



# Central Baptist *Full day* PRESCHOOL

***2011-2012***

## ***Parent Handbook***

## ***Vision***

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The vision of Central Baptist Church Preschool is to impact Eastern Wake County through our ministries to preschoolers with the Gospel of Jesus Christ in a manner that will both glorify God and transform our communities for generations to come.

## ***Mission***

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At Central Baptist Church, we exist to **EXALT** the Lord Jesus Christ, **ENCOURAGE** Spiritual Maturity and **EXPRESS** the Love of Jesus Christ. The main mission of Central Baptist Preschool is to assist families by providing Christian childcare in order to “train up a child in the way he should go” (Proverbs 22:6). It is Central’s desire to partner with parents in their effort to lay strong spiritual foundations in the lives of their young children.

## ***Purpose***

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Central Baptist Church Preschool (CBC Preschool) is a ministry of Central Baptist Church. We accept the responsibility of offering quality Christian education, both spiritually and academically. The Preschool will be an extension of a Godly and Christian home and therefore we will work with the parents to meet the Christian-based goals they have for their children. It is also to be an arm of the church, leading families into its fellowship throughout our community.

Using Deuteronomy 6:4-7 as a Biblical model, we are to diligently teach our children how to love God with all of their heart, soul and strength. Our desire for each Preschooler is that they:

- learn about Jesus and His love for them
- learn about the Bible
- think of Central Baptist Preschool as a safe and happy place
- realize the importance of family
- make new friends

## ***Christian Philosophy of Education***

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“Happy is the man that finds wisdom, and the man that gets understanding” (*Proverbs 3:13*).

At Central Baptist Church Preschool, teaching children about the love of Jesus Christ is our very first priority. We emphasize loving one another the way Jesus loves us and treating one another with respect. This philosophy is woven throughout our curriculum and is demonstrated in our lesson plans, in our discipline, and in our relationships.

We believe that “the fear of the Lord is the beginning of knowledge” and that all knowledge has its foundation in the Word of God. We believe the Bible is God’s inspired Word and will teach it as such, helping children to develop attitudes of love and respect toward it. We train the children to hope in the Lord, to love Him and keep His commandments. We encourage the children to know and obey the will of God as revealed in the Scriptures. We strive to stimulate and enlarge the child’s involvement in the church and its worldwide tasks of witnessing and evangelizing.

As a staff, we strive to be models of Christ in our understanding, patience and love; as such, everything we do and say is in consideration of the children. Because a child develops spiritually, mentally, physically, socially, and emotionally, we are committed to providing biblically based, developmentally appropriate experiences to allow each child to progress in these areas at his or her own level of ability, while enjoying feelings of success. This is done primarily through our curriculum with hands-on-learning activities in learning centers and the positive, Christ-like role modeling of the staff. We view ourselves as partners with parents in the task of teaching and loving the children in our care. The following are some things you can look for while in our classrooms:

- The children will spend most of their time playing and working with materials or other children. They will not wander aimlessly and will not be expected to sit still for long periods of time.
- Children will be taught God's Word through stories, activities, games and crafts. In addition, God's principles will be demonstrated through the teacher modeling God's love and teaching children to follow Jesus' example of love, respect and honor.
- Children will have access to various activities throughout the day. Some of the activities and materials you will see are assorted building blocks and other construction materials, props for pretend play, picture books, paint and other art materials, science toys, table toys and puzzles.
- The teachers will be working with individual children, small groups and whole groups at different times during the day. The children will not be spending all their time with the whole group.
- The classroom will be decorated with the children's original artwork, their own writing and with invented spelling and stories dictated by the children to the teachers.
- The children will learn numbers and the alphabet in their everyday experiences. Everything can be created to be a learning experience.
- The children will be engaged in projects, yet still have long periods of time to play and explore.
- The children will have an opportunity to play outside every day, weather permitting.
- The teachers will always have time to read books to the children. Reading will not be limited to only circle time.
- Our teachers recognize that children's different backgrounds and experiences mean that children do not learn the same thing at the same time, in the same way. Therefore, curriculum will be adapted for each class and each individual child.

## ***Teaching Staff***

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The faculty and staff of Central Baptist Church Preschool are committed Christians called of God to teach, train and minister to the whole child: spirit, soul and body. We believe our teachers are important role models and have a tremendous impact on the lives of our children. They will teach and evaluate, plan and prepare, relate and counsel, pray and care. Our staff looks forward to serving the needs of your child(ren). Please pray for them and give them your respect and encouragement.

All Lead Teachers and the Director are required to obtain CPR and first aid training. Prior to hiring each employee must have a criminal records check. Central Baptist Preschool only accepts employees with a commitment to parents and children.

The teachers are employed by Central Baptist Preschool and are accountable to the Director. The Director is also employed by Central Baptist Preschool and is accountable to the Executive Board. The Central Baptist Preschool personnel policies reflect the respect felt for staff as professionals and provide a basis for understanding and meeting the needs of both the Preschool and the families.

## ***Parent Participation***

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We recognize the importance of the parent-teacher/family-school relationship and therefore encourage participation in the classroom and at special events. You are always welcome and encouraged to visit at any time. Parents are invited to make suggestions and to share their special talents in the classroom. Children are proud when their parents come to the school. Participating in your child's class can be an enriching experience for you, your child and the entire class. We ask only that you report your presence to the office before proceeding to your child's class. This is a precautionary measure for the safety of the children.

## ***Cooperation Expectations***

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All children attending Central Baptist Church Preschool should be a result of the parent's desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy at Central Baptist Church Preschool retain the right to remove their child. Likewise, the Administration of Central Baptist Church Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the administration, is considered to be uncooperative with the program.

