

# Cape Carteret Presbyterian Preschool 2023-2024 Handbook



“Train up a child in the way he should go, and when he is old, he will not depart from it.”

Proverbs 22:6

Cape Carteret Presbyterian Church Preschool

100 Yaupon Drive

Cape Carteret, NC 28584

Preschool Office (252) 393-6348

Church Office (252) 393-8462

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## CAPE CARTERET PRESBYTERIAN PRESCHOOL

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Small school with a big heart.... Cape Carteret Presbyterian Preschool was established in 1999 to provide learning through purposeful play. The preschool staff and board strive to provide a nurturing, loving, and engaging Christian environment to our preschool students. Our curriculum goals are to build confidence, expand creativity, develop social skills, and create an enthusiasm for lifelong learning.

### Educational Objectives

1. To provide a safe and pleasant environment to care for children age 3 to 5 years;
2. To provide preschool children the opportunity to learn Christian moral values in a loving, playtime atmosphere;
3. To nurture the growth of the whole child by providing for intellectual, emotional, social, physical and spiritual development;
4. To provide opportunities for creative expression through art, language, music, and movement.

### Registration Requirements

1. Completed and signed registration form;
2. Registration/supply fee of \$150 (non-refundable);
3. Copy of child's immunization record; which is current and up to date as per Childhood Immunization Schedule.
4. Children in the 3 and 4-year-old classes must be toilet trained before the beginning of the school year. Pull ups/diapers will not be permitted.

### Age Requirements

**3 Year Old Classes-** child must turn 3 on or before August 31<sup>st</sup> of the current school year.

**4 Year Old Classes-** child must turn 4 on or before August 31<sup>st</sup> of the current school year.

## Tuition

Tuition for each program is an annual fee, payable in 9 monthly payments as follows per child:

3-year-old program - \$300 per month

4-year-old program - \$300 per month

- Tuition is due on the 1st day of each month, September through May, with a \$25 late fee charged on the 15<sup>th</sup> of the month, if tuition has not been received. If an account runs overdue by the 1st day of the subsequent month, service will be suspended and your preschooler will not be permitted to attend preschool until tuition payments are current.
- Holidays and absences due to illness or trips do not affect these rates. Tuition cannot be refunded.
- **Checks** should be made payable to CCPP. Please consider mailing your tuition or paying by using on-line banking. Tuition boxes will also be located at morning drop-off/pick-up locations. A \$25 fee is charged on all returned checks. **Please do not drop cash payments in the payment boxes. If you are paying by cash, please take your payment to the Preschool Treasurer, Christy Denham, in the church office, and a receipt will be issued.** Tuition payments can also be mailed to the preschool at:

**Cape Carteret Presbyterian Preschool**

**100 Yaupon Drive**

**Cape Carteret, NC 28584**

**Attention: Preschool Treasurer**

Payments made by mail must be received on or before the 15th of the current month. Monthly receipts for payments made by check are written by request only. You will receive statements of payment in December and May for your records.

- **Credit Card, Debit Card, and Direct Transfer** Tuition Payments are possible by visiting [capecarteretpresbyterianchurch.org](http://capecarteretpresbyterianchurch.org) or by clicking on the hyperlink below. Click on the "GIVE NOW" Button.

**[PRESCHOOL TUITION](#)**

### **Preschool Schedule and Hours**

The Preschool session begins after Labor Day. Notification will be mailed to you as to the actual start date. Preschool will end the last Thursday of May.

Classes and hours for the preschool are as follows:

3's - Monday through Friday from 9:00a.m. - 12:00 p.m.

4's - Monday through Friday from 9:00 a.m. - 12:00p.m.

**The preschool will be closed on all Carteret County School Holidays and Work Days. In order to accommodate family travel plans, the preschool will also be closed the Wednesday prior to Thanksgiving and Good Friday.**

### **Preschool Calendar 2023-2024**

### **Carteret County Calendar 2023-2024**

**The preschool reserves the right to cancel any part or all of a particular session, with proper notification to parents.**

### **Inclement Weather Guidelines**

In case of inclement weather, please note the following guidelines:

1. If the Carteret County Public Schools are open on a **one-hour delay**, our preschool will have a normal preschool day 3's and 4's-9:00 until 12:00.
2. If the Carteret County Public Schools are open on a **two-hour delay** the preschool will begin at 10:00AM.
3. If the Carteret County Public Schools are closed, or have virtual learning days due to inclement weather, the preschool will be closed.

