

I am a  
**CHILD**  
of God.

## **Garber Preschool Parent Information Guide 2023-2024**

Garber Preschool is an active ministry of Garber Methodist Church.  
We offer Christ-centered academic programs for children 3 months to 5 years old.  
Nestled in the heart of Trent Woods, Garber Preschool has been operating for decades and has always enjoyed a reputation of excellence. The preschool is operated on a nine-month schedule from the end of August through the middle of May.

Garber Methodist Church  
4201 Country Club Road  
New Bern, NC 28562  
(252) 637-4022  
[preschool@garberchurch.org](mailto:preschool@garberchurch.org)  
[www.garberchurch.org](http://www.garberchurch.org)

## ENROLLMENT INFORMATION

Registration for the next school year begins in February with a 4 day registration period. The first two days of the registration process are set aside for currently enrolled families to finalize pre-registration. On the third day, priority is given to Garber Church members for registration. Registration is open to the community on the last day.

Registration proceeds until all classes are filled. Waiting lists are started for classes once they are filled. Applications for enrollment are taken on a *first-come-first-served basis*. This method is used for both currently enrolled families registering their child for the next school year as well as for newly enrolling families when enrollment is opened to the community.

A child must reach the minimum class age by August 31 of the current year to be eligible to enroll in that class.

We encourage parents who are considering enrolling their children in our school to come by for a visit. We suggest that you call first to make sure that the class you want to visit will be on the grounds that day.

The Child Safety Form must be completed, notarized, and returned to the school before the child may stay on the first day of Preschool. This form can be found on the Preschool website and will be available during the Parent Meeting (August 24 at 6:30 p.m.).

Health Statements must be completed and returned to the school by the end of the 2nd week of school.

## FINANCIAL INFORMATION

The school is managed on a non-profit basis. Annual tuition is based on actual operating costs involved in providing the program. It can be divided into 10 equal payments for your convenience. You should indicate on your Preschool Tuition Contract which payment option you prefer. A registration fee is payable when a child is enrolled for the first time and for each succeeding year the child is enrolled. The preschool has a discounted registration fee for families with more than one child enrolled in the program. This registration fee is NON refundable unless the class in which the child is enrolled is canceled or the family moves from the New Bern area before the school year begins. A current tuition and registration fee schedule is available on the Preschool website.

### Tuition Fee Schedule & Information

- The **first tuition payment is due July 15** of the current year.
- The **supply fee is due August 15 of the current year**. This is an annual per child non-refundable fee.
- The remaining nine tuition payments are due on the first of the month from September through May.
- A \$10 late fee will be assessed if tuition payments are not received by the fifteenth of the month.

### Payment Options

- Checks should be made payable to **Garber Preschool**. Please note the child's name in the memo of each check. They may be left in the black box outside the Director's office or mailed to the church address. Please do not give tuition payments to your child's teacher as this may delay recording your payment. Due to banking fees imposed on the pre-school, there will be a \$20.00 fee for each check returned for Nonsufficient funds.
- Cash payments should be given directly to the Director. Please DO NOT leave cash payments in the box. A written receipt will be issued for cash payments.
- Annual and Semi-Annual payments must be made by check or cash by July 15 (A and SA) and January 1 (if SA) of the school year. The Payment Portal is an option for payment of monthly tuition, Early Risers, and Lunch Bunch fees. It can be found on the website, [www.garberchurch.org](http://www.garberchurch.org).

### Absence & Withdrawal Information

- Tuition payments must be made regardless of the absence of the child, such as for illness, family vacations, or scheduled school holidays or vacation periods. Parents must keep current with payments or it may be necessary to discontinue services.
- Parents must give the school **four weeks' notice when a child is withdrawn** so that the child and the class can be prepared for the change and another child enrolled. If four weeks' notice is not given, parents will be responsible for payment for this time. In most cases, we do not fill vacancies created after March of any given school year. Therefore, children withdrawn late in the school year are expected to have their fees paid in full.

## PROGRAM INFORMATION

### Daily Schedule:

- Transitional Kindergarten class begins at 8:00 AM
- All other Preschool classes begins at 9:00 AM
- All Preschool Classes end at noon each day.
- It is important that your child is on time to avoid missing or disrupting any planned activities that have begun. It is equally important that your child is picked up on time. Your child will become anxious if picked up late and our staff members have other obligations after school.