## ***Parent Communication***

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Central Baptist Preschool understands the importance of communication between our preschool and our parents. CBC Preschool will provide multiple methods of communication throughout the year. Families are encouraged to suggest additional means of communication. Our communication methods are as follows:

- **Communication Folders:** these folders are located in each classroom and each child will have a folder labeled with his or her name. This folder contains their artwork and crafts, important fliers and reminders, a daily behavior log, and the teacher notes and a place for parents to place notes for teachers. Parents should check their child's folder every day.
- **Newsletter:** A CBC Preschool Newsletter will be distributed each month. This will keep you informed of upcoming events, activities and projects at the Preschool, as well as topics related to early childhood development and education.
- **Website:** Please visit our website, [www.cbcpreschool.org](http://www.cbcpreschool.org). You will find overall information about the Preschool and each classroom, special events and programs, a monthly calendar, information on our staff and policies.
- **Conferences/Evaluations:** Parent/teacher conferences will be offered two times a year, one conference in January and one in June, to discuss your child's progress. We may also offer periodic assessments, which would be discussed during these meetings. Your child's teacher is also available to meet with you throughout the year. The purpose of these conferences is for sharing information and ideas about your child's growth and development.
- **Informal Conversations and Notes:** Each day, teachers may talk informally with parents as you drop off or pick up your child. Please share any pertinent information about your child, such as a recent emotional upset or interrupted sleep pattern the previous night.

## ***Hours of Operation***

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Operating hours are Monday through Friday from 6:30 am until 6:30 pm, September through August. No children will be admitted into the building before 6:30 am. Transferring of responsibility will not occur before 6:30am. Late fees of \$1.00 per minute per child will be charged to the account of any child who has not been picked up by 6:30pm. The fee will be assessed to your next week's tuition. The clock in the foyer of the preschool wing will be the official time device. We ask that we be notified of any late arrivals so that we may properly prepare for lunch. We begin the process of ordering lunches everyday at 9:00 am. If your child will be attending class after 9:00am, and you have not called the Preschool of your child's late arrival, you must make arrangements for his/her lunch off campus. We ask that you plan your arrival before noon so that naptime will not be disturbed.

## ***Enrollment Procedure***

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All families wishing to enroll your child(ren) should submit the following prior to your start date:

- Initial Enrollment Form
- Experience Record
- Children's Medical Report
- Immunization Record
- Safe Sleep Policy (for infants up to 12 months)
- Discipline Policy
- Summary of NC Laws Statement
- Signed Copy of the Parent Handbook (included in this manual).

On each application, we require that you submit any phone numbers where you may possibly be reached in case of emergency. Please notify us immediately if any phone number or address changes. We want to ensure that we are able to reach you at all times to ensure proper care of each child.

- A. Parents may secure childcare applications from the center during regular office hours (6:30am to 6:30pm).
- B. The application must be returned to the center at least a week before the requested first day of attendance
- C. Parents are required to submit a medical examination report and current immunization report on their child no later than the first day of enrollment
- D. Parents are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the parents and child an opportunity to meet the teachers and other children before the first full day of attendance.
- E. Parents are required to either attend an orientation meeting or have a pre-enrollment conference with the Director prior to the child's first day of enrollment. During this meeting, parents are encouraged to share information about their child, discuss expectations and ask any questions they may have.
- F. Parents must agree to comply with the policies as described within this handbook prior to the first day of enrollment.
- G. CBC Preschool will hold an early enrollment period prior to the general public enrollment period for existing children and siblings of current students for the following year.
- H. At the time of enrollment, parents are required to sign a tuition agreement, an annual registration fee of \$100.00 and one week tuition in advance per child. **THE REGISTRATION FEE IS NONREFUNDABLE.** The registration fee/tuition will also serve as a deposit to secure your child's space for a minimum of one week. At the end of the week, the child will need to have started the program and another week of tuition will be due. The space is forfeited when financial obligation is not met.

When a child is enrolled, parents should become familiar with the daily schedule of activities for their child's class. Information, including the specific topic for the week, is posted in each classroom. Important information-such as notices of meetings or events, requests for information from parents, and notes from teachers-will be placed in a child's folder, and may be posted online as well. In addition, teachers sometimes post in the classroom a list of special items needed for the class, or items needed that week for "Show and Tell". Please stay informed of daily activities and read any notices posted so your child can fully participate in and benefit from the services offered. Also, please talk with your child about what happens at school and what he/she is learning.

**All children entering the three-and four-year-old classrooms MUST be completely potty-trained. A child who is potty-trained no longer wears diapers or pull-ups, and keeps his/her underwear clean and dry on a regular basis. Accidents may happen occasionally, but not frequently. For children who are of potty-training age, we STRONGLY encourage the use of underwear or training pants rather than pull-ups. In our experience, pull-ups are not the most effective method for potty-training children. As a team, the parents and teachers need to take into consideration the child's readiness before beginning the process of potty-training.**

Enrollment may be terminated at any time and for any reason by either the parents or the Administration with a two-week written notice. The Administration reserves the right to terminate enrollment immediately if necessary for the protection of the staff or other children at the Preschool. Tuition must be paid in full whether or not the child attends during the last two weeks and regardless of which party initiates the termination.

### **Class Information**

#### **Infant/Wobbler Class**

Ratio: 1 teacher per 5 babies/children

The child must be at least six weeks old before start date.

#### **1 Year Old Class (child will be turning 2 throughout the school year)**

Ratio: 1 teacher per 6 children

The child must be at least 1 old by August 30, 2011.

#### **2 Year Old Class (child will be turning 3 throughout the school year)**

Ratio: 1 teacher per 8 children

The child must be at least 2 old by August 30, 2011.

