

Notes:

First Presbyterian Church Weekday Preschool



**Family
Handbook**

Policies and
Guidelines

First Presbyterian Church
918 North Main Street
High Point, North Carolina 27262-3989
Phone: 336-884-2248
Preschool Bldg. Ext. 36
Director's Office Ext. 26
Fax: 336-884-0953

Welcome to First Presbyterian Weekday Preschool

Notes:

Whether your goal is school readiness, socialization, supervision or simply love and care while you are at work, our programs help your children reach their full potential. Our goal is to equip each child with the tools to be successful beyond the walls of school and in all aspects of life. At the center of it all, our focus is to promote school readiness, literacy, character development and critical life skills.

This Family Handbook is designed to provide you with essential information about our guidelines and policies. Please keep this handbook for future reference.



Thank you for your interest in First Presbyterian Weekday Preschool! We appreciate being a part of your family.

child does not respond to our discipline practices and if there is behavior that may be detrimental to themselves or others in the class. However, our intent is to work with families collaboratively for a successful adjustment.

Transitions

Your child will be placed in a classroom with other children of the same age and developmental level. Advancing to the next classroom is not solely dependent upon the child's chronological age. We assess the child's developmental level; social development and they must be fully potty- trained to transition to the three's classroom. The child's parent, teacher and director will make a collective decision to determine if the child will transition or not.

Birthdays

We encourage you and your family to celebrate birthdays and holidays with your child at our school. If you would like to bring refreshments for your child's class, please discuss the date and time you'd like to celebrate with your child's teacher.

Clothing

Please dress your child in comfortable, seasonally-appropriate clothes. In colder months, please make sure your child has a warm jacket, hat and gloves so that each class can go outside to play when possible.

What to Bring

Please bring a change of seasonal clothing (including socks, one pair of shoes and a pair of undergarments) in a gallon-sized ziploc bag labeled with your child's name. For sanitation reasons, no cloth diapers are permitted. Please remember to change the clothes as the seasons change.

What not to Bring

Please do not bring outside toys to school.

Snacks

Children are served morning snacks. Please make sure your child eats breakfast before coming to school.

Late Stay: Self-Supporting Program

Late stay is offered Wednesdays and Thursdays from 12:00-3:00 for children 18 months and older. Please provide lunch and a beverage. If your child takes a nap, please provide whatever your child normally sleeps with, such as a blanket or stuffed animal.

Fees:

\$15 per child

\$22 for two children (same family)

Child(ren) must be signed up by 12:00 noon of the day before.

Late Stay only can be offered with at least three children participating.

Tuition and Fees

Tuition

Tuition is due the first of each month. If payment is not made by the 5th of the month there will be a \$10 late charge per child. There will be a \$25 fee charged for each check returned.

*If you encounter financial difficulties, please speak with the Director to discuss arrangements on your account.

Registration Fees

Families are responsible for a nonrefundable registration fee of \$40 per child at the time of registration. This fee holds your child's slot for the coming year.

Monthly Tuition Chart

Infants- Toddler	\$160.00
2year old	\$160.00
3 years old	\$160.00
4 year old	\$160.00

Tuition Discounts

A family discount of \$5 on the youngest child is available for a family with more than one child enrolled.

Payment Dropbox

Tuition checks and cash should be placed in the designated drop box in the preschool. Cash must be placed in an addressed envelope with family and child's names.

Late Pickup

Children must be picked up by 12:00p.m. Habitual late pick-up will result in a \$5.00 late fee.

Inclement Weather Drop-Off or Pick-Up Procedures

If orange cones are at the preschool entrance, teachers will be stationed in the covered porte cochere to assist you in dropping off and picking up your child.

Weather-Related School Cancellation

In the case of inclement weather or in an emergency, we will observe Guilford County Schools snow days. Check the local television and radio stations. We follow Guilford County Schools' schedule: if the schools are delayed, we will operate at our regular 9:00 a.m. starting time. If schools are closed for students, we will be closed. We do not post our closings on radio or TV. We will not observe public school workdays. Please consult our calendar for scheduled vacation days.