**Your child's teacher will notify you via email, text, or phone call to alert you of inclement weather days.**

### Arrival and Dismissal

Our morning drop-off and pick-up procedures will be as follows: (Enter from SECOND church entrance). The 3 and 4-year-olds drop-off times will be from 9:00 a.m. until 9:15 a.m. A preschool assistant will meet you at your car in front of the covered portico - traffic circle next to the preschool building. Please unbuckle your child, and stand next to your car with your child until an assistant arrives. The assistant will sign your child in, and escort your child to their classrooms.

For afternoon pick-up: (Enter from SECOND church entrance) the 4-year-old parents should park in the lot in front of the 4's classrooms. The 4's will be released from 12:00 p.m. until 12:05 p.m. from the classroom door facing the parking lot.

The 3-year-olds will be released from 12:00 p.m. until 12:05 p.m. Parents should park in the lot in front of the preschool building. Please wait in the grassy area in front of the preschool and a teacher or assistant will bring your child to you.

In order for educational instruction to begin promptly, please have your child arrive on time. Late arrival results in your child missing valuable "free choice playtime," and settle in before instruction begins. There are no arrangements for receiving children before their allotted drop-off time, or keeping them after allotted dismissal time. This is designated time for staff planning and preparation.

Please make pickup arrangements ahead of time and provide accurate contact information each day to the staff members greeting you at the drop-off location. Picture ID will be required if the person picking up your child is not on your authorized child pick-up list.

Dismissal time is 12:00 p.m. to 12:05 p.m. for the 3's and 4's. Being late at pick-up causes unnecessary uneasiness for your child. A late pick-up fee is charged at the rate of \$1 per minute per child for the first and second offenses. The third time a parent is late for pick-up, the rate goes up to \$2 per minute per child and will remain at the \$2 rate until the end of the preschool year.

### **Health and Safety of Your Child**

Your child's health is a matter of major importance to all of us. State law requires that we have emergency information on file here at school. If your child appears to have symptoms of illness during class, you will be called to pick up your child. Please note the following health policies written to protect students and staff:

1. **All children attending CCPC Preschool MUST be current on all immunizations as per the childhood immunization schedule.** A current immunization record must be received by CCPC Preschool on or before the CCPC Preschool Open House, (date & time of Open House will be in a welcome letter mailed to each preschooler), in order for your child to begin our program.
2. Children are to be kept at home when they show signs of ANY communicable disease such as COVID, measles, mumps, chicken pox, pink eye, impetigo, sore throat, heavy yellow or green nasal discharge, or constant and productive cough.
- 3 Children with illness listed above and/or fevers will not be admitted or kept at preschool. **A child should be clear of a fever, vomiting, diarrhea, illness, and/or rashes for 24 hours (WITHOUT MEDICATIONS) before returning to preschool**
4. No medication of any kind will be administered by the staff.
5. If a severe accident occurs, 911/EMS and parents will be notified immediately.

### **Accidents and Injuries**

In case of an accident/injury, we will make an immediate call to 911 emergency services and a parent. If we cannot reach you, we will call the emergency contacts listed on your child's registration form or your child's physician. You will be expected to assume responsibility for any resultant expenses.

**Please keep the preschool updated on any changes in home, business, cell, and emergency numbers.**

### Toys and Other Items from Home

Please do not send pacifiers, bottles, toys and other items from home with your child. In the long run, bringing things from home just makes the transitioning to school more difficult for all the children, rather than offering the comfort they really need.

### What to Wear

- Clothing for preschool should be simple, comfortable, meant for play and appropriate for the weather. Pants and shorts should be the kind to enable your child to gain independence in caring for himself/herself.
- **For safety and comfort, children are required to wear fully-enclosed tennis/athletic shoes to preschool. Please do not send your child to school in jellies, sandals, flip-flops, boots, crocs, slides, or dress shoes. These types of shoes may make it unsafe and difficult for children to run, climb, and jump (especially when the shoes continuously get filled with mulch!).**
- Please send one extra set of clothes to be kept at preschool for "Ooops or bathroom accidents. Place the clothes in a gallon size zip-lock bag with your child's name on the bag.

