

Good Hope Preschool
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Parent/Guardian and Teacher Handbook 2010-2011

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Introduction

The Good Hope Preschool (GHP) Handbook is designed to provide understanding and guidance to both our parents and our teachers as each embarks on educating and developing our students throughout the school year. GHP teachers and parents/guardians should become familiar with the Handbook, taking time to read and understand its contents. It outlines both operational and educational policies intended to guide our teachers and students to achieve a productive and safe learning experience. We would appreciate your cooperation in understanding and meeting the expectations of the Handbook, and if you have any questions, you may contact the Director for clarification. Attached to the handbook is a form to be signed that confirms your understanding of our school philosophy and policies. It must be signed, dated and returned to your child's teacher.

The GHP Handbook is meant to serve as a guideline of general daily program operations. Procedures are subject to change at the discretion of the Director and Preschool Governance Board. Parents and staff members will be notified of any changes that will affect the children.

Mission of Good Hope Preschool

“Whoever welcomes one of these little children in my name welcomes me: and whoever welcomes me does not welcome me but the one who sent me.” Mark 9:37

Good Hope Preschool's mission is to introduce children to Jesus Christ, our Lord and Savior, through a Christian-based program aimed at balancing social/emotional development, physical development, cognitive development, and language development in a loving, structured, age-appropriate environment.

Teacher Expectations

We have several goals for our teachers. First, GHP teachers are expected to provide Christian learning opportunities and guidance to all students, teaching them about God's word and teachings. Secondly, they are expected to encourage lasting Christian relationships among all students and to nurture those relationships throughout the school year. Teachers will also provide a quality-learning environment where activities meet the physical, mental, social, emotional, and spiritual needs of the children. In order to accomplish these goals, all teachers are required to continue their education by attending two classes/workshops per year. Finally, GHP expects teachers to understand the spiritual, emotional, and educational influence they have as the first teacher in the lives of their students and communicate student progress with parents/guardians.

Parent/Guardian Expectations

The spiritual and educational needs of the children are met not only by our teachers, but also by their parents/guardians. We ask you to communicate with our staff and support GHP teachers in their efforts to provide your child a well

rounded, Christian based preschool experience. Parents should not allow their children to bring toy guns, war toys, or other items relating to aggression or destruction.

Administration

The Good Hope Baptist Church Preschool is administered by the Good Hope Governance Board, which is responsible for all operations and concerns relative to the GHP, and is accountable to the Good Hope Baptist Church Board of Trustees. The Governance Board empowers the Preschool Director to conduct all meetings, and the Accounts/Payroll Manager to oversee income and disbursements regarding the Preschool operations.

The Creative Curriculum

Our curriculum revolves around Christian teachings, imagination through play, creativity through arts and crafts, physical exercise and listening/language development. Children will be involved in chapel, music movement, playground time, snack time, circle time and center time. Centers may include: Blocks, Home Living, Table Toys, Manipulatives, Art, Sand/Water Play and Library.

We want to help children become self-confident, inquisitive, enthusiastic learners. This means encouraging them to be active and creative explorers who are not afraid to try out their own thoughts. We are teaching children how to learn, not just in preschool, but also all through their lives. We are allowing them to learn at their own pace and in ways that are best for them. We are giving them solid Christian habits and attitudes, particularly a positive sense of themselves.

Registration Requirements

Registration for the following school year will begin in January, starting with returning students, their siblings, and church members. Registration for the general community will be held after the above students have had an opportunity to register. For the 2010-2011 school year, our registration fee is \$90 per student and is **nonrefundable**. This fee helps with the cost of supplies necessary for each child's use during the preschool year as well as additional materials as the preschool continues to grow.

All children entering the program must be the appropriate class age on or before August 31 of this calendar year, which matches Wake County Public School system.

All three year olds (in the three-year-old classes) and older are to be completely potty trained.

All children entering Good Hope Preschool are required to have a physical examination and submit the medical form to the Director no later than September 10, the first week of school.

Payment Policies

Tuition

Tuition is a monthly fee, which is paid in advance. The first tuition payment is due August 1, and each subsequent payment is due on the first of the month through the month of April. Reminder notes will be sent home on the 5th and a \$20 late fee is charged for any tuition not received by the 10th of the month. The Governance Board will determine further action on unpaid accounts. However, if satisfactory arrangements are not made, the child will no longer be able to attend GHP. Tuition is a monthly fee and therefore no refunds are given for illness, holidays, teacher workdays, vacations, or snow days. Personal checks may be submitted to the Director or placed in a designated deposit box, made payable to Good Hope Preschool. Checks can also be mailed to the following address:

Good Hope Baptist Church Preschool
Attention: Cindy Charters
6628 Good Hope Church Rd.
Cary, NC 27519

(Please indicate on the check which class your child is in. If paying cash, please put money in a sealed envelope and on the envelope write your child's name and what class your child is in.)

