



Providence Preschool  
Of  
**Providence Presbyterian Church**  
**14664 NC Hwy 210**  
**Angier, NC 27501**  
**(919) 820-7866**

# **Providence Preschool Parent Handbook**

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## **PURPOSE AND TEACHING GOALS**

It is a privilege to have your child as part of our program. We hope that they have a fantastic year learning and growing as a child of God. Our purpose is to assist the families in nurturing the spiritual development of their children and provide the educational support that they need to be successful in their future education. The goal of Providence Preschool is to provide a loving, accepting Christian atmosphere that will enable children to grow socially, physically, intellectually, and spiritually. Our staff will use a variety of learning tools through play and hands-on activities to enhance their educational experience. At Providence Preschool we will use the A Beka Book curriculum where children will explore Bible stories, art, music, language, math, technology, science, and social skills. Fine motor skills are enhanced by the use of puzzles, beads, lacing, and art activities. Gross motor skills are enhanced by daily outside play (weather permitting), using balls, dance, obstacle courses, slides, and swings. A calendar outlining activities and events will be sent home monthly.

## **PROGRAM**

Providence Preschool Program is for children ages 3 and 4 years old. It is open to all children in the community and surrounding area. Providence Preschool is open Monday thru Thursday from 9:15 am till 1:15 pm. We will follow the same schedule as Johnston County Public Schools' traditional calendar and inclement weather policies. Teacher workdays will be scheduled at the discretion of the Preschool Director. If JCPS has an early release day, Providence Preschool will close at 12:00 pm on that day. If JCPS delays the start of school due to inclement weather, the preschool will be closed that day.

Providence Preschool is governed by a Preschool Board that reports to the Session of Providence Presbyterian Church.

## **ENROLLMENT PROCEDURES**

Each February, an enrollment packet for the upcoming school year will be sent home to all eligible preschoolers currently enrolled in Providence Preschool. To secure your child's spot at the preschool for the next school year, you must return the registration form and the \$125.00 non-refundable registration fee within 7 days. Priority will be given to currently enrolled students and their siblings and to the children of members of Providence Presbyterian Church. Once these children have had the opportunity to enroll, registration will then open to the public.

## **TUITION AND FEES**

**There will be a non-refundable registration fee of \$125.00 per child each year.** This is used to purchase curriculum supplies and other basic supplies for the school year. Your child's spot will be secured once the registration fee is paid.

Tuition is due on the 1st of each month and is considered late after the 10th of the month. If tuition is paid after the 10th of the month a late fee of \$15 will be assessed. If tuition is not paid by the 15th of the month, it will be assumed that the child has withdrawn. Please see the Preschool Director if you have a hardship or extenuating circumstance. No tuition allowance or adjustment can be made for illness, vacation, family emergency, personal reasons, or school closings.

**CASH OR CHECKS PAYABLE TO: Providence Presbyterian Church** (*with Preschool and your child's full name in the memo section*)

At this time we do not accept credit or debit cards.

Payments may be mailed to :

**Providence Presbyterian Church**

**Attn: Preschool**

**14664 NC HWY 210**

**Angier, NC 27501**

Payments may also be placed in the **Tuition Box at the Preschool**. All checks delivered by mail must be received before the 10th of the month to be considered current.

There will be a fee of \$35 for all returned checks. After the first returned check, payments need to be in cash or by money order.

**Tuition Rates for 3-year-old programs:** (children must be 3 years old prior to August 31st and must be completely potty trained and able to use the restroom independently)

- Three Days a Week: Tuesday, Wednesday, and Thursday: **\$170 a month**

**Tuition Rates for the 4-year-old program:** (children must be 4 years old prior to August 31st and must be completely potty trained and able to use the restroom independently)

- Four Days a Week: Monday, Tuesday, Wednesday, and Thursday: **\$225 a month**

## **ARRIVAL AND DEPARTURE TIMES**

We do not accept children prior to 9:15 am. This enables our staff time to prepare for your child's arrival. Doors will be unlocked at 9:15 am and all doors locked at 9:30 am. The doors will remain locked until 1:15 pm. If you arrive and the doors are locked, please use the door under the portico: ring the doorbell and wait for someone to assist you.

## **CARPOOL**

**Carpool** is offered from 9:15 am till 9:30 am each preschool morning and from 1:15 pm till 1:30 pm each afternoon. It is preferred for you to drop your preschooler off in the carpool line as it may make it easier for your child to transition each morning. You may walk your child into Preschool, but you must drop them off at the classroom door in the presence of a teacher. If you do decide to walk your child in, please make sure to not leave any of your other children in the car unattended. Please keep in mind that it is a felony to leave any child unattended in a car.

