

# Around the Son Preschool Parent Handbook 2023

## Classes

- Around The Son Preschool is a half-day program operating from 8:30am-12:30pm from September through May.
- Around The Son Preschool accepts children using the North Carolina state age cut off of August 31<sup>st</sup>.

### Available Classes

### Days

**Two-Year-Olds**

2 day, 3 day (T,W,TH), and 5 day

**Three-Year-Olds**

3 day (T,W,TH) and 5 day

**Four-Year-Olds**

Monday – Friday

**Transitional Kindergarten**

Monday- Friday

## Tuition

Tuition is figured as an annual fee. To make payment options easier for families we offer a nine month payment plan. **The first monthly payment is due in September and covers all of September. The last full payment is due in May.** Tuition is due by the 15th of each month. **After the 16<sup>th</sup> of each month your tuition is considered late and a late fee of \$10.00 will be charged, unless prior arrangements have been made with the director.** Because tuition is an annual fee, no refunds are given for illness, vacation or snow days. Families with 2 or more children attending will receive a **\$20.00 discount** on tuition for each extra sibling. All tuition transactions are handled through our Brightwheel platform. Invoices are sent out electronically on the last day of each month. Please note there is a \$25.00 returned check fee. If there are any financial reasons for not being able to pay tuition on time, please notify the director before the 10<sup>th</sup> of the month so that other arrangements may be made.

## **Lamb Fund Scholarship**

Financial scholarships are available to families in need. The purpose of the Lamb Fund is to provide opportunities for children who otherwise could not financially afford to be nurtured in a Christ centered program. Rewards are based on financial need. Funding for the Lamb Fund is obtained through contributions from church members, Preschool families and others in the community. The Lamb Fund was established in memory of Charles Lamb, a long time member of our church and community.

## **School Hours**

Our Preschool hours are from 8:30 am until 12:30pm. We have three different check-in areas for arrival and dismissal depending on assigned class. Preschool staff will be open to receive students at 8:25 am. The Brightwheel app is required for all students/families for check-in and check-out. If you need to arrive early or pick-up early, please contact the preschool director. **Classes will start promptly at 8:40 am.** Late arrivals should check in with the preschool office.

## **Severe Weather and Winter Weather Closings/Alerts**

During times of severe weather we want you to be updated and connected to all possible communication regarding our schedule. Any changes in our school schedule will be sent directly to you through our Brightwheel platform. You will also find the latest school closings posted on the WLOS website which will run during the morning and evening news. In the event we are opening on a delayed schedule, we will open at 10:00 am.

## **Getting Ready**

Here are some ways you can help your children be ready for school each day.

- Make sure they get a good night's sleep. It is very important. Preschool children generally need 10-12 hours of sleep each night.
- Get your child up early enough so he/she does not have to rush off to school.
- Give them a good breakfast at home each morning before coming to school.
- Observe the child closely and keep him/her home if they are not feeling well.
- Keep us informed about the child's home situation. Send us a note if there is some specific stress or unusual circumstance at home that can affect the child's behavior (parent out of town, grandparents visiting, new baby, loss of a loved one and even pets, etc.).

Remember that Preschool should be an enriching, enjoyable and wholesome experience for your child. Sometimes children or the parent are not ready for this separation. This is perfectly all right and normal. The bonding time needed is different from child to child and we should all be in tune with the needs of our own family. It is normal for children

to cry for the first few times they are left. We will work with you and your child so that everyone involved can have a positive and rewarding experience at Preschool.

## **Clothing**

All clothing and shoes should be comfortable for play and easy for your child to manage. **Please do not send them in their best clothes.** This is a school where we work and play. Your child **will** come home with paint, glue, and dirt on their clothes. Please remember this as you dress them for school. We recommend that children wear **play clothes** that are practical, comfortable and washable. We encourage all children to wear tennis shoes. Please do not send your child in **cowboy boots or shoes that are unsuitable for playground use. Sandals and flip flops can be especially uncomfortable on the playground because of the small rocks.** Be sure to choose wisely and dress them accordingly for potty training; easy pull down pants, etc. In winter, children will need warm, removable clothing for outside wear. We do go outside even when the weather is cold. **A change of clothes, including socks and underpants should be kept in the classroom. Please label your child's jackets, book bags, diaper bags, lunch boxes, or any other removable clothing** to help ensure the return of all possessions. If your child wears diapers or training pants, please be sure to bring spares and mark them with your child's name. Each teacher will have her own system and will let you know what your child needs.

## **Things To Bring And Not To Bring**

- Please keep favorite toys, blankets, etc. that your child may be especially attached to, at home, unless your child must have the item in order to be comforted while at school.
- No toys should ever be brought to preschool unless the child's teacher has given permission for it for Show and Tell. This particularly applies to small pocket toys and balloons (a major choking hazard). These are distracting and do not have a place in our program.
- Children should not bring money unless it is for a special purpose, in which case it should be placed in an envelope and clearly marked with the child's name and what the money is for.

