



**The New Day Christian Preschool**  
Serving Children between the ages of 2 ½ and 5 years old

# Parent Handbook

**A Ministry of Park Ridge Free Methodist Church**

10 Straub Road

Rochester, NY 14626

Church Office: 585-227-0990

Preschool Office: 585-720-0733

Fax: 227-0964

Email: [preschool@parkridgefmc.org](mailto:preschool@parkridgefmc.org)

Website: [www.parkridgefmc.org/preschool](http://www.parkridgefmc.org/preschool)

## ***Mission Statement***

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Our mission is to assist parents in the nurture of your children by equipping each child with the necessary tools and Christian values which will help him/her succeed through all areas of development: academically, spiritually, socially, emotionally and physically.

## ***Philosophy***

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At New Day Christian Preschool, we believe each child is a unique individual. We strive to provide a loving, nurturing and Christian environment for children. We are sensitive to their social, emotional, intellectual, physical and spiritual needs. We provide a developmentally appropriate curriculum that focuses on the process of learning while also helping them to enjoy many other successful experiences.

We believe in providing an environment that is safe, clean, healthy, and child friendly. Our classroom is arranged to offer creative play and learning choices at a range of developmental levels. Our Preschool will allow children the opportunity to explore, to experience and most importantly, to succeed.

The strength of our program is the experience, expertise and dedication of our staff. We support the teachers with training, resources and the freedom to create a unique learning environment. Our teachers create a caring and nurturing atmosphere that fosters each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children function in their world. Our program is designed to develop in children a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers – a partnership for the benefit of the child. We encourage daily communication between parents and our teachers.

Our Preschool values people: the children in our care, their parents and our employees. We continually work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

## ***Preschool Enrollment Eligibility***

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Student Eligibility for Preschool is determined two ways.

1. Age - A student must be three years of age by December 1<sup>st</sup> of the current school year in order to be eligible for our Three-Year-Old Program, or 4 years old by December 1<sup>st</sup> of the current school year in order to be eligible for our Four-Year-Old Program.
2. Class size – Children are admitted on a space available basis. We will accept no more than 18 three-year-olds and 20 four-year-olds. It has been our experience this class size is appropriate to allow us to provide your child with the one-on-one attention and group attention that will enhance their learning experience. A waiting list is maintained by the Preschool Administrative Assistant (PAA) and will be used when an opening becomes available.

Once a student meets our eligibility requirements, a registration form must be completed and returned to the Preschool Administrative Assistant along with a non-refundable Registration Fee of \$60.00. We cannot hold your child's spot unless the registration fee has been paid.

## ***Enrollment Criteria***

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In order for a child to be accepted in our program, New Day requires the following:

1. A completed registration form. All areas of this form must be filled out completely. We cannot allow a child to begin school without having emergency contact information, release information and any and all allergies listed for each student.
2. Evidence the child has received a health examination within 90 days prior to admission by a physician, physician's assistant or nurse practitioner who has completed the health examination form supplied by the school.
3. A written statement signed by a physician, physician's assistant or nurse practitioner that the child is free from contagious or communicable disease and is able to participate in preschool.
4. A certificate of immunization prepared by a physician or other authorized person who administered the immunization which specifies the products administered, the date of administration and the physician-verified history of measles, mumps or other diseases,  
OR  
The official State immunization record card completed by the administering physician or health care facility,  
OR  
A certificate from a physician, physician's assistant or nurse practitioner stating one or more of the required immunizations may be detrimental to the child's health, and specifying which immunization may be detrimental.

The immunization certificate or record card shows that the child has received age-appropriate prophylaxis. This must include immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and Haemophilus influenza type b(Hib)

except where there is medical contradiction and a physician, physician's assistant or nurse practitioner has completed and signed the medical exemption section of the physical examination of child care form.

The New Day Christian Preschool does not discriminate on the basis of sex, race, religion, ethnicity, national origin or handicapping condition. If, however, the nature of a child's handicap requires special therapy or special staffing, the child will not be enrolled until special arrangements can be made.