#### **3 Year Old Class (child will be turning 4 throughout the school year)**

Ratio: 1 teacher per 9 children

The child must be at least 3 old by August 30, 2011.

#### **4 Year Old Class (child will be turning 5 throughout the school year)**

Ratio: 1 teacher per 11 children

The child must be at least 4 old by August 30, 2011.

## ***Basic Rates, Payments, Fees and Written Notice***

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### **2011-2012 weekly rates:**

#### 2011-2012 Tuition

Central Baptist Church Preschool serves children 6 weeks to 5 years. Class placement is based on the age your child will be as of August 30, 2012. All children will move up to their next class each August at the beginning of the new school year.

#### **Weekly Rates**

- Infants..... \$215
- Wobblers..... \$215 (ages vary from 10 months to very young ones)
- 1 Year Olds.... \$205 (children will be turning two throughout school year)
- 2 Year Olds.... \$195 (children will be turning three throughout school year)
- 3 Year Olds.... \$185 (children will be turning four throughout school year)
- 4 Year Olds.... \$175 (children will be turning five throughout school year)

#### **Mon. /Wed. /Fri. Rates**

*A limited number of part-time spots are available in each classroom*

- Infants.....\$129 (up to 12 months)
- Wobblers (young ones)...\$129 (children may be turning two throughout school year)
- 1 Year Olds..... \$123 (children will be turning two throughout school year)
- 2 Year Olds..... \$117 (children will be turning three throughout school year)
- 3 Year Olds..... \$111(children will be turning four throughout school year)
- 4 Year Olds..... \$105 (children will be turning five throughout school year)

#### **Tues. /Thurs. Rates**

*A limited number of part-time spots are available in each classroom*

- Infants.....\$86 (up to 12 months)
- Wobblers (young ones)...\$86 (children may be turning two throughout school year)
- 1 Year Olds..... \$82 (children will be turning two throughout school year)
- 2 Year Olds..... \$78 (children will be turning three throughout school year)
- 3 Year Olds..... \$74(children will be turning four throughout school year)
- 4 Year Olds..... \$70 (children will be turning five throughout school year)

- Initial Enrollment Fee      \$100 (one-time, per child, non-refundable)
- Re-Enrollment Fee          \$75 (annual, per child, non-refundable)

Weekly tuition payments are due each Monday. Tuition must be paid weekly by check, cash or bill payment through your local bank. Payments are due by 5pm Monday evening each week, and are considered late 5pm Wednesday of each week. If you choose to make tuition payment by check or cash, please place payment in the tuition drop box located in the preschool foyer.

A \$25 "late fee" must accompany lat payments. Returned checks will be charged a processing fee of \$25 per event. Other arrangements may need to be made for any child whose tuition is more than one week late. There will be no deductions from tuition for absences. As long as a space is held for your child, tuition must be paid.

The Central Baptist Preschool board has determined that no account will be more than one week late or the child may not be able to return until the account is caught up or other arrangements are made.

On occasion, a special payment plan may be jointly created by the Administration and a parent to accommodate unforeseen circumstances. It is understood that payments not received as agreed in the plan will be considered late, and late fees will be assessed.

All tuition accounts must be brought to a zero balance by the last day of the school year. There may be no remaining balance from tuition, late fees or any other charge. Any student whose account balance is not cleared by this day will be disenrolled and will be subject to all enrollment procedures currently in place, including waiting list and enrollment fee. The child's space will not be held and will be made available to the next child on the waiting list.

It is your responsibility to be sure payments are received on time. If your child will be out or the Preschool is closed when a payment is due, you are still expected to have payment submitted by the appointed time. Payments not received by the specified time will be considered late, and late fees will be assessed.

#### **Other Fees**

- **Initial Enrollment Fee:** A one-time, per child enrollment fee of \$100 must be turned in with the initial enrollment packet. This fee is non-refundable.
- **Re-Enrollment Fee:** An annual, per child registration fee of \$75 must be turned in with your re-enrollment packet. This fee is non-refundable.
- **Late Pick-Up Fee:** A late charge of \$1.00 per minute will be added to your account if your child is picked up after the scheduled closing time. It is appreciated if a parent informs the Preschool when a child will be picked up later, but such acknowledgement will not exempt the parent from the late fee.
- **Return of Check Fee:** If your check or draft is returned to us as "insufficient funds", you will be responsible to repay the full amount of the check along with a \$25 services fee.
- **Late Fees:** Weekly tuition payments are due each Monday. Payments not received by Wednesday of each week are subject of a late fee of \$25.00. Failure to make two consecutive tuition payments may result in recommendation to withdraw your child from the Preschool. Please notify the Director if your family is experiencing financial difficulty due to extenuating circumstances.

#### **Written Notices:**

- A written two-week notice is required to terminate your place with Central Baptist Church Preschool. Payment is due for the notice period whether or not the child attends CBC Preschool during that time. Any outstanding fees must be paid on or before the child's last day of school.
- There will be no refund for early withdrawals.
- We will give you a two-week notice if it becomes necessary to terminate a child's place with us. We do, however, reserve the right to terminate a child's enrollment immediately if circumstances demand we do so.
- All fees are subject to change. Tuition charges will be reevaluated annually.

