



LANCASTER PRESCHOOL

Parent Handbook 2022-2023

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****Lancaster Preschool reserves the right to change its policies at any time.***

School Overview

Lancaster Preschool (the School) is a nondenominational Christian preschool that was established to provide the best possible learning experience for children as young as 15 months (and walking) through kindergarten of either gender without regard to race, color, creed or national origin. We believe our preschool is an extension of the home environment where children can learn new skills, interact with teachers and peers, and experience hands-on learning opportunities through developmentally appropriate experiences led by dedicated, caring, and Godly teachers.

Mission

The mission of Lancaster Preschool is to love, nurture, and educate its students. Grounded in the belief that each of our students is a unique beloved child of God, we seek to help students discover their many gifts and talents and foster a sense of wonder in God's creation, as well as an appreciation for others while preparing them for kindergarten and the life-long adventure of learning.

Class Offerings

- **Tiny Tots** begin their preschool experience learning to share, developing their verbal skills, painting, playing, and learning in a classroom which is fun, music-filled and age-appropriate. We cultivate trust, confidence, and excitement for education by wrapping up every lesson with loads of love. ***Student / Teacher ratio 4:1***
- **Twos** explore the world around them through poetry, literature, music, art, drama and dancing. Their enriched environment gives them the opportunity to continue developing their social and verbal skills as they learn colors, nursery rhymes and manners. ***Student / Teacher ratio 6:1***
- **Threes** continue learning in a child-centered environment. Developmentally appropriate readiness skills are incorporated in the children's play. The children begin working together to develop emerging reading, writing and math skills. They start learning letters and numbers as well. They enjoy days filled with fantasy, friends, and fun. ***Student / Teacher ratio 7:1***
- **Fours** forge ahead in preparing for Kindergarten and the wonderful world around them. The children will begin working on letter recognition, begin learning early reading strategies and skills, writing and math skills. Their days will be filled with art, music, literature, dance, drama and outdoor play. ***Student / Teacher ratio 8:1***
- **Pre-Kindergarten** students engage in one on one and small group instruction focusing on preparation for Kindergarten. The children will participate in reading activities, math skills, art and music while continuing to build confidence for the next step. Our smaller class size and increased academic focus make this class the perfect fit for those needing an extra year prior to attending kindergarten as well as those students with fall birthdays. ***Student / Teacher ratio 6:1***

- **Kindergarteners** blossom in a half-day Kindergarten program which strives to achieve an appropriate balance between structure and student-led activities while solidifying a strong foundation in basic skills and a love of learning. This small class setting is staffed with a certified teacher and an assistant teacher. Our curriculum offers daily experiences and lessons designed to teach facets of literacy, early reading skills, early math concepts and exploration in science and social studies, along with fine motor skills. The goal is for our Kindergarten student to be fully prepared to enter first grade by the end of the year. ***Student / Teacher ratio 6:1***

Campus

Our exceptional campus offers bright, spacious, clean classrooms with adjoining bathrooms in most rooms, as well as a door giving easy, yet secure, access to the outdoors. There are two outdoor playgrounds as well as a beautiful courtyard and large, grassy area tucked safely in the center of the U-shaped building.

Experienced Teachers

Our teachers average over 25 years of experience working with preschool children and work in teams of two. They are trained in CPR, First Aid and are dedicated to helping children develop a true love of learning. We have thoughtfully paired team members whose balance brings the complimentary blend designed to meet the needs of every student.

Involved Families

At Lancaster Preschool, we believe our school is only as successful as our family support. While our open-door policy had to be adjusted due to the global health crisis, we strongly desire to remain as connected as possible. We encourage family members to call, ask questions, follow us on social media, stay in touch via email and our website, and never hesitate to schedule time with your child's teacher. We deeply appreciate our families and hope you will consider joining our Parent Council as well.

Curriculum Highlights

Chapel

The foundation of Lancaster Preschool is rooted in Christianity. We nurture this faith not only through daily prayer and Bible stories, but also with a dedicated, focused time each week when students participate in an active worship service. We praise God through prayer, song and stories, while learning the importance of loving one another, being respectful and developing Christlikeness. We model and emphasize gratitude to God for all our blessings through community outreach programs.

Music

Music, a core conduit for learning, is integrated into daily lessons. The children will explore the magical world of music through songs, dance, instruments and movement games. They will develop a love of music and learn about rhythm, melody and beat while they actively participate. Musical experiences are an important part of children's sensory environment and will help them to develop physical, social and intellectual skills.

Special Programs

We offer opportunities for families to gather and join us in celebrations with the children as a community. Traditionally, these have included Thanksgiving, Christmas and Graduation programs with varying degrees of involvement based upon age. We continue to search for innovative ways to include our families as a means to teach and encourage community support of holidays and milestones. This helps us cultivate the enjoyment of going to school and being a part of a school community, which builds feelings of security.

Handwriting Without Tears

This is a developmentally appropriate handwriting program that uses short, engaging, multisensory lessons to encourage appropriate printing habits. Letters and numbers are formed using wooden pieces, small chalkboards, magnetic stamp and see screen, roll-a-dough containers, and smiley faces for correct placement along with songs and games. This program is introduced in our Fours and Pre-K classes.

Overall Growth

We strive to create theme-based, hands-on, developmentally appropriate teaching tools that are both challenging and engaging. We offer a path for remediation in social and emotional development by building relationships with each child and staying focused on our end goal of supporting parents in presenting to the world compassionate, contributing, thoughtful and confident humans!

Registration Details

Registration and Enrollment

The registration fee is \$100 for one child, \$75 for the second child and \$50 for subsequent children in the same immediate family. The registration fee is non-refundable.

Tuition

Once enrolled for the upcoming school year, September's tuition is due on May 15th. September tuition is non-refundable and there are no exceptions due to making contracts for teachers and planning for upcoming school years.

