Presbyterian Weekday Preschool

Handbook
2024-2025 School Year

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

Casey Barrow, Preschool Director
Gregg & Carol Hall, Facilities Managers
Pat Crosby, Bookkeeper
Tammy Nye, Church Office Manager
Michael Helman, Director of Music
Keith Thompson, Pastor

Preschool Ministry Team
Kathi Clark
Hayden Pollack
Ann Hollingsworth
Richard Ambler, Elder
Keith Thompson, Pastor
Casey Barrow, Preschool Director
Chelsea Gray, Parent Representative

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

INTRODUCTION and WELCOME

Welcome to the Presbyterian Weekday Preschool Family. We are privileged and overjoyed to have this opportunity to share this important time in your child's life. We strive to help your children develop into confident, competent human beings in all four growth areas- physical, social, intellectual, and emotional- while in a safe and loving environment. I look forward to continuing our strong tradition of education, community, and faith-based preschool that the Presbyterian Weekday Preschool has always been about.

Please look over our handbook carefully and use it as a reference for our basic policies and procedures. Our number one goal is your child's safety and to make this a wonderful experience for your child and your family. Communication is key. We will keep you updated throughout the year through the Brightwheel app, letters, parent/teacher conferences, emails, and our Facebook page (B-DRPC Presbyterian Weekday Preschool). My door is always open. Please contact me anytime to ask questions, share your thoughts and concerns, or just say hello. I look forward to getting to know you and your families and another exciting year!

Blessings,
Casey Barrow, 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 we serve.

We are grateful to have you as partners in our Preschool ministry and warmly welcome you! Your family will remain in our prayers daily, and we pray that this coming year will be special.

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

WHO WE ARE

History and Standards ~ The present-day Presbyterian Weekday Preschool began 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, Kiddie Kollege was dropped, and the Church program became the Presbyterian Weekday Preschool. Over the years, the program has adapted to the community's changing needs 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 apply 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 with many opportunities for exploration, socialization, and active learning using developmentally appropriate teaching techniques and materials. We seek to support families through open communication and respecting 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 better minister to each other, the community, and 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, questioning, and experimenting 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

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, Brightwheel app, by asking the child's teacher or taking note of classroom displays.

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 ALL ages this year. Starting at 8:30 a.m. (see p.8). Our schedule is posted on the next page. However, we will also be closed if the Transylvania County School system is closed for weather days or delays.

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

In the event of a "two-hour delay" public school day, the preschool will operate from 10:30-12:30.

In the event of a "three-hour delay," the Preschool will be CLOSED.

2024-2025 Presbyterian Weekday Preschool Calendar

Aug. 22 & 23.....Orientation

Aug. 26 ..... School Starts

Sept. 2 (CLOSED) .....Labor Day

Oct. 31 & Nov. 1 (CLOSED) ..... Teacher Workday

Nov. 11 (CLOSED).....Veterans Day

Nov. 27 – 29 (CLOSED) ..... Thanksgiving Holiday

Dec. 23 - Jan. 3 (CLOSED) ..... Christmas Holiday

Jan. 20 (CLOSED).....MLK

Feb. 17 & Mar. 21 (CLOSED)..... Teacher Workday

Apr. 14-18(CLOSED).....Spring Break

May. 26 (CLOSED)..... Memorial Day

June. 6..... Last Day of School

THE PRESCHOOL DAY

Be Prepared:

- Children in all classes need a change of clothing.
- Names should be on all clothing. Please help by keeping a change of clothing seasonally appropriate. Teachers will notify you of any additional items to send.
- Clothing must be in a large zip lock bag. **No Grocery Bags.**
- Younger children need a supply of diapers or pull-ups. Older children need extra underpants.
- We go outside almost every day. Please provide outdoor seasonally appropriate clothing.
- Apply sunscreen and insect repellant before leaving home or arriving at school. We CANNOT apply sunscreen or bug spray.

Traffic Safety:

ARRIVAL:

Parents of infants, threes, and fours classes

- 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.

DISMISSAL:

School day ends at 12:00 pm – 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.

Infants, Toddlers, two's and four's classes

- Parents should park and come to the door that you dropped off at. This will also be your pickup point. Please be aware that the car line at the back entrance is for our three's class.

Threes

- We have curbside pick-up for the three year old class.
- Children will be picked-up at the back door of the preschool after school is dismissed.
- A staff member will place the child in the parent's car, but parents must fasten the car seat or booster seat because of the many types of car seats and the liability involved.
- 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.

Early Morning Program

This will be available for ALL ages this year.

- Service is available from 8:30 a.m. – 8:55 a.m. each morning with a fee of $5.00 per day use.
- Fees are billed every month.
- **If your child is dropped off before 8:55, this is considered early morning!**
- If these fees exceed two months past due, you cannot use this service until the fees are paid.

Snacks

- Please advise your child's teacher if they have any food allergies so they can address this with other families.
- We have a healthy snack policy and ask that you help us teach good eating habits.
- Water is offered at snack time and during the day. **Please only send water for snacks - no soda or juice.**
- Everyday send a water bottle/lunch box.
- PLEASE send your child's snack already cut, and please have it cut into age-appropriate bites.

RECOMMENDED SNACK ITEMS

(size and quantity appropriate for age. Please make sure all food items are cut to appropriate sizes for your child to safely eat.)

- Apples and wheat or multi-bran Chex or pretzels
- Baby carrots or cucumbers and Ranch dressing
- Oranges and popcorn (popcorn needs to be appropriate for 3 and up)
- Celery and peanut butter** or other nut butter and raisins
- Peanut butter** or other nut butter and bananas, graham crackers or rice cakes
- Grape tomatoes and cheese cubes (cut into age appropriate bites)
- Peanut butter** or other nut butter and naturally sweetened jelly or jam with whole grain bread
- Watermelon or cantaloupe in season
- Cheese and whole grain bread or on whole wheat crackers
- Kiwi, pears and whole wheat crackers
- Vanilla yogurt and blueberries, strawberries or bananas
- Pineapple chunks and pretzels
- Any berries in season

** (peanut butter is only allowed if no peanut allergies in classroom)

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 party supplies.

