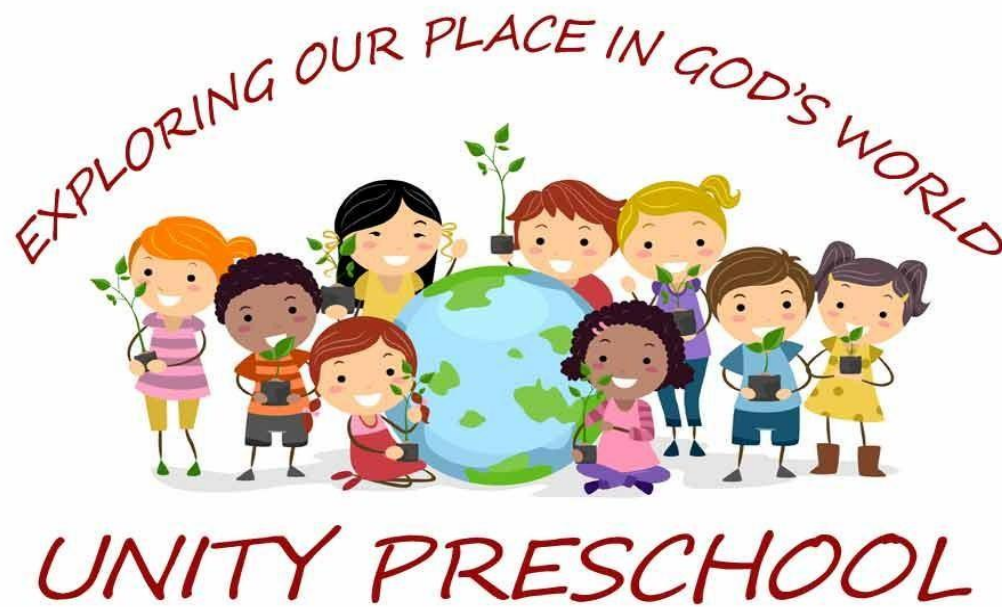




P A R E N T ' S H A N D B O O K
2025 - 2026

Unity Presbyterian Preschool
8210 Unity Church Road
Denver, N.C. 28037

Preschool Office: 704-483-5532

Email: preschool@unitypres.org

Director-Karen Taylor

Asst. Director-Cady Mosely

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These Forms, tuition for September, and tee shirt money must be turned in at **y o u r c h i l d ' s v i** day in August. *(Therefore, if your family will be out of town during visitation week everything must be turned in by August 13, 2025 for your child to start classes on time. Contact us to arrange your turn in date. 704-483-5532 or preschool@unitypres.org)*

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
Daily Attendance Form- due at visitation



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.

PROGRAM OBJECTIVES

SOCIALLY

- To grow in one's ability to live with peers to work and play
- 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 September 2, 2025, and ending May 19, 2026. We closely follow the Lincoln County school (LCS) calendar. During the 2025/ 2026 school year Unity Preschool will be open on the following day that LCS will be closed: Tuesday, September 23. Our last school day is Monday, May 18 followed by Promotion and Graduation on Tuesday, May 19. **Staff only 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 staff only workdays which are also days LCS will be closed: Tuesday, October 14, Tuesday, January 6, and Tuesday, March 3.

INCLEMENT WEATHER

1. **Closings or Delays**- In the event that the Preschool must close due to inclement weather, families will be notified by class app text and weather code announcements on the stations listed below. Unity Preschool follows Lincoln County schools for delaying or closing decisions.

WSOC-TV, channel 9

wsoc.tv/weather

WCNC 6 News, channel 6

www.wcnc.com/weather

WBTB, channel 3

www.wbtv.com/weather

Delay open times are as follows:

One-hour delay = carpool begins at **9:45 a.m.**

Two-hour delay = carpool begins at **10:30 a.m.**

Three hour delay = carpool begins at **11:00am** and school day extends to **1:30pm**

If LCS are virtual, preschool will be closed.

Make Up Policy-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 at the Director S discretion.

2. **Tornado Warning during preschool hours**- In the event that a tornado warning has been placed in Lincoln County during preschool hours the following will occur:
 - a. All Staff and students will move to the safety of the hallway for the duration of the warning. Classroom doors will be closed until teachers have been notified by the Director or Assistant Director that it is safe to reenter classrooms.
 - b. All doors to the building will be shut and locked until the warning has been officially lifted. No one will enter or exit the building during the warning.
 - c. After the warning has been lifted, Director or Assistant Director will decide on a pickup procedure that is safe and efficient for students and parents. Parents will be notified by Director, Assistant Director, or their child's teacher of pickup time and any changes to pickup procedure.
 - d. For the safety of all- The entire staff, including the Director and Assistant Director, will be with the students. THEREFORE, Phone calls to the school during this time will remain unanswered until the Warning has been lifted and all staff and students have re-entered their classrooms.

