# 2016-2017
# Preschool
# Parent Handbook

1320 Umstead Road
Durham, NC 27712
919-479-8686
Fax: 919-477-9037
www.aldersgatewds.org
evie@aldersgate.org

Hello!

I would like to welcome you and your family to Aldersgate Weekday Ministries. AWM is part of Aldersgate United Methodist Church. AWM was founded in 1990 as Bragtown Baptist Preschool. The preschool moved to Aldersgate in 1998. In May of 2001 Aldersgate United Methodist Church assumed all responsibilities of the preschool. The preschool is in its twenty-first year of operation.

Our goal in the preschool is to provide a nurturing and loving environment for every child so that they feel loved and respected. Aldersgate preschool will provide many educational and fun experiences for the children everyday so that they will develop a joy of learning. We will also provide opportunities for the children to hear of God's love so that they will know how special they are to God.

Aldersgate is very blessed to have teachers who are dedicated to providing the best preschool experience for your child. The teachers will be your child's guide as they meet new friends, use their creativity, gain self-confidence in their accomplishments and have fun. ☺

We at Aldersgate look forward to becoming a part of your family's life during your time here at Aldersgate.

Sincerely,

Evelyn Johnson
Director

# 2016 – 2017 Weekday School Calendar

| | | | |
|---|---|---|---|
| June | 20 – 24 | M-F | Summer Camp week 1 – Amazing Super Heroes! |
| July | 25- 29 | M-F | Summer Camp week 2 - Wild, Wild West |
| August | 1 - 5 | M-F | Summer Camp week 3 - Pirates and Princesses |
| | 8-12 | M-F | Summer Camp week 4 - Going on a Dino hunt |
| | 29-31 | M-W | Teacher workday/orientation |
| September | 1 | Th | New Parent Orientation 6:15 pm<br>All Parents meet with teachers 7:00 |
| | 2 | F | Student Meet the Teachers<br>A-M's 10-11am, N-Z's 11-12:00 |
| | 5 | M | CLOSED – Labor Day |
| | 6 | T | First Day of School 2 and 4 year olds, 5 day 3's,<br>And Toddlers who attend on T/TH |
| | 7 | W | First Day of School 3 year olds<br>And Toddlers who attend on MWF |
| | 16 | F | CLOSED to attend NCaeyc Teacher Convention |
| October | 12 | W | Pumpkin Patch Field Trip (whole school) |
| | 21 | F | CLOSED to attend DOPA conference |
| November | 11 | F | CLOSED Holiday (Veterans Day) |
| | 23-25 | W – F | CLOSED Holiday (Thanksgiving) |
| December | 13 | T | **Christmas Program 2 year olds** |
| | 14 | W | **Christmas Program 3 year olds** |
| | 15 | Th | **Christmas Program 4 year olds** |
| | 19-31 | M-F | CLOSED Holiday (Christmas/ Winter break) |
| January | 2 | M | CLOSED Holiday (New Year's Day) |
| | 3 | M | Classes resume |
| | 16 | M | CLOSED Holiday (Martin Luther King, Jr.) |
| February | 20 | M | CLOSED Holiday (President's Day) |
| March | 9 | Th | CLOSED - Staff Development Day |
| April | 10-14 | M-F | CLOSED Spring Break |
| | 26 | W | Spring Field Trip (whole school) |
| May | 23 | T | Last Day of School T/Th 2 year olds and Toddlers |
| | 24 | W | Last Day of School 3, 4 year olds & MWF Toddlers, 5 day 2's |
| | 25 | Th | Pre-K Graduation at 10:00 am |
| | 26 | F | Teacher Workday |
| | 29 | M | CLOSED – Holiday (Memorial Day) |
| | 30,31 | T-W | Teacher Workdays |

# Statement of Faith
# Aldersgate Weekday Ministries

We are a Christian community and believe that the total growth of a person involves spiritual, emotional and physical growth. In keeping with this belief, "Chapel Time" will be held every week for our preschool children. The preschool staff, along with the pastoral staff of Aldersgate United Methodist Church, will lead chapel time. The children will sing songs, listen to a "Christian Message" by one of the AUMC pastoral staff, and have prayer. Parents are welcome to attend this 30-minute service at any time.

