St. Stephen's Pre-K Academy

Parent Handbook

2026-2027

Welcome to St. Stephen's Pre-K Academy

St. Stephen's Pre-K Academy is a Christian school that provides children of all faiths the opportunity to experience hands-on exploration through learning and play.

A child's preschool experience is often their first exposure to a school setting. It is important that your child's experience is a positive one and that he/she feels safe. In addition to being well prepared for kindergarten, your child will be loved and appreciated as an individual.

Throughout the school day, the children will develop age-appropriate skills by playing games, doing art projects, music, listening to stories, indoor and outdoor activities and learning about their community. They will also be learning a variety of Bible stories through songs, crafts, and activities.

Our goal is that your child will develop a lifelong love of learning and thrive academically, socially, and spiritually at St. Stephen's Pre-K Academy.

- ***Director***: Karen Olewnick
- ***3's Teacher***: Karen Olewnick
- ***4's Teacher***: Kathy Brown
- ***4's Teacher***: Melissa Volk

Contacting the Academy

Phone: 518-439-7425
Email: kolewnick@gmail.com
Website: http://www.ststpka.weebly.com

For the Three-Year-Old Program

We will focus on socialization, helping 3's to know that it's okay to be away from Mom and Dad, taking turns, learning to share, and being able to communicate with friends. They will also learn age-appropriate readiness skills such as recognizing color, shapes, numbers, letters, counting, cutting and coloring as well as sitting and listening. By the end of the school year, most three-year-olds will know how to write their name.

For the Four-Year-Old Program

We will focus on the socialization skills learned as 3's as well as learn to cooperate with friends and teachers. The 4's class will learn to sit and listen for longer periods of time. Readiness skills will be age appropriate-colors and shapes, recognizing and printing their own names, sorting objects, making patterns etc. Our letter program is Handwriting With-Out Tears. It is a fun way for children to learn letter formation. One of our main goals is to have the 4/5's ready for kindergarten.

Behavior & Discipline

We strive to create a physical and emotional environment that encourages children to behave in socially acceptable ways. Positive behavior is reinforced. Inappropriate behavior is discouraged through positive explanation and redirection to an appropriate activity or removal from an activity that the child cannot manage in an acceptable way. Techniques of positive guidance are always used.

No-Violence Policy

The safety and well-being of our students and staff is our top priority. Violence or aggression of any kind ~ physical, verbal, intimidation, harassment, threats or bullying towards students, teaching staff or other families emotional or written will not be tolerated under any circumstances and is subject to immediate removal from St. Stephen's Pre-K Academy.

Disagreements and concerns should be addressed respectfully and professionally with the preschool Director.

A Typical Day at Our School

Each day we usually follow the same routine. It can be a little different with the activities. Young children like to know what comes next. It makes them feel secure in their environment, which helps them to become independent and feel good about themselves and the choices they make throughout the school day.

Free Play: Consists of activities to develop socialization and creativity. Block building and floor activities help coordinate large muscle coordination and table activities help develop small muscle coordination. Sharing and problem solving are also learned here. Teachers also use this time for one-on-one interaction with a small group table activity.

Clean Up: Facilitates cooperation and pride in surroundings.

Circle Time: Activities may include group discussion, job selection, bible stories, calendar, weather, songs, and daily theme concepts.

Story: Each day we will read a story to encourage the love of books and to reinforce listening skills.

Group Art Activities: Based on daily or weekly theme. Projects combine creativity, listening skills and small muscle / fine motor development by coloring, painting, cutting and gluing.

Nutritious Snack: Facilitates healthy eating habits, table manners and socialization. We can accommodate food allergies

Gross Motor: Outside or basement play, which depends on weather for large muscle development, socialization, and play.

Preparation for Dismissal: Re-cap of the day and Good-bye song. All of this provides closure to the day.

Newsletter: A weekly newsletter will be emailed to families. Please check it often for upcoming events and class updates.

Snack: Each parent will be responsible for bringing snack twice during the school year. Please provide a nutritious snack and 100% juice / water for each student in your child's class. Parents will be notified of any food allergies in your child's class.

