

## Parent Handbook

Director: Tamara Blevins  
217 2nd Ave NE—Conover, NC 28613  
(828) 464-0057  
[trinityschool@trucc.net](mailto:trinityschool@trucc.net)  
OPEN: Monday-Friday from 9:00am-1:00pm



# Preschool Guidelines

## PROGRAMS OFFERED

- Year-round program
- School year (August - June)
- Summer Session

## AGES

- 1-2 year old preschool
- 2-3 year old preschool
- 3-4 year old preschool
- 4-5 year old preschool

*Children will be placed in classes based upon Aug. 31<sup>st</sup> birthday cutoff. This is based on guidelines set by the N.C. Legislature for beginning kindergartners. Children entering the 1-2 year old class must be one by Aug. 31<sup>st</sup> (unless special arrangements can be made). Children entering the 2-3 year old class must be two by Aug. 31<sup>st</sup>. Children entering the 3-4 year old class must be three by Aug. 31<sup>st</sup>. Children entering the 4 year and up class must be four by Aug. 31<sup>st</sup>.*

## REQUIRED FORMS

The following forms are required to be on file PRIOR to your child attending The Children's School.

1. Application
2. Health Forms
  - Current Health Form
  - Copy of your child's immunization records
  - Signed medical release waiver
3. An emergency number must be on file for all registered children. If you cannot be reached at this number on any given day, it is required that you leave an alternative number where someone can be reached that day.

## REGISTRATION

Registration is a *non-refundable* fee that holds a place in the program for your child and helps buy supplies. Your child will not be registered until we receive the registration fee. Acceptance of this fee assures your child a place in the program.

## TUITION

All monthly fees are due on the 1<sup>st</sup> of the current month. If payment is not received by the 10<sup>th</sup> of the month, you will be charged a late fee of \$20.00. Money will not be refunded for any unused days your child is scheduled to be present. This includes any absences when your child is scheduled to be present. Snow days can not be made up. We require a two-week notice if your child will be leaving the program. You will be responsible for tuition during this time.

## HOURS

9:00am - 1:00pm (Monday - Friday)

Children should arrive no earlier than 9:00am. **Please remember** that 1:00pm is closing time. Our teachers love your children, but they do have other obligations and your punctuality is appreciated. *You will be charged a late fee of \$5.00 for every 5 minutes you are late.* When children are to be picked up by someone other than their parents, teachers should be notified in writing the morning children are brought to school. If something should occur during our school day and someone other than you will be picking up your child, please call the pre school office (828-464-0057).

## MESSAGES

The teacher cannot accept verbal messages brought by children. Please send a written note or telephone the Preschool office at 828-464-0057.

## VISITING

You are welcome to visit Preschool at any time. There will be special days when we will invite you to come. For safety reasons, all entry points to the school remain locked when children are present. Please call the office for admittance.

## PARENT MEETINGS

Our teachers are available to meet with you by appointment during school hours whenever a need arises. Yearly meetings to discuss your child's progress and answer any questions you may have are held once a year in the Pre-K class.

## CONFERENCES

We encourage at least one conference a year. Please feel free to call us for a conference any time you feel that one is needed. We will suggest special conferences when necessary.

## SCHOOL CALENDAR/HOLIDAYS

Please refer to Parent Packet.

## SCHOOL CLOSINGS

In case of inclement weather, sleet, ice, or snow, check your radio or television for Catawba County School's status. If the Catawba County School system has a **1-hour delay**, we will open at 10:00am; **2-hour delay**, we will open at 11:00am. We will close if the Catawba County system has a 3-hour delay or is closed. If the Catawba County School system is dismissed early from school for inclement

weather, please be prompt in picking up your children so that our staff can safely leave to pick up their own children from school. Days missed due to inclement weather are non-refundable. As a courtesy to our teachers, it has always been The Children's School policy to compensate our dedicated teachers for snow days.

### **CELEBRATIONS/BIRTHDAY PARTIES**

You are more than welcome to celebrate your child's birthday at the school. It is customary on your child's birthday to bring a treat for each child. Please check with your child's teacher and get the correct number of children in the room and to let the teacher know if you will be providing refreshments. It is not our policy to hand out birthday or party invitations at school for at home parties unless all children in the class are invited.