If sending with your child, please place the check in the zippered pouch fastened to your child's tote bag.

Delinquent tuition or unpaid tuition could result in the termination of the child from Good Hope Preschool.

<u>Classes</u>	<u>Days</u>	<u>Monthly Tuition</u>
Twos	Wednesday/Friday	\$125.00
Twos	Tuesday/Thursday	\$125.00
Threes	Monday/Wednesday/Friday	\$160.00
Threes	Tuesday/Thursday	\$125.00
Mother's Morning Out	Monday	\$55.00
Fours	Monday/Wednesday/Friday	\$160.00
Fours	Mon./Tues./Wed./Thurs.	\$195.00

Withdrawals and Refunds

A 30-day written notice to the Preschool Director is required before a child is withdrawn for reasons other than illness. (For an illness, a note from the child's doctor is required stating the child's illness and the reason why the child must be withdrawn from the program.) With the 30-day written notice, tuition paid for the period after withdrawal will be refunded. Without notice, one month's tuition will be retained by the Preschool.

When possible, a withdrawal in the spring should take place before April 1. This will allow a child on the waiting list the benefit of at least two months of school. If the withdrawal occurs at the request of the Preschool, the unused portion of the tuition will be refunded. If a parent is considering withdrawal due to issues with the program, please contact the Director with your concerns, prior to withdrawal, so that we may have the opportunity to resolve the issues.

Health and Safety

Emergency Procedures

The child's "Emergency Form and Contact Information" form has emergency contact information, which will be used in the event of an emergency. If at any time during the school year an address or telephone number changes, the new information must be changed on this form as soon as possible. Please contact the Director and the child's teacher to make these changes. Parents will be contacted as quickly as possible in an emergency. An emergency phone call tree will be established at the beginning of the school year. All appropriate procedures will be initiated at the discretion of the staff.

Immunizations/Medical

Public school-required immunizations (appropriate for the child's age) are also required for GHP students prior to admission. The Child's Medical Report Form must be completed and updated as necessary.

Sick Policy

If a GHP student is sick or displays any symptoms of an illness such as: sore throat, fever, rash, earache, upset stomach, diarrhea, a bad cold (running nose, green discharge, weeping eyes, cough or congestion), sores about the body, head lice, or pink eye, it is expected that the parent(s)/guardian(s) keep the child at home for the well being of other students. If the child has had a fever within the last 24 hours, he/she should also be kept at home. Please notify the Preschool Director immediately if a child has a contagious disease.

The Preschool will not be responsible for the administration of any type of prescription or over-the-counter medication. The exception to this is those children for whom an Allergy Action Plan form is on file. Parents, however, are welcome to come and administer medication if their child is not contagious. Please cover your child with sunscreen on those days when sunburn could occur. We play outside every day as weather permits.

The preschool is a place for well children. Children who become ill at school will be moved to the Director's office and will receive the necessary attention until the parent/guardian arrives. Please make arrangements to pick up your child as soon as possible to protect the health and well being of others in the school.

With any young children, minor accidents (bumps, scrapes, scratches) will occur. We will attempt to let you know the circumstances. An accident report will be sent home if necessary.

In case of a serious accident, the school staff will render first aid while contacting parents. If needed, the school will call emergency personnel.

Potty Training

Two Year Olds and younger do not need to be toilet trained. If a parent/guardian is in the process of training their child, pull-up training pants must be worn to Preschool and a change of clothes provided in his/her backpack daily.

Three Year Olds **must be trained before the start of Preschool.** If the child still has periodic accidents (daily accidents are not periodic), he/she must come to school in pull-up training pants. Medical situations will be discussed individually. If after one month of preschool the child is still in pull-ups, the parent may be asked to remove the child until training is complete. If the monthly tuition is paid in full during this transition time, the child's position in the classroom will be held.

School Calendar and School Policies

School Day

Good Hope Preschool hours of operation are from 9 AM -12 Noon, Monday through Friday. Mothers' Morning Out operates from 9 AM – 11:30 AM on Monday. We will follow the Wake County Public School Traditional Calendar with some exceptions. We will begin classes September 7, 2010 and will end our program May 25, 2011. We will be closed on teacher workdays, vacation days, and all holidays observed by the Wake County Public Schools.

