

**Guilford Park Presbyterian Church Preschool**  
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**PROGRAM PURPOSE**

The Preschool is a vital part of Guilford Park Presbyterian Church's ministry to the community. This program affirms our belief that a child is a gift from God, to be treasured, nurtured, and appreciated as a unique individual. While we do not teach doctrine in the Preschool classes, our program is solidly grounded in Christian values. Guilford Park Presbyterian Church Preschool offers children a happy and wholesome environment in which to develop physically, mentally, socially, and emotionally.

We believe that young children learn best through play, and that the best preparation we can give them for school, and indeed life, is the opportunity to exercise their creativity and imagination within loving and well-defined limits. In the Crib and Toddler rooms, our primary goal is to provide quality, loving care. We offer the same quality, loving care in the Two, Three, and Pre-K classes. In addition, the flexible daily activities are designed to meet each age group's developmental needs and provide them with the necessary readiness skills. Our two Kindergarten Readiness classes work to prepare the children for entrance into Kindergarten.

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**Guilford Park Preschool Calendar  
2018-2019**

August 28	Tuesday	GPPS Teacher Workday	9:00-1:00
August 29	Wednesday	GPPS Teacher Workday	9:00-1:00
August 30	Thursday	GPPS Teacher Workday Open House	9:00-1:00 5:30-6:30
September 4	Tuesday	<b>First Day of School</b>	9:00-11:30
September 4 - September 7	Tuesday - Friday	Ease-in Week for All Classes (Crib and Toddler follow assigned ease-in time)	9:00-11:30
September 10 - 14	Monday - Friday	Full Days Begin for 2 thru PreK (Crib and Toddler follow assigned ease-in time)	9:00-1:00
September 17, 18	Monday - Tuesday	Mandatory Parent Meeting	9:15-9:35
September 17 - 21	Monday - Friday	Full day for all classes (except for Wed 9/19)	9:00-1:00
September 19	Wednesday	GCS Teacher Workday	No School
October 9 & 10	Tuesday & Wednesday	School-wide Pictures	
November 1 - 2	Thursday - Friday	GCS Teacher Workdays	No School
November 12	Monday	Veteran's Day Holiday	No School
November 21 - 23	Wednesday - Friday	Thanksgiving Holiday	No School
December 20	Thursday	Last day before break	9:00-1:00
December 21 - January 2	Friday - Wednesday	Christmas Break	No School
January 3	Thursday	First day back from break	9:00-1:00
January 11	Friday	School Closed GPPS Teacher Work Day <b>Preschool Open House</b>	9:00-1:00 10:00-12:00
January 18	Friday	GCS Teacher Workday	No School
January 21	Monday	Martin Luther King, Jr. Holiday	No School
January 22	Tuesday	GCS Teacher Workday	No School
February 12	Tuesday	Church wide meeting	No School
February 18	Monday	GCS Teacher Workday	No School
March 28 - 29	Thursday - Friday	GCS Teacher Workdays	No School
April 19 - April 26	Friday - Friday	Easter Break	No School
May 27	Monday	Memorial Day Holiday	No School
June 5	Wednesday	<b>Last Day of School</b> Pre-K Graduation End of Year Picnic	11:00-12:00 12:00-1:00
June 6	Thursday	GPPS Teacher Workday	9:00-1:00

## Guilford Park Preschool Guidelines and Policies 2018 – 2019

### ADMINISTRATION

This Preschool is a program of Guilford Park Presbyterian Church, under the direction of Debbie Huneycutt. The Preschool Committee serves as a steering committee for the program.

### HEALTH RECORDS

An information sheet and immunization form is to be completed for each child. The information sheet must include the phone numbers of at least two persons other than parents, who can be reached locally, to contact in case of an emergency. These contacts might also be called to pick up a child who becomes sick if the parents cannot be reached.

