
Thyatira Presbyterian Preschool

2018-2019 Parent Handbook



"Where the little ones shine"

Thyatira Presbyterian Church

220 White Rd, Salisbury, NC 28147

704-636-1595

Daily Instruction & Procedures	3
Arrival, Dismissal, and Carline Procedures	3
Clothing and Personal Belongings	4
Curriculum.....	4
Special Needs Children.....	4
Discipline	4
Biting Policy	5
Snacks and Parties	5
Communicating Information to Parents.....	5
Field Trip Guidelines	6
Health & Safety	6
Medical care of children	6
Student Illness	6
Student medication policy	7
Inclement Weather and Special Situations	7
Policies Concerning Weather.....	7
Unplanned Cancellation or Dismissal.....	7
Thyatira Preschool Financial Policy	8
Registration	8
Tuition Fees	8
Discounts	8
Policies Concerning Payment of Fees	8
Withdrawal	8
Ways Parents Can Volunteer And Help	9
Thyatira Presbyterian Preschool Calendar	10

Daily Instruction & Procedures

We, the people of God at Thyatira Presbyterian Church at Mill Bridge seek to:

Promote the quality of life envisioned by a just God through programs in medical missions, housing and education in our community and throughout the world; practice loving kindness in our everyday life and through special ministries of caring, forgiveness and reconciliation; and provide worship services and spiritual nurture that glorify God and inspire us to live as Christ's faithful servants. (Based on Micah 6:8)

In keeping with the above mission statement of Thyatira Presbyterian Church, it is our goal to provide a Christian atmosphere of learning for preschool children in our community so that each child may come to know God's love. Here the children will have the opportunity:

- to develop an understanding that they are God's children, as are other children they know and meet
- to experience mental, emotional, social, physical, and spiritual growth
- to learn to work and play together
- to learn responsibilities in sharing daily chores in the classroom setting
- to learn to practice loving kindness, forgiveness and reconciliation in everyday life with their peers and other people in their lives
- to learn self-control
- to become more prepared for the "big" school experience

Thyatira Presbyterian Church offers a preschool program for the following children:

2 year old class 3 days (Tuesday – Thursday)
3 year old class 5 days (Monday – Friday)
4 year old class 5 days (Monday – Friday)

Arrival, Dismissal, and Carline Procedures

Important Notes: Your child should be on the right side of the vehicle. Teachers and staff are not responsible for buckling children in. You may pull up to a spot in the parking lot to complete the buckling process when picking up. Please refrain from using the cell phone during drop off and pick up.

Children may be dropped off between 8:15 and 8:30. They should be picked up between 11:15 and 11:30. **A late fee of \$10 will be assessed if the child is picked after 11:30 and before 11:40; after that you will be charged \$1 per minute – personnel must be compensated.**

If a child needs to be dropped off late or picked up early, then the child must be brought to his/her classroom and picked up from the classroom by the parent or persons designated by the parent. If the child is picked up by someone other than the parent, a note with the person's name and phone number should be sent with the child. The person picking up the child will also need the pick-up card.

At pick up, the color coded/numbered card should be on display for the caller. If an emergency arises and the child will not be picked up by 11:30, the office should be called and the staff informed (704-636-1595).

Office hours are limited; therefore, if parents need to communicate with the teachers they should do so by calling the office before 8:30am. Office Hours are: Monday – Friday from 9:00am – 2:00pm.

Clothing and Personal Belongings

Children should dress according to the weather, being sure to bring a jacket to wear outside on a cool day. Children are asked to wear comfortable clothing that is suitable for play and **must wear tennis shoes every day**. Shorts should be worn under skirts and dresses. Your teacher will give you further information about clothing and personal belongings in her class. Each child will need a full change of weather-appropriate clothes for their backpack or left at school for emergencies and accidents.

Curriculum

The curriculum at Thyatira Presbyterian Church Preschool is one that follows the objectives stated in our mission statement. Activities allow children to grow mentally, physically, socially, emotionally, and spiritually.

The program includes:

1. Bible stories, prayers and religious songs
2. Calendar activities
3. Alphabet introduction including phonics
4. Numbers, counting and manipulative activities
5. Color and shape recognition
6. Art activities including painting, coloring, drawing cutting, etc.
7. Physical activities inside and outside
8. Songs, finger plays and role playing, nursery rhymes
9. Science and nature awareness
10. Stories - read and told
11. Manners
12. Socialization skills
13. Patriotism
14. Field trips
15. Daily snacks
16. Show-and-tell
17. Health, good habits and taking care of our bodies
18. Handwriting (4 year old class)
19. Self-help skills
20. Readiness skills

Special Needs Children

Thyatira Presbyterian Church Preschool is not equipped to provide specific care for children with special needs. However, if a child with special needs enrolls in the preschool, the help of special agencies related to the needs of this child will be contacted. The church is wheelchair accessible.

Discipline

Teachers at Thyatira Presbyterian Church Preschool are responsible for providing an environment in which its mission statement and objectives are fulfilled. In order to accomplish these objectives, it is necessary that the children follow the rules of his/her classroom.

