



PARENT HANDBOOK 2026/2027

Dear Parents/Guardians:

Welcome to Alpha House Pre-K (Ages 3 & 4) & Kindergarten. Our goal is to provide a warm, safe and developmentally appropriate environment for every child.

The purpose of this booklet is to outline the program's policies and programs. We strive to work closely with parents in a partnership that will facilitate the transition between home and school. Daily communication and a sense of trust between parents and staff are vital ingredients for our program's success.

Alpha House Pre-K & Kindergarten

at Holy Family University
9801 Frankford Avenue
Philadelphia, PA 19114-2009

Alpha House Office: 215-632-3366 or 267-341-3486

Alpha House Office at Aquinas: 267-341-3620

Student Accounts: 267-341-3334

ALPHA HOUSE HOURS

Early Morning Drop-Off

Kindergarten

7:30-7:40 a.m.

Pre-K

7:30-7:50 a.m.

Kindergarten

Arrival 7:45 a.m.

Dismissal 2:30 p.m.

Pre-K

Arrival 8:00 a.m.

Dismissal 2:45 p.m.

½ DAYS SPECIAL SCHEDULE

Kindergarten

Arrival 7:45am/Dismissal 11:15am

Pre-K

Arrival 8:00am/Dismissal 11:30am

HISTORY OF ALPHA HOUSE

Alpha House is a Pre-K & Kindergarten that was established in September 1975. Because of increased enrollment in September 1977, Alpha House was expanded to include a Kindergarten. Facilities for the expanded program were provided in larger quarters at the southeast corner of Grant & Frankford Avenues. In September 1979, a second morning Kindergarten class was made available to meet the needs of the community. Also, in September 1980, another Kindergarten session was added. In September 1984, Alpha House was relocated on the campus east of the library. A modular one-story building was erected. Today Alpha House has an enrollment of approximately 90 students in Pre-K (Ages 3 & 4) & Kindergarten. We have added full day Pre-K classes to meet the needs of working parents as well as an after-school program which gives parents from Alpha House and Nazareth Academy Grade School a safe and nurturing environment for their children. Practicum and student teaching experiences are provided for students attending Holy Family University. Work study positions are also available for the University students.

In September of 2017, our kindergarten expanded to the newly renovated Aquinas building enabling us to increase enrollment and expand our programs to meet the ever-changing needs of our students.

SECURITY

In an effort to secure the safety of the children, faculty and staff, we have implemented the following precautions:

- No one is permitted beyond the vestibule of the school unless accompanied by a staff member.
- Anyone entering the building must sign in.
- No one can be admitted to the school for a tour or any other reason without an appointment.

PARENT CONTRACTS

All families are expected to read the materials given during the orientation. Your compliance with the rules and guidelines of Alpha House Pre-K and Kindergarten are extremely important. A contract, which covers tuition, lateness and medical policies, has been provided for you to sign and return to school **as soon as possible**. This contract will be kept on file with the teacher.

GUARDIANSHIP/ORDER OF THE COURT (FAMILY COURT)

If there are any guardianship issues in your family, we must be made aware of them.

We must release the child to either parent unless we are advised otherwise in writing. For your child's safety, please discuss any concerns with us.

HOLY FAMILY UNIVERSITY TUITION POLICY

Please refer to tuition letter previously received.

TUITION FEE

2026/2027 SCHOOL YEAR

PRE-K

Full Day Session – Total \$5,000.00

KINDERGARTEN

Full Day Session – Total \$5,200.00

IMPORTANT: WE ASK THAT YOU REFRAIN FROM BEING ON THE PHONE FOR ARRIVAL/DISMISSAL AND FOLLOW ALL THE RULES OF THE CARLINE.

DRIVERS

If someone other than the parent is going to be dropping off or picking up your child, a written note must be sent in or a phone call made to the school. We must know who the person is, the relationship they have with the child and a description of their vehicle, including the make and color of the car. **We will not release your child to anyone except a known parent without prior notification. Please be sure they have a visible car sign.**

Carpools are a convenient, cost-efficient and environmentally friendly way of transporting children to and from school. If your child is in a carpool, please send in a note with detailed driving arrangements.

Please do not park behind our building. The University employees cannot get out of their parking spots. Although parents are very cooperative, we would like to suggest that when you are in the carline that you **DO NOT BLOCK** the section where the cars are parked.

CARLINE RULES

1. **DO NOT PARK YOUR CAR ON GRANT AVENUE.** Due to the volume of traffic during dismissal from the high school, grade school and Alpha House there is a major traffic jam. No one can park on Grant Avenue and cross in the middle of the street.
2. If you arrive before the teachers come out, **Kindergarten** – wait to be directed by Security. **Pre-K** - you may pull into the driveway **ONLY UP TO THE GREEN LIGHT POST.**
3. The cars that cannot fit in the driveway must line up on Grant Avenue on the same side as the school. **NO ONE CAN MAKE A LEFT TURN INTO THE DRIVEWAY** from Grant Avenue. You must make a right turn onto Ditman Street and come out at the light on Torresdale Avenue and proceed to the back of the carline.
4. **NO ONE** is permitted to make a U-turn on Grant Avenue. This has caused accidents in the past.
5. Do not cross your child on Grant Avenue. Please cross at the light on Torresdale Avenue.

EARLY PICK-UP

- **Advance Written Notice:** If you need to pick up your child early (e.g., for a doctor's appointment), please send a written note to their teacher in advance. This ensures your child is packed up and ready when you arrive.
- **Photo ID Required:** You must present a valid photo I.D. at the main office when picking up your child.
- **Sign-Out Sheet:** A physical signature is required to officially sign your child out of school for the day.

