



Westminster Presbyterian

Preschool Asheville, N.C.

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Dear Parents and Families,

We are so happy to welcome you to the Westminster Presbyterian Preschool family. We are excited that you would allow us to be a part of your family and to be involved in your child's life during these important developmental years.

We think the 'job' of learning about God's World and his love for us is very important and believe that PRE-school should be fun.

This parent handbook is written to give you a better understanding of our school and to explain our policies and procedures. Please read through the entire handbook so you can be familiar with these guidelines.

Our preschool was founded and is a non-profit outreach of Westminster Presbyterian Church. Our purpose is to provide God's children with a safe, nurturing, and Christian environment based on developmentally and age appropriate materials and activities. We teach the elements of faith which are common to all Christians. The program is an extension of Westminster's mission and ministry to our community. You are invited to join us Sundays for Sunday school and worship.

Our staff are dedicated to making the preschool years fun and positive for your child. We encourage you to become a part of our school by volunteering, substituting or joining us for field trips. If you have any questions, concerns, or comments please do not hesitate to inform us so we can best serve the needs of all our children.

Thank you,

Jeannie Sausedo

and the Westminster Preschool staff

Enrollment and Tuition

Westminster Presbyterian Preschool does not discriminate based on race, color, or national origin in the admission of students and the employment of faculty and staff.

- 1.** Before a child is enrolled in WPPS, the Director must have on hand the enrollment forms, a copy of the child's immunization record and the registration fee.
- 2.** Tuition is based on the actual cost of operations. Fees are a yearly tuition divided equally into monthly installments. See table on next page.
- 3.** There is no reduction of fees for absenteeism, vacations, holidays, school closings due to weather or other reasons beyond our control.
- 4.** Tuition is due by the FIRST of each MONTH (or the closest working school day). A \$15.00 late fee charge will be added if payment is not received by the 10th of the month unless prior arrangements have been made.
- 5.** A continued problem of collecting fees may result in your child being dropped from the program.
- 6.** Families with two or more children in the program will receive a 10% discount on their tuition.
- 7.** Days may be added or dropped from your child's schedule only if the parent has first checked with the Director.
- 8.** Any child in school as of May 1st will be charged tuition through the close of school.
- 9.** Checks may be made payable to Westminster Preschool.
- 10.** Tuition envelopes are put in your child's cubby towards the end of the month as a reminder to pay by the first of the upcoming month. Included in this envelope will be a newsletter and other papers for parents. Please take the time to read through them. Please return payment in your child's tuition envelope.
- 11.** Please note that the preschool does not keep individual tuition payment records from year to year. It is recommended that you retain these records yourself. If you need a receipt for every month, please let the Director know at the beginning of the school year. Our tax ID number is 56-604-8026.

Fees (as of January 1, 2007)

1 day = \$90.00 per month or \$810.00 per year

2 days = \$130.00 per month or \$1,170.00 per year

3 days = \$160.00 per month or \$1,440.00 per year

4 days = \$175.00 per month or \$1,575.00 per year

There is a registration fee of \$60.00 per child. This registration fee is non-refundable.

EARLY BIRD CLUB

“Early Bird Club” is offered as a separate service to parents who need or desire an early morning drop off time. It begins at 8:30. If you wish, you may bring breakfast for your child to eat. Two of our staff will take on the responsibility of this for two week periods. You will receive a bill at the end of each two weeks from the staff who work the Early Bird Club. Please pay each staff individually. Do not include these fees on your tuition check.

Fees are \$5.00 a day per child.

If you have more than one child in a family attending the Early Bird Club, the fee is \$4.50 per day per child.

Arrival and Dismissal

Our school day is from 9:30 – 1:00. Please make sure that the staff have a phone number where you can be reached before you leave your child.

Arrival

Parents are asked to bring their children no earlier than 9:25. Any drop off before then will result in a charge of \$5.00 for Early Bird club services.

Dismissal

1. Afternoon pickup begins at 12:50. It is very important that the child be picked up on time by the expected person. A child becomes concerned and fearful when all the other children have left and they are the only child at school.
2. NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED BY THE CUSTODIAL PARENT/GUARDIAN.
3. **Parents who do not pick up their child by 1:10 are considered late. A fee of \$10.00 will be charged to your bill.**
4. Children whose parents are consistently late will be in jeopardy of being dropped from the program.
5. In the case of emergency or unavoidable delays in picking up your child, the parent should call the preschool as soon as possible and speak to the director.

AFTERNOON PICKUP SERVICE

We offer a pick-up service daily at the gate at the overhang in front of the building. When you arrive on Overbrook Road, stay straight and drive around the church building and down the hill. You will be given a name card for you to display in your windshield when you pick up your child. A staff member will be at the gate to assist your child to the car. If you choose not to utilize this service, please park in the spaces next to the wooded area, so that the spaces next to the fence and the building can be kept free for carpool.

DISCIPLINE POLICY

Someone once said, "Discipline is the gift of responsible love."