SCHOOL HOURS/ATTENDANCE

School days run from 8:45 a.m. to 12:30 p.m. and **Drop off/ Pick up** of students is done by carpool at the front surround of the preschool. **Morning drop off** begins at 8:45am and ends when the last child in line has been unloaded. **Afternoon pickup** begins at 12:30pm and ends when the last child in line has been loaded. Once the door is closed, carpool is done; therefore, parents (or those authorized by them) are expected to be in the carpool line when it begins by 8:45am and by 12:30pm.

LATE DROP OFF OR PICK UP -meaning you arrive later than **8:45am or 12:30pm** and the door is closed-

Morning-1) remove your child from the car first and then 2) ring the front doorbell.

Afternoon- a \$10.00 fee will be charged if pick up happens after the doors are closed and until 1:00pm. After 1:00 p.m. additional charges will accrue at the rate of \$1.00 per minute. These fees are due at the time they happen, so 1) place your late fee in the black lock box before 2) ringing the doorbell.

Late fees that are not paid at that time will be billed to your account and a note will be sent home in the permission slip. Please help us make your child's transition to preschool as smooth as possible by picking them up promptly.

CARPOOL LINE POLICY- For the safety of staff /families Always follow these and any directions given by a staff member

-All families will be required to utilize carpool drop off and pick up and will not have access to the building. Therefore:

1. Parents or their authorized drivers are expected to be in the carpool line by the time it begins at **8:45am and at 12:30pm**. Being late means arriving after the doors are closed.
2. The carpool line begins at the front entrance to the preschool education building (second building on campus)
All cars line up behind each other in a single file line. The carpool line will wind around the church building (1st building on campus) and continue down and around to the large parking lot (near the playground).
Should the space be needed, the line can continue up to and around the top parking lot. Once you turn the corner of the sanctuary building, make sure there is enough space to the left of your car so that a car could easily pass by you in case of emergency. Do not make a separate carpool line.
3. Should the carpool line be full when you arrive, park in the spaces provided in the upper parking lot until you can safely enter the carpool line. This should help avoid lining up on the main road.
4. Once you reach the parking area in front of the preschool education building, proceed to your space in the following way:
-TK, 4's and 5's - enter the surround area in front of the preschool door.
-2's and 3's and **pick up children in both age groups**-park in one of the empty lined parking spaces to the left of the surround only when it is your car's turn to enter an empty space and ready for you to proceed into it.
Do not at any time make a separate line or move into the parking area to await a parking spot.
5. All drivers are also expected to display **the preschool issued name plate in the morning and in the afternoon**. Place on the passenger side dash, visor, or hung by the mirror, of your car, beginning when they enter the carpool line and removed from that spot after their child has been taken by a staff member from the car in the morning or buckled into their car seat in the afternoon.
6. Parents will be provided with enough name plates for each person listed on their Permission to pick up form, for them, and for their spouse. It is your responsibility to distribute them to your authorized drivers and explain our carpool procedures, so they are prepared the first time they pick up or drop off. If one of your nameplates gets damaged or lost, request a replacement in writing to your child's teacher at 1000 S. 24th St. For safety reasons, we will no longer recognize nameplates written by families. Children will not be placed in a car without a **preschool issued name plate**.
7. In the mornings, children will be escorted to class by the staff member who removes them from the car.
In the event you need to pick up your child outside of normal pick-up times, contact the preschool office and we will meet you outside the front door with your child.
8. In the afternoon, Staff member will try to buckle your child in their seat.
Should that prove challenging, then you will be asked to exit your car and buckle them in quickly so the carpool line does not get delayed. You are always welcome to check the buckle before exiting the carpool line.
9. NO PARKING ANY TIME-in spots that are not designated by painted white lines (including the long strip of parking lot and grassy area that does not have painted strips for parking) This is a fire lane and must always be free for passage.