Monthly tuition payments are billed on the 15th of the month and due by the end of the month. For example, October tuition is billed on Sept 15th and due by Sept 30th, November tuition is billed Oct 15th and due by Oct 31st, etc.

Tuition is payable by check, cash or online Bill Pay. Checks should be made payable to "Lancaster Preschool" and mailed to 369 Air Harbor Road, Greensboro, NC 27455, or put in your child's **DAILY CLASS FOLDER** in an envelope labeled **TUITION**. If you set up Bill Pay, please add your child's name in the "account number" field or the "memo" field.

Venmo is another payment option available to families. If you decide to pay by Venmo, you **must add \$5 PER CHILD** to your payment to cover fees incurred. If you neglect to add \$5 per child, your account will be billed.

Each family will receive a printed statement around the 15th of the month in your child’s bag. Please contact the School Director to discuss options available to you if you are having financial difficulties. All financial conversations are held strictly confidential.

Withdrawal Exception Procedure In the event of withdrawal from the school, please submit a **written notification to the School Director at least FOUR (4) weeks prior to the date of withdrawal.** Families are responsible for tuition during the four-week notice; however, no future tuition will be billed. There will be no refunds for September tuition or for Kindergarten, which is a year-long contract/commitment.

*Covid Financial Responsibility Agreement: See below for detailed information.

| Covid Financial Responsibility Agreement | | |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| | Possible Reason for Preschool Shutdown | Financial Responsibility of Preschool Families |
| 1. | Government mandated shelter-in-place | Tuition will be collected in full during the month of Outbreak, however no further tuition will be collected until Lancaster Preschool reopens |
| 2 | 14 day shut down due to positive COVID case in staff or student (one class or entire school) | Tuition will be collected in full during 14 day shutdown for an individual class affected or entire school |
| 3 | Individual child required to quarantine due to child/family/household member exhibiting symptoms or testing positive for COVID | Tuition will be collected in full during quarantine for individual child affected |
| 4 | Repeated 2nd or 3rd instances/shutdowns/quarantines | Will be handled on a case by case basis |
| Facts: | | |
| 5 | Classes will be "bubbled" to protect staff and students from unnecessary outside exposure. By "bubbling" our classes, a positive case of COVID should only close one class instead of the entire school. | |
| 6 | Withdrawal Policy: If at any time you want to withdraw your student from Lancaster Preschool a 30 day written notice is required. Any tuition due during the 30 day period is required. | |

Arrival and Dismissal Procedures

Please understand that **Arrival and Dismissal Procedures** are subject to change based on safety and health variables, in addition to any local, state or federal guidelines the school may be subject to follow. We appreciate your patience and cooperation as we navigate any changing circumstances. Please feel free to contact the school office with any questions or concerns.

Parking Lot Safety

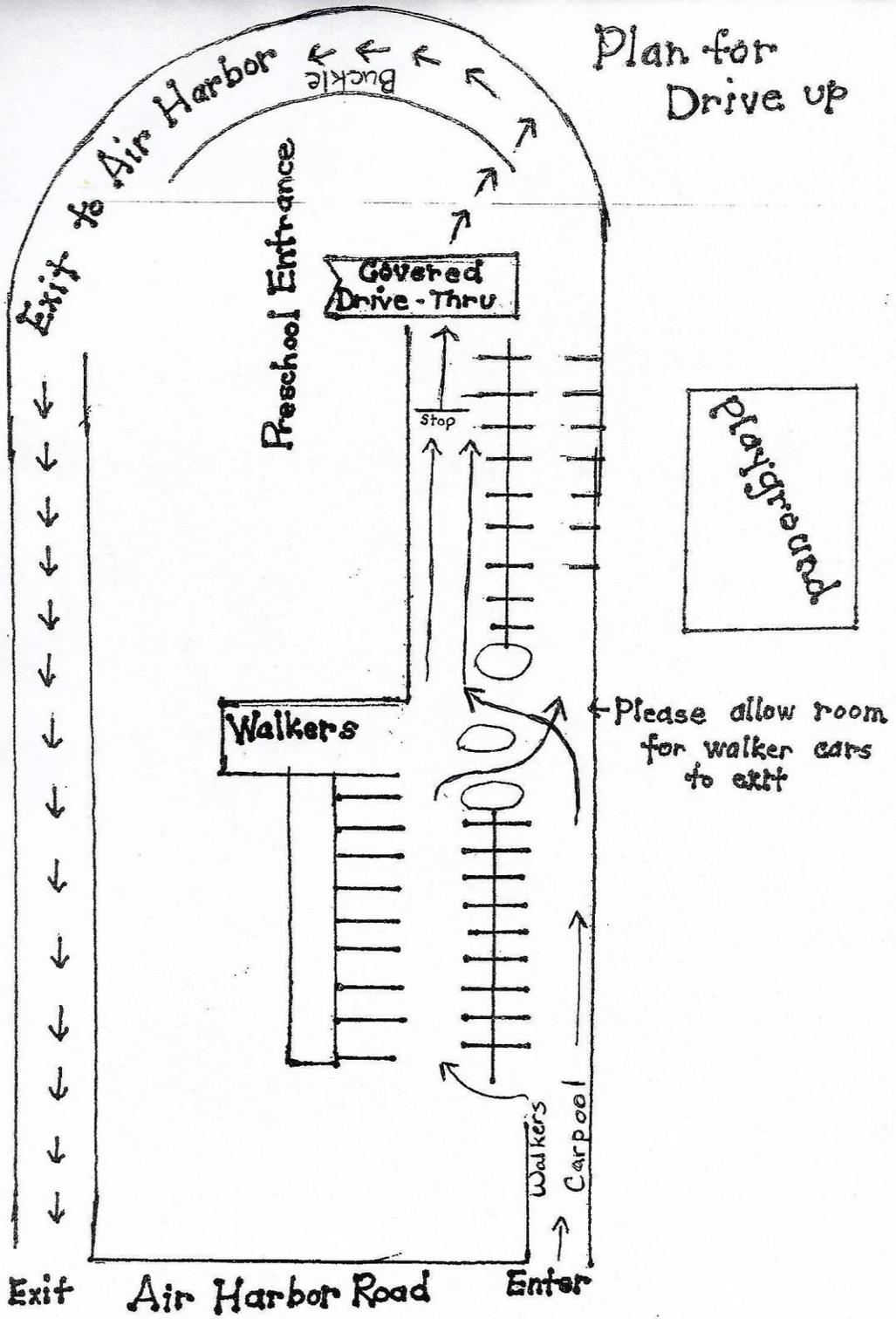
All traffic around Lancaster Preschool is **ONE WAY**. Please enter only at the Entrance and exit only at the Exit. **Anytime** vehicles are in motion, the parking lot is a **CELL PHONE FREE ZONE!!!** Please drive VERY SLOWLY and use extreme caution when entering and exiting the parking lot.