### Safety:

- Help us keep the children safe by **always** walking your child to and from the classroom. When walking through the parking lot and courtyard, please make sure that you **hold your child's hand** or have visual contact at all times. Make sure that the teacher knows when your child arrives and leaves the school. Please park in the designated parking spaces in the church parking lot and NOT by the curb.
- Written authorization is required if your child is to go home with anyone other than you. The school does not provide transportation, but we will help you find other parents with whom to form a carpool.
- Please dress your child for play and the weather. Creative art experiences and outdoor play can be messy. Pants, jeans, and easily laundered tops are appropriate for both boys and girls. Sandals are dangerous during large motor play, so choose **closed-toe shoes**. As fashions change, certain items of clothing may be unsafe for preschool play and restrictions imposed based on age levels. Please clearly **LABEL** all outer garments with your child's name.
- Our classrooms are equipped with security cameras. These have been installed as a safety precaution for our staff and your children. At no time will these recordings be made available for viewing on the internet or on websites. However, they may be viewed by staff and parents for anecdotal observations.
- Except for toys that may be needed to ease the transition from home to school, we ask that you leave your child's toys at home or in the car. We realize that children in the younger classes may need their security items longer than the first few days only.
- We do not allow toy weapons, money, gum, and candy at school.
- Books and items related to the theme being studied are always welcome. Check with your child's teacher. Please label such items, plan to make them available for more than one day if possible, and be aware that many little hands will want to touch and share any objects brought from home.

### Toileting:

Toddlers and 2-year-olds:

Parents of a child who is in diapers or pull-ups are expected to supply the school with two                      disposable diapers/pull-ups each day the child attends. For those who are out of diapers, but prone to an occasional "accident", it is a good idea to leave a complete set of clothes at school or include them in a backpack with your child each day. Remember socks!

3, 4, and 5-year-olds:

Children in the 3, 4, and 5-year-old programs are expected to be toilet trained. These classrooms are not equipped with changing areas. A child will not be denied enrollment because he/she is not toilet trained as long as the Director is informed of the *medical reason* or *developmental delay*. Remember, for an occasional "accident", it is a good idea to leave a complete set of clothes at school in a backpack with your child each day. Remember socks!

### Snacks:

Parents are asked to provide nutritious snacks for their children each day.

- We provide water for every child daily.
- Please label all belongings (lunch box, snack bag, etc.)
- If your child is attending Lunch Bunch, please label their classroom snack.

(continued on the next pages)

## PROGRAM INFORMATION (continued)

### Birthdays:

Birthdays are celebrated during snack time. Please speak with your child's teacher about ways you can make it special with a snack, napkins, cups, hats, etc. Your child's teacher will add stories, songs, and extra TLC to make this time special for your child.

### Field Trips:

Garber Preschool incorporates field trips into the curriculum to broaden each preschooler's hands-on experiences. The frequency and duration of these excursions are determined by the age and maturity of each class.

- Transportation to and from field trips is to be provided by the parent/guardian accompanying the preschooler. If a parent/guardian cannot accompany their preschooler to the field trip, other transportation can be arranged.
- All children are expected to have an appropriate car restraint system (including any necessary locking clips for car seats). The law now reads that all children under 5 or weighing less than 40 lbs. must be in a car seat.
- Parents are **not to bring siblings** or other children on the field trip. These trips are designed to be classroom-type experiences, in which the children learn to function and move as a group.
- All parents must sign a permission slip or their child will not be allowed to go on the field trip and should be kept at home during that time.

### Drive Through Drop Off:

Our drive through drop off is available from **8:50 to 9:05am**.

Please use the following procedure for drive-through drop-off:

- Enter the last entrance of the parking and make your way around the back of the education building. A teacher will direct you where to stop.
- Staff will be available at the rear entrance just before the playground and at the Conderman Building to assist your child in exiting the car.
- Additional staff will be available to direct your child into the building and to the appropriate classroom.

### What you need to do to participate:

- Your child's belongings should be beside him in the seat or on the floor directly beneath his feet.
- You are to stay in your car.
- If possible, seat your preschooler on the **rear passenger side**.
- If your child is capable, encourage her to unbuckle from the car seat while you wait for assistance.
- When you enter the parking lot please stay alert, drive slowly, and do not use your cell phone.

**PLEASE NOTE: Drive Through Drop Off is not available for children in Mother's Morning.**

### Tardy Pick Up Policy:

Families picking up children after dismissal (Noon) from Preschool or Lunch Bunch (1:30pm) will be charged a late fee of \$5 for 1-5 minutes per child and \$1 for each additional minute per child.

### Closings:

Typically, whenever Craven County Public Schools close for weather, the Preschool will close. If Craven County Public Schools have a two-hour delay due to inclement weather, we will open at 10:30am. If the county schools open one hour late, the preschool will open on time. School days missed due to closing **will be made up** following the Public School Calendar when possible. However, we will not make up days that fall on weekends, Thanksgiving, Christmas, or Easter Break. If we vary from this, you will be informed with an email. In the event, that the Preschool has to be closed due to damages to our building in excess of 20 consecutive school days, tuition will be refunded for days exceeding the 20-day threshold.

### Early Risers:

Early Risers can begin arriving at 7:50am. It is available for children in our Toddler class and older. There are 2 providers each day and the cost is \$5.00 per morning per child (regardless of drop-off time). **Any child left in the Conderman Building before 8:45 will be charged the fee.** There will be a roster in the Conderman Building and each child must be signed upon arrival.

