

PLAY 2 LEARN PRESCHOOL



PARENT HANDBOOK

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welcome

Thank you for visiting Play 2 Learn Preschool. If you are here to find out more about our program, then we hope that you enjoy yourself and leave with the information that you were seeking. If you are here to enroll, then we are looking forward to becoming a part of your team.

Together, we will offer your child enriching experiences that encourage positive development and growth. To achieve this, we provide activities and lessons that are built around our student's interests. Our staff looks for new and exciting ways to build the best space for your child to learn. Also, teachers observe each child to ensure they are meeting developmental milestones and are prepared for elementary school . Most importantly, families are encouraged to participate in the classroom, share their skills with the students, and volunteer at special events.

Inclusion Statement

Play 2 Learn Preschool (P2LP) is a community service that is offered to all families. We hire individuals according to their skill level and commitment. The staff will never promote their religion, politics, or individual beliefs. P2LP's goal is to promote positive-growth and development for their students. We will never deny service or support to a person based on the color of their skin, religion, country of origin, sexuality, or personal beliefs.

Philosophy Statement

The staff at Play 2 Learn Preschool believes that every child deserves an opportunity to develop in an enriching and positive environment. We believe that students learn best through play and self-guided exploration. Additionally, our staff feels that it is important to bring our community and families together, because when families receive the support that they need, children benefit.

Mission Statement

Working with families and our community to help children develop into lifelong learners through play and self-guided exploration.

Goals

To achieve our mission, Play 2 Learn Preschool will ensure that:

- North Carolina Division of Child Development and Early Education (NCDCDEE) guidelines and rules will be adhered
- National Association for the Education of Young Children (NAEYC) Code of Ethics will be adhered
- Teaching staff will have education and experience in early childhood education
- Teachers will continue pursuing their education to ensure that their methods remain current
- Each age group will follow a NCDCDEE approved curriculum and assessments that ensures cognitive and social development
- Each classroom will be:
 - Welcoming and safe
 - Full of things to manipulate and explore
 - Clean and organized

- Family members, community agencies and institutions will be invited to:
 - Volunteer
 - Offer services or resources
 - Visit
 - Share skills

Hours of Operation

September – May

Preschool: 8:00 AM – 3:00 PM

Afterschool: 3:30 – 6:00 PM

June – August

Preschool Summer Camp 8:00 AM – 6:00 PM

Doors open at 7:30 AM. All students must be picked-up by 6:00 PM.

Services offered

Preschool

Children, between the ages of 3 and 5, who are not currently enrolled in elementary school, are invited to participate in our preschool program. The preschool curriculum promotes cognitive and social growth through self-guided play and exploration. Teachers encourage children to explore by offering information and using questions to peak their curiosity. They also observe and assess cognitive, physical, and social development to ensure that your child's needs are being met, and that they are growing and learning. Preschool begins at 8:00 AM and ends at 3:00 PM.

After Preschool Care

We offer after preschool care from 3:30 - 6:00 PM for families that need childcare while they are working. Our after preschool program offers a safe space to socialize, play, and learn. Each class has a weekly theme to explore, fun activities, and toys to bring out their imaginations.

Preschool Summer Camp

Summer camp offers an enjoyable summer full of educational and fun activities, healthy foods, and memorable experiences. They will have the opportunity to learn about their community and explore their environment.

During the time that your child is with us, we will ensure that their safety, development, and physical requirements are met. All NCDCDEE medical and

food guidelines will be adhered to ensure all children's safety and wellbeing. Meals, snacks, and drinks will be provided. All classroom supplies and equipment are also included.

Parents are asked to provide:

- a set of clothing to keep in the classroom
- fitted sheet and blanket for naptime

Fees

Weekly Fees

Our fees are established by considering the current daycare market, cost of living index for our area, level of education and experience of staff, and the cost of supplies. Fees are typically adjusted annually. All fees are due on the last day of the week, which typically is Friday, but may change due to holiday schedules. For example, if the last day of the week is Thursday, then that is the day payment is due.

Once a family's account is a week overdue, a notice will be given. This notice will state that if payment isn't made within seven days, enrollment will be terminated and the deposit will be used to cover the final two weeks of service. To re-enroll a child after termination of enrollment due to lack of payment, all outstanding fees must be paid and a new enrollment deposit made.

