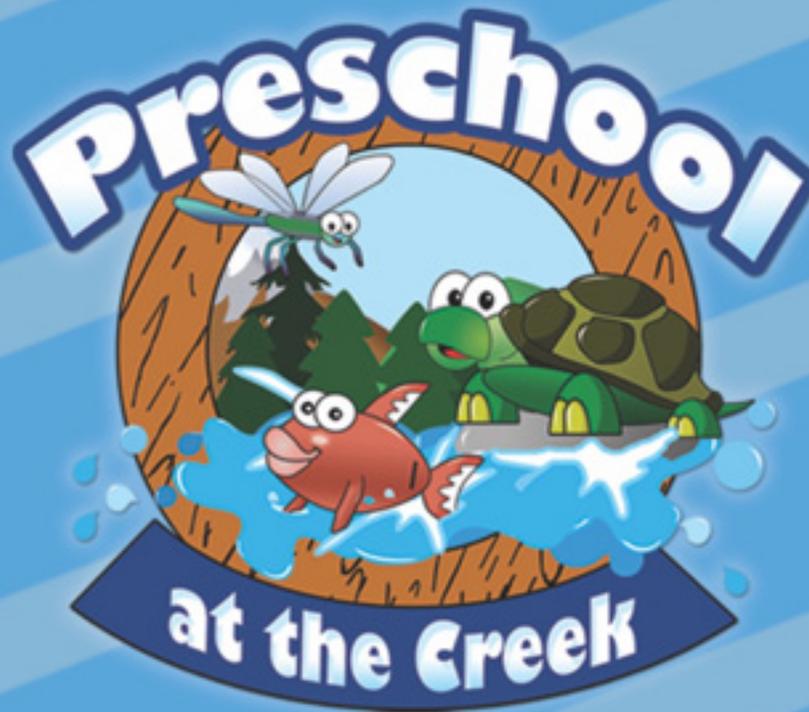


• **Parent Handbook** •
2019-2020 School Year

Last Updated June 2018



Weekday Preschool



3229 Burlington Mills Road
Wake Forest, NC 27587 | 919-263-8022
www.richlandcreek.com

Welcome Letter

Dear Parents,

Welcome to *Preschool at the Creek*, a weekday preschool program at Richland Creek Community Church! Our program exists to provide you and your child an exciting Christ-centered preschool education. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops while instilling biblical principles.

The Bible teaches us that the discipleship and education of our children is primarily the responsibility of parents (Deut. 6). Therefore, we are here to “assist” you in educating your child. We will always encourage parents to visit, ask questions, and become very involved in their child's educational process. Cooperation between parents and staff will contribute to a successful experience for your child.

This handbook is designed to help you understand our program's mission as well as the policies and procedures under which we operate. This weekday preschool was established to share the Gospel of Jesus, teach biblical principles, and provide a learning environment that will help preschoolers grow in all areas of their lives (Luke 2:52).

We will make every effort to inform you of any changes that take place in the Parent Handbook. Thank you in advance for your support as we work together toward a successful experience here at *Preschool at the Creek*.

I look forward to getting to know all of you and your sweet children this school year.

Sincerely,



Jessica Gibson
Weekday Preschool Director

All your children shall be taught by the LORD, and great shall be the peace of your children (Isaiah 54:13).

Mission Statement

Preschool at the Creek seeks to instill excellence in academics, character, and service to God and others in a fun and safe Christian Environment.

Educational Philosophy of the Program

Preschool at the Creek is a Christian preschool that emphasizes Christ-centered teaching. The Bible is the foundation for all activities and subject matter that your child will be exposed to.

We believe that the early years of your child's life are the foundation upon which future learning depends. "Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6). Our aim is to provide an environment where your child will experience the love of Jesus through their preschool experience. Recognizing the importance of balanced growth, our staff will provide your child the opportunity for cognitive, emotional, physical, social, and spiritual development through our curriculum. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability, while enjoying feelings of success. This is primarily done through hands on activities and positive Christ-like role modeling of the staff.

Statement of Belief

To view the Statement of Belief for Richland Creek Community Church please visit our website at <http://www.richlandcreek.com/missionstatement.htm>.

