

Cape Carteret Presbyterian Preschool 2019-2020 Handbook



**“Train up a child in the way he should go, and when he
is old, he will not depart from it.”**

Proverbs 22:6

Cape Carteret Presbyterian Church Preschool

100 Yaupon Drive

Cape Carteret, NC 28584

Preschool Office (252) 393-6348

Church Office (252) 393-8462

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CAPE CARTERET PRESBYTERIAN PRESCHOOL

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Established in 1999, CAPP has grown in many ways, over the years. We look forward to growing with your family. Many things have changed since we opened our doors, but our educational goals remain the same. Our preschool committee and staff work together to touch the lives of children in a working, playing, and learning preschool atmosphere. Our curriculum goals are to build confidence, expand creativity, develop social skills, and create an enthusiasm for lifelong learning.

Educational Objectives

1. To provide a safe and pleasant environment to care for children age 2 to 5 years;
2. To provide preschool children the opportunity to learn Christian moral values in a loving, playtime atmosphere;
3. To nurture the growth of the whole child by providing for intellectual, emotional, social, physical and spiritual development;
4. To provide opportunities for creative expression through art, language, music, and movement.

Registration Requirements

1. Completed and signed registration form;
2. Registration/supply fee of \$100 (non-refundable);
3. Copy of child's immunization record; which is current and up to date as per Childhood Immunization Schedule.
4. Children in the 3 and 4 year old classes must be toilet trained before the beginning of the school year. Pull ups/diapers will not be permitted.

Age Requirements

2 Year Old-Mother's Morning Out- child must turn 2 on or before August 31st of the current school year

3 Year Old Classes- child must turn 3 on or before August 31st of the current school year.

4 Year Old Classes- child must turn 4 on or before August 31st of the current school year.

Tuition

Tuition for each program is an annual fee, payable in 9 monthly payments as follows per child:

- 2 year old program - \$60 per month
- 3 year old program - \$210 per month
- 4 year old program - \$260 per month

- Tuition is due on the first preschool day of each month, September through May, with late fees charged after the 10th of the month. If the 10th falls on a weekend, accounts are due the Friday before. Accounts not paid by 12 noon on the 10th are charged a \$10 late fee. If an account runs late for the third time, the late fee goes up to \$20 and will remain at the \$20 rate until the end of the preschool year. If an account runs overdue by the 1st day of the second month, service will be suspended.
- Holidays and absences due to illness or trips do not affect these rates. Tuition cannot be refunded.
- Checks should be made payable to CCPP and dropped in one of the locked payment boxes located in the 2/3's hallway and the 4 year old hallway. (Teachers cannot accept tuition payments). A \$25 fee is charged on all returned checks. Please do not drop cash payments in the payment boxes. If you are paying by cash, please take your payment to the Preschool Treasurer, Tracy Antonelli, in the church office, and a receipt will be issued. Tuition payments can also be mailed to the preschool at:

Cape Carteret Presbyterian Preschool
100 Yaupon Drive
Cape Carteret, NC 28584
Attention: Preschool Treasurer

Payments made by mail must be received on or before the 10th of the month. If the 10th falls on a weekend, payment must be received the Friday before.

- Monthly receipts for payments made by check are written by request only. You will receive statements of payment in December and May for your records.

Preschool Schedule and Hours

The Preschool session begins after Labor Day. Notification will be mailed to you as to the actual start date. Preschool will end the last Thursday of May.

Classes and hours for the preschool are as follows:

2's - Mondays from 9 a.m. - 12 noon

3's - Tuesday through Friday from 9 a.m. - 12 noon

4's - Monday through Friday from 9 a.m. - 12 noon

The preschool will be closed on all Carteret County School Holidays and Work Days. In order to accommodate family travel plans, the preschool will also be closed the Wednesday prior to Thanksgiving.

[Carteret County School Calendar 2019-2020](#)

- The preschool reserves the right to cancel any part or all of a particular session, with proper notification to parents.

Inclement Weather Guidelines

In case of inclement weather, please note the following guidelines:

1. If the Carteret County Public Schools are open on a **one-hour delay**, our preschool will have a normal preschool day 9:00 - 12:00.
2. If the Carteret County Public Schools are open on a **two-hour delay** the preschool will begin at 10:00AM.
3. If the Carteret County Public Schools are closed, the preschool will also be closed.

Your child's teacher will notify you via email, text, or phone call to alert you of inclement weather days.