Additional fees

In the following instances additional fees will be charged:

- Late pick-up

- It happens, and it is understandable when it can't be avoided, but picking children up after hours will cost extra. This fee is in place to ensure that all children are with their families by the end of the day and our staff can leave for the day too. This fee will be added to the next amount due.
 - If your child needs to be picked up at 3:30 PM, a late fee will be charged if they are picked up after that time. If they are picked up before 3:45, the fee is \$10. For every additional five minutes after 3:45, an additional \$5 will be charged.
 - If your child needs to be picked up at 6:00 PM, a late fee will be charged if they are picked up after that time. If they are picked up before 6:15, the fee is \$10. For every additional five minutes after 6:15, an additional \$5 will be charged.
- Insufficient Funds
 - A \$35 fee will be charged if a payment is returned due to insufficient funds. This fee will be added to the next amount due.
- Late Payment
 - A \$10 late payment fee will be charged for each week a payment is late. If payment isn't made by the end of the week, this charge will be added to the next amount due.
- Enrollment Deposit
 - At the time of enrollment, a deposit equal to two weeks of service is due. This money is only required at initial enrollment. It is refundable if your family needs to withdraw from the program or your child graduates out of the program. All outstanding fees will be deducted from the deposited amount before it will be refunded.

Payment Methods

All fees can be paid by debit or credit card. State funded child care assistance is also accepted. Personal checks and cash are not accepted.

Enrollment Procedures

Play 2 Learn Preschool accepts all students between the ages of 3 and 5. Students will learn in a classroom that is associated with their age. For example, a child that is 45 months will be placed in the three's classroom.

During the school year, each preschool classroom has school hours and after-school hours. Pre-K children can participate in either or both programs. Preschool Summer Camp is from 8:00 AM to 5:30 PM.

When a situation arises where a classroom is full, a waiting list will be created. Once a classroom has room to accept another student, families will be called according to their position on the list. For example, the first family on the three-year-old classroom waiting list will be called once there is an opening in that classroom. If the first family no longer needs our service, we will then move to the second family on the list, and so on from there.

One way to ensure a good start, completion of the following forms must occur before a child will be considered enrolled in the program. This information ensures that your child's needs are being met, accident protocols can be established, and staff can provide the best education and care.

Enrollment Forms:

- Application
- Medical Treatment
- Immunization
- Physician's Report

- Health History
- Written Notice
- Technology Permission
- Home Language Survey
- The following items must be provided by the parents or legal guardians:
 - Birth certificates for each child enrolled
 - Driver's license of at least one parent or guardian
 - Copy of custody papers (if applicable)
 - Exceptional Child paperwork (if applicable)

Arrival and Departure Procedures

Students can begin arriving on campus at 7:30 AM and class begins at 8:00 AM. Preschool ends at 3:00 PM. We ask that all students leaving at this time be picked up no later than 3:30 PM. If a child is picked up after 3:30, late fees will apply. After Preschool begins at 3:00 PM and ends at 5:30 PM. All children should be picked up no later than 6:00 PM. After 6:00, late fees will apply.

Each child must be signed-in when they arrive and signed-out when they leave. The sign in/out form is located in the front lobby. Once your student has been signed in, please walk your child to their classroom and acknowledge their teacher to ensure they are aware that your son or daughter has arrived. When your student is getting picked-up, please greet their teacher to ensure they know that your child is leaving and who they are leaving with.

During the enrollment process, parents or guardians will create a list of people who are allowed to pick-up their child. Children will not be released to

anyone that is not on that list. Children will never be released to anyone who is under the influence of drugs or alcohol. Efforts will be made to contact another family member to pick-up the child.

Supplies and Storage Procedure

All classroom supplies will be provided by Play 2 Learn Preschool. Each classroom will include the following sections:

- Reading: quiet and comfortable
- Art: markers, paints, colored paper, etc.
- Science: examples of animals, plants, and minerals, etc.
- Dramatic Play: costumes, kitchen, furniture, etc.
- Blocks: varying in size, shapes, and colors
- Games: board games, puzzles, group activities
- Music: instruments, radio, microphones

We ask that parents supply:

- Fitted sheet
- Blanket
- A complete change of clothing
 - Pants, shirt, underwear, socks, and shoes
- An extra jacket/sweater (in spring and fall)

These items will be kept in the classroom in your child's cubby. The sheet and blanket will be returned on Fridays for cleaning. Clothing will be replaced during season changes. All personal items, such as stuffed animals and toys,

should stay at home. We would not want anything to happen to their special items while they were at the school. Also, items from home can cause unnecessary distractions in the classroom.

Daily Schedule

Schedules may vary in each classroom and during special events. This is an example of a typical schedule.

