

RIDGE ROAD BAPTIST CHURCH



weekday
preschool

HANDBOOK

2019—2020

*“And whoever
welcomes a child...
welcomes Me.”*

- Matthew 18:5





Dear Parents:

We are looking forward to a fun and exciting year! Our staff members are ready to welcome back smiling faces! **This will be my last year as Director of the Weekday Preschool. I plan to retire in May 2020.** It has been a joy to serve as the director for over 30 years!

This handbook has been designed to answer any questions you might have about the upcoming school year and the program we offer at Ridge Road Baptist Church Preschool. We thank you for entrusting your children to our care and will do our best to insure that the experience will be as successful and positive as possible.

We are a Christ-centered program. We seek foremost to glorify the Lord Jesus and want all children who attend our program to know that God loves them! Our vision is to have all the children and families who enter our doors to sense the love of God as we build relationships with them.

Our teachers use *The Creative Curriculum for Early Childhood*, among other comprehensive resources, to establish a developmentally-appropriate environment for your little ones. Our Pre-K classes also use *Learning Without Tears* and *Letterland* to prepare the children for kindergarten.

We will have one Open House at the beginning of September so you and your child can visit your child's classroom and meet his/her teacher. **The date for that Open House will be September 3, 2019, from 10:00 - 12:00.** You can drop by anytime during those hours. The first day for students will be September 4, 2019.

If you have any questions about anything, please do not hesitate to let us know. We thank you so much for choosing Ridge Road Baptist Church Weekday Preschool. Like us on Facebook for up to date information and daily announcements: Ridge Road Baptist Church Weekday Preschool.

Yours in Christ,

Penny Atwood
Director



our philosophy



WHAT IS THE PHILOSOPHY OF EDUCATION AT RRBC WEEKDAY PRESCHOOL?

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live. The most important goal of our early childhood curriculum is to help children become enthusiastic learners in a warm, Christian environment. Our overall objective is to stimulate the spiritual, social, emotional, intellectual, and physical development of each child. We encourage children to be active and creative explorers and we work diligently to help children become independent, self-confident, inquisitive learners. We try to teach them good habits and attitudes with a positive sense of themselves, which will make a difference throughout their lives.

At RRBC Preschool, God has given us the awesome responsibility of nurturing the children He has placed in our care. Our role is to offer encouragement and guidance as the children learn and grow. We believe the structure and level of learning activities must be geared to the child's developmental level.

what's new



ENHANCED PRE-K PROGRAM using "Learning Without Tears" and "Letterland" to prepare students for Kindergarten. Our pre-k teachers are also trained in conscious discipline and focus on five core social/emotional competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

PAYMENTS BY DEBIT OR CREDIT CARDS ONLINE

RRBC PRESCHOOL TOTE BAGS FOR ALL STUDENTS IN ALL CLASSES

MOVEMENT CLASSES ONCE A MONTH

YOGA CLASSES ONCE A MONTH

IMPORTANT REMINDER:

REGISTRATION FOR FALL TAKES PLACE IN JANUARY EACH YEAR. REGISTRATION FEES ARE PAID WHEN REGISTERING, ALONG WITH JANUARY TUITION. SUMMER CAMP REGISTRATION TAKES PLACE IN FEBRUARY EACH YEAR. CAMP FEES ARE PAID WHEN REGISTERING, ALONG WITH FEBRUARY TUITION.

**WHAT IS ON THE SCHOOL CALENDAR?****2019—2020****Important Dates**

September 3, 2019	Open House 10:00—12:00
September 4, 2019	First Day of School for Students
October 9 & 10, 2019	Fall Pictures (Individual)
December 12, 2019	Christmas Program for Pre-K Class (10:00 a.m.)
March or April 2020	Spring Pictures (Ind. & Group)
May 21, 2020	Last Day of School
May 21, 2020	Graduation Program for Pre-K Class (10:00 a.m.)