## ***Signing In and Out***

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When a child is dropped off and picked up, an adult's signature and the time must be recorded on the Sign In/Sign Out sheet. The Sign In/Sign Out sheet will be kept with the teacher wherever the children go in the facility and is turned in to the Administration at the end of each day. We request that parents not enter their child's classroom while talking on their cellular phone. We feel that during drop-off and pick-up, parents and teachers should be communicating about the children. When dropping off or picking up your child, please be sure to make contact with one of the teachers in the room, acknowledging transfer of responsibility for the child. Children will not be permitted to sign themselves in or out of class. Children are not to be let off by themselves outside the building-they must be escorted to and from their classrooms by an adult. Children may only be released to adults authorized by the child's enrollment form. If the adult picking up the child is unfamiliar to the staff, the child's enrollment form will be checked for the adult's name and a picture ID will be required before the child can be released. Licensing prohibits a child-care provider from releasing children to a parent/guardian or any other person who is under the influence of alcohol or other drugs. If we have reason to believe that anyone picking up a child is under the influence of any substances, we will not release the child into his/her custody, and the proper authorities will be called immediately. No one under the age of 18 will be allowed to pick up a child. This includes siblings, other relatives, and babysitters. For their protection, children are not allowed to run in the hallways, leave the care of an adult or open doors by themselves. Please do not allow your child to do these things while in your care. **We strongly** encourage you to have your child in class each morning before the classroom's scheduled group time begins so your child benefits from the biblical and academic lessons that are taught. When children arrive during or after this time, they are not only missing their focused learning time, but are also depriving the other children of that child's contribution. Also, please do not bring your child into the classroom during nap time, as it is especially difficult for your child to transition at this time, and is disruptive to the other children.

## ***Clothing***

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In order for your child to enjoy his/her time at preschool, we advise you to dress them in play clothes suitable to the weather and normal daily activities. Socks and shoes with non-slip soles are also required. For your child's safety, **socks must be worn even when children are wearing sandals.** No flip flops are allowed-all shoes must have a back of some fashion that secures the child's heel. Tennis shoes work best. An extra set of weather-appropriate clothing (including shoes) should be kept in the child's cubby at all times. If your child is potty-training, it would be wise to include several extra pairs of underwear, pants/shorts, and socks, and one extra pair of shoes. Please mark clothing with your child's name to insure that clothing is not misplaced. Parents should check their child's cubby should be checked daily for soiled clothing.

Please remember that CBC Preschool does not allow clothing with pictures of super heroes or any other violent play figures. If your child comes to school wearing inappropriate clothing, you will be asked to change your child's clothes or they will be changed for you by the teacher. If a change of clothing is not available within the Center, you will be asked to take your child home and return him/her with suitable attire.

## ***Supplies and Toys From Home***

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- A. **Children's Supplies:** Parents are required to supply those items which are necessary for the proper care of their child:
- Extra set of weather-appropriate clothing (See above section for details.)
  - Crib-size sheet and blanket for naptime (We will launder weekly at the Center)
  - Box of tissues (to be used by entire class)
  - Wipes (for all classes) Diapers, if applicable. We do not promote the use of pull-ups for potty-training children, as we do not believe they are the most effective method of training a child. However, if the parent request pull-ups we will happily comply with the parent's request.
  - Bottles with prepared formula or breast milk, labeled with child's name and the date (infant room only).
  - Jarred baby food (infant room only).
  - Bibs may be provided by parent if desired, Preschool will have bibs on hand (infant room only).
- B. **Toys from Home:** Unless it is designated Show-and-Tell day, please do not allow your child to bring any of his/her toys or costume jewelry from home, as the toys can become misplaced or broken. No forms of "violent" toys are permitted at CBC Preschool. We make every attempt to get along with one another and discourage "power" or aggressive play. In light of this principal, we ask that no action figures (including but not limited to Batman, Power Rangers, Pokémon, Superman, Power Puff Girls, Spiderman, G.I. Joe, etc.) be brought to the Preschool. We also respectfully ask that no regalia such as backpacks, sheets, pillows, shirts, shoes, underwear, etc. be brought or worn. In a similar spirit, we also discourage the promotion of Halloween. Therefore, we respectfully ask that no costumes such as witches, ghost, or other potentially frightening characters be brought into the classroom.

## ***Visitations***

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We have an "open door" policy. Parents have free access at all times to all areas used by children. If you are coming to observe your child, we ask that you observe them through the observation window located at each classroom. If you plan to enter the classroom during your visit, please be sensitive to your child's expectations. Children often mistake a visit as an early pick-up and become upset when they discover they are not leaving with their parent.

## ***Parking Area***

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We ask that you please park in the designated parking area for our Preschool. Do not leave the engine running or a younger sibling in the vehicle at arrival or departure. The entrance is very busy and can be very dangerous. Please use caution when entering and exiting the center. For everyone's safety, we ask that you refrain from fast driving through the parking lot and never exceed 5 MPH on Preschool property.

## ***Calendar / Closing Dates***

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A Central Baptist Preschool calendar will be provided at the start of the school year showing all holidays and professional days. There is no deduction in tuition for school closings except Christmas week. This calendar will also be posted on our website. Central Baptist Preschool observes the following holidays and closings:

- Labor Day: September 5, 2011
- Thanksgiving: November 24-25, 2011
- Christmas: December 26-30, 2011 (No tuition is due this week)
- New Years Day: January 2, 2012
- Presidents Day: February 20, 2012 (Teacher Workday)
- Easter: April 6, 2012
- Memorial Day: May 28, 2012
- Independence Day: July 4, 2012
- End of year teacher workdays: August 23-24, 2012

## ***Inclement Weather***

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Should it become necessary to dismiss school due to inclement weather or other reasons, CBC will make every attempt to notify parents as soon as possible by means of announcements on the following local television stations:

*Channel 11, WTVD and Channel 5, WRAL*

Our inclement weather school dismissal will coincide with that of the Wake County Public Schools announced on local television stations.

Please also call the Preschool. We will update our voicemail with closing or delayed opening messages for the day. In addition, updates will be posted on our Preschool website.