When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. They learn to take responsibility for their own behavior. Based on this belief of how children learn and develop values, this school will practice the following discipline and guidance policy:

WE DO:

1. praise, reward, and encourage the children. We also give hugs.
2. reason with and set limits for the children and give gentle reminders
3. model appropriate behavior for the children.
4. modify the classroom environment in order to anticipate trouble and motivate productive behavior.
5. listen to the children and offer choices.
6. provide alternatives for inappropriate behavior.
7. provide the children with natural and logical consequences of their behavior.
8. treat each child as a person and respect his/her needs, desires, and feelings.
9. overlook small annoyances.
10. explain things to the children on their level and try to clarify issues.
11. use short supervised periods of 'time out' or 'renewal time.' This would only be used when the child is feeling out of control and needs help calming down and focusing. A teacher is always near by.
12. inject humor.
13. stay consistent in our behavior, guidance and discipline.

WE DON'T:

1. spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. shame or punish the children when bathroom accidents occur.
4. relate discipline to eating, resting, or sleeping.
5. deny food or rest as a punishment.
6. leave the children alone, unattended, or without supervision.
7. place the children in locked rooms, closets, boxes as punishment.
8. allow discipline of children by children.
9. criticize, make fun of, or otherwise belittle children, their families or ethnic group.

DISCIPLINE POLICY:

Our preschool plans an environment where children can be successful and feel good about themselves. Busy and active children require little discipline. The teachers and assistants will use distraction, redirection, spoken restrictions and removal or time-out when dealing with undesirable behaviors, such as biting and fighting. The act is disciplined, not the child.

Time-out will be for a period of five minutes or less depending on age and will be in an area of the room with the rest of the children.

In the event improper behavior continues over time despite best efforts

- the director will notify the parent in writing and request a conference.

- the teacher and director will observe the child to assess the problem and plan a program with parents to reach goals to help the child work through the difficulty.

CHILD ABUSE AND NEGLECT

In accordance with state regulations, all caregivers must report any suspected physical abuse, sexual abuse and or neglect to proper authorities.

CLOTHING

Please label all your child's clothing, including back packs and lunch boxes. *Any* personal item your child brings that is not labeled will be subject to the staff labeling it with your child's name. Frequently there are several lunchboxes and/or backpacks that are the same.

Children should wear comfortable clothing that is washable and athletic-type shoes. Open-toed sandals, flip flops or shoes with heels are not safe for playing, climbing or running. Children should also be able to easily remove clothing necessary for going to the bathroom.

While we try our best to use products that are washable, stains and accidents will happen. Please keep in mind that on any given day your child may play with play-dough, paint, markers, sand, glitter, etc. Please dress your child for play.

We ask that you leave a change of clothes, clearly labeled, in your child's cubby in case of accidents or spills. Remember to change the clothes when the seasons change.

DEVELOPMENTAL and BEHAVIORAL CHALLENGES

Children with developmental challenges will be considered for enrollment on a case-by-case basis.

There will be a parent-teacher conference set up for children who consistently behave in ways that are disrespectful, disobedient and damaging to others. If the behavior does not improve over a period of time, the parents may be asked to find other placement for the child.

FAMILY INFORMATION

Please be sure that the preschool is aware of any special circumstance in your family that may affect your child's temperament or behavior, (a move, a new baby, loss of a loved one, divorce or separation, etc.) All information shared with the staff concerning individual families will be kept confidential. Sharing information by a staff member is grounds for dismissal.

Routinely check with your child's teacher to insure that emergency contact information is up to date. Names of individuals who are allowed to pick up your child should be clearly stated.

PARENT PARTICIPATION

We welcome and encourage the participation of our parents. There are many opportunities to participate. Please contact your child's teacher for suggestions.

HEALTH POLICIES

The health of each child in our program is very important to us. In the event that your child becomes sick at school, please make sure we always have a way to reach you. If you are called please make arrangements to have your child picked up as soon as possible. We do not have a sick room to isolate children. The following are guidelines to help you determine whether or not you should allow your child to attend school.

-FEVER, we cannot accept a child with a fever. A child's temperature must be normal for 24 hours before returning to school.

-DIARRHEA, the parent will be called for pick-up whenever the child has a very loose bowel movement accompanied by nausea or whenever a child has two loose bowel movements within an hour that the teacher/director judges to be diarrhea. The child should be free of diarrhea for 24 hours before returning to preschool.

-VOMITING. The parent will be called for pick-up whenever a child vomits at school. The child should be free of this condition 24 hours before returning to school.

-LICE. Any child with evidence of lice infestation can return to school 24 hours after treatment if all nits are removed. Parents must supply written verification from the Health Department or their Doctor that the child is nit free.

-COLDS. A child who comes to school with a cold should be able to follow the daily routine which includes outside time, weather permitting. Green mucus may be a sign of infection. Please do not send your child if they have an excessively runny nose.