**Carpool Line and Drop Off:** Enter off of Old Fairground Road and follow the arrows and start the carpool line under the portico entrance. Children must be unbuckled and ready to exit the vehicle when the staff starts bringing the children in. Please make sure that your child has all of their belongings they need for Preschool. If you are planning on parking and walking your child to their class, please park in the curved parking lot off of Hwy 210, you will enter the building where the large double doors are under the porch.

**Carpool Line and Pick Up:** Enter off of Old Fairground Road and follow the arrows and start the line under the portico. Parents will be given a colored sign to hang on their rearview mirrors with their child's name/assigned number. Until the staff gets to know parents by face, we will be checking identification. **Children will be brought out to the cars and parents will be responsible for buckling their children into their car seats.**

Picking up your child on time should be a priority. Children will be released ONLY to a parent or person designated by the parent on the registration form, and they must show a driver's license. If your child is to be picked up by someone not designated on the form, we must have a signed note from the parent or a phone call ONLY in case of an emergency. The person picking up the child must show a driver's license. There are no exceptions to this rule. Our main concern is keeping your child safe. **Preschool ends at 1:15 pm, please pick your child up at this time. Children picked up after 1:30 pm will be charged a late fee of \$5.00 every 5 minutes until the child is picked up.**

## **DAILY SCHEDULE**

Preschooler's daily schedules will consist of (each class may have a different order):

- Morning Tubs- Students self-select a tub. The tubs include tabletop activities such as blocks, puzzles, play dough, Lego Duplo, Potato Head, and more. Students can play independently or with a friend.
- Circle Time- Students will have prayer time learning to give praise and pray for others, will engage in a read-aloud story, music, and movement using songs, and rhymes. A quick review of the Calendar (month, day, year) and Weather.
- Snack Time - The Preschool will provide a simple snack each day consisting of pretzels, goldfish, fruit, etc. The students will pray before each snack.
- Recess- Students will self-select areas on the playground they wish to explore. During this time students are exercising their gross motor skills by running, jumping, hopping, climbing, crawling, sliding, balancing, and more. They are also learning to take turns and share.
- Class Time- Students will engage in read-aloud stories, writing activities, be introduced to colors, numbers, shapes, alphabet, days of the week, months and seasons. Math activities where students will use manipulatives such as cubes, counters, etc to practice math skills.
- Centers- Children will have free time exploring the Centers. Dramatic Play, Science, Technology, Reading, Math, and Sensory.
- Lunch- Parents will send a finger food lunch, including a drink. Students will say a prayer before lunch.
- Closing Circle- Students will discuss what they experienced during the day.

## **CUSTODY**

In the event of custody issues, a copy of the Court Order is requested to be on file at Providence Preschool.

## **WITHDRAWAL/DISMISSAL**

Please notify us as soon as possible if you are going to withdraw from our preschool. We reserve the right to dismiss a child for serious behavior problems if the Preschool is no longer able to meet the needs of the child, non-compliance with our policies, or non-payment of fees. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

## **BEHAVIOR MANAGEMENT**

We believe that discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children. However, any behavior considered inappropriate will first be redirected in a positive manner. A “time-out” will be used if a child continues with the inappropriate behavior. A time-out will last, in minutes, no longer than the child’s age (example: a 3-year old will be in time-out three minutes). We will always try to work as a team with parents to make a child feel successful in the classroom. We intend to establish an atmosphere of respect between children and teachers, children and their friends, as well as respect for the environment including equipment, materials, and the property of others.

If necessary a conference will be scheduled with the parents. We reserve the right to dismiss a child for serious behavior problems and/or aggressive behavior. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

Attached at the end of this handbook is a copy of our discipline policy. Please review, if you have any questions or concerns please contact the Preschool Director.

## **PERSONAL BELONGINGS**

Please dress your child in comfortable clothing that is easy for him/her to remove for restroom breaks. When dressing your child, please remember that children will experience messy activities at school. Children should not wear any clothing with inappropriate words or pictures. Our playground surface is covered in mulch, so open-toe sandals are not recommended! **Please bring a backpack daily with a complete change of clothing inside of a large ziplock bag.** Please be mindful of what is in your child's backpacks. Do not put medications or anything that could be potentially harmful to children. All items of clothing (coats, hats, etc.) backpacks, and lunch boxes should be clearly labeled with your child’s name. Please leave any personal items and toys at home so that they will not get lost. We do go outside during cooler weather, so a coat is a necessity during the winter months. Please check your child’s backpack daily for their folders. These folders will contain communications from their teachers along with their work and art projects.

All school supplies must fit inside the backpack. This includes lunch boxes, water cups, and a complete change of clothes. Please do not allow your child to bring any toys from home.

## **MEDICATION AND ALLERGIES**

The Preschool will not be responsible for the administration of medication, all medication should be given at home. There is only one exception, that being rescue medications (ie EpiPen, Benadryl, rescue inhaler).

