



*PARENT'S HANDBOOK*  
*2019 - 2020*

Unity Presbyterian Preschool  
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Our Mission:

-To provide a safe, Christian, joyful environment for preschool children.

-To teach children about the love of God, both through activity and through our mirroring the gentle, insistent love of God.

-To assist children in learning how to share, welcome, work, and play with others.

## Table of Contents

Unity Preschool Mission Statement.....	Inside Cover
Program Objectives.....	1
Program Policies	
School year.....	2
Inclement weather.....	2
School hours/Attendance.....	2
Drop-off and pick-up policy.....	3-6
Tuition.....	7
Withdrawals.....	7
Entrance Requirements.....	7
Discipline.....	8,9
Health.....	10
First-Aid/medicine.....	10
Health Certificate.....	10
Birthday Celebrations.....	11
Classroom Visitation.....	11
Snacks.....	11
Dress and Possessions.....	11
Messages.....	12
Parent/Teacher Conferences.....	12
Grievance Policy.....	12
What to bring.....	12
What not to bring.....	12

Forms- MUST be turned in at your child's visitation day in August-

Evacuation Plan- due at visitation

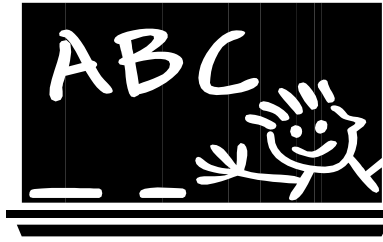
Certificate of Health- due at visitation

Emergency Information- due at visitation

Pick-up permission Form- due at visitation

Handbook Agreement Form- due at visitation

## **PROGRAM OBJECTIVES**



### **SOCIALLY**

- To grow in one's ability to work and play: to live with peers
- To adjust to the group
- To develop relationships
- To learn to share
- To learn responsibility

### **EMOTIONALLY**

- To develop healthy feelings about self
- To begin learning to take turns, accept changes, accept defeat
- To become more self-reliant
- To begin and complete a task

### **PHYSICALLY**

- To learn good habits and begin independence
- To develop large and small motor skills
- To learn how to control muscles
- To learn safety rules

### **MENTALLY**

- To learn to listen and follow simple directions
- To perfect speaking skills
- To grow in self-confidence
- To develop an increased interest in learning
- To develop an increased interest in the world around them



## **SCHOOL YEAR**

Unity Preschool will be in session for nine months beginning the last week in August and ending in May. We will take two scheduled workdays as shown on the school calendar. **Teacher Workdays are scheduled to keep the staff up to date on trainings, certifications, and continuing education.** The Preschool will not be open for children on our workdays: October 8<sup>th</sup>, March 3<sup>rd</sup>

## **INCLEMENT WEATHER**

In the event that the Preschool must close due to inclement weather, families will be notified by phone announcement or weather code announcements on the following television, radio stations, and websites:

WSOC-TV, channel 9	102.9 WLYT-FM- Lite 102.9	wsoc.tv.com
6News, channel 6	96.9 WKKT-FM- Kat country	www.nbc6.com
WBTV, channel 3	99.7 WRFX-FM- the Fox	

Unity Preschool follows Lincoln County schools for delaying or closing decisions. If we are to be delayed:

**One-hour, school will begin at 9:45 a.m.**

**Two-hours, school will begin at 10:30 a.m.**

**Three hours- preschool will begin at 11:00am and extend to 1:30pm**

In the event that Unity Preschool has missed three or more days in a calendar month due to severe weather, priority make-up days will be offered after the first two days, for only those classes that apply. (We will not make-up the first two days in each calendar month). Make-up days will be offered in the following order: Jan. 9<sup>th</sup>, 8<sup>th</sup>, 7<sup>th</sup>, 6<sup>th</sup>, and Mar 3. Mondays and Fridays may be used as make-up days at the Director's discretion.

## **SCHOOL HOURS/ATTENDANCE**

School days run from 8:45 a.m. to 12:30 p.m. All doors will be unlocked at 8:45a.m. Drop your child off using the door closest to YOUR child's classroom:

TK and 4A use the side door to the left as you face the preschool building.

