

St. Andrew's Preschool Parent Handbook 2018-2019



"Let love be our greatest aim." 1 Corinthians 14:1

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Dear Preschool Parents,

I listened to a podcast recently enough to remember the content, but long enough ago to have forgotten which podcast it was. The thesis was about novelty of experience and our conception of time. Remember when you were a kid? Summer days lasted forever. There was time enough to do anything you wanted: play with a friend, build a castle, go swimming, watch TV, eat lunch, go with your family somewhere, read a book, watch clouds, the list was endless. The days seemed long as a kid because so much of one's experience as a child is new.

Now, as adults, we wake up and immediately wish we had more time. Our morning routine is automated. We commute to work on autopilot. We may even work in the same room everyday. This podcaster suggested that our adult years fly by because so much of what we do is routine, and very little of what we do involves discovery.

Your children have much to explore and experience at preschool. We at the church are enlivened by their exuberance, their openness to learning, and how they see the world differently. Thank you for your support of our preschool. My prayer is that we can all learn from our kids, discover some new things as children do from exploring, and possibly even make it seem like we're living longer and more joyfully in the process.

Peace,

Dan Hester

August 2018

Dear Parents,

Welcome to St. Andrew's Preschool. I'd like to thank you for sharing your children with us. Preschool education has become an important facet in a child's development and by being enrolled in St. Andrew's your child will benefit from the expertise of well trained teachers, the strong foundation of a developmentally appropriate curriculum, and a supportive religious education program.

The school was founded in 1960 as a kindergarten and over the years has seen many changes. But the love and concern for young children have been constant and your child will become one of the St. Andrew's family who has been nurtured by a strong Christian based early childhood education.

Please take the time to read this handbook carefully. New parents need to familiarize themselves with the school's policies and returning parents will find some changes from last year. Carefully reviewing each policy will eliminate confusion later on in the year. Should a question arise, please do not hesitate to ask. Our doors are always cheerfully open to our parents. I am looking forward to getting to know each one of you and your children.

Sincerely,

Amanda

Amanda Newhouse
Director



“Let love be our greatest aim.” 1 Corinthians 14:1

GOALS OF ST. ANDREW'S METHODIST PRESCHOOL

The Preschool program should help each child learn:

To work happily and cooperatively with other children in a large group; to work and play with others in a program of learning activities that provide daily practice in sharing possessions, taking turns and assuming responsibility; to stick to a job, to put away toys and equipment, and to participate in group activities as a leader and a follower.

To develop a sense of security and a good self-concept about his/her capabilities.

To express him/herself creatively through the use of materials such as paper, glue, scissors, paints, clay, crayons, blocks, and dramatic play.

To establish and practice desirable health habits, such as toilet routine and hand washing, and desirable attitudes toward nourishing foods.

To care for his/her own possessions and to work with other children to share in caring for the preschool property.

To develop motor skills and coordination through play with appropriate materials such as puzzles, manipulative and constructive toys, blocks, playground apparatus and riding toys.

To learn to respect authority, to express emotions in an appropriate manner and to develop self-discipline appropriate to the child's development.

To express him/herself verbally; to participate in discussions and conversations with other children; and to develop good listening skills.

To develop an appreciation for good children's literature and stories.

To participate in rhythms, songs, dramatizations, dances and other musical activities.

To develop cognitive skills of comparing, sorting, classifying, problem-solving, testing, observing, cause and effect, and building concepts appropriate to the age of the child.

To learn to feel God's love through the love, caring, and respect shown to them, and to develop an understanding for the basic elementary aspects of Christian living.

ENTRANCE REQUIREMENTS

To be eligible for the one, two, three, or four year class, a child must be that age on or before AUGUST 31 of the school year. Children entering the three and four year old classes must be potty trained. Each child is required to have a health form completed by a physician before entering Preschool. All immunizations required by North Carolina school laws are required for Preschool.

