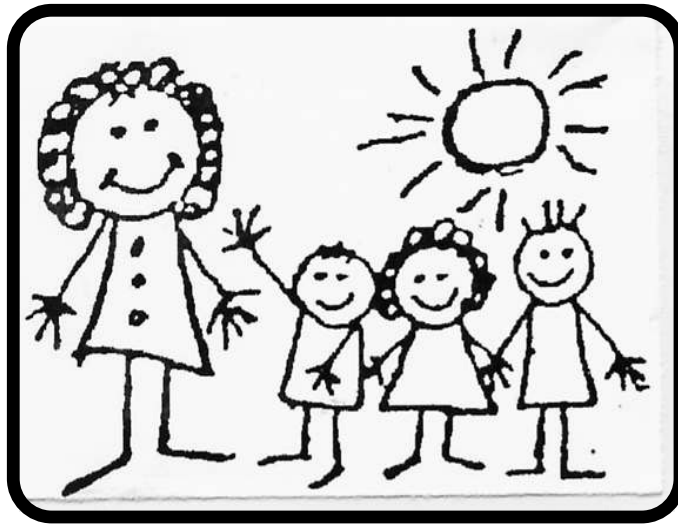


Presbyterian Weekday Preschool



Handbook 2022-2023 School Year

INTRODUCTION and WELCOME

Welcome and thank you for choosing Brevard-Davidson River Presbyterian Weekday Preschool. We are honored to be participating in the nurturing and development of your child. We are dedicated to the safety and wellness of our students and staff. We are also devoted to the enrichment of the whole child. Our atmosphere here encourages social, emotional, physical and spiritual growth. We encourage your child to experience Gods love through loving relationships with other children and adults. Our staff enthusiastically provides a time of fun, security, and discovery by taking a hands on approach to teaching and learning.

We also want you to know we are here to support you and your family. We value your relationship with us and encourage open communication. I am looking forward to getting to know you! Please contact me with any questions, thoughts or ideas. I am always happy to hear from you.

Blessings,
Rebecca Mills, Director

Since 1957, Brevard-Davidson River Presbyterian Church has offered care for children in this community through our Preschool Ministry. As that tradition continues, we want you to know that we remain committed to providing a caring, faith-filled climate for each child and family that we have the privilege of serving.

I am grateful to have you as partners in our Preschool ministry and warmly welcome you! Your family will remain in my prayers daily, and I pray that this coming year will be a special one.

In Christ,
the Rev. Keith Thompson
B-DRPC Pastor

WHO WE ARE

History and Standards ~ The present-day Presbyterian Weekday Preschool began in 1957 as a kindergarten. At that time kindergarten was not part of the public school system. The Brevard-Davidson River Presbyterian Church kindergarten was known as Kiddie Kollege and served four- and five-year old children. When kindergarten was added to the public school system, the name Kiddie Kollege was dropped, and the Church program became the Presbyterian Weekday Preschool. Over the years the program has adapted to the changing needs of the community and now serves the ages of four months through four years.

Using the guidelines set by the National Association of the Education of Young Children, (NAEYC), the Preschool Ministry Team has designed a set of standards that are applicable to our particular preschool setting and program. These standards provide excellent guidelines and allow us to run a top quality program.

Philosophy ~ Preschool Mission Statement: The Weekday Preschool is an outreach ministry of the Brevard-Davidson River Presbyterian Church. We are committed to helping children start their journey of independence and education in a loving, child-centered atmosphere. Children learn best when provided many opportunities for exploration, socialization and active learning using developmentally appropriate teaching techniques and materials. We seek to support families through open communication and respect of each family's values.

The Presbyterian Weekday Preschool strives to awaken children to God's presence in the world. Sharing the teachings of Christ and other lessons of faith helps us to better minister to each other, to the community, and to the world at large.

All of the above is accomplished through the partnership of the Brevard-Davidson River Presbyterian Church's Preschool Ministry Team, the preschool and church staff, and the members of B-DRPC.

WHAT WE TEACH

Curriculum:

Using developmentally appropriate activities and equipment the preschool strives to encourage...

