

Protestant Preschool & Kindergarten

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Host church: Good Shepherd Evangelical Lutheran Church

SUPPORTING CHURCHES:

First Christian Church, Disciples of Christ

First Presbyterian Church

Gateway Community Church

Good Shepherd Evangelical Lutheran Church

St. Luke United Methodist Church

St. Paul United Methodist Church

St. Stephen's Episcopal Church

Protestant Preschool & Kindergarten Philosophy

Protestant Preschool and Kindergarten: where unique individuals are taught at their own level of development in a Christian atmosphere of warmth, acceptance and love; and where competent and caring staff use Christian practices and principles to provide guided opportunities and experiences for each child to learn, grow and develop spiritually, emotionally, socially, physically and intellectually.

Right to Amend: Protestant Preschool and Kindergarten (also referred to as PP&K) reserves the right to amend this handbook. Notice of amendments will be promptly communicated in writing to parents.

GENERAL INFORMATION

Protestant Preschool & Kindergarten (PP&K) is a nonprofit 501(C)3, nondiscriminatory, professional Christian organization. Our program continually undergoes a comprehensive process of internal self-study, and our staff is kept up to date on all standards for high quality Early Childhood Programs.

PP&K welcomes children from families of all faiths. Christian songs, prayers, and Bible stories are taught from a general Christian perspective and are not specific to any denominational teaching.

Office hours are between 8:30 a.m. and 1:00 p.m.

GOVERNANCE

PP&K's Board of Directors determines the policies of operation, and provides support to the school in various ways. The Board of Directors' structure allows for one staff member and two laypersons from each of the supporting churches. At-large members may also be included at the discretion of the Board of Directors. Board member names and contact information are available upon request from the school office.

The Director of the school oversees the daily business and operations of the program.

OPERATIONS

SCHEDULE

The school year begins in September and ends in May. The hours of operation are from 9:00 am to 12:00 pm for preschool classes and 9:00 a.m. until 1:00 p.m. for the kindergarten class.

INCLEMENT WEATHER

During inclement weather, decisions concerning closing/delaying school will be made no later than 7:15 am. Please call the school office after 7:15 am for information concerning changes in the school schedule. PP&K's voice mail will clearly state any cancellations or delays. Inclement weather announcements may also be announced on WRAL (channel 5) or WTVD (channel 11).

If Wayne County Schools are affected by a weather-related delay, PP&K MAY be closed or delayed as well.

MAKE UP DAYS

In the rare event that classes are canceled for 5 consecutive days, the Board of Directors will consider adding make-up days to the school calendar.

ENTRANCE REQUIREMENTS

PP&K POTTY TRAINING POLICY

Because positive self esteem and school readiness are important for each PP&K student, a child should be able to control bodily functions before being asked to handle a structured social situation such at PP&K's without an adult family member present. The school staff realizes this is not always a high priority for every 2-½ year old. Therefore, the child's bowel movements should be under control before enrollment, but Pull-ups are acceptable for a **possible** urinal accident. Should control of body functions become a chronic problem after the first few weeks of school, the child's class status will be reconsidered. **Children in 3 year old and 4 year old classes should be fully independent in toileting.**

AGE REQUIREMENTS

PP&K's objective is to meet each child's educational needs with regard to the individual's social, mental and emotional development, not by a child's age. Age and maturity have an approximate span of 2 years at this age of development in children. Children who excel academically at a young age may not necessarily excel socially, and vice versa. Social maturity should be in place before entering kindergarten, as future school years will be spent in academic pursuit.

2 ½ Year Old Children

2 ½ year-old children may be considered for enrollment if his/her birthday occurs on or before 31st of August and are potty trained and deemed developmentally ready.

3, 4 and 5 Year Old Children

Children 3, 4 and 5 years of age may be considered for enrollment if his/her birthday occurs on or before the 31st of August of the year they are seeking enrollment and are potty trained.

Children in Kindergarten

Children ages 5 and 6 may be considered for enrollment if his/her birthday occurs on or before the 31st of August of the year they are seeking enrollment.