### **FIELD TRIPS**

Field trips are planned by the teacher in conjunction with the educational program. The following guidelines are to be followed for field trips:

1. Permission slips must be completed and turned in prior to any field trip.
2. Parents will help teachers in supervising the children on field trips.
3. Due to liability issues, teachers are no longer allowed to transport children in their personal vehicles. Each child must have a parent or guardian attend field trips.

When your child's class is going on a field trip and you are asked to help, please try to be available. Safety is very important to us.

### **PLAYING OUTSIDE**

The outdoor playground is fenced in with playground equipment, riding toys, sandbox, and slides. The children will play outdoors at a scheduled time — weather permitting. During inclement weather, the indoor gym will be used for physical activity if available. Please remember sunscreen and insect repellent. **These should be applied at home, before coming to preschool.** Please remember to dress your child for outdoor play summer through winter.

### **SNACKS**

Snacks are served each day. We will ask that each parent donate one snack per month. This snack will be requested by your child's teacher and will coincide with the theme of the week.

## SCHOOL ACCIDENTS

If an accident should occur at the school and a child is injured:

1. The teacher will first apply first aid to minor injuries (cuts, scrapes, bruises, etc.) and will record the incident in the Incident Journal. The teacher will also report the circumstances to the parent at the end of the day.
2. The teacher will notify parents or the secondary contact person of an injury that might require medical attention.
3. The Director will immediately contact 911 in the event of a serious injury. Parents will then be called and advised of the situation.

## SHARING

Children are encouraged to bring books and items of special interest for sharing time. Your child's teacher will tell you which day will be sharing day. Items should be identified by the child's name. **Please do not allow your child to bring toys to school.** This is very disruptive for the class and traumatic for the child if the toy is misplaced or broken.

