretary
Church: 610-259-2104

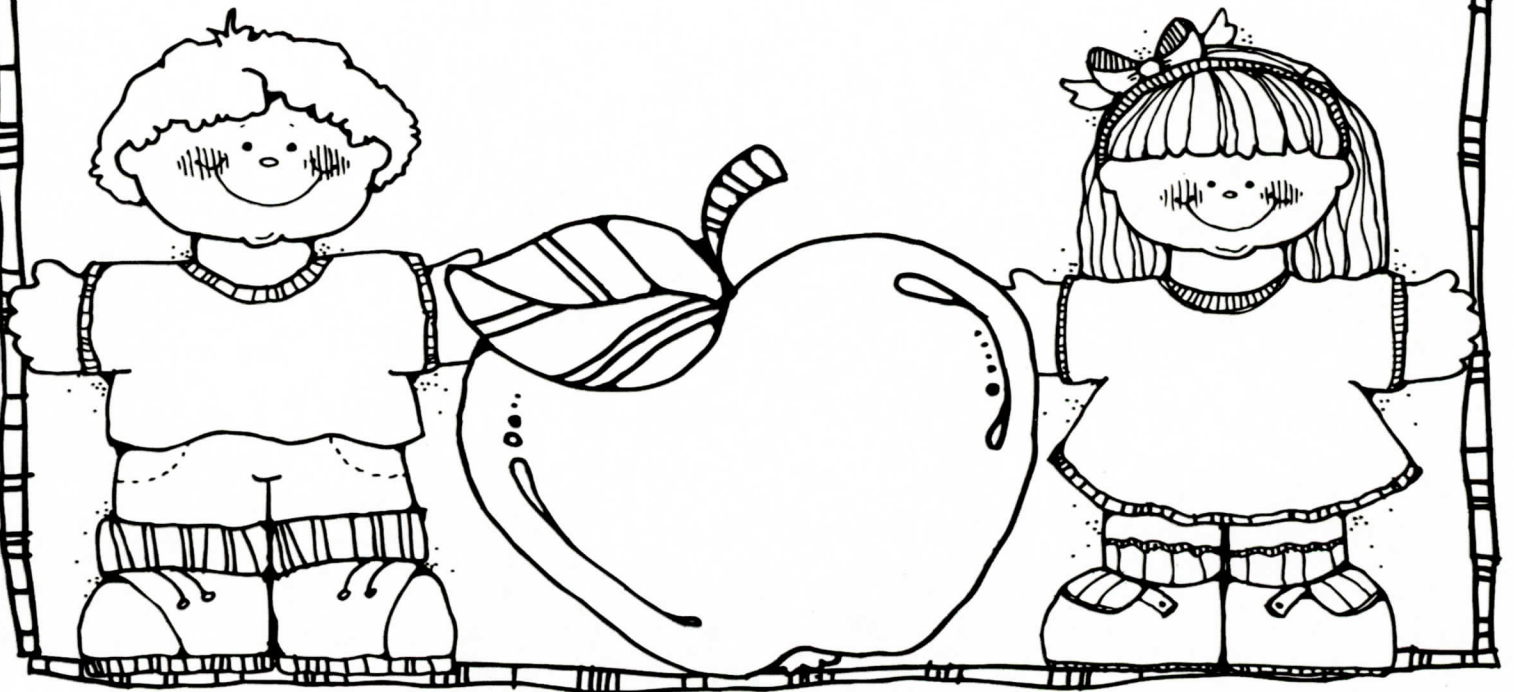
Nursery School Board or Directors

Mrs. Sally Mullin, Chairwoman
Mrs. Cynthia Carper
Mr. Alex Mullin
Mrs. Barbara O'Connell

Drexel Hill United Methodist Nursery School

Message to Parents

- We want you to know, understand and discuss our goals with us.
- We want you to look into our busy, happy, noisy, creative classrooms and see your child at play.
- We want you to realize the validity of play and the importance of what your child is learning.
- Parents and teachers together can help your child develop his/her full human potential.
- HAVE A HAPPY YEAR!



Drexel Hill United Methodist Nursery School

Tuition

Registration fee - \$55.

You may elect to pay the yearly tuition in full
or in convenient installments.

