

**Parent Handbook**  
***Calvary Baptist Church Preschool***  
**2022-2023**  
**2518 Lancaster Hwy.**  
**Monroe, NC 28112**

**Parent Welcome Letter**

Dear Parents,

Welcome to Calvary Baptist Church Preschool! Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission and the guidelines under which we operate. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this preschool as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favour with God and man." (Luke 2:52)

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our preschool.

**Mission Statement**

Calvary Baptist Church Preschool, as a ministry of Calvary Baptist Church, exists to provide a Christ-centered learning environment to prepare children with excellent early childhood education by encompassing spiritual, intellectual, physical, emotional and social development. Our goal is to nurture a love for learning in children; exemplify and teach Christian values; prepare children for success in their future academic life; build relationships with families in our community by sharing God's truth and love.

## **Enrollment Details**

A registration form, medical form, and a registration fee is required to enroll. You can access the registration form and medical form here: [www.cbcmmonroe.org/preschool](http://www.cbcmmonroe.org/preschool)

Once you have submitted the registration form and have been notified that your child is enrolled for the 2022/2023 school year, you will receive an email from Procure to download the app and instructions for setting up your account. Once your account has been set up, you will receive an email from the director as well as an invoice to pay your child's registration fee. In order to secure your child's enrollment, the registration fee must be paid in full within a week of enrollment. If the payment has not been submitted within one week, your child will be moved to a waitlist until payment is received and a spot is available.

The fees for registration are:

1 child- \$100.00

2 children- \$150.00

3 children- \$175.00

A medical form must be completed and returned by September 1, 2022. All state of NC required immunizations should be up to date and a copy attached to the medical form. If this form is not turned in by September 1st, your child will not be allowed to attend preschool until the paperwork is completed. Our focus is the health and safety of the students in this matter. Please print and take to your child's doctor to complete. A copy of the child's immunization records also needs to be turned in with the medical form.

*\*The registration fee is non-refundable.*

*\*The registration fee will be prorated for those registering after October 31, 2022.*

## **Accidents**

There are two different types of accidents that may happen during

preschool. Minor accidents and major accidents. If your child has a minor injury (cuts, scrapes, bruises) the teacher will apply first aid and notify you through the Procure App. If there is a major accident, we will notify you immediately. We will also record the accident in the Procure App. We have an accident insurance policy that is covered by your fees.

### **School Hours**

School hours will be 9:00am-1:00 for all classes.

### **Car Rider Line/Arrival and Departure**

Staff will receive the children at the car rider line dropoff area between 8:50am and 9:10am. After 9:10am, parents are responsible for coming to the main entrance of the preschool and ringing the doorbell. The director will meet you shortly at the door.

Parents will receive their children at the car rider line pickup area between 12:50pm and 1:10pm. Please make sure your child's car tag is in full view. Staff will escort the children to their cars. Parents please remain in your car until a member of the staff brings your child to you. You will be asked to buckle your child's safety belt.

### **Authorized Pick-up**

Your child will only be released to persons listed on the registration form. If someone other than the usual pick-up person is picking up your child, please send in a note stating the change, the date and the name of the person picking up your child. If we are not familiar with the person, we will ask for a photo ID.

### **Late Pick Up Policy**

School dismisses promptly at 1:00 pm. For each child not picked up before 1:10 pm, there will be a \$5 late pick up fee. For every additional minute after 1:10 pm is a \$1 fee. (Example: Pick up time at 1:13 pm, fee of \$8.) Each parent will receive one free late charge a year if the time does not exceed 15 minutes. If you are late, the amount due will be added to the

next month's invoice. Please call the school or teacher if you know you are going to be late.

### **Tuition and Payments**

Rates for the 2022-2023 school year are as follows:

3 days a week: Tuesday-Thursday (9:00am-1:00pm) - \$210.00

4 days a week: Monday-Thursday (9:00am-1:00pm)- \$240.00

TK: Monday-Thursday (9:00am-1:00pm)- \$250.00

The tuition is for a nine-month school year and can be paid in one payment or monthly. The monthly payment is due the first of each month. A late fee of \$10.00 will be added to your account balance for any payment received after the **10th of the month**. We are a non-profit organization and it is very important that we receive tuition on time. If no payment has been made in 2 months, your child will be withdrawn from the program.