ENTRANCE REQUIREMENTS

1. The child must be 1, 2, 3, 4, or 5 years of age by August 31 of the current calendar year. (1 year olds- child must be walking and not turning 2 by August 31. And 3 year olds must be potty trained.)
2. To be in compliance with North Carolina law and before entering the program, each child is required to have on file at the preschool an up-to-date health form and current immunization records signed by a doctor and **updated each year as long as the child is enrolled.** If your family qualifies for one of the two exemptions allowed by the state of North Carolina, then Unity Preschool must have on file the following:
 1. For Medical Exemption-A letter signed by your pediatrician that states the medical need for the exemption.
 2. For Religious Exemption-A letter from you stating the religious belief you are following to be exempt.
3. A registration form and fees must be turned in each year. Registration fees (\$100) are non-refundable. All children in the 3' ~~spotty~~ 4 trained. Children will be registered in the following order as long as they are registering before the open date to the Community:
 - 1.) children of church members who are already enrolled in the program or their siblings,
 - 2) children of non-church members who are already enrolled in the program or their siblings,
 - 3) children of preschool staff,
 - 4) children of church members not already enrolled in the program, children of Alumni, and those who sat on a wait list for an entire year.
 - 5) children of non-church members who are not already enrolled in the program.

Once registration is open to the Community, all available spots will be filled on a first come basis.

ADMITTANCE

* TK must be a) 5 by August 31st or

b) turning 5 by December 31st and had at least 1 year previous preschool experience.

**Eligibility for all other ages follows the August 31st deadline.

***3' s ~~spotty~~ potty trained, which means capable of wearing underwear, no pull-ups, and able to use the potty with minimal help and minimal accidents.

****1 year olds must be walking and able to eat finger foods independently.

When your registration form and fee are submitted and a spot for your child has been confirmed enrollment begins and ends in May.

WITHDRAWALS

1. If it becomes necessary for a parent to withdraw his/her child before May, it is preschool policy that the parents give a minimum of 30 days written notice therefore required.
2. Childcare services may be terminated by the preschool when the pattern of any or a combination of the following becomes excessive or a problem:
 - a. Child absences, late pick-ups (3),
 - b. habitual late arrivals,
 - c. request for special needs of the child which the program is not prepared to meet,
 - d. failure to pay required tuition,
 - e. failure to comply with policies concerning ill children, failure to comply with the rules.
 - f. If a child's behavior problems endanger other the child may be required to leave the program.

TUITION-Because our annual budget and projected staff salaries are set in relation to the number of children enrolled, tuition must be paid as long as your child is enrolled. Illness, vacation, snow days, Christmas breaks, Easter breaks, and other circumstances will sometimes cause your child to miss several days. Tuition remains the same from September through May regardless of the number of days your child attends.

Tuition for 2025/2026 year will be set:

TK-	Monday through Thursday	- \$ 250.00 per month	\$ 2,250 per year
4 year olds-	Monday through Thursday	- \$ 250.00 per month	\$ 2,250 per year
3 year olds-	Tuesday through Thursday	- \$ 230.00 per month	\$ 2,070 per year
2 year olds-	M/W or T/Th	- \$ 215.00 per month	\$ 1,935 per year
1 year olds-	Thursdays	\$ 100.00 per month	\$ 900 per year

1. **Tuition** is due and payment is expected on the first day of each month even if your child is not in class on that day or if preschool is closed. Even though tuition payments are due each month, families can also choose to pay future months ahead of this schedule. Partial monthly payments are not accepted at any time. A locked drop box is located outside the preschool building for your convenience and to ensure on time payment. **Sibling discount**- Families with more than one child attending Unity in the same year have a \$10 a monthly flat rate family discount.
2. **Payment** is considered late after the grace period (begins on 2nd day of each month and ends at 1:00pm on each date listed below). Late fees will be charged to all accounts not paid by the deadlines listed below. All late fees are due the same month they apply and according to the following:
 - a. Tuitions that are received within one week (M-Th) past the deadline will be charged a \$25 late fee
 - b. Tuitions that are received within the second week (M-Th) past the deadline will be charged a \$30 late fee
 - c. Tuitions that are received within the third week (M-Th) past the deadline will be charged a \$35 late fee
 - d. If tuition and late payment have not been received by the last class day of the current month, the child will be allowed to return when all fees are paid in full. (the late month, \$35, and next month)
3. **On time payments** for 2025/2026 are received by 1:00pm on the dates listed below (late fees apply after 1:00pm on these dates-no exceptions or extensions)

September- due at your child's visitation day / time in August
 October 9-Thursday
 November 10th-Monday
 December 10th-Wednesday
 January 13th- Tuesday
 February 10th- Tuesday
 March 10th-Tuesday
 April 14th-Tuesday
 May 7th- Thursday