4B, 3A, and 3B use the front door

2A, 2B, and MMO use the side door to the right as you face the preschool building

Please do not bring your child before 8:45 a.m. because the teachers will be preparing and setting up their classrooms for the school day to begin and will not be able to give your child the attention that he/she needs and deserves. The building doors will be locked from 9:00am-12:30pm. In an effort to prepare our children for Kindergarten, we require that you adhere to our drop off and pickup policies. Our teachers begin their curriculum at 8:45am. Tardiness disrupts the whole class, which is unfair to those who arrive on time. If you do arrive after 9:00am when the door is locked and classes have already begun, ring the front doorbell. The staff member who opens the door will take your child to his or her classroom, so be prepared to say goodbye to them at that entrance. While we recognize that there are always situations that occur, habitual tardiness will not be tolerated and could result in either the child being sent home for the day or expulsion from the program. Should you need to reenter the building after dropping off your child, please call ahead and ring the doorbell located at the front entrance. Classroom instruction will end at 12:30 p.m. Children are to be picked up promptly at 12:30 p.m. Parents will be charged a late fee if their child is not picked up by 12:50 p.m. If pick-up occurs between 12:50 p.m. and 1:00 p.m., a \$10.00 fee will be charged. After 1:00 p.m. additional charges will accrue at the rate of \$1.00 per minute. These fees are due at the time incurred, however if they are not paid then, a note will be sent home in your child's bag. Prompt payment is expected. Children who consistently arrive late, miss school frequently, and are not picked up on time begin to feel intimidated, insecure and afraid. Please help us make your child's preschool experience a positive one by bringing him/her on time regularly and by picking him/her up promptly. Drop off and pickup procedures are as follows:

## **DROP-OFF AND PICK-UP POLICY**

### **MORNING DROP OFF:**

Parking is allowed in the following spaces only:

- Any open lined spaces directly in front of the preschool doors
- Lined spaces in the parking lot at the entrance in front of the manse (house).
- Lined spaces in the parking lot in the rear of the manse near the playground.

Parking is NOT allowed at any time:

- in spots that are not designated by painted white lines (including the long strip of parking lot that does not have painted strips for parking)
- in the lot in front of the church office and CYC, beginning at the church mailbox. **DO NOT PULL INTO THIS AREA TO BUCKLE YOUR CHILD OR PICK UP YOUR CHILD FROM AFTER SCHOOL EVENTS LIKE MONKEYS IN MOTION OR SOCCER**

**Entrance to the Preschool Building- In an effort to minimize crowds and bottlenecks in the hallway in the morning, please use the door closest to your child's classroom to drop your child off.**

**TK and 4A classes-** use the side door to the left as you face the preschool building.

**4B, 3A, and 3B classes-** use the front door

**2A, 2B, and MMO classes-** use the side door to the right as you face the preschool building

Please walk with your child to his/her classroom door. Please make sure that the teacher/assistant is aware of your child's arrival. Our teachers begin their curriculum at 8:45am. The front door and both side doors will be unlocked in the morning for drop off from 8:45-9:00am and relocked at 9:00am. The building will remain locked from 9:00am-12:30pm. If you do arrive after 9:00am when the door is locked and classes have already begun, ring the front doorbell. The staff member who opens the door will take your child to his or her classroom.

### **AFTERNOON PICKUP PROCEDURE**

**(please make sure the color-coded hanger with your child's name on it is visible from the rear-view mirror.)**

Carpool pickup for 3's and 4's and TK is located at the front entrance of the preschool. Please enter the first driveway. Travel to the **rear parking lot** (beside the fellowship hall and manse-house) to turn around and enter the carpool line. **Do not pull into the upper parking lot to enter the carpool line.** Pull along the front of the buildings until you reach the pull through at the preschool. Alternate with the car in front of you between line A or line B, choosing the line opposite of the car in front of you. As the line begins to move, all cars remaining in the driveway will continue to filter into the next available spot in either the A or the B line, always choosing the line opposite the car in front of you.