3 day class (Sept. to May) - \$235.00 (9 payments)

4 day class (Sept. to June) - \$270.00 (10 payments)

Yearly tuition

3 day class - \$2,115.00 plus registration fee

4 day class - \$2,700.00 plus registration fee

Tuition Policies:

1. For your convenience, the yearly tuition payments have been divided into nine payments for the 3 day class and ten payments for the 4 day class.
2. **Registration fee and May 2026 (3 day class) or June 2026 (4 day class) tuition are non-refundable and due upon registration.**
The other tuition payments are due starting the first of each month (see below tuition payment schedule).
3. During the first week of each month, there will be a box at the School Lane entrance. Please put your tuition payment in the form of a check or money order in the box.
4. Tuition will be considered late if payment is not received by the dates listed on below tuition payment schedule at which time a late fee of \$25 will be added to your balance.
5. Cash will only be accepted if it is given directly to Denise McCarthy or Jennifer Ryan
A receipt will be sent home with your child that day.
6. **DO NOT** put your payments in your child's school bag.
7. The teachers are not permitted to accept tuition payments.
8. All late payments must be taken directly to the nursery school office.
9. It is your responsibility to save cancelled checks, money order and cash receipts as proof of payment.
10. Your child may not stay for lunch or before care if you are behind in your tuition payments
11. No tuition refunds for mid-month withdrawals.

Drexel Hill United Methodist Nursery School

Tuition (cont.)

12. There is a \$25 charge for checks which are returned for insufficient funds.
13. There are no refunds for school closings due to weather or other problems.
14. There are no refunds for extended absences.
15. If you are having financial difficulties, please contact the office to discuss.
16. **When a student's tuition payment becomes two months overdue, on the first day of the third month, the child will not be accepted into the classroom.**
17. **A late charge of \$1.00 per minute will be charged for repeated lateness when picking up your child from school.**

CANCELLATION POLICIES:

Once school has started, mid-year withdrawals require 15 days written notice to get the last payment refunded.

Tuition Payment Schedule

Tuition should be paid during the following time periods:

October 2025 – 10/1 – 10/7

November 2025 – 11/4 – 11/7

December 2025 – 12/2 – 12/5

January 2026 – 1/6 – 1/9

January (registration fee for 2026/2027 school year)

February 2026 – 2/3 – 2/6

March 2026 – 3/3 – 3/6

April 2026 – 4/7 – 4/10

May 2026 – 5/5 – 5/8

June 2026 – 6/2 – 6/5 **(outstanding balances, lunches, and May 2027 (3 day class) or June 2027 (4 day class) tuition payment).**

We accept checks, money orders and cash.

Cash must be given directly to Denise McCarthy or Jennifer Ryan

A receipt will be sent home with your child that day.

Check and money order payments should be placed into the tuition box which will be available on School Lane on the above dates.

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Authorization to pick up a child

No child will be released to a person unless authorized by the parent. We must have written or verbal authorization from the parent for changes in this respect.

Security

For security purposes, the door on School Lane will be locked. In the morning, we will open the door at 9 a.m. for arrival, and lock it at 9:15 a.m. Please make sure you arrive on time.

Tote Bags

Please do not purchase a school bag for your child. We provide tote bags that are mandatory. Tote bags will be distributed on the first day of school.

Clothing and Nutrition

Your child may wear any type of clothing. Keep in mind his/her comfort and the “messy projects” that we do. **Rubber soled shoes are a must!**

Please send an extra set of clothing with your child to be kept at school. Put in a Ziploc bag with your child’s name on it. Also, be sure to label all clothing with your child’s first and last name. Your child should be able to dress and undress him/herself and take care of his bathroom needs without assistance.

We serve a mid-morning snack. **We are peanut and tree nut free.** The children are given spring water and Chex Gluten Free Cereal for snack.

School Closing **Weather Emergencies**

If Nursery School needs to close for weather emergencies, it will be posted on our website and Facebook. Our school name will also be displayed on TV (Action News and Good Morning America), or 6abc.com. **WE DO NOT MAKE UP SNOW DAYS.**

Drexel Hill United Methodist Nursery School

School Closing (cont.)

Please be patient with the car line after it has snowed. When the snow is blocking the curb, we will not have the car line. It is impossible to keep traffic moving and get the children out of the cars. Please park your car in the adjacent parking lot and walk your child across the street to one of the teacher's waiting for them.

Lunch Bunch

(extended day)

On lunch bunch days, Tuesday, Wednesday & Thursday , the children are given an opportunity to stay at school until 2 p.m. Just send your child to school with a packed lunch and drink and pick them up at 2 p.m.