## ***Curriculum***

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Our curriculum is designed to be hands-on and developmentally appropriate. Our monthly newsletter will give a schedule of activities and themes so that parents may be aware of their child's activities. Each theme is chosen to encourage children to discover, imagine, and expand their knowledge in the following areas:

- **Academics:** Individual challenges will be provided for each child in a stimulating learning environment with abundant praise and encouragement.
- **Spiritual:** Children will be taught that God is our Heavenly Father through praise and prayer. We focus on the Golden Rule with emphasis on respect for self and others.
- **Social/Emotional:** Through interaction with other preschoolers children will be taught the value of friendship, love, sharing and self-control. Attention is given to language development by providing varied opportunities for children to express their thoughts and ideas.
- **Physical Development:** Opportunities are provided to enhance motor skills with table and physical activities, both structured and non-structured. We encourage independence by giving children opportunities to do things for themselves. Our 4-year-olds participate in gym class once a week to further their physical development.

From time to time we send home family projects. Family projects are meant to be a fun activity to include parents in the learning experience of their child.

For more detailed information regarding our curriculum, please refer to your welcome packet.

## ***Field Trips***

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For liability reasons, transportation to field trips is provided by the parent, guardian or approved designated child care provider (approved in writing by the parent/guardian). It is required that the parent, guardian or designated child care provider stay with the child for the duration of the field trip. If a parent, guardian or other approved child care provider cannot stay for the duration of the field trip, your child will not be able to attend the scheduled field trip or will need to leave when you do. A child will not be allowed to attend a field trip if the person bringing them is not listed on the release form or approved by the parent ahead of time by written consent. There is occasionally a small cost involved with our field trips.

## Schedule

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A detailed calendar will be sent home with your child during the first week of classes. Our school year begins in early October and goes until mid-June. We follow the Greece Central School District calendar regarding holidays, vacations and school closings.

The weekly session class times for the three-year-olds and four/five-year-olds are:

- **Three-Year-Olds:** Tues/Thurs 9:00-11:30 AM
- **Four-Year-Olds** Mon/Wed 9:00-11:30 AM & Thurs 12:30- 3 PM

## Emergency Closings

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In case of inclement weather, the Preschool will be closed when the Greece Central School District is closed. When the school district announces a delayed start time due to weather related issues, we will still have classes at normal times. When school releases children early, it should not impact our school dismissal times, so plan to have dismissal at regular time.

Information regarding emergency closings can be obtained by listening to radio stations WHAM 1180 and TV stations WHAM Channel 13, WHEC Channel 10, WROC Channel 8 or YNN Channel 9.

If you ever have any questions, call before you come:

- Preschool Office 585-730-0733

## Tuition, Fees & Discounts

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New Day offers three different payment options:

	<u>Due</u>	<u>Three Year Old Class</u>	<u>Four Year Old Class</u>
1. <b>Tuition in full</b>	October 5th	\$890.00	\$1,125.00
2. <b>Quarterly</b>	1 <sup>st</sup> of Oct, Jan, March, May	\$223.00 each	\$282.00 ea.
3. <b>Monthly</b>	1 <sup>st</sup> of each month	\$99.00/Sept.	\$125.00/Sept.

This payment schedule is included on your enrollment form. Payments can be placed in the white mailbox located outside the preschool office. They can also be mailed or if you wish to pay in person, you may do so at the preschool office or at the church office located next door to the church M-F from 9 am to 12 noon. Please make checks payable to: New Day Christian Preschool.

**Tuition is a set fee regardless of absences, emergencies, emergency closings or holidays when New Day is not open.**

## **Fees:**

- *Registration Fee:* A non-refundable fee of \$60.00 is to be paid at the time of registration each year.
- *Late Payment Fee:* Accounts 5 days past due will receive a \$10 late fee. After 10 days past due the late fee is increased to \$25.
- If an account becomes more than 30 days past due, the student will not be allowed to return to school until the past due account has been paid or other arrangements have been made. Accounts more than 60 days past due will be referred to a collection agency at the expense of the responsible party named on your registration form.
- *Returned Checks:* A \$25.00 fee will be due for any returned checks or NSF payments.
- Payments will be deposited within 10 business days.