A child may arrive with a simple nutritious breakfast and drink. Make sure all belongings are clearly labeled so that we can ensure they take them to class with them. If you are dropping off a child **before 8:30am**, you may park along the playground area. However, for the safety of the children after that time, you must park in the front parking lot. Participating families will receive a statement after the 15th of each month with payments due by the following 15th for Early Risers. Payments for Early Risers can be combined with tuition payments with a note on the memo line for bookkeeping purposes.

### Lunch Bunch:

Lunch Bunch is available on Tuesday through Friday from Noon to 1:30pm to our children in the Toddler Class and older. It costs \$7.00 per day and be billed after the 15<sup>th</sup> of each month with payments due by the 15th. You may include payment with your tuition check. Simply note the amount and purpose in the memo line.

You are to send your child with a packed lunch and drink. Make sure your child's name is clearly marked on the outside of the lunch box. We will not provide refrigeration so be sure to include a freezie if one is needed. You may sign up in advance via email to the preschool or by note to your classroom teacher. Any children left at preschool after 12:10pm will be taken to lunch bunch unless we hear from you. If you run into an unexpected situation we will provide lunch for your child at an additional fee of \$2.00/per lunch. Pick up will be in the Conderman Nursery Building no later than 1:30pm. Weather permitting the children may be on the playground.

## HEALTH AND SAFETY INFORMATION

- Please be sure to indicate on the Health Form any known allergies or other health problems that your child has. We also appreciate hearing about these concerns directly, so please mention them to your child's teacher.
- All children should be up to date on vaccines to enroll in Garber Preschool. All students are to have a *Statement of Child's Health* form signed by a physician and an up-to-date shot record on file for the current school year.
- Your child may be sent home if they appear to have symptoms of illness during the morning. In such cases, your child will be isolated from other children and you will be contacted.
- It is very important to keep all home, doctor, and emergency phone numbers current. Contact the Director with any changes immediately.

**We expect you to keep your child at home if there are signs of:**

- a cold (especially the first few days)
- a heavy non-clear nasal discharge
- a constant cough
- an elevated temperature (without fever-reducing medication during the past 48 hours)
- vomiting or diarrhea episodes in the last 12 hours
- inability to participate fully in the daily preschool activities
- a communicable disease
- any current COVID symptoms as outlined by the CDC

Please inform us if your child does have a communicable disease so that we and other children's parents can be watching your child's classmates for symptoms.

In case of an accidental injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call the child's doctor. If necessary, we will also call an ambulance. The Director will be in charge and make all decisions about the care of your child. You will be expected to assume all financial responsibilities as a result of the injury.

## DISCIPLINE INFORMATION

The goal of discipline in our program is to help children develop self-control. We intend to provide a secure and comfortable environment where children are guided by fair, clear, and consistent limits that are calmly maintained.

The child's emotional needs and feelings are respected and, therefore, we use techniques that are positive and are based on appropriate developmental practices. Techniques such as distraction, redirection, and modeling of appropriate responses are used with the youngest children we serve. As children mature, we add more and more language to these approaches, helping them label their feelings and learn to express these feelings using words appropriately. Problem-solving, discussion, and implementation of natural and logical consequences for inappropriate behavior are incorporated as children's cognitive abilities reach this level. Other techniques we use are noticing positive behavior, preparing a safe and stimulating environment, preventing inappropriate behavior, offering choices, and helping children gain control in a non-threatening and non-humiliating atmosphere. Discipline is handled on an individual basis and we attempt to match the technique we use to the child and the situation. In our efforts to guide and help children understand their behavior, we encourage the development of respect, trust, honesty, and empathy.

## GARBER PRESCHOOL GRIEVANCE GUIDELINES

The objective of this section is to establish Biblical guidelines for the resolution of disputes and grievances in the operation of Garber Preschool. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Garber Preschool's operations between any two parties connected in a direct way to the school. This includes parents, staff, volunteers, administration, and the Preschool Board.

### Parents/Guardians to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents. At any point in the process, parents and/or staff may request the Preschool Director be present at a meeting.
2. If the problem is not resolved, the parents may bring the concern to the Preschool Director.
3. If the problem is still not resolved, the parents can appeal the decision to the Senior Pastor.

### Parents/Guardians to Preschool Director:

1. If parents or guardians have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Preschool Director.
2. If the situation is not resolved, they should present their concerns, proposals, or comments in writing to the Preschool Director.
3. If there is still no resolution, they should request a meeting in writing with the Senior Pastor and Preschool Director.

It is appreciated that grievances be handled in the manner above; please do not use anonymous letters, social media or other public platforms to air your grievances. When handling disputes we seek to follow the Scripture and ask for grace.