**Once dismissal begins, the first car should enter the pickup circle and travel all the way to the grassy area closest to the mailbox for loading, cars behind the first car should follow the line up, past the preschool doorway, continuing alternating between line A and line B pulling into the circle for pickup. Teachers will load your child into the car and **PARENTS GET OUT OF YOUR CAR and help your child with their seat belt.** (In order for the line to move**

quickly, make sure your child is fastened in quickly AND right after they are loaded into their seat AND before pulling out of the carpool line.) **Do not enter a different parking area to fasten your child, do that in the circular preschool driveway.**

**\*\*If you have someone else pick up your child, it is your responsibility to explain our pickup policy to them before they pick up for the first time.**

### **WALK-IN PICKUP PROCEDURE:**

If you are walking into the building to pick up your child, enter and exit by the doors on the sides of the preschool building. The front door is reserved for carpool pick up only. If you are approaching the building from the other side, please use the sidewalk behind the building to get to the unlocked door. Walking through the carpool area is very dangerous—including the whole circle in front of the preschool building, its sidewalks, and the parking in front of the Preschool building).

For walk in pickup in the afternoon, cars need to be parked in the lots in front of or behind the manse (house) by the first building which houses the sanctuary. Please do not park in other spaces that are designated no parking at any time.

MMO and 2's parents may pick up their child from the classroom at 12:30pm. Doors will remain locked until 12:30pm.

Children in the 3's, 4's, and TK classrooms whose parents walk in to pick them up will find them lined up in the hallway. Let the staff members in the hallway know that you are here to get your child.

**IF YOU SOMETIMES CARPOOL AND SOMETIMES WALK IN** Let your child's teacher know at drop off in the morning which pick up policy you intend to use that day or put a note in their folder.



Morning Drop-off

no parking at any church-use time only

Unity Church Road

Children & You

CYC-  
Preschool Office is  
in this building

4A and TK  
enter here for  
drop off

4B, 3A, 3B enter  
here for drop off.