Arrival/Dismissal Locations

We have TWO locations that are used for dropping off and picking up your child(ren):

- **“Walk-up Door”** = the set of double-glass doors closest to the first parking lot upon entering the property
- **“Drive-Up Door”** = the set of double glass doors located underneath the covered breezeway just past the small playground

**The Arrival/Dismissal procedure for each family is determined by the age of the YOUNGEST child attending on THAT day. **



Plan for Drive up

Playground

Please allow room for walker cars to exit

Arrival - Tots, 2s and 3s

- Children in the Tots, 2s, and 3s classes and their older sibling(s), if applicable, will enter ONLY through the Walk-up Door.
- Parents may enter the school on an as needed basis.
- We will provide hand sanitizer to each child upon entry and walk/direct them to their classroom.
- If an older sibling is attending on a day when their Tots, 2s or 3s sibling(s) is NOT attending, the older sibling will follow the arrival procedure for 4s, Pre-K and Kindergarten (see details below)

Arrival - 4s, Pre-K and Kindergarten

- 4s, Pre-K and Kindergarten will enter through the **Drive-up Door** underneath the covered breezeway entrance.
- Please have your child's car seat on the left side of your car for easy access, if possible.
- For your child's safety, please remain in your car and have your child unbuckled once you reach the drop-off point and we will help him/her from the car.
- We will provide hand sanitizer to each child and walk them to their room.
- Once your child is unloaded and car doors are closed, please proceed by pulling forward slowly, yield to other cars from the right, then **turn left out of the line** proceeding around the building to the exit.

Dismissal – Tots, 2s and 3s

- Please return to pick up your child at the same door at which they were dropped off.
- Park in the first parking lot, **bring your Pick-up ID Sign** and wait in a physically distanced line along the sidewalk.
- Please wait while holding your child's Pick-up ID Sign so that it is visible.
- Teachers will bring your child to you at the door.

Dismissal – 4s, Pre-K, and Kindergarten

- Please return to pick up your child at the same Drive-Up door at which they were dropped off.
- It is critical that you have your child's **Pick-up ID Sign displayed prominently**.
- Once directed, pull up, place your vehicle in PARK and wait while teachers help your child into your vehicle.
- Once your child is loaded and car doors are closed, please proceed by pulling forward slowly, yielding to other cars from the right, then turning left out of the line proceeding around the building, past the dumpsters, where you may park to buckle your child into their car seat or check that they are properly buckled if they do it on their own.

***Please notify your child's teachers IN WRITING if your child is going home with anyone other than the parent/caregiver who normally brings them to or picks them up from school. To keep things as**

seamless as possible for your child, please share the School's Arrival/Dismissal procedure with the person dropping off/picking up and advise them that they should be prepared to show identification if requested upon arrival when picking up, before your child is released to them.

Late Drop-off / Late Pick-up

We are mindful that our parents are juggling many things that are part of life when raising young children, so we aim to execute drop-off and pick-up procedures as efficiently as possible. Also, we realize that occasionally something unexpected interferes with a prompt drop-off or pick-up. To help us all be successful in maintaining the safest and most positive experience for your child, we have developed the following protocol:

- All doors are locked in the morning at 9:15am.
- If you arrive after 9:15am for Drop-off, please park near the first set of double-glass doors and walk your child to the Walk-up Door, ring the bell and a staff member will greet you within a few moments and escort your child to class.
- All doors are locked in the afternoon at 1:15pm.
- If you arrive after 1:15pm for Pick-up, please park in the first parking lot and proceed to the Walk-up Door with your Pick-up ID Sign, ring the bell and a staff member will greet you within a few moments along with your child.
- A \$25 fee may be assessed to your account for each non-emergency late pick-up should it occur more than twice.

Important Information

American with Disabilities Act

According to Title III of the American with Disabilities Act of 1990 (ADA), religious schools that are controlled by religious organizations are exempt from ADA requirement. However, understand that if the need is presented, will make every effort to work with families who fall under the protection of the ADA by addressing each family's needs individually.

Birthdays

Parents may send or bring simple refreshment and drink for their child's birthday. Please work with your child's teacher to determine what day will be best to celebrate.

Clothing

Be sure your child's clothing is comfortable, outdoor weather appropriate and allows for self-dressing. **LABEL** coats and sweaters with your child's name. It is helpful to avoid overalls (or similar) **without** a snap-crotch for your Tot or 2s as they are difficult for diaper changes. Also, once toilet training begins, "hurried" bathroom visits are made most successful with elastic waist pants + shorts. Your child will have the most fun when wearing shoes designed for outdoor play. Since our playgrounds have a mulch bed, any shoes that are backless or with openings/holes such as flip-flops, sandals or Croc styled are not

ideal. Sneakers are best and allow for lots of running, jumping, climbing and marching while they develop those large motor skills!