MEDICAL FORM

The child's immunization record must be current and on file in the PP&K office. A medical form must be completed by a physician and submitted within the first 2 weeks of the child's annual enrollment at PP&K. If a medical form is not submitted within this time frame, the child will NOT be able to attend class until a form is submitted. It is the parents' responsibility to update any changes on a child's medical form (i.e., allergies, updated vaccinations, changes with health problems, etc.).

TUITION AND FEE INFORMATION

All payments (tuition, events, fundraisers, etc.) to PP&K must be made by check or money order. **CASH will not be an acceptable form of payment**, unless otherwise stated in support of a school fundraiser (as approved by the board of directors).

REGISTRATION FEES

A non-refundable \$100.00 fee per family must be paid at registration to reserve a slot at PP&K. Half of that amount is for a registration fee and the other half is a payment toward the student's tuition during the first month of the student's enrollment (fifty dollars will be deducted from the regular tuition amount for the first month).

The registration fee is not required for waiting list status.

TUITION FEES

Parents or guardians may select one of two payment plans for paying tuition:

- 1) Tuition may be made in one payment for the school year (at the beginning of the school year), or
- 2) Payments may be made in 9 monthly installments. Installments will be due by the 5th of September and by the 5th of each month thereafter, October - May.

Tuition should be placed in the tuition box outside the school office. Please **DO NOT** give teachers or other staff members your tuition. **Tuition fees will not be prorated.** If a child attends PP&K for any part of a month, the entire month must be paid in full.

Tuition Fees – 9 months (Sept – May)

| Program | Yearly Rate | Monthly Installment |
|---------------------|--------------------|----------------------------|
| 2 day | \$990.00 | \$110.00 |
| 3 day | \$1,350.00 | \$150.00 |
| 4 day | \$1,575.00 | \$175.00 |
| 5 day | \$1,800.00 | \$200.00 |
| Kindergarten | \$2,025.00 | \$225.00 |

FEES PAID IN FULL

In the case that a student whose tuition for the entire school year is made in one full payment chooses to leave the school, his/her parents are responsible for giving the school a written 30-day advance notice prior to the student's departure, and a refund for the tuition for the remainder of the school year will be provided by the school upon the written request of the parents. The amount of tuition will be refunded fully for each month that has been cancelled, and, as consistent with the policy in effect with parents who choose to make monthly payments, tuition refunds will not be prorated for portions of a month that the student does not attend school. Other additional fees will not be refunded (supply fees, registration fees, etc.).

SIBLING DISCOUNTS

For siblings enrolled in the program simultaneously, a discount will apply as follows: 10% discount for the second child, 50% discount for the third child.

LATE PAYMENT FEES

A \$10.00 late fee will be required for any monthly tuition payment received after the 5TH day of the month when tuition is due. If a child's monthly tuition payment is delinquent for two successive months, and if the parent/financially responsible party initiates no communication regarding such a situation with the school Director, then the child's enrollment eligibility status will be reconsidered. The school will make the effort find a solution to situations when parents/financially responsible parties have difficulty making tuition payments, but the parent/financially responsible party must initiate communication to the school Director regarding late payment arrangements.

LATE PICK-UP FEES

Children should be picked up **promptly** at their designated dismissal time (preschoolers by noon and kindergartners by 1:00 pm). It can be very upsetting to a child when his/her ride is not on time, and may impose an inconvenience on the staff. Parents are expected to be time to pick up children. **Late pick up fees will be \$10.00 per child at 5 minutes late and \$5.00 per child for EACH MINUTE thereafter.** These fees will be due and payable on the next day that the child attends class. Consistently late parents may cause a child's class status to be reconsidered. The staff has other commitments that require their presence and attention. All late pick up fees will be deposited in the Thomas B. Griffin Memorial Scholarship Fund.

In the rare case of an emergency causing a late pick-up, parents should call the office immediately and inform the administrative staff, or leave a message on the school voice mail.

RETURNED CHECKS

PP&K will contact any party whose check has been returned by a bank. In such a case, a \$25.00 service charge must be paid to the school within 10 days of notification. If more than one check is returned, the parent/financially responsible party is expected to make all future payments using a money order or cashier's check. Every effort will be made by the school to work with parents under these circumstances.