- awareness of God and the wonders of creation
- development of social skills
- thinking, reasoning, experimenting and questioning skills
- creative expression and appreciation for the arts
- language development and number sense
- physical development
- positive self-concept
- awareness of feelings
- respect for cultural diversity
- sound health, safety and nutritional practices
- Kindergarten readiness through reading, writing and math and science activities for four year olds
- sharing of faith and values of Christian life by Church and Preschool staff.
- exploration of music using Kindermusik model

Content:

Our approach is to follow an “emerging curriculum,” meaning that teachers and staff plan projects or units based on the group’s needs and interests. These special activities may last for several days or continue for several weeks.

Parents can learn more about these activities through the class newsletter, by asking the child’s teacher, or taking note of classroom displays, picture books, or photograph books made by the class as part of their units of study.

Performance Reports

Your child’s progress is observed and documented by the teachers and assistants. A developmental profile is kept for each student.

Face to face parent/teacher conferences are offered in the Fall and again in the Spring.

Telephone conferences will be held, as requested, by parents or teachers.

How We Operate

Preschool Schedule:

Our school day is from 9:00 a.m. to 12:00 noon with an Early Morning Program for older children starting at 8:30 a.m. (see p.8). Our schedule is posted on the next page, however, if the Transylvania County School system is closed for weather days or delays, we will also be closed.

Please be aware that there may be a delay in the opening of the Presbyterian Weekday Preschool during flooding, icy road conditions, snow, etc. ANYWHERE in the county, so listen

to T.V. or radio frequently during inclement weather. Preschool closures & delays are posted on WLOS.COM, WLOS TV and Brevard Presbyterian Weekday Preschool **Facebook** page. Transylvania County Schools has a hotline that you can call (828-884-4157) or you can go to WLOS.COM and sign up for text alerts. You may also check your class DOJO for updates about the school delays.

In the event of a “Two Hour Delay” public school day, the preschool will operate from 10:00-12:00 with the Early Morning Program opening at 9:30 a.m. In the event of a “Three Hour Delay” the Preschool will be CLOSED.

Snow days are “made up” the same as Transylvania County Schools, when possible. Virtual Snow Days for Transylvania School System will not be “made up”. You will be informed of all make-up days. The Preschool does not make up snow days on Saturdays.

2022/2023 Presbyterian Weekday Preschool Calendar

Aug.29	School Starts
Sept. 5 CLOSED.....	Labor Day
Nov. 1 CLOSED.....	Teacher Workday
Nov. 11 CLOSED.....	Veterans Day
Nov. 23 - 25 CLOSED.....	Thanksgiving Holiday
Dec. 21 - Jan. 2 CLOSED.....	Christmas Holiday
Jan. 16 CLOSED.....	MLK
Jan. 23 CLOSED.....	Teacher Workday
Feb. 20 CLOSED.....	Teacher Workday
Mar. 20 CLOSED.....	Teacher Workday
Apr. 10 - 14 CLOSED.....	Spring Break
May 29 CLOSED.....	Memorial Day
June 9	Last Day of Preschool

THE PRESCHOOL DAY

Be Prepared:

- Children in all classes need a change of clothing.
- Names should be on all clothing. Please help by keeping change of clothing seasonally appropriate. Teachers will notify you of any additional items to send.
- Clothing must be in a large ziplock bag. **No Grocery Bags.**
- Younger children need a supply of diapers or pull-ups. Older children need extra underpants.
- We go outside most everyday. Please provide outdoor seasonally appropriate clothing.
- Apply sun screen and/or insect repellent before leaving home or upon arrival at school.

Traffic Safety:

ARRIVAL:

Parents of infants, threes, and fours

- Should park in the rear parking lot and assist their children to the classroom.

Parents of toddlers and twos

- Should park in the front parking lot and assist their children to the classroom. Please do not park in handicapped spaces

School Day begins at 9:00 a.m.

- To keep us healthy, please assist your child in hand washing upon arrival

DISMISSAL:

School day ends at 12:00 noon – please be prompt!

This is a busy time in our classrooms. Be aware that the staff has assorted duties to complete after the children are gone and may be pressed for time.

To help the process, parents are requested to assume responsibility for their child upon entering the classroom.

Infants, toddlers and twos

- Parents should park in the front parking lot or circular drive and use the front door when picking up their children. Please be aware of car lines in the back entrance is for our older children.