- **We are peanut and tree nut free.**
- **No peanut butter in any form (sandwiches, cookies, crackers, chocolate, and granola bars that contain tree nuts).**
- This is not an extension of Nursery School.
- There will be supervised play and stories.
- A fee of **\$12.00** will be charged for each day your child stays and is payable with the next tuition payment you submit.
- Your child may not stay for lunch if you are behind with your tuition payments.
- We reserve the right to cancel lunch bunch due to threats of bad weather or a low lunch count on any given day.
- Think small when packing your child's lunch. A sandwich, fruit, juice or water is plenty.
- Please label your child's lunch bag or box.
- **Your child must be completely potty trained (No pull-ups).**

Birthdays and Sharing

For the safety of your children, we are no longer going to use food items for birthdays, color days, and holiday parties. We will celebrate your child's birthday by singing to them and making them a birthday crown.

Registration for 2026 – 2027 School Year

Registration for the 2026 -2027 school year begins Wednesday, 1/21/26. The registration fee is required to hold a spot for your child. You can register at the nursery school office or by phone. If registering by phone, the registration fee is due no later than February 1.

Drexel Hill United Methodist Nursery School

The Health and Safety of your Child

Allergies

If your child has allergies that require special action, you must complete an “**Emergency Action Plan**”. **Your child will not be able to stay at school unless this form is completed.**

****Your child’s health is a matter of major importance to all of us. Your child may be sent home if he appears to have symptoms of illness during the morning. In such cases, he/she is immediately isolated from the others and a parent is contacted. Please call school when your child is not going to be able to attend.**

Special Note:

Young children whose noses are stuffy and runny may not be technically sick. However, mucus that ends up on hands and clothes makes its way to tables, toys, and friends. Please be considerate of others and keep your child at home when they are ill or congested.

Please keep your child home if:

- If he/she has a fever or has had one during the previous 24 hour period.
- If he/she is taking an antibiotic
- If he/she has loose bowels.
- If he/she has a heavy nasal discharge.
- If he/she has a constant cough.
- If he/she is fussy, cranky, and generally not himself.
- Keep him/her home if just tired. Rest at such times may prevent the development of serious illness.
- If he/she has symptoms of a communicable disease (these are usually reddened eyes, sore throat, headache, fever and or abdominal pains).
- Please notify the school at once if your child does have a communicable disease.

Your child may come to school if:

- If he/she is fever free for 24 hours without the aid of medication.
- his/her cold is over, but is left with a minor nasal discharge.
- If he/she has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he/she should stay home.

In case of absence due to illness, full tuition is still required.

All children must be vaccinated with the following:

Diphtheria/Tetanus (DTaP), Polio, Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox)

Drexel Hill United Methodist Nursery School

Health and Safety (cont.)

Safe to Play/Come to School

<u>Incubation Period</u>	<u>Contagion Period</u>	
Bronchitis	4 – 6 days	Onset of cough until 7 days
Colds	1 – 5 days	Onset of runny nose until fever is gone.
Covid	5 - 12 days	10 days
Croup	2 – 7 days	Onset of cough until fever is gone.
Fifth Disease	4 – 14 days	7 days
Head Lice		Head clear of nits and eggs.
Pink Eye	1 – 3 days	Onset of pus until 24 hours on antibiotic drops.
Rotavirus	1 – 3 days	7 days after onset of diarrhea
Whooping Cough	7 – 14 days	Up to 5 days after start of Antibiotic.
Vomiting	2 – 5 days	24 hours after vomiting stops.

WHAT DO WE DO IN SCHOOL?



Dear Parent,

The information below will help you understand what your child does in his or her classroom each day.

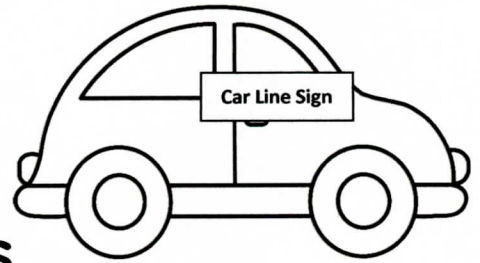
We encourage you to read the information and then you'll be able to ask your child with confidence,

"What did you do in school today?"