The teachers will also incorporate Bible stories into their weekly curriculum. As a staff we will strive to model our faith in God through attitudes of thankfulness, sharing, patience, forgiveness, joy, fairness and love.

# Aldersgate's Philosophy

Children learn on a daily basis… with everything they see, hear, do and say. During the early years of life, children absorb so much information and detail, which sets the beginning stages of development in the life of the child. Preschool enhances, nurtures, and helps with the developmental process of a child.

Aldersgate preschool is devoted to ensuring that each child enrolled in this program will receive a quality experience setting a foundation for his/her future development and education. Our classrooms are organized into centers. Centers found in most rooms include Blocks, Manipulatives, Art, Language/Books, Sensory Table and Science/Discovery. Each class will also participate weekly in a Music class and a Motion class.

Classroom curriculum is structured around the use of themes for each month. The themes will include topics such as, Community Helpers, Fire Safety, Dinosaurs, and will include a specific Bible and science theme for the month.

Our classrooms are each self-contained and have a low teacher-student ratio to provide the opportunity for teachers and students to create a warm relationship. There will be a balance between teacher-directed activities with student-initiated activities. We believe children succeed in an environment where they know the daily routine while having free-choice activities.

# Enrollment and Registration

## ORIENTATION

Parents of enrolled children will receive a notice in July of orientation dates. Orientation provides an opportunity for the parents to meet teachers and receive important information regarding the school. We also have a Meet the Teacher time which allows parents and children to familiarize themselves with the classroom and day-to-day activities planned for them. We strongly encourage and rely on parents to become involved in their child's preschool experience.

## REGISTRATION

Registration Fee is $30.00 for existing students and church members and $60.00 for new students.

Registration fees help with expenses such as registration paperwork, mailing, and postage along with miscellaneous expenses during the school term. **Registration for the following year will be held in January for current students and church members, and will open to the public mid-February**. Classes are filled on a first come - first serve basis according to the date that **the non-refundable registration fee** is paid. The registration fee must accompany the application in order to hold a child's spot in the preschool.

If classes are filled when a parent inquires, the child's name will be placed on a waiting list. A deposit is required to put a child's name on the waiting list. As vacancies occur during the year, they will be filled from the waiting list or from new registrations according to the above procedures.

## TUITION

The first tuition payment is due on **September 1st**. There will be eight remaining payments due each month October through May.

**Payments are due on the first day of each month and are considered late if received after the sixth of the month.** Tuition is a monthly fee based on a yearly rate and is built into the budget each year. **No refunds will be given for illness, vacations or snow days. (Snow days are not made up.)** It is very important that tuition be paid

on time. **In the event that tuition payments are paid after the sixth of the month, a $10.00 computer generated late fee will be assessed. Checks returned for insufficient funds must be paid out in cash, along with the appropriate bank *returned check fee*. After two returned checks, all payments must be paid in cash or money order for the remainder of the school year.**

Please make checks payable to: **Aldersgate Weekday Ministries. If your last name is different from your child's please add your child's full name to the memo line.** Checks may be mailed or placed in the tuition payment box located in the office. **Please do not send checks in book bags or give to the teachers as they could get misplaced.**

The school's mailing address is:

**Aldersgate Weekday Ministries**
**Attn: Evelyn Johnson**
**1320 Umstead Road**
**Durham, NC 27712.**

## SCHOLARSHIP AND FINANCIAL AID

Aldersgate offers a scholarship program for families who need financial assistance for childcare. This is strictly confidential and available until all funds are allocated. Families wishing to receive financial aid are required to complete an application and submit necessary forms. Please contact the Director to receive all current scholarship information. **Scholarship applications are due by May 15th 2016.**

## TUITION CHART:

| Class | #of months | Tuition Rate/month | #of students/ class |
|---|---|---|---|
| | | | |
| Toddlers (2 days) (Tues./ Thurs.) | 9 | $190.00 | 8 per class |
| Toddlers (3 days) (M/ W/ F) | 9 | $220.00 | 8 per class |
| Toddlers (5 days) (Mon. – Fri.) | 9 | $270.00 | 8 per class |
| 2 year olds (Tues./ Thurs) | 9 | $190.00 | 10 per class |
| 2 year olds (Mon-Fri) | 9 | $270.00 | 10 per class |
| 3 year olds (Mon./ Wed. / Fri.) | 9 | $215.00 | 12 per class |
| 3 year olds (Mon-Fri.) | 9 | $265.00 | 12 per class |
| 4 year olds (Monday – Friday) | 9 | $263.00 | 14 per class |
| 4 year olds (Monday- Thursday) | 9 | $238 .00 | 14 per class |