School Calendar 2010-2011

September 7	First Day of School
October 1	Teacher Workday – No School
October 29	Teacher Workday – No School
November 2	Election Day – No School - Parent Conferences for 3s and 4s
November 11	Veteran's Day Holiday – No School
November 24-26	Thanksgiving Holiday – No School
Dec. 22-Jan. 3	Christmas Holiday – No School
January 17	Martin Luther King Holiday – No School
January 24	Teacher Workday – No School
February 21-22	President's Day/Teacher Workday – No School
March 25	Teacher Work day – No School
April 1	Teacher Workday – No School

**April 18 - April 22
May 25**

**Spring Break/Easter Holiday – No School
Last Day of school**

Note: Some of our teacher workdays may be used for inclement weather make-up days.

Special Events

*Parent Coffee	September 21 & 22 (9:00 a.m.)
*Thanksgiving Feast	November 16 & 17 (11:00 a.m.)
*Book Fair	November 18 & 19
*Christmas Program	December 16 & 17 (11:15 a.m.)
*Easter Hat Parade	April 14 & 15 (11:30 a.m.)
*Parents' Tea	May 17 & 18 (11:00 a.m.)

Classroom Parties

*Harvest Party	October 27 & 28
*Valentine's Party	February 11 (WF2s only), 14 & 15

Arrival

School begins at 9:00am. No child should arrive before 8:55. Before that time, teachers will be preparing the classroom and materials for the day and cannot supervise children before the beginning time. However, children should be on time in the mornings and picked up promptly at the end of the school day. For the safety of the children, the doors will be locked at 9:10 a.m. and remained locked until we dismiss at 12 noon. A doorbell has been installed at the front doors if you arrive outside of those times. In the morning, you may either bring your child to the classroom or participate in the carpool drop-off line (**9:00-9:10**). Refer to carpool map.

(Both arrival and pick-up times can be hectic, therefore parents and teachers should arrange an alternate time of day to discuss your child's day and progress. A phone conference may be scheduled in place of an on-site visit.)

Pick-up

At 12:00 noon, a carpool line will form. Refer to the carpool map for proper pick-up procedures. To assist the staff in identifying your vehicle in the carpool lane, you will be given a color-coded name card for your child. **Please display this card so that it is clearly visible.** This tag provides us with a safe way to dismiss your child, particularly early in the school year as we get to know each of you. An I.D. may be requested at any time.

Parents must notify the school if a child is to ride home with someone other than his/her parents at carpool. This needs to be in done by a written note containing the name and phone number of the person authorized to pick up your child. The note must be sent in to the school by the day the child is to ride with someone else. An I.D. will be required at the time of pick up. That person should join the carpool pick-up line and it will be helpful if they have the color-coded card for your child displayed in the car. These rules are for the safety of your child.

If you are separated or divorced and there are child custody arrangements of which we should be aware, please submit a copy of any court-issued documents. A child cannot be withheld from leaving with a parent unless there is a copy of a court order prohibiting this in our files.

Our regulations state that our staff cannot buckle a child into a car seat. This will be the responsibility of the driver.

Early Pick-up

If your child needs to be picked up early (before 11:50 a.m.), please send a note on that day to inform the school. If a parent is not coming, that information needs to be listed on the note. The designated person will be asked to show an I.D.

Late Pick-up

The school day ends at 12 Noon, and the carpool line is finished by 12:10. Beginning at 12:15, a \$1 per minute charge will be assessed for any child picked up late.

Inclement Weather

Good Hope Preschool will follow Wake County School System's policies for delays and closures. The Preschool will be closed when Wake County schools are closed. For a two-hour delay, the Preschool will open at 10:00 a.m. If your child's class misses more than one week's worth of classes due to inclement weather, make-up days will be offered for those days missed beyond the week's worth of classes. These make-up days may include extended days and may not follow the Wake County Schools calendar for make-up days. Schedule changes will be announced for Wake County delays and closures from inclement weather on WRAL (TV 5) and WPTF Radio (680 AM) or at www.wcpss.net (Wake County Public School System.). The telephone message on the preschool line will also reflect any changes to our regular schedule and every attempt will be made to email families.

Discipline

As a staff, we will always strive to put your child in a situation where he/she can succeed. Positive reinforcement encourages acceptable behavior. Thus, this reinforcement builds a child's self-esteem and serves as an example to other children to act in an appropriate manner to receive this encouragement.

- Children who do not cooperate in a group listening situation will be seated next to a teacher and will be reminded of acceptable behavior.
- Removal from the group for a period of "thinking time" may be used next, if the negative behavior continues. This is not a punishment, but rather a time to calm down and to discuss with the Assistant what the appropriate behavior needs to be when he/she returns to the group.

Physical punishment is prohibited at Good Hope Preschool.

If behavior problems persist, the parents will be asked to attend a conference with the teacher. The child may be asked to participate in a behavior modification program at Preschool with parental support from home. Dismissal may occur if a child continues to be unmanageable and a constant disruption to the class.