Student Holidays

September 2, 2019	Labor Day
November 11, 2019	Veterans' Day
November 27-29, 2019	Thanksgiving Break
December 23-Jan. 3, 2020	Christmas Break
January 20, 2020	Martin Luther King, Jr. Day
February 17, 2020	Presidents' Day
April 6—10, 2020	Spring Break
May 22, 2020	Staff Workday

**WHAT HAPPENS IF WE HAVE INCLEMENT WEATHER?**

In the event of inclement weather, tune in to a local radio or TV station for Wake County School Closings.

When Wake County is closed due to inclement weather... we will be closed.

When Wake County delays by one hour, we will be delayed by one hour.

When Wake County delays by two or more hours: we will be delayed by one-hour.

If we are in school and Wake County dismisses early... we will remain at school until our usual dismissal time and we will have Lunch Bunch as scheduled unless extreme weather conditions exist.

We do have classes on most of Wake County's teacher workdays. (See calendar above.) We do not make up days missed due to circumstances beyond our control. No refunds are given for missed days.

enrollment policy



WHAT IS THE ENROLLMENT POLICY?

Enrollment in the RRBC Weekday Preschool Program is for the entire school year (September through May). It is our policy that children be withdrawn only because of illness, moving away, or mutual decision of parents and teachers for the welfare of the child. Should this occur, tuition for any full months paid for (but not used) will be refunded. An August 31st cut-off date is used for all classes in our Weekday Preschool.

A non-refundable registration fee of two-hundred fifty dollars (\$275.00) must accompany each application. A one-hundred thirty-seven dollar (\$137.00) fee is required for a second child. A child is considered enrolled when the completed registration form and registration fee is received. Checks are made payable to Ridge Road Baptist Church Preschool. Church members pay one-half of regular registration fees.

Children enrolled in any one-year-old class must be walking before school starts so they will not have to crawl in the sand on our playground. If a child is not walking when school begins, we will ask the parents to keep the child home until he/she is walking. The monthly tuition must be paid during that time to hold the spot. If the child is not ready to attend by November 1, we will fill the spot with another child.

Children enrolled in any three-year-old class **must be potty-trained**. If a child attends who is not potty-trained, we will ask the parents to keep the child home until he/she is potty-trained. The monthly tuition must be paid during that time; they can then return to the same 3-year-old class. It is not possible for a three-year old child to attend one of our 2-year-old classes until the potty-training process is complete. **Threes should not come to preschool in diapers or pull-ups.**

The Pre-k class is a five-day class and is an excellent preparation for kindergarten. The Pre-k class is taught by teachers who have education degrees. Both of the teachers for 3's also have education degrees.

tuition



HOW IS TUITION HANDLED AT RRBC WEEKDAY PRESCHOOL?

Tuition is due on the tenth day of each month. Tuition amounts are the same each month for nine months, September through May. A \$10.00 fee will be assessed for payments made after the 10th. Tuition payments for any given month must be paid by the end of the month due or the child may not return the following month until the tuition is up-to-date. Daily school hours are 9:00 a.m. -12:00 (noon). There will be a \$5.00 fee for every five minutes for students who are not picked up by 12:10 p.m. (or 1:10 p.m. on Lunch Bunch days). If a child is picked up late more than 3 times, the late fee will be \$10.00 for every five minutes for the remainder of the school year. Parents will be billed for late pick-up fees. We do not accept post-dated checks for registration, tuition, or lunch bunch fees. If a check is returned by the bank for insufficient funds, future payments must be made by cash or money order and a processing fee of \$25 will be charged. **Payments can also be made using debit or credit cards online.**

Monthly Tuition Amounts:

\$357	5 days a week	\$225	2 days a week
\$332	4 days a week	\$128	1 day a week
\$268	3 days a week		

We do not reimburse for missed days or offer make-up days due to your child's illness, inclement weather, or circumstances beyond our control.



what's expected

WHAT WILL THE SCHOOL EXPECT FROM ME AND MY CHILD?