Every month you will receive an invoice, through Procure, for the month's tuition. You will have the option to pay through the Procure App, online bill-pay through your bank, or pay with cash or check. If you choose to pay through the Procure App, there will be a \$5.00 fee added.

Every child/family will receive a money envelope. Any form of payment using cash or checks need to be put in this envelope. You have the option to place the envelope in your child's folder to send in or place the envelope in the black mailbox, located at the entrance of the Preschool. Checks should be made payable to Calvary Baptist Church Preschool (CBC Preschool). If you choose to pay preschool tuition using online bill-pay through your bank, please make sure the check is made out to AND addressed to Calvary Baptist Church Preschool. (2518 Lancaster Hwy. Monroe, NC 28112) A returned check fee of \$25.00 (will be charged for any returned checks}. The Preschool Director is willing to work with you if you have a problem or concern.

### **Withdrawal and Absences**

We understand that there are circumstances that require parents to withdraw their children from preschool. Any attendance during the month constitutes a full month's tuition unless other arrangements have been made. All withdrawals must be made in writing to the Calvary Preschool Board.

The preschool reserves the right to request the withdrawal of a child for the following reasons:

- If, after a 6-week period, the child is not adjusting. A conference will be requested before any decision is made.
- If a child is continuously disruptive to a class. A conference will be requested before any decision is made.
- If tuition is not paid for a 2-month period.

### **Inclement Weather**

During inclement weather, we follow the Union County Public School System. If they are closed, we are also closed. If they have a 2-hour delay, we will have a 1-hour delay. If they have a 1-hour delay, we will NOT have a delay. We will communicate these delays and closures on our Facebook Page as well as send out a message on Procure.

### **Diapers, Pullups, and Wipes**

*Green Room and Yellow Room-* Parents are to provide an adequate supply of disposable diapers. Please make sure your child's name is written on all of the items. These supplies are stored in a space assigned exclusively for your child's belongings. If your child needs diaper cream applied, please let the teacher know. Also, please label the cream before sending it in. Teachers will notify parents when supplies are getting low. Diapers are changed at least twice during the preschool day. Students are also asked to bring in 2 packs of baby wipes, each month, for our community pile of wipes.

*Purple and Teal Room-* Parents are to provide an adequate supply of pull ups if your child is potty training. Our goal is for all children in these two rooms to be potty trained by December.

## **Potty Training**

When a child is ready for potty training the teachers will partner with parents to assist in the potty-training process. All children are required to be potty trained in the violet, blue and red classes.

*A potty trained child is a child who can do the following:*

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- 2) Be able to pull down their pants and underwear and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry their hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the building.

## **School Calendar**

A copy of the school calendar will be available at Open House. You can also check the calendar on Procure.

## **Clothing**

Children should wear comfortable play clothes and shoes. They will be painting, gluing, playing outside and sometimes getting messy on a daily basis. Please dress your child appropriately so that these activities can be enjoyed. Here are some guidelines for school clothing:

- Wear closed toe and heel shoes
- Wear closed toe and heel shoes
- Wear clothing that the children can fasten independently
- Label coats, sweaters, gloves and caps
- Keep an extra set of clothing, including socks, in the book bag

## **Discipline**

The staff of Calvary Baptist Church Preschool is committed to providing a positive learning environment and will use discipline procedures set by program policy to achieve this goal.

Praise! Positive reinforcement! Redirection! Quiet time! These will be the behavior management policies of our program. When children receive positive, non-violent and understanding interactions from adults, they develop good self-concepts, problem solving abilities and self-direction.

Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management policy:

WE...

- DO praise, reward and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to prevent problems before they occur.
- DO listen to the children.
- DO provide the children with natural and logical consequences for their behavior.
- DO treat the children as people and respect their needs, desires and feelings.
- DO ignore minor misbehaviors.
- DO explain things to the children at their level.
- DO use short supervised periods of "quiet time."
- DO stay consistent on our behavior management program.
- DO use a calm tone of voice in all circumstances.
- DO explain the inappropriate behavior with the child in a calm reassuring tone and end in a reassuring, loving and positive attitude with the child.

