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## **I. Welcome**

On behalf of the Director and Staff at NRCOC Preschool, we would like to welcome you to our program. We are glad you choose to share your precious children with us and we consider it an honor and a blessing to be able to share this experience with you and your family.

The purpose of this handbook is to inform you of the Preschool's expectations so that we can continue to work with parents in providing a safe, loving environment that draws families like yours here each year. Please never hesitate to contact the staff if you have any questions or concerns regarding the topics addressed in this handbook. Your ideas and comments are always appreciated.

## **II. Introduction**

NRCOC Preschool is a half-day Christian Preschool dedicated to providing children with age-appropriate opportunities for spiritual, emotional, social, physical, and intellectual growth. This is accomplished through a variety of activities including play, stories, learning centers, arts and crafts, Bible lessons, chapel, music, fitness, and science.

## **III. Program Philosophy**

The philosophy of NRCOC School is stated in the book of Proverbs, "Train up a child in the way he should go: and when he is old, he will not depart from it." We strive to make each child feel secure, loved and special by presenting a program designed to promote the total growth of each child—intellectually, physically, emotionally, socially, and spiritually. Learning is fun and school should be a happy place for children where Christian ideas are presented as a way of life rather than a separate subject. **The preschool strives to provide an experience from which children will associate pleasure with learning and will leave each day feeling good about themselves.**

## **IV. Statement of Purpose and Goals**

In the Bible, Jesus says "Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of Heaven." It is the purpose of North Raleigh Church of Christ Preschool to provide an atmosphere that is Christ-centered and biblically based and to facilitate biblical learning as an interactive process. This is accomplished through small and large group instruction and centers based experiences. A balance of teacher guided and free choice activities exist to accommodate various learning styles. Discovery and learning occurs through block building, cooking, house play, art, music, listening, multi-sensory materials, and creative dramatics. Chapel, Bible stories and Christian songs enhance the child's spiritual development at our school. Diverse activities are incorporated to provide positive experiences and successful learning achievements

## V. Preschool Staff

Preschool Director –Keli Smith

Each class typically has a lead teacher and an assistant teacher based on the student-to-teacher ratios set by NRCOC Preschool. Lead teachers are responsible for developing and implementing lessons that foster student development towards our set learning goals. They are also the primary point of contact for parent communication. You are welcome to call or stop by our office to speak with a member of our staff, but please keep in mind that teachers are busy working with students during the school day and may not be able to speak with you until after school hours.

## VI. Parental Involvement – How You Can Help

- Pray! Pray for your child, your child’s teachers, and our Preschool program.
- Take an interest in the Preschool and anything your child brings home.
- Check your child’s folder EVERY DAY for items that need to be emptied out and/or returned to school. Please adhere to all deadlines.
- Send your child’s folder to class EVERY DAY and replace lost/broken folders as needed.
- Your child must bring his/her NRCOC Preschool bag to class EVERY DAY, please do not allow your child to bring in backpacks as they can be difficult for the teachers and children to get in and out of easily.
- Encourage your child to learn how to put on and remove their coats, mittens, hats, etc. independently.
- Refrain from discussing your child with his/her teacher in your child’s presence. If you would like detailed information about your child’s progress, please schedule a time to speak with your child’s teacher as to not detract from the students’ instructional time.
- For the safety of our staff and students, cell phones are not allowed during drop off and pick up.
- Supply the following items to your child’s teacher during the first week of class and as requested throughout the school year:
  - 2 Box of tissues
  - 1 Roll of paper towels
  - 2 Packages of baby wipes
  - 2 Containers Clorox or Lysol Wipes only
  - 1 Bottle of Purell or Germ-X Hand Sanitizer only

## VII. Registration

NRCOC members and currently enrolled children have the first opportunity to register followed by the public at large. Registration each year will follow the following schedule: NRCOC church member students, current students and their siblings, open registration to the public. Registration will continue as space allows in the preschool. A non-refundable fee equal to one month’s tuition is due at the time of registration. This fee is **non-refundable** unless the child is placed on a waitlist. This fee is **not** part of the tuition for the upcoming school year—it helps

cover supplies and materials needed to start each school year. Adherence to the following policies is required for the successful registration of all students:

1. Children must attain the minimum age for their class on or before August 31st in the year of enrollment. Any exceptions are at the discretion of the Director.
2. If space is available to the public and more children apply than space allows, children will be chosen on a first-come, first-serve basis with consideration being given to boy/girl ratio. The remaining children will be put on a waiting list to fill vacancies as they occur.
3. Withdrawal of a child for any reason requires 30 day notice.
4. We do offer an **'Intent to Register'** option for currently enrolled families. For this, you must turn in the registration forms AND \$100 registration deposit. This will NOT hold your spot; however, we will pencil your child's name in and notify you as soon as the class is near full, so you can pay the remainder of your registration fee asap to guarantee your spot. If you choose to do the **'Intent to Register'** option, your registration balance will be due April 1st.