Birthdays:
This is a 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**. Please keep birthday snacks healthy, too. <u>All snacks must arrive in the original store container</u>.

No party 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 invited.

Toys:

Please keep all personal toys at home except at designated times to be shared with others. 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 snacks withheld.

Recurring problems will be addressed with the parents and open communication about concerns will be encouraged. If problems persist, 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 a consensus between the parents, the teacher, and the director. However, if an acceptable resolution cannot be reached, the preschool may ask a child to withdraw from the program. We will not tolerate bullying or aggressive behavior. If your child intentionally injures another student or staff member, we will devise a behavior plan. If this plan is ineffective, we will suggest resources for occupational and behavioral therapies if the family is willing. If the parent is unwilling to work with these therapists, then the child cannot remain in our program; All children deserve to feel safe in our program.

Developmental Concerns:

Preschool Resources, a division of Transylvania County schools, offers FREE screening to all three and four-year-old children in Transylvania County in speech, language, hearing, motor, and developmental readiness. Please contact the preschool director if you are interested in this service.

Sick Child Policy

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

Communicable Disease

Communicable disease control is an integral part of our health practices. We follow current public health practices, rules, and regulations governing controlling and preventing infectious diseases that the state and county health departments set up. We ask that you follow the directions listed in the following table when returning your child to school after an illness.

If your child is found to have a communicable disease and you fail to notify the preschool director, you will be asked to withdraw from our program. The safety of all our children is most important.

COMMUNICABLE DISEASES

Disease	May Return	Approx. Time
Chicken Pox	no new eruptions or fever	1 week
Head Lice	With Doctor Approval – No Nit policy	
Hand Foot Mouth	After blisters dry/no fever	1-10 days
Hepatitis	Doctor's Permission Only	
Impetigo	Doctor's Permission Only	
Strep Infection	Doctor's Permission Only	depends on severity
Scarlet Fever, Strep Throat, Scarlatina:	No fever for 24 hours	depends on severity
Measles	Doctor's permission only	
Mononucleosis	Absence of all symptoms	depends on severity
Mumps	Doctor's permission only	
Pink Eye	clear eyes evident	1-4 days
Ringworm	clear area	1-4 days

If in question, a doctor's note is required.

Health and Safety

All staff are 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 preschool, especially during snack time, 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 sunscreen and insect repellant before preschool at your discretion.

Immunization records and a physical examination are required before 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 from 9:15 AM to 11:50 AM. • 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. Following the American Academy of Pediatrics, once a child can easily roll over from the back to the stomach, they may adopt whatever position is preferred.
No pillows or toys will be allowed in cribs while a child sleeps. 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 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 must report the case to Social Services by law. 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 transport the child safely, the staff will first talk to the person and try to dissuade them from driving. The authorities will be notified if the staff cannot stop the person from driving.

The law requires all children of preschool age to be restrained in a car seat or booster seat, depending on the child's size. If the preschool staff 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 there are laws 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 for the Session as an employee or volunteer until a 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.

Monthly Tuition Rates
September - June

Infant and Toddler Classes	2- and 3-Year-Old Classes
Attending 2 days per week: $180	Attending 2 days per week: $180
Attending 3 days per week: $220	Attending 3 days per week: $220
Attending 5 days per week: $330	Attending 5 days per week: $330

4-Year-Old Classes
2 days per week: $180
3 days per week: $220
5 days per week: $330

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

*Junes tuition will be prorated to reflect the week attended in August and July.

TERMS AND CONDITIONS

- Tuition payments are due on the first of each month. After 15 days, a $25 late fee will be assessed.
- You will receive a tuition contract that must be signed and returned. A copy is provided for you with your child's name, class, monthly tuition, and payment dates.

PAYING YOUR TUITION:

- Cash (EXACT CHANGE ONLY) or check made payable to B-DRPC brought to the church business office. Boxes for payments are located OUTSIDE the wall of the CHURCH OFFICE & REAR DOOR OF THE PRESCHOOL WING.
- Online at **Brightwheel.com** or on your **Brightwheel app**
- 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 they have 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.

Financial Policies and Procedures for Past Due Accounts:

Since the Presbyterian Weekday Preschool receives no federal or state funding, we must collect your tuition and fees as they are due.

- Early Morning Fees: Early Morning fees are billed for the prior month's service at the beginning of each month. If these fees exceed two months past due, you cannot use this service until the fees are paid.
- Past Due Tuition Payments: Families will not be allowed to have their account fall in arrears over one month. Once an account exceeds one month, 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 past due.
- Students from families with past due accounts will lose priority for re-enrollment over new applicants.
- If tuition payment is overdue and payment arrangement is not made with the church office, your child may be dismissed from the program.

Please notify the director in writing at least two weeks before withdrawing your child.

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 daily 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 needs. Ask the director for an application for our scholarship program and guidelines.

WE WANT YOU!!

To provide our children with the best quality preschool experience for our children, we encourage all parents to share their talents and energies. It is most desirable when a core parent group assists 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. We would like to have at least one parent from each class to be a classroom parent to help facilitate special happenings for the school and within the classroom.

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 committing to a set schedule.

If you would enjoy volunteering in a class regularly, 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 library for story hour
- Help with class cooking center (simple, one-serving recipes)
- Make fresh batches of play dough to send to your child's class (simple recipe and ingredients provided)
- 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

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