

***Cary***  
***Presbyterian***  
***Preschool***

*2019-2020*

Handbook



614 Griffis Street, Cary, NC 27511 (919) 469-2229

# Childcare Ministries Programs

## ***Mission***

Cary Presbyterian Preschool program exists as a community-based mission of Cary Presbyterian Church, designed to provide developmentally appropriate childcare in a church setting where children of all faiths, cultures, and socioeconomic backgrounds are embraced, taught, and cared for, as a reflection of Christ's love for all people.

## ***Principles***

We are committed to:

- Respecting individuality, while helping the child benefit from the group experience
- Promoting the growth of the whole child;
- Employing staff who demonstrate Christian values;
- Supporting families as they meet the challenges of daily life;
- Following fair hiring practices without regard to race, gender, ethnicity, or religious beliefs;

And providing childcare facilities that are clean and well maintained, and programs that are reasonably priced.

## ***Philosophy***

The programs serve as a bridge between religious values taught at home and church and the world in which we live. The programs, under the guidance of church members, program staff, and parents, provide an environment where children learn to love, care, share, speak kindly, respect and accept differences in people, as Christ would have us do.

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# **Cary Presbyterian Preschool**

Cary Presbyterian Preschool (CPP) is a non-profit organization sponsored by Cary Presbyterian Church. It is operated under the policies and by-laws set by Child Care Ministries. We comply with North Carolina Child Care licensure requirements, which include fire and sanitary inspections, as well as annual immunization and childcare reviews. These help to ensure we operate a quality program with appropriate activities, adequate facilities and properly trained staff.

We do not offer religious education through our preschool program. When there is interest, we offer story times for preschoolers and their families in the sanctuary with a minister or other church representative after preschool hours. The teachers may do a simple gratitude prayer before lunch. Please see our mission statement on the inside front cover. Cary Presbyterian Church extends an invitation to any family looking for a supportive faith community to visit on Sunday mornings.

Cary Presbyterian Preschool is a place where every child is accepted as a unique individual — each with his or her own talents, abilities, and developmental clock. Our curriculum includes experiences which promote cognitive, emotional, language, motor and social growth. Our teachers provide an appropriate learning environment for the children in which individual strengths can be nurtured and individual weaknesses strengthened. We strive to promote balanced growth in all areas of development.

We believe that children learn best when they can explore and manipulate materials, discover through play, and interact with adults and other children. Our teachers act as facilitators in the learning experience. They provide a warm, loving, secure environment knit together by a daily routine. The teachers also provide children with many new things to explore and plenty of opportunities for success. These opportunities help build in the children a love for learning and positive self-esteem.

# Registration

Registration for next school year will begin in January with returning students. Siblings and church members, will be given an opportunity to register next, then alumni, followed by community registration. For the 2018-2019 school year, our registration fee is \$100 per student (\$90 for a second child) and is **NOT REFUNDABLE**. A \$40 playground fee and purchase of a \$10 tote bags (wash only with cold water and air dry) is required. This is due with your first month's tuition on June 1st.

Each child must have a completed registration form, behavior management-playground permission, medical and immunization forms on file **before** the first day of class. Teachers must be notified of allergies and any medical concerns on the application. There are additional forms required for anyone with medical concerns. It is imperative that parents keep forms updated with current information — especially emergency and medical\ information and persons authorized to pick up your child.

## ***Class Requirements***

For 2019-2020 class eligibility is based on birthdate and the Wake County cut off date of August 31.

<b>Class</b>	<b>Requirements</b>
Playgroup	Children must be 1 by Feb 28, 2019
T/Th 2's	Children must be 2 by August 31, 2019
M/W 2's	Children must be 2 by February 28, 2019
<b><i>Note — 3's and 4's children MUST be potty trained</i></b>	
2-day 3s (T/Th)	Children must be 3 by August 31, 2019
3-day 3s (M/W/F)	Children must be 3 by August 31, 2019
4 Day 4's	Children must be 4 by August 31, 2019
5 Day 4's	Children must be 4 by August 31, 2019

## ***Tuition***

Tuition is divided into nine equal monthly payments. **The first payment is due June 1 and is nonrefundable after June 1st.** The remaining eight payments are due on the first day of each month, October through May. Tuition adjustments are **not** made for missed days, work days, vacations or holidays.

Tuition is considered late after the 10<sup>th</sup> of the month. There is a one time forgiveness of late payment. After that, a \$10 late fee will be assessed if payment is not received by the 10<sup>th</sup> and no arrangement has been made with the director.

Checks should be made out to **Cary Presbyterian Preschool.** Please note your child's name and class on the check. There is a mailbox outside the preschool office for your checks, or you may mail them. Please give cash payments to the director or assistant director and have a receipt written at that time. Monthly and yearly receipts are available upon request. Automatic draft forms are available in the office.