TUITION

The current tuition is listed as follows:

One Year Olds	3 days	\$260.00
Two Year Olds	2 days	\$225.00
Two Year Olds	3 days	\$245.00
Three Year Olds	2 days	\$225.00
Three Year Olds	2 days	\$240.00
Four Year Olds	4 days	\$260.00
Four Year Olds	5 days	\$280.00
Older Fours & Fives	5 days	\$280.00

Tuition is due by the last day of the month for the next month. Payments may be mailed to either 1901 Archdale Drive, Charlotte, NC 28210 or may be handed directly to the Director or Office Assistant. A tuition box will also be available on the parent board outside of the Director's office. Please DO NOT put tuition payments in the child's book bag or hand them to the teachers. Only office personnel will accept payments. A late fee of \$25.00 will be charged if payments have not been received by the seventh of the month. A \$25.00 fee will be imposed for all checks returned insufficient funds.

Monthly fees are paid in full, regardless of absenteeism. Since we operate solely on tuition fees and on a very close budget, tuition must be paid by the first of that month to which the tuition would be applied. Late tuition will result in the child being suspended from the Preschool until arrangements for payment are made.

ACTIVITY FEES

The yearly Activity Fees help to cover the cost of My Gym, the Petting Zoo, and educational programs that occur during the year. This fee is due along with the September tuition. The fees are as follows:

- 1's - \$ 5
- 2's - \$30
- 3's - \$50
- 4's - \$50
- TK - \$50

WITHDRAWALS

The Registration fee and deposit are non-refundable. The Director of the Preschool must be notified in writing one month in advance of the withdrawal of a child. The deposit applies to the last month's tuition. Tuition will be required for any month in which your child has attended Preschool for one or more days.

PROGRAM TIMES

We ask for your cooperation in getting your child to school at 9:00 a.m. and calling for him/her promptly at 12:45 p.m.

Please do not bring your child to school before 9:00. The teachers are busy before school preparing for their day and cannot be responsible for children in the classroom.

LATE FEE POLICY

Pick-up begins at 12:45 and will finish at 1:00. Any parent who has not picked up his/her child by 1:00 will be considered late and charged a fee of \$5.00 for the first five minutes and \$1.00 per minute after. Teachers are expected to clean their rooms after the children depart and having to watch a child while waiting for a parent detains the teacher from her classroom duties. The late fee will be paid at the time it is incurred to the person who is in the Preschool Office.

SCHOOL CLOSINGS AND HOLIDAYS

Please check the school calendar in the back of this book for school closings and holidays.

When bad weather warrants the closing or delay of the Charlotte Mecklenburg School System, check our face book page, your email, or call the school's phone to see if the preschool has closed. Closing messages will be posted by 7:00 am.

We will not make up any days taken for bad weather.

HEALTH INFORMATION

We do not require that your child have a medical examination before preschool entrance since most yearly check-ups are given on or near the child's birthday. However, all immunizations must be up to date and the Physician's Statement must be signed by the child's pediatrician. The signed Physician's Statement, the Emergency Card, and the Get Acquainted Form must be returned before your child starts preschool in September.

ILLNESSES

Much of the success of the health of the children rests on the parent's cooperation. If a child does not appear to be well enough to participate in activities as usual and/or has any symptoms of sickness, please keep them at home. If we notice symptoms, we will:

- Immediately separate the child from the other children in the class.
- Contact the parent to have the child picked up.
- Continue to observe the child for other symptoms.

We cannot allow a child to remain inside during outdoor time, as all the teachers are busy supervising the playground. If a child has been ill, we request that you keep him/her at home until he/she is able to participate in all regular activities.

Please notify the Preschool teacher immediately when your child has contracted a communicable disease such as the flu, measles, chicken pox, etc. so that she may inform the other parents of the child's exposure. By such cooperation we hope to protect other children in the preschool and younger brothers and sisters.

The Preschool staff cannot administer any medication to a child during the school hours.

SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM THE PRESCHOOL SETTING

- Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea - runny, watery stools - 2 or more times within a 24 hour period.
- Body rash with fever or rash that is leaking fluid (example, impetigo).
- Sore throat with fever and swollen glands.
- Severe coughing.
- Eye discharge - thick mucus draining from the eye or "pink eye".
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health and safety of the other children in our care.