Education Building

Preschool Building

2A, 2B, and  
MMO enter here  
for drop off and  
pick up

Handicap  
parking  
allowed  
here  
mornings  
only

Sanctuary

Parking  
allowed here

Fellowship Hall

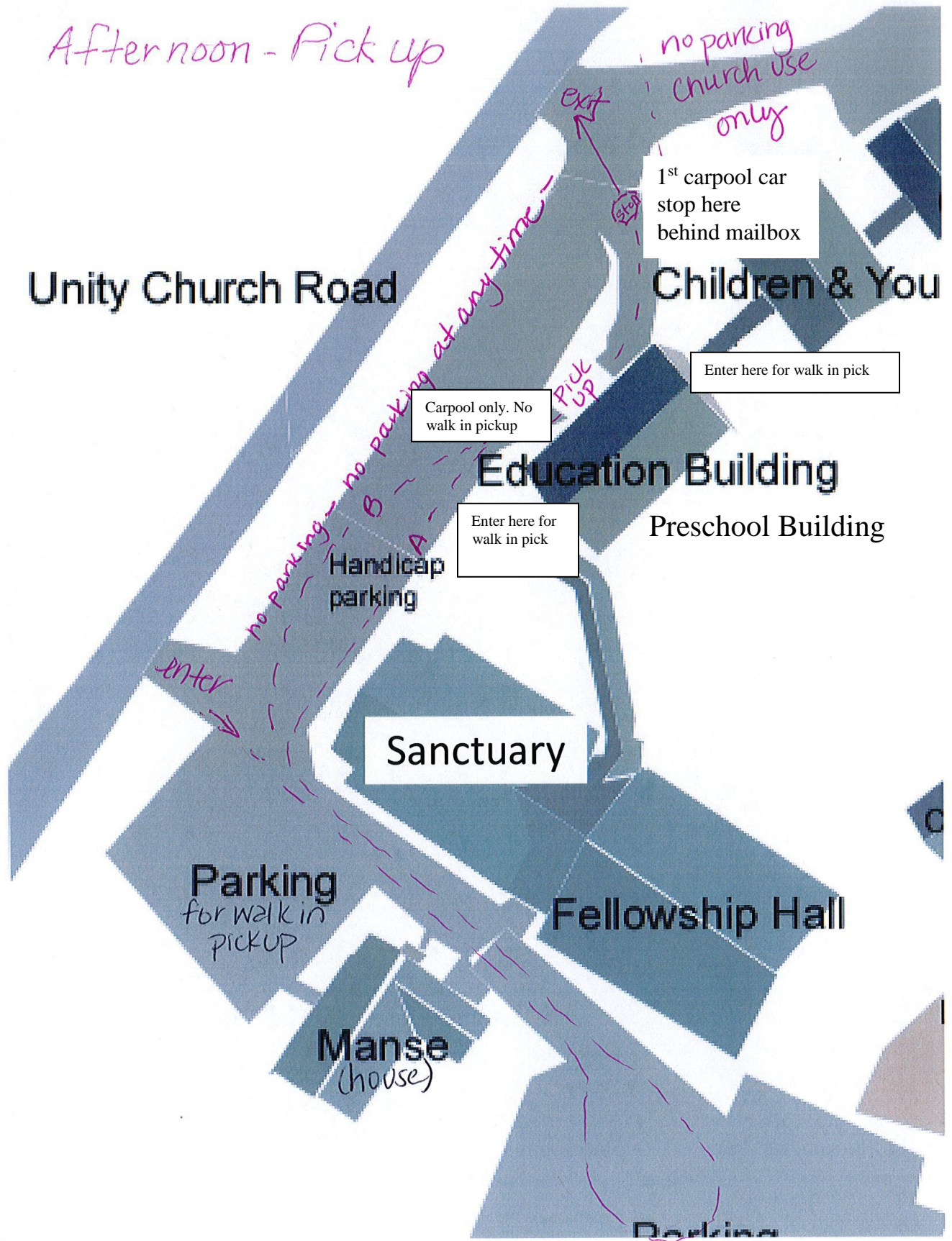
Manse

Parking  
allowed  
here

Parking



Afternoon - Pick up





## **TUITION**

Tuition is currently set for the 2019/2020 school year at :

(MMO) - \$ 95.00 per month (3 year olds) - \$ 175.00 per month  
(2 year olds) - \$ 160.00 per month (4 year olds and TK) - \$ 195.00 per month

All checks or money orders should be made payable to “Unity Preschool”. Cash payments must be exact amount as change is not available. Payments will be received in a designated locked box with a slot in the top, located in the Preschool Hallway, closest to the TK and 4A classrooms. (Please fold check and stick in slot—do not put check in an envelope). Payments may be sent in the child’s folder. **For safety reasons, please do not give tuition money for Preschool or fees for KinderMonkeys or Soccer Shots to a staff person. There are envelopes marked KinderMonkeys and Soccer Shots located under the lock box in the hallway for those monthly payments. (Please do not put those checks in the lock box.)** Tuition is due on the first day of each month. Payment is considered late after 1:00pm on the 10<sup>th</sup> of each month and a \$25.00 late fee will be charged to all accounts not paid by that time. If tuition and late payment have not been received by the last class day of the current month, the child will be automatically dismissed from the program and will be allowed to return only if all fees are paid in full. **NO EXCEPTIONS.** There will be a \$15.00 charge for a returned check. The Preschool does not provide monthly or end of the year statements so please use cancelled checks for tax purposes. The Preschool does have a tax ID number and teachers will provide that number in their January newsletters. **No adjustments or deductions in tuition will be made due to a child’s illness, vacation, or other absences. The tuition remains the same regardless of the number of days your child attends.**

## **WITHDRAWALS**

When it becomes necessary for a parent to withdraw his/her child, it is expected that the parents will give a minimum of 30 days written notification. One month’s notice or one month’s tuition is therefore requested and any attendance during the month constitutes a full month’s tuition. However, in an emergency situation, the Director may, at her discretion, waive the withdrawal notice. Child care services may be terminated when the pattern of any or a combination of the following becomes excessive or a problem: Child absences, late pick-ups (3), habitual late arrivals, request for special needs of the child which the program is not prepared to meet, failure to pay required tuition, failure to comply with policies concerning ill children, failure to comply with the rules. If a child’s behavior problems endanger other persons, materials, and/or the positive environment, the child may be required to leave the program.

## **ENTRANCE REQUIREMENTS**

The child must be 2, 3, 4, or 5 years of age by August 31 of the current calendar year. (Mothers Morning Out- child must be walking and not turning 2 by August 31. Before entering the program, each child is required to have an up-to-date health form and current immunization records signed by a doctor and **updated each year. NO EXCEPTIONS.** A registration form and fees must be turned in each year. Registration fees (\$ 75) are non-refundable. All children in the 3’s,4’s and TK classes must be toilet trained. (Any exceptions to this policy must be waived by the Director) Children will be registered in the following order:

1) children of church members who are already enrolled in the program, 2) children of non-church members who are already enrolled in the program, 3) children of preschool staff, 4) children of church not already enrolled in the program, 5) children of non-church members who are not already enrolled in the program.