Conferences

Parent/teacher conferences are held twice a year. Regular classes will not be held during conference days. These dates are on the school Calendar to allow parents to make child-care arrangements in advance for students and siblings. Conferences are designed to allow parents and teachers to freely discuss all aspects of a child's growth and progress which can be encumbered when done in the presence of the student or his/her siblings. Aside from the scheduled conference dates, parents may request additional conferences with a teacher at any time.

Injury Incident Reports

Young children will have the occasional accident resulting in bumps and bruises as they play in the classroom or outside on the playground. If your child experiences an injury that involves the need for medical attention, our teachers will complete an incident report along with a phone call notifying you of the incident. A copy of this report will be sent to you upon completion. Please see a copy of the Injury Incident Form on the next page.



Injury Incident Report

Date: _____

Dear: _____
(Parent/Guardian)

Your child _____ was _____
(injury)

We attended to him/her by _____
(treatment)

Teacher's Signature: _____

School Information:

Phone call made to the parents at the time of the incident. Date: _____
Time: _____

Follow-up phone call made the same day, if needed. Time: _____

Incident Report filed? _____ Yes _____ No

Note for Staff: Please notify the School Director of any incident that occurs which requires you to complete this form and notify parents. Please file the original in the Injury Incident Report notebook and provide a copy to the Director within 12 hours of the incident. A copy of this form must also be shared with the parent(s) on the day of the incident.

Safety Policy

Safety of our school, students and staff is one of our highest priorities at Lancaster Preschool. As a result, only current employees, parents/legal guardians, or those who have been given express permission to volunteer by the Director or whom the Director has given express permission to act in his/her stead, are permitted on campus or admitted into the building on official preschool business. Any unauthorized visitors will be considered trespassing and subject to removal by authorities and a ban from all school facilities, activities, and events. Lancaster Preschool, in its sole discretion has the right to refuse or revoke access of any individual for any reason from all school facilities and access.

Playground After School

We are happy that our children and families are enjoying the playground after school. However, it is very important for safety reasons that the children follow the same rules that are enforced during the school day (see Lancaster Preschool Grounds Rules on page 30). For obvious reasons, Lancaster Preschool cannot and does not assume any liability for children on the playground after school or during after school events.

School Unplanned Closings

Any closings or delays due to inclement weather, power outages, etc. will be communicated on our website, Facebook and Remind app as soon as possible. (www.lancasterps.org/ / <https://www.facebook.com/lancasterpreschoolgreensboro/> / <https://www.remind.com/join/8c34kk>). Parents and staff are encouraged to use their best judgment on inclement weather days. If conditions in your area warrant staying home, we encourage you to do so. If unplanned closings exceed FIVE days, they may be made up at the discretion of Lancaster Preschool Board of Directors.

NOTE: If your family contact information changes, please notify the School Office immediately so important school information will be delivered to you.

Bringing Toys to School

We encourage you to have your child keep toys, other than Show + Tell items, at home. However, we always welcome books or items that can enhance a teaching unit. To ensure loaned items are returned home, please clearly label them and communicate with the teacher so they know when to expect it. Guns, swords and any toy that could accidentally harm a child or any toys that may encourage aggressive play are not allowed at school and must be kept at home.

Telephone Policy

Lancaster Preschool's office number is 336-288-6434. Office hours are 8:30am - 1:30pm. While our office is typically staffed during this time, occasionally you will reach our voicemail. Please know we welcome your calls and make great effort to timely retrieve messages. Should you need to relay information to a teacher, we will happily communicate your message as soon as is appropriate if you call during office hours.

Snack & Lunch

Children are to bring their own snack, lunch and water bottle each day. All items must be labeled with your child's name.

Sales and Solicitations

No items, including food, may be sold on the campus without authorization from the Director. Direct solicitation of parents in the school for the purpose of personal gain is prohibited.

Printed Material and Media

The Director must approve any and all printed material (brochures, posters, etc.) before being distributed or displayed on campus. The Director of the Preschool is the only school employee authorized to speak to the news media on behalf of Lancaster Preschool. It is requested that staff members, parents, and students not communicate to the news media in a way that would convey authority in regard to school policies and practices.

Health and Wellness

Health Information

Lancaster Preschool follows the North Carolina State Guidelines concerning illness and health procedures. We appreciate your cooperation and patience as we implement procedures and protocols that meet, and possibly exceed, government mandated policies for private preschools.

| Condition | Symptoms | Exclusion From Facility |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COVID-19 | Fever, chills muscle aches Respiratory concerns Gastrointestinal issues Shortness of breath Recent loss of taste/smell New or worsening cough | <u>Positive Test</u> - Student must isolate for 10 days after receiving a positive test result <u>Negative Test/Alternate Diagnosis</u> – Student may return to school after 24 hours symptom free |
| Fever | All ages: 100.4 or higher | Until child is fever free for 24 hours without medication. |
| Respiratory Concerns | Labored breathing, excessive coughing, shortness of breath | Until symptoms have resolved or doctor's note obtained identifying cause of respiratory concern |
| Diarrhea | Frequent watery bowel movements | Sent home immediately after 2 episodes, must remain |

| | | |
|-----------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| | | home for 24 hours after resuming eating |
| Vomiting | Loss of food by mouth – more productive than spitting | Sent home immediately after 1 episode; must remain home until NO vomiting or loose bowels for 24 hours after resuming eating |
| Common Cold | Stuffy/runny nose, sneezing chest congestion | Excluded for excess of any of the symptoms or if runny nose is consistently green in color – until symptoms subside |
| Flu (Influenza) | Fever, chills, sore throat, muscle aches, stuffy/runny nose | Until child is fever free for 24 hours without medication and symptoms subside |
| Strep Throat | Fever, red sore throat, sometimes vomiting | Until antibiotics have been administered for 24 hours and no fever exists |
| Ear Infection | Earache, irritable, reduced appetite | If accompanied by low grade fever, exclusions apply |
| Pink Eye | Red eyes, itchy swollen eyelids, yellowish or greenish discharge | Sent home immediately upon confirmed symptoms listed, may return after antibiotic drops have been administered for 24 hours |

