

FIRST PRESBYTERIAN PRESCHOOL HANDBOOK

2024-2025



First Presbyterian Preschool

420 W. Walker Avenue

Asheboro, North Carolina 27203

336-625-5997

www.fpcasheboro.org

CELEBRATING THE CHILD

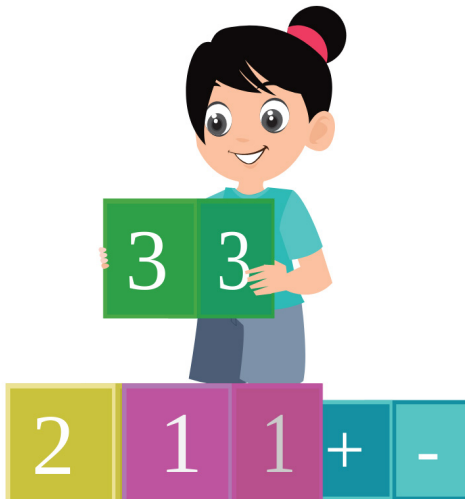
We at First Presbyterian Church are excited to share with you an important part of our ministry designed especially for the preschooler.

It is our aim to provide a program that ministers to the development of the whole child. Our teachers and support staff are dedicated to providing a multifaceted learning environment. Here, a child may grow not only educationally, but spiritually, socially, physically, and emotionally.

We want our Preschoolers to experience Christian principles in action. It is our goal to create for each child a desire for wonder, and love of learning.

Emily LeRoy

Director



2024-2025 CALENDAR

September 3 — First week of preschool (children will be staggered during this first week)

September 3 — Chick-Fil-A Night: 4-7pm

September 9 — Tuition due this week

September 16 & 17 — 4-year-old Field Trip to Asheboro Fire Department

October 1 — Chick-Fil-A Night: 4-7pm

October 8 & 9 — Schoolwide Field Trip to Victory Mountain Camp Pumpkin Patch

October 14 — Teacher Workday (No School)

October 14 — Tuition due this week

October 21 & 22 — Fall Pictures (dark background)

October 28–November 1 — Fall Book Fair

November 5 — Teacher Workday (No School)

November 5 — Chick-Fil-A Night: 4-7pm

November 11 — Veteran's Day Holiday (No School)

November 11 — Tuition due this week

November 25 & 26 — Thanksgiving Celebration

November 27–29 — Thanksgiving Holiday (No School)

December 3 — Chick-Fil-A Night: 4-7pm

December 9 — Tuition due this week

December 11 & 12 — Baby Jesus Baby Shower

December 17 & 18 — Christmas Express

December 19–January 3 — Christmas Break (No School)

January 6 — Return to School

January 7 — Chick-Fil-A Night: 4-7pm

January 13 — Tuition due this week

January 20 — MLK Jr Holiday (No School)

January 21 — Teacher Workday (No School)

February 4 — Chick-Fil-A Night: 4-7pm

February 10 — Tuition due this week

February 17 — President's Day (No School)

February 23 — Children's Sunday Fundraiser Breakfast



March TBD — 4-year-old Field Trip to Qubein Children's Museum

March 4 — Chick-Fil-A Night: 4-7pm

March 10 — Tuition due this week

March 28 — Teacher Workday (No School)

April 1 — Chick-Fil-A Night: 4-7pm

April 7 & 8 — Flowering of the Cross

April 7 — Tuition due this week

April 14–April 21 — Easter Break (No School)

April 22 — Return to School

May 6 — Chick-Fil-A Night: 4-7pm

May 12 — Tuition due this week (for those paying September–May)

May 21 & 22 — Spring Programs

May 22 — Last Day of School

**Tuition is the same amount each month regardless of the number of holidays or workdays.

For updates, visit our page on the church website!

<https://fpcasheboro.org/preschool>



ENROLLMENT POLICY

Our aim is to provide a quality program with a limited class size. Our maximum enrollment is 14 (nine for the 2-year-olds classes). Because of the student-teacher ratio and insurance coverage, we cannot allow unenrolled children to stay in the classroom. Students will be registered on a first-come, first-served basis with enrollment open to members of First Presbyterian Church on the Sunday before enrollment starts. Enrollment for currently enrolled students and siblings will begin one week prior to general enrollment.

All 3- and 4-year-olds must be toilet-trained before entering Preschool. Pull-up training pants may not be worn in these classes.

Scholarship assistance is available. Please contact the Preschool Director for an application.

Based on NC Public School requirements, the cut-off dates for age/class requirements will be August 31. Your child must be the age of that class on or before August 31 to enroll. There will be no exceptions.

In the best interest of the overall program, the Preschool staff reserves the right to determine that a child with certain physical, mental, emotional, or health problems may not be accommodated in this program.