## **DISCIPLINE**

Unity Preschool is committed to providing children and families with quality learning and care in a safe and loving environment. A major part of the obligation is to use a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. Discipline is a way of protecting children and teaching them responsibility for their own actions. The staff will follow these guidelines for discipline and behavioral management:

- Positive reinforcement for desired behaviors(Praise) - given consistently throughout the year.
- Modeling desired behaviors(Practice what you preach!) - Children learn more from the way adults act and treat them and others, than from what adults tell them.
- Establishment of clear and simple rules - will be posted, taught, and reinforced throughout the year.
- Redirection/Guidance - children will go to another activity or be given clear guidelines and assistance in dealing with behavior.(For example: sharing - teacher may give each child a time limit and ask one child to wait for his/her time)
- Removal of privilege- Example: riding the tricycle in an unsafe manner- the child may not be allowed to ride anymore for a specified time period. (This may be a few minutes or for the rest of that outdoor play period)
- Quiet time in the classroom - separating the child from the activities of the other children for a short period of time (3 to 5 minutes). The teacher will then quietly discuss the incident 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.
- Quiet time outside the classroom- Sometimes a child needs extra time and a new space for self-discipline to be effective. During this specified time period (3 to 5 minutes), the child will be in the Director's care.
- Informing parents - Behavioral teaching can only succeed if parents are working with children in the home, so parents will be informed about their child's behavior in the classroom.
- If a child does not respond to appropriate discipline and/or places others in danger - a parent will be notified immediately. If the behavior continues, the parent may be asked to come and pick their child up from the Preschool for the rest of that day. The teacher will counsel with the parents, child, and Director to ascertain the reason for the behavior and to devise a possible solution. If the behavior persists, the child's enrollment may be terminated by the Director.

Praise and positive reinforcement are effective methods of the discipline of children. When children receive positive, non-violent, 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, the staff at Unity Preschool will practice the following discipline policy

**We:**

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of “quiet time”
12. DO stay consistent in our discipline.

**We:**

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.



## **HEALTH**

Attending preschool on a regular and timely basis is very important to a child. Every effort should be made to have your child attend, provided he/she is well enough. However, Unity is equipped to care for well children only. We ask that parents cooperate with us by not sending your child to school when he/she:

1. Shows signs of a fresh cold
2. Has a fever or unidentified rash
3. Is in the incubation period of an infectious disease
4. Has had an upset stomach (vomiting or diarrhea) in the last 24 hours
5. Has had a fever in the last 24 hours of 100 degrees or more
6. Is unable to participate in outdoor play (Teachers are unable to supervise children who cannot go outside with the rest of the class)
7. Shows any deviation from usual behavior of appetite
8. Has pink eye- child may return when there is no discharge from the eye
9. Has Head Lice- child may return 24 hours after treatment if head is **nit free**
10. Has strep throat- Child may return 24 hours after initial antibiotic treatment and no fever for 24 hours

*\* The preschool should be notified if a child is ill with a communicable disease\**

*Any child who becomes ill at school will be isolated as much as possible from the other children. The parent or emergency contact will be called to come immediately and take the child home.*

## **FIRST-AID/MEDICINE**

*The Director and all lead teachers are, or will be, certified in Infant/Child CPR and first aid.*

Superficial wounds will be washed and a Band-Aid placed on the wound. No medications or topical applications will be given or applied to children. In the event of a serious injury, the teacher will have instructions as to what to do in addition to calling the parent or emergency contact person.

Please refrain from asking teachers to give prescribed or over-the-counter medicines to your child. Due to insurance regulations we are not allowed to do so.

## **HEALTH CERTIFICATE**

A health certificate and a copy of your child's immunization record is required from your child's doctor. All children must be immunized per North Carolina state law. These forms are due upon admission into the preschool and new forms are due each year after that in August. Please turn in the form at your visitation day or by September 1st. Turning in this paperwork after the deadline could delay your child's start date.