## ***Photographs***

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Individual pictures will be taken in the fall of each year. In addition, individual and group pictures will be taken in the spring of each year. Parents will be notified of the date and cost.

Photographs of the children participating in our program may be taken from time to time. Any such photography will be done under the supervision of the Director and staff. These photos may appear on the bulletin board, in newsletters, in brochures, on our website or in other publicity materials. Permission to use photos including your child or his/her work (artwork, crafts, projects, etc) must be first granted by the child's parent via the *Release form for Media Recording*, which is included in the Parent Handbook.

## ***Birthdays***

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Birthdays are an important time for your children. Please make arrangements with your child's teacher prior to the special day and discuss any food allergies of other children. Due to state health codes, all food items must be made in a commercially licensed facility, such as a grocery store or bakery. The refreshments may be shared with the class during lunch. No invitations for parties outside of school will be distributed at school unless all classmates are invited.

## ***Meals and Snacks***

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Since food and nutrition are important components of a child's development, we emphasize good eating habits. Well-balanced mid-morning and mid-afternoon snacks are served. Lunch is catered to us by Lake Myra Elementary School. You can find Wake Counties monthly lunch menu's at [www.wcpss.net](http://www.wcpss.net) under lunch menus. We will also have a copy of Wake Counties monthly lunch menu posted in your child's classroom. Snacks run on a two-week, rotating schedule and are posted in the front hall, kitchen, and in each classroom.

Lunch is ordered each morning at 9:00am based on the number of children that are in attendance that day. If your child is not here by 9:00 but will be here for lunch, you are expected to call the Preschool and ask us to order a plate for your child's lunch. Please do not assume that we will order lunch for your child if you do not call. When children come after 9:00 and we are not aware they will be here for lunch, we run the risk of not having enough food for all the children.

We have planned snack and lunch time; therefore, extra food should not be brought from home. No child will be fed breakfast in the classroom under any circumstances. If your child needs to eat breakfast at the Preschool, you may eat with your child in the lunchroom before entering the classroom. According to State regulations, children who have food allergies or for other excusable reasons not eat the food provided by the Preschool, parent must provide a food of equal substitution. For example, if the child does not eat meat, a qualified meat substitute must be provided; if a child does not drink whole milk, a substitute must be provided-water is not an option for substitution. Extra portions of other foods may NOT be served to replace the item not eaten. All substitutes must meet the nutritional requirements of the original food provided. This rule applies to all components of a meal-meat, vegetable, fruit, bread, and milk. Copies of the Wake County Lunch Menu and two-week snack rotation are available from the Administration upon request.

## ***Sick Policy, Major and Minor Accidents***

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For the benefit of other children enrolled, please keep your child at home if he or she appears ill in the morning before you leave your home. Your child must be able to participate in daily activities in order to attend. If he exhibits any of the following symptoms, he is considered contagious and should not be at school: fever, vomiting, two or more episodes of diarrhea, red eyes or any unusual discharge from the eyes, and undetermined rashes.

Should a child become sick during the day, the parents will be notified immediately and must pick up the child immediately. The child will be made as comfortable as possible until a parent arrives. If the parent cannot be contacted within a reasonable amount of time, we will call the emergency contacts to pick up the child. The parent will receive a note stating the condition of your child and the day he/she was sent home. The date the child may return to the center will also be on the note.

A child who displays one or more of the following symptoms must be sent home. This is for the protection of every child in the Preschool. Please note that there are more exclusion symptoms than those listed below. You may see the Administrator for a complete list.

- Fever of 100 degrees Fahrenheit or higher. (May return 24 hours after being fever-free with no medications.)
- Diarrhea-Two or more soft or watery stools within a 24-hour period. (May return after 24 hours of last diarrhea episode.)
- Vomiting on two or more occasions during the past 24 hours. (May return 24 hours after last vomiting.)
- Chicken Pox (May return after blisters dry.)
- Eye discharge or Pinkeye (May return 24 hours after treatment begins.)
- Lice or Nits (May return 24 hours after treatment begins and free of nits)
- Too tired or ill to participate in normal activities.
- Measles (May return 5 days after rash appears.)
- Ringworm (May return 24 hours after treatment begins.)
- Strep Throat (May return 24 hours after treatment begins.)
- Impetigo - May return after treated for 24 hours and covered when returning

Central Baptist Church Preschool reserves the right to require a note from the child's pediatrician to clear the child before re-admittance after an illness. If a child develops a contagious disease, such as strep throat, pink eye or chicken pox, the Director should be notified immediately. The Director may notify other parents or post notifications for parents within the classroom. Confidentiality will be honored in all situations.

**Minor Accidents:** If a child gets a scrape, scratch, bite that does not break the skin, bruise, bloody nose or bump on the head, it will be considered a minor accident. An employee will complete an accident report for the parent to sign as described under Health and Safety Practices.

**Major Accidents:** If a child has an accident that requires medical attention, the teacher or administrator will notify the parents and either the parent will take the child to the doctor or the Administrator will accompany the child to the nearest hospital. The Preschool will assume no financial responsibility for child's treatment in the event the child must be transported to the hospital by a staff member. In an emergency situation, 911 will be called first, then the parent. All accidents that require medical attention must be recorded on an Incident Report and signed by the parent, the Administrator and a staff member. One copy of this report will remain in the Preschool and one copy will be forwarded to our state consultant.

**Should your child have any allergies (food or otherwise) please notify your child's teachers and the Director verbally and in writing immediately. A physician's note is also very helpful.**

## ***Medications***

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With the exception of asthma maintenance/prevention medications and diaper cream CBC Preschool does not administer medications to children. No medications may be brought into the Preschool without the proper authorization. This includes Chap Stick, eye drops, lotions and acetaminophen. If you have any questions regarding this policy or if you believe your child has a special situation that needs to be addressed, please see the Administrator.