****We offer a five percent (5%) discount for the second child to families enrolling more than one child in our program.**

****We also offer a 5% discount if tuition is paid in full for the year, in September.**

## WITHDRAWAL

If your child needs to be withdrawn from Aldersgate preschool, a two (2) week notice is required so that another child can fill the vacancy. Should more notice be possible, it would be appreciated. Refunds will not be given for children who withdraw from the preschool program. Please give a written notice of withdrawal to be placed in student records.

## DAYS AND HOURS OF OPERATION

Aldersgate preschool opens the end of August for orientation. Please refer to the calendar in front of the handbook for all important dates and school activities. Below is a chart with class times, first and last day of school.

| Class | HOURS | First Day of School | Last Day of School |
|---|---|---|---|
| | | | |
| Toddlers (2 days) (Tues./ Thurs.) | 9:00 am – 11:50 am | Tuesday, Sept. 6th | Tuesday, May 23rd |
| Toddlers (3 days) (M/ W/ F) | 9:00 am – 11:50 am | Wednesday, Sept. 7th | Wednesday, May 24th |
| Toddlers (5 days) (Mon. – Fri.) | 9:00 am – 11.50 am | Tuesday, Sept 6th | Wednesday, May 24th |
| 2 year olds (Tues./ Thurs) | 9:00 am – 11:50 am | Tuesday, Sept. 6th | Tuesday, May 23rd |
| 2 year olds (Mon-Fri) | 9:00 am – 11:50 am | Tuesday, Sept. 6th | Wednesday, May 24th |
| 3 year olds (Mon./ Wed. / Fri.) | 9:00 am – 11:50 am | Wednesday, Sept. 7th | Wednesday, May 24th |
| 3 year olds (Mon-Fri.) | 9:00 am –11:50 am | Tuesday, Sept. 6th | Wednesday, May 24th |
| 4 year olds (Monday – Friday) | 9:00 am – 12:00 noon | Tuesday, Sept. 6th | Wednesday, May 24th |
| 4 year olds (Monday – Thursday) | 9:00 am -12:00 noon | Tuesday, Sept. 6th | Wednesday, May 24th |

Aldersgate preschool **DOES NOT** follow the public school traditional calendar schedule. Our school provides a yearly calendar for our parents, which gives a complete list of the planned holidays and staff development days.

# Safety and Medical

## BAD WEATHER OR EMERGENCY CLOSINGS

Aldersgate preschool will close for bad weather. The TV stations in our area will have information regarding closings: WTVD 11 and WRAL 5. Aldersgate preschool will also post its status for closing on those stations. You can also call the office and the voice mail will have closing status. When DPS is closed for inclement weather, **Aldersgate preschool is CLOSED**. When DPS is on a 2 hour delay, **Aldersgate preschool is on a 1 hour delay.** When DPS is on a 3 hour delay, **Aldersgate is CLOSED**.

If DPS closes early because of weather – **Aldersgate will close 30 minutes before DPS releases Elementary students.**

**For more information, please refer to the TV stations, school voice mail or an email.**

## FIRE AND TORNADO DRILLS

Fire drills will be held quarterly or more. Safety procedures are explained and practiced at school. Staff members remain calm and reassure the children they are safe. Children are escorted to the nearest exit and relocated to a grassy area outside near the church building. The teachers account for all students and report their numbers to the Director. The Director will check all classrooms and bathrooms, and the gymnasium to make sure no child is left inside.

Tornado drills and severe weather drills are held quarterly. All staff will remain calm and will reassure the children. Children are taken to an inside hallway. We also have an emergency zone in the back of the facility if children should need to be relocated in extreme conditions. Teachers will take books and other activities to do with the children while waiting. Aldersgate preschool owns a radio weather monitor.

## LOCK UP AND LOCK DOWN

The school doors will be locked during the regular school day from 9:15 am – 11:45 am. Please ring the bell to gain access inside the building. The doorbell is located outside main entrance doors on the brick wall.