## ***2019-2020 Monthly Fee Schedule***

Play Group	\$85
T/Th 2's	\$160
M/W 2's	\$160
2 Day 3's	\$160
3 Day 3's	\$200
4 Day 4's	\$230
5 Day 4's	\$260

## ***Federal Tax ID #***

Our Federal Tax ID # is 56-1382024

## ***Withdrawal***

One month's written notice is required before any withdrawal from the program. You are responsible for the next month's tuition after notice has been given. Please obtain the appropriate form from the director. **Payment for the month following the withdrawal notice is required whether or not the child attends school.**

If a child is withdrawn after registering for the next school year (2019-2020, that registration is not guaranteed.

## **Time Topics**

### ***Calendar Notes***

Cary Presbyterian Preschool operates from Labor Day to Memorial Day, from September 5th through May 25th. We follow the Wake County Public Schools traditional calendar, including Teacher Work Days and Vacation Days. Student orientation is conducted the first week of school.

### ***2019-2020 Calendar***

September 3	Labor Day
September 3-6	Orientation Week
September 30	No School - Teacher Work Day
October 9	No School - Teacher Work Day
October 31	No School - Teacher Work Day
November 1	No School - Teacher Work Day
November 11	Veteran's Day
November 27-29	Thanksgiving Break
December 20 – Jan 3	Christmas Break
January 20	Martin Luther King Day - No School
January 29	No School - Teacher Work Day
February 17 -18	No School - Teacher Work Day
March 9	No School - Teacher Work Day
April 6-13	No School - Spring Break
May 1	No School - Teacher Work Day
May 21st	Preschool Graduation for 4's
May 22nd	Last Day of School

## ***The School Day***

School hours are from **9:30 – 12:30** for all classes. Because teachers and assistants are preparing for the school day before that time or cleaning up after class, they need your cooperation in adhering to the school hours. Please do not enter the preschool hallway before 9:30. You may wait in the Link area, particularly in inclement weather. Transitions are important time for preschoolers, especially in starting the day. Please bring your children on time and pick them up promptly. If you are unable to follow the schedule on a given day, please let us know.

**Note:** If you arrive more than 15 minutes late to pick up your child, a \$10.00 late fee will be assessed after 2 repeated late pickups.

## ***Power Hour***

Power Hour is an **optional** program for students in the four-year-old classes. Power Hour classes are offered by semester, beginning in the fall. The classes offered will vary according to interest and availability. Power Hour provides an additional hour of preschool one day a week per class, beginning toward the end of September. There is an additional charge for each class paid by semester. Information is sent to parents in August and December detailing which classes will be available. This provides an opportunity for the four's classes to meet other children, work with different teachers, visit different classrooms, and experience special activities.

## ***Inclement Weather Policy***

When inclement weather threatens, please listen to local TV and radio stations for Wake County Public School decisions regarding the school schedule.

### **If Wake County**

Opens 1 hour late

Opens 2 hours late

3 hours late/closes

### **CPP**

Opens 1 hour late (10:30).

Dismissal time remains 12:30.

Opens 1 hour late (10:30).

Dismissal time remains 12:30.

Closes.



If weather becomes a problem **during** the school day or Wake County Schools close for any reason, please pick up your child as soon as possible so that everyone can get home safely.

Classes are made up after your child's class misses five days or two weeks of class, whichever is **less**. The Director will determine when days will be made up. Power Hour classes may not be made up and no refund will be given.

## **Health and Safety**

### ***Please send only healthy children to school!***

You are likely the best judge of whether or not your child feels well enough to be in school. If your child will be out, please call us to let us know.

We have adapted from the following guidelines to help you determine when to keep children home. If any of these symptoms is present, your child may not attend school. We will use them when deciding whether or not to send children home.

- A temperature of 100.6 degrees or higher. The child should remain at home until fever-free for 24 hours without medication.
- Nausea and vomiting, and diarrhea. Child should remain at home until he/she has been symptom free for 24 hours.
- Severe headache
- Red, watery eyes with yellow drainage or other signs of infection
- Undiagnosed rash
- Lice. Child must be treated at home and clear of live lice before returning to school. Children should be checked daily and retreated.

Only minor first aid will be administered at school. Other treatment will be handled according to your instructions on the application form. Written incident reports are completed when the attention of a medical professional is warranted or likely. If medication is needed during the preschool day, please be sure that the proper authorization is on file in the office.