We expect:

- ♥ Your child to be up-to-date on immunizations and physical examinations unless you have a medical exemption form from a physician licensed to practice medicine in this state or a religious exemption form.
- ♥ You to complete the confidential data sheet.
- ♥ Your child to arrive on time and to attend regularly. The school day is from 9:00 a.m. -12:00 (noon).
- ♥ Your child (except 1-year-olds and 2-year-olds) to be able to attend to his needs including toilet habits, use of handkerchief or tissue, and washing hands. 3's will be helped in the bathroom, if needed.
- ♥ **You to refrain from talking on your cell phone when driving through our parking lot and picking up your child either inside or through the carpool lane.**
- ♥ You to keep your child home if he/she is not well. Please see the "Illness and School Attendance" policies in this handbook. Teachers are authorized to send any child home who is not well enough to be at school, or shows symptoms of contagious illnesses.
- ♥ Prompt notification of address and phone number changes.
- ♥ Your child to be dressed in clothes appropriate for any activity or changes in weather.
- ♥ You to send a note if someone different (other than parent) will be picking up your child on any given day. We will not allow your child to leave the school premises with someone other than those persons listed on your confidential data form, unless you have sent us a note or called us giving us permission to do so.
- ♥ You to pay your tuition promptly by the tenth of each month. (see tuition policies)



tuition assistance

DOES RIDGE ROAD BAPTIST CHURCH PRESCHOOL OFFER TUITION ASSISTANCE?

Tuition Assistance is considered based on funds available each school year. Students must be registered in the preschool in an open spot before applying for tuition assistance and tuition assistance does not apply to registration fees.

All assistance applications are reviewed by the Preschool Director and the Weekday Preschool Committee of Ridge Road Baptist Church. Church members have first priority for tuition assistance, followed by current students and siblings, then former students' siblings, then new students.

Re-application for tuition assistance is required each year.

**WHO WILL BE TEACHING MY CHILD?**

Penny Atwood	Director
Kim Holland	Teacher– Five-day Pre-K Class
Mary Leonard	Assistant– Five-day Pre-K Class
Susan Puryear	Teacher– Five-day 3's class
Mandeep Kaur	Assistant—Five-day 3's class
Marjorie Freeman	Teacher—Mixed 3's class
Mary Durand	Assistant—Mixed 3's class
Mary Strickling	Teacher– Mixed 2's Class
Charline Vick TBA	Teacher– Five-Day 2's Class Assistant– Five-Day 2's class
Robin Barnes	Teacher– 1's Class
Lisa Cooper	Assistant– 1's class
Kelly Dove	Music , Chapel, Movement Teacher for all classes
Dee Davis	Science Teacher for Pre-K classes
Ashley Andrews	Yoga Teacher for all classes

Addresses for staff members are available in the preschool office.

Parent-Teacher Conferences: We do not schedule parent-teacher conferences; however, you are always welcome to request a conference with your child's teacher at any time. If you ever have questions or concerns, please contact your child's lead teacher or the preschool director.



WHAT SHOULD I EXPECT FROM MY CHILD'S TEACHER?

The teacher will:

- ♥ Help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- ♥ Plan daily opportunities for children to pray and hear about God.
- ♥ Refrain from texting or talking on cell phones while children are in their care.
- ♥ Help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- ♥ Help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- ♥ Help children increase their large and small muscle skills and feel confident about what their bodies can do.
- ♥ Create distinct interest areas (blocks, housekeeping, table toys, art, sand and water play, books, and outdoors) in order to make choices clearer to children.
- ♥ Select a wide variety of learning materials for each area with the curriculum goals in mind so that no matter where the children choose to play, they are learning.
- ♥ Put materials on low shelves, in containers, and on hooks so children can get them independently; and try to keep shelves neat and uncluttered so materials are easier to see and find.
- ♥ Plan daily opportunities for children to enjoy literature and poetry.
- ♥ Help your preschooler to begin to recognize words and labels that are meaningful to him and provide opportunities for your preschooler to begin to write letters, words, and numerals that he recognizes.
- ♥ Serve a healthy snack each morning.
- ♥ Inspire your child to grow and learn through the spirit of play.

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- ♥ The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.



WHAT WILL MY CHILD DO IN SCHOOL?