DISCIPLINE POLICY

At Alpha House pre-k and kindergarten, we recognize that positive discipline teaches and encourages the healthy development of each child. Our teachers praise and call attention to appropriate behavior and act as Christian role models in order to influence and reinforce a child's behavior in a positive manner.

Our class groups have developmentally appropriate behavior management systems designed to encourage acceptable interactions among the children. Our overall objective is to train each child to use self-initiated thinking skills leading to monitoring their own self-control. This fosters the student in learning how to make socially acceptable decisions and choices later in life.

There are times a child will need a time of "self-reflection". This time offers the child an opportunity to regain his/her self-control and consider various options when interacting with others.

The use of corporal punishment or any physical discipline methods by Alpha House is strictly prohibited.

In order to provide a safe environment for all, students are not permitted to hit or otherwise endanger the physical well-being of other students or staff. Verbal threats and other inappropriate language will not be tolerated. Parents will be notified in person and in writing should these events occur.

REPORTING CHILD ABUSE

In the event that an administrator, teacher and volunteer suspects that a child is being abused, abandoned or neglected, he/she must contact authorities immediately. Call the Pennsylvania Department of Public Welfare (1-800-932-0313 or 9-1-1).

MEDICAL FORMS

Due to the recent outbreak of measles, we must insist that immunization forms be returned to school by the **first day of school**. After that date, children without immunization forms will not be permitted to return to school until the school receives the record of immunization. Doctor forms must also be returned to school as soon as possible.

ALLERGIES/MEDICATIONS

Be sure to notify us if your child has an allergy. Please inform us if your child is on medication, if so proper forms will need to be completed.

DENTAL FORMS

Dental forms must be returned to school by the 1st day of class.
(Kindergarten Only)

EMERGENCY PROCEDURES

When a child becomes sick or an accident occurs, we determine the severity of the situation and contact the parent/authorized person or arrange for transportation to the hospital. One staff member (Teacher/Director) should accompany the child to the hospital and take the child's folder. The teacher will stay with the child until the parent or alternative pick-up arrives. If parent cannot be reached, we will contact a designated person on the child's emergency contact sheet.

EMERGENCY CONTACTS

It is imperative to have two emergency contacts that drive other than parents/guardians. It is absolutely essential that the emergency contacts which you provide be available to pick up ill children, should the need arise, within 20-30 minutes. If your contacts change, please inform the school office and your child's teacher.

FIRST AID POLICY

- All teachers and staff are CPR/First Aid Certified.
- First Aid boxes are clearly marked in each classroom.
- First Aid boxes are replenished regularly.
- We only use supplies in sealed packages.

- Under fingernails, rinsing well
- Dry hands with paper towel

Practices:

- Hand washing is required by all staff, volunteers and children. Hand washing reduces the risk of transmission of infectious diseases to themselves and to others.

DRESS CODE

Dress to Play

Please be aware that the children will participate in outdoor play and art activities on a daily basis. Sneakers or tie shoes are best suited for the young child. Sandals and flip flops are not allowed.

General Clothing

Children must be able to pull pants down, handle skirts, leotards, belts and zippers appropriately. One-piece outfits are difficult to handle independently. Girls must wear leotards or biker shorts under dresses or please do not send them to school in a dress.

If your child is prone to bathroom accidents, please send a change of clothes in a plastic bag marked with your child's name to be kept in school for emergencies.

Outer Clothing

Please dress your child for the weather – coats, gloves, hats, rain jackets, etc. No umbrellas please. Children must be able to take off jacket/coats and hang them up on hangers. Children must also be able to put on outer clothing independently. Fancy buckles, cumbersome buttons, and complicated zippers are not recommended for children learning how to button and zipper. Outer clothing and other school bags **MUST BE MARKED** with your child's name. Snow boots must stay on in class or be manipulated by the child. Please tie shoes in double knots.

Name Tags

Children must wear a name tag until the end of October. Name tags help the teachers and staff learn the children's names.

FOR OUR PARENTS/GUARDIANS

Conferences

Parent-teacher conferences are scheduled twice a year and formal assessment reports will be sent home twice a year. The teachers at Alpha House strive to make your child's experience at Alpha House a positive one. This also means making your experience at Alpha House enjoyable. We encourage you to keep the lines of communication open. If you have a concern or question, please do not wait until conference time. Discuss it with your child's teacher when the problem arises. The teachers are generally available on a daily basis before and after school.

Class Lists

We will distribute a class list for your convenience. You may refer to it throughout the year.

School Directory

Alpha House publishes an annual directory of the families attending during the current school year. This directory aids in forming positive relationships with fellow parents in your child's school. A permission slip will be sent home for you to complete if you wish to be listed in the directory. Only those families listed in the directory will receive a copy of the directory.

Applications

Applications for the following school year will be **distributed in January. They will be handled on a first-come, first-served basis.** If your child is returning, it is necessary to complete an application and return it to school as soon as possible to ensure that your child has a spot for the next school year.



We have read and agree to adhere to the following Alpha House Policies regarding:

1. General Policies
2. Lateness
3. Tuition
4. Medical Policies

Both parents or guardians must sign if applicable.

PARENT/GUARDIAN CONTRACT

CHILD NAME: _____

DATE: _____

MOTHER: _____

FATHER: _____

Or GUARDIAN: _____