

Independence Hill Weekday Preschool



Parent Handbook 2021-2022

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

TABLE OF CONTENTS

MISSION STATEMENT	3
ADMINISTRATIVE ORGANIZATION.....	3
ARRIVAL & DISMISSAL	3
Arrival Time	3
Dismissal Time	4
Late Pick up Fee Policy	4
Easing in Schedule for Two-Year-Olds	4
WEEKDAY PRESCHOOL RATIOS.....	5
AGE REQUIREMENTS.....	5
MEDICAL REQUIREMENTS	5
TUITION.....	5
WHAT IS HAPPENING DURING THE DAY?.....	6
Two-Year-Old Children	6
Three-Year-Old and Four-Year-Old Children	6
SNACKS.....	7
STATEMENT ON RELIGION.....	7
DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY	8
WITHDRAWALS.....	9
INCLEMENT WEATHER POLICY.....	9
BIRTHDAYS	9
PARENT PARTICIPATION AND VISITS	9
SICK CHILDREN POLICY	10
ADMINISTERING OF MEDICINE TO CHILDREN	11
WHAT TO BRING TO PRESCHOOL	11
WHAT NOT TO BRING TO PRESCHOOL.....	11
PARENT-TEACHER CONFERENCES	11
SCHOOL CALENDAR.....	12
PARKING LOT SAFETY.....	12
TOILET TRAINING	12

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

PANDEMIC POLICY12
NUT FREE FACILITY13

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

***Welcome to the Independence Hill Weekday Preschool!
We're delighted to have your family join our program!***

MISSION STATEMENT

Our mission is to provide a developmentally appropriate environment in which we can share with young children and their families the love of God through Jesus Christ, and to nurture in the young child a love for learning, through an exciting curriculum of discovery and exploration.

ADMINISTRATIVE ORGANIZATION

Independence Hill Baptist Church (IHBC) delegates oversight of the Weekday Preschool to the Weekday Preschool Board. This board consists of five to seven members. Our goal is to have a representative board composed of the following members:

- Chairperson (Church Member)
- Secretary (Church Member)
- Treasurer (Church Member)
- Parent Representatives (Non-church Member)
- Congregational Member(s) at Large
- Weekday Preschool Director

ARRIVAL & DISMISSAL

Arrival Time

Our program will begin at 9:00am. The doors to the preschool wing will remain locked until 8:55am. Please give your child a hug at their classroom door and assure them that you will be back after lunch. To ensure a smoother transition, please do not linger in or near your child's classroom. We have found that with preschoolers it is important to start the minute your child walks in the door. *The main door you enter will be locked at 9:15am for security purposes. If you arrive later than 9:15am, please ring the door bell on the left side of the door for entry. Any child arriving after 9:15am will be taken to their classroom by the Weekday Preschool office staff.*

Please call the Weekday Preschool office and leave a message if your child will not be attending or will be arriving late. The office phone number is 704-596-4779.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

Dismissal Time

We are finished with our planned activities at 12:50pm. Please be prompt in picking up your child. We will begin the afternoon carpool at 12:55pm for all students.

For pickup, please enter the campus using the drive closest to the worship center and exit the drive closest to the preschool wing. All overflow traffic should back up in the parking lot adjacent to the worship center.

Staff will escort three children at a time from the chapel to vehicles.

Parents will be responsible for securing the child in the proper child car seat.

If you come before 12:50pm for pick-up, the Weekday Preschool office staff will get your child from the classroom and meet you in the foyer of the Preschool building. Please make sure that you receive all of your child's belongings. If you are late (1:15pm or later), your child can be picked up in the Weekday Preschool office.

If someone other than the parent is picking up your child, please inform either the teacher or Director in person, writing or via phone call. Only those persons listed on your child's application as having permission to pick up your child will be allowed to take your child unless you have provided the above notification to the teacher or the Director.

Late Pick up Fee Policy

A late fee will be charged for any child who is picked up after 1:15 pm. There is a \$5.00 charge for being up to 5 minutes late and an additional \$5.00 charge for every 5 minutes after that. This is due on the next school day your child attends, or no later than the next tuition installment. Please remember that children get distressed when parents are late. If you know you are going to be late, please call the Weekday Preschool office at 704-596-4779.

Easing in Schedule for Two-Year-Olds

It is our goal to provide a smooth transition for all children. For this reason, two-year-olds have an adjusted schedule for the first two weeks of school. During this time, two-year-olds will attend from 9:00am to 11:00am the first week and 9:00am to 12:00pm the second week. Beginning with the third week, they will attend from 9:00am-1:00pm. This modified schedule gradually acquaints children with the environment, teachers, new friends, and the length of the school day.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

WEEKDAY PRESCHOOL RATIOS

2-year-old classes..... 10 students/2 teachers
3-year-old classes..... 12-15 students/2 teachers
4-year-old classes..... 14-18 students/2 teachers

The Director reserves the right to increase class size if necessary.

AGE REQUIREMENTS

A child should be two, three or four before August 31st to be enrolled in the respective age group. This reflects the North Carolina Public Education age requirements and cutoff date. If you have any questions or concerns, please contact the Director.

MEDICAL REQUIREMENTS

North Carolina law requires children in preschool programs to submit proof of current immunizations. Additionally, we require an authorization form for emergency care.

You will have until September 30th to turn in these forms. If you have not turned these forms in at that time, your child may be suspended from school until the forms are completed.

TUITION

Tuition is due the 1st of the month, a month in advance (for example, October's tuition is due by September 1st). A **\$15.00 late fee** will be charged for tuition received after the 10th of the month. Each parent will pay for nine months (September-May). Please make checks payable to IHWP and include your child's name on your check. If you have more than one child in the program, you only need to write one check