Purpose and Goals

- ☞ Help preschoolers understand God's purpose, plan, and love for them.
- ☞ Provide an academic atmosphere in which children are encouraged to be productive and creative learners.
- ☞ Develop an appreciation for education and a love of learning.
- ☞ Educate the whole child – cognitively, emotionally, physically, socially, and spiritually
- ☞ Develop quality friendships in a safe and comfortable environment.
- ☞ Develop a sense of responsibility and independence by teaching developmental skills and strengthening decision-making skills.
- ☞ Develop the ability to work and play in groups, as well as independently and promote healthy relationships with peers and adults.

Registration Fees

There is a registration fee that **must** be paid at time of registration. Registration fees will be paid annually. This is a **non-refundable** fee and is not part of your tuition payment for the upcoming school year. These fees will cover operating and supply costs for the school year. Your Registration Fee will be deposited once your child has been **offered** a space at *Preschool at the Creek*. If you are not offered a space, your registration fee will not be deposited, but will be held until a space becomes available.

Monthly Tuition

Child's Age	Program Days and Hours	Registration Fee	Monthly Tuition Fee
Turned TWO by 8-31-18	TuTH/ 9am - 12pm	\$175.00	\$175.00
	MWF / 9am - 12pm	\$220.00	\$220.00
Turned THREE by 8-31-18	TuTH/ 9am - 12pm	\$175.00	\$175.00
	MWF / 9am - 12pm	\$220.00	\$220.00
Turned FOUR by 8-31-18	MWF / 9am - 12pm	\$220.00	\$220.00
	M - F/ 9am - 12pm	\$300.00	\$300.00

Classroom assignments will be determined at a later date

All families enrolled at Preschool at the Creek agree to adhere to the following financial policy:

- ☞ Preschool at the Creek operates on a 9-month basis with equal monthly tuition payments.
- ☞ Tuition is due on the first day of every month.
- ☞ Your tuition fee will **not** be prorated for any days missed for holidays, sickness, vacation, or inclement weather.
- ☞ All tuition payments should be placed in the tuition box that is located outside of the Director's office. You can make a payment with a personal check, cash, certified check, money order, or online in response to your invoice that will be emailed to you each month. All checks should be payable to Preschool at the Creek. Please indicate your child's name in the memo area of your check.
- ☞ Tuition will be considered late on the 10th of the month. There will be a **\$10.00 late fee** for all late tuition payments. **If all tuition and fees (including late**

payment fees) are not paid by the last calendar day of the month, your child will be considered withdrawn from Preschool at the Creek. *Preschool at the Creek* reserves the right to dismiss any family for nonpayment of tuition or fees.

- ☞ There will be a \$25.00 fee charged on all returned checks. After the second returned check you will be asked to make all future payments with certified check or money order.
- ☞ A two week written notice is required if a child is going to withdraw from the program. **Monthly tuition payments cannot be refunded or prorated for early withdrawal.**

Registration/ Enrollment Procedures

Enrollment operates on a “first come first serve” basis; once all spaces have been filled, there will be a waiting list formed for each class.

The following items are due at registration:

1. Registration Fee (personal check, cash, cashier's check or money orders ONLY and please note your child's name in the memo).
2. Completed and Signed Registration Form

Please place your registration information in the Tuition Box located outside of the Director's office. Please place your registration forms and fees in a sealed envelope to ensure that they will not be separated from each other.

The following items must be completed and returned prior to 1st day of Enrollment:

1. Child's Application
2. Child's Medical Report
3. Immunization History
4. Parent Handbook Acknowledgement Form
5. Discipline and Behavior Management Policy
6. "Getting to Know You" Questionnaire
7. Media Release Form
8. Student Directory Form
9. Financial Responsibility Policy
10. Financial Option Form

Future registration times for the **2019-2020** school year will be held in **January 2019**. Details regarding future registration dates and procedures will be given at a later date.

Preschool Orientation

Orientation for the 2018-2019 school year will be held on August 28, 2018. You will receive further information regarding orientation night in your enrollment packet.

Arrival/ Departure Procedures

For the safety of our children we ask that you accompany your child at all times when in the building. Please enter *Preschool at the Creek* **through the main Family Life Center entry way**. Upon arrival and departure, you will sign in/out your child on the table located outside your child's classroom. When signing your child in/out please use your full signature and note the time.

The teachers are ready to greet the children at 8:55 am each school morning. Parents must sign their children in on the attendance sheet before leaving your child in the classroom. Please use your **full legal signature**.

Please do **NOT** bring your children into the preschool hallway any earlier than 8:55 am. The teachers are very busy planning the school day and setting up activities prior to 8:55 am. They are not free to supervise children during this time.