If certain emergency situations occur and lock down mode is necessary, no entrance into the building will be permitted until the **lock down mode** is cleared. A red piece of paper on the entrance doors indicates that lock down mode is in effect. Phones will not be answered during a lock down.

# Health Policy

## MEDICAL INFORMATION

The Aldersgate preschool program is committed to providing a safe and healthy environment for both children and staff. In an effort to provide such an environment, we adhere to state regulations requiring each child to have on file a Medical Statement which includes a record of up-to-date immunizations and the signature of the child's attending physician or source of medical care. **The Medical Statement must be completed and in our office prior to school beginning. Each child must provide updated records annually.**

## VACCINATION POLICY

All children attending Aldersgate preschool are required to be current with their immunizations as jointly recommended by the Advisory Committee on Vaccination Practices (AICP), American Academy of Pediatrics, and the American Academy of Family Physicians. The guidelines used by Aldersgate preschool can be found at:

http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm.

To ensure compliance, immunization histories will be reviewed prior to your child's admission and annually thereafter by a health professional designated by the Director. Should your child be found to be lagging in their immunizations based on the guidelines above, you will have 30 days in which to meet the immunization requirements. Children not meeting the vaccine policy after 30 days will be withdrawn from the preschool program.

Children will be excused from meeting the immunization requirements only when a valid medical reason exists (such as allergies or contraindications to the vaccine) or for religious reasons. An objection based upon a "scientific" belief (i.e. a foreign substance or chemical may be harmful) or non-religious personal belief or philosophy (i.e. clean living, fresh air, and pure water) is **not** considered to be a religious exemption and is **not** allowed under North Carolina law.

## SICK CHILD POLICY

Please do not bring your child to school if they do not feel well enough to fully participate in school. For the health of all our children, we ask that you not send your child to school if he/she has a bad cold, sore throat, cough, upset stomach, rash, fever or other symptoms.

**Children who have had a fever within 24 hours preceding the school day should be kept at home.**

We reserve the right not to admit a child who appears to be ill. Should your child become ill during school hours he/she will be removed from class and remain in the office until the parent or designated representative arrives for your child. We will notify you immediately. If your child contracts a contagious condition, such as chicken pox, please notify the school, and return to school only after the period of contagion has passed.

**If your child has:**

- **A fever**
- **A skin rash that has not been identified by a phone call or writing from a physician who has seen the rash.**
- **Diarrhea**
- **Vomiting**
- **Pink Eye**
- **Evidence of head lice or other parasites**
- **Severe coughing**

**Parents must keep their child home until the child is symptom free (no medication) for 24 hours.**

The preschool office has first aid kits available to administer basic first aid. Each classroom is equipped with basic first aid supplies as well. **All staff is CPR and First Aid certified.** In the event of a medical emergency during school hours, efforts will be

made to contact the parent(s). If they are not available, decisions related to securing medical assistance will be made by the Aldersgate Weekday Ministries Director. **Our staff cannot administer medication to the children.**

## ALLERGIES

**Please make both the office staff and your child's teacher aware of your child's allergy.**

## DROP OFF AND PICK-UP OF CHILDREN

Teachers use the time before class to prepare to greet the students. Therefore, **please do not bring your child/children into the school before 8:55 a.m.** We ask that, if you arrive with your child prior to the 8:55 am time, you remain in the lobby until the Director notifies you that school is beginning. The instructional day begins at 9:10 am. It is important that you arrive on time because children arriving late miss instruction time and free play.

We will continue to use a car line for drop off in the mornings. Carline will begin each day at 8:55 a.m. We would encourage you to use carline in the morning. The children do much better adjusting to school when they use carline. A staff person will take students from their cars directly to their classrooms. We ask you to make your morning good-byes brief.

Pick up procedures will be discussed in detail at Orientation. In order to alleviate traffic problems, we conduct a staggered pick up schedule. Pick up begins at 11:50 am for Toddlers, 2 year olds and 3 year olds and 12:00 noon for 4 year olds. Children must be picked up in the classroom by the parent or designated person. If you need to have a parent/ teacher conference, please arrange this ahead of time.