1. **Consent:** Written parental consent is required to administer ANY medication.
2. **Prescription Medication: With the exception of asthma maintenance/prevention medications, prescription medications will only be dispensed by the Administration.** The teaching staff will NOT be allowed to dispense such medications, and these medications may NOT be brought into the classroom. Prescription medication may ONLY be administered to the child whose name appears on the label. The prescription medication must be in its original container and be properly labeled with the child's full name, the date the prescription was filled, the medication's expiration date, and legible instructions for its administration, such as the manufacturer's instructions, prescription label, or the child's doctor's written instructions.
3. **Non-Prescription Medication:** The ONLY non-prescription medications we will administer is diaper cream. Proper written parent authorization is required before medication can be applied.
4. **Unused Medication:** Unused medication must be picked up promptly after the time to be administered. Any medications left at the Preschool after that time will be properly discarded.

## ***Discipline***

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In order to provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, Central Baptist Church Preschool adheres to the following philosophies:

The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment **will not be** administered by Central Baptist Church Preschool faculty or staff.

Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

The school seeks to assist in developing the following characteristics in our children:

- Cheerful obedience to authority.
- Responsibility in doing assigned or expected tasks.
- Cooperation with others within and outside the classroom.
- Courtesy and respect for others.
- Cleanliness in person and property.
- Truthfulness and honesty in work and life.
- Respect for property that belongs to others.
- Punctuality in attendance and assignments.
- Morally good conduct in recreation, social relationships, and language

Any behavior or display of attitude in opposition to the basic principles and purpose of the school or which restrict the spiritual or academic atmosphere of the school is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- Showing disrespect to the teacher or another person.
- Lying, cheating, theft, profanity, or other immorality will not be tolerated.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.
- Tampering with school or church equipment or destroying another individual's property in any manner.

*Parents will be financially responsible for all damages.*

The State of North Carolina requires that a written copy of the Center's discipline policy be given to each parent. A signed statement indicating receipt of, understanding of, and agreement with that policy is kept in the child's folder. The Center's policy reflects guidelines required by the State, as well as our philosophy of child guidance. The policy statement is outlined as the following:

### **Discipline and Behavior Management Policy**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Central Baptist Church Preschool will provide the following discipline management policy:

**We:**

1. **DO** praise, reward and encourage the children.
2. **DO** reason with and set limits for the children.
3. **DO** model appropriate behavior for the children.
4. **DO** modify the classroom environment to attempt to prevent problems before they occur.
5. **DO** listen to children.
6. **DO** provide alternatives for inappropriate behavior to the children.
7. **DO** provide the children with natural and logical consequences of their behavior.
8. **DO** treat the children as people, and respect their needs, desires, and feelings.
9. **DO** ignore minor misbehaviors.
10. **DO** explain things to children on their levels.
11. **DO** use short supervised periods of “time-out”.
12. **DO** stay consistent in our behavior management program.

**We:**

1. **DO NOT** spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. **DO NOT** make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. **DO NOT** shame or punish the children when bathroom accidents occur.
4. **DO NOT** deny food or rest as punishment.
5. **DO NOT** relate discipline to eating, resting or sleeping.
6. **DO NOT** leave the children alone, unattended or without supervision.
7. **DO NOT** place the children in locked rooms, closets or boxes as punishment.
8. **DO NOT** allow discipline of children by children.
9. **DO NOT** criticize, make fun of or otherwise belittle children’s parents, families or ethnic groups.

**Guidance Techniques and Procedures:** We believe children learn best in a positive, structured environment. Boundaries are set in each classroom to help guide the children as choices are made based on individual interest. You will receive a copy of your classroom’s rules in your welcome packet; however, Central Baptist Church Preschool has four basic rules that every class incorporates:

- We are kind to our classmates, teachers and friends.
- We use our words to express ourselves.
- We use walking feet inside.
- We use soft voices inside.

In keeping with these rules, when a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques is used.

These techniques are as follows:

- **Positive reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
  - **Redirection:** The child will be redirected to another activity and given an opportunity to try the original activity again at another time.
  - **“When...Then” Statements:** A statement in which the child is encouraged to make a positive choice. Sample: “If you pick up the blocks, then you can go to the Dramatic Play area.”
  - **Time Out:** The child is separated from the group for a child-regulated period of time. This period will not exceed one (1) minute per year of age. This technique is used only when a child is exhibiting temper-tantrum type behavior or is hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
1. Working closely with parents and keeping them informed of any behavior changes or problems that are encountered is essential. When necessary, parents are called to come to the Center to discuss incidents with the child at the time of occurrence. Parent follow-up at home in shaping appropriate behavior is also essential.
  2. Upon permission of the parent, when behavior disorders become apparent, we will partner with the parents and Project Enlightenment in receiving an evaluation so that appropriate help can be given.
  3. Violent or physical TV cartoons or other influences lead to imitative behavior. Kicking, biting, bullying, or similar activities will not be permitted. When this type of behavior expresses itself as a pattern, it will be reported to the parents, and teachers will immediately enact disciplinary measures.
  4. If a child continues an unacceptable behavior after the above measures have been taken, the Administrator and the parents will have a conference to discuss the possibility of suspension from school for one or two days, with no reduction in fees.
  5. When behavior problems are irresolvable through the above efforts, the child will be permanently dismissed from the Preschool and may not re-apply or re-enroll.
  6. These stringent measures are intended to assure the other parents of a safe environment for their children, free from persistent destructive and/or potentially harmful actions by other children in the Preschool.
  7. The Preschool’s highest goal is to help children grow in a positive direction; develop the ability to function within the world and to continue in the development of self-discipline.