Departure time is at 12 NOON. Children will not be released to anyone who is not listed on their Alternate Pick-Up cards. Parents are responsible for Alternate Pick-Up cards to be maintained and up-to-date! We will not release your child to anyone not on file unless we have the proper release form completed and on file in the preschool office prior to pick up.

If for any reason we feel that the safety of the child is compromised by the state of the person picking up your child, we reserve the right not to release them. In the event that such a situation should occur, the child will be held in the Director's or a pastor's care and the proper authorities will be notified.

Please remember to **DRIVE SLOWLY** and **WATCH CAREFULLY** for children when entering or leaving the church campus.

Late Pick Up Policy

Our teachers use the time after school for toy sanitation and preparation for the following day, so it is crucial that your child is picked up no later than 12:00 pm as the planned school program is completed at this time. If a parent does not arrive and sign out a child before 12:10 pm, a late charge will be assessed to their account. **The late fee of \$1 per minute will be charged starting at 12:10 pm.** A written notice will be issued to you and the fee can be paid in addition to the next month's tuition. An abuse of this grace period is grounds for dismissal from the program.

Sickness Policy

The intentions of our sickness policy are to reduce the spread of illness among children and teachers. We also want children to have the proper amount of time at home in order to fully recover. We want to partner with parents so that we can sustain a healthy and safe environment for everyone.

Therefore, if your child is displaying any of the following symptoms they will not be permitted to attend school. In addition, your child must be symptom free (without medication) for 24 hours before returning to school. If your child is prescribed an antibiotic, they must be 24 hours into their dosage before returning to school.

The symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting
- Diarrhea
- Head Lice (*child must be nit free and approved by management prior to reentering classroom*)
- Skin rash, excluding diaper rash
- Red, watery eyes with yellow drainage
- Fussy, irritable behavior, or your child's inability to perform all of the day's regular activities

If your child becomes ill while at school, the Director will contact you immediately to take your child home. If you are unavailable, your emergency contacts will be called.

No Medication will be administered by staff members

If your child should need medication on campus due to allergies (epi-pen, bendadryl etc.) you will need to fill out a medication release form. Turn this form in to the Director along with the medication that will be held in the preschool office.

Discipline and Behavior Management Policy

We follow the North Carolina Division of Child Development guidelines for our Discipline Policy. It is as follows:

Praise and positive reinforcement are effective methods of the behavior management of preschool children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their levels.
- DO use short supervised periods of "time-out".
- DO stay consistent in our behavior management program.

We:

- DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- DO NOT shame or punish the children when bathroom accidents occur.
- DO NOT deny food or rest as punishment.
- DO NOT relate discipline to eating, resting, or sleeping.
- DO NOT leave the children alone, unattended, or without supervision.
- DO NOT allow discipline of children by children.
- DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "timeout" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Emergency Procedures

Preschool at the Creek conducts unannounced fire and tornado drills. Each classroom has an emergency evacuation route posted in the classroom. In case of a

fire, the class will evacuate to an assigned area outdoors. In case of a tornado, the children will be evacuated to the basement of the Legacy Building.

In the case of a larger disaster or prolonged evacuation we have developed an emergency plan designed to meet the needs of the preschool. Numerous PATC staff members are trained in First Aid and CPR, as are several members of our pastoral staff, who will support teachers and students as needed. If at any time your emergency contact information changes, notify the office immediately.

Student Accidents

If your child is injured while at school, your teachers and Director will evaluate the extent of the injury. For light scrapes, bumps, and bruises, first aid (soap, water, ice and/or Band Aid) will be administered by a staff member. An incident/ accident report will be filled out for all injuries and signed by parent and by staff member. A copy of this report will be kept in the child's file, as well as a copy for parent to take home. If it is determined that treatment by a doctor is needed, we will make every effort to contact you. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. Each child must have an Emergency Consent Form signed by the parent on file in the office. Your authorization of the preschool to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of this agreement.

Attendance

While attendance is not required, we do strongly suggest that your child maintains a consistent schedule in order to benefit properly from the program.

Snacks

Every parent will be assigned different weeks to bring snacks for your child's classroom. This will be done on a rotational schedule with all classroom parents participating. Children will have snack in their classrooms everyday. We suggest that snack be kept as nutritional as possible; fruits, whole grains, etc. You will receive this schedule once school starts.

Preschool at the Creek is a PEANUT-FREE ENVIRONMENT, so please DO NOT bring any snacks with ANY peanut products in them. This includes items that are prepared in the same factory as peanut products. All snacks must be purchased from a store with a nutrition label on them.

