

Dear Parents,

On behalf of the members of Center View Baptist Church and the staff of Center View Preschool, WELCOME to our preschool!!! We are so excited to have the opportunity to work with you and your child. It's going to be a wonderful year!

We want you to know that we understand how hard it is to trust others with your child's growth and development. As the director of our preschool program, I am committed to offering the highest quality care and age-appropriate education for your child anywhere available in our area. Our preschool is committed to maintaining low student/teacher ratios, and our staff is wonderful. They understand the importance of providing a child-oriented curriculum in an environment of Christian love and nurturing.

We also realize that you are vitally important to your child's success. The center for learning is the home, and a child's parents are his/her first and most natural teachers. You are critical to our program and your support is the foundation of our success. We plan to communicate with you on a regular basis to keep you as informed as possible. Please feel free to share any creative ideas, questions, or concerns with us.

Thank you for sharing your child with us!!

In His Service,

Yvonne M. Travis

Yvonne M. Travis
Preschool Director

STATEMENT OF PURPOSE

Our purpose at Center View Preschool is to provide a program which is founded on the best principles of early childhood education and age-appropriate Christian teaching. A variety of educational experiences of the highest standards will be offered, while simultaneously laying for the child a strong spiritual foundation in which he/she learns of God's great love for them.

OBJECTIVES

To create an environment in which each child is free to explore, experiment, and give creative expressions to his/her ideas and feelings.

To provide a loving and secure atmosphere for each child.

To recognize that each child is an individual with unique needs and abilities.

To encourage development at each child's pace: gross/fine motor skills, health habits and self-care, appropriate attitudes, and academic readiness skills.

To provide adequate space, equipment, and freedom of movement for individual growth.

To provide dedicated and committed staff who can offer young children numerous opportunities for growth and development.

To help each child to develop a positive self-image, to learn love for and consideration of others and to respect authority.

To work with parents in an integral partnership for maximum development of each child.

To encourage development of the whole child: spiritually, emotionally, physically, and educationally.

POLICIES

The Center View Preschool is a ministry of Center View Baptist Church. Children ages 2-5 years of age are welcome with the understanding that Christian concepts, ideas, and principles will be emphasized, and that Bible stories, songs and prayers are a part of the program. Students will include children from the Center View congregation, from congregations of other denominations, and children who have no church affiliation. Opportunity for enrollment is open to students of all income, race, or religious preference.

ENROLLMENT

Enrollment is open to children ages 2 – 5. The child must reach the age for enrollment in the requested class by August 31st of the year in which he/she enrolls. This corresponds to the policy of N.C. Public Schools.

The following is needed to complete registration:

1. A completed registration form.
2. Payment of the \$55.00 non-refundable registration fee for our preschool program. A non-refundable fee of \$75.00 is required to enroll in our Kindergarten program. (This is used for materials and supplies and payable once per year).
3. A medical report with copy of immunization record attached and signed by physician is required on the first day of school. (Children who are not up-to-date will not be allowed to attend unless they have begun the series of shots needed by the first day of school. Deadline for completion of all immunizations is 30 days after school begins.)
4. Emergency Medical Authorization form, signed by parents.
5. Field Trip Permission form, signed by parents.
6. A Discipline form, signed by parents.

REGISTRATION

Registration for enrollment in the following year's classes will be held each January. Everyone currently enrolled is guaranteed space in the next year's program, if desired. The deadline is January 31.

Priority for siblings of current students is given first. The deadline for these students is also January 31.

Second priority is then offered to the children of members of Center View Baptist Church, who are not currently enrolled. Registration for these students begins February 1 and ends February 14.

Third priority is then offered for students who may be on our waiting list, but do not fall in any of the above categories. Open registration for enrollment is then offered.

TUITION

Tuition checks should be made payable to Center View Preschool, and are due on the first school day of each month. Because of the way our budget is set up, and because our students attend partial months for August and the following June, half tuition is due for each of these two months. Full Tuition is due the other 9 months of school.

Any payment received after the 10th of the month is considered late, and is subject to a \$15.00 late fee. Tuition due dates are applicable during weekends and vacation or holiday periods. No refunds will be made for absences. Since tuition is the only income for operating the preschool, prompt payment is essential. The application of the late fee will have no exceptions. If a hardship does occur, please notify the director and a special hardship schedule may be considered. There are also scholarship funds available if certain criteria is met.

