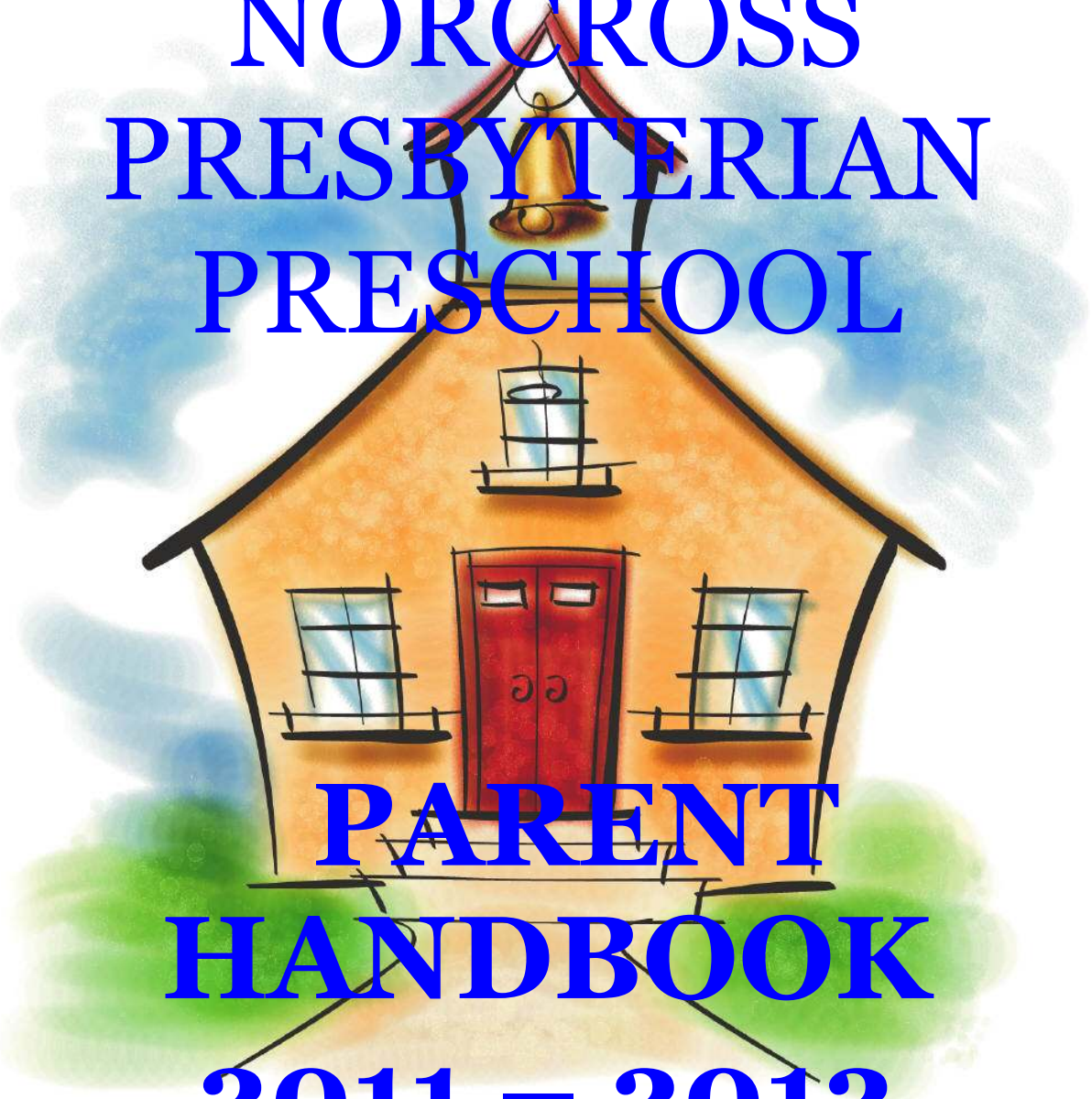
NORCROSS PRESBYTERIAN PRESCHOOL



PARENT HANDBOOK

2011 – 2012

Melissa Fry, Director
Preschool Number: 770.448.2836
Church Number: 770.448.7744
Fax Number: 770.448.1548
e-mail: npc.preschool@norcrosspresbyterian.org
website: http://www.norcrosspresbyterian.org/2000-childcare.html

Norcross Presbyterian Preschool is dedicated to showing God's love for children by giving them a loving, safe environment to learn and grow. We will nurture the child's growth and development so that each child will feel loved, successful and confident about their abilities.

PROGRAM OBJECTIVES:

1. Working and playing in an organized cooperative situation.
2. Providing opportunities for creative self-expression.
3. Enjoying indoor and outdoor play.
4. Participating in experiences which will develop social, academic and spiritual growth.
5. Learning good health habits.
6. Experiencing musical activities.
7. Learning responsibility.
8. Taking trips to points of interest in the community (for the older children).