In the case of a student with severe allergies, food allergies, other allergies, or asthma the parent must provide a Medical Action Plan completed by the child's physician that is updated yearly. If your child has an allergy/asthma that requires the possible use of an EpiPen or rescue inhaler, parents are responsible for supplying the school with the EpiPen/rescue inhaler and signing a form that authorizes the school on the use of the EpiPen/rescue inhaler. The administration of rescue medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. In addition, our preschool requires the written order for a Medical Action Plan by the prescribing physician that shall include:

- The purpose of the medication
- The time at which the medication shall be administered
- The length of time for which medication is prescribed
- The possible side effects of the medication

**First Aid training requires us to phone 911 if an EpiPen is administered.**

## **MEDICAL EMERGENCIES**

The entire preschool staff is trained in CPR and First Aid. In the event of a medical emergency, the preschool staff will immediately administer first aid and/or CPR, if necessary, and contact 911. Upon administering first aid and/or CPR and contacting 911, we will notify the parents or the emergency contact person listed on your registration form. If it is necessary to transport your child to the hospital, we will notify you which hospital your child will be taken to.

## **IMMUNIZATIONS**

Providence Preschool requires students to be current on their vaccinations in order to attend. A copy must be submitted and kept on file prior to the first day of school each year. Exceptions will not be made for religious reasons.



## **ILLNESS**

For the protection of your child, as well as others, children must not be brought to preschool if they are ill. Please keep your child home if any of the following symptoms/conditions exists or have existed in the past twenty-four (24) hours:

- Fever
- Vomiting
- Diarrhea
- Common Cold (this includes runny noses which do not run clear)
- Sore throat
- Croup
- Rash- (any unexplained)
- Skin Infection (includes but is not limited to boils, ringworm, impetigo, etc.)
- Lice or Scabies
- Suspected Mononucleosis
- Pink Eye

If your child develops a fever or any other symptoms while at preschool you will be notified to pick up your child immediately. You must pick up your child promptly. After an illness, children must be free of fever and other symptoms for 24 hours and must be free of fever-reducing medication for a 24-hour period before returning to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help our preschool have a healthy environment for all the children.

## **LUNCH**

Each child should bring a nutritious lunch from home. Children will not be allowed to share food with classmates. During lunch, we encourage the children to be as independent as possible, so please keep that in mind with the packaging you use. Please send any necessary spoons or forks. Teachers do not have access to a microwave or refrigerator in the classroom, therefore please do not send food that needs preparation, heated or refrigerated. Please include a drink in a container that does not leak. Before snack/lunchtime, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

## **SNACKS**

Parents should inform the school of any food allergies their child may have. Providence Preschool will provide an easy-to-serve snack with water or juice. (Goldfish crackers, pretzels, cereal, etc.) Parents may choose to send in an individual daily snack for their child if some dietary concerns or habits require a different snack other than what is

provided. This should be discussed with the teacher so that we are aware. Parents can provide cookies and cupcakes for special occasions such as holidays or birthdays. If parents would like to provide a special snack, arrangements need to be made in advance.

## **BIRTHDAYS**

Children love celebrating their birthdays. We want them to feel special here, as well. If you are planning to bring a special snack for your child's birthday, please inform the teacher one school week prior to the event. Teachers can also make you aware of any allergies of the students in their care. Birthday parties are fun unless you are the only child not invited. Invitations may be passed out here at our preschool ONLY if all students in the class are invited. Otherwise, please mail your invitations. Due to confidentiality rules, we cannot release children's addresses.

## **FIELD TRIPS**

Permission slips will be sent home to notify you of the date and description of the Field Trip and costs associated with the Field Trip. The permission slip needs to be signed and returned in order for your child to attend. Each child will be transported to and from any Field Trip by their own parents/guardians. Field Trips are approved by the Preschool Board and are reserved for the 4-year-old classes only.

## **VISITING THE PRESCHOOL**

Parents visiting our preschool or needing to visit with the Director are to check-in at the office first for the safety of the children.

## **CHILD ABUSE**

Providence Preschool is required by law to report all suspected child abuse.

## **INCIDENT REPORTS**

We would like to encourage all parents to report health and safety hazards to the Director. Our staff members are required to document unusual incidents relating to the care of your child. Also, behavioral incident reports may be filled out when a child is overly aggressive to another child (e.g. biting, hitting, etc.). All incident reports are kept confidential.

## **ACCIDENT REPORTS**

An accident report is prepared when an accident occurs. The date, time of day, the staff person in charge, the circumstances surrounding the accident, and what steps were taken are noted on the report. Scrapes, bruises, cuts, human or insect bites are examples of accidents that may occur and will be documented. One copy of the accident report will be placed in the child's book bag for the parent and the other is put in the child's file.