Preschool

- 7:30 – 8:00 Am Welcome and breakfast
- 8:00 – 8:30 Free time
- 8:30 – 9:15 Circle time
- 9:15 – 9:30 Group activity
- 9:30 – 10:00 Outside
- 10:00 – 10:30 Restroom and Story Time
- 10:30 – 11:00 Group Activity
- 11:00 – 11:45 Lunch
- 11:45 – 12:00 PM Music
- 12:00 – 1:30 Rest
- 1:30 – 2:00 Restroom and free time
- 2:00 – 2:30 Snack
- 2:30 – 3:00 Outside

Afterschool

- 3:00 – 3:30 Free time
- 3:30 – 4:00 Group Activity
- 4:00 – 4:30 Snack
- 4:30 – 5:00 Outside
- 5:00 – 5:30 Group Activity
- 5:30 – 6:00 Free time

Meals

According to Healthychildren.org, a site that is created and supported by the American Academy of Pediatrics, the following diet is healthy for a four-year-old that weighs 36 pounds:

- Breakfast
 - ½ cup nonfat or low-fat milk
 - ½ cup cereal
 - 4–6 oz. or ½ cup cantaloupe or strawberries or banana
- Snack
 - ½ cup nonfat or low-fat milk
 - ½ cup fruit such as melon, banana, or berries
 - ½ cup yogurt
- Lunch
 - ½ cup nonfat or low-fat milk
 - 1 sandwich—2 slices whole wheat bread with 1–2 oz. of meat and cheese, veggie and dressing (if needed) or peanut butter and jelly
 - ¼ cup dark-yellow or dark-green vegetable
- Snack
 - 1 teaspoon soy nut butter with 1 slice whole wheat bread or 5 crackers or string cheese or cut-up fruit

We will adhere to this example when creating our menu. If your child has food allergies or restrictions, please share them during enrollment so that your child will not receive food that will harm them. Lists are maintained in the

classroom and reviewed before every meal to ensure that a child will not be served the wrong food. The campus is peanut and tree-nut free.

volunteering and visitation

When a family member visits or volunteers in a classroom, it brings excitement to the classroom. It allows your child to share more about themselves with their friends and teachers. The staff gets to build a better bond with family members. And family members get a glimpse into their preschooler's world. We welcome and encourage all family members to our campus and community events.

Visiting your student during school hours is a great way to see what they are learning and to give them a chance to share their world with you. Once you have arrived at the school, and have entered the building, please visit the front office and inform a staff member which classroom that you would like to visit. They will help to sign you in and to guide you to the correct classroom.

There are many different ways that families can volunteer. They can share a skill with the students, read to a group, and assist teachers with activities. If a family member would like to volunteer but is not available during school hours, they can help with keeping the website updated, prepare supplies for an activity at school, and help during community festivals and other weekend or evening events. If you are interested in volunteering, visit the front office and talk to a staff member or talk to your student's teacher.

Health and Safety

To ensure the health of our students and staff, we will follow certain procedures.

- Everyone will wash their hands before working with food and after using the restroom.
- All toys and equipment will be sanitized or laundered weekly.
- Bedding must be taken home every Friday to be laundered and returned by naptime on the following Monday.
- We will hold fire-drills monthly to practice moving everyone out of the building in a quick and safe manner. Tornado drills are held quarterly to practice moving to the hallway for safety.
- First Aide training is required for all staff to help ensure that all children can receive proper care in the case of an emergency.
- Students are contagious when they have a fever. To prevent other students and staff from becoming sick, we ask that children remain at home. Students may return 24 hours after fever and symptoms have subsided without the aid of medication.
 - If a child has COVID-19, we will follow current guidelines
 - Doctor's recommendations for other illnesses will be adhered
- During the school day, we will reach out to the listed emergency contact if your student has the following symptoms:
 - Vomiting
 - Diarrhea
 - Fever

- Green mucus or phlegm

Reporting Accidents and Injuries

Safety is the number one priority of every staff member at Play 2 Learn Preschool. Our classrooms are designed with solid furniture and with space to safely explore. Despite these measures, our students are still developing physically and can fall easier. They are also developing social skills and can make poor choices that may lead to physical altercations. Whenever a child has an accident or is injured, a staff member will report it to the office by filling out an accident/injury form. A staff member will then report the event to a parent or guardian. If the injury is significant or life threatening, emergency services will be called. Additionally, the child's emergency contact will be called by another staff member to ensure that their family is aware as soon as possible. Each year, during enrollment, please ensure that this information is accurate.