### **BIRTHDAY CELEBRATIONS**

We feel that it is important to celebrate birthdays. Parents may furnish a special snack (healthy snacks preferred) on that day to be shared with the other children in the class. **Please check with the teacher to make sure she knows the exact date the snack will be provided.** In lieu of individual treat bags (which we discourage), parents may donate a class gift in your child's honor to be wrapped and opened by birthday boy/girl. A suggested list of books and other classroom supplies is available upon request or may be posted outside your child's classroom door. Please check with your child's teacher to set a special day if he/she has a summer birthday. For safety reasons, **please do not send any balloons or use candles.**

### **CLASSROOM VISITATIONS**

While we sometimes like visits from our family members during the preschool day, advance notice to your child's teacher is needed as most preschool children need to be prepared for a change of routine. Any events listed in green ink on the preschool calendar are parent participation events. Parents are encouraged to attend.

### **SNACKS**

Nutritious snacks (fruits, crackers, cheese, cereal, vanilla wafers etc.) are provided each day by the preschool and water will be served to encourage this healthy habit. Parents may provide a nutritious snack for their child's class by making arrangements with the teacher. (Please ask teacher which snacks are age appropriate and what allergies are present before sending.) Teachers will be conducting some cooking experiments on occasion and children will eat the foods they have prepared. (Parents may be asked to help supply ingredients.) If your child has any food allergies, please notify the teacher and Director at the beginning of the year or as soon as knowledge of the allergy is known, so precautions may be taken to avoid health problems. With the exception of lunches and special classroom snacks, please do not send any other food to school with your child (breakfast, candy, gum, etc.). This will avoid hurt feelings when there is not enough for everyone.

### **DRESS AND POSSESSIONS**

Children should come to preschool dressed in comfortable, washable, play clothes and rubber-soled shoes (for safety reasons, please do not send child in flip-flops). Children should be dressed appropriately for the weather, as we will go outside each day, weather permitting. Label all removable articles of clothing with the child's name. (Staff cannot be responsible for lost articles of clothing) Please send an extra change of clothing for your child to keep at school in case he/she should need it. (Remember to change to winter-appropriate clothing when the weather turns colder.)

Toys should not be brought to class except by the request of the teacher (Show and Tell days), since they tend to cause contention between children or may be lost or broken. **We discourage toy weapons of any kind being brought to school.** Security blankets may be brought if needed during the child's transition period. Videos should not be sent unless prior arrangements have been made with your child's teacher to avoid disappointment.



## **MESSAGES**

**The teachers or director cannot accept verbal messages from the child. Please inform your child's teacher in writing when:**

1. Your child's ride home changes from the regular routine.
2. Your child is going to miss class and you know ahead of time.
3. You have a message for the teacher.

**Please call or email and leave a message for your child's teacher when:**

1. Your child is sick
2. Your child will not attend class that day.
3. Your child suddenly cannot attend a scheduled field trip after you have filled out a permission slip (please call early if it is the day of trip)
4. Your child's carpool changes from that morning's plan.

## **PARENT/TEACHER CONFERENCES**

Conferences will be held mid year for the four year old and TK classes. The dates will be announced in advance and sign-up sheets will be posted. Please feel free to contact your child's teacher if you have a question, problem, or suggestion. However, we ask that you do not discuss the children in their presence, or try to talk with the teacher at length during the program hours so that they may give their full and undivided attention to the children.

## **GRIEVANCE POLICY**

Any problems that you may have should be discussed with your child's teacher. Open and honest communication at this level is very important. If a solution cannot be reached, then a conference with the Director, teacher, and parent may become necessary. If the problem still cannot be resolved the complaint may be brought to the Preschool Board.

**All Board decisions will be final.**

## **WHAT TO BRING:**

1. Regular bath towel for resting, if required by teacher. NO MATS
2. Change of clothes to be kept at Preschool should they be needed in an emergency.(Please mark all items brought to school with the child's name!)
3. Lunch and a drink (please pack with a cold pack/thermos as we will not be able to refrigerate/ heat AND all necessary implements, ie: spoon, fork, napkin, etc). All items including drinks must fit inside the lunch box.
4. Book bag large enough to hold papers/projects and lunch box, and is still able to close.
5. Item for Show-and-tell (on that designated day only)-no real or toy guns or weapons please
6. Items requested by the teacher

## **WHAT NOT TO BRING**

1. Money, unless for a specific purpose
2. Breakfast, Candy, or Gum
3. Jewelry
4. Toys-exception show and tell-no real or toy guns or weapons please