Threes and fours

- We have curb side pick up for the three and four year old classes.
- Children will be picked up by the back door of the preschool after school is dismissed.
- A staff member will place the child in the parent's car, but because of the many different types of car seats and the liability involved, parents are required to fasten the car seat or booster seat.
- The pick-up line will be available until 12:10 on regular schedule days or 12:40 on "Two Hour Delay" days. After this time parents must pick up children inside the preschool office. **A \$5.00 late pick-fee applies after 12:10 p.m.**
- **All children must be secured in an age-appropriate car or booster seat.**

Security: Your child must be signed into the class each day.

Notify the teacher if someone different is going to pick up your child. Identification will be requested if that person is unknown to us.

An Option for Older Children

Early Morning Program

(for children enrolled in 3's and 4's classes only)

- Service is available from 8:30 a.m. – 8:55 a.m. each morning with fee of \$5.00 per use.
- Fees are billed every month.
- Service is from 9:30 a.m. – 10:00 a.m. on “Two Hour Delay” days.
- If these fees exceed 2 months past due, you will not be able to use this service until the fees are paid.
- You must still sign your child into their classroom as usual after signing them into the Early Morning room.

Snacks

- Please send in a snack and water bottle for your child.
- Please advise your child's teacher if your child has any food allergies so that they are able to address this with other families.
- We have a healthy snack policy and ask that you help us teach good eating habits.
- Your child's teacher will let you know if you need to send a water bottle/lunch box.

Special Refreshments:

Seasonal parties will be held at special times during the year. Parents will be contacted to help provide simple nutritious refreshments or other supplies for parties.

In consideration of all students in your child's class, allergies will be posted as a reference for refreshment choices.

Birthdays:

This is a very special time in your child's life and we like to make it a special day at school. Please contact your child's teacher if you would like to furnish refreshments or do a **special activity**.

All snacks must arrive in their original container.

No favors, please - including balloons, treat bags, party hats, etc. Invitations to birthday parties may be handed out at preschool only if the entire class is being invited.

Toys:

Please keep all personal toys at home except at designated times to be shared with others. Play guns, knives or fighting action toys are not allowed at Preschool.

Discipline:

Positive reinforcement, re-directing attention and encouraging sensitivity towards others are used for discipline. A “stop and think”, for the child to calm down or “regroup” may also be used. Children will never be physically punished, isolated or have snack withheld.

Recurring problems will be addressed with the parents and open communication about concerns will be encouraged. If problems become persistent, a Child Study Team will be formed to observe the child. Recommendations will be made to the parents concerning the best course of action for the child. Every effort will be made to reach consensus between the parents, the teacher and the director, however, if an acceptable resolution cannot be reached, then the preschool may ask a child be withdrawn from the program.

Keeping Our Preschool Healthy

Sick Child Policy

- Children are expected to remain at home if they have a fever or any contagious illness. **Children with fever, vomiting, and/or diarrhea must be free of these symptoms WITHOUT the use of a fever reducing medication for 24 hours before returning to the Presbyterian Weekday Preschool.**
- If a child is sent home with a fever, he/she cannot return the next day.
- Children should not be in attendance if they cannot take part in all activities - including daily outside play. Parents will be called to come for a child if he/she becomes sick during a program day.

Communicable Disease

Communicable disease control is an integral part of our health practices. We follow current public health practices, rules and regulations governing the control and prevention of communicable diseases that are set up by the state and county health departments.

Health and Safety

Staff is required to meet health standards including pre-employment tuberculin tests. Training in CPR and first-aid is required for all staff. Sanitary procedures are practiced throughout the preschool day, especially at snack time and when diapering and toileting. Emergency drills are practiced monthly.

No medications are given during program hours.

Our staff treats minor cuts and scrapes by washing with soap and water, and if needed, applying a band aid. If a parent or guardian wishes for us to treat it differently, please notify us in writing. Please apply sun screen and insect repellent before preschool at your discretion. If you want staff to reapply on water days be sure to sign the paperwork.

Immunization records and a physical examination are required as soon as possible with enrollment in the program.

Safety: The safety of your children is of the utmost importance to us all. These are just some of the procedures we use to ensure their safety.