Please contact our office at 585-720-0733 if you have any questions relative to your child, our programs or any other issue you feel needs review. Our fax number is 585-227-0964.

**Make all checks payable to New Day Preschool and mail to:  
10 Straub Rd. Rochester, NY 14626  
Or place in designated payment box outside preschool office**

**Please do not send payments in with your children in their back packs and do not give payments to the teachers.** If you have questions/information pertaining to payments, please contact us at 585-720-0733 or [preschool@parkridgefmc.org](mailto:preschool@parkridgefmc.org). We are not responsible for any lost payments and late fees will apply.

## **Discounts:**

- *Multiple Child:* A 10% multiple child discount is offered.
- *Referral Fee:* If a new family **registers** their child on your recommendation, we will credit your registration fee toward your first tuition payment. This discount is only available once per school year.
- *Church Members:* Regularly attending members of Park Ridge Free Methodist Church are offered a 15% tuition discount. Registration fee still applies.
- *Non-Members* who have regularly attended for a period of six months are offered a 15% tuition discount. Registration fee still applies.
- *Employees:* Employees of the Park Ridge Free Methodist Church and/or New Day Christian Preschool are offered free tuition upon approval of the preschool board. Registration fee still applies.
- *Discounts cannot be combined.* The greater of the discounts will be applied to your tuition upon approval of the Preschool Board.

## ***Withdrawals***

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Two weeks' notice in writing is required when leaving the program. Failure to do this forfeits a pro-rated refund on tuition.

Withdrawals from school will be reimbursed as follows:

Withdrawal between August 10- September 8:

Payment will be refunded less a \$15.00 processing fee

Withdrawal between September 9 – October 23:

Tuition will be pro-rated based on the number of sessions provided. The refund amount will be subject to a \$30.00 processing fee.

Withdrawal after October 26:

Tuition will be prorated based on the number of sessions provided. The refund amount for the remainder of the school year will be 50% of the payments received.

## ***Confidentiality***

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Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. Staff members are not allowed to divulge the names of children involved in discipline problems with your child. Staff members will not divulge the names of children with reported illnesses or other communicable diseases/events.

## ***Drop Off/Pick Up***

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Our motto at drop off is "the shorter the goodbye the shorter the cry". We know from experience that after your child has been to school a few times, the "fuss" will be less, if at all. Children have a unique capacity to make new friends quickly. You will have an opportunity to discuss any information pertinent to your child with his/her teacher at orientation. There is a section on your enrollment form that allows you to tell us a bit about your child.

Both parents in a divorce situation are permitted to pick up their child unless we have documents from the court that tell us otherwise. We can accept faxed notes that are signed by the parent giving permission for someone else to pick up their child. Our fax number is 585-227-0964.

Our doors are locked for your child's safety at 9:15 every day. If you will be late in arriving, please call. There is a doorbell to the left of the door to alert us of your arrival. Our staff will gladly let you in. It is helpful to know in advance that you are running late at dismissal to minimize any concerns. We know there are occasional mishaps that prevent you from being on time and we appreciate that most parents are consistent in picking their child up on schedule.

## ***Personal Belongings***

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A cubbie is provided for each child at the school. Please hang coats, hats, backpacks, etc. on the hooks in the hall. Art work, newsletters and other informational handouts will be located on the shelf above your child's hook. Please label all of your child's belongings including coat, hats, gloves, backpacks, boots and extra clothing. We discourage children from bringing items in from home unless they have specifically been instructed to do so. We will not be responsible for lost belongings. Parents are strongly discouraged from bringing in expensive or treasured toys. To avoid hurt feelings, breakage or loss of children's treasures, we need your cooperation. Children may only bring in items/toys from home on designated Sharing days.

## ***Sharing***

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Sharing (Show & Tell) is a wonderful learning experience for all involved. Sharing is built into our curriculum and will be announced in advance so you and your child may prepare. Children may bring in a special item from home on Sharing Day. These objects will be stored in the child's bag/backpack until it is time to use them. Please ensure that your child's name is on any item used for Sharing. Please do not let children bring in toy weapons.