## ***Immunizations***

Cary Presbyterian Preschool requires all students to be fully vaccinated. Complete and up to date immunization records from a physician are due by the date of entry into our program. If the documentation is not on file within 30 days of entry, the student can be dismissed without refund of tuition and fees. A medical exemption is the only exception to the policy. A physician would need to fill out a medical exemption statement. These are available in the preschool office.

## ***Severe Allergies, Asthma & Medical Concerns***

Children with severe allergies requiring avoidance of certain foods or other substances they may come in contact with, or who may exhibit major reactions to substances or situations will need to complete an "Allergy Action Plan". This outlines typical reactions and steps for emergency care, and will be kept in the child's file. We will do our best to provide a safe environment for children with allergies, but because our preschool space is shared with many other groups, we cannot guarantee complete safety. Children with asthma will need to fill out an "Asthma Action Plan". If there are other medical concerns, parents should also fill out an additional Medical form specifying symptoms and treatment. It is extremely important that parents work with their child's teacher to determine what adjustments need to be made. It is also important that other parents cooperate with these adjustments. The forms are available in the preschool office.

## **Developmental Screenings**

If your child has had any developmental screenings (speech/OT/behavioral and others), we require you to note this on your application and ask that you attach a copy with your forms.

## **Smoking/Tobacco Policy**

Smoking, smokeless tobacco or e-cigarettes/vaping is not allowed in the building or on the church property.

**Safety note:** Balloons of any type and glass containers are not permitted. If you are bringing in craft activities to your child's classroom, be sure they are age appropriate. Ask the teacher if you are unsure. Pets that are brought to school must have had all

required inoculations and must remain under the control of the pet owner. **NO TOY WEAPONS** (guns, bows and arrows, knives, etc.) may be brought to school under any circumstances.

## ***Emergencies***

In the event of an emergency where children need to be taken off site, they will be transported to the Kirk of Kildaire Church at 200 High Meadow Drive off of Kildaire Farm Rd. We will use the Cary Presbyterian Church vans and staff vehicles as needed. We do not have car seats, but we will make every effort to transport the children as quickly and safely as possible. In the event of a walking evacuation, we will be going to St. Paul's Preschool located at 221 Union St, Cary, NC 27511. Parents will be notified when the evacuation is complete and will be asked to pick up their child immediately. The staff will remain with the children until all have been picked up.

## ***Transportation***

While we encourage carpooling within our preschool community, it is the responsibility of the parents to ensure the safety and well being of their children. **Remember that we need permission in writing for whoever is picking up your child.** Please remember to use car seats safely as required by law: "Children under age 8 and less than 80 pounds must ride in a weight-appropriate child safety seat that meets federal motor vehicle safety standards at the time of manufacture."<sup>1</sup> Check your auto insurance to be sure you have appropriate coverage. The time coming in and going out is a wonderful opportunity to connect with your child's teachers and other families in our school community. Supervise your children closely as they enter the building before you leave them in the care of a staff member or as you leave the building and get into your car. Children should not be left in the car when parents enter the building.

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<sup>1</sup> From a leaflet published by the Governor's Highway Safety Program, 215 E. Lane St., Raleigh, NC 27601.

If there is enough interest, Parent-Teacher Partnership (PTP) will coordinate a morning carpool drop off at the back entrance of the church building. Parents will volunteer to assist with getting the children out of their cars and to their classrooms, as the teacher will be busy with classroom preparation at this time. Information on this will be available at the first PTP meeting.

## ***Lunch***

We request that you send a nutritious lunch with your child to school. We are here to help your children, but ask that you send items they can handle independently when possible. Please send resealable containers when possible as well. There may be serious allergies that require us to eliminate certain foods in a classroom, particularly peanut or tree nut products. Please help us should this occur in order to keep our students safe. Please use ice packs as necessary to keep food at safe temperatures.

## ***Classroom Visitors***

Parents and other visitors entering the classrooms during school hours are asked to sign the Visitor/Volunteer Log located in each classroom. The front and back doors will be locked during school hours. You will need to call the office/director's number to gain entry. We feel that the safety of our children is worth the minor inconvenience this poses.

We have several staff members whose children are now attending year-round schools. It is our policy that they may bring their child to their classroom or another classroom on an occasional basis during track-out times; this is not meant to be their primary source of childcare. We have had great success with these elementary age children reading to the preschoolers, playing with them in small groups, or providing an extra hand on the playground. Be assured that they are NEVER left alone with children and never put in a position where they are responsible for children. The majority of the staff children attended CPP and are well aware of the daily routine. Each teacher will inform you when to expect a staff child in their classroom. The director will closely monitor these children and reserves the right to deny this privilege if any problems arise.