4. **All checks, money orders, or bank drafts** must be made payable to "Unity Preschool"
5. **Cash payments** must be the exact dollar amount. No change provided. Place in an envelope with name, class, and amount written on outside. Place in folder or black lock box.
6. **No staff member may receive a payment at any time. So,**
Payments will be received in the following ways:
 - a. In the child's envelope labeled with class, and amount.'s name
 - b. mailed through USPS in enough time for Preschool to receive it no later than the stated on time 'deadlines.
 - c. **Online payments by Bank drafts**- mailed directly to the preschool after you set them up with your bank in enough time to be received by the deadlines above. (The bank will have time to process everything, mail it, and the preschool will receive the check on time if they are drafted by the 25th of the month before they are due.)
 - d. **Dropped in the Drop box** located outside the front entrance to the preschool building. This box has been added to assist with on time payments. Feel free to use it when your child is not here on deadline days and to make sure your payment has been dropped either by the night before the deadline or late fees. (See on time dates and late fee amounts listed above). (Place payment in envelope labeled with class, and amount **before bringing to drop**)
7. **Returned checks**-There will be a \$15.00 charge for a returned check.
8. **No adjustments or deductions in tuition will be made due to a child**
The tuition remains the same regardless of the number of days your child attends.



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
- ❑ 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 termin

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
" q u i e t t i m e "
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
o t h e r w i s e b e l i t t l e c h
families, or ethnic group.



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. Has taken medications to reduce fever/symptoms in the past 24 hours
7. Is unable to participate in outdoor play (Teachers are unable to supervise children who cannot go outside with the rest of the class)
8. Shows any deviation from usual behavior of appetite
9. Has pink eye- child may return when there is no discharge from the eye
10. Has Head Lice- child may return 24 hours after treatment if head is **nit free**
11. Has strep throat- Child may return 48 hours after initial antibiotic treatment and no fever for 48 hours

** Notify the preschool anytime your child is absent.*

** Notify the preschool if your 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. A 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 children must be immunized per North Carolina state law. These forms are due upon admission into the preschool and new updated forms are due each year after that in August. Please turn in the form at your visitation day (week of August 25, 2025) or if your family will be out of town that week contact the office to schedule a day (by August 13, 2025) to turn in everything.. Turning in this paperwork after the deadline will delay your child's start date .

(For any medical/religious exceptions to the law, see page 7 under Entrance requirements)



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 discouraged) , p a r e n t s m a y d o n a t e a c l a s s g i f t i n y o u r b o y / g i r l . A suggested list of books and other classroom supplies is available upon request. Please check with your child's teacher to set a special ~~please do not send~~ h e / **any balloons or use candles.**

CLASSROOM VISITATIONS –

While we sometimes like visits from our family members during the preschool day, advance notice to your c h i l d ' s t e a c h e r i s n e e d e d a s m o s t p r e s c h o o l c h i l d l i s t e d i n g r e e n i n k o n t h e p r e s c h o o l c a l e n d a r a r e p a r e n t / f a m i l y p a r t i c i p a t i o n a n d a l l a r e e n c o u r a g e d t o a t t e n d .

SNACKS

Nutritious snacks (fruits, crackers, cheese, cereal, vanilla wafers etc.) are provided each day by the preschool a n d w a t e r w i l l b e s e r v e d t o e n c o u r a g e t h i s h e a l t h c l a s s b y m a k i n g a r r a n g e m e n t s w i t h t h e i r t e a c h e r . (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, a s w e w i l l g o o u t s i d e e a c h d a y , w e a t h e r p e r m i t t i n g n a m e . (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 .** S e c u r i t y b l a n k e t s m a y b e b r o u g h t i f n e e d e d . S h o u l d n o t b e s e n t u n l e s s p r i o r a r r a n g e m e n t s h a v e b e e n m a d e .



MESSAGES-WHEN TO CONTACT US

The teachers or directors cannot accept verbal messages from the child. Please call, text, or email and leave a message for your child's teacher when:

1. Your child's ride home changes from the regular
2. Your child is going to miss class that day or in the future.
3. You have a message for the teacher.
4. Your child is sick
5. 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)

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 ask 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 POLCY

Any problems that you may have should be discussed with the teacher. If 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. 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!)
2. Lunch and a drink (please pack with a cold pack/thermos as we will not be able to refrigerate/ heat AND send all necessary implements, ie: spoon, fork, napkin, etc). All items including drinks must fit inside the lunch box.
3. Book bag large enough to hold papers/projects and lunch box, and is still able to close. (12 ' x 16 ' for)
4. Item for Show-and-tell (on that designated day only)-no real or toy guns or weapons please
5. Items requested by the teacher

WHAT NOT TO BRING

1. Money- unless sent in the folder in an envelope with information written on outside. IE: tuition, field trip, etc. Never allow children to bring.
2. Breakfast, Candy, or Gum-all food items must be in their lunch box.
3. Jewelry-if girls remove theirs; it will be placed in backpack for the rest of the school day. Preschool is not responsible for lost jewelry.
4. Toys-exception show and tell-no real or toy guns or weapons please