### **VIII. Tuition**

Tuition is due the 1<sup>st</sup> of each month from September through May. Tuition not received by the 5<sup>th</sup> of each month will incur a \$5.00 per day late fee. Tuition rates are as follows:

\$250.00 for T-TH (9:00-12:00)

\$290.00 for M-W-F (9:00-12:00)

\$290.00 for T/W/TH (9:00-12:00) Three-year-old only

\$325.00 for M-TH (9:00 - 12:00) Toddler, Two and Three -year-old only

\$350.00 for M-F (9:00-12:00)

\$375.00 for M-TH (9:00-1:00) Four-year-old only

\$400.00 for M-F (9:00-1:00) Four-year-old only

#### **Important Policies Regarding Tuition:**

1. Students enrolled in Lunch Bunch add an additional \$20.00 a month per weekday they are participating. For example: if your child participates in Lunch Bunch every Wednesday and Friday, the additional cost per month would be \$40.00. Please include this cost in your tuition payment.
2. Tuition and Lunch Bunch are monthly fees. Because of this, no refunds are given for illness, vacation, or snow days. See section on snow make-up days.
3. At registration, a nonrefundable fee equal to the monthly tuition is due. This fee is used for supplies for the students throughout the school year.
4. In the event the tuition payment is late, a late fee in the amount of \$5.00 per day should be added to the monthly tuition unless previous arrangements have been made with the director.
5. All payments should be placed in a completed payment envelope and placed in the tuition box located in the church office by the door. Please do not hand tuition to staff. Checks should be made payable to NRCOC Preschool.
6. Tuition is required for each month regardless of attendance.
7. If parents are unable to pay tuition due to economic conditions, please speak with the Director

8. Optional expenses such as field trips, special programs, etc. are not included in the above tuition.

## **IX. Required Enrollment Information**

The following forms are required to be properly completed and submitted on or before the child's first day of school:

1. Completed Registration Form and Registration Fee
2. Completed Enrollment Form
3. NRCOC Preschool Allergy Action Plan and Policy (If your child has a known allergy that requires medication, the allergy action plan portion of the form must be completed by your child's physician.)
4. NRCOC Preschool Medical Form (The bottom half of this form must be completed by your child's physician and the immunization record must be included.)
5. **All children must have updated immunization records on file.** Religious exemptions not accepted.
6. Any other forms sent to you for completion.

These forms can be downloaded from our website ([www.nrcocpreschool.com](http://www.nrcocpreschool.com)). Keep in mind that pediatricians often take 3-5 business days to complete medical forms, so please plan accordingly. Completed forms may be faxed directly to our office at 919-845-8813. If you are unable to download or print the required forms for any reason, please contact our office and a hard copy will be provided for you.

**We reserve the right to decline enrollment or stop enrollment in our program if the program staff determines that the services necessary to protect the health and safety of the child and staff while at the school cannot be provided.**

## **X. Policies and Procedures**

### **1. School Hours**

The school operates from 9:00 am to 1:00 pm. Most classes operate from 9:00 am to 12:00 pm with a lunch bunch option extending to 1:00 pm. Four-year-old classes operate from 9:00 am to 1:00 pm with lunch included in their daily schedule.

### **2. Arrival and Departure**

The doors open at 8:55 am for arrival and remain open until 9:15 am. Students are not allowed to enter the building prior to 8:55 as this time is reserved for teacher preparation. It is important that your child arrives at the appropriate time in order to have time to settle into the class and participate in morning activities before their class routine begins. We encourage parents to use

the “drop and run” technique when dropping off their child as hanging out in the doorways or hallways blocks the flow of traffic and can make the transition more difficult for some children.