If a child does not follow the rules, the teacher will work with the child in a fair and positive manner to modify unacceptable behavior. Some possible modifications include speaking with the child about unacceptable behavior, "time out," or a "cooling down" period.

If a child is involved in a behavior incident, parents will be asked to sign a copy of the behavior incident report form, keep one copy and leave the other with the teacher. If modifications aren't successful, the parent will be notified.

Please NOTE: If the child is unmanageable (disruptive and/or abusive to others), the parent may be asked to withdraw the child from the preschool program. It is the goal of the preschool program to build self-esteem in each child, therefore corporal punishment, verbal abuse, or belittling a child are not a part of our program.

Biting Policy

Biting will not be tolerated. A student who bites another student will be verbally reprimanded in class and separated from the other students for a time period appropriate to the child's age. Incident forms will be filled out for each of the children and sent home to be signed by the parent. If a second incident occurs, the parent will be called immediately and the student will be removed from the class for two weeks. Tuition will be required to be paid during the time of suspension. If a third incident occurs, the student will be suspended for the remainder of the school year.

Snacks and Parties

1. A time is allotted for snacks each day. Parents are responsible for providing snacks for their child in a personal lunch box.
2. If you choose to provide a snack on your child's birthday, all items must be **STORE BOUGHT**. Summer birthdays celebrations will be scheduled by the teachers. You are welcome to come and help serve your snacks. **PLEASE DO NOT BRING PEANUT BUTTER, NUTS OR SNACKS THAT CONTAIN NUTS. SOME CHILDREN ARE ALLERGIC TO NUTS AND NUT PRODUCTS.**
3. Holidays are special for the children. The teachers will coordinate plans for these days including snacks and activities. Parents and/or grandparents are invited to donate snacks and participate in the activities.

Communicating Information to Parents

1. A Preschool Handbook will be provided for parents at enrollment.
2. An orientation program will be held prior to the beginning of school.
3. Three parent conferences will be held throughout the year.
4. Parents or emergency contact will be called to pick up their child if he/she becomes sick at school.
5. Parents should call the church office if a child misses 2 consecutive school days.
6. A calendar of events will be sent home monthly.
7. Parents or teachers may request an unscheduled conference if needed.
8. Any information you need to share with your child's teacher needs to be put in writing and **placed in their folder.**
9. The school will use Remind 101 for whole-school communication. This information will be given out at Open House.

Field Trip Guidelines

1. Some field trips will require parents to help with minimal cost of the trip.
2. Parent/guardian must accompany their child on our field trips. These trips are special to the children and having their parents along is important.
3. Parents must sign a permission form for their child to participate in each field trip.

Health & Safety

Thyatira Presbyterian Church has an insurance policy in place that will cover the general liability, only, of the preschool. Parents who do not have medical insurance on their child will be required to purchase medical insurance at a cost of \$10.00.

Upon registration for the 2 year old class (or first time registering), parents are required to provide an immunization record for their child(ren).

Medical care of children

1. A first aid kit shall be located in each classroom and taken on any field trips for treatment of minor wounds/injuries.
2. All immunizations recommended by the child's physician will be required before enrollment on the first day of school for children enrolling with Thyatira Presbyterian Preschool for the first time. Please provide the preschool a copy.
3. A notebook containing the following medical information for each child will be kept in the classroom, and taken on any field trips: name, address, phone number for parents and emergency contacts, child pediatrician information and emergency contact number, preferred hospital; any chronic illness, medications taken, or known allergies; immunization record; statement signed by the parents authorizing the school to obtain medical attention for the child in case of an emergency.
4. Emergency numbers will be posted by each telephone. These numbers include the number for Rowan Regional Medical Center, Rowan County Health Department, Salisbury Pediatric Associates, and emergency 911.
5. An incident report shall be completed each time a child receives medical attention.
6. Staff will report possible exposure to infectious illnesses to parents.
7. If a child is involved in an accident, parents will be asked to sign a copy of the accident report when the child is picked up. One copy will be given to the parent and the other will be kept by the teacher.
8. All teachers will receive and renew their CPR certification.

Student Illness

1. Children who are even slightly sick (fever, vomit, diarrhea, rash) should be treated at home. If a child becomes sick at school the child will be removed from the group and the parent emergency contact will be notified to come and pick up the child.
2. If a student is found to have a contagious disease the parent should notify the church office or teacher immediately.
3. Children must be kept home for 24 hours after a fever has broken or vomit/diarrhea has ended. If your child is brought back before then, he/she will be sent home.
4. Children with runny noses can come to school as long as the discharge is clear. The child should be kept home if there is any discoloration.

5. Lice policy – Heads will be checked regularly. Parents will be notified to pick up the child if infestation occurs. Student will not return until all lice and nits are gone.
6. **Parents are asked to call to report if their child is sick and will not be attending.**

Student medication policy

Medications should be administered at home. The only exceptions are asthma inhalers and EPI pens. All information should be shared with the teacher and a medical form should be filled out.

Inclement Weather and Special Situations

We intend to have school every day that it is possible. Unfortunately, there are sometimes extenuating circumstances.