The immunization form must be completed and signed by your pediatrician (or other health care professional) and returned to the Preschool on or before the first day of school. A copy of your pediatrician's immunization record is also acceptable with the appropriate signatures. **A new immunization form is needed yearly, even for returning students.**

### SICK POLICY

The Preschool will not allow a sick child to attend class. If you suspect your child is becoming ill or your child has symptoms of illness, **DO NOT** bring your child to school. Keep your child at home until your child has been on an antibiotic for 24 hours or has had at least three doses, or until the following symptoms have subsided: Vomiting within 24 hours  
Fever within 24 hours (without use of Tylenol, etc.)  
Diarrhea within 24 hours  
Thick discolored nasal drainage

Please inform staff each day of any unusual medical problems, communicable diseases, or allergies. No medications will be administered to children by staff members.

### TUITION

Monthly tuition fees are as follows:

<u>Crib – Toddler</u>	<u>2-year,3-year and PreK Classes</u>
1 day/week \$115.00/month	2 days/week \$230.00/month
2 days/week \$230.00/month	3 days/week \$281.00/month
3 days/week \$288.00/month	4 days/week \$314.00/month
4 days/week \$319.00/month	5 days/week \$355.00/month
5 days/week \$365.00/month	

If a family has more than one child enrolled in the program, the second and any additional siblings will receive a fifteen percent (15%) discount. The full monthly tuition will apply to the child enrolled the most days. Tuition is due on the first day of each month. Make checks payable to Guilford Park Preschool. Tuition checks may be dropped in the tuition box in the Preschool Office. Please pay by check and note your child's name on the check. If using on-line banking, please make sure the date is set for payment to **ARRIVE** in the Preschool Office by the 1<sup>st</sup> of the month. Tuition may also be paid through the church online PayPal. If you use this

**TUITION (cont.)**

option there is an extra \$10.00 fee that you will need to add to your payment each time.\*\*See instructions for this option at the back of your handbook.

If your child will not be in school for any reason prior to the 10<sup>th</sup> of the month, you should stop in to drop off your payment by the 10<sup>th</sup> or put it in the mail to arrive prior to the 10<sup>th</sup>. No tuition refunds will be made for absences or bad weather days. If payment is not made by the 10<sup>th</sup> of the month, a Late Tuition Notice will be given. If tuition still has not been received by the 15<sup>th</sup>, a flat fee of \$25 per child will be charged. On-line bank checks are no exception.

**WITHDRAWAL FROM PROGRAM**

Parents must give a two-week written notice to the Director when withdrawing a child from the program. This enables us time to fill the available opening. You will be responsible for two weeks of tuition beginning the day after the notice is received. **NO** refund of tuition will be made if a two-week notice is not given or your child's space is not filled.

**DROP-IN POLICY FOR THE CRIB AND TODDLER ROOMS (Only)**

If you need an occasional additional day for your child, parents must call the Preschool Office between 8:30 - 9:00 AM to check for availability in their child's class on the morning of the day they want their child to attend. The fee is \$30.00 per day, payable the morning the child attends. If your child is sick, please be courteous and call the Preschool Office to inform us of an opening in your child's class. A drop in option is offered only in our Crib and Toddler classes. There is no drop in option in our 2's- PreK classes.

**CLASSES**

The following classes will be offered during the 2018-2019 school year:

<u>Class Name</u>	<u>Days In Session</u>
Crib Room (3-12 months)	M T W Th (any days)
Toddler Room (12-24 months)	M T W Th F (any days)
2 Year (2-Day option)	M W (Friday option)
2 Year (3-Day option)	M T Th (Friday option)
Three A (4 day)	M T W Th (Friday option)
Three B (3-Day option)	T W TH (Friday option)
PreK/5 days with 4 day option	M T W Th F (4 day option)
PreK/5 days	M T W Th F