At RRBC Weekday Preschool, your child will:

- ♥ Hear about God; participate in chapel weekly.
- ♥ Work with small groups, large groups, and alone.
- ♥ Sing, take part in creative rhythms, and use musical instruments.
- ♥ Listen to stories and guest speakers.
- ♥ Use paints, chalk, crayons, paper, cloth scraps, scissors, glue, and other materials to express himself.
- ♥ Share tools, materials, games, and experiences with other children.
- ♥ Explore by handling and manipulating objects to find out what they are and what makes them work.
- ♥ Learn to play with others and share.
- ♥ Learn and use new words from his experiences.
- ♥ Learn to listen and follow directions.
- ♥ Participate in on-site programs from various guests, including firemen, policemen, museum personnel, live-animal presenters, musicians, etc.
- ♥ Work with materials which will help him distinguish likenesses and differences in colors, shapes, sizes, and sounds.
- ♥ Build number concepts. Recognize the alphabet. Be ready for kindergarten.
- ♥ Participate in classroom cooking activities that encourage cooperation and sharing.
- ♥ Work with materials which will help him develop understanding of science and social studies concepts.
- ♥ Help to keep the classroom in order.
- ♥ Take his turn in sharing classroom responsibilities.
- ♥ Play and make new friends!



*"The most effective kind of education
is that a child should play amongst lovely things."
- Plato*

**WHAT IS THE TYPICAL DAY LIKE AT RRBC PRESCHOOL?**

The information below is only a sample. Times are approximate and vary in each class.

SAMPLE DAILY SCHEDULE (for a five day Pre-K class)

9:00 — 9:20	Free Play at Free-Choice Centers
9:20 -- 9:45	Opening Exercises/Total Group Circle Time
9:45 – 10:10	Special Curriculum Emphasis (Art, Math, Music, Spanish, Science, Social Studies, Chapel, etc.)
10:10 – 10:20	Snack Time ("Tea Party")
10:20 - 10:30	Story Time
10:30 – 11:00	Group Work and Free Play at Teacher-Choice Centers
11:00 – 11:50	Playground
11:50 – 12:00	Clean Up/Dismissal

Students in Pre-K classes have CHAPEL AND SCIENCE once a week. MUSIC is held twice a week. Movement will be every other Friday and Yoga will be at least once a month.

SAMPLE THEMES

September	Getting Acquainted/Safety at School and Home/Family/Home/Friends/God Created the Earth
October	Fire Safety/Autumn Activities/Pumpkins/Nature Hikes, etc.
November	Pilgrims & Native Americans/Thanksgiving and Harvest Activities
December	Christmas in Our Land and Others/Happy Birthday, Jesus!
January	New Year's Day Customs/Winter Weather/Hibernation/Winter Birds/Space
February	Dental Health/Groundhog Day/Valentine's Day Activities/Our Country, Flag, and Presidents
March	Spring Activities/Kites/St. Patrick's Day
April	Easter/Jesus Lives!/Planting/Dinosaurs/Reptiles
May	Mother's Day Activities/Insects/Butterflies/Baby Animals/Pet Week/Vacations/Ocean and Sea Life



FLOW OF PARKING LOT

- ⇒ TRAFFIC IN OUR PARKING LOT MOVES ONE-WAY
- ⇒ ENTER AT THE LOWER END (NEAREST CRABTREE)
- ⇒ EXIT ONTO OCOTEA STREET (NEAREST TO HIGHLAND UNITED METHODIST CHURCH)



WHAT IS THE BEST WAY TO DROP-OFF MY CHILD EACH MORNING?

ONE-YEAR-OLDS AND TWO-YEAR-OLDS

Our younger children in the one's class or two's class must be brought by their parent into the building each morning and picked up in their classroom by an authorized adult. We will not release a child to a sibling. Parents should park in a designated parking spot to bring them in or pick them up. Please DO NOT park against the curb at anytime.

THREE-, FOUR-, AND FIVE-YEAR-OLDS:

For the 3's, 4's, and 5's, we offer a "drive-through" service for dropping-off your children each morning. This "drive-through" plan only works if EVERYONE cooperates.