Parents are responsible for payment of the tuition by the end of each month in order to reserve their child's space. If payment is not made, the school reserves the right to dismiss the child until the entire balance is paid

in full. Re-enrollment cannot be guaranteed if other children are on the waiting list.

TUITION DISCOUNTS

A \$10.00 monthly discount is automatically given when two or more children enroll from the same family.

Members of Center View Baptist Church receive a 5% monthly tuition discount when requested. If church members use the church discount, they will not receive a discount for additional children enrolled.

Any mother interested in substituting for an absent teacher is encouraged to speak with the director. You will receive a \$25.00 tuition credit for each day you substitute.

Tuition fees are as follows:

Two year olds:	\$140.00/month
Three year olds:	\$165.00/month
Four year olds:	\$185.00/month
Kindergarten:	\$225.00/month

Registration fees: \$55.00 (Preschool) or \$75.00 (Kindergarten), payable once per year for students' supplies and materials.

DAILY SCHEDULE

Hours are 9:00 am to 12:00 noon Monday thru Thursday for all classes.

2 year olds	Mon/Wed or Tues/Thurs
3 year olds	Tues., Wed., Thurs.
4 year olds	Mon., Tues., Wed., Thurs.
Kindergarten	Mon., Tues., Wed., Thurs.

ARRIVAL

It is very important that children arrive on time and are picked up promptly. A responsible adult must escort each child to the entrance door of his/her classroom each day. We ask that you say good-bye at the classroom door so that other preschoolers can get in the room without any unnecessary congestion inside the classroom. Please arrive no sooner than 9:00 am. We have prayer each morning, and the doors will not be unlocked until then. If you come in after 9:15 am, the doors will be locked. Please ring the doorbell and a teacher or the director will take your child at the door and escort him/her to their classroom. This will be less disruptive for the rest of the class.

DISMISSAL

Children will be packed up and ready to leave at 12:00 noon. The first week of school we will allow you to park and walk in to your child's classroom to pick him/her up. After this first week, you will be required to wait in our car pick-up line. You must wait at your vehicle until a teacher brings your child to you. You will not be allowed to walk up to the door and take them. This is for their safety, and we ask for your cooperation. If someone other than yourself will be picking up your child, make sure they understand the proper pick-up procedure. Children will be allowed to leave with parents only, unless written notification is given to the director.

ABSENCE

If your child is going to be absent from school for any unexpected reason, please call the school between 8:30 and 9:00 am. If an extended absence is planned, please inform the teacher and director well in advance.

TARDINESS

Parents are expected to pick up their child by 12:00 noon. The brief time allotted to teachers after school is preparation time for the following day and is critical to the success of all students. A late fee of \$1.00 per minute will be assessed after a five-minute grace period. If extenuating circumstances prevent your arrival by noon, please call the school to notify the teacher of your situation. Late arrival should occur only rarely and only in emergency circumstances. Persistent tardiness will be referred to the church's Preschool Committee and may be grounds for dismissal.

SCHOOL CALENDAR

Center View Preschool will basically follow the calendar set by Catawba County Public Schools. Holidays and teacher workdays will be similarly observed.

Each year, parents will be given an updated calendar, along with a list of any exceptions that may apply to it. Please pay particular attention to the first day of school – there will be specific instructions for attendance the first week of preschool.

Parent orientation will be held one evening prior to the first day of school. You will be notified of the exact date and time well in advance.

In case of inclement weather, the preschool may be delayed or closed. **If Catawba County schools are closed, we are closed as well. If there is a one-hour delay, we will open at 9:30 am. If there is a two-hour delay, we will open at 10:30 am. If there is a 3 hour delay, we will not have school that day.**

HEALTH ISSUES/MEDICATION

A health certificate and a verification of current immunizations are required from your child's doctor. This health check-up should be within three months of school opening, and required immunizations must be completed

within 30 days after the first day of school. Forms will be given out by the director.

All staff members are certified in First Aid and CPR. Generally, only minor first-aid will be administered by the preschool. In case of an acute medical emergency, proper first aid measures will be taken and Emergency Medical System (911) will be activated. Parents will be notified immediately. If the parents cannot be reached, then other persons on the emergency list will be called.