Policies Concerning Weather

In the case of inclement weather, the preschool will be in session if the Rowan-Salisbury Schools begin on time. However, if the Rowan-Salisbury Schools are delayed, preschool will not be open. Please listen to your local radio station and Charlotte TV stations for weather and school information, or you may call the Rowan-Salisbury School system at 704-639-7050. **Do not bring your child to school if you do not feel you can travel safely.**

Unplanned Cancellation or Dismissal

If there is ever a reason that preschool must be cancelled that is unrelated to weather or Rowan-Salisbury Schools procedure, parents will be notified. Please be sure to sign up for the communication tool used for the school year. You will receive this information at Open House.

If, at any time, you do not feel safe bringing your child to school or would like to pick him/her up based on weather forecasts, please call ahead to let the school know.

Thyatira Preschool Financial Policy

2018-2019 School Year

Registration

A registration fee of \$75 for the first child, \$25 for an additional child in the same family, is requested upon enrollment. This fee is non-refundable and due when applications are turned in. If you register your child after Jan. 1st of that school year, the registration fee will be \$50 for the first child and \$25 for an additional child.

Tuition Fees

3 days: \$115
5 days: \$135

Discounts

If a parent pays tuition for the entire year on the first day of school, a discount will be offered. The discount for children attending five days a week will be \$75 ($\$1,215 - \$75 = \$1,140$); those attending three days a week will receive a \$50 discount ($\$1,035 - \$50 = \985).

Policies Concerning Payment of Fees

Payment is expected the first school day of every month. However, you will have until the 10th before a late fee of **\$10.00 will be assessed.**

Please put each monthly payment in a sealed envelope with your child's name on the outside, and place it in your child's folder. If you are paying cash, please bring the money into the church office.

Teachers will not be able to accept cash payments.

Reminder: The church office is usually open at 9:00am Monday – Friday.

All fees must be made by the 15th in order for your child to remain in preschool.

Withdrawal

To withdraw your child, you are asked to notify the teacher in writing, at least two weeks in advance. Tuition payments are non-refundable.

Ways Parents Can Volunteer And Help

Thyatira Preschool understands and appreciates the importance of parental involvement in your child's life. Parental involvement is key in a successful preschool program. Following are ways in which parents can volunteer and help with the preschool program:

1. Volunteer in your child's class: Read a story, play an instrument, help with an art project, share a career or talent, substitute teach, etc... (Note: substitute teachers must have a background check.)
2. Encourage your child to have a good breakfast and get plenty of sleep. Preschool is a good time to start good habits.
3. Let your teachers know if there are any changes in your child's life.
4. Praise your child and display his/her work.
5. Talk to your child about his/her day.
6. Please bring and pick up your child on time each day!
7. Help your child look forward to preschool as a place where he/she will find new and happy experiences. Impress upon your child the importance of school in their lives by encouraging good attendance during their preschool years.
8. Provide a rich background of experiences by:
 - Setting a good example for decision
 - Taking trips to parks, the zoo, playgrounds, etc.
 - Encouraging make-believe play
 - Reading and telling stories
 - Answering questions
 - Choosing constructive toys
 - Including him/her in family conversations
 - Limiting TV
9. Encouraging independence by permitting the child to:
 - Make decisions at his/her own level
 - Do simple chores such as putting away toys, hanging up clothes, etc.
 - Accept responsibility at home
10. Encouraging good, clear speech by:
 - Speak clearly when talking with your child
 - Listen courteously to what he/she has to say
 - Allow the child to express his/her ideas
 - Show him/her how to make sound correctly
11. Especially at the beginning of the school year there are many children who will cry upon being left. This is perfectly normal for children in a new situation. Reassure your child that you will return, and then leave. Call us later if you are still concerned.
12. Please do not allow your child to bring the following to school: toy guns or weapons, balloons and hard candy.
13. In addition, our program always appreciates your help with expenses. We can always use school supplies, and monetary donations. Your donation of these items helps keep down our tuition expenses.

Thyatira Presbyterian Preschool Calendar 2018-2019

Important Dates:

August 13-14	Teacher Workdays
August 15	Open House for students and parents
September 4	First Day of Preschool
September 27	Grandparents Day at 10:00 am
October 23	Fall Festival (rain dates – October 24 & 25)
December 6	Christmas Program at 9:00 am
February 21	Parent Appreciation Day at 10:00 am
May 7	Sloan Park Day (rain date – May 14)
May 23	Last Day of School - End of Year Program/Preschool Graduation at 9:00am

Dates the Preschool will NOT be open:

October 29	Teacher Workday
November 6	Teacher Workday
November 12	Veteran's Day
November 21-23	Thanksgiving
December 20-January 4	Christmas Holidays
January 21	Martin Luther King, Jr. Holiday
January 22	Teacher Workday
February 18	Teacher Workday
March 29	Teacher Workday
April 19	Good Friday
April 19-26	Easter Break



"Where the little ones shine"

Thyatira Presbyterian Church Preschool
220 White Road
Salisbury, NC 28147

PARENTAL AGREEMENT

I have read and understand the Parent's Handbook and the policies of the Thyatira Presbyterian Preschool and intend to follow the included guidelines.

Date: _____

Signature: _____

Child's Name: _____