

Welcome

Welcome to *The Carpenter's Clubhouse Preschool!* It is our honor to work with your child. We pray that our program will be a great ministry for you and your child. We cannot reiterate enough how blessed we feel that you chose our preschool!

Our Philosophy

We center our philosophy on the Christian values; integrity, fairness, social responsibility, and enthusiasm. In a nurturing and loving environment, we aim to use these values to support the development of the strengths and abilities of each child.

Hours of Operation and Closings

Our school day begins at 8:30 AM and ends at 12:30 PM. We follow the Cleveland County school calendar; therefore, we will close for the following days:

- Labor Day
- Veteran's Day
- Thanksgiving (Wednesday – Friday)
- Christmas Break (2 weeks)
- New Year's Day
- Martin Luther King Day
- Good Friday
- Spring Break (one week)
- Teacher Planning Days
- Memorial Day

Please check the attached calendar for exact dates and any additional closings. We will also send home reminders close to the date. Also, please check WSOC or similar weather outlets for Cleveland County school closings and delays due to inclement weather. Our schedule will be the same. In the event of a two hour delay, our preschool will be closed.

Our Curriculum

By understanding that each child is a unique person, we hope to encourage our students to engage in many different types of learning activities and experiences to enrich their social, emotional, cognitive and intellectual abilities. Our program is individualized to the development of your child. The curriculum provides the following:

- ✓ Language Development

- ✓ Alphabet/ Phonics
- ✓ Colors
- ✓ Shapes

- ✓ Numbers
- ✓ Science
- ✓ Weather
- ✓ Music
- ✓ Arts and Crafts

- ✓ Motor Skills
- ✓ Manners
- ✓ Christian Values
- ✓ Bible Stories
- ✓ Indoor/Outdoor Play

Enrollment

Enrollment is open to any child, between the ages of two to five years, who is physically and mentally capable of participating in the program. All children will be accepted as long as the child's needs and the needs of his/her family can be met without interfering with our meeting the needs of all the other children and families in the program.

In accordance with the Cleveland county school system, ages are determined by the August 31st cut off. Exceptions can be made with the approval of the preschool board chairperson, the director, and the teachers.

Children three years of age and up must be toilet trained.

The maximum student/teacher ratio for each age group would be as follows:

- 2 year olds- 6 students per teacher
- 3 year olds – 8 students per teacher
- 4 year olds – 10 students per teacher

Payment Procedures

Tuition payments are due on the first day of each month and are late on the 10th of the month. A late fee of \$10.00 will be added on the 10th as well as \$10.00 per additional week the payment is late. If any account becomes more than 30 days past due, enrollment for your child will cease until the account is paid in full. If you need for your child to come to school on a day that is not one of your child's regularly scheduled days, you may arrange a drop in day at the cost of \$10.00. Drop in days must be scheduled at least 24 hours in advance.

Attitude

An uncooperative attitude by a child or parent/guardian should not be evident in a Christian preschool. If an attitude of Christian humility and cooperation is not possible by either child or parent/guardian, or if the child continually displays behavior that is destructive or harmful to others; such as **hitting, biting, pinching, scratching, or throwing things**, the child will be subject to dismissal.

Discipline

We feel that an essential part of our program is for the children to develop positive concepts about school. They will discover the necessity of working together. We want the children to understand that the rules are for the safety of, not only themselves, but everyone around them. We also want them to learn that following the rules makes school more enjoyable for all. The teachers will never use corporal punishment. We use a variety of disciplinary techniques which help the children to learn the rules and become self-directed in their behavior choices. These include:

- Verbal warning
- Second warning spoken firmly
- Time out (one minute per year of age)
- Take away a fun activity, such as center/free time, being the leader for the day, etc.
- Send note home to parents/guardians
- Any behavior that is destructive or harmful to others, such as **hitting, kicking, biting, pinching, scratching, or throwing things** will result in an immediate time out and a consultation with a parent/guardian.

We feel that parents and teachers must communicate and work together on matters concerning the children. The teachers need the parent's support and reinforcement from home. In the event that the above discipline fails to correct the behavior, and reinforcements from home fails to correct the behavior, your child may be subject to dismissal.

Clothing

Clothing that is worn to school should always be modest, comfortable, and easy to pull up and down without assistance from an adult (for using the toilet.) We discourage overalls or pants that need belts; small children tend to have difficulty with these types of clothing.

All clothes should also be weather appropriate and suitable for indoor/outdoor play. **Girls must wear shorts under dresses and skirts!** During the day the children will be involved in many different activities. Your child may come in contact with dirt, paint, markers, glue, etc. We will make an attempt to protect your child's clothing and use washable water-based paints, if

possible. Please remember, however, we DO get dirty at preschool. Keep this in mind when selecting your child's clothing for the day.

While at school, your child will have indoor/outdoor play; therefore, **tennis shoes with socks are REQUIRED**. Please **do NOT send your child to school in clogs, crocs, sandals, flip-flops, or any other type of slip-on, dress-up or open toe shoes.**

Because accidents do happen, at all ages, please send an extra change of clothes (complete with socks and underwear) to be kept at school. These should be placed in a 1 gallon zip-lock storage bag, clearly labeled with your child's first and last name.

All outer garments, such as coats, sweaters, jackets, etc. should also be clearly labeled with your child's first and last name.

Please keep in mind that, because our program is a Christian ministry, **NO article of clothing** should be worn which, in any way, contains or displays **negative or offensive graphics or words.**

Sick Policy:

For the **health and wellbeing of all the children and staff**, we ask that you keep your child home if he/she:

- Has vomited or had diarrhea within the last 24 hours.
- Has had a fever of 99 degrees or higher within the last 24 hours.
- Has a bad cough or runny nose.
- Has any contagious illness.