- A. **Biting:** Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the Center. The following strategies help prevent, manage, and/or minimize biting incidents:
1. When a child bites out of frustration or during confrontation, he will be redirected to another activity and will be shown and alternate way to express his needs. We will encourage the child's use of language in expressing wants and needs.
  2. If a child tends to bite frequently, staff member will utilize a more intensive approach that involves careful observations of the child to determine precipitating events. Staff will also maintain a log to help track the behavior. A conference with the child's parents may be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.
  3. You will be notified if your child is bitten at the Center; however, to protect the privacy of the families in the Center, you will not be informed of the identity of the biter.
  4. When a child bites another child and breaks the child's skin, State regulations require the bitten child be taken to the doctor for immediate treatment, as human bites transfer more potentially harmful bacteria than do animal bites. If we must send a child to the doctor under these circumstances, we will also require the parents of the biting child to pick up their child immediately and remove them from the Center for the remainder of the school day. This policy is enforced for the protection of the other children in the Center, and is done to help the biting child understand the seriousness of his action.
  5. For the safety of all the children, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail

## ***Infant/Toddler Safe Sleep Policy***

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Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, and investigation of the place where the baby died, and a review of the baby's clinical history.

Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. North Carolina law requires that child care providers caring for children 12 months of age or younger implement a Safe Sleep Policy, share this information with parents and participate in training.

In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and child care providers can work together to keep babies safe while they sleep, Central Baptist Church Preschool will practice the following Safe Sleep Policy:

### **Safe Sleep Practices**

1. All child care staff working in this room, or child care staff who may potentially work in this room, will receive training on our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant's crib and the waiver filed in the infant's file.
3. The American Academy of Pediatrics recommends that babies are placed on their backs to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.
4. We will follow this recommendation by the American Academy of Pediatrics. However, child care staff can further discuss with parents how to address circumstances when the baby turns onto his/her stomach or side.
5. **Visually checking sleeping infants.** Sleeping infants will be checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in our care. **We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating, such as flushed skin color and elevated body temperature, by touch and restlessness.**
6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the babies.

### **Safe Sleep Environment**

1. Room temperature will be kept between 68-75 degrees Fahrenheit , and a thermometer will be kept in the infant room to ensure appropriate temperature.
2. Infants' heads will not be covered with blankets or beddings. The parent may choose to provide a sleep sack instead of a blanket.
3. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infant's crib while they sleep.
5. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
6. Only one infant will be in a crib at a time unless we are evacuating infants in an emergency.
7. No smoking is permitted in the infant room or anywhere else on the Center's property.
8. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment.
9. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

### ***Abuse and Neglect***

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By law, we have the duty to report suspected child abuse and neglect. "Any person or situation which has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the director of the Department of Social Services in the county where the juvenile resides or is found." (GENERAL STATUTE 7A-543)

This report can be made in person, by phone or in writing. The reporting law only requires that a person have a reasonable suspicion that a child is abused or neglected, not that the person is certain or actually knows that abuse or neglect exists.

In the case that abuse or neglect is suspected, the Administrator of the Preschool will be informed and Social Services will be contacted. The person reporting will keep documentation of any indicators of that abuse or neglect as record of his/her suspicion, until such time that Social Services calls for the record or notifies the Preschool that no abuse or neglect was found. The record will then go into the child's file on site. A copy of the North Carolina Child Abuse and Neglect Reporting law is kept in the Administrator's office.

## ***Non-Discrimination Policy***

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Central Baptist Church Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to children at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school-administered programs.

## ***Health and Safety Practices***

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- 1. Hand Washing:** Parents are required to wash their child's hands upon entering the classroom each morning. Teachers will assist the children in washing their hands before and after snack, before and after lunch, after bathroom use, after nose blowing or wiping, and any other time hand washing is necessary. Teachers will follow the same hand-washing procedures for themselves and will also wash their hands after handling an ill child.
- 2. Toys and Equipment:** Toys, equipment and furniture are sterilized daily with a mild bleach solution. Heavy disinfecting cleanings are conducted weekly with a stronger bleach solution.
- 3. Fire/Tornado Drills:** Drills are conducted at least once a month and are recorded on forms provided by the Fire Department. Evacuation plans are posted next to exits.
- 4. Accidents and Injuries:** First Aid will be administered to a child needing care. Employees will wash the area with soap and water and put a bandage on the wound when necessary. Ice may also be used to treat wounds. No other treatment-including the administration of any medicine-is allowed by staff. Each injury is recorded on an accident report for the parent to sign. The Preschool keeps a copy of the signed report in the child's file until the child leaves the Preschool, at which time the reports are destroyed. Serious accidents requiring medical attention are recorded on a State-supplied Incident Form and are reported to our licensing consultant. In such circumstances, the parent of the injured child is required to have the child seen by a doctor immediately.
- 5. First Aid Training:** All Administration and Lead Teachers are required to maintain current CPR and First Aid certificates.
- 6. Release of Children:** Children absolutely will NOT be released to anyone except those authorized on the enrollment form to pick up the child. Picture identification will be required of anyone unfamiliar to staff. In the event you wish another adult to pick up your child, we require that you notify us in advance, either in writing or over the phone. No one under the age of 18 will be allowed to pick up a child, regardless of the person's relationship to the child. This includes siblings, other relatives, and babysitters.

## ***Emergencies***

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- A. Fire:** Preschool conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is posted in each room. The 911 emergency number, the numbers of the local police and fire departments, and the exact address of the building are posted by each telephone.

Fire drills are held monthly. The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members are taught how to use fire extinguishers. Fire training is held at the beginning of each school year, with new information presented as needed. All staff is trained in fire procedures as part of their orientation.