HEALTH

Only well children will be allowed to stay at school. If your child becomes ill while at school, you will be contacted and be expected to pick up your child as soon as possible. Please do not bring your child to school if they have any of the following symptoms: excessive coughing, excessive runny nose, diarrhea, vomiting, fever, or any contagious disease. Your child must be fever/vomit/diarrhea free for 24 hours before returning to school. Your child's immunizations must be up to date.
Thank you.

ALLERGIES

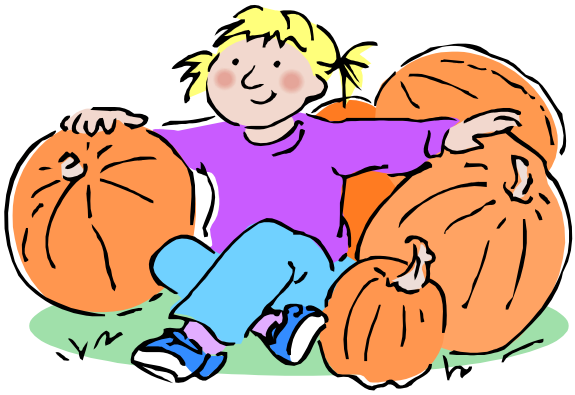
We have several children with mild to severe food allergies. If your child is allergic to ANYTHING, whether it is food or something outside, please let their teacher and the Director know about it so we can be aware. If your child needs medication with an allergic reaction, please let us know and give us any instructions that we might need. Also, if your child has a food allergy, please, please let us know what he/she absolutely CANNOT have for snacks, birthday celebrations, etc. Thank you so much for your help with this situation!

DISCIPLINE

The only form of discipline we use is "TIME OUT". If this does not improve behavior within the classroom, then the child will have "TIME OUT" in the Director's Office. If behavior becomes habitually inappropriate, the parents will be notified.

CLOTHING

Children should dress comfortably in play clothes they can manage themselves. Please do not dress your child in party clothes except on party days, as they will be involved in activities where they will get dirty. Please label all clothing your child may remove at school; i.e. hats, jackets, mittens, etc. Please make sure your child dresses warmly on cool days as we will go outside everyday possible (40 degrees or warmer). Please send a **full change of seasonal clothes** in your child's school bag (meaning socks, underwear, etc.). Thank you.



PERSONAL TOYS

Please keep ALL TOYS at home except on "SHARE" days or if they are a security item. We cannot be responsible for personal items.

LUNCH

Each child must bring a sack lunch and drink that does not require refrigeration. Please limit foods that have little or no nutritional value (candy & soda). Thank you for your help in this matter.

PARTY INVITATIONS

If you plan to invite your child's classmates to a birthday party, please send the invitations through the mail (unless you plan on inviting the whole class). You may get addresses from the teachers or director. The children love to get mail and children not invited may be spared hurt feelings.

PICTURES

We hope to participate in the Tanner Fundraiser (you pay $15 to receive an 11x14 photo and the school receives that dollar amount) again this year; but in the Fall, before Christmas! The date will be determined soon. Then, class and individual pictures will be taken in the Spring. Both are an optional service.

SUPPLIES

We request that you provide some basic supplies. Your child's teacher will provide a list of supplies needed for the classroom. Also, from time to time we will be asking for household items for different art projects (i.e. empty toilet paper rolls, empty paper towel rolls, plastic grocery bags (for dirty diapers), etc.).

REGISTRATION INFORMATION

On our Meet Your Teacher Day, Thursday, August 25th, 2011, from 10-12, you will be asked to fill out a student information form for the school's use. This provides us with valuable information about your child. Please make sure you let us know of any changes throughout the year (cell phone #'s, etc.). You will also be asked to sign a medical release form and a parent contract agreement. Please read these carefully and discuss any questions you have with the Director.

NPC PRESCHOOL WEBSITE!!!

That's right…NPC Preschool has a website! It is linked through the church's website – which is www.norcrosspresbyterian.org. It is a wonderful website and a great way to be caught up on what is going on. Please know that throughout the year, I will be taking pictures and posting some on the website. If there is a concern regarding this, please come and talk to me. There is a staff page, pictures of the classes, and random fun pictures. There is also information regarding the preschool. The MONTHLY NEWSLETTERS are being posted as well as information regarding any kind of registration (Fall, Summer, etc.).

Again, if you have any questions or concerns, please let me know. Thank you.

PROGRAM PROCEDURES

Our school hours are 9:30am – 1:00pm. Please escort your child to the classroom and pick up your child at the classroom. Children should not enter the classroom before 9:30am (there is a "STOP" and "GO" sign at the top of the stairs which will not be turned until 9:30am)! The teachers use the time in the morning to get ready for their day. Your child should be picked up promptly at 1:00pm. The teachers have other responsibilities after they leave school and need to leave on time. Also and most importantly, your children worry when you are not there with the other parents. Thank you for respecting this request.