If your child becomes ill, a parent/guardian will be required to pick up the child immediately. We will call you if he/she shows any of the following symptoms:

- Temperature of 99.8 or higher.
- Diarrhea two or more times throughout the day.
- Vomiting at any time during the day.
- Any sign of illness or serious injury.

Before your child can return to school, he/she must be symptom free and fever free (**without medication**) for at least **24 hours**. If you take your child to the doctor and he/she is prescribed antibiotics, he/she can return to school **24 hours after starting the antibiotics.**

Thank you so, very much for your co-operation concerning this matter!!

Medical Administration

Staff CANNOT administer any medication (prescription, over-the-counter, or sunscreen) to a child without a signed consent form. The form for *Authorization for Medical Administration* is available upon request. All medications must be in the original container with the original label.

Confidentiality

Our staff will not discuss personal issues of a student or the student's family with individuals outside of the preschool. We expect the same respect for privacy from all parents involved in our program.

Parent Visits

Some children, especially near the beginning of the school year, suffer from separation anxiety. Because of this issue, it is extremely difficult for some children to see parents come in and out of the classroom. At times, parents will be invited to come and participate in certain special events. When these visits take place, however, you should be prepared to take your child with you when you go. This makes visiting more delightful for the child, for you, and for the entire class.

Donations

We gladly accept donations, as this helps to offset costs. We can always use small plastic containers, shoe boxes, materials for arts and crafts, clean and gently used toys, etc. If you are considering purchasing new items of donation, please consult with your child's teacher and/or the director.

Drop-Off and Pick-Up

Please drop-off and pick-up your child at the preschool entrance. The parking spaces in front of the entrance, although marked "handicapped parking", are designated for the preschool during the week. We have made arrangements with The Kings Mountain Police Department concerning those spaces. Vehicles utilizing those spaces for drop-off and/or pick-up of students will not receive any parking violations.

Please do not come into the classroom with your child. Children feel a great sense of accomplishment when they walk into the school. A teacher will be waiting at the door to escort

your child to his/her room. We have found, over the years, that this is **the best way** to eliminate separation anxiety.

Your child should arrive at school **no earlier than 8:30 AM** and **no later than 8:45 AM**. Before 8:30 our teachers are busy preparing for the day and assembling materials; therefore, cannot supervise children in the room. Our daily activities begin at 8:45 AM. After we lock the preschool's doors at 8:45 AM, late arrivals must enter the preschool from the church's main office. Our church's administrative assistant arrives to work at 9:00 AM; therefore, there is a 15 minute window where you will be unable to enter the church or drop off your child. **Please try to avoid late arrivals**, as they are disruptive to the class and may cause problems for your child as well. Those who arrive late consistently may be asked to leave with their child for the day.

Dismissal begins at **12:15 PM**. Please pick-up your child **no later than 12:30 PM**. After this time, a late pick-up fee will be charged at \$1.00 per minute.

Your child will be released **ONLY** to parents, guardians, and individuals listed on the release form on file in the director's office. If anyone, unrecognized by our staff, comes to pick up your child, they will be asked to show identification. If your child is to be picked up by someone who is not listed, you must inform the teacher by written notice, a phone call or in person. In situations involving custody arrangements, it is against the law for us to keep a child from either of his/her parents unless we have the proper legal documents supporting the case. In this event, please make sure to provide all necessary paperwork signed by all appropriate parties.

Parent/ Teacher Conferences

Private parent/teacher conferences can be arranged any time during the school year. However, please do not come in during school hours, including drop-off and pick-up times, for discussions of this nature. Children are always listening and will apply what they hear. After hours meetings and phone conferences can be arranged upon your request.

Field Trips

We are excited to be able to participate in various field trips throughout the year. Due to NC state laws requiring children to be in child safety seats, we will need you to supply your child with his/her own state regulated safety seat on the day of all non-walking scheduled field trips. All field trips will be announced at least one week in advance. A signed permission form must be completed by the parents/guardians for each child and for each field trip. Without a signed permission form, your child will not be allowed to participate in a field trip and; therefore, cannot stay at school. If a child has already been dropped off on a field trip day, a parent/guardian will be called to pick the child up from the main office.

Lunches

Please provide a lunch for your child each day, including a drink, unless otherwise notified. We encourage good nutritional habits and ask children to eat their healthy foods first, then sweet foods. We will also ask that parents do not pack any type of soda for their child. Soda is difficult to get out of the carpets if spilled and attracts ants. If your child comes to school without a lunch, we will call you to bring one.

Parties

Each class will have parties during special events. Party information will be give at least one week in advance. Please check with your child's teacher if you are interested in participating for that party.

We welcome the celebration of your child's birthday. Please feel free to bring in a treat. All themes and characters should be keeping with Christian values and concepts, thus avoiding any representation of violence, aggression or rough play. Birthday gift should **NOT** be exchanged at school.

Playground

The Carpenter's Clubhouse Preschool offers a safe and well equipped outside play area. Weather permitting, outside play-time is included in every day's activities. If the temperature is 40 degrees Fahrenheit or higher, we will be outside. Please dress your child accordingly. Safety is the highest priority; therefore, socks and tennis shoes are **REQUIRED**.

Insurance

The Carpenter's Clubhouse Preschool is covered under the insurance policy of Central United Methodist Church.

Thank You!!

We would like to take time to thank you for sharing with us the gift of your children! Thank you for giving us the opportunity to know them, to love them, and to teach them.

Working together in Christ,

The Carpenter's Clubhouse Preschool staff members