## PARKING LOT GUIDELINES:

- Park in marked parking spaces only.
- Bring all children in the building with you. **Do not leave any child in a car unattended by an adult for any reason or for any amount of time!**
- Always hold your child's hand in the parking lot.
- Always drive **SLOWLY.**
- Please do not allow children to climb on the walls or play/throw the rocks.
- Please reserve the handicap spaces for those with handicap tags

**PICK UP:** Pick up times and procedures are as follows.

| Class | Pick Up Time | Written Warning | Late Fee Assessed |
|---|---|---|---|
| Toddlers | 11:50 am | 1st incident | 2nd incident @11:55 am |
| 2 Year Olds | 11:50 am | 1st incident | 2nd incident @ 11:55 am |
| 3 Year Olds | 11:50 am | 1st incident | 2nd incident @ 11:55 am |
| 4 Year Olds | 12:00 noon | 1st incident | 2nd incident @ 12:05 pm |

Teachers have many responsibilities after school and children need to be picked up on time. A written warning will be given the first time you arrive after the 5 minute grace period. After the first incident a late fee will be assessed. The late fee will be $1 per minute. You may pick your child up in the office and will be alerted to the late fee amount. The fee is due the next day your child returns to school.

**If there is an emergency and you are going to be late, please call to let us know so that we may assure your child that you are on your way.**

Students will not be allowed to leave with individuals other than those specified on their registration form, unless the parent gives written permission or calls the office. For the protection of our children, **verbal messages by the child will not be accepted**. **All persons may be asked to provide photo identification at anytime during the school year.**

## DISCIPLINE

We believe that giving positive verbal rewards reinforces a child's good feeling about his/her behavior and encourages acceptable behavior. We believe that asking a child to stop and think about unpleasant behavior enables them to work on self-control.

Our preschool staff places great emphasis on the need for children to express their frustrations verbally rather than physically. The staff will work with the children throughout the year to help them resolve their conflicts by talking them out in a respectful manner. If this is not successful, a child displaying unacceptable behavior, or not cooperating in a group activity, is seated by a teacher and placed in time-out. Time-out is not a punishment, but rather a time when a child may calm down, remember what behavior the teacher is requesting, and decide for him/herself when he/she is ready to rejoin the group, and use acceptable behavior.

We do not believe that corporal punishment is an acceptable method of dealing with young children's behavior at our preschool. If behavior problems persist, the parent

may be asked to attend a conference to discuss what may be helpful in motivating the child to behave in an acceptable manner.

# Classroom Information

## DRESS

Daily activities include active and sometimes messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Children are asked to wear comfortable play clothes and tennis shoes. For safety purposes we request that your child not wear crocs or flip flops to school.

Please send an extra change of (season appropriate) clothes at the beginning of the school year to leave in your child's cubby including shorts/long pants, shirt, socks, underwear or diapers in a bag, which will be accessible to staff throughout the year. Every child should bring extra socks and shoes with the change of clothes. Make sure your child's name is on all belongings so that they will not get misplaced.

We have Aldersgate preschool t-shirts available in blue, pink, yellow or brown. Children's shirts are $12 and Adult shirts are $15. Order forms are available in the preschool office.

## SNACKS

***Due to the number of nut allergies in our school we will be a **NUT FREE** school. **Please do not send in snacks that contain nuts, peanuts, or peanut butter!!*****

Parents are asked to provide **nutritious** mid-morning snacks such as goldfish, cheese, raisins, graham crackers, bananas, grapes, cheese crackers, pretzels, etc. for their child's classroom on a rotation basis. All snacks must be in their original packaging and be unopened. All homemade snacks must include the ingredient list. Aldersgate preschool will provide cups, water and paper products. Each month you will receive a calendar notifying you of the day to bring a snack and the number of children in the classroom. **If the assigned day is not convenient for you, please make arrangements to trade days with another parent in the classroom. A list of appropriate nutritional snacks will be provided in your orientation packet.**

**Each child in the Toddler class will bring their own snack each day. **

## CLASSROOM HELPERS

This is a program which provides an opportunity for each child to develop his/her leadership skills, and helps them learn responsibility. Each class teacher will keep a record of duties such as: line leader, snack helper, etc. These responsibilities will rotate throughout the class, giving everyone an opportunity to develop their leadership skills.