In the afternoons we encourage all students to participate in carpool pick-up. Each family will be given a carpool tag with their designated carpool number. The tag should be hung on your rearview mirror during afternoon carpool. During afternoon carpool you must enter the parking lot through the south entrance (the one closest to Primrose). As you pull through the carpool line you will pull ahead to the farthest available cone, stop your vehicle and put it in park, then a teacher will place your child in the rear passenger side of your vehicle. For liability reasons we are not allowed to buckle your child, but we ask that you pull forward into our parking lot to properly secure your child and their belongings. Please note that the use of cell phones is not permitted in our carpool line. If you don't have your carpool tag with you for any reason, please plan on walking in the main office to pick up your child—you will need proper ID. If you wish to walk in to pick up your child you must arrive prior to 11:50 or 12:50 as walk-up students will not be released during carpool in order to minimize foot traffic in our parking lot during this busy time. Replacement or additional carpool tags are available for \$5. **Students not picked up by 12:05 or 1:05 will incur a late fee of \$1 per minute which is payable immediately.**

### **3. Voluntary Withdrawal from NRCOC Preschool**

A 30-day written advance notification is required to withdraw your child from our program. If a 30-day notice is not received, you will be charged for the following month's tuition. Tuition is neither refundable, nor pro-rated, and cannot be redistributed to the accounts of siblings or other students. Students are considered enrolled for the entire year, therefore budgets and teacher contracts are set accordingly. The full month's tuition is due for any month in which the child attends one school day. Re-enrollment will not be allowed and student evaluations and/or references cannot be released until all outstanding balances have been paid.

### **4. Involuntary Dismissal from NRCOC Preschool**

Enrollment of a child can be terminated by the Preschool for any of the following reasons:

- A. A child's behavior is consistently disruptive.
- B. A child becomes a threat to other children or staff.
- C. Acts of violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated. Furthermore, no weapons (real or pretend) are allowed anywhere on the church/preschool campus. Noncompliance is grounds for immediate dismissal. All students, employees, parents, and visitors are covered by this policy.
- D. Intentionally causing actual physical harm of any kind to a person and/or church/preschool property is grounds for immediate dismissal. All students, employees, parents, and visitors are covered by this policy.
- E. Failure to pay registration, tuition, and/or other fees on time, unless prior arrangements have been made with the director.
- F. Potty training issues that cannot be resolved in a timely manner.
- G. Consistently picking your child up late from preschool.

- H. Persistent show of disregard for the policies and procedures, philosophy, and other items outlined by NRCOC Preschool.

Unless otherwise stated, before a child's enrollment is terminated, the parent will be informed of the specific problem and time will be given to correct the problem. If your child is dismissed from NRCOC Preschool, tuition is neither refundable nor prorated and cannot be redistributed to the accounts of siblings or other students. In addition, the full month's tuition is due for any month in which your child attends one school day. Re-enrollment will not be allowed and student evaluations and/or references cannot be released with an outstanding balance.

If your child is dismissed from the program for reasons listed above, an approval decision for re-enrollment for the next school year, and possibly for siblings of the dismissed child, will be made by the director. The parents may be required to attend a meeting with the director before a final decision is made.

## 5. Allergies

**NRCOC Preschool is a NUT-FREE school.** Nut and other food products that may contain nuts will be restricted from all classrooms. A list of any allergies your child has should be included on the registration form, medical form, and allergy action plan. Copies of the allergy action plan will be maintained in your child's classroom for the teacher's use. Make certain to also discuss with your teacher, on or before the first day of school, any allergies your child may have. Please remember to update medical information if it changes throughout the year.

## 6. Lunch

If your child stays until 1:00 pm, you must provide lunch for your child. Provided lunches should be labeled with your child's name. Due to our schedule, please do not send food that needs to be reheated, as teachers will not have access to a microwave for student lunches.

## 7. Snack

Please provide a nut-free snack for your child and water bottle (filled) everyday.

## 8. What Your Child Needs at School

- A. Preschool bag (will be provided) labeled with your child's first and last name. Backpacks are not permitted.
- B. Children staying until 1:00 should have a lunch box labeled with their name.
- C. Children should be appropriately dressed for messy indoor/outdoor play. Girls must wear shorts, tights, or leggings under skirts and dresses. Athletic shoes are preferred. **Rain boots, cowboy boots and flip flops are not allowed** as they pose a hazard on the playground. The children will go outside daily, so please make sure to provide the necessary outerwear for the weather. Anything that a child may remove (sweaters, coats, hats, gloves, etc.) should be labeled with your child's name. A lost and found

- will be kept during the school year, but any items left unclaimed for several weeks become the property of NRCOC Preschool and may be donated.
- D. A complete change of clothes should be left at school or in your child's bag. This includes socks and underwear. Please store these in a gallon size Ziploc bag labeled with your child's first and last name. Remember to change the clothes out seasonally. If your child has an accident, please remember to replace the extra set of clothes prior to the next school day.
  - E. Children still in diapers must have a one-week supply of diapers stored in the classroom. Please remember to label each individual diaper with the child's name.