## ***Appropriate Attire***

As a matter of health and safety, children should be appropriately attired at all times in complete sets of clothing that do not hinder movement and play or pose a hazard. They also must wear closed toed shoes at all times, no flip flops allowed.

## ***As You Leave For The Day***

Once your children are dismissed from preschool, they are under parent supervision. You need to watch them carefully in the area in front of the building, where there are stairs, flower beds, and the parking lot. Parents are welcome to use the playground to gather after school. Be sure to pick up any food or trash, fill in holes that have been dug, and put anything that has been moved back in place. If children are not being properly supervised or the area is not being maintained, we will have to close this area.

## ***Communication***

We encourage you to speak with teachers and the Director regarding questions and concerns that you have about your child or the program. For 3s and 4s, parent conferences are held annually. For younger students, conferences are less formal. Parents are encouraged to request a conference if they have concerns. Let us know of significant events in the life of your family that might affect your child's behavior.

Monthly newsletters are sent home by teachers. It is our goal to keep you informed. Please speak with your child's teacher or the director if you need more information. We will send some communication through e-mail, so be sure to include your address on your application. This information is strictly for use within CPP, and will not be released to outside individuals.

We encourage you to be a part of our program in a number of ways. Parent substitutes are essential for us to run smoothly. Tuition credits will be given. A negative TB test is required for us to include you on our list of regular substitutes. Refer to Appendix: Guidelines for Volunteers and Substitutes" on page 13 for more information.

## ***Parent-Teacher Partnership***

The Parent-Teacher Partnership (PTP) provides volunteer services for CPP such as carpool helpers and classroom representatives. The goal of the organization is to support the CPP program with the interests and talents of volunteer parents. Some of the projects may include Teacher Appreciation Days, Ice Cream Social, fundraisers, service projects, Family Pizza Night, and the book fair. If you are willing to help, please contact a PTP chair.

## ***Dismissal Policy***

CPP values all of our students. The director and teachers will work with parents to do everything we can to ensure success within our program. The director and CCM board will determine if there is a need to dismiss a student who is unable to adjust to the classroom environment within a reasonable amount of time due to issues relevant to the safety of the child, classmates, and/or staff. In the event of dismissal, no refund is given.

## ***Other Services***

**Project Enlightenment** is a service of Wake County Public Schools, and provides support to preschool children and their families. The consultant arranges to observe your child at no charge in the class and meet with you if you have concerns.

**Speech, Language and Vision** - We can usually offer some limited speech and language screenings in the fall for children with specific concerns. We will ask your permission for this prior to the scheduled dates. We also hope to offer vision screening this year as well. You will receive information about this prior to the screening. There is no charge for these services.

**Photographs** - You have the opportunity to have your child photographed by a professional photographer. Individual pictures are taken in the fall and class pictures in the spring. Purchase of these pictures is optional. Classroom photographs are taken and used periodically for instructional purposes.

**Birthdays** - We are happy to distribute invitations to birthday parties outside of school if all classmates are included. Please check with your child's teacher on the best ways to celebrate birthdays at school.

## **Appendix: Guidelines for Volunteers and Substitutes**

**Welcome!** We are glad that you are willing to share your time as a volunteer or substitute teacher. We offer these suggestions as helpful reminders. Remember – when in doubt, ask someone. That's what we do!

### ◆ Reimbursement for substitute teachers:

Please sign in on the clipboard in the preschool office. CPP parents have the option of receiving tuition credit or being paid on our payroll. If you are being paid, you will need to fill out W-4 and NC-4 forms. Please return them to the office as soon as possible so your checks can be prepared accurately. Paychecks are distributed every other week. Substitutes should arrive at 9:15 AM to help set up the classrooms and they should stay until all the students are dismissed and the room is organized and clean.

- Substitutes must have a negative TB test on file with us, as well as an Emergency Information sheet
- Remember: What you observe at CPP is **confidential**. Please do not share what you see with anyone except CPP personnel. If you see situations that cause you concern, please speak with the teacher or director when children are not present.
- Try to concentrate on the children! We want you to get to know the teachers better, too, but keep your visits to appropriate times.
- Offer praise and encouragement to the children. Talk with them, explain things, listen to them. Treat them fairly and with respect. Try to help them handle conflict; offer solutions if needed. Try to divert or downplay minor misbehavior. Offer alternatives to inappropriate behavior. Check with the teacher for regular routines and consequences.

- The Assistant Teacher will take the role of Lead Teacher when she is absent, so follow her lead. A number of things here are done in accordance with state regulations, and the reasons may not be obvious. Feel free to ask.
- Follow the prescribed procedures for diaper changing, as posted on the wall in room 120. Check with the teacher if you are uncertain about these procedures.
- Dress comfortably and have fun!

*Thank you for being here!*