Food Allergies

All children's allergies should be listed on registration and enrollment forms. Please make a complete list of ALL foods that your child can not consume. All children's allergies will be posted clearly in all classrooms. Please contact your teacher regarding specific allergies of other children in your classroom prior to bringing snacks and/or special treats. Please be sure to notify your classroom teacher of allergies/ the change in allergies as well.

Special Celebrations/ Birthday Celebrations

Special Celebrations

Throughout the year we will have times where we have special celebrations (Thanksgiving, Christmas, Easter, etc.). For these special celebrations parents will be asked to volunteer to help coordinate and supply these parties. A sign-up sheet will be posted outside your child's classroom.

Birthday Celebrations

We are more than happy to celebrate your child's birthday at school. We welcome our parents to bring a special **store-bought treat**, (refer to food allergies) decorative cups, and plates to celebrate your child's birthday. Summer birthdays may be celebrated any time; a good time would be their half birthday. Although we do ask that it is limited to a small celebration with no decorations, balloons, etc. and we ask that you be present to help assist your teacher during this time. Please allow your teacher one week notice of your intentions so they can plan accordingly. All celebrations, unless otherwise noted, will take place during your child's snack time.

Thank you in advance for being kind, compassionate, and sensitive when passing out birthday party invitations. **If you are not able to invite the entire class, please mail your invitations.**

Inclement Weather Policy

In the event of inclement weather, Preschool at the Creek will relay information regarding closings or delays to the parents in the following manner:

- Sending out our decision in an e-mail to our parent distribution list
- Posting our decision on WRAL's website - our name appears as **Richland Creek Preschool**
- Posting our decision on Preschool at the Creek's Facebook page
- Posting on our website: www.richlandcreek.com/patc

As always, our goal is to keep all of our children, families and teachers as safe as possible while still making appropriate decisions regarding the preschool schedule.

Dress Code

It is recommended that all children wear washable play clothes. The children will be involved in outdoor play as well as messy art projects throughout the day. Although we try our best to keep clothing clean, we cannot guarantee that your child's clothes will not get dirty.

Children are very impressionable; therefore, we ask that your child's clothing does not display violent play figures or any inappropriate logos/ print. The Director will determine if something is inappropriate or offensive.

All children are required to keep a complete change of clothing in their bookbag in case of an accident. Label each item with your child's name and place them in a plastic zip lock bag also with your child's name. If these clothes are used, be sure to replace them for the next school day. Please do not forget to change out extra clothes as the seasons change.

All jackets, sweaters, coats, hats and boots must be **clearly marked** with the child's name. Many children wear identical clothing and without a name in each garment it becomes difficult for the teachers to identify its owner. The school will not be responsible for any lost clothing.

All children must wear closed toe shoes that are in good condition. Socks must be worn at all times with shoes and closed toe sandals. Closed toe sandals must also have a back strap for support.

Special Circumstances

All students must be able to communicate needs to their teachers. The child must understand and speak enough English to tell a teacher if something hurts, that they need to use the restroom, that they are sick, or in the case of any other emergency. All children must be able to walk on their own when transitioning from class to playground, gym, and chapel. We are not equipped to handle medical equipment at this time.

Toilet Training

Toilet training is a parental responsibility that sometimes enters into your child's preschool day. As your child begins to toilet train at home we will continue to aid in this process at school. We ask that until your child has had several successes at home with both BM and wet trips, please continue to put them in a pull up or diaper. Once they have become very successful at home in underpants, you and your teacher can then decide if your child is ready for underpants at school.

Signs of readiness include, but are not limited to: asking for diaper changes when they become wet or soiled, an understanding of opposites, the ability to dress and undress themselves, and the ability to communicate their needs clearly.

Please be sure to place your child in clothes that are easy to remove when going to the bathroom. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. For the younger children do not dress them in overalls or body suits and don't include belts, snaps, etc. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred.

All children entering into the three through five year-old rooms MUST be toilet trained prior to the beginning of the school year.

Gross Motor Play and Safety

We believe that Gross motor play is very important for the development of any child and we have set aside 20 - 30 minutes for recess per day. Please remember to dress you child appropriately. Gross motor play rules are set and reviewed with children at the beginning of the school year, as well as daily reminders.

Chapel

All children will attend Chapel lead by Pastor Mike Dowd, Preschool Pastor, on Tuesday or Wednesday. During Chapel we will have a time of worship and sing songs of praise.