- Thorough background checks on Staff AND volunteers
- Doors are locked at all times.
- No pictures of the children will be used on the internet without signed parental permission.
- Drills
 - Fire Drills
 - Lock Down Drills
 - Storm Drills
- Emergency Preparedness and Response Plan

Safe Sleep/SIDS Policy

Preschool has adopted the following Safe Sleep Policy: All infants will be placed to sleep on their backs UNLESS a waiver is submitted by a doctor permitting another sleep position. In accordance with the American Academy of Pediatrics, once a child is able to easily roll over from the back to the stomach, he or she may adopt whatever position is preferred. No pillows or toys will be allowed in cribs while a child is sleeping. The temperature in the room will not exceed 75 degrees F., and sleeping children will be checked at least once every ten minutes.

Biting Statement

Biting is a normal behavior for many older infants and toddlers and is usually replaced with words to describe feelings and needs by three years of age. Children may bite because they are hungry, frustrated, aggressive or to protect themselves. If a child bites another child hard enough to puncture the skin, we will notify both parents and request that the parent call their child's physician for further instructions. The names of both children will be kept confidential.

Child Abuse Policy

If child abuse or neglect is suspected, the staff is required, by law, to report the case to Social Services. This policy is posted on program bulletin boards. We will also discuss concerns with the particular child's parent.

Additionally, if a parent or approved adult comes to the preschool to pick up a student and that person appears to be impaired and unable to safely transport the child, the staff will first talk to the person and try to dissuade them from driving. If the staff is unsuccessful in stopping the person from driving, then the authorities will be notified.

The law requires all children of preschool age to be restrained in a car seat or booster seat

depending on the size of the child. If the staff of the preschool notices a child riding in a car unrestrained, we will talk to the person driving the vehicle. If the child remains unrestrained, the authorities will be notified. Also, please note that there is a law against smoking while your child is in the car.

The members of this church are committed to the safety, welfare and protection of all the children participating in programs at our church. No child shall be subjected to the preventable risk of any form of abuse or harassment by members, employees, or volunteers. Therefore no person is recommended to the Session as an employee or volunteer until thorough screening has been completed. Also, the Preschool follows Church policy in assigning no less than two adults to supervise or lead activities involving children.

FINANCIAL POLICIES

Standard:

There is a registration fee of \$70, with \$40 for each additional child in the same family. This fee is non-refundable, is due when applications are accepted, and will secure your child's placement.

The school year tuition rate for all classes is divided into 9 monthly payments due September through May.

Summer camp is separate from September through May school year.

Monthly Tuition Rates <u>Sept - May</u>	
<u>Infant and Toddler Classes</u>	<u>2 and 3 Year Old Classes</u>
Attending 2 days per week: \$170	Attending 2 days per week: \$165
Attending 3 days per week: \$205	Attending 3 days per week: \$190
Attending 5 days per week: \$320	Attending 5 days per week: \$290
<u>Four Year Old Classes</u>	
2 days per week: \$170	
3 days per week: \$220	
5 days per week: \$320	

**The Preschool Ministry Team reserves the right to make changes to these rates as needed.*

TERMS AND CONDITIONS

- Tuition payments are due on the first of each month. After 15 days, a \$25 late fee will be assessed.
- **PAYING YOUR TUITION:**

- Cash (EXACT CHANGE ONLY) or check payments turned in to the church business office. Boxes for payments located OUTSIDE wall of CHURCH OFFICE & REAR DOOR OF THE PRESCHOOL WING.
 - By Mail: Presbyterian Weekday Preschool 249 East Main Street, Brevard, NC 28712
 - Online at BDRPC.ORG: Follow links - MINISTRIES, PRESCHOOL, PAY TUITION
 - OR Text **BDRPC** to **73256**.
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- Students from families with past due accounts will lose priority for re-enrollment over new applicants.
 - Full tuition is expected regardless of student absences, holidays, snow days, or teacher workdays during the month. A parent is responsible for tuition unless he or she has submitted a written withdrawal or spoken to the Director at least two weeks in advance.
 - Tuition payments are non-refundable.
 - If a student is enrolled midway through a month tuition is charged as follows:
 - Between 1st and 15th = full month's tuition
 - Between 16th and end of month = half month's tuition
 - Returned check fees will be charged to your child's account.