Please note: We are not allowed, by law, to apply or distribute any medication or topical ointment. This applies, but is not limited to, the following: Diaper ointment, sunscreen, bug spray, Benadryl, Neosporin, cough or cold formulas, etc. The only exceptions to this will be in cases of acute medical problems which may include severe allergic reactions or asthma-related problems. If medication is required to be kept at preschool for medical emergencies, a signed prescription form is required from the doctor and it must be kept on file with the director. The date must be current, and dosage amount must be provided. The prescription must include the pharmacist's name and phone number. The medication must be in its original container and appropriately labeled. If your child is required to keep medication at preschool, please make sure that his/her teacher and the director are aware of any potential side effects of the medication and the reason for taking the medication. **NO MEDICATION (WHICH INCLUDES BUT IS NOT LIMITED TO THE ABOVE ITEMS) CAN BE LEFT IN A BACKPACK.** Any medications must be taken directly to the class teacher when dropping off your preschooler. If any medication is found in a backpack, you will be asked to come back to the school and pick it up immediately.

Center View Preschool does not offer medical/accidental insurance and expects that each child be covered by the family's private insurance carrier.

ILLNESS

Much of the success of any preschool program depends on parent cooperation in not sending a child to school who shows signs of illness or

who has been exposed to a known infectious disease. Children who exhibit signs of any of the following must be kept home for his/her well-being and for that of other students and staff:

1. Shows signs of a cold, sore throat, or congested cough.
2. Has an unidentified rash.
3. Has had a fever of 100.00 or more in the last 24 hours.
4. Has had diarrhea or vomiting in the last 24 hours.
5. Is in the incubation period of an infectious disease.
6. Has discharge from eyes or ear.
7. Is unable to participate in outdoor activities. Teachers are unable to supervise children indoors while others are outdoors.

If a child develops any of these symptoms while at preschool, his/her parent or designated representative will be contacted to come and get the child immediately.

Should your child contract a communicable disease (such as chicken pox, head lice, strep throat, pink eye, flu, etc.), please notify the director so that precautions can be taken for the well-being of the other children. They must be symptom-free for at least 24 hours before they come back to school.

WITHDRAWAL

A two-week written notice is required if you plan to withdraw your child from the program. This notification allows time to fill the vacancy and keep the enrollment stable. No refund of tuition within a monthly payment period can be given. If a child withdraws without proper notice, a half month's tuition will need to be paid. If a child is withdrawn and then wishes to re-enroll, the enrollment policy for new students will have to be followed.

CURRICULUM

Our curriculum is appropriately designed to the age group and to the developmental level in all areas of their lives: spiritually, physically,

mentally, emotionally, and socially. One of our resources is the WEE Learn Curriculum Guides – one for 2's, 3's, and 4's from Lifeway Christian Resources. They support learning in a fun and experimental approach and address topics in the Bible. Developmental education materials, art, science, and math will be an integral part of our program as well.

A musical class/activity is offered each week.

Chapel is held once a week in the sanctuary for a 15 to 20 minute period.

Each class is scheduled for outdoor play every day if weather permits. In case of inclement weather, teachers will lead a fun activity indoors.

Field trips will also be scheduled to reinforce learning at preschool. These may be “on-site” or away from the preschool grounds. In order to participate, each child must be accompanied by an adult chaperone. Parents will be given information about upcoming field trips as soon as they are scheduled. If your child will not be participating, you will be responsible for providing alternative child care for that day.

CLOTHING

Dress your child in comfortable play clothes that do not impede movement or require them to be protective of their clothing. Each day they will play actively with paints, glue, water, playground equipment, etc.

Clothing should also foster independence in self-care. Elastic waistbands, large buttons, and Velcro-fasteners on shoes and clothing are especially helpful.

Sturdy foot covering is very important. Children should wear only closed toe and heel shoes. Open shoes (such as sandals and flip flops) are inappropriate for active play and can be dangerous to the child.

Dress your child appropriately during cold weather. It is our policy to play outdoors every day the weather permits, so please make sure they have a coat and gloves if it is chilly.

Please send an extra change of clothes in a sealed and labeled plastic bag for your child on the first day of school. Include socks and underwear. As the weather grows cooler, they will need a warmer change of clothes at school. These will be kept at school for use as needed.