MEDICATION- the staff of Westminster Presbyterian Preschool are not authorized to dispense medication to children. Please do not leave medicine in your child's belongings. If your child is on medication that requires use during school hours please see the Director for instructions.

FIRST-AID / ACCIDENTS

The children are covered by accident insurance which will provide limited coverage for medical bills resulting from accidents at the school during school hours. If an accident occurs at preschool the staff will...

-apply the appropriate first aid to minor injuries and report the circumstances to parent at the end of the day.

-notify the parents about an injury that might require medical attention.

-contact 911 immediately if a serious injury takes place, then notify parents.

SEPARATION

We want your child to have a happy and positive experience at preschool. Please allow the following to be guidelines.

1. Apprehension is normal, for both of you. Attitudes are important—your child will pick up on your feelings. Expect your child to go to school happily and to have a good time.
2. Visiting the classroom and the teacher is important. Use the teachers name frequently in conversation, let your child get used to the idea of preschool. Talk it up!
3. If need be you can stay the first morning and part of the following morning. Gradually decrease the amount of time you stay.
4. Never sneak away without saying goodbye. When it is time to go, leave quickly without looking back.
5. We will not let your child continue to cry uncontrollably. We will be glad to call you with a progress report, or you may call to check in at any lime.
6. Carpooling with another child or having someone else bring your child to school may be easier.
7. Sometimes we may take the child on a 'special errand' with the teacher and that gives them time to calm down away from the class.

We want to work with you to make this time as smooth as possible, so please let us know of any suggestions that you may have.

CLOSINGS and INCLEMENT WEATHER

Our calendar is based on current information from the Buncombe County school system. We coordinate our closings for holidays (Thanksgiving, Christmas, Spring Break) and workdays.

If Buncombe County Schools (Reynolds district) are closed for snow, we are also closed. Please tune in to WLOS 13 for information each morning. We will try to get our preschool called in to the station as soon as we can. We will not makeup snow days #1-7. After 7 days of weather related absences, we may attempt to make up the days at the end of the year. You cannot, due to the student-teacher ratios in the classroom, add a make-up day on your own.

Other situations, such as power failure, lack of water or heat, or anything that might endanger the safety or health of the children, may result in a school closing. This will be determined at the discretion of the director and approved by the preschool board.

TOYS AND PERSONAL ITEMS

-Children should not bring toys, guns and other toy weapons, jewelry, chap stick, lip gloss, makeup, candy, gum or money to school.

-It is much easier to share the school toys than “mine.”

-We cannot be responsible for these items should they be brought to school.

Show and Tell—The staff are happy for the children to share special discoveries that they have made with their families on their show and tell day. Items having to do with special family times, books, nature items etc. are encouraged. Please reinforce that these items should be kept in the child’s cubby during the rest of the day, or in the care of the child’s teacher.

Lovey’s, Pacifiers, and Blankets—We encourage your child to be comfortable. We ask that all personal items are labeled clearly with your child’s name or initials. We will attempt to put such items in your child’s cubby as the day progresses.

FIELD TRIPS

Occasionally our children will go on field trips that provide exciting learning opportunities. Permission slips will be sent home with your child for you to sign and return to school. Children will need to bring their car seats. A first aid kit travels with us as well as emergency information on each child. Parents will be asked to volunteer to accompany us so that we can have plenty of transportation and supervision.

Field trips are optional. If you do not want your child to go on a field trip, simply notify the teacher and plan to keep your child at home that day.

PARTIES AND CELEBRATIONS

Several occasions during the year will be celebrated with parties on the day most near the event. A sign-up sheet will be outside each classroom door for anyone who wishes to volunteer to help with these events.

Birthdays are important passages in the lives of children. The preschool would like to celebrate this important event with your child during snack time on the day closest to the actual birthday. Preschool children are very sensitive to others and their environment and for this reason we ask that you do not give out party invitations at the preschool unless every child in the class is invited.

SNACKS

Your child's teacher will send home a monthly snack list. On your child's snack day, please send enough snack and drink for the entire class. Some suggested snacks include: cheese, crackers, pretzels, fresh fruit or fruit cups, apple sauce, yogurt, graham crackers, muffins, and vegetables and dip. If spoons are needed, please include them. Napkins and cups are provided by the preschool.

We are asking that you not send sugary snacks, such as, cakes, cookies, or candy, except on special occasions like birthdays or class parties. Please send only 100% fruit juices, water, or milk for the children to drink.

LUNCH

You will need to send your child's lunch each day. Please label lunch boxes. Each class has their own shelf for lunch in the refrigerator. Foods can be heated in the microwave if necessary.

SUPPLY LIST

At the beginning of the school year, you will receive a list of supplies your child is to bring to school. It may be necessary to replenish some items, such as tissues and paper towels, during the school year. We will send a note home if additional items are needed.

NEWSLETTER

Every month in your child's tuition envelope you will receive a newsletter. Please take the time to read it. It will contain information to keep you updated on events concerning the preschool.

WITHDRAWAL

If you are planning to withdraw your child from our program, a two week advance notice is appreciated.