Allergies and Medical Conditions

If your child suffers from allergies or any other chronic medical condition which may require emergency medical care, you must complete the “Permission to Administer Medication / Allergy Information” form for the school to keep on file (see next page). It must be filled out by a doctor with specific instructions for the staff and given to the School Director before the school year begins. This form is available in the front office. Be sure to advise the teacher of any dietary and/or insect allergies your child might have or develop as the year goes on.



Permission to Administer Medication / Allergy Information

Name of Student: _____

Medical Condition/Allergy Information: _____

This Portion to be completed by Physician

Name of Medication to be administered: _____

Criteria for giving the medication: _____

Amount and frequency of dosage: _____

Expiration of prescription: _____

Describe how the medication is to be administered: _____

Physician's Signature: _____ Date: _____

Physician's Name: _____ Phone: _____

This Portion to be Completed by the Child's Parent/Guardian

Authorization must be provided for staff to administer prescription or over-the-counter medication to a child, when needed, as per the doctor's orders as listed above, for chronic medical conditions and for allergic reactions. Item must be provided in its original container and labeled clearly with the child's name.

I, _____ (parent name) request Lancaster Preschool personnel to administer the medication above to _____ (child name).

Parent/Guardian Signature: _____ Date: _____

This Portion to be Completed by the Teacher/Staff

Date Received: _____ Staff Initials: _____

Wellness Policy

If your child has diarrhea, vomiting, fever, “green” mucus, or any other signs of serious illness, please keep him/her home. Once symptoms subside, they may return to school after an additional 24 hours waiting period during which they remain symptom-free. For clarification specifically regarding a fever: they must be fever-free for 24 hours without the aid of a fever reducing medication. This will not only help your child to recover quicker, but it will also help other children and staff members remain healthy. Please do not return your child to school until he/she is able to participate in all activities including outside play. Lancaster Preschool reserves the right to send a sick child home. Please refer to our “*exclusion policy*” for details on specific symptoms and illnesses, along with our Commitment to Wellness policy each family received at the start of the school year regarding specific Covid 19 protocols.

Our teachers have been working with kids for decades, and their combined experience has informed us that kids thrive on routine, and sometimes the tiniest change in their lives can cause them to behave differently at school. For example, the easy-going child may begin to have tantrums, or the typically animated child may begin to withdraw. If there are any new circumstances in your child’s environment, big or small, it can help your teachers to know. Perhaps you’re getting a new pet, Grandma went to the hospital, Daddy changed/lost a job, Mommy is having a baby, the house is being renovated or you are moving away. Divorce, separation, remarriage, financial instability, death of a family member or pet are some of the most common, often confidential life events that are hard to talk about. Maybe it is something in between but remember your Little is possibly more sensitive than you know and may display behaviors at school that could be better addressed if their teacher knows the source. We commit to holding personal circumstances in confidence and, if you prefer, Lancaster Preschool’s Director will gladly meet with you and handle relaying relevant information to classroom teachers as needed. While young children are sensitive, they are also very resilient, and we want to help them fill their toolbox with the right tools to help them through the changes of life...big ones and small ones alike.

Pandemic Response

The occurrence of a pandemic is an ever-changing situation. Lancaster Preschool will follow or exceed health protocols deemed necessary by state and local ordinances. However, as a private religious school we have a certain level of autonomy or independence in our decisions. Changes in current protocols will be communicated to our families through our weekly newsletters and emails. Each family will be required to sign an Acknowledgement of Risk Waiver regarding Covid 19 to participate in Lancaster Preschool.

Acknowledgement of Risk/Waiver of Liability Regarding Voluntary Participation

On behalf of myself and my child/children, who are enrolled in Lancaster Preschool fully acknowledge, understand and agree to the following:

- COVID-19 is extremely contagious and present a risk to those individuals who participate in our program, where risks are unavoidable
- My child’s participation is completely voluntary, and I am willing to assume the risk of my child participating in this program. My child’s safety cannot be guaranteed.
- I hereby release and hold harmless Lancaster Preschool, its trustees, officers, administrators, and employees from any legal liability and any and all actions, suits, claims of judgment for damages or expenses that may result from any personal injury, illness whether related to COVID-19 or otherwise regardless of fault
- I agree that this Release and Waiver of Liability is intended to be as broad and inclusive as is permitted by law
- I understand and agree that I will abide by all applicable requirements of the City of Greensboro, the County of Guilford and the State of North Carolina, with respect to any ordinance, order or other law regarding the COVID-19 pandemic whenever issued.
- I represent that I have read Health and Wellness Procedures issued by Lancaster Preschool and will abide by those procedures. I understand that my child may be sent home in the event of even mild symptoms and that practices may cease temporarily in the event of a positive case. I further understand I must notify the Preschool if my child or a member of my child’s household tests positive for COVID-19 and that the Preschool may share this information with government agencies, its staff, and any individuals potentially exposed to COVID-19
- I understand that at any time health and safety protocols may require a temporary suspension of school and that my child may be excluded from our program due to a positive case of COVID-19
- I acknowledge that it is my responsibility to assess my own risk factors and make a decision regarding whether I can safely allow my child to participate in the school year.
- I have read and voluntarily agree with the terms stated in this waiver, and further agree that no oral representations, statements, or written agreements have been made.