TERMINATION OF ENROLLMENT

By the Parent:

The parent agrees to give the Preschool Director two (2) weeks written notice should it be necessary to withdraw your child from our program.

By the Preschool:

After every effort has been made to deal with or correct undesirable or dangerous behavior of a child, or noncompliance with school policy by the parent, the parent will be given notice of termination in writing.

Failure to make payment of tuition will also result in the termination of enrollment. Tuition that is not received within one week of written notification by the director will be considered delinquent. Extenuating circumstances will be carefully considered. Please notify us if payment will be late and every effort to accommodate the situation will be made.

SCHOOL HOURS

Preschool will open at 8:15 a.m. Up until that time, we will be preparing for the school day. Please do not bring your child before the assigned time.

Classes are dismissed as follows:

2-year-olds: 11:15 a.m.

3-year-olds: 11:20 a.m.

4-year-olds: 11:30 a.m.

MORNING DROP-OFF POLICY

Parents will drop their children off and a staff member will walk them to the classroom. This may be hard at first, but we know the children will adapt to this routine. The first week of school children will be staggered on different days to better acclimate the children to the classroom routines.



PICK-UP POLICY

Pick up times are:

2-year-olds: 11:15 a.m.

3-year-olds: 11:20 a.m.

4-year-olds: 11:30 a.m.

Please enter the church parking lot from the Park Street entrance and park in the lot to your left. Parents will need to walk up to the pick-up area, have your child's tag, and wait for a teacher to bring your child to you. When leaving, exit through the lower drive back to Park Street.

The end of every day is just as important as the beginning. Teachers cherish every minute they have with your child. If you need to get your child early, please call the Preschool

office, 336-625-5997, and let us know when you will be here. We will bring your child to you. Thank you for helping us make every minute count.

Parents or responsible party need to be prompt. There will be a \$5.00 per child late fee charged for each occasion that a child is picked up ten (10) minutes past the designated time.

CELL PHONES

We are asking parents to finish phone calls before dropping children off in the morning and during pick-up.



WEATHER CANCELLATIONS

Our Preschool will not operate on days when the Asheboro City Schools are canceled due to bad weather. We will open *one hour late*, at 9:15 a.m., if the city schools are delayed *one hour*. If the city schools are delayed 2 hours, we will open at 10:00. Preschool will dismiss at 12:00 p.m. when there has been a two-hour delay.

Watch for Asheboro City School cancellations on the news. Teachers will also text you as soon as possible to let you know about any cancellations.

MAKE-UP DAYS DUE TO BAD WEATHER

Should there be an extended number of days missed (more than one week), we will evaluate the situation and attempt to make up time if available days remain in the school year.



FEES AND PAYMENTS

2-day program: \$140.00 per month

3-day program: \$160.00 per month

5-day program: \$190.00 per month

A non-refundable registration fee of \$70 for 2-year-olds and 3-year-olds and \$75 for 4-year-olds will be paid at the time of registration. This fee will be applied directly to the Preschool for supplies.

Children who enrolled prior to August were required to pay September's tuition by August 9, 2024. Those who enroll after this date are required to pay at the time of enrollment. Tuition is collected from the first of each month through the third Monday and is paid one month in advance. (August's payment is for September, September's payment is for October, etc.) This method of payment allows us to operate more efficiently and helps us avoid the loss of adequate funding in May due to ignored payments.

You will receive eight payment envelopes for tuition from September–April. (April's payment covers May.) On the back of each envelope is a label that should be completed with your child's name, teacher's name, and the amount. Please indicate if you are enclosing more than one month's payment. You may return the envelope to the tuition box located outside the Director's office or mail it to the Preschool. Please make checks payable to First Presbyterian Preschool. A discount of \$5.00 off the monthly tuition for the second child attending the program will be given to each family with two or more children enrolled.

Our Preschool is a nonprofit organization. If payments are ignored or extremely late, our operating budget is immediately jeopardized. Please make every effort to make payments by the dates indicated.

We reserve the right to dismiss a child whose tuition is more than 10 days late. If you have a problem concerning the payments, please contact the director.

Occasionally we must deal with returned checks. It is our policy to notify the responsible party of the returned check, and we ask that a new check, including the return fee be issued at that time. If we receive two returned checks from the same party during the year, we ask that all future tuition payments be made in cash.

TUITION DUE DATES

September 9 — Tuition due this week
October 14 — Tuition due this week
November 11 — Tuition due this week
December 9 — Tuition due this week
January 13 — Tuition due this week
February 10 — Tuition due this week
March 10 — Tuition due this week
April 7 — Tuition due this week
May 12 — For those paying September-May



LATE TUITION FEE

Tuition will be due the week of the second Monday. Please have tuition payment in by Friday of that week. Tuition received after the second week of the month should include an additional \$2.00 per day late fee.