Hebrews 12:5 suggests that discipline takes place when a loving relationship exists. A teacher has a head start on positive guidance when he or she:

1. Understands how a child develops and learns.
2. Knows what age-appropriate activities should be provided, and
3. Prepares an appropriate learning environment.

One of the most critical time periods in child development and learning is from two to five years old. During these years children began to learn what is appropriate behavior and what behavior is not acceptable. Teachers will spend a lot of time modeling and showing appropriate behaviors. If a child has been asked to follow directions or rules repeatedly after a number of redirection attempts, the child will be removed from the situation for a brief time so they can think about his or her actions before rejoining the group. Depending on the classroom, the space may be called a calming area or thinking area. Before the child rejoins the group, the teacher will talk about the right choices to make and what should happen next time. Should a recurring behavior become disruptive, the child will need to visit the director. It is then that the parents will be notified and involved in addressing this behavior. It is our duty to always provide a safe environment for your child.

### **Parental Contacts and Communications**

Clear communication is one of the keys to a successful preschool program. Parents are informed of the activities of the preschool through messages using Procure, monthly newsletters, Facebook, emails, calendars and the preschool website. Your child's teacher is a professional person, one in whom you may place confidence. If, at any time, you have questions or suggestions about this program, come and discuss the problem with the teachers. Please set up a conference time with the teachers after dismissal, so that they may give you their full attention. You may also send in a written message and the teacher will get in touch with you. Please do not attempt to discuss issues with the teachers during school hours or at arrival or dismissal. You may also contact the preschool director, Jennifer Trull, at any time.

Parent teacher conferences will occur on February 27, 2023. Parents may also request a conference at any time during the school year.

### **Snack/Lunch**

All classes will eat lunch at school. Healthy food choices are encouraged. Please do not send in items that need to be heated. If your child cannot have certain foods, please let the teacher know. As you know, children with peanut and tree nut (pecan, walnut, and cashew) allergies often have serious reactions. We currently have children at our school with these allergies. You will be notified more specifically if there are particular allergies present in your child's classroom that would prevent you from sending in certain food items. Each class/teacher will handle lunch procedures as they are appropriate for the children. Please pack things your child likes to eat.

### **Birthdays**

We want your child to be able to celebrate his or her birthday with you. At this time, when it is your child's birthday, we are allowing 2 adults to come during the scheduled lunch time. We ask that you communicate this in advance with your child's teacher so we only have one set of adults come at that time. If you plan on bringing a treat, please make sure it is store bought.

### **Field Trips (Subject to Change)**

We want preschool to be a memorable experience for the children and their families. During the school year we will bring experiences to the children on campus, as well as periodically take field trips. You will be notified in advance of these events. Field trips will only take place during school hours. All children must have a signed permission slip in order to participate. Permission slips will be provided two weeks prior to field trips. In the event that the field trip is off campus, parents will be responsible for providing transportation.

## **Building Community (Subject to change)**

We love building relationships with our families. These relationships are built when we work alongside each other. Here are some ways to support this ministry and build community with one another.

1. Pray for the teachers and staff
2. Join the PPC (Preschool Parents Committee)
3. Volunteer as a room mom
4. Join us for our special events
5. Send in a needed item

## **What is the PPC?**

PPC stands for Preschool Parents Committee. This committee works together to assist the director in planning, organizing, and carrying out many events and tasks during the preschool year. The committee meets the first Thursday of the month at 9:15, after drop off.

If you are interested in learning more about the PPC, we will have an interest meeting on September 15, 2022.

## **What is a Room Mom**

Each classroom will have at least one room mom. This person will work with the teacher during the year to help plan celebrations and special days. The room mom will need to reach out to the teacher at least once a month to check on any needs in the classroom and help communicate those needs to the families. If you are interested in learning more about a room mom, we will have an interest meeting on September 15, 2022.