Daily Agreement/Waiver

To my knowledge:

- The child I am dropping off does not have COVID-19
- There are no close contacts or household members with a confirmed case of COVID-19 nor are presenting any related symptoms
- The child I am dropping off does not currently have any of the symptoms listed below:
 - Fever (fever is determined by a thermometer reading above normal; fever is defined as 100.4 or higher)

- o Cough
 - o Shortness of breath
 - o Excessive runny nose
 - o Runny nose presenting a consistent green color
 - o Sore throat
 - o Headache
 - o Vomiting
 - o Diarrhea
 - o Loss of taste or smell
- My child has not been given any medication that could mask symptoms they are experiencing
 - I understand that if any symptoms arise in my child throughout the school day, I will be notified and am required to pick up within 30 minutes and then follow the Exclusion Policy provided in this handbook
 - I understand and agree to the policies listed above

Discipline Policy

As written in our mission statement, our staff strives to love, nurture, and educate the children of Lancaster Preschool. Positive reinforcement, problem solving, peer and adult interactions and providing a well supervised and developmentally appropriate classroom help create an environment that leads to appropriate behavior.

Our discipline policy is age and developmentally appropriate. Focused, well-supervised classes help create an environment in which positive reinforcement of children’s actions lead to appropriate behavior. When behavior is inappropriate, a child will be redirected to a new activity. We work with children and help them to play well with others. However, a child is removed immediately from a situation if they are harming themselves or others and will be directed to a supervised “thinking chair” for one minute per year of age. Learning boundaries is a normal part of growing, and every child requires guidance. Teachers will reach out to parents if a concerning behavior persists. Lancaster Preschool does not use corporal punishment.

Student Behavior Policy

Part of our mission at Lancaster Preschool is to “foster a sense of wonder in God’s creation, as well as an appreciation for others” which includes respect for authority and applying biblical principles in our interactions. No student is allowed to be significantly disruptive to the process of instruction or to ill-treat another student. It is our desire to create a community of diverse backgrounds, culturally, racially

and economically, and for all students to be respectful of those differences. The ultimate responsibility of the behavior of the child belongs to the parent.

We realize that learning and applying biblical principles is a long-term process, but we are confident that the reward will be worth the effort for student, parents and the school.

The School Director, in conjunction with the Board, has the authority to suspend or expel any student at any time if the behavior/attitude of the student so warrants. Most suspensions or expulsions will be subsequent to various interventions including parent-staff conferences, etc. However, if deemed necessary, the School Director, with support from the Board, has the authority to immediately suspend or expel any student at any time.

Green and Red Choices

We use Green and Red Choices in our classroom. This is a positive approach to behavior and a universal support for all students in the classroom to teach expected behaviors.

Green choices are good behaviors, worded in a positive way. They are the choices we want students to make such as listen, use kind words, and have a calm body. Green is a symbol for go, keep going and red is a symbol for stop.

WE STRIVE TO:

- Communicate to children using positive statements
- Communicate with children on their level
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Enforce classroom rules
- Model appropriate behavior
- Set up classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activity
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the children's needs, desires and feelings
- Provide appropriate words to help solve conflicts
- Remove child if harmful to self or others
- Use storybooks and discussion to work through common conflicts

WE DON'T BELIEVE IN:

- Inflicting corporal punishment in any manner upon a child
- Using any strategy that hurts, shames, or belittles a child
- Using any strategy that threatens or intimidates a child
- Using or withholding food as a punishment
- Embarrassing any child in front of others

Conferences will be scheduled with parents if disciplinary problems arise. Behavior and interventions will be documented via the Lancaster Preschool Behavior Incident Report. If a child's behavior consistently endangers the safety of him/herself or children around him/her, Lancaster Preschool has the right to terminate care at any time. Lancaster Preschool reserves the right to change our policies at any time.

Note: At any point, if there is an indication/suspicion that a child may have special needs, Lancaster Preschool will inform the child's family and refer them to common resources for assessment and assistance.



Behavior Incident Report

Date: _____ Time: _____

Child's name: _____

***Check all observed behavior(s):**

AGGRESSIVE:

- | | |
|---------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> <i>Biting</i> | <input type="checkbox"/> <i>Kicking</i> |
| <input type="checkbox"/> <i>Pushing</i> | <input type="checkbox"/> <i>Foul Language</i> |
| <input type="checkbox"/> <i>Throwing</i> | <input type="checkbox"/> <i>Hitting</i> |
| <input type="checkbox"/> <i>Other Behavior(s)</i> _____ | |

BLATANT:

- | | | |
|----------------------------------------------|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> <i>Disobedience</i> | <input type="checkbox"/> <i>Spitting</i> | <input type="checkbox"/> <i>Disrespect</i> |
| <i>Other Behavior(s)</i> _____ | | |

The behaviors noted above do not constitute a complete list of behaviors that may require completion of this form.

***Circle the Teacher's action(s):**

- | | |
|------------------------|---------------------------------|
| Redirection | Calm Down Spot / Thinking Chair |
| Removal from Classroom | Office Visit |

***Method of Parent Contact (circle all that apply):**

- | | |
|-------------------------------------------|------------|
| Text Message | Phone Call |
| E-mail/Class Dojo/Other Electronic Method | In-Person |

Note for Lancaster Staff: Place one copy of this form in the Behavior Incident Report notebook in your classroom and notify the Director. Please send one copy home to parents within 12 hours of completion of this form. If applicable, also note if any other student was affected by this incident. The name(s) of other student(s) is for the School Director's notification only and not for other parents. Please do not include other student name(s) until after a copy has been made for the parent(s) of the student exhibiting the behavior(s) that required completion of this form.