In the event of fire, the building will be evacuated immediately. The staff member in charge will phone the fire department. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency shelter.

- B. Tornado:** A written tornado shelter plan is posted in each classroom. Tornado drills are held monthly from April through September. A battery operated radio and extra batteries are easily accessible and kept in good repair. In case of an emergency, staff will listen to the Weather Alert Radio in the office for tornado information. WRAL-TV 5's Desktop Weather is also in use at all times for the monitoring of dangerous weather conditions. In the event of a tornado warning, the children will be evacuated to the designated areas and remain there until the warning is lifted.
- C. Inclement Weather:** In the event of inclement weather, the staff will house the children at the facility until the parents or guardians can pick them up. For the benefit of all children and staff, parents are encouraged to pick up their children as soon as possible in such situations.

## ***A Typical Day***

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- A. Classroom schedules:** The teachers are responsible for setting the individual classroom schedule. The schedules are developmentally appropriate for children in the classroom, and include, but are not limited to, the following activities.
- Transition from home to school
  - Enrichment/Creative Activities
  - Outdoor play (See weather policy below)
  - Music
  - Puzzles
  - Center play
  - Manipulatives/Table Toys
  - Number and letter work
  - Group/Circle Time
  - Clean-up
  - Snack
  - Lunch
  - Art
  - Nap
- B. Weather Policy for Outdoor Play:** To stay within State regulations, children will be taken outdoors every day, weather permitting. “Weather permitting” means there is no active precipitation or weather advisory (such as thunderstorm warning or an unhealthy ozone condition). Snow showers and sprinkling, misting, or light rains are not considered to be active precipitation by the State, therefore, your children will be taken out for a brief period in these conditions in order to meet the State’s outdoor play requirements. **It is your responsibility to dress your child appropriately for the weather.** All children should come to school with a heavy winter coat in cold weather, a jacket in cool weather, and a raincoat in rainy weather.
- C. Daily Reports:** You will receive a written account of your child’s general activities each day.
- D. Bi-Yearly Evaluations:** After completing an initial assessment at the beginning of the school year, the teacher will evaluate your child in January and in July, at which time parent-teacher conferences are offered. **If at any time you have a concern regarding your child’s development, your child’s teacher, or any other classroom issue, you should address the concern with your child’s teacher first. This gives the teacher an opportunity to discuss the concern with you openly, and prevents larger issues from arising.** If discussion with the teacher does not seem to adequately address your concern, you should then contact the Administration. It is also very important for you to make your child’s teacher aware of any developmental concerns you have regarding your child and of any changes in the child’s home environment as they arise. So the Preschool is better equipped to serve your child’s individual needs.
- E. Specific Daily Schedule:** The individual classrooms set their own schedules. Schedules are posted in each classroom, Along with daily lesson plans outlining the week’s topics.

## ***Grievance Procedure for Parents***

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We strongly encourage open communication between parents, staff and Administration at all times. If you should ever have a question, concern or complaint regarding anything related to the Preschool, please do not hesitate to contact the appropriate source. Any classroom issues should first be discussed with the classroom’s Lead Teacher. If the issue is not resolved at this level or if you are uncomfortable speaking with the Lead Teacher, the issue should then be brought to the Administration. If a satisfactory result is not achieved with the Administration, you may contact a member of the Board of Directors.

## ***Anti-Harassment Statement***

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CBC Preschool will not tolerate the harassment of any personnel, child, family member or any other persons by any individual. Any personnel found guilty of harassment will be subject to suspension without pay and possible termination based on the judgment of the Administration. Children and families will be disenrolled from the program. Other persons will be removed from the premises immediately, and will be permanently banned from the Preschool.

## ***Adjusting to Preschool***

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1. **What is Normal:** It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.
2. **First Experiences:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful kiss, a smile, and a reassuring reminder that you will be back after work is all you need to provide. Our caring staff will take it from there. Please do not sneak out when your child is not looking, as this can be unsettling for the child. Usually the child will settle down very shortly after you leave.
3. **Common Behaviors:** Depending on their age, children may “act out” their feelings by:
  - Clinging to you and refusing to let go
  - Having tantrums
  - Forgetting their toilet training
  - Not eating
  - Waking up at night or having bad dreams
  - Expressing a desire to stay home
  - Bed wetting
  -

**What to Do:** Usually these reactions are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call CBC Preschool when you arrive at work to check on your child. Chances are that your child will be busy playing and you can relax and concentrate on work.

## ***Standard of Conduct***

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After reading the Central Baptist Church Preschool Policy Manual, parents must read and sign the Family Church Preschool Statement of Responsibility located in this manual. This form states that you have read and are in agreement with the policies and procedures of Family Church Preschool.

**Documentation of Receipts** *(Please Complete)*

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Child Name (Please print)	Age	Date
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This handbook contains discipline, attendance policies, and financial policies for children at Central Baptist Church Preschool. These policies can change without notice by the discretion of the Administration and will be strictly enforced. Parents will be notified in writing of any policy changes. Parents and children should read them carefully. Please contact the Preschool Director if clarification is needed.

The statement below when signed and dated by parent/guardian serves as documentation and will become a part of the child's file. Any child whose parent/guardian fails to return this signed form within one week may be excluded from classes until form is returned.

We have received a copy of the following policies:

- Central Baptist Church Preschool Center Operational Policy/Handbook
- Safe Sleep Policy
- North Carolina Child Care Law and Rules
- Discipline and Behavior Management Policy

I understand that the policies set forth can change without notice by the discretion of the Administration and will be strictly enforced.

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Parent / Guardian Signature	Date
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Parent / Guardian Signature	Date
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