## ***Toilet Training & Clothing***

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Although we understand that accidents will still happen occasionally, toilet training must be completed by the time a child enters our program. If a child has a bowel movement, our staff reserves the right to contact a parent/guardian to come and clean the child. Once they are changed, they are welcome to re-join the class.

Please help us help your child become independent with potty training. Dress them in clothing that they can get in and out of easily. We will frequently prompt your child to use the bathroom to avoid accidents. Children dressed in an outfit that zippers or buttons down the back or with a belt or lots of buttons can find it frustrating when getting ready to use the bathroom.

Please bring a change of clothing for your child in a labeled zip lock bag on the first day of school. Accidents happen all the time. Certain projects that we will work on in class may get messy. We will notify you in advance when we are doing something extra messy so you are sure to dress your child appropriately.

When children play they get dirty. We have found from experience children feel much more comfortable wearing their own clothes should a mess/accident occur. Make sure each item is labeled clearly so there is no confusion.

We will occasionally take the kids outside for play/instruction when weather permits. If we anticipate going outside for play during the winter months, you will be notified in advance so that you may provide weather appropriate clothing for your child.

We have found that sneakers or rubber soled shoes give the children the best support for running and active play. Wearing sandals, jellies, flip-flops or crocs provide opportunities for more accidents. **Your child will be required to wear sneakers on gym days.** If they come to school without them, they will be asked to sit out.

## ***Birthdays***

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We love birthday celebrations! Your child will be in for a special day! You will be notified of when your child's special day will be celebrated. Suggestions for treats include: cookies, donut holes, cookie cakes, mini-cupcakes or other such items. Please make sure that any food items you bring in have NO PEANUTS OR PEANUT OIL. Please inform us ahead of time if your treat has dairy items in them or will need to be refrigerated or frozen. If other allergies are present in the classroom, parents will be notified. You may also choose an age appropriate party favor as an alternative.

We will provide a list of the students and their e-mail addresses as well as their mailing address during the first few weeks of school so you may mail birthday invitations. In order to avoid hurt feelings, please mail invitations directly to the students unless the entire class is being invited.

## ***Snack***

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New Day provides a snack of juice and a small treat daily. On our supply list, we ask that parents supply either juice or snacks at the beginning of the year. After that, parents are welcome to donate items to be served for snack at any time. We prefer items that do not contain peanuts or peanut oil. Snacks we provide may be, but are not limited to, gold fish crackers, pretzels, crackers and animal crackers.

***If your child has any food allergies or sensitivities, please list them on the registration form.***

If your child has severe allergies and you would feel more comfortable providing his/her snack, you are welcome to do so. Supply us with a container to store them in, labeled with your child's name, and we will give them at snack time.

## ***Book Orders***

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We will have monthly flyers for Scholastic Book Club. We find that the prices are reduced compared to store purchases. The school accumulates points from any purchases you make. This gives us opportunities to get books and teaching supplies at a reduced price. Please make a separate check payable to each book club that you are ordering from and submit it to us with your order. Book orders are completely voluntary.

## ***Fundraisers***

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During the school year, we will have a fundraiser. All monies raised will be utilized to improve the operation of The New Day Christian Preschool unless there is a designated item or charity noted in the promotional materials. We have one ongoing fundraiser. **Imagine it...**

**Fundraising through Recycling** collects all printer cartridges (inkjets, lasers, maintenance kits, drums, and fusers) cell phones, PDA's, iPods, digital cameras and laptops. A collection box is located in the office. Please let your friends and family know they may conveniently recycle electronics materials and benefit your child's school at the same time.

## ***A Word about Behavior***

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Certain behaviors can become an issue. These behaviors may include, but are not limited to, biting, hitting, disruptive outbursts, the inability to respect others' personal space, inappropriate touch, etc. Should any of the above behaviors become a consistent distraction to instruction, it is the responsibility of the teacher to inform the parent of the situation. Upon request, a meeting may be called between the teacher, parents/guardians and the Preschool Administrative Assistant. New Day may recommend the help of outside service such as Early Intervention, a free service provided by Monroe County. Our primary goal is to ensure that each student receives equal time with instruction. If one child consistently requires the time of one of our teachers, we will need to determine if outside help would be appropriate to assist that child in their learning experience.