Name of child(ren) affected (if applicable): _____



Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. The teacher will comfort the child. First aid is rendered, if appropriate. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!" and show the child how he/she hurt their friend.
2. The child may be placed in an area of the classroom designated for quiet/calm behavior for no longer than the child's age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident.

When Biting Continues:

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.

5. The Director/teacher will schedule a conference with the parents of the child who is biting to develop a plan for home and the school to stop the biting.

When Biting Becomes Excessive:

1. If the child continues to bite, after the preventative steps noted above have been implemented by staff, the parent/guardian will be asked to pick up the child for the remainder of the day. Chronic biting may require that a child be removed from enrollment for a period of time. If a child is removed, the parent will be informed that the child may return to the school as soon as the biting is abated;

2. If the child returns to the school and continues to bite, thus endangering other children, the child may be released from the program;

Parent Partnership and Communication

Parent Partnership Policy

Each faculty, administrative, and Board member contributes to the success of the Lancaster community by striving to set an example of Christ-likeness in his/her life by modeling compassion, humility, forgiveness, thankfulness, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (*Colossians 3:12-15 and Galations 5:22-23*). Lancaster encourages parents and guardians of students to model the same Christian values and lifestyles taught by Lancaster Preschool and to support the School's staff and volunteers as they do the same.

Any parent visiting the School campus or attending any Lancaster sponsored or affiliated activities must act in a manner that respects the School's Christian mission, philosophy and policies. The School also reserves the right to restrict any parent's participation in an event, activity or access on or to school property, including play areas (see Lancaster Preschool Grounds Rules) should it be necessary.

In the limited situations where the School determines it cannot effectively partner with a parent(s)/guardian(s), enrollment of the student(s) may be declined or discontinued at the discretion of the Director and/or School Board at any time.

Communicating Concerns/Complaints

Regarding any concerns or conflict resolution, Lancaster Preschool models itself after Matthew 18:15-19. Should you have a concern, conflict, or issue, please share it with the *appropriate* person.

1. If you have a concern about the manner in which something is being handled at school or with your child, we ask that you speak to your child's teacher prior to escalating the matter to the Director of the School.

2. Following this step, if you are not satisfied with the outcome, please approach or request to meet with the Director of the School. This will require you to complete a "Parent Complaint Form" (copy below) prior to meeting with the Director. Following receipt of this form and meeting, the Director will take the next appropriate steps to resolve the issue.

3. Following this step, if you are still not satisfied with the outcome, please approach or request to meet with the Board Chair who will then work with the Board and Director for swift and final resolution. Parents are further invited to direct any concerns with or issues involving the conduct or behavior of the Director of the School to the Board Chair (the completion of a “Parent Complaint Form” is also requested in such instances).

There are several clear principles that Jesus taught in solving people-to-people problems:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words (e.g., Ephesians 4:29; Exodus 23:1)

2. Keep the circle small. “If your brother/sister sins against you, go and tell him his fault between you and him alone”. The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

3. Be straightforward. “Tell him/her his/her fault [issue].” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

4. Be Forgiving. “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If someone is caught in sin, you who live in the Spirit should restore that person gently. But watch yourselves, or you may also be tempted.”

As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration is the healthy happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the issue or problem?

For example, if you, the parent, are unhappy with a teacher because you believe your child is being treated unfairly in the classroom, you and the teacher have met and talked together, and you are not satisfied with the outcome of your discussion, then what is the next step in the Matthew 18 principle?

5. The parent and teacher should share the matter with the Director of the School.

At this stage, the counsel of Jesus would be “...take with you one or two more, that by the mouth of two or three witnesses every word may be established.” Both parent and teacher should express their versions of the issue or issues with the school’s Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed.

An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution. Statistics show that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school’s Administration (i.e. Preschool Director). This leaves 2% to be resolved at the level of the Preschool Chairperson/Board. The Board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

The Director of the preschool should explain the problem to the Board Chair. The Board Chair will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the Board Chair to request that all persons involved be present at a Board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to Administration. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems and a foundation of unity.

To address issues of concern, parents are encouraged to apply the above directives. Discussing concerns with the appropriate staff member via phone call/text or e-mail is also appropriate. Please do not attempt to discuss concerns or complaints at drop-off or pick-up. If a parent wishes to formally notify the School Director or Board of a complaint or concern, the Parent Complaint form found on the following page should be completed and returned to the School Director. The School, and its affiliates, considers this form the only acceptable manner in which to communicate a formal complaint or concern.



Parent Complaint Form

DATE: _____

Please fill out this form completely and return it to the Lancaster Preschool Director. All complaints will be reviewed by the Director with support from the School Board, as necessary.

Have you expressed concerns to the appropriate School Staff Member prior to completing this form? If yes, please note the individual(s). _____

TEACHER NAME(S) _____

PARENT NAME(S) _____

STUDENT NAME(S) _____

DATE OF INCIDENT _____

Please provide a detailed and factual description of the circumstances that prompted this complaint. Be specific and only provide information relevant to the incident/event. Include relevant names/witnesses and documents, if applicable. Use additional paper, if necessary. _____

FOR SCHOOL USE ONLY:

REVIEWED BY: _____

ACTION TAKEN BY
SCHOOL: _____

Lancaster Preschool Grounds Rules

It is very important for safety reasons that everyone follows these rules:

1. Slide – climb up the steps and ladders. Slide with bottom down and feet first. Don't jump off top of slide or climb up the slide.
2. Swings – the children must be on their bottoms with both hands on the chains. No jumping out of the swing while in flight, twisting the swings, or pushing an empty swing.
3. Sand – Keep sand and sand box toys in box only. (Play with sand in sand box only. Do not carry and dump out sand around playground.) Cover sandbox after play and make sure toys are put in appropriate boxes.
4. Mulch – No throwing or digging in the mulch.
5. Tire Swing – Limit of three children on the tire swing and each child must have both hands on the "chains". One person pushes. The pusher may not climb on the swing after the swing is in motion. Bottoms on swing and feet inside the tire. No pushing an empty tire swing.
6. Fence – No climbing on the fence.
7. No sugary snacks or drinks on the playground.
8. No playing in the woods.
9. All children must be always under adult supervision while on the playground. Children should never be on the playground alone.