Here is how our MORNING "drive-through" operates:

Drive through from the lower end of the parking lot (the end closest to Crabtree Valley Mall). Pull up to the sign in front of the Preschool Building near the mailbox that says "**Drop-Off Here**" and one of our assistant teachers will get your child out of the car for you and another assistant will walk him/her into the building. Students should not get out of your car at any other spot except that drop-off site. Please try to put your child's car seat on the passenger side of the back seat. Students should not arrive before 8:55 a.m. Please remember that traffic moves ONE-WAY in our parking lot!

You are always welcome to walk in with your child, if desired. However, if you choose to do that, we ask that you please park in a designated parking space so cars do not block our "drive-through" lane. Please DO NOT park in the drive-through lane and get out of your car. Anyone parking in the drive-through lane will be asked to move their vehicle.

NO PARKING is allowed in the handicapped spaces unless you have a valid handicapped permit issued by the DMV. It is not safe for vehicles to back out from those spaces when children are being dropped off at the curb or when vehicles are lined up to pick up children at noon.

For safety's sake, please do not leave a child unattended in your car while walking another child into the building. And please SLOW DOWN in the parking lot!

If the weather is extremely bad (Temperature below 20 degrees or lightning), we will put a sign out front that tells parents to walk their own child or children into the building.

Goodbyes: Goodbyes are sometimes difficult for both parents and children. Our teachers try to make this a smooth transition for everyone involved. Children usually adjust to the morning separation with a cheerful kiss and a confident assurance that you will see them in a little while, followed by a purposeful exit. Prolonged goodbyes or accompanying a child into the classroom may only make it more difficult and cause difficulty for children other than your own. If your child is having a difficult time adjusting after 30 minutes, we will let you know. Everyone at RRBC Preschool has the greatest amount of love and respect for your child!



drop-off/pick-up

WHAT IS THE BEST WAY TO PICK-UP MY CHILD EACH DAY?

Please note: the same guidelines apply for regular pick-up and lunch bunch pick-up.

ONE-YEAR-OLDS, TWO-YEAR-OLDS, and THREE-YEAR-OLDS:

Children in these classes must be picked up from their classroom by an authorized adult. We will not release a child to an older sibling. Parents of 1's, 2's, and 3's need to park in a parking space and walk in to get their child. DO NOT PARK IN THE "DRIVE-THROUGH" LANE TO PICK UP A 1, 2, OR 3 YEAR-OLD.

Pre-K Class:

Parents can use the "drive-through" method and will pull all the way up past the old sanctuary (Chapel) to the sign that says "**Pick Up Here**." This spot is at the very end of our parking lot near Ocotea Street. Staff members will put your child into your car so the drive-through works quickly and safely. Once again, it would be helpful and safer for loading if your child's car seat is on the passenger side of your vehicle. Please DO NOT park in the drive-through lane and get out of your car. If you do, you will be asked to move your vehicle.

If you need to help your child with his/her seatbelt, please pull into a designated parking spot to assist him/her. Also, if you need to talk to your child's teacher, please pick up your child in the drive-through lane and then park in a parking space and wait until AFTER drive-through pick-up is over and all the children have been picked up to go home. This will allow our teachers to focus on keeping our students and parking lot safe for everyone. Thanks!

If you have more than one child to pick up, please pick up the youngest child first.

DRIVE SLOWLY... WE LOVE OUR CHILDREN!

TRAFFIC MOVES ONE-WAY AT RRBC PRESCHOOL!





WHAT IS THE ILLNESS AND SCHOOL ATTENDANCE POLICY?

Deciding if your child is “too sick” to attend school or not can be a complex decision. Practice the golden rule when deciding whether or not to send your child to school when he/she may be coming down with something. All of us, parents and staff, have a mutual interest in our students’ health and well-being. To ensure the health of our students and their families, as well as our staff and their families we have established the following illness policies for Ridge Road Baptist Church Weekday Preschool.