### Potty Trained

Your child should be able to sense the urge to "go" (urinate and/or defecate) and understand what that feeling means, and be able to verbalize or signal that they need to go and actually "go" on the toilet. We understand potty accidents may occasionally happen at preschool, and will change your child once in a day due to a potty accident. If a second potty accident occurs in the same day, you will be notified to pick up your child from preschool. If your child has more than three potty accidents in one week, we ask for you to keep your child at home and work with them until he/she is fully potty trained.

### Holiday Celebrations for 3's and 4's

Holidays are a fun and important part of our preschool curriculum. We welcome the parents, who signed up to bring a holiday treat, to join us in the classroom during our celebration. Your child's teacher will communicate the celebration arrival time. If you signed up to bring in a celebration treat, and are unable to join us, please deliver the treat with your child at morning drop-off.



### Snacks and Drinks

#### **3- and 4-Year Olds-**

- Please bring a lunchbox each day of class with a **healthy** snack and drink (in a pop-up or flip top drink container).
- Recommended snacks for 3's and 4's are crackers, cheese, muffins, fruit, veggies, yogurt, sandwiches, milk, juice, water, or chips.
- Please do not send candy, sugary snacks, or soft drinks to preschool with your child.

### Back Packs/Carry-Alls

All Children are asked to please provide a back pack or a carry-all bag for your child to bring to school daily. **Please consider an open top canvas carry-all bag instead of a zippered backpack to allow for easy independent pack-up.**

### **Behavior Management Policies**

"1,2,3, Magic" will be introduced and implemented for behavior management of your child. The premise of this behavior program is setting realistic expectations and communicating these expectations to your child in a manner they can understand. When an expectation is not being met, the teacher will count. If the teacher makes it to 3 the child will take a "break". This program allows the child to learn the important concepts of problem solving, natural consequences, and self-discipline. Aggressive behaviors result in an automatic "break". This program encourages good behavior through the use of praise. (If you would like more information on this program, or would like to check out a 1,2,3 Magic book, please contact your child's teacher.)

### **Aggressive Behavior**

At times it may become necessary to find alternative methods of helping a child understand that his/her behavior is inappropriate. The following steps have been developed by the Preschool Committee and Staff to help deal with continued discipline problems and will be used when all other alternatives have failed (order of occurrence may vary):

1. Observation/evaluation by the Preschool Moderator;
2. One day out of preschool (parents will be asked to work with their child concerning the inappropriate behavior demonstrated);
3. One week out of preschool (again, parents will be asked to work with their child concerning the inappropriate behavior demonstrated);
4. Permanent dismissal when all efforts have been exhausted. Tuition will remain the same even though days might be missed due to these disciplinary measures, permanent dismissal excluded.

### **Biting**

No parent likes to be told that their child has been bitten at preschool, but biting incidents sometimes occur with young children. While we understand that little ones might bite, and biting is a natural part of the growth process, we do our best to provide a safe classroom environment for all the children in our care. If a child bites, we will work with that child to help him/her understand that biting is not acceptable, and try to help the child find other ways of expressing himself/herself. We encourage parents of biters to work with the child at home as well. Continued biting will result in the child being sent home for the day (usually on the third incident) and being sent home each time thereafter when a biting incident occurs.

### **Conferences**

Conferences and visitations are vital for parents and teacher to work closely together. At any time, you may request a conference with your teacher after school to protect instructional time and privacy. Teachers may request a conference as well.

### **Students with Special Needs**

Unfortunately, our preschool is not equipped, nor is it staffed, to serve children with special needs. Students who are identified as special needs during the Preschool year will be evaluated by the staff, Preschool Committee, and any other professionals as needed to determine where and how to best meet the needs of the student.

**Questions/Concerns Regarding Our Preschool**

If you have a question or concern regarding our staff, our policies, or our preschool program, we ask that you first address your questions/concerns with your child's teacher and she will be glad to set up a conference time to talk with you. If your concern is not resolved to your satisfaction after speaking with the teacher, then please contact the Preschool Moderator, Delores Worrell, at (910) 325-3613.

**Church Staff**

Pastor - Ben Burrows

Church Secretary - Christy Denham

**Preschool Administrative Board of Directors**

Moderator - Delores Worrell

Treasurer - Christy Denham

At Large Members - Pastor-Ben Burrows

Carol Halliday

Helen Giltz

Lead Teacher - Beth Stevens

If you would like to speak with any member on the Preschool Administrative Board of Directors, please call the church office and leave a message. Your call will be returned as soon as possible. Thank you.

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