BASKETS

Children must have basket to carry their items to and from school. Baskets are available for purchase at the school office on the first day of school visitation or at the time of enrollment if the child enrolls after the start of the school year.

SPECIAL CIRCUMSTANCES

TEMPORARY WITHDRAWAL

When a child is withdrawn from school with plans to return during the same school year, full tuition for each month must be paid during his/her absence in order to maintain class enrollment status.

WITHDRAWAL

A withdrawal form must be completed to release tuition responsibility. A 30-day advance notice must be communicated to the school Director in the case of withdrawal. Parents are responsible for another month of tuition if this 30-day notice is not provided. After April 1st of the school year in which a withdrawal occurs, all unpaid balances will be due immediately upon withdrawal.

DISCONTINUATION OF ENROLLMENT

PP&K reserves the right to suspend or dismiss a student at any time during the school year if a student or parent's behavior is in conflict with the environment that is desired by the school. Decisions regarding suspension or dismissal will be recommended by the school director and voted upon by the PP&K board of directors. In such a case, tuition and other fees will not be prorated or refunded. In such a case, the thirty day notice will not apply (both parties).

SCHOLARSHIPS

Information regarding the Thomas B. Griffin Memorial Scholarship fund is available in the school office, and eligible students are encouraged to apply. The scholarship is based on the financial needs of the student.

SPECIAL NEEDS OF STUDENT

Parents whose children have special needs (speech, hearing, medical, behavioral, developmental) should be clearly stated to the school Director at registration, who will assist the staff in preparing for such needs in the school environment. The school staff will promptly relay any concerns to the parent of a child who demonstrates speech, processing, visual, and fine or gross motor challenges. PP&K may recommend resources available to provide support with these challenges.

VERBAL/PHYSICAL THREAT POLICY

Children or parents who verbally or physically threaten another student or staff member will be immediately removed from the classroom. Children may not threaten with toy weapons (refer to "sharing" policy). Parents of the student will be called to immediately come and pick up their child. Continued enrollment in the program will be at the discretion of the Director, and after a parent/Director meeting is held. **There will be NO exceptions to this policy.**

ARRIVAL AND DISMISSAL

ARRIVAL

PP&K classrooms will open at 8:55 a.m. for the preschoolers and kindergarteners. Care of children will not be provided by staff earlier than the stated arrival times.

Parents may assist with the transition of the arrival of a child in the classroom, but should exit as quickly as possible to allow the teaching staff to start the school day in a timely manner. Children should arrive on time, if at all possible.

DISMISSAL

Dismissal will take place at designated time (12:00 pm for preschool and 1:00 p.m. for kindergarten). Late fees are described in detail earlier in this handbook.

PICK UP BY SOMEONE OTHER THAN PARENT

If someone other than a parent intends to pick up a child, written permission **MUST** be provided on each student's emergency card. **STUDENTS WILL ONLY BE RELEASED TO INDIVIDUALS WHO ARE LISTED ON EMERGENCY CARDS...NO EXCEPTIONS!!!** If any adult other than a parent picks up a student (including individuals listed on the emergency card), appropriate photo identification (driver's license, military ID) will be required.

STUDENT CLOTHING AND SHOES

CLOTHING

Children should be dressed in clothing that will allow him/her to take care of bathroom duties **QUICKLY**. Due to various activities during the day, it is strongly suggested children wear comfortable **PLAY** clothes. PP&K cannot be held responsible for clothing during their "creative" times at school (i.e., paint, markers, glue, etc.) Children should be appropriately dressed for the weather. The children play outside daily if possible. Jackets or coats should be provided **EVERY DAY** during cool weather. Mittens (rather than gloves) should be provided, unless a child is able to put them on independently. A complete change of clothing (including a shirt, pants, underpants, shoes and socks) should be provided for all preschoolers.

SHOES

Children should wear rubber soled shoes every day. **No Cowboy boots, hard toed shoes, flip flops, or Crocs will be allowed.** The safety of PP&K students is very important.