Your child must stay home if they exhibit any of the following symptoms or conditions:

(this list covers the most common illnesses, but is not inclusive of all reasons for exclusion)

- ♥ Illness that prevents your child from participating comfortably in preschool activities.
- ♥ Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- ♥ Unusual behavior: your child is irritable or less active than usual; cries more than usual or just seems unwell; exhibits loss of appetite or general discomfort.
- ♥ Fever of 99.5 degrees and above.
- ♥ Diarrhea: your child may only return to school after 24 hours of a firm stool.
- ♥ Vomiting: your child may only return to school after 24 hours symptom free.
- ♥ Severe and/or excessive coughing.
- ♥ A runny nose showing greenish nasal mucus. A clear runny nose is acceptable when not accompanied by other symptoms such as excessively running nose, fever, sneezing, coughing, vomiting or listlessness.
- ♥ Mouth sores.
- ♥ Rash: unless a physician has determined it is not contagious.
- ♥ Purulent conjunctivitis: (defined as pink or red conjunctiva with white or yellow eye discharge) until your child has been on antibiotics for 24 hours.
- ♥ Impetigo: until 24 hours after treatment.
- ♥ Strep throat: until 24 hours after treatment
- ♥ Head lice: until after treatment and all nits are removed.
- ♥ Scabies: until 24 hours after treatment has begun.
- ♥ Chickenpox: until all lesions have dried and crusted (usually 6 days).
- ♥ Pertussis: (whooping cough) until 5 days of appropriate antibiotics.
- ♥ Hepatitis A virus: until one week after onset of illness, after immune globulin has been administered.

We will send your child home (or call an emergency contact) if they exhibit any of the above symptoms.



Children must remain home for 24 hours without symptoms before returning to school. In the case of a suspected contagious disease or continuing symptoms, a doctor's note is required before your child is permitted to return to school. As soon as your doctor determines that your child has a communicable disease, please inform the Preschool immediately.

Children may return to preschool when:

- ♥ **They are free of fever, vomiting and diarrhea for a full 24 hours.**
- ♥ They have been treated with an antibiotic for a full 24 hours.
- ♥ They are able to participate comfortably in all usual preschool activities, including outdoor time.
- ♥ The child is free of open, oozing skin conditions and drooling unless:
 - a. A health-care provider signs a note stating that the child's condition is not contagious, and
 - b. The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return to school is required.

Clearly we sympathize with parents whose children are sick and need to stay home from school. We understand that parents are busy and are inconvenienced by their child's illness. At the same time, we realize that the parents of a well child do not want their child exposed to infectious illnesses while at school when it can be avoided. Please remember that the decision about whether or not a child should go to school should be made by the parent not the child. We love that your children want to be at school but they need to be well in order to attend!

Our classroom teachers are authorized to send home any child who is not well enough to be at school. The final decision about whether a child should be sent home or excluded from attending preschool due to illness will be made by the classroom teacher together with the Director. If you are called to pick up a sick child, please come quickly. Emergency contacts will be called if a parent is not available by phone and does not return a message within 10 minutes or is not able to arrive at the preschool within 20 minutes of being notified of having a sick child at school.

IMPORTANT: A signed copy of this policy is required for each student. You will receive a copy of this form when you attend your Open House. Copies are also available in the preschool office.





HOW WILL HOME AND SCHOOL COMMUNICATE?

There are many ways for the home and school to communicate.

Here are some ways we can do this effectively:

- ♥ You are encouraged to visit and participate in your child's classroom.
- ♥ Serving as a resource person, driving on field trips, helping with classroom activities, or planning parties will contribute to your understanding of the school program.
- ♥ The work your child brings home will help keep you informed of his progress.
- ♥ Telephone calls, emails, text messages, and notes help to keep communications open.
- ♥ You will receive frequent notes, letters, emails, texts, and/or calendars from your child's teacher to keep you informed of scheduled field trips, daily activities, special events, etc. All teachers use "Shutterfly" to post pictures, announcements, and other information.
- ♥ You can share with us what is happening to your child at home---the arrival of a new baby, the death of a pet, nightmares, temper tantrums, trips, separation or divorce---so we can understand your child better. We can deal with both positive and difficult events through reassuring stories, soothing art activities, imaginative dramatic play, and extra love and attention.
- ♥ Teachers will keep "Wish Lists" posted in their classrooms for wanted items for the room...you may check it out when wanting to help purchase toys or recycle items in your home.

CHILDREN LEARN WHAT THEY LIVE by Dorothy Law Nolte

If a child lives with criticism, He learns to condemn.