Arrival and Dismissal

In order for educational instruction to begin promptly at 9:15, please have your child arrive on time. Your child's classroom will open each day at 9:00 am. Late arrival results in your child missing valuable "free choice playtime," to settle in before instruction begins. Prior to 9 am, please wait quietly in the "BIG" social hall with your child until classrooms are open. Students and siblings should be attended by a parent at ALL times. There are no arrangements for receiving children before 9 a.m. or keeping them after dismissal time. This is designated time for staff planning and preparation.

To help eliminate the morning preschool hallway "traffic jam" please drop off your child as follows:

2's and 3's- Please enter for drop off at the entrance facing the parking lot or entrance near parking circle.

4's please enter for drop off at the preschool entrance facing Yaupon Drive, next to the playground.

Please make pickup arrangements ahead of time and provide accurate contact information each day on the sign in sheet outside your child's class. Picture ID will be required if the person picking up your child is not on your authorized child pick-up list.

Dismissal time is 11:50 a.m. to 12 noon. Late fees apply any time pick-up is after 12:05 p.m. Being late at pick-up causes unnecessary uneasiness for your child. A late pick-up fee is charged at the rate of \$1 per minute per child for the first and second offenses. The third time a parent is late for pick-up, the rate goes up to \$2 per minute per child and will remain at the \$2 rate until the end of the preschool year.

For afternoon dismissal please pick up your child as follows:

2's and 3's will dismiss from their classrooms, or if indicated, the playground area.

4's will dismiss from the exterior door from their classrooms, which faces the parking lot. A teacher will bring your child to you. (Inclement weather, children will dismiss from the "Big Room".

• At dismissal time, we ask that you please hold hands with your preschooler until you get to your vehicle.

Parking Areas

Please park in the designated parking lots. Parking in the grass or the side entrance is not permitted. Please look for the enter/exit signs to ensure a safe traffic pattern during arrival and dismissal. You are free to utilize the traffic circle near the entrance to the parking lot. Please enter the circle at the first left turn and follow the circle around to exit into the main parking lot. If the circle is full, please continue to the parking lot. **DO NOT BLOCK THE FLOW OF TRAFFIC AT ANY TIME.**

- **PLEASE keep your children close to you when you are outside to prevent him/her from running in to the road or the parking areas.**

Health and Safety of Your Child

Your child's health is a matter of major importance to all of us. State law requires that we have emergency information on file here at school. If your child appears to have symptoms of illness during class, you will be called to pick up your child. Please note the following health policies written to protect students and staff:

1. **All children attending CCPC Preschool MUST be current on all immunizations as per the childhood immunization schedule.** A current immunization record must be received by CCPC Preschool on or before the CCPC Preschool August Open House, (date & time of Open House will be in a welcome letter mailed to each preschooler), in order for your child to begin our program.
2. Children are to be kept at home when they show signs of any communicable disease such as measles, mumps, chicken pox, pink eye, impetigo, sore throat, heavy yellow, green, or brown nasal discharge, or constant cough.
- 3 Children with fevers will not be admitted or kept at preschool. A child should be clear of a temperature, vomiting, diarrhea, and/or rashes for 24 hours before returning to preschool
4. No medication of any kind will be administered by the staff.
5. If a severe accident occurs, 911/EMS and parents will be notified immediately.
6. If you have a sick preschool sibling, please do not bring the sibling in to preschool for drop-off and pick-up. Please ask a friend to watch your sick child in your car while you drop-off or pick-up your child, or as your child's teacher and we will gladly arrange to get your preschooler to or from your car.

Toys and Other Items From Home

Please do not send pacifiers, bottles, toys and other items from home with your child. In the long run, bringing things from home just makes the transitioning to school more difficult for all the children, rather than offering the comfort they really need.

Accidents and Injuries

In case of an accident/injury, we will make an immediate call to 911 emergency services and a parent. If we cannot reach you, we will call the emergency contacts listed on your child's registration form or your child's physician. You will be expected to assume responsibility for any resultant expenses.

Please keep the preschool updated on any changes in home, business, cell, and emergency numbers.

What to Wear

- Clothing for preschool should be simple, comfortable, meant for play and appropriate for the weather. Pants and shorts should be the kind to enable your child to gain independence in caring for himself/herself.
- **For safety and comfort, children are required to wear fully-enclosed tennis/athletic shoes to preschool. Please do not send your child to school in jellies, sandals, flip-flops, boots, crocs, slides, wheelies, or dress shoes. These types of shoe may make it unsafe and difficult for children to run, climb, and jump (especially when the shoes continuously get filled with mulch!).**
- Please send an extra set of clothes to be kept at preschool. Place the clothes in a gallon size zip-lock bag with your child's name on the bag.