SCHOLARSHIPS

First Presbyterian Preschool has some scholarship money available. If you are interested in a scholarship application, please contact Ms. Emily, Preschool Director.

REQUIRED FORMS

In order to attend First Presbyterian Preschool, your child must have the following forms on file with the director:

1. Registration Form
2. Car Pool Form
3. Health Information Form
4. Emergency Medical Release Form
5. Parent Responsibility Form
6. Immunization Form
7. Field Trip Form
8. Photo Permission Form
9. Personal Information Form
10. COVID/Sickness Form



OUR PRESCHOOL STAFF

Christina Horne: 2-year-olds teacher, Monday/Wednesday & Tuesday/Thursday

Ashley Harger: 2-year-olds teacher, Monday/Wednesday

Carla Lovell: 3-year-olds teacher, Monday/Wednesday/Friday & Tuesday/Thursday

Cassandra Britt: 3-year-olds teacher, Tuesday/Thursday/Friday

Beth Davidson: 4-year-olds teacher, Monday-Friday

Tina Hussey: 4-year-olds teacher, Monday-Friday

Jennifer Brumley: 4-year-olds teacher, Monday/Wednesday/Friday & Tuesday/
Thursday

Ashley Medford: Music & Creative Movement, Monday-Friday

Emily LeRoy: Director, Monday-Friday

You may reach our staff on the days they are at Preschool by calling 336-625-5997. Please understand that prior to 8:10 a.m. we are very busy preparing for the children to arrive and involved with pick-up from 11:15-11:40 a.m. Please leave a message on our answering machine and your call will be returned as soon as possible.



MONTHLY CALENDARS

Teachers will send home a calendar at the beginning of each month. Please look over them and keep them in a handy place. Special days and information will be on the calendars to help keep you informed about the month ahead. Teachers will be glad to give out extra calendars if you have additional family members who might need one.

CURRICULUM

It is the focus of this Preschool program to celebrate the individual needs and development of every child. The following curricula are only guidelines. Each child develops at his/her own rate which is one of the joys of uniqueness.

Our teachers strive to provide a multifaceted learning environment that allows each child to be nurtured to his/her fullest potential.

In addition to the conventional secular learning activities, we feel it is important to include **Christian** education as a part of our curriculum. The purpose of this aspect of our curriculum is to offer the children a Christian interpretation of the world in which they live, on their level of comprehension. To accomplish this, we will present Bible stories, devotional stories, prayers, and songs.



We acknowledge that the Bible is an adult book written for adults. Some stories may be difficult for a preschool child to understand. Therefore, we will carefully choose stories that deal with children and God's love.

The concepts are:

- God is.
- All the wonders of the world are God's gift.
- God loves each of us.
- God forgives us.
- We know these things because Jesus came to tell and show us they are true.

CREATIVE MOVEMENT AND MUSIC



First Presbyterian Preschool has a creative movement/music class integrated into our program. Each child takes part in this program several times a week.

The children are introduced to creative movement activities that incorporate shape and number recognition, animal movement, bean bags, etc. During music the children are introduced to handbells, movement with music, creating new songs for different units, rhythm sticks, and musical instruments.

2-YEAR-OLDS

The two-year-old program is designed to help the children make positive discoveries about themselves, their abilities, and the world around them. Our main emphasis will be on self-help skills, positive social interaction with other children, and academic skills and routines. Children will be introduced to a variety of activities which will give each child the opportunity for creative expression and learning.

Skills:

1. Learning to put on a jacket with little or no help.
2. Basic concepts (ex. matching, sorting, identifying items, and memory games.)
3. Being exposed to colors, shapes, and counting.
4. Developing small and large muscle groups according to age.
5. Self-expression in art, music, and creative movement.



3-YEAR-OLDS

Three-year-olds have boundless energy, endless curiosity, and the desire to work and play with others. It is our goal to channel these characteristics into stimulating activities that allow 3s to grow in both skills and self-confidence.

Skills:

1. Developing positive self-concepts.
2. Developing vocabulary and encouraging oral expressions.
3. Fostering curiosity and creativity.
4. Enjoying group play and interaction with peers.
5. Developing muscle coordination appropriate to age.

4-YEAR-OLDS

Fours are excited and ready to try almost anything. They are able to follow simple directions but require guidance to direct their high energy. They are ready to explore new mediums and skills and should be allowed as much freedom of expression as possible.

Skills:

1. Developing memory skills.
2. Increasing self-expression and creativity.
3. Developing increased attention span.
4. Developing cooperation.
5. Following directions/sequence.
6. Learning negotiation skills.
7. Developing a sense of competence.
8. Fine tuning fine and gross motor skills.
9. Exploring feelings.