WHAT TO BRING/NOT TO BRING

Please bring:

- * A complete change of clothes, including sock and underwear
- * Diapers or pull-ups if your child is not potty-trained
- * A “big girl (or boy)” backpack to carry papers and a notebook home in each day

Please DON'T bring:

- * Money
- * Gum or candy
- * Jewelry (too easily lost)
- * Personal toys they don't wish to share
- * Small toys that could easily be mixed up with the school's toys (ex. Matchbox cars)

Show and tell will be offered so that students can bring in “special toys”, and parents will be notified when it is their child's turn to bring in something to share.

BE SURE THAT ALL CLOTHING, CAPS, GLOVES, AND OTHER ITEMS SENT TO SCHOOL ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

SNACKS

Snack time is a learning experience. We emphasize good manners, politeness, and gratitude (saying a blessing). If you, the parent, would like to share a special snack, that involvement is welcomed. Please plan it with your child's teacher in advance.

Each classroom will inform parents at the beginning of the year how their particular class will handle snack. Some classes have the parent send in a

small amount of money each month and the teacher uses the money to purchase snacks. Some classes have a “sign up” sheet outside their class and parents can sign up to bring snack on a particular day. This information will be shared with you at Open House before school begins.

BIRTHDAYS

We recognize that birthdays are very special to children and they especially wish to share them with their friends. We welcome parental involvement, as well. However, please coordinate plans with your child’s teacher (including date and time, number of children, etc). Also, please try to keep the snack and/or treats simple and inexpensive.

PARTIES

Major holidays are all given special observance by our program including Thanksgiving, Christmas, Easter, and the last day of school. The teachers will make the final decisions for activities and we ask that parents coordinate with them in the planning. We encourage parents to come and participate.

Children Learn

If a child lives with criticism, he learns to condemn.
If a child lives with hostility, he learns to fight.
If a child lives with shame, he learns to feel guilty.
If a child lives with tolerance, he learns to be patient.
If a child lives with ridicule, he learns to be shy.
If a child lives with encouragement, he learns confidence.
If a child lives with praise, he learns to appreciate.
If a child lives with fairness, he learns justice.
If a child lives with security, he learns to have faith.
If a child lives with approval, he learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of behavior management in 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, this facility will practice the following discipline and behavior management policy. Parents will be notified if their child has been disciplined and the reason for the discipline.

WE:

- DO praise, reward, and encourage the children
- DO reason with and set limits for the children
- DO model appropriate behavior for the children
- DO modify the classroom environment to attempt to prevent problems before they occur
- DO listen to the children
- DO provide alternatives for inappropriate behavior for the children
- DO provide the children with natural logical consequences

- DO treat the children as people and respect their needs, desires, and feelings
- DO ignore minor misbehaviors
- DO explain things to children on their level
- DO use short supervised periods of “time out”
- DO maintain consistency in our behavior management program

WE :

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

WHAT PARENTS CAN DO TO HELP THEIR CHILD

(written by Josephine Newbury)

1. Share in the child’s happy anticipation of going to preschool.
2. Arrange for the child to have a number of experiences away from home and without his/her parents before he/she enters preschool.
3. Give him/her opportunities to do simple tasks around the home.
4. Provide a place which he/she can use, without adult help, for hanging up his/her jacket and keeping his/her shoes, etc.

5. Mark clothes with his/her name to help him/her recognize it.
6. Provide him/her with clothes that are comfortable and which allow for self-help.
7. Encourage good health habits in the home: use of Kleenex, covering mouth and nose when coughing or sneezing, eating proper diet, washing hands before eating, after playing outdoors, and regular bedtime.
8. Encourage him/her to be independent in the care of his/her own personal needs as much as possible.
9. Be sure he/she has a complete exam prior to beginning school. Have all immunizations taken care of ahead of time.
10. Give him/her opportunities to play with other children his/her own age.
11. Include the child in family conversations, especially at the table. Do not talk down to him/her, nor about him/her in their presence.
12. Provide as many rich, firsthand experiences as you can: for example, taking a train or boat ride, eating in a hotel or restaurant, visiting the zoo or circus or a farm, helping to cook, shopping, planting a garden, etc.
13. Read and tell stories everyday! Build a library of good picture books and story books. Limit TV viewing.
14. Give him/her opportunities for experimenting with water (blowing bubbles, playing with water toys); with sand, mud, and clay; with finger paint, and with play-doh; with crayons and large sheets of paper.
15. Enjoy good music with him/her.