Holiday Celebrations for 3's and 4's

Holidays are a fun and important part of our preschool curriculum. While visitors to our classroom are always welcome, we recommend the following guidelines for holiday celebrations:

1. To remain compliant with fire safety codes regarding occupancy, we recommend no more than four visitors to a classroom during holiday celebrations;
2. To allow everyone an equal opportunity to participate in their child's various celebrations, we ask that you sign up to attend only the number designated by your child's teacher. You will be asked to provide a special snack for your celebration day(s).

Snacks and Drinks

2 Year Olds-

- Please bring a lunchbox each day of class with a healthy snack and labeled drink (in a pop-up or flip top drink container).

3 and 4 Year Olds-

- Please bring a lunchbox each day of class with a healthy snack and drink (in a pop-up or flip top drink container).
- Recommended snacks for 2's, 3's and 4's are crackers, cheese, muffins, fruit, veggies, yogurt (yogurt in cups only please), sandwiches, milk, juice, water, or chips.
- Please do not send candy, sugary snacks, soft drinks, or popcorn to preschool with your child.

Back Packs/Carry-Alls

All Children are asked to please provide a back pack or a carry-all bag for your child to bring to school daily. **Please consider an open top canvas carry-all bag instead of a zippered backpack to allow for easy independent pack-up.**

Behavior Management Policies

"1,2,3, Magic" will be introduced and implemented for behavior management of your child. The premise of this behavior program is setting realistic expectations and communicating these expectations to your child in a manner they can understand. When an expectation is not being met, the teacher will count. If the teacher makes it to 3 the child will take a "break". This program allows the child to learn the important concepts of problem solving, natural consequences, and self-discipline. Aggressive behaviors result in an automatic "break". This program encourages good behavior through the use of praise. (If you would like more information on this program, or would like to check out a 1,2,3 Magic book, please contact your child's teacher.)

Aggressive Behavior

At times it may become necessary to find alternative methods of helping a child understand that his/her behavior is inappropriate. The following steps have been developed by the Preschool Committee and Staff to help deal with continued discipline problems and will be used when all other alternatives have failed (order of occurrence may vary):

1. Observation/evaluation by the Preschool Moderator;
2. One day out of preschool (parents will be asked to work with their child concerning the inappropriate behavior demonstrated);
3. One week out of preschool (again, parents will be asked to work with their child concerning the inappropriate behavior demonstrated);
4. Permanent dismissal when all efforts have been exhausted. Tuition will remain the same even though days might be missed due to these disciplinary measures, permanent dismissal excluded.

Biting

No parent likes to be told that their child has been bitten at preschool, but biting incidents sometimes occur with young children. While we understand that little ones might bite, and biting is a natural part of the growth process, we do our best to provide a safe classroom environment for all the children in our care. If a child bites, we will work with that child to help him/her understand that biting is not acceptable, and try to help the child find other ways of expressing himself/herself. We encourage parents of biters to work with the child at home as well. Continued biting will result in the child being sent home for the day (usually on the third incident) and being sent home each time thereafter when a biting incident occurs.

Conferences and Visitations

Conferences and visitations are vital for parents and teacher to work closely together. At any time, you may request a conference with your teacher after school to protect instructional time and privacy. Teachers may request a conference as well. Parents may schedule limited classroom visitation. Please remember that normal instruction will continue with your presence. We ask that you wait to visit for a couple of weeks at the beginning of the year. This will allow your child to learn to separate and reunite in a healthy way. Your cooperation in this matter is appreciated.

Students With Special Needs

Unfortunately, our preschool is not equipped, nor is it staffed, to serve children with special needs. Students who are identified as special needs during the Preschool year will be evaluated by the staff, Preschool Committee, and any other professionals as needed to determine where and how to best meet the needs of the student.

Questions/Concerns Regarding Our Preschool

If you have a question or concern regarding our staff, our policies, or our preschool program, we ask that you first address your questions/concerns with your child's teacher and she will be glad to set up a conference time to talk with you. If your concern is not resolved to your satisfaction after speaking with the teacher, then please contact the Preschool Moderator, Delores Worrell, at (910) 325-3613.

Church Staff

Pastor - Ben Burrows

Church Secretary - Tracy Antonelli

Preschool Administrative Board of Directors

Moderator - Delores Worrell

Treasurer - Tracy Antonelli

At Large Members - Pastor-Ben Burrows

Blanche Phillips

Norman Skinner

Debbie Starliper

Lead Teacher - Beth Stevens

If you would like to speak with any member on the Preschool Administrative Board of Directors, please call the church office and leave a message. Your call will be returned as soon as possible. Thank you.

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