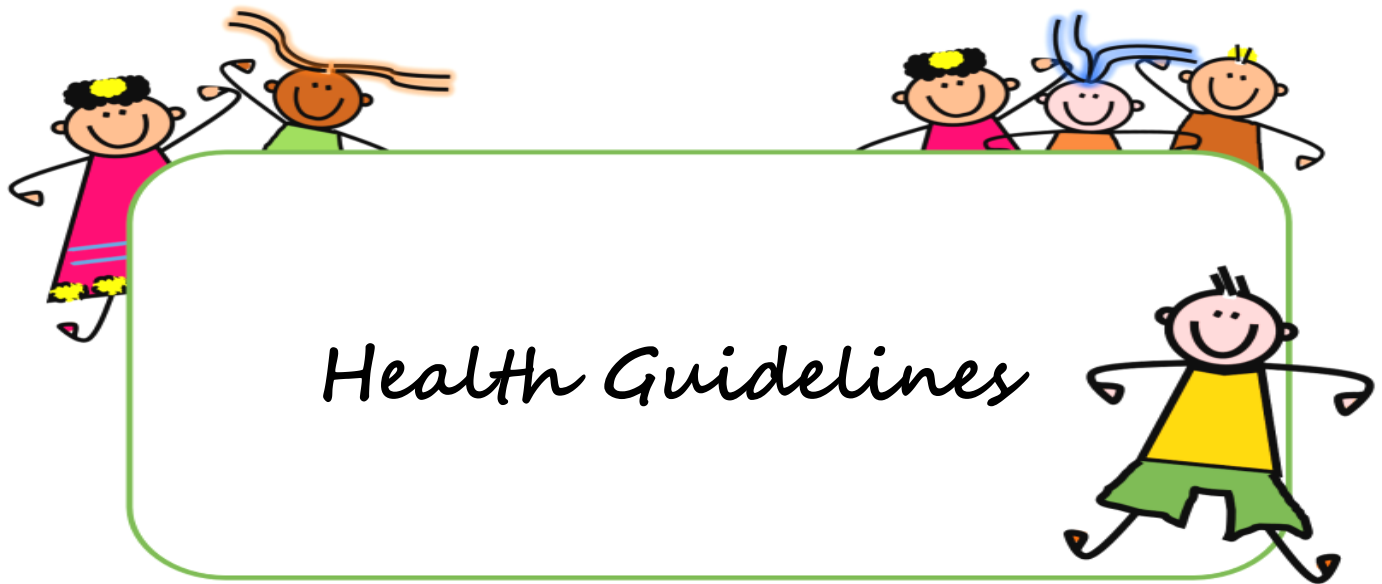
## DAILY DRESS AND POSSESSIONS

Dress your child in clothing that is durable and comfortable (clothes which he/she can actively use while painting, playing in the water table, and playing outside). Since we do go outside whenever possible, dress children accordingly. Select shoes, which give support and allow for freedom of movement. Soft soled or rubber bottomed shoes are good choices. **Loose sandals, cowboy boots, and shoes, which slip off easily inhibit activity or could cause accidents on our stairs, are not allowed.**

**ONE YEAR OLD ROOM**—All children in the one-year old class need to send a change of clothes, diapers, and wipes to put in their baskets so that they don't have to be sent daily. The teacher will make a note on the daily sheet when more diapers and wipes are needed. The children will need a lunch, a training cup, and a pacifier if used. A cuddle toy from home helps the child to feel secure. **Please be sure to label all items.**

**ALL CHILDREN** are to have a large, labeled tote bag or book bag. This is very essential, as trying to get home school notices, newsletters, projects, etc. is very difficult without a tote bag or book bag. Please check your child's bag daily as messages go home frequently.

**ALL CHILDREN** are also to have a labeled change of clothes and socks to leave at school for the year in case of accidents. These clothes should be changed according to season. All clothes will be returned at the end of the year. **Donations of clothing and shoes are appreciated.** We will use them for accidental spills of all kinds.



## Health Guidelines

**We will make every effort to observe good health and sanitation practices at school.**

No child shall come to school visibly ill. A child should be kept at home if he/she has a severe cold, fever, excessive runny nose (this is especially true if a nose is running yellow or green), sore throat, pink eye, diarrhea or vomiting in the previous 24 hours or any signs of a contagious disease including COVID. Please keep your child home until he/she has been free of fever or other symptoms for 24 hours without fever-reducing meds and is physically strong and active again. Remember, children tire more easily in group situations. **We follow NC Health Guidelines in regards to COVID.** As these guidelines are constantly changing, please contact the school office for more information and quarantine procedures. We must be notified immediately if your child has been exposed to COVID for the health and safety of the other children.

The health of your child is important to you, as parents, and is also a concern for our staff. If a child becomes ill or is injured at school, we will try to contact you, or the emergency contact you provided. When parents are notified that their child is ill, they need to pick up the child immediately. Your child will be kept as isolated as possible until you arrive.

**In case of an emergency,** it is critical that the school has an up-to-date file with correct addresses and phone numbers of both parents or guardians and one other contact person. Please let us know if there is ever a change regarding this information.

**To keep the spread of illnesses to a minimum, the school has the following policies:**

### ADMINISTRATION OF MEDICATION

No medication can be administered unless a handwritten and signed document (by the child's parent or guardian) is given to the director or teacher stating amount to be given, time to give and permission to give. This includes prescriptions, over the counter or herbal remedies. Please, if at all possible, give your children their medication(s) before bringing them to school. **Do not** put medications in your child's sippy cups that you bring to school.

## **FEVER**

The Children's School cannot accept a child with a fever. The child's teacher will call the parents to come for their child whenever he/she appears ill and has a temperature of **100°F** or more. The child must be free of fever without fever reducing medications for **24 hours** before returning to school.

## **DIARRHEA**

Whenever a child has a very loose bowel movement accompanied by nausea or if he/she has 2 loose bowel movements within an hour that are in the teacher's judgment (a diarrhea type) parents will be contacted to pick up the child. The child should be free of diarrhea for 24 hours before returning to school. If it is determined by consultation with the child's physician that the diarrhea is going to last for awhile and is not infectious, then he/she may return to school with a note from the doctor stating this.

## **VOMITING**

Whenever a child vomits at school, the parents will be called to come pick up their child. This child must be free of this sickness for 24 hours before returning to school.

## **ALLERGIES/COLDS**

If the child comes to school with allergies/cold, he/she should be able to follow the daily routine, including some outside time, weather permitting. If the teacher feels the child is not able to participate fully, or the child has a nose that is running yellow, green or a constant cough, they will notify the parent to come and get the child.