## ***Discipline***

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Our goal is to help your child develop a positive self-image. Children need clearly defined limits set in a non-threatening but firm manner. We encourage children to be self-directed and exhibit self-control. We apply principles that build individual esteem and avoid any shaming practices. We accomplish order, and thus discipline, through close supervision, gentle guidance and redirection. We do not employ corporal punishment as a means of discipline.

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## ***Safety***

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We are dedicated to the safety of your children and our staff.

- Monitor your child in the parking lot.
- Make sure your child doesn't run ahead of or behind during arrival and pick up.
- Do not allow your child/children to stray from you during arrival/pick up. There are stairs and storage areas that can be dangerous for small children.
- Check behind your car before backing out.
- Drive slowly in the parking lot.
- Do not leave children in the car when entering the building. Bring in purses or items of value.
- Feel free to call ahead if you want us to have your child ready for pick up at a certain time.

## ***Health Care***

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We are a school for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts as to your child's health, please keep your child home and contact your family doctor.

In the event your child becomes sick while at school, you will be promptly notified. We expect that you will come to the school within 45 minutes to take your child home.

Certain childhood illnesses are known to be infectious. In order to safeguard the health of your child, New Day Christian Preschool has an official health policy. Please read and follow these guidelines for the health of all our children.

- I. Notification:
  - A. Parent must notify administrator or teacher if their child has been diagnosed by a physician with any of the following illnesses:
    1. Pink Eye
    2. Strep Throat
    3. Fifth's Disease
    4. Head Lice
    5. Salmonella
    6. Scabies
    7. Bed Bugs
    8. Ring Worm
    9. Chicken Pox
  - B. Teachers will distribute letter to all families in affected child's class informing them of exposure to the illness.
- II. Preparing Classroom:
  - A. It will be the responsibility of the teachers to wipe down toys they know have been in contact with affected child/children.

- B. It will be the responsibility of the Church custodial team to clean larger areas that may have been infected such as carpeting and other community toys.
  - C. Students will not be allowed to return to the classroom until all of the above requirements under heading II have been satisfied.
- III. Parent Responsibility:
- A. Parents will be expected to keep their child home until they have satisfied the following:
    1. Child's fever has been gone for 24 hours without the aid of medication
    2. Child has not vomited or had diarrhea for 24 hours
    3. Child has been on an antibiotic for 24 hours to treat any infections including pink eye and strep throat.
    4. Parent has obtained a written letter from the child's physician stating they are free of head lice, scabies or shingles.
    5. Child is no longer contagious, per physician, with Fifth Disease, Croup, Hand, Mouth and Foot Disease or Mononucleosis.
  - B. If child has been hospitalized for anything relating to illness, parent should notify the administrator/teachers so they can determine if other parents need to be notified.
- IV. Confidentiality
- A. New Day will respect the privacy of all of its families. While we need to inform parents of illnesses that are potentially serious or extremely contagious, we will not share names per HIPPA Privacy Regulations.

We appreciate your cooperation in complying with our health care guidelines. Children who are ill will not be allowed to attend school. Children who become ill during class will be sent home. In all cases, the Preschool reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the teacher or assistant teacher to make a determination based on his/her best judgment. **When a child is absent due to illness, the parent is asked to notify the Preschool by 9:00 in the morning.**

In the event the following occur, we ask you to keep your child at home:

- A temperature of 100 degrees or any fever accompanied by:
  - ✓ A deep cough
  - ✓ Earache or draining ear
  - ✓ Spasms or cough
  - ✓ Sore throat
- A rash of any kind until diagnosed and treated or declared harmless by a physician. Documentation from the physician must accompany the child upon returning to school.
- Early colds (coughing and sneezing), very bad colds with purulent discharge
- Diarrhea and/or vomiting the previous evening or before morning arrival – child needs to be free from vomiting or diarrhea for 24 hours before returning to school without the aid of medicine.
- Red, running or matting eyes
- Bronchitis