## BIRTHDAYS

The teachers will recognize the children's birthdays. The teachers will try to give parents their child's birthday for their monthly snack day. Children are welcome to bring a special snack and drink. **We ask that you not bring party favors to hand out to the children, as this causes problems for other children in other classrooms who do not share in the birthday celebration. We also ask that you not send party invitations with your child to distribute unless all children in the class receive one. Children are very sensitive when another child receives an invitation but they do not.** You are welcome to call parents or mail invitations to the children's home.

## LUNCH BUNCH

Lunch Bunch is an opportunity for students to dine with other friends. Students must bring their own lunch. Lunch Bunch is held weekly, on Monday's and Wednesday's of the month. **Spaces are limited and fill quickly at the beginning of each month. Lunch Bunch will be offered for our 3 and 4 year olds. We will offer Lunch Bunch to our 5 day 2's class beginning in January.**

A permission slip will be sent home to parents on a monthly basis. **The Lunch Bunch fee of $6.00 (non-refundable) must be paid in advance when the permission slip is returned so that our staff can plan accordingly**. Children must be picked up promptly at 1:00 p.m. from the playground (weather permitting) or from inside the gymnasium. If a child is left beyond 1:00 p.m. **a late fee** will be assessed of $1 per minute. Lunch bunch fees are non-refundable and non-transferable once paid whether your child attends or not.

**There will be NO Lunch Bunch during Intersession!!**

## FIELD TRIPS

Fields trips are a part of our curriculum for each of our classes. However, we require parents to participate and supervise their child on each outing. If parents are unable to attend, it is the parent's obligation to arrange transportation and supervision by another adult. The children will go to the pumpkin patch and a spring field trip. Field trip permission slips must be submitted before any child will be allowed to attend. Teachers are **NOT** allowed to transport any child at any time during the school year.

## COMMUNICATION WITH PARENTS

We feel that parents can make a valuable contribution to our program, and we strongly encourage and need your participation. Please attend Orientation Day and parent's meetings; share your talents, skills, or hobbies; and volunteer to assist if necessary.

Our newsletters from the office and your child's teacher are valuable sources of information concerning your child's activities at preschool. Be sure to read them carefully. Email is also an important way for us to send you reminders. Please be sure to update the office with any changes to your email address. You can also communicate with us via email at evie@aldersgate.org and tammy@aldersgate.org

## STUDENT DEVELOPMENTAL PROGRESS

Your child will be assessed two times during the year. Written developmental checklists will be done in November and in May for the Four Year Old classes. Written developmental checklists will only be completed in May for the Two and Three Year Old classes. Copies of the checklists will be given to you, and conferences may be scheduled before or after school if desired. We welcome parent-teacher conferences whenever you have questions or concerns. Conferences **must** be scheduled before or after class time.

At any time during the school year, we reserve the right to request that the parents of any student have their child evaluated if a student has a difficult time adjusting to our program, or if the program has a difficult time adjusting to the needs of the student. Qualified persons or agencies must do the testing and evaluation. The results of all testing will be discussed only with the parents, teacher, and director. If the parents do not desire to have their child evaluated and tested, we reserve the right to ask that the child be removed from the school. We will also offer through Prevent Blindness and a

private Speech Pathologist free testing services during the year to ensure your child has no signs of delays in vision or speech. Parents' permission will be requested for such testing.

If any child who has been admitted to our school is unable to benefit from our program, the director may hold a conference with the parents and request that other arrangements be made for the child.

## TOTE BAGS

We would like to encourage everyone to carry a two-handled tote bag to and from school. Tote bags are much more accommodating for both teachers and the children. A lunch box fits nicely in the tote bag, and it is much easier to get artwork to fit. Your child's name should be attached to his/her bag. We will have Aldersgate tote bags available for purchase the night of orientation for $5.

## MISCELLANEOUS

**We ask that children not bring toys, play equipment, chewing gum, jewelry, anything not labeled, candy, or a frown to school. We also ask children not to wear articles of clothing with strings around the neck. This is a possible choking hazard**. Toys are permitted when requested by the teacher for "show and tell" or special projects. Children are encouraged to bring objects of nature to be shared with their class. They may also bring cd's or books when given permission by the teacher.

Children who are not enrolled in the school should not visit the classrooms unless they have prior permission from the director.

Parent's Notes: _____
_____
_____
_____
_____
_____
_____
_____
_____