Information about substances that your child is allergic/sensitive to should be in writing on the information sheet. Please report any changes or new information in writing.

## **CONTAGIOUS DISEASE**

Notify us immediately if your child has a contagious disease. We must be able to alert other parents to look for symptoms in their child.

## **ABSENCES**

Teachers are responsible for insuring that our illness policy is followed closely. **Please** call the preschool if your child will be absent. We worry if they are not here.

**\*Illnesses** requiring an antibiotic—Your child may return to preschool after a full 24 hours of antibiotic treatment and is not contagious and symptom free.)

**\*Days missed from preschool due to illness are non-refundable.**



## **DISCIPLINE POLICY**

Definition of Discipline: Discipline is all the helpful guidance, the encouragement and support that caregivers use to influence children as they grow. It is something far more than punishment, obedience, rules and restrictions. It is a way of helping the child learn some of the things he/she needs to know about getting along in the world and helping him or her to develop their own self-control. The staff will praise the child for appropriate behavior and will model the appropriate behavior they teach. If we have special discipline problems with your child, we will discuss them with you and will decide together on an appropriate plan of action.

The Children's School does not use any form of corporal punishment. Positive disciplinary techniques are used to enhance a child's self-image and develop pro-social behavior. We feel that even negative behavior can give us an opportunity to learn positive outcomes. Techniques such as prevention, redirection, ignoring, and time-out will be used. Children in time-out sit no more than one minute per their age. Please feel free to ask our staff for additional explanations.

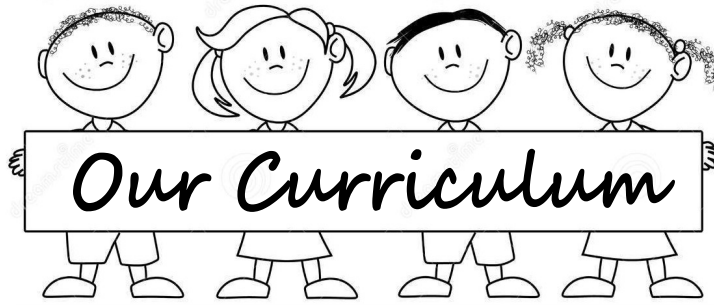
## **TERMINATION POLICY**

While we do our best to meet the developmental needs of your child, there may come a time when we reluctantly feel that we can no longer do this. Not every program is for every child. Should the child have special needs that our program does not provide, the Director of The Children's School in consultation with The Children's School Board will determine the appropriate direction of action at that time. A conference with the parents or guardian will be scheduled.

## **ABUSE AND NEGLECT POLICY**

At The Children's School, all our staff is required by law to report any suspected cases of neglect or abuse to the local Department of Social Services in accordance with General Statutes 7A-543.





The Children's School of Trinity Reformed United Church of Christ strives to expose children to a varied and stimulating curriculum. Our areas of study include language arts, number experiences, social studies, science and nature studies, musical activities, creative arts, and health and safety activities. Flexibility in the classroom curriculum is stressed so that we may best meet the needs of each child. Specific program areas are designed for each age group. Lesson plans are sent home each week for the upcoming week's activities.

The following is a brief look at our individual curriculum areas:

### **CHAPEL**

Weekly chapel time for three, four, and five-year olds in the Sanctuary with the Pastor. The children engage in Bible stories, learning of God's love for them and singing of children's hymns.

### **LANGUAGE ARTS**

The area of language arts affords many opportunities for childhood discovery. Our program encourages children to enjoy, appreciate and care for books, tapes, and CDs. We encourage the development of good listening and speaking skills. "Show and Tell" period helps a child to recognize that there is a time to talk and a time to listen to others. Other areas of development include dramatization, sequencing of events, rhyming words, opposites, recognizing letters of the alphabet, likenesses and differences, classification of objects, left to right reading concepts, letter sounds, and an appreciation of poetry and finger play.

### **NUMBER EXPERIENCES**

This area of study enables children to gain an understanding of the meaning of numbers and sets. Our number program encourages children to realize that counting can be used in their daily activities. Children learn shapes, counting, and number games. Older children identify equal and non-equal sets, recognize and write numerals, learn to add and subtract simple equations, experiment with telling time, and indentifying money, and discuss the use of fractional parts.