## **Contact Information**

Jennifer Trull (CBC Preschool Director)

Phone #: 704-940-9066

Email Address: [cbcpreschoolofmonroe@gmail.com](mailto:cbcpreschoolofmonroe@gmail.com) or  
[jennifer.trull@cbcmonroe.org](mailto:jennifer.trull@cbcmonroe.org)

Facebook Page: Calvary Baptist Church Preschool of Monroe  
Website: [www.cbcmonroe.org/preschool](http://www.cbcmonroe.org/preschool)

*This handbook is subject to policy changes. If any changes are made, you will be notified of the changes.*

## **Health and Safety Protocols**

Calvary Baptist Church Preschool developed this plan using the guidelines from our state health department and church leadership. Our desire is to create a clean and safe school for students and teachers. We want to be proactive in our health management with consideration that we are caring for preschool-aged children. ***Since this remains such a fluid situation, we reserve the right to adjust these policies at any time.***

The following plan is based on a "Healthy Only" framework for opening. This plan requires all individuals, both students and staff, to only come to school if they are healthy. Only healthy individuals should be on the CBC Preschool campus. This plan depends on our partnership with you, as parents, to assist us.

Children must be kept home if they display any cold or flu-like symptoms.

### **Symptoms**

- fever
- chills
- shortness of breath or difficulty breathing
- new cough
- loss of taste or smell
- new congestion or runny nose
- fatigue
- nausea, vomiting, diarrhea

**Presenting with at least one of the symptoms listed above**

- If a child has a runny nose and it is clear, they can come to school.
- If a child has any of the symptoms listed, they must stay home at least for 48 hours.
- At the end of 48 hours please follow up with the Director to determine if the child is well enough to come to school based on symptoms resolving.
  - If the child does not have any more symptoms, the child can return to school without a doctor's note.
  - If the child still has symptoms, a doctor's note *is required* when the child is able to return to school.

It is definitely challenging putting a plan in place that is clear on what to do. With Covid, we are finding out that every child and sickness is different. It's case by case for sure!

### **Diagnosis of Covid-19 (symptoms and no symptoms)**

- cannot *come* to school
- home *until completely symptom free for 5 days*
- notify preschool

### **Exposure Protocol: At School**

While we are taking every precaution to reduce the risk of any students or staff being exposed to Covid-19, we have put protocols in place in the event of an exposure.

Children who present with Covid-like symptoms during the school day will be:

- Quarantined (while supervised) and parents are responsible for picking them up immediately
- If a child or staff member has a confirmed case of Covid-19, parents of those determined to be in close contact will be notified. *Parents will then have the choice to quarantine their child or not.*
- In the event that Calvary Baptist Church Preschool is directed to shut down a portion, or all of the school, parents will be contacted
- In the event of a closure due to a national, state, or regional disaster such as a pandemic, tuition will be charged for the first two weeks. Reevaluation will be made if the closure extends beyond this period.

### **Exposure Protocol: Household Exposure:**

- **Cannot come** to school
- Home **until NO symptoms in entire household for 5 days**
- Notify preschool

### **Drop Off and Pick Up**

Parents will be required to drop-off and pick-up using the car rider line. We will make an exception the first week of school and parents will be able to walk their child to his or her classroom.

### **Health Management**

- Preschoolers will not be required to wear a mask (optional)
- Masks for staff and parents are **optional at this time**
- Preschoolers will not be required to social distance within their own classroom family but teachers will be mindful of distancing.
- Hand washing and sanitizer use will be provided throughout the day and proper hand washing procedures will be reinforced
- All classrooms will be equipped with disinfectant sprays, cleaners and sanitizer
- Toys and resources will be cleaned throughout the day and sanitized at the end of each day
- Classroom families will remain with their classes and we will minimize exposure to other classroom families as much as possible.
- At this time, only children and staff who are required for daily operations will be allowed inside of the preschool building. (Exception- Open House, first week of school and birthday celebration)
- staff and families will be educated and continually updated on enhanced sanitation practices, social distancing guidelines, and screening practices.

### **Facilities**

- common areas, frequently touched surfaces and bathrooms will be cleaned regularly throughout the day
- water fountain will not be operational (children should bring their

- own water bottles, labeled with their names)
- supervised hand sanitizer stations will be available throughout the school.
  - playground will be used by one class at a time until further notice