EXCLUSION

Any child will be temporarily excluded from the Preschool if he/she has one or more of the following conditions:

CONDITION	TERMS OF EXCLUSION
Chickenpox-----	Until 6 days after the start of the rash, or until sores have dried
Diarrhea Illness-----	24 hours after diarrhea as resolved
Fever-----	Until fever free for 24 hours
Hand/Foot and Mouth Disease-----	When lesions heal or drooling ceases
Impetigo (skin infection)-----	Until 24 hours after treatment begins and lesions are not draining
Pinworms-----	Until 24 hours after treatment and bathing
Pink Eye (conjunctivitis)-----	Until 24 hours after treatment has begun
Rash with fever or joint pain--- -----	Until diagnosed not to be measles or rubella
Ringworm-----	Until 24 hours after treatment has begun and lesions have begun to shrink
Runny nose (green)-----	Until 24 hours after medication. If persistent after 5 days, a doctor's note will be required
Scabies/Head Lice-----	Until 24 hours after treatment has begun and the child's head is clear of lice
Strep Throat-----	Until 24 hours after the initial antibiotic treatment and fever has ended

DROP-OFF/PICK-UP

We ask that all parents come in to bring and pick-up their child. Drop-off in the morning will begin at 9:00 and pick-up begins at 12:45. We ask that parents pull into the parking lot from Archdale or Emerywood and exit from the back of the parking lot onto Montpelier. Please park in a parking spot and not along the curb. This should help avoid congestion in the parking lot and add to the safety of the children. Please remember as you pull in and leave the parking lot: **CHILDREN ARE IN THE PARKING LOT! YOU MUST DRIVE SLOWLY AND BE ALERT AT ALL TIMES!**

If you are in a hurry and need to pick up your child early, you **MUST** first stop in the Preschool Office.

If several parents want to form a carpool, please send a note to the teacher listing children and parent's names. This must be signed by all parents. We will not let a child go home with someone without written permission.

CELL PHONES

We are a **NO CELL PHONE ZONE!** Do not come into the school talking on your cell phones. Your children are excited to see you and tell you about their day so be prepared to give them your undivided attention! For the safety of the children, stay off of your phones until you are out of the school parking lot.

CLOTHING

Since Preschool children are playing actively at school and using materials such as clay, paint, water, and sand it is advisable that they be dressed comfortably in clothes that do not require "being careful." Since flip-flops, crocs, and slick soled shoes are difficult to climb and run in, we prefer that you send your child in sneakers. Please make sure that all personal articles sent to school are well marked with the child's name.

We go outside unless it is raining. Be sure your child is dressed appropriately for the weather conditions that day.

VISITS, CONFERENCES AND FEEDBACK

Parents are welcome to visit the Preschool in order to become acquainted with the Preschool program. Please check with your child's teachers for an appropriate time. We ask that you make your first visit after the first six weeks of school, so that the children can settle into a routine. Parents are invited to bring a special snack (must be approved by the teacher) on the child's birthday at a time prearranged with the teacher.

During the year parents may wish to talk with the teacher regarding their child's adjustment and progress. If so, we urge you to call your child's teacher. You may make an appointment or just talk on the phone.

Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise the problem should be brought to the attention of the classroom teacher who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem can be taken to the Director. As a final step, the Preschool Committee will address concerns that have not been resolved by the Preschool staff.

MESSAGES

Any message sent from parents to the teacher should be sent in written form rather than asking the child to "tell the teacher." The note should be handed to a teacher rather than being put in a book bag. When your child is to ride home with someone other than the regular carpool, please send a note with the child when he/she comes to school. For your child's safety, we will not allow a child to leave with someone else unless we have written notification.

BIRTHDAYS

The child's teacher will contact you about having a "Special Day" for the child. Summer birthdays are also celebrated. This is the child's own day and he/she is given special attention. We request that the birthday cake be kept for the home celebration. You may bring small cupcakes, cookies, or ice cream cups and birthday napkins and cups if you wish. Please do not send goodie bags. Because they are such a safety hazard, balloons are not permitted at preschool for any occasion. You are invited to attend the celebration and remain for a visit.