- **Literacy development** helps children build an understanding of language and literature. It includes listening, speaking, reading and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition and comprehension. Storytime is designed to help youngsters develop appreciation and enjoyment of literature.
- **Math Activities** include hands-on and real-life experiences. They also help children develop awareness of numbers, geometry, patterns, measurement and graphs.
- **Manipulatives activities** help students improve visual perception, hand-eye coordination, as well as problem solving and social skills.
- **Circle time** is a group gathering during which the day's plans, ideas and observations are shared. Circle activities are designed to stimulate children's thinking, enrich their social skills and expand their attention spans.
- **Art activities** help children creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.
- **Dramatic play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. And well, dramatic play is just plain fun!
- **Music activities** promote students listening skills, creative expression, and social skills. In music children can explore sound, volume, tempo, and rhythm.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- **Sand and water activities** allow students to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- **Block play** gives children experience with many different concepts, such as shape and size discrimination. Spatial relationships, number skills, balance organization, cause and effect and classification. Cooperation play skills, problem solving, and creativity are also promoted in block play.
- **Gross-motor activities** give children the opportunity to use their muscles, as well as their imaginations as they engage in fun, healthy exercises, such as running, jumping and climbing.
- **Fine-motor activities** help improve small-muscle development and hand-eye coordination. Some common items that can be used in developing skills include puzzles, laces, pegboards and crayons.



The Drexel Hill United Methodist Nursery School Staff



Car Line Guidelines

There is only one way to enter the car line and that is by coming Down School Lane from Drexel Avenue towards Burmont Road.

DO NOT ENTER the car line from Burmont Road or from the opening in the parking lot off of Burmont Road. There is too much traffic on Burmont Road and all the other parents are entering the line by coming down School Lane (from Drexel Avenue).

Please do not butt into the car line. If you are coming from Burmont Road, you need to use Bloomfield, Bonsall, or Huey Avenues to get to Drexel Avenue.

Enter the parking lot in the first opening on the right, make a circle to the left and exit at the last opening. Pull your car close to the curb, (going up School Lane) on the side of the church where the doors are.

Please pull up as far as you can.

When dropping off your child, please try to have your child unbuckled before the teachers get to your car.

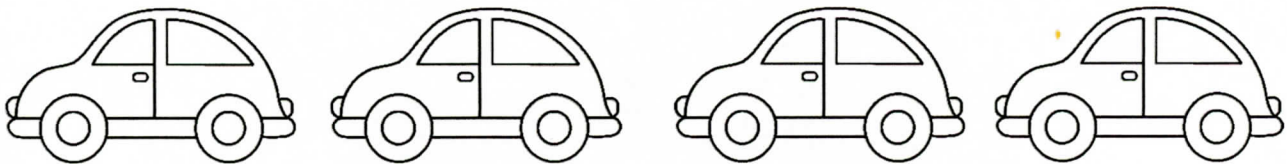
When picking up your child, please hold your CAR LINE SIGN AND DO NOT GET OUT OF YOUR CAR.