**OPERATING SCHEDULE**

The first day of school will be Tuesday, September 4<sup>th</sup>. All classes operate on an abbreviated schedule of 9:00 - 11:30 AM from Tuesday, September 4<sup>th</sup> – Friday, September 7<sup>th</sup>. The Crib and Toddler rooms will attend according to group assignments and times identified in your confirmation letter. The Crib and Toddler Rooms will continue their abbreviated schedule Monday, September 10 – Friday, September 14 with the Two, Three, and Pre-K classes attending 9:00 AM – 1:00 PM that week. Beginning Monday, September 17, all classes will be in session from 9:00 AM – 1:00 PM and will follow the calendar of the Guilford County School System. The Preschool will closed for all Teacher Workdays and Holidays within the Guilford County

Schools. September 17 and 18 will be a Mandatory Parent Meeting from 9:15-9:35. **Each child must have a parent in attendance.** Your meeting time will be your child's 1<sup>st</sup> full day of attendance that week.

### **EXTENDED DAY PROGRAM**

Extended day is available from 8:00-9:00am and from 1:00-2:00pm each day that preschool is in session for the full 4 hours. There is no late pick up available on Fridays, only early morning drop off. There will be no extended day offered during the ease in week for all ages. Extended day will be available for 2-Prek the following week of Sept. 10-14 and extended day for all ages beginning Sept. 17-21. Pre-registration cost is \$5 per session per child. Pre-registration is considered 24 hours and before. Drop in is available provided there is openings. Drop in is \$8 per session and is anything less than 24 hours. All registrations will be done through the preschool office.

### **INCLEMENT WEATHER**

The Preschool will be closed when Guilford County Schools are closed for bad weather. On days the public schools have delayed starts, the Preschool will go by the following schedule:

<u>Guilford County Schools</u>	<u>Preschool</u>
1 Hour Delay	No Delay – Start at 9:00 AM
2 Hour Delay	Start at 10:00 AM
3 Hour Delay	Start at 11:00 AM

When Guilford County Schools are in session but close early due to bad weather, we will close one hour earlier than Guilford County School dismissal time. For example, if Guilford County Schools announce they will be closing three hours early (11:30 AM), we will close at 10:30 AM. Listen to the local radio or TV stations for this information.

Days that are missed due to the closing of school will be made up according to the Guilford County School system make up schedule. The only exception will be days that Guilford County schedules after the preschool calendar's last day of June 5th. Email updates will be sent advising parents of the make up schedule.

The Preschool reserves the right to make a decision to cancel school due to severe weather independent of Guilford County Schools. In the event we exercise this right, we will try to get the information to you through television (WFMY Ch. 2), (WXII Ch. 12) or a phone tree.

### **ARRIVALS**

Parents are asked **NOT** to bring their children before 9:00 AM to allow staff to prepare for the day. The only exception will be those parents that have registered for the extended day. If you arrive before 9:00 AM, it will be necessary for you to remain with your child outside the building until the door is opened at 9:00 AM. **You are requested to use the parking lot entrance door.** Please park in designated parking spaces only.

### **PICK UP OF CHILDREN**

Children are to be picked up by their parents or another authorized person by 1:00 PM. Inform the staff of anyone other than the parent who is picking up the child. If the person is unknown to us, they will be required to show a driver's license for proof of identification. This is for the protection of your child. Parents are asked

to be **PROMPT** in picking their child up from school to avoid detaining the staff from meetings, workshops, or planning times.

Late fees are charged as follows:	Pick-up after 1:00	\$ 5.00
	Pick-up after 1:15	\$10.00

### **REGISTRATION**

Registration for the school year will be held in late January-early February and students will be accepted based on the following criteria:

1. Children of members of Guilford Park Presbyterian Church that are currently enrolled in the program, along with any new siblings.
2. Children of non-members currently enrolled in the program and their siblings.
3. Newly-enrolling children of members of Guilford Park Presbyterian Church.
4. Newly-enrolling children of non-members.

A non-refundable registration fee of \$75.00 per child along with half of the September monthly tuition is required for participation in the program at the time of registration. Children with exceptional needs will be accepted into the program on the approval of the Preschool Committee.