Communicating with Parents

Teachers will send home monthly calendars and newsletters that may include weekly topics, class activities, needs, and suggestions for parents. (This does not include the Monday MMO class.) Parents/guardians or the teacher may request a conference any time there is a special concern.

Visitors

GHP's open-door policy welcomes and encourages parents to call or visit any time. As a courtesy to the teachers, advance notice of your visit would be appreciated so the teachers can work this special time into their daily schedules. When you visit your child's classroom, please do not bring other children. This a special time for you to spend with your preschool child.

Dress Code

Children are encouraged to wear play clothes and rubber-soled shoes. Daily activities include active and messy play. Socks should be worn at all times. For safety reasons, no flip-flops, sandals or clogs should be worn to school. The child's name should be placed on all outdoor clothing and other belongings and a change of clothing (for MMO, 2s and

3s classes) should be left with each child's teacher at the beginning of each new season. Parents/guardians should place the clothes in a Ziploc bag and clearly label the bag with the child's name.

Snacks

A snack will be served each school day. Parents will take turns providing snack for their child's class on a rotating basis, as designated by the teacher on the monthly calendar. Water will be provided for the children to drink.

We strive to be a "peanut sensitive zone" due to many contact allergies. We ask your assistance in not sending in peanuts, peanut products, nuts, or anything prepared in peanut oil. Although we try to accomplish this, parents should realize that church groups use Good Hope Preschool classrooms on evenings during the week and on weekends. These groups may use foods containing nuts and nut products.

Healthy snacks

Please consider age appropriate snacks, i.e. snacks that are not potential choking hazards, like popcorn. We encourage you to provide the following types of snacks:

- Fruit (fresh, canned, dried)
- Crackers (goldfish, dolphins, graham crackers, saltines, Ritz crackers, animal crackers)
- Pretzels
- Carrot sticks (older children)
- Rice cakes
- Granola Bars
- Applesauce cups
- Yogurt cups
- String cheese
- Mini bagels

Due to allergy issues, please provide only purchased items so labels may be read for content. All items must be unopened. Please do not send items that require teacher preparation.

Birthdays

We believe this is a special day your child would like to share with friends at school. A special treat may be provided for snack time. Ideas for special treats include Popsicles, marshmallow treats, ice cream cups, or one large cookie for each child. We ask your cooperation in not sending in cupcakes and cakes – children rarely eat more than the icing. Since we would like to keep the celebration simple, please consider the donation of a book or other gift for the classroom, given in your child's name, instead of party favors. NO BALLOONS OR CANDLES ARE ALLOWED IN THE CLASSROOM FOR BIRTHDAYS OR ANY OTHER OCCASION. If your child has a summer birthday, we will set aside a special day during the school year. Consult with the teachers

in advance for these days. We do not participate in or allow the handing out of birthday party invitations for parties outside of preschool unless ALL children in the class receive an invitation. Consult with the teacher before this is done.

Playground

The playground is reserved for preschool use from 9:00 a.m. until 12 noon Monday through Friday. Our children are supervised at all times on the playground. Since children must be supervised by our employees during our hours of operation, we must ask that siblings or others not enter the fence during preschool times.

Field Trips

Our community offers an array of rich resources appropriate for the preschool age child. We will pull from these to enhance our program and will invite guests to come to the school to share with us. Therefore, it is generally not necessary to schedule field trips that take us away from the campus.

Holiday Policies

We at GHP adopt the philosophy that the holidays we celebrate will have a Christian background and will not be secular. Our fall activities will include the emphasis that God creates the seasonal changes which include harvest, pumpkins, Thanksgiving, etc. Our wintertime brings us the wonderful Advent season and Christmas holidays, and we will focus on the birth of Jesus, the nativity, and winter miracles such as snowflakes, etc. Our spring season brings us the Easter holiday, and we will discuss the Biblical Easter Story, new life, and spring growth.

Animals and Pets

Due to safety and sanitary issues, animals and pets are not allowed in preschool.

Artwork vs. Crafts

Creativity is strongly encouraged in our program, so you will see more artwork (which is a process) and fewer craft items (which are products). Open-ended art projects allow your child to decide when he or she is finished with his or her creation. Hence, you may not be able to figure out what your child has created; but he or she worked hard on whatever it is. Ask your child to tell you about each masterpiece. In addition, the teachers will schedule different activities each day, so your child will not be bringing artwork home everyday.

ENJOY THIS YEAR WITH YOUR CHILD.....WE WILL!

Good Hope Baptist Church Preschool

**Parent/Guardian and Teacher
Handbook**

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