## **AUTHORIZATION TO PICK-UP A CHILD**

**Your children will only be released to you, the parents, or the people you authorize to pick up your child/children. We must have written authorization for any changes in this respect.**

Please notify your child's teacher about any changes. ID will be requested from anyone not known by the teacher and director. Please let your relatives and friends know about our policy so they will not be surprised when we ask them for their ID. In case of any emergency, the parents must talk to the director to give the name of the person picking up their child. The director will notify the teacher. If someone comes to pick up a child, and is not authorized to do so, we will ask the person to wait until we are able to reach a parent or relative to give us permission to release the child.

### **Late Pick-up**

If you will be late in picking up your child, please call the Preschool office or church office and leave a message for your child's teacher of the nature of your tardiness and your anticipated time of arrival. We can then assure your child that you are on the way and you will be here soon. **Please come directly to the director's office where your child will be waiting. There will be a \$1.00 late fee for every minute after 12:40.**

Please try your very best to be punctual for the benefit of your child. It sets forth a good life-long example for them. Children often get upset when they are not picked up in a timely fashion. It is very hard for them to see the other children leave. For this reason, we appreciate your efforts in being here promptly at 12:30pm.

### **Accident Policy**

The Preschool must have on file for each child a signed medical form authorizing emergency care and transfer to the local hospital.

In case of an accidental injury, we will immediately attempt to contact a parent. If we cannot reach you, we will then use your emergency numbers in our file. If we are unable to contact them, we will call your child's physician. If necessary, we will also call 911, an ambulance or the paramedics. Until the arrival of the parent, guardian, physician or paramedic, the Director will be in charge. It is the parent's responsibility to keep all emergency medical numbers and information updated.

### **Incident Reports**

An incident report is filed in the event that an injury has occurred as a direct result of a child hurting another child. It will also be written for any extreme abnormal behavior, or any constant bothering of one child towards another. The following will be reported:

bites, scratches, excessive name-calling, excessive talk about sex, threats and use of inappropriate language and excessive pushing.

## **Sick Policy**

For the protection of everyone involved, please do not bring your child to preschool if he/she has any of the following symptoms:

**Fever** - More than 99 degrees. Irritability, lethargy, or persistent crying. All can be signs of illness. Our policy is that your child must remain fever free for 24 hours before returning to preschool.

**Diarrhea and Vomiting**- Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at preschool, you will be called to pick up your child. If your child vomits while at preschool, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped.

**Coughs and Colds**- Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in preschool.

**Rash**- A rash may be a sign of many illnesses, such as measles or chicken pox. An external rash may be a sign that something is going on internally. Please do not send your child to preschool with a rash until a doctor says it is O.K. to attend school.

**Sore Throat**- If your child has been diagnosed with strep throat, they need to be on antibiotics for 24 hours before returning.

If your child exhibits any of these symptoms while in our care, we will contact you immediately to pick him/her up.

## **Medical Health Requirements**

Each child is required by state regulations to have on file a health statement/certificate that includes a record of up-to-date immunizations and the signature of the child's source of medical care. If your child's health care summary is not complete at the time of enrollment or within 30 days after enrollment, your child will have to be temporarily removed from the program until the completion of your pediatrician's paper work.

Each child who has not had a physical examination within the last year must have one completed before the entrance into Preschool. A physician or certified public health nurse can do this physical.

Each time your child receives an additional immunization; we request that you bring the updated form to the Preschool for our files.

## Allergies

If your child cannot eat certain foods, please notify the director and your classroom teacher of this situation as soon as possible. **It is the responsibility of the parent to notify the preschool if their child has any known allergies. Parents will be provided with an "Allergy Action Plan" to be completed by the parent and the child's physician.** This must be completed and returned to Around the Son Preschool as soon as possible and will be kept in the child's classroom with an attached photograph of the child. This will provide easy, immediate access to the teachers should action be required.

## Confidentiality Records

Children's records are only available upon request to your child's teacher, the director, the board and the child's parent or legal guardian.

## Discipline Policy

We use positive reinforcement and redirection. Under NO circumstance will a child be spanked. Around The Son Preschool has a policy that we will never hit a child, slap a hand or belittle a child in any demeaning way. If a disciplinary action should need to occur we will first talk to the child. We will remind the child of our desire to be kind to our friends. We will let them know we care for them even when we do not approve of what they have just done. We will try and re-direct them from the behavior that was undesirable. If these measures do not work, we will sit the child in an area away from the other children for a few minutes. Time out is one minute for every year of their age. We will let the parent know of any undesirable behavior that is being repeated. We will always keep a positive loving attitude toward every child in our Preschool.