Drop Off and Pick Up:
At drop off time we have experienced “the shorter the good-bye the shorter the cry.” After a few times of being with us, the tears will be fewer if at all. Children make new friends and adapt to new surroundings quickly. Please discuss any concerns or information about your child with the classroom teachers in order to make this separation easier for your child. Parents should be prompt in picking up their child. Please inform your child’s teachers in writing if your child is to be picked up by someone other than yourself.

Safety: Our parking lot can be very busy. Please help us in providing a safe environment.

- Please hold your child’s hand in the parking lot.
- Please make sure that your child is with you at all times.
- Please turn your car off.
- Please drive slowly in the parking lot.
- Please enter our entrance and exit at our exit.
- Please do not park in the spots designated for the Fire Department.

Calendar: We follow the Bethlehem School Calendar for vacations and snow days. School will be canceled when Bethlehem Schools close due to inclement weather, and at other times as recommended by the Director. We will maintain our regular schedule if school is delayed by one hour, but morning classes are canceled if Bethlehem is delayed by two hours.

Clothing: Please dress your child comfortably for indoor and outdoor play. For safety purposes children should wear sneakers or shoes with a rubber sole. You may send in a set of extra clothes in the event a change is needed. During the cooler months, your child should have a warm jacket, hat and gloves. We do not go outside to play if the temperature and wind-chill are "NOT" safe to do so. Please label your child's snow pants, boots, mittens, and hats during the winter months.

Health: Please keep your child home if she or he has:

*A Fever (over 100.4 orally) or has had one in the previous 24 hours.

*A cold (sore throat, large amounts of green or yellow discharge, excessive coughing)

*Earache or inflamed eyes

*Vomiting, diarrhea, abdominal cramps during the previous 24 hours.

*Is tired, fussy, cranky and generally out of sorts. This is usually a sign that the child is coming down with something.

*We will also use our discretion to call you if we think your child is not feeling well.

Please Notify Us of Any Allergies

Our Programs

As each child is their own individual, we will provide an environment where each child learns at their own pace. We are sensitive to their social, emotional, educational, and physical needs. We encourage not just learning, but love of learning through self-directed activities, as well as teach directed activities.

- Our 3 year old program will run from:
  - Ms. Karen's Class 9:20-12:20pm
- Our 4 year old program will run from:
  - Ms. Melissa's Class: 9:20-12:20 pm.
  - Ms. Kathy's Class: 9:30–12:30pm

· Our Pre-K program will run Monday—Friday, giving parents the flexibility to select the days the child attends. There is a three-day minimum required.

· There will be various after school enrichment programs offered between 12:30-2:30pm. Pricing available upon request.

Registration and Tuition:

There is a $125 non-refundable deposit due at the time of registration to secure your child's enrollment.

We offer a sibling discount of $10 monthly off each child's tuition.

3's must be three years old by December 1st of the current school year. All 3's should be toilet trained by the start of school. Arrangements may be made if needed at the discretion of the teacher.

Tuition is based on a yearly fee, broken into 10 monthly payments starting in August and continuing until May. Tuition is due on the 10th of each month, or you can choose to pre-pay for the year. There will be $15 late fee if tuition is not received by the 22nd of each month.

Tuition for the 2026-27 School Year

- 3 days - $4,270
- 4 days - $5,430
- 5 days - $6,500

Please Note:

If for any reason your child is absent for a short or prolonged period, the monthly tuition must be paid to maintain your child's place of enrollment. If there are special circumstances, please contact the Director directly.

Our goal is to provide a safe, enriching environment that supports every child's development. However, if we determine that our program is not the best fit for your child's specific needs, or if we are unable to adequately accommodate and support those needs, we reserve the right to decline admission or discontinue enrollment.

St. Stephen's Pre-K Academy

A Ministry of

St. Stephen's Episcopal Church

16 Elsmere Avenue

Delmar, NY 12054

(518) 439-7425

www.ststpka.weebly.com