Special Charges: Children picked up after 12:10 PM shall be charged a \$5.00 late fee.

Children using the Early Morning Program will be billed \$5.00 per day for this service the following month.

Financial Aid: The Presbyterian Weekday Preschool makes every effort to maintain a scholarship fund to provide needed scholarships each year. If scholarship funds are available, they will be awarded based on family need. Ask the director for an application for our scholarship program and guidelines.

Financial Policy and Procedures for Past Due Accounts:

Since the Presbyterian Weekday Preschool receives no federal or state funding, it is necessary for us to collect your tuition and fees as they are due.

- No statements or invoices are mailed except Early Morning Fees or as a notification of a past due account.
- **Early Morning Fees:** Early Morning fees are billed the beginning of each month for prior month service. If these fees exceed 2 months past due, you will not be able to use this service until the fees are paid.
- **Past Due Tuition Payments:** Families will not be allowed to have their account fall in arrears in excess of a one month period. Once an account exceeds the one month period, arrangements must be made in the Church Office to rectify the account.
- Presbyterian Weekday Preschool Ministry Team will be permitted to dismiss any student whose financial obligation is two months or more past due.
- Students from families with past due accounts will lose priority for re-enrollment over new applicants.
- If tuition payment is overdue and arrangement for payment is not made with the church office, your child may be dismissed from the program.

To withdraw your child you must notify the director, in writing, at least two weeks in advance.

If you are experiencing financial hardships, please speak to the Director. Arrangements can be made. Communication is key.

WE WANT YOU!!

In order to provide the best quality preschool experience for our children, we encourage all parents to share their talents and energies. It is most desirable when there is a core parent group to assist the Director in organizing events and communicating needs to all interested families. Please contact the director if you would like to serve in this group.

Parents are welcome at all times at the Presbyterian Weekday Preschool!

The ideas on the following page represent ways to be a part of your child's preschool experience without having to commit to a set schedule.

If you would enjoy volunteering in a class on a regular basis, we welcome your willingness to schedule one or more days a month with us. This is a great way to know what a day in preschool is like for your child.

We have the school year of activities planned out and ask that you please sign up with the Director to help with these activities.

Opportunities to Help

- Read books to children during center time (1 hour) or at the end of the morning
- Organize a simple parent lending library of books and magazine articles
- Class Photography - action shots of typical days or special projects
- Playground projects
- Walk with 4's class to Silvermont
- Collect household items for lacing or collage centers (small lids, buttons, cloth scraps, etc.)
- Measure and weigh children at beginning and end of year for growth charts

PARENT/GUARDIAN'S STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Presbyterian Weekday Preschool's handbook. I understand that it provides guidelines and information about the preschool's policies and procedures. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision or policy from time to time, with or without notice, as it deems necessary or appropriate.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date

Please sign and remove this page and return to the Preschool Director along with you beginning of the year paperwork.

PRESBYTERIAN WEEKDAY PRESCHOOL

BREVARD-DAVIDSON RIVER PRESBYTERIAN CHURCH
249 EAST MAIN STREET
BREVARD, NC 28712
PRESCHOOL 828-884-9298
EMAIL: PWPRESCHOOL@BDRPC.ORG
FAX: 828-883-4672
WEBSITE: BDRPC.ORG

REBECCA MILLS, PRESCHOOL DIRECTOR
GREGG & CAROL HALL, FACILITIES MANAGERS
PAT CROSBY, BOOKKEEPER
DENISE BYRD, CHURCH OFFICE MANAGER
MICHAEL HELMAN, DIRECTOR OF MUSIC
KEITH THOMPSON, PASTOR

PRESCHOOL MINISTRY TEAM

KATHI CLARK, ELDER
FREDDIE HART
ANN HOLLINGSWORTH
JULIE DUVAL, ELDER
CAROLYN WINCHESTER, EX OFFICIO
KEITH THOMPSON, PASTOR
REBECCA MILLS, PRESCHOOL DIRECTOR

A ministry of loving, growing, sharing, and caring for preschool children.

Online Tuition Payments Available

BDRPC.ORG

- MINISTRIES
 - PRESCHOOL
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Text BDRPC to 73256

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