WHAT TO SEND WITH YOUR CHILD

Your child will need the following:

- A complete set of extra clothing in a zip-lock bag (marked with the child's name) to be kept in his/her backpack in case of accidents. Make sure that the clothes are seasonally appropriate. We will ask that summer clothes be replaced in October with winter clothes and then winter clothes be replaced in April with summer clothes.
- Toddlers and two's should keep at least 2 diapers in their backpack at all times.
- The child's lunch and drink in a lunch box labeled with the child's name.
- Appropriate outerwear for the weather including coats, hats, mittens, (gloves are too difficult to get on and off), and boots if you desire. Label everything with your child's name.
- Each parent is asked to contribute a roll of paper towels, a box of tissues, and a box of wipes to help cut down on classroom expenses.

PLEASE DO NOT SEND ANY TOYS WITH YOUR CHILD

It is difficult for children to "share" a special toy with other classmates. If they have a special "comfort toy" however, they may bring it as long as it remains in the backpacks during school hours.

LUNCH

The teachers will assist children with their lunches, but the children should bring food and drink that they can manage themselves. Sandwiches, finger foods, and fruit are suggested for all ages. For the one year old class, please do not send foods that will have to be fed to the children. We will not serve candy at lunch time, so if you send a pre-packaged lunch that comes with candy or send candy in your child's lunch, the candy will be sent home in the child's bag. Also, please do not send glass containers or carbonated drinks in your child's lunch. These items, like the candy, will be sent home also. Lunch is a time that we stress healthy eating habits so please plan your lunch menu accordingly.

The following foods can be **choking hazards** for children under 4 years of age:

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard, gooey, or sticky candy
- Chunks of peanut butter
- Raw vegetables
- Popcorn
- Raisins
- Chewing gum

Please make sure that any of these items sent are chopped into small pieces.

DROP IN POLICY

Due to the nature of the program at St. Andrew's Preschool, it is impossible to accept children on a drop-in basis. Children must be enrolled in the program and attend regularly.

SEPARATION

Young children and parents are often uncomfortable when separated from each other. It is important to remember that a child who is frightened when separated from a parent will soon learn to trust and depend upon other people. Learning to overcome this fear is essential to healthy social development.

If you feel that your child might be upset the first few days of school, please let the teacher know. Our teachers are well-trained and expect children to be concerned when their parents leave.

Prepare yourself before school begins by looking forward to the new and exciting experiences that your child has in store. Good feelings are contagious and children instinctively react to their parents' manner.

Prepare your child by enthusiastically talking with him/her about the beginning of school. This way your child will feel more comfortable and in control if he/she knows what to expect. A few days before school starts, begin to set a regular school routine. Bedtime stories and laying out clothes the night before add continuity to the day and become predictable. Predictability in turn is comforting.

On the first day of school be calm and relaxed yourself. When it is time to say "good-bye" please do so confidently with a kiss or a hug. Be firm but friendly about leaving. If your child cries or whines, prolonging the good-bye will only make it harder on you both. The teacher will assume responsibility for the child at this time. After leaving the room, wait out of sight and another staff member will fill you in on your child's progress. Above all, do not go back into the classroom. This will confuse your child and make the teacher's job harder. Please do not stay at the school during the school day. We will call you if needed. When you arrive home, please feel free to call the Preschool to check on your child. Our teachers are used to the adjustment period and know the best procedures for helping your children adjust. You can be assured that they will be loved and cared for when they are in our care. This process, when used consistently, really works.

If you have any questions regarding our separation policy, please contact the Director or your child's teacher.

PARENT VOLUNTEER COMMITMENTS

We believe that having parents involved in many areas of the preschool program is a benefit to the teachers, staff, and most important to your children. If your child sees that you are concerned about his/her school and take pride in it, they, in turn will have a positive attitude about their education. St. Andrew's Preschool has been very fortunate to have active parents. In the past, parents have helped the Preschool staff implement such school activities as fund raising, the Fall Festival, etc. At the beginning of the school year, each parent will be given a sheet detailing all activities that require parental help. Closer to the time of the event, a member of St. Andrew's staff or another parent will call and let each volunteer know how he/she can help specifically.