Lancaster Preschool is not responsible for incidents that occur after school hours or at after school events.

Volunteerism at Lancaster Preschool

Volunteer Guidelines

We LOVE our volunteers, but like public schools and private institutions throughout the country, we have sadly had to limit the way we interact with them. This is a fluid issue, and we realize it can be frustrating as we continue to ask for your patience and refer to our website for the most current allowance of volunteer interaction.

At our Meet and Greet, parents will have the opportunity to sign up for school parties. Teachers will let parents know if more volunteers are needed.

- The Parent Teacher Council will help coordinate special events throughout the year. If you would like to be part of our Parent Council, please contact the office (336) 288-6434.
- Teachers will communicate with the Room Mom about parties and celebrations.
- Any correspondence to be sent home with students must be approved by the office before being distributed.

Teachers' birthday celebrations will be organized by each class' Room Parent. If the class decides to solicit funds for teachers' holiday and year-end gifts, please make sure to communicate that any contributions are optional.

Board of Directors

As a private non-profit Christian organization, Lancaster Preschool is governed by a Board of Directors that is charged with providing fiduciary and visionary leadership to the School, seeking God's will and direction for the School, and preserving the School's mission, purpose and ministry. For those who share a love for Lancaster and have a passion for service through this sort of leadership, nominations can be submitted to the Director or Board Chair and are reviewed annually. All Board Members commit to serving a two (2) year term and must adhere to the Lancaster Preschool Board of Directors Code of Conduct.

Parent Council

The Parent Council (PC) is a service-oriented group that fosters an atmosphere of community for students, families and staff through school-wide activities such as a Welcome Breakfast for new families, the annual Fun Run, and other special events and community projects throughout the year. Teachers and classes are supported with materials and equipment purchased with PC raised funds; such as continuing education, new classroom or playground equipment, holiday bonuses, technology enhancements and the like.

How to get Involved

Through strong parent involvement, the PC has established a vital presence in the community of Lancaster Preschool and the community at large. Parents of children are encouraged to join and become engaged in activity planning and participation that supports our School and share fellowship with other Christian parents. Whether you are brand new to Lancaster or a veteran parent, the PC would love to welcome you to be part of the team.

Parent Council By-Laws

Vision Statement

The Parent Council (PC) desires to support the teachers, staff, students and ministry of Lancaster Preschool.

Mission Statement

The PC of Lancaster Preschool views its role as a support ministry of Lancaster Preschool in the areas of prayer, support to administration, teachers and staff, special fundraising projects and community outreach.

Bible Verse

“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others.” Philippians 2:3-4

Organizational Structure and PC President Role

The PC President works with the Preschool Director to carry out the service components of the PC. The Preschool Director must approve all fundraisers and/or events. The PC President is responsible for organizing PC members and events and ensuring the success of the organization, as well as training the PC Vice President for his/her presidency the following year and communicating school-wide events to Room Parents.

The PC President is the liaison between the PC and the Preschool Director to safeguard the Preschool Director’s time and schedule, as well as serving as the official contact, communicator and representative of the PC. The PC President presides over PC meetings, oversees, coordinates, and delegates the work of the PC as approved by the Preschool Director.

The PC President assigns each class a teacher/staff monthly meal at the beginning of the year (excluding the months of September, December and January). Classes may need to be combined to host a monthly meal together.

The PC President will also work with and support Room Parents with “friendly reminder” e-mails to prompt communication to their class regarding New Family Welcome Breakfast, holiday parties, Teacher Appreciation Week, fundraising, special events, and community outreach.

PC President coordinates:

- Email communication with Room Parents
- New Family Breakfast in September
- Monthly class Meals for teachers (none in September, December, January)
- Teacher Appreciation Week in March
- Annual Fun Run in April
- Other fundraisers as determined by PC with approval from the Preschool Director

Parent Council Members

All are welcome who believe in the mission and vision of the Parent Council and wish to humbly serve and support our community.

Focus

At the beginning of each school year, the Preschool Director and the PC President will work together to identify goals for that year. They will engage willing parents/teachers to serve in leadership support roles within the PC.

Needs

“We Trust God for ALL of Our Needs”

An approximate budget of needs/projects determined by the Preschool Director and Director of Finances will be developed each school year and presented to the PC President. Various fundraising projects, with the approval of the Preschool Director, will be planned and held during the year, through which the PC will raise money to finance these determined needs/projects, special events and gifts to the school.

Event Committees

The PC President will recruit and have final approval of teams and/or co-chairs to serve on any event committee. With the hopes that at least one co-chair will have previous event experience and will come alongside the other co-chair to train them to serve the following year.



Parent Handbook and Document Signature Page

We, the parents of _____ have read and understand the contents of the Parent Handbook. We acknowledge our agreement of the policies outlined in this handbook including, but not limited to, the following:

____ The Wellness Policy

____ The Discipline and Behavior Policy

____ The Biting Policy

____ The Acknowledgement of Risk Waiver / Waiver of Liability Regarding Voluntary Participation in Lancaster Preschool

____ The Student Behavior Policy

____ The Parent Partnership Policy

We understand that Lancaster Preschool reserves the right to amend its policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the school.

Signature of Parent/Guardian _____

Date _____

Please sign and return this page to child's teacher as soon as possible.