

## **Protestant Preschool & Kindergarten**

532 Country Day Rd.

Goldsboro, NC 27530

919-735-9056

[protestantpreschool@gmail.com](mailto:protestantpreschool@gmail.com)

Office hours are between 8:30 a.m. and 12:30 p.m. M-F

### **Supporting Churches:**

Host Church: Good Shepherd Lutheran Church

First Christian Church, Disciples of Christ

First Presbyterian Church

St. Luke United Methodist Church

St. Paul United Methodist Church

St. Stephen's Episcopal Church

### **PPK PHILOSOPHY**

Protestant Preschool & 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 & Kindergarten (also referred to as PPK) reserves the right to amend this handbook. Notice of amendments will be promptly communicated in writing to parents.

## **GENERAL INFORMATION**

Protestant Preschool & Kindergarten (PPK) is a nonprofit 501c3, 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.

PPK 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.

## **GOVERNANCE**

PPK'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 a.m. to 12:00 p.m. for preschool classes and 8:30 a.m. until 12:30 p.m. for kindergarten class.

### **Inclement Weather**

During inclement weather, decisions concerning closing/delaying school will be made no later than 7:15 a. m. Teachers will notify their class. If Wayne County Schools are affected by a weather-related delay, PPK 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**

### **PPK Potty Training Policy**

Because positive self-esteem and school readiness are important for each PPK student, a child should be able to control bodily functions before being asked to handle a structured social situation such as PPK's without an adult family member present. The school staff realizes this is not always a high priority for every 2-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**

PPK's objective is to meet each child's educational needs regarding 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-Year-Old Children**

2-year-old children may be considered for enrollment if his/her birthday occurs on or before the 31<sup>st</sup> of August of the year they are seeking enrollment and are potty trained.

#### **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 31<sup>st</sup> 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 31<sup>st</sup> of August of the year they are seeking enrollment.

## **MEDICAL FORMS**

The child's immunization record must be current and on file in the PPK office within the first 2 weeks of the child's annual enrollment or your child will not be able to attend class. 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 PPK must be made by check, credit card or money order.

### **Registration Fees**

A non-refundable \$50.00 fee plus first month tuition per family must be paid at registration to reserve a slot at PPK. 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)
2. Payments may be made in 8 monthly installments. Installments will be due by the 5<sup>th</sup> of October and by the 5<sup>th</sup> of each month thereafter, November-May.

Tuition should be placed in the tuition box outside the school office, placed in your child's folder, or given to a PPK staff member. If a child attends PPK for any part of a month, the entire month must be paid in full.

**Tuition Fees – 9 Months (Sept-May)**

<b>Program</b>	<b>Registration Fee 1-time yearly fee per family</b>	<b>Monthly Installment</b>	<b>Yearly Rate</b>
2 Day	\$50.00	\$180.00	\$1620.00
3 Day	\$50.00	\$235.00	\$2115.00
4 Day	\$50.00	\$280.00	\$2520.00
5 Day	\$50.00	\$305.00	\$2745.00
Kindergarten	\$50.00	\$345.00	\$3105.00
2-year 4 Day	\$50.00	\$340.00	\$3060.00
3-year 5 Day	\$50.00	\$400.00	\$3600.00

**Fees Paid in Full**

In the case that tuition for the entire school year is made in one full payment and the child leaves school for any reason prior to the end of the school year, his/her parents are responsible for giving the school a written 30-day advance notice. In doing so, 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.

**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 5<sup>th</sup> 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 office, then the child's enrollment eligibility status will be reconsidered. The school will make the effort to 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 12:00 p.m. and kindergartners by 12:30 p.m.). 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 pic 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 phone.

### **Returned Checks**

PPK 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 being notified. 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 a 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 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.

### **Discontinuation of Enrollment**

PPK reserves the right to suspend or dismiss a student at any time during the school year if a student or parent's behavior conflicts 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 PPK board of directors. In such a case, tuition and other fees will not be prorated or refunded. In such a case, the 30-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, which 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. PPPK 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 immediately. 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**

PPK classrooms will open at 8:25 a.m. for kindergarteners and 8:55 a.m. for the preschoolers. Care of children will not be provided by staff earlier than the stated arrival times. Parents are required to escort the child safely to the classroom teacher and exit upon acknowledgement of classroom teacher. Parents may assist with transition but 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 possible.

### **Dismissal**

Dismissal will take place at designated time (12:00 p.m. and 12:30 p.m. for kindergarten). Upon dismissal, parents may pick up from the classroom. If there are extenuating circumstances, the office staff know. Late fees are described in detail earlier handbook.

### **Pick Up by Someone Other Than Parent**

If someone other than a parent intends to pick up a child, permission MUST be provided on each student's emergency card. WILL ONLY BE RELEASED TO INDIVIDUALS WHO ARE LISTED EMERGENCY CARDS, NO EXCEPTIONS!!! If any adult other than picks up a student (including individuals listed on the emergency 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. PPK 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 hard-toes shoes, flip flops or Crocs will be allowed. The safety of PPK 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, PPK 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**

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:

- 100.4 degree or higher fever
- Profuse nasal discharge
- Persistent cough
- Rash
- Vomiting
- Communicable (contagious) conditions
- Any of the above within 24 hours prior to class time

**\*\*Protestant Preschool & Kindergarten (also referred to as PPK) reserves the right to amend this Illness policy. Notice of changes will be promptly communicated in writing to parents.**

## **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. PPK 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 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, balloons, pinatas, and favor bags will NOT be permitted.** Invitations to private parties may be placed in children's baskets while at PPK, 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 PPK 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 year will immediately be discussed with parents.

## **PPK Plus**

PPK Plus morning hours are from 8:30 a.m. to 9:00 a.m. Monday through Friday. Afternoon hours are from 12-1:00 p.m. Afternoon hours may differ on Fridays. The registration form will be available in the hallway across from the office. If you are unable to sign the form, please notify the office staff to have your child added to the PPK Plus list. The fee is \$3 for every 30 minutes and payments will be due at time of use unless otherwise arranged with the office staff.

**Thank you for choosing  
Protestant Preschool &  
Kindergarten  
Please like and join our  
PPK Facebook Page**

**Questions or concerns  
are welcomed by the  
PPK staff, who can be  
contacted at the school  
office Monday – Friday  
8:30 – 12:30.  
(919) 735-9056  
Or by email**

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