MEDICAL EMERGENCIES

Parents must complete our authorization form for emergency care in order to enroll their child. Parents will be notified of any emergency.

ILLNESS

It is our policy to make every effort to prevent the unnecessary spread of illness in our classrooms. Children who become ill at Preschool will be placed in the Director's care until a parent can be notified to pick up the child. If your child is sick the day or night before Preschool, please carefully evaluate his/her condition for fever or other symptoms that indicate he/she may not be ready for group interaction on the morning of Preschool.

In the best interest of the health and safety of all Preschool children, please notify us if your child contracts a communicable disease such as chicken pox. Other illnesses that should be considered infectious are defined as follows:

1. diarrhea
2. vomiting
3. "bad" cold
4. fever
5. a persistent, deep cough
6. unidentified eye inflammation
7. unidentified rash or spots
8. contagious disease



COMMUNICABLE DISEASE POLICY

If a child has a communicable disease, that child may not attend Preschool until there is no danger of infecting other children. Certain diseases may require a doctor's written statement that the child is no longer infected.

Whenever there is contact with body fluids, disposable gloves will be used.

MEDICATIONS

Our Preschool staff cannot administer any type of medication without written permission and directions from the parents.

WHAT TO WEAR

We recommend that you dress your child in comfortable play clothes and tennis shoes or rubber-soled shoes. Each child needs an extra set of clothing at school.

Children delight in being involved in their learning experiences, and this often involves paint, glue, and even mud!

Labeling garments and possessions with your child's name is a BIG help!

BOOKBAGS

We encourage each child to bring some type of bookbag each day. Tote bags are the most practical and easiest for the teachers to work with when assembling the various notes, priceless works of art, and other precious things that are sent home each day. Remember to mark your child's bag (and any other possessions) with his or her name.

Any item that a parent needs to have placed in another child's bookbag should be given to the teacher. The teacher will make sure the item is placed in the correct bag.

BIRTHDAYS

Birthdays are a time of celebration! Each child's birthday is celebrated on the school day closest to his or her birthday. You are welcome to send simple (store-bought) refreshments. For children with summer birthdays, a special "un-birthday" will be set aside for celebrating in May. Parents will not be allowed in the classrooms for these events.

For birthdays and all special holiday parties, we ask that parents send in store-bought treats and snacks.

While children love balloons, they do pose a choking hazard and are a possible safety risk to small children. Therefore, we ask that you do not bring them to school or put them in goody bags.

We would like to keep birthday parties simple and focus more on the child and how he/she is growing according to God's plan.



SNACKS

We feel that children need to have healthy and balanced snacks. To offset the expense for the school year, parents are asked to bring snacks each month. Each teacher will have a schedule for her class to follow. Parents are welcome to bring store-bought snacks such as yogurt, muffins or different types of crackers.



PEANUT ALLERGIES



Due to the high number of children with peanut allergies, we do not allow peanut butter or items containing peanuts or other tree nuts in the classroom.

Please remember this if you send a special snack for your child's class. We realize that peanut butter is a favorite food to many children, but the sacrifice of being a peanut-free school outweighs the risk to a child with a peanut allergy. If your

child goes to Mother's Day Out or Lunch Bunch, please remember to keep these lunches peanut-free also.

CONFERENCES

Parent/Teacher conferences will be held at the discretion of the teacher and parent. This time will give you an opportunity to discuss any concerns you might have as well as the progress of your child.



FIELD TRIPS

We offer field trips throughout the school year. Monthly calendars will list the field trips.



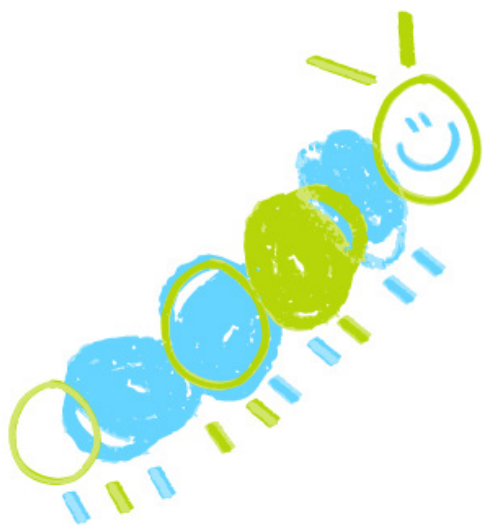
PRESCHOOL PICTURES

Fall Preschool pictures will be on Monday and Tuesday, October 16 and 17. Pictures will be made in the spring along with class pictures. That date will be announced at a later time.

EXTENDED DAY PROGRAM

Beginning in October, the 4-year-old classes will participate in Extended Day. This will help prepare them for cafeteria lunches in kindergarten. Each child should bring a packed healthy lunch and pick up will be at 12:00 p.m.







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