### **SOCIAL STUDIES**

Our program strives, through the area of social studies, to help each child

recognize and appreciate his/her uniqueness and the uniqueness of others. We seek also to help each child develop a love and appreciation for their home, their country, their community, and their Creator. Through visits to community helpers and from community helpers, we hope to assist children in better understanding those people who help make our community a better place in which to live. We observe holidays, birthdays, and special current events.

## **SCIENCE AND NATURE STUDIES**

A child is full of questions that need answers. They are ready to explore and experiment in most any situation. Our program strives to be alert to these signs of inquisitiveness. We seek to develop an appreciation for all living and growing things. We study the seasons, weather, plants, animals, birds, fish, reptiles, and insects. We take nature walks and other nature-related field trips. We discuss the sun, moon, night, and day. We become more aware of our five senses. We learn to enjoy and appreciate all the beauty in God's world. The Catawba County Science Center visits our three, four, and five-year old classes twice a month. There is a small additional charge for these visits.

## **MUSICAL ACTIVITIES**

**All children participate in "Kids Love Music" with Ms. Rose**—music and instrument class. Music plays an important part in our preschool curriculum. We learn words and songs about everything we do and see. We hope that each child will enjoy listening to, singing, and composing music. We encourage children to use body movements to express creative rhythms. We also encourage them to participate in action songs, pretending songs, and finger plays. Children are given opportunities to experiment with various musical instruments. They also begin to recognize high and low sounds, as well as soft and loud sounds.

## **CREATIVE ARTS**

The area of creative arts gives each child an opportunity for free expression and creativity. It allows the child to experience pleasure through creating with different art media. Included among these materials are paints, chalk, clay, crayons, paste, glue, scissors, pens, paper, markers, yarn, fabric, and other collage material. We seek to develop, at the individual child's own pace, his drawing and cutting skills. We hope that each child will grow to appreciate colors, textures, shapes, and patterns. **Our 3-4 year old class and pre-k class enjoy Yoga with Mrs. Kellie once a month!**

## **GROSS AND FINE MOTOR SKILLS**

Our program seeks to improve gross and fine motor skills. We practice skills such as buttoning, zipping, snapping, cutting, pasting, tying, creeping, crawling, walking, running, skipping, hopping, jumping, bouncing, catching, throwing, and kicking.

## HEALTH AND SAFETY ACTIVITIES

Our total program is centered upon the child's feelings of well being. He/she participates in the knowledge and importance of making and keeping rules for work and play. We seek to establish a growing awareness that all things affect his/her health and physical well being. We learn the essentials of good health care including proper food selection, exercise, rest, dental health and body cleanliness.

***Children are likely to live up to what you believe in them! We believe in children!!***



*What  
Parents  
can do  
to help!*

- Please send your child to school in play clothes. **Write names on everything—sweaters, coats, hats, and any personal items including cups and lunch items.** There are so many children with the same items!
- Going to preschool should not be overdone. Be enthusiastic but also casual. Make it sound like fun and it will be!
- Avoid prolonged farewells. The sooner you leave, the sooner your child will adjust. Please remember that if you are anxious, your child will sense this. You are always welcome to call and check on their progress and come by to see for yourself. **Know that your child's happiness and security is as important to us as it is to you.**
- Allow him/her to become independent in everyday routines such as eating, washing, dressing. At preschool, we let your children put away their book bags and jackets themselves. **Remember, you want them to grow up needing only your love!**
- Allow him/her to use blocks, paints, crayons, scissors, etc. Children learn by touching and experiencing. **Never underestimate a child's abilities.**
- Make every effort to see that your child gets adequate rest. A rested body makes for a bright mind and happy child!
- Have your child bring his/her book bag each day and share a special snack with their class occasionally.
- If you have any talent or activity that would be of interest to your child's class or another class, please feel free to contact the Teacher or Director. **We love learning new things!**
- Let the Teacher or Director know immediately of any concerns you have regarding the preschool or your child. We cannot stress enough how important this is. **Please let us help!**
- **Enjoy your day as much as your children will enjoy theirs!**
- **Relax!!! We will take excellent care of your blessings!**