

# First Presbyterian Church Preschool



**Family Handbook**

**Policies and Guidelines**

**First Presbyterian Church  
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High Point, North Carolina 27262  
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Director's Office Ext. 26  
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## Welcome to First Presbyterian Preschool!

Whether your goal is school readiness, socialization, 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, positive social skills, and, as a Christian school, the knowledge that each child is loved by God.

This 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 Preschool! If you have any questions, please do not hesitate to contact us. We are eager to serve you and your children!

## 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 Preschool and updated appropriately.

### When to Keep Your Child at Home:

**A child should not come to First Presbyterian 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 99.6°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 a child is not able to participate in regular activities, regardless of symptoms, the child may be sent home. The child must be symptom-free for 24 hours without the use of non-prescription medication.

Our teachers are CPR and First Aid Certified.

## Snacks

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

## 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.

## 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.

## 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.

## Family Conferences

Conferences are held the week before school begins in September. We will conduct an end-of-year conference in May. The 2 to 4-year-old classroom parents will be contacted to schedule a time for their conferences. 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 from September through May, Tuesday through Friday. Our school opens at 9:00 a.m. and closes at 12:00 noon.

## Ages

First Presbyterian Preschool serves children from 6 months to 4 years of age.

## Enrollment

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

## 2018-2019 Preschool Holiday Schedule and Calendar

September 3	School Starts
November 28-29	Thanksgiving
December 19-January 6	Christmas Break
April 7-13	Easter Holiday
May 20	Family Picnic
May 22	End of School Year

## Tuition and Fees

### Tuition

Tuition is due the first of each month. If payment is not made by the 5<sup>th</sup> 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. A \$25 supply fee is due by September 3<sup>rd</sup>.

### Monthly Tuition Chart

Infants-Toddlers	\$180.00
2 years old	\$180.00
3 years old	\$180.00
4 years old	\$180.00

### 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 dropbox 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 12:00 noon. Habitual late pickup will result in a \$5.00 late fee.

### Late Stay

Late stay is offered Wednesdays and Thursdays from 12:00-3:00 p.m. 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.

### Arrival and Departure

An adult must accompany each child to his/her teacher. As you arrive, please communicate with the teacher and share any information relevant to your child's care. Punctual arrival at 9:00 a.m. and departure at 12:00 p.m. are important.

If your child will be absent or late, or if there is a change in their schedule, please notify us as soon as possible.

### 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. Please do not bring outside toys to school.