### **PARENT RESPONSIBILITIES**

- **Snacks** – For Toddlers- PreK, the teachers will provide a calendar assigning parents one day or week per month to share a snack with the class. Water will be provided by the Preschool for snack time. We encourage healthy snacks. Your classroom teacher will be happy to share ideas.
- **Lunch** – You will need to send a lunch box and drink with your child each day. If you choose not to send a drink, water will be served with lunch. Parents are encouraged to send foods that children can handle for the most part by themselves and do not need to be heated. Soft drinks and carbonated sodas may not be sent as part of your child's lunch. The Preschool will not serve these drinks.
- **Change of Clothes** – Please provide a complete change of clothes for your child, including underwear and socks, in the event of an accident or spill. **PLEASE** mark all belongings with your child's name, especially bottles, infant food, diaper bags, lunch bags, and jackets. We also ask that children **NOT WEAR FLIP FLOPS** on field trips as they can pose a danger to your child.
- **Changes / Traumas** – Please keep us informed of changes or traumas in the everyday routine in your home (newborn siblings, deaths, separations, change in mom or dad's routine, etc.) so that we can help your child in making these adjustments.
- **Toys from home** – Families are asked not to bring toys of any sort from home. This is to insure these items are not lost or broken and also to avoid children from having a difficult time sharing these items. Please respect this policy and have your child leave their personal toys in the car. The Threes and both Pre-K classes do have share days and your teachers will inform you of when it is appropriate for your child to bring items from home.

Of course, we **ALWAYS** welcome any items related to the weekly theme that your child's classroom is studying (i.e., books, CDs, tapes).

- **Diapers** – Due to the problems associated with storage of soiled diapers, we encourage the use of disposables. However, we are willing to consider your child's individual needs. If you choose to send cloth diapers, you must provide everything needed including a bag for soiled diapers.
- **Parent Participation** – Parents are encouraged to be a part of our program through helping with special functions in your child's class (holiday parties, Thanksgiving Feast, etc.) as well as becoming a substitute teacher when needed. Of course, you are always welcome to visit your child's class at any time to spend some "extra special" moments with your child. In the older children's classes (ages 3 – PreK) we incorporate field trips as part of their learning curriculum. We utilize parents as drivers for these trips. In order to drive, you will fill out a Proof of Insurance Form and we will get a copy of your Driver's License. We encourage your participation when individual classes post sign-up sheets prior to the field trip. We would like to have one parent from each classroom be a Room Parent. As a Room Parent you would have the individual class phone trees and would be the contact person for special events or severe weather emergencies.

#### **HOLIDAYS**

- Throughout the year we will celebrate holidays in ways which are both fun for young children and appropriate for a church-sponsored Preschool. The children will use themes of harvest, autumn, and costumes in their Halloween celebrations. We will steer away from "witches and ghosts", which can be frightening to young children. Thanksgiving will incorporate Pilgrims, Indians, turkeys, and family togetherness into the seasonal theme of thankfulness for the blessings we share. The children will also celebrate Valentines Day, with its emphasis on expressing love to family and friends.
- During the Christmas and Easter seasons we will concentrate on themes, which are consistent with the Christian meaning of these holidays and are age-appropriate for young children. Christmas activities will center on themes of giving and sharing, and our Easter celebration will be primarily a celebration of spring, new life, and new birth. The children will incorporate both Christian and secular stories, symbols, and songs into their holiday activities, but with diminished significance placed on Santa Claus and the Easter Bunny.
- Holidays other than these may be celebrated throughout the year as each class may choose, consistent with the purpose of Preschool. In addition, we encourage children who may be of a different religious heritage to share with us their own special holiday traditions.

#### **BIRTHDAYS**

Because birthdays are such a special time in a child's life, we invite you to share with your child's class. You may bring a special snack for that day. No gift exchanges should be done at school. Young children have fragile emotions and we want to be aware of that. For a party not held during school hours, invitations may be placed in the cubbies, **only if the entire class is being invited**. Because of the choking hazard, we ask that no balloons be given out to the children, except Mylar balloons.