If a child lives with hostility, He learns to fight.

If a child lives with ridicule, He learns to be shy.

If a child lives with shame, He learns to feel guilty.

If a child lives with tolerance, He learns to be patient.

If a child lives with encouragement, He learns confidence.

If a child lives with praise, He learns to appreciate.

If a child lives with fairness, He learns justice.

If a child lives with security, He learns to have faith.

If a child lives with approval, He learns to like himself.

If a child lives with acceptance and friendship, He learns to find love in the world.





HOW IS DISCIPLINE HANDLED AT RRBC WEEKDAY PRESCHOOL?

One of the most important tasks in growing up is learning what behaviors are appropriate and which ones are not appropriate or acceptable.

At Ridge Road Baptist Church Preschool, discipline means guiding and directing children toward acceptable behavior. Our goal is to help children gain inner control and help them learn the consequences of their actions. Our teachers use a variety of approaches to guide children's behavior since no one approach works for every child or every situation. Their approach is based on their knowledge of the particular child and the particular problem. No physical punishment is EVER allowed in our preschool.

Some of those approaches might include:

- ♥ Anticipate and plan ahead so problems can be avoided.
- ♥ Look for reasons why a child is misbehaving.
- ♥ Help the child understand the consequences of his/her actions.
- ♥ Explain other choices available/re-direct child's focus.
- ♥ Help children use problem-solving skills to find their own solutions to problems such as sharing, following directions, etc.
- ♥ Watch for restlessness... knowing when to rearrange the classroom, change materials in centers, add new activities, etc.

Occasionally there may be rare instances when the teacher and the teacher's assistant have exhausted all efforts to guide a particular child toward acceptable behavior. If that happens, the teacher will follow a plan of action similar to the one below to attempt to resolve the problem and do what is best for the child and the entire classroom. We will never allow a single child to jeopardize the safety or well-being of other students.

Plan of Action for Misbehavior

1. The teacher will keep written, dated observations of the child, the undesired behavior, and the approaches the teacher has tried to establish acceptable behavior.
2. The teacher will talk to a parent, either by phone or in-person, to let the parent know what she has observed and the various ways the teacher has tried to resolve the issue. The teacher will seek the parent's input for strategies to work in the classroom that seem to work at home.
3. If parental suggestions are not successful, the teacher will ask for a conference with both parents, the teacher's assistant, and the director to "brain-storm" new approaches and/or consider calling in a consultant from elsewhere (Project Enlightenment, etc.) to offer suggestions or come and observe the child in the classroom and then offer strategies that will help the teacher, the parents, and the child.
4. As a final effort, if all else has not been successful, the preschool director, along with the Weekday Preschool Committee, has the option of asking a parent to keep the child home for one week or more to work on the particular behavior. If that is not effective, the parent will be asked to keep the child home for the remainder of the school year.



WHAT WILL MY CHILD EAT AND DRINK AT SCHOOL?

Our snack time is called "Tea Party" time. It's not intended to be lunch; it's simply a light nutritious snack.

To determine nutritional adequacy, we refer to nutrition guidelines for early childhood programs (especially the USDA guidelines). There are occasional instances when we do not meet the guidelines. For instance, cupcakes may be served for a birthday party instead of the scheduled snack or a teacher might let the children fix a special tea party snack that relates to a special unit they are studying.

If a child in any classroom is allergic to a specific food or drink, our preference will be to never serve that food or drink to that particular classroom. However, if a child in any classroom is allergic to several foods, or has any medical condition with special dietary restrictions, the parent of that child will be asked to supply his/her own snack each day so we can offer a wide variety of snacks to the rest of the class. It will be the sole discretion of the preschool to ask any parent to provide his/her own child's snack. Please check with your child's teacher about any allergies in your child's class before bringing a birthday treat or special snack for the entire class.

A **Preschool Allergy Action Plan** form will be available during classroom visits in August and in the director's office. All allergies or dietary restrictions must be verified by your child's doctor and that written verification form must be attached to your child's personal data form. If a child requires an EpiPen, we must have a note from the child's doctor about the allergies involved, a completed allergy action plan from the parent, as well as EpiPen instructions with the dated EpiPen. EpiPens must be kept current by the parent.