## **9. Birthday Celebrations**

Birthdays are a special part of growing up and should be celebrated. Each teacher will decide if she will allow birthday celebrations. If celebrations are allowed all food must be nut-free and store bought. Items cannot be homemade. Please make arrangements with the teacher ahead of time and be mindful of any food allergies that may exist in the classroom.

We thank you in advance for being kind, compassionate and sensitive when it comes to passing out birthday party invitations. If you are unable to invite the entire class please mail your invitations. This is very important.

## **10. Class Parties/Special Events**

Holidays will be celebrated at various times throughout the school year, again this is left up to each teacher. Parents may be requested to volunteer to coordinate and help with these parties. See your child's teacher if you are interested in helping with a party.

## **11. Potty Training**

All children in the four's must be potty trained before the start of the school year. Children enrolled and entering in the three's classes must be potty trained and wearing underpants with minimal accidents. Most children will begin potty training in the two's program.

Three's and Four's classes: Accidents are understandable and expected, but accidents occurring daily for longer than two weeks will be addressed. Children that require disposable underpants are not considered potty trained, even if they stay dry throughout school. Children need to show a fair amount of independence when using the restroom facilities. Students will be expected to wash their hands after using the restroom. Teachers will not assist children in the four's with wiping, but can assist with buttons and zippers as needed.

If your child's teacher has any concerns that your child is not completely potty trained, the teacher will request an informal meeting with you. If after the meeting, problems persist regarding potty training issues, the teacher, director and parents will be called to another meeting for possible dismissal of the child. The child may re-enroll the next school year provided s/he meets the expectations for the class.



If there is a concern, please don't pressure your child not to have potty accidents just to keep them in preschool. There are many resources available to you and your child to assist with potty training success. Your child's physician may also be able to determine whether or not a medical reason may be delaying potty training.

## **12. Conferences/Assessments**

We ask that you do not conference with the staff during arrival, dismissal, or special events. If you want to discuss a concern with a teacher, please set up a time outside of preschool class hours to meet. Throughout the year the teacher may schedule specific conference times, but you are welcome to request a conference any time the need arises.

## **13. Inclement Weather**

In general, NRCOC Preschool follows Wake County Public School System's (WCPSS) weather delays and closings. You can check WTVD ABC11, WRAL CBS5, and the WCPSS website for information on delays and closings.

- If WCPSS has a 1-hour delay, NRCOC Preschool will open at 10:00am with normal dismissals at 12:00pm and 1:00pm.
- If WCPSS has a 2-hour delay, NRCOC Preschool will be open from 11:00am – 1:00pm for all students. There will **not** be a 12:00pm dismissal and all students will be expected to bring lunch.
- IF WCPSS has a 3-hour delay, NRCOC Preschool will be closed.
- IF WCPSS closes, NRCOC Preschool will be closed.
- IF WCPSS releases students early due to inclement weather, the preschool will close immediately and children should be picked up within 30 minutes of the announced early release. Staff will work diligently to contact parents and emergency contacts in the event of an early release, but please continue to monitor announcements on the television stations or WCPSS website when there is a possibility of inclement weather while your child is at school.

At times, the director may make decisions that differ from WCPSS and will contact parents via phone, text or email to notify them of the changes. Please note that as these instances are rare, there will be no make-up days as a result of inclement weather, neither shall tuition be adjusted.

## **14. Emergency Drill and Procedures**

Fire, tornado, and lock-down drills are practiced regularly at school. During these drills, your child is taught where to go to their safe location, how to get there quickly, and appropriate behavior while remaining in the designated location.

## **XI. Behavior Management**

Our goal is to teach children respect for themselves and others and to show that respect through their actions. Reports will be sent home regularly to inform you of your child's behavior. We try resolving problems by talking, praying, giving choices, redirection to other activities, removal of the child from the situation, visits to the director's office, and teaching children to use their words when disagreeing with one another. Teachers utilize positive reinforcement in the classroom to encourage proper responses and appropriate behavior. Children who consistently disrupt the class may be placed in a "calm down area" for a short amount of time before returning to the activity at hand. We do not administer corporal punishment.