### **DISCIPLINARY POLICY**

Teachers will make use of positive reinforcement, redirection, problem solving, and time out. Well-defined limits will be set to provide a happy and safe environment.

### **DISRUPTIVE BEHAVIOR**

If a child's behavior is such that the welfare of the group (or particular children within the group) is jeopardized, the Teacher will:

1. Consult with the parents to try to determine the cause of the inappropriate behavior and inform the Director.
2. Discuss and seek to institute corrective measures in situations and relationships which may be the cause of unrest.
3. If the above measures do not seem to improve the child's behavior/attitudes, the Teacher and Director will encourage the parents to seek professional help.
4. Continuance in the school will depend upon the recommendation of such professional guidance and/or the Teacher and Preschool Director's estimate of the overall welfare of both the child and other children in the school. Neither will be wholly sacrificed to benefit the other.
5. The Preschool reserves the right to dismiss a child who in any way jeopardizes the welfare of the total group.

### **GRIEVANCES**

Any classroom problems dealing with your child should first be discussed with the Lead Teacher in the room. If further assistance is needed, contact the Director. If the matter remains unresolved, the Director will report the matter to the Preschool Committee.

Likewise, any problems encountered with any policy should be brought to the attention of the Director. If the matter remains unresolved, the Director will report the matter to the Preschool Committee.

### **COMMUNICATION**

The Preschool phone number is 336 282-6697. Any matters regarding the program should be discussed with the Director during normal operating hours of 9:00 AM – 1:00 PM on Monday through Friday. You may also email the Director at: [dhuneycutt@guilfordpark.org](mailto:dhuneycutt@guilfordpark.org). Emails will be checked once in the morning and you will receive a response within 24 hours.

The Director may be out of her office for short periods of time during the school operating hours. If you should call and get the voice mail, please leave a message and the Director will return your call. Phone messages will be checked frequently during the day and you will receive a response that day.

During the summer months, the voice mail is available. Messages are checked and calls returned throughout the summer. Please do not call the church office concerning Preschool matters unless it is an emergency.

**PARENT VOLUNTEER SHEET  
2018 – 2019**

**Commented [GPP1]:** Pages 9 and 10 set off to the right so they can be printed on tear-out sheets for parents to return to the office.

Parents are a wonderful resource for our Preschool Program and can be of help in many ways. If you have any talents or special interests, we encourage you to share them with the children. Music, special projects, or athletic activities are just a few of the things parents can share. You can also be of help by putting us in touch with someone who could be a resource for us.

We need parents who could occasionally substitute for us if a teacher is unable to report to work. Because a good substitute list helps us to keep the program running smoothly, please sign up if you can. You will be paid by the hour for the time subbed.

Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Child: \_\_\_\_\_ Class: \_\_\_\_\_

I would like to be involved in the Preschool Program in the following ways:

\_\_\_\_\_ Substitute - Circle Days Available: M T W Th F    \_\_\_Child's Room \_\_\_\_\_ Any Room

\_\_\_\_\_ I am willing to be a driver for my child's class field trips whenever possible.

\_\_\_\_\_ Share a talent such as \_\_\_\_\_

\_\_\_\_\_ Help children cook

\_\_\_\_\_ Read books to children

\_\_\_\_\_ Teach an art activity

\_\_\_\_\_ Serve on the Parent Committee (Plan Teacher Appreciation Week in May and help with other school wide projects if needed)

\_\_\_\_\_ Silent Auction Committee (planning committee for yearly Silent Auction Fundraiser)

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STATEMENT OF PARENT AGREEMENT

I have read and understand the written guidelines and policies of the Guilford Park Presbyterian Church Preschool Program and agree to comply with them.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***PLEASE RETURN THIS SHEET TO THE DIRECTOR BY Friday, September 28, 2018***