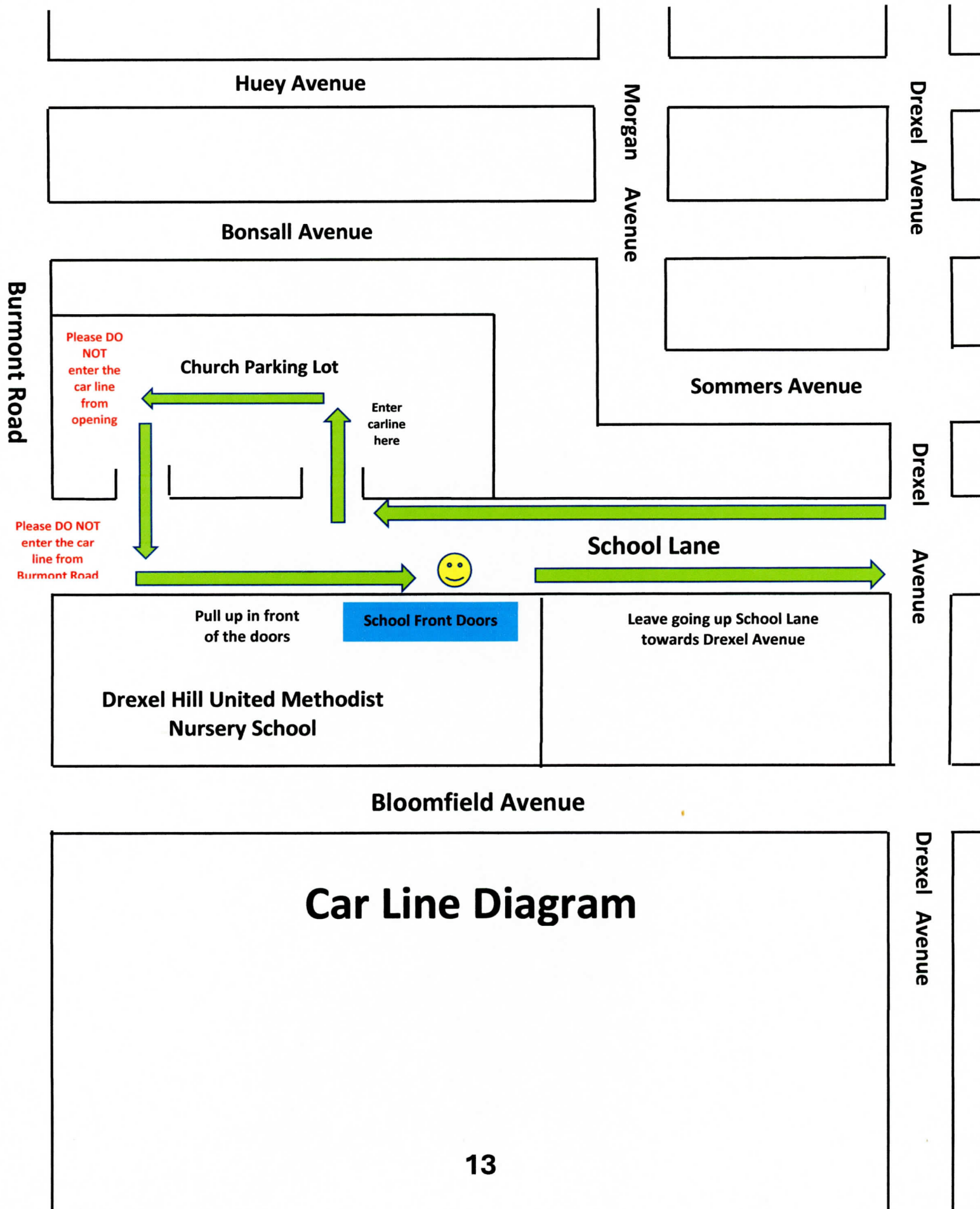
We will put your child in your car, however, it is your responsibility to put seat belts on all children that are passengers.

Before driving away, pull your car up to the parking sign and then buckle your child. This helps to keep the car line moving.

If you follow these guidelines, the car line will go as quickly and smoothly as possible.

Please look at the diagram of the carline on the back of this paper.





ANNOUNCEMENTS

On our website, there are Announcements on the right side. If you want to subscribe to the announcements, an email will be sent to you every time we post a new announcement.

There is box under Announcements where you can put in your email address.



Like our page on Facebook!
Drexel Hill United Methodist Nursery School
Please like and share all posts

School closings as well as other important messages will be posted on our website and our Facebook page.

Emergency Action Plan for Allergies/Asthma

Name: _____

Date of Birth: _____

Current Known Allergies: _____

High Risk For Severe Reaction? ____ YES ____ NO, mild reaction only _____

Asthma? _____ Other: _____

What do allergic reactions look like?

Signs of **Severe Reactions** or anaphylaxis are **circled** below:

Skin: "hives" (red blotches or welts that itch), mild swelling, severe swelling

Eyes: tearing, redness, itch

Nose: clear discharge, itch, congestion

Mouth: itch, lip swelling, tongue swelling

Throat: tightness, trouble speaking, trouble breathing in

Lungs: shortness of breath, rapid breathing, cough, wheeze

Gut: repeated vomiting, nausea, abdominal pain, diarrhea

Heart: weak pulse, loss of consciousness

Brain: agitation, or loss of consciousness

ACTION PLAN For a **Severe Reaction**: (include plan and dosage). **All** symptoms are **circled** above

ACTION PLAN For a **Mild Reaction**: (include reaction symptom(s), plan and dosage)

Contacts:

Parent: _____ phone# _____

Parent: _____ phone# _____

Doctor: _____ phone# _____

Emergency Contact: _____ phone# _____

relationship to child: _____

Parent Signature _____ Date: _____

Drexel Hill United Methodist Nursery School Emergency Action Plan for Allergies/Asthma

Dear Parents,

If your child has allergies or asthma, you need to fill out the Emergency Action Plan form on the back of this page and place it in a legal-size envelope that you have labeled as pictured below. Please make a copy of this form for your records.

Your child will not be able to stay unless this is complete

**Thank you,
Drexel Hill United Methodist Nursery School**

EMERGENCY ACTION PLAN
for: **Your Child's Name**
your child's class
2025 - 2026



Drexel Hill United Methodist Nursery School