## **POLICY UPDATES AND CHANGES**

Providence Preschool reserves the right to update and make changes to this policy as deemed necessary throughout the school year.

## **RESPONSIBILITIES OF THE PRESCHOOL BOARD**

The responsibilities of the Preschool Board are to develop policies and guidelines consistent with the statement of purpose and goals of the Preschool. The Preschool Board gives oversight and support to the program that is based on sound Christian convictions and the highest principles of early childhood education. The Preschool Board also manages the finances so that the annual operation is self-supporting with the exception of utilities and routine maintenance which will be provided by the Church.

Any parent concerns should first be discussed with your child's teacher, second with the Preschool Director, and third with the Board Chair who may then decide to discuss with the entire Board.

## **MINISTRY**

If our pastor and/or any elders of our church can help you or your family, please call the church office. We are located at 14664 NC 210 Hwy, Angier, NC 27501.

Our pastor is **Pastor Roger Korsten**, Church Secretary Cindy Lynch,  
Church office hours 9 am – 1 pm Monday – Friday.

Preschool Director - **Vickie Faircloth** - [ppcpreschool@gmail.com](mailto:ppcpreschool@gmail.com) (919) 820-7866

### **Preschool Board Members and contact email addresses:**

**Chairperson - Kristy Stephenson** - [kstep74@gmail.com](mailto:kstep74@gmail.com)

**Secretary - Monica Jackson** - [moncy014@gmail.com](mailto:moncy014@gmail.com)

**Allison Nelms** - [apnelms5512@gmail.com](mailto:apnelms5512@gmail.com)

**Chas Davidson** - [cdavidson@ur.com](mailto:cdavidson@ur.com)

**Steve Nordan** - [snordan@7magnolias.com](mailto:snordan@7magnolias.com)

**Pastor Roger Korsten** - [ppcpastorroger@gmail.com](mailto:ppcpastorroger@gmail.com)

# Providence Presbyterian Church Discipline Policy

Appropriate behavior is defined as a “cooperative spirit of the child”. Inappropriate behavior is defined as defiant, disruptive, or harmful behavior to oneself or others. Inappropriate behavior will be addressed by a teacher or leader and will be handled in a manner as outlined in the Discipline Policy.

## Discipline Policy

### 1st Offense = Verbal Warning

The child will be separated from other children if possible and verbally made aware of the inappropriate behavior by a **teacher or leader** (the person or persons directly in charge of the child). **The teacher or leader will clearly define, without degrading or embarrassing the child how to alter the behavior so that it is acceptable.**

### 2nd Offense = Time-Out

The teacher or leader will separate the child from the class, **with another adult witness**. In a controlled, but authoritative tone, the **teacher or leader** will remind the child of the inappropriate behavior. The child will then be required to sit separately from the rest of the class, but in full view of the teacher or leader for a period of time equal to the child’s age in minutes.

### 3rd Offense = Parent Notification

The teacher or leader will decide whether or not a parent needs to be notified before the end of the preschool day. Our goal is to talk to the parent in a private location, in-person, and after preschool. Parents will be notified every time their child’s behavior results in their removal from standard activities. This will be done with written and verbal communication.

### Severe Misconduct = Parent Notification Immediately For Removal Of Child

The teacher or leader will notify the parents immediately and have the child removed from the class/activity in the case of severe misconduct\*.

\*Severe misconduct (resulting in parents being contacted immediately) is defined as:

- a.) Behavior that puts the child or another person in immediate danger.
- b.) Behavior that is disruptive and keeps the class/program from continuing.

# PROVIDENCE PRESCHOOL AUTHORIZATION FORM

Please sign and return this page to the Preschool Director.

All parents are required to sign the "Providence Preschool Authorization Form" for each of their children acknowledging that they have read our Discipline Policy and the entire handbook.

## **Medical Attention**

In the event of an emergency, I hereby authorize the personnel of Providence Preschool to seek medical attention and treatment for my child, as defined in the Providence Preschool Parent Handbook.

## **Photo Use**

We do not at any time put any preschool students' photos on Social Media or on our website. At times, however, we do use their photos in the classroom, on bulletin boards, and throughout the church.

\_\_\_\_\_ Yes, I give permission for my child's photo to be used in the classroom, on bulletin boards, and throughout the church.

\_\_\_\_\_ No, I do not give permission for my child's photo to be used in the classroom, on bulletin boards, or throughout the church.

## **Playground and Outside Area**

I understand that during outside recess time, preschoolers will play on the playground, basketball court, or the grounds outside of the fenced-in area at Providence Preschool. My child will have adult supervision at all times.

Please sign and return to the Preschool Director indicating that you have read, understood, and agree to all terms and conditions, parent handbook policies, and financial obligations set forth by Providence Preschool.

Parent/Guardian

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

Print Name: \_\_\_\_\_

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