SNACKS

Parents should provide snacks each day for the children. A lunch box with a flip top thermos or juice box with a straw is the easiest for the children to handle. **DO NOT SEND GLASS CONTAINERS!** The snack should be light and nourishing, as our teachers use snack time as an opportunity to discuss nutrition. Children should be able to open **ALL** snack items provided. **FOR THE SAFETY OF ALL OUR CHILDREN AND BECAUSE OF THE INCREASE OF CHILDREN'S PEANUT ALLERGIES, PP&K IS A PEANUT-FREE SCHOOL. PEANUTS AND SNACKS WITH OTHER PEANUT INGREDIENTS ARE STRICTLY PROHIBITED.** Popcorn, candy and carbonated drinks are NOT allowed and will be returned to the parent unopened. Grapes, Vienna sausage, and other items should be cut into small pieces. This will reduce the risk of choking for our children. **NO GUM OR CHEETOS/DORITOS ARE ALLOWED FOR THE PROTECTION OF OUR BOOKS, TOYS, AND FURNITURE.**

ILLNESS

Symptoms

The school staff reserves the right to refuse a child's entrance into the classroom or to send children home during the school day, with the best interest of both the child and his/her classmates in mind. The following symptoms require keeping children at home:

- * 101 degree or higher fever
- * profuse nasal discharge
- * chronic cough
- * rash
- * vomiting
- * communicable (contagious) conditions
- * **Any** of the above within 24 hours prior to class time

Medications

NO MEDICATION or SUNSCREEN will be administered to a child by staff. Sunscreen should be applied at home prior to the school day. Any administration of medication should be handled by parents or medical professionals outside of school.

FIELD TRIPS

Parents will be notified in advance of all class trips. Current North Carolina laws regarding seat belts and child restraint seats **MUST** be followed. A parent contract **MUST** be signed and on file for the child to participate in school field trips. Off campus field trips require a parent/guardian to be present with a child. PP&K staff members are not authorized to provide transportation; therefore parents/guardian must provide transportation for all field trips. **Parents are responsible for safety and supervision of their children during field trips.**

EMERGENCIES

Fire drills and emergency procedures are practiced during the school year. In the event of an unplanned early school dismissal, school staff will notify parents immediately. Should a medical emergency arise, school staff will immediately assess the situation and take appropriate action.

Parents are encouraged to be responsible in updating phone numbers and names on their student's emergency cards.

PARTIES

Birthday parties are to be held **ONLY** during the class snack time and may be celebrated with a special (peanut free) snack provided by a parent and coordinated in advance with the child's teacher. Prior approval from the child's teacher must be obtained regarding any food items brought into the classroom, with respect to food allergies. ***Clowns, balloon, piñatas, and favor bags will NOT be permitted.*** Donations to the scholarship fund, or of an educational book or puzzle in honor of your child would be appreciated by the children and staff of PP&K in lieu of other options. Invitations to private parties may be placed in children's baskets while at PP&K, not handed out, and only if an entire class is invited. Parent volunteers may be asked to assist during classroom celebrations.

SHARING

Any book, tape or CD which is appropriate to the age group and to the PP&K program may be shared with the class. Children's names should be clearly written on ALL items sent to the school. Toys that are shared should be age appropriate and relate to the unit of study. ANY items brought to school should be given to the teacher IMMEDIATELY upon entering the classroom to be presented at an appropriate sharing time. **NO TOY WEAPONS OR SHARP OBJECTS ARE ALLOWED UNDER ANY CIRCUMSTANCE!** Teachers should be consulted in advance regarding the approval of any questionable items.

CONFERENCES

Parents may schedule a conference at any time during the school year. Planned conferences for all students will be scheduled as well. Teachers will arrange a specific time to have a one-on-one discussion with parents regarding their child. Children will NOT be allowed in the room during the conference. Conferences offer a developmental update on students. Children are evaluated from time to time in the classroom. Open and frequent communication between staff and parents is encouraged. Any challenges that are observed during the course of the year will immediately be discussed with parents.