## Illness Chart:

<b>Illness</b>	<b>May Return</b>
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after start of treatment if drainage and excessive tearing have stopped
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hours after <b>LAST</b> loose stool or after 1 normal bowel movement
Rubella	At least 7 days after onset and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after antibiotic treatment has started. Rash must be covered with bandage
Fever	24 hours after temperature is normal <b><u>without the aid of medicine</u></b>
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Mumps	14 days after swelling begins
Lice	24 hours after treatment is completed – NO NITS may be present; students head will need to be checked before being allowed back into the classroom unless accompanied by a note from his/her physician
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Ring Worm	24 Hours after start of treatment. Infected area must be completely covered with bandage
Bed Bugs	Written note from physician (if due to H-Flu, Health Dept. must give written order)
Roseola	After illness has subsided
Scabies	24 Hours after start of treatment
Strep Throat	48 hours after start of antibiotic treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give written order)
Bacterial (Spinal) Meningitis	When Health Dept. gives written OK
Salmonella	When Health Dept. gives written OK

## ***Parent Participation***

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New Day is committed to working with families. We strongly encourage parents to participate in every aspect of their child's program. Our main focus is your child. If you have any concerns

or questions, please contact us at 585-720-0733 or [preschool@parkridgefmc.org](mailto:preschool@parkridgefmc.org). It is vital that you communicate your child's needs openly and honestly with his/her teachers.

You may do this by arranging:

- Parent Conferences – if either you or the teachers feel the need for a conference, these can be arranged mid-year.
- Home/School – If there are significant concerns with your child's daily progress, we encourage the use of a home/school log to open communication between parent and teacher. This is especially useful if the parent/guardians are not the ones dropping off/picking up the child.

As your child develops mentally and physically, please consider if books or toys may be appropriate to donate for use in our school. All donations should be checked with the Preschool Administrative Assistant and a tax deductible receipt can be provided.

Parents are encouraged to share personal interests including hobbies, talents and cultural backgrounds. Parent involvement is valued and encouraged.

## ***Our Administrative Staff***

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**Karen Ogles – Teacher**

585-720-0773 (office)

**Darlene Korytkowski- Teacher**

585-720-0773 (Office)

## ***Preschool Board Members***

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Our Preschool is run with the volunteer help of a wonderful, caring Preschool Board. We encourage parents to attend our meetings so they may have a platform to share their input and feedback regarding our program. Open meetings will be announced in the monthly newsletter or via Facebook and email. Parents wishing to attend must let the Preschool Administrative Assistant (PAA) know, so that in the event of a meeting cancelation, the PAA can notify them.

**Our Board Members Consist of:**

(To Be Announced)

## ***Park Ridge Free Methodist Church***

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New Day Christian Preschool is a ministry of Park Ridge Free Methodist Church. If you do not attend church elsewhere, we would love to have you come worship with us. Notices of special events especially for families with young children will be sent home through the preschool. If the church can serve you in any way, please let us know. This is a church family you can turn to in times of need and in times of joy.

Park Ridge Free Methodist Church  
10 Straub Road Rochester, NY 14626  
Church Office: 720-0733 (phone) 723-0332 (fax)

### Staff

Merry Kendall Pastor

Patty Stoffel Church Secretary

### Church Ministries

Sunday Worship at 10:30

Sunday School at 9:30

Wednesdays 6:45 Family Night:

Bible study for adults; youth groups; Kids' Club for 4-year-olds – 5<sup>th</sup> grade. Nursery care is provided.

### Summer Ministries

Vacation Bible School, Music Camp and Arts & Crafts Camp are held in July and August. Brochures and registration forms will be available in the spring.

### Office Hours

The church office is open Monday- Friday. 9-12 and is located at 1493 Long Pond Road behind church.

### Contact Information

To report a student absence or contact the teachers in case of an emergency, call 720-0733.

To contact Preschool Staff, call 720-0733 or email [preschool@parkridgefmc.org](mailto:preschool@parkridgefmc.org).

Fax: 227-0964

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