Discipline and Behavior Management

We believe children learn to self-regulate through positive relationships and in a positive environment. Our intent is to assist children in developing positive behavior by role modeling and by providing an environment that promotes and supports each child's social-emotional development and well-being.

Our discipline practices focus on promoting caring, cooperation, affection, generosity, and empathy. We use positive guidance techniques that include positive reinforcement, acknowledging children's efforts, prompting, modeling, persuading, redirection, using consequences, encouragement, and listening. Our goal is to build self-esteem, self-confidence, and self-reliance in the children we serve.

Families will be contacted to assist in resolving consistent disruptive or destructive behavior. We reserve the right to terminate services when a

Playground

Our playground is your playground. While many of our families and their children enjoy it, we ask that you use it appropriately. Your cooperation is greatly appreciated.

Prohibited Areas

The air conditioning equipment and surrounding shrubbery near the breezeway are prohibited.

Restrooms

Designated restrooms are located in the main church building. Please ring the breezeway doorbell for admittance and proceed down the hall to the right. Thanks for helping us keep a safe and clean playground!

Open House and Family Conference

Open House will be held the week before school begins in September. Parents and teachers may request a conference any time during the school year, if needed. We will conduct an end-of-year conference in May. The older classroom parents will be contacted to schedule a time for this conference. The infant room will schedule a time to acquaint you with the room and discuss our procedures for the care of your child.

Hours of Operation

We are open nine months of the school year, September through May, Tuesday through Friday. Our school opens at 9:00 a.m. and closes at 12 noon.

Preschool Holiday Observances

The Weekday Preschool will be closed on the following holidays:

| **Thanksgiving**

| **Winter Break**

| **New Year's Day**

| **Easter Holiday**

Should the holiday fall on a Saturday or a Sunday, we will observe the Friday before the legal holiday.

Arrival and Departure

We require an adult to accompany each child in and out of the building and to deliver the child to a staff member. As you arrive, please communicate with the staff member and present any information relevant to your child's care. Punctual arrival at 9:00am and departure at 12:00pm are important in keeping with the routines of the day.

If your child will be absent or late and if there is a change in their schedule, please notify us as soon as possible. If you have an emergency and will be delayed, please call the church office (336-884-2248).

Preschool Holiday Schedule and Calendar 2018-2019

The Weekday School will be closed on the following days:

August 28-31	*TR and *OH
September 4	School Starts
November 22-23	Thanksgiving
December 15-31	Christmas Break
January 1	New Year's Day
April 19 -29	Easter Holiday
May 23	Family Picnic End
May 24	of School Year
*Teacher Reporting	* Open House

Ages

First Presbyterian Week Day Preschool serves children 6 months-old to 4 years-old

Enrollment

Enrollment in the Preschool program is based on the child's age as of August 31st.

Health and Safety

Immunizations, Illness and Health

Immunizations must be kept up-to-date according to each child's age. A completed health statement and immunization verification for each child must be on file with First Presbyterian Weekday Preschool and updated appropriately.

When to Keep Your Child at Home:

A child should not come to First Presbyterian Weekday Preschool if he or she is experiencing any of the symptoms or conditions below:

- **Contagious illnesses or parasites (lice, scabies, skin sores or rash, conjunctivitis or pink eye)**
- **Diarrhea**
- **Vomiting**
- **Temperature of 99.4 F° degrees or higher under arm or 100.4 F° degrees orally**

If a child comes to school with any of these symptoms or develops these symptoms while at school, we will determine when the child needs to be sent home. If the child should not be in attendance, we will contact the family to pick up the child. If a child is not able to participate in regular activities, regardless of symptoms, the child may not remain in care. The child must be symptom-free for 24 hours without the use of non-prescription medication.

Our teachers are CPR and First Aid Certified.