Some examples of our snacks and drinks are: cheese, apples, applesauce, watermelon, peaches, blueberries, bananas, grapes, strawberries, graham crackers, pretzels, bagels, muffins, saltines, snack crackers, cookies, tortilla chips, vanilla wafers, etc. Water is served to drink.

lunch bunch



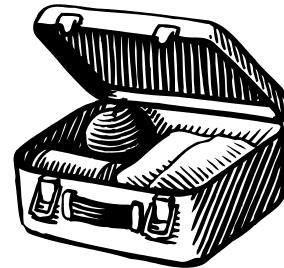
CAN MY CHILD STAY FOR LUNCH BUNCH?

Lunch Bunch is an optional program for those desiring to stay and eat lunch at school. Lunch Bunch will begin on September 9, 2019, and run through the third week of May 2020. The cost is \$5.00 each time a child stays.

Lunch Bunch is available four times a week to all classes Mondays through Thursdays. There is a limit to the number of students who may stay each time, so enrollment for lunch bunch is on a first-come first-served basis. Students must be signed up in advance....**no drop-ins for lunch bunch.**

Lunch Bunch forms for September will be available at the Open House in September, and sent home with your child at the beginning of each month thereafter. Also: You can sign up your child for lunch bunch for the entire school year at a discounted rate. That form will also be available when you come in for the Open House in Sept. If a child misses lunch bunch for any reason, the day cannot be "traded" for another day or the cost of that lunch bunch day refunded. Lunch Bunch days are also non-transferable.

Students staying for Lunch Bunch need to bring a lunch with a drink and must be signed-up in advance each month. Lunch Bunch dismisses at 1:00 p.m., and students must be picked up promptly. A \$5.00 late fee for every five minutes is charged for students picked up after 1:10 p.m. Parents will be billed for these late fees.





summer fun

WHAT CAN MY CHILD DO IN THE SUMMER?

We usually offer two summer camp sessions every year, each one lasting for two weeks. Children can be enrolled for either session, for both sessions, or just one week. The first summer session is held in June, and the second session is held in July. We will announce in January 2020 whether or not summer sessions will be held during the summer of 2020 and, if so, what the dates will be.

The program focuses on fun activities...ice cream, water play, stories, animal adventures, crafts, food, music, inflatables, etc. The hours are usually from 9:00-1:00 for ages two through five.

Registration for the summer program takes place in February and March every year, with registration priority given to students currently enrolled in the preschool, siblings of those students, and church members.

The cost for summer camp is minimal; there is a small registration fee. Summer fees are due at the time of summer registration for current students and new students. As usual, no refunds will be given after April 1, 2020.



help your child

HOW CAN YOU HELP YOUR CHILD?

Here are some things you can do to nurture your child's well-being:

- ♥ Let him know you love him.
- ♥ Listen to him so that he, in turn, may become a good listener.
- ♥ Answer his questions, and talk with your child as you go about your everyday chores.
- ♥ Praise your child's efforts and accomplishments often.
- ♥ Take time daily to read stories and poems.
- ♥ Make regular visits to the library.
- ♥ Provide him with many experiences such as walks, trips to museums, stores, parks, zoos, airports.
- ♥ Make collections of leaves, seeds, rocks, shells, etc.
- ♥ Make experiences meaningful by talking to him, by helping him to observe, and by asking him about things such as colors, shapes, sizes, and signs.
- ♥ Encourage your child to explore and learn in your home environment.
- ♥ Provide many opportunities for your child to accept simple responsibilities such as cleaning room, caring for pets, setting the table, etc.
- ♥ Have reasonable expectations for your child.
- ♥ Show by word and deed your belief that school is an important place where many new and interesting experiences await him.
- ♥ Bring your child to school regularly so he can feel like part of the classroom group.
- ♥ Discuss what your child brings home from school.
- ♥ See that your child comes to school prepared for that day's activities...whether it is show-n-tell, lunch bunch, or whatever...
- ♥ Be consistent and fair with discipline and punishment.
- ♥ Encourage plenty of sleep each day.



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weekday preschool

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