Unacceptable behavior, such as but not limited to biting, hitting, kicking, destruction of property, foul language, continual defiance, etc. will be discussed with parents along with the techniques used in the situation. Since children are only in preschool a few hours each day, support from parents with their discipline at home and of our discipline at school is expected. Our rules are designed to ensure the safety and well-being of all the children and staff.

The actions of a child who is consistently disruptive in the classroom, defiant and aggressive, and or causing serious harm to other children will be documented and will be reviewed with his/her parent. Teachers will complete behavior reports to record these types of incidents of inappropriate and aggressive behavior and must be signed by the teacher, director, and parent. Ongoing actions of this nature may result in suspension or dismissal from the program. Fees are not prorated due to a child's suspension or dismissal from the program.

If a child is aggressive (including extreme disruption to the class) and/or causes bodily harm to another person more than one time in a 45 day period, the following plan of action will be implemented:

- First offense: Child will receive a verbal warning and be redirected to more appropriate behavior.
- Second offense: Child will be taken to the director's office and the parents will be called to pick up the child for the remainder of the day.
- Third offense: Child will be taken to the director's office and the parents will be called to pick up the child for the remainder of the day, and s/he will not be allowed to attend for a determined amount of time.
- Fourth offense: Child will be taken to the director's office and parents will be called to pick up the child for the remainder of the day, and s/he will not be allowed to attend school until the Preschool Director and the parents meet to discuss the child's readiness for preschool and whether or not the child should be withdrawn from the program.

If parents request, a qualified outside observer can be brought in to have the child observed in the classroom setting. Parents must pre-approve the observation. If modifications are suggested by the outside resource, the preschool will attempt, within reason and as suitable for the family, child, and preschool, to make the changes in order to assist the child.

## **XII. Safety and Health Policies**

**1. Children must be up to date on immunizations.** Child's doctor's office must provide a copy of medical records before the first day of school.

## **2. Staff Health and Facility Cleanliness**

All staff are required to become CPR certified with basic first aid and training. All classrooms and bathrooms are cleaned and disinfected daily. Staff and children's hands are washed after using the bathroom and before eating. Toys are disinfected on a daily basis.

## **3. Sick Child Policy**

Please do not bring your child to school if they have one of more of the following symptoms within the previous 24 hours:

- Temperature of 99.8 degrees or higher
- Diarrhea
- Vomiting
- Pink eye
- Persistent coughing
- Congestion, thick mucus discharge and/or consistent runny nose
- Other obvious signs of illness

Your child should be fever free for 24 hours without fever reducing medication before returning to school. If your child becomes sick at school, you will be contacted to pick up your child immediately. If you can't be reached, the emergency contact(s) listed will be called. Childhood diseases, such as meningitis, scarlet fever, infectious hepatitis, head lice, ringworm, and hand-foot-and-mouth disease and COVID- 19 must be reported so that necessary precautions can be taken to prevent the spread of the disease. Please inform the teacher if your child is taking any medications during the school year.

Please note that the school will not administer medications except in the event of a severe allergic reaction, in which case the school will follow the doctor's orders outlined on the child's Allergy Action Plan.

## **3.Outdoor Play Rules**

Please be sure to send a coat, hat, and mittens for your child during colder weather. During inclement weather, such as temperatures below freezing or rain, children will play indoors.

- No climbing on or over the fence.
- Keep gates closed.
- Feet first/bottoms down on the slide.
- Closed-toed shoes must be worn on the playground.**Rain boots, cowboy boots and flip flops are not allowed**

- During preschool hours, only children enrolled in the weekday preschool may play on the playground unless childcare for another ministry has been granted prior approval.

#### **4. Injuries/Emergencies**

In the case of a child becoming hurt while at school, the teacher and/or director will decide if the injury needs medical attention. For slight scrapes, bumps, and bruises, first aid will be administered by a school staff member. If the teacher and/or the director decide the injury needs medical attention, the parent will be called. If the injury appears serious, even life-threatening, preschool staff will call 911 to have an ambulance dispatched. An incident/injury report will be completed by the child's teacher or director and signed by the parent. Please remember to update emergency contact information as needed throughout the school year.

### **XIII. Non-Discriminatory Policy**

NRCOC Preschool admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, or national/ethnic origin in administration of its education policies, admission policies, scholarship programs, or other school-administered programs. Preference in admissions is given to members of NRCOC for new student enrollment.