The following events are ones that require parent volunteers during the year:

Fall Festival - Our annual Fall Festival kicks off our "special events" for the year. This is coordinated by the classroom teacher and parent volunteers. The children have a costume parade and parties in individual classrooms.

Thanksgiving Feast - The annual Thanksgiving Feast is a special celebration planned by the teachers and children in each class. Children bring in a food item from the class menu. The children make costumes and dress as Pilgrims and Indians. The teachers will need help warming and serving the food.

Canned Food Drive - The week before Thanksgiving, the Preschool children bring canned goods in from home. In turn, St. Andrew's donates the goods to Loaves and Fishes, which is a local food bank. Please help your child learn the importance of giving by buying canned food items for them to donate.

Substitute Teachers - If you have ever wondered what it's like to be a Preschool teacher, here's your chance. We are always in need of substitute teachers. The cold and flu season hits us particularly hard sometimes. Substitutes will be called on an as needed basis either the night before or early in the morning. A substitute will not work in their child's classroom because sometimes the experience of having a parent in the room for the day can be confusing for a child.

PRESCHOOL BOARD

St. Andrew's Preschool Board consists of representatives from the church, parents, and staff. These individuals set policy and guidelines for the Preschool under the advisement of the Director. Such policy includes tuition adjustments, staff salary, yearly goals, etc.

A list of Board Members may be obtained in the Preschool Office.

PLAYGROUND SAFETY

Many families choose to stay after school to allow their children time to play on the playground. This is an excellent way to get to know the parents of other children in the school. We ask that children be made to follow the same playground rules after school as are required by the teachers.

The following rules apply to children on the playground at all times.

- Stay on the mulch.
- Do not play with sticks or limbs.
- Feet first on all slides.
- Go down slides, not up.
- No 1 year olds on the big slide.
- Keep shoes and clothing on.
- Swings must stop before getting off.
- Do not stand in swings.
- Keep sand in the sandbox.
- No clothing or jackets with strings.
- Children are never to touch the gates.
- They are never to exit the playground without an adult.
- They are never to come inside the church without an adult.
- Children may not go behind the storage shed or treehouse.

Parents enforcing the rules of the school will result in a safer playground for our children.

Discipline

Our first step in effective discipline is that our teachers understand the age group they teach and are well prepared each day with a variety of activities.

Within each classroom positive rules and guidelines will be established. Children are encouraged to try new things and are taught new things at their level. When a child does not follow the guidelines for the class, he/she will be reminded of the rules. If the reminder is ineffective, the child's attention will be redirected or there will be some time allotted out of activities for a child to think and prepare himself/herself for appropriate behavior.

Repeated biting, hitting, kicking or any other inappropriate classroom behavior will not be tolerated. Teachers and children expect to be treated with respect. Any discipline problems that persist or are disruptive to the class will be shared with parents so that teachers, parents, and child can work together to correct the inappropriate behavior. If we do not feel that we can meet your child's needs, we will give you a 2 week notice to find a more appropriate placement for your child.

ST. ANDREW'S PRESCHOOL 2018-2019 CALENDAR

Aug. 27-Aug. 31	Teacher Workdays
August 30	Orientation for Parents Only (7:00 pm)
August 31	Drop-In for Parents and Children T/Th classes (9:00-10:00) MWF classes (10:30-11:30)
September 3	School Closed/Labor Day
September 4-7	First Week of School (Close at 12:00)
September 11 & 12	Ice Cream Socials after School
September 25 & 26	Class Picnics 12:00
October 8	School Closed/Teacher Workday
November 1-2	School Closed/Teacher Training
November 21-23	Thanksgiving
December 17 & 18	Christmas Programs 9:30
Dec. 19 - Jan. 2	School Closed/Christmas Break
January 3	Return to School
January 21	School Closed/Martin Luther King's Birthday
February 5-6	Registration (2019-2020)
February 18	School Closed/Presidents' Day
March 29	Teacher Work Day
April 15-19	School Closed/Spring Break
April 22	Return to School
May 20-21	Last Days/Family Picnics 12:00
May 22	Graduation 9:30
May 23-24	Teacher Workdays