In the mornings, children tend to adjust more quickly if Mom/Dad makes a brief and pleasant exit. Please do not hesitate to call or stop back by and check on your child. Thank you.

FEES

All fees are due the first class day of the month. You will have 5 "class" days as a grace period. If a check is returned from the bank, you will be charged the fee that we receive from our bank. If you are unable to make the tuition payment on time, please just come and talk to me and we can work something out. **Just let me know**.
Fees for the 2011-2012 school year are:

5 days a week…$240 per month
4 days a week…$210 per month
3 days a week…$185 per month
2 days a week…$160 per month
(For our one year olds, two days a week is what we can offer – either Tuesday/Thursday or Wednesday/Friday)

SCHEDULE

School will begin on TUESDAY, SEPTEMBER 6TH!!! School will end on Friday, May 18th. We follow Gwinnett County School's Holiday Schedule (see attached calendar). We also follow the County's lead in regard to inclement weather closings. If the Gwinnett County Schools are CLOSED, so are we. If there is a DELAYED OPENING, we will OPEN AT 11:00AM. Thank you.

SUMMER CAMPS

I will offer camps in the month of July! They will run for 3 weeks (dates to be determined each summer depending on interest/student availability). Same hours of operation – 9:30am – 1:00pm – One time registration fee is $45 and camp cost is $100/week.

I will be putting up sign up sheets in April to see what interest we have for this year's summer camps.

If you have any questions regarding the camps, please let me know. We will have a theme per week (such as water, animals, etc.).

RELEASE POLICY

Children WILL NOT be released to someone unknown to us. We must be advised if someone other than the parent is to pick up your child. Please ask them to have identification, as we might ask for that before your child leaves with them. It is important that BOTH parents come in at some point and time so we can be familiar with both faces. Thank you for your understanding in this matter.

ABSENCES

Please let us know if your child is ill. This is especially important if your child comes down with a contagious illness (pink eye, chicken pox, etc.), so we can best inform other parents in the class. Also, we worry when your child doesn't show up at school and we haven't heard from you. Thank you.

VACATION ABSENCES

If you are going to be gone longer than two weeks, you will need to PAY ½ THE TUITION to hold your child's spot. If you do not desire to pay the tuition, we cannot guarantee that your child's spot will be here when you return. If you have any questions about this, please let me know. Thank you.

SPECIAL PROGRAMS

We offer several "special" programs. On Wednesdays, the 3's and 4's go up to the Sanctuary for **CHAPEL**. Each class is responsible for having a **MUSIC class** weekly in our music room at the bottom of the stairs. We also have a wonderful **COMPUTER room** that has several educational computer programs that the children enjoy! The 3's and 4's take advantage of this at least once a week. We also have a "**TUMBLING/RAINY Day**" room. We have a TV with a DVD player where they can watch educational programs as well as fun exercise programs. We also have a tumbling mat as well as a balance beam where the children can do somersaults and practice their balance. If you have any questions or comments regarding any of these programs, please let me know. Thank you!!

PARENTAL INVOLVEMENT

1. Appointments for conferences should be made in advance with your child's teacher or the Director. The hall or classroom is not the best place to discuss an important matter. Your child and other children should not be present. Your child's teacher will welcome the opportunity to have a conference with you, and may request one if there is a need.

2. We welcome and encourage parents at any time they wish to visit our rooms. We ask that you first stop by the office to announce your presence and your intention. You do not need an appointment to observe your child in action! We ask that you limit such visits to 20 minutes. If you wish to stay longer, please prearrange your visit with the teacher so she can plan your visit in a way that will make it more rewarding for you and the children rather than passive observation.

3. If you can help by volunteering time in any number of ways, please be sure to let us know. Possibilities for more active involvement in the school include: room mom/dad (arranging class parties, help relay important information to other parents, etc.), making educational games, field trip chaperone, subbing, or aiding on a regular basis. If you have a talent or experience that you would like to share with the

students as a one-time visit, your place or ours, that can be arranged. Think in terms of the units that will appear on a monthly calendar. Are you what we call a good resource person? For example, while we study clothing, are you a skilled weaver (sewer) or designer who could fire the imagination of the children with a hands-on demo? Even stopping by at the end of the day to read a book to our classes, is a wonderful way to get involved (most classes will have a time when you can sign up to be the "mystery reader")! Your imagination and time are the only limits to the possibilities. We all have something to give young children for whom the world is still so wondrously new. Please let us know if you can help!! THANK YOU for everything you do for the preschool!!! As I have always said, we cannot do the things we do without the help and support of the parents!