Behavior Management & Discipline

Positive reinforcement is one way we guide our students' behavior. By pointing out when a student is behaving in a positive way, you show the entire classroom what good behavior looks like. Also, by praising a child, you boost their self-esteem, which will encourage more positive behavior.

Other methods are:

- Redirection – introduce a new activity or item
- Use “when.... then” statements – explain consequences for choices
- Use “if.... then” statements – another way to explain consequences

- Take a break – sitting quietly to gather emotions and thoughts
 - This is different from a time-out in that the child is not placed to the side to sit by themselves. Instead, we talk with them and try to refocus their thoughts towards a new game or activity.

We all have bad days. When a child is having a hard day, many times it shows in their behavior. It is our goal to address the behavior in a way that brings attention to the effect of their choice. We will talk with the child about their decisions and how they can make better choices in the future. Staff will also work with that student to address a possible underlying issue such as the child is tired or hungry. Daily, teachers will take time to recognize positive and negative behaviors. They will also discuss with the children what makes a bad choice and the consequences of them.

Persistent behavior issues will be addressed with the child's family. Our goal is to work as a team to address the behavior, discuss possible triggers, and create solutions. We want to help every child to be their best. Positive reinforcement and teamwork are two ways to ensure that we meet this goal.

Mandated Reporting

Our staff is trained to recognize child abuse and neglect and report their findings to the Department of Social Services. To ensure that the child is well cared for, staff will report their concerns to the director. Together, they will create a report detailing what was witnessed. All requests by the NCDHHS will be followed.

§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment.

(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.

(c) Repealed by Session Laws 2015-123, s. 3, effective January 1, 2016. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3; 2013-52, s. 7; 2015-123, s. 3.)

Transportation

All transportation will be provided by families. At this time, Play 2 Learn Preschool does not provide transportation to or from school.

Photo/Video Release

Play 2 Learn Preschool will never use your child's image to advertise or gain profits. With the family's permission, our staff will take photos and video of students to use in classroom projects and to share with the family. We will hang photos in the student's classroom and use them in activities. This helps with self-recognition and social interaction.

Technology Use

According to the North Carolina Division of Child Development and Early Education, students are allowed two hours of screen time a week. This includes television, tablets, computers, and educational devices.

Teachers will log each student's screen time and this information will be available for families and NCDCDEE's inspection.

Cleaning Schedule

To ensure a safe and clean place for your child to explore, our staff will adhere to the following cleaning schedule.

Daily Cleaning

- Jantize Cleaning Services will provide nightly cleaning and sanitation of the following areas:
 - Classrooms:
 - Desks/tables
 - Sinks
 - Floors
 - Trash
 - High traffic areas
 - Door Handles
 - Window sills
 - Light switches
 - Bathrooms
 - Toilets
 - Sinks
 - Floors
 - Trash
 - High traffic areas
 - Light switches
 - Door handles
 - Hall/lobby
 - Floors
 - Tables
 - High traffic areas
 - Light switches
 - Door handles
 - Sign in/sign out area
- Play 2 Learn Preschool's cook will clean the kitchen daily to meet and maintain health department standards
- Staff will clean
 - Soiled toys

- Spills/messes
- Stains/smudges on furniture or walls
- Accidents due to illness or potty training
- Families are asked to launder any clothes that are soiled during school hours

Weekly Cleaning

- Staff will clean all toys
 - Hard/wipeable toys will be sanitized
 - Soft/cloth toys will be laundered
- Staff will clean all shelving
- Families will launder their child's bedding at the end of each week

Monthly Cleaning

- Staff will clean
 - Walls
 - Windows
 - Door frames
 - Chairs

NAEYC Code of Ethics

Play 2 Learn Preschool will follow the National Association for the Education of Young Children Code of Ethics. This can be found by visiting <https://www.naeyc.org/resources/position-statements/ethical-conduct>

Resources

- NC Child Care Resource and Referral Council
 - www.childcarerrnc.org
- Division of Child Development and Early Education
 - www.ncchildcare.nc.gov
- NC Pre-K
 - http://ncchildcare.nc.gov/geheral/mb_ncprek.asp
- Smart Start & The North Carolina Partnership for Children
 - www.smartstart-nc.org
- NAEYC
 - www.naeyc.org
- NC Early Childhood Association
 - www.ncearlychildhoodassoc.com
- NC Department of Public Instruction's Early Learning Standards
 - www.ncpublicschools.org/earlylearning/
- National After School Association (NAA)
 - <http://naaweb.org/>
- National Association for Family Child Care (NAFCC)
 - www.nafcc.org
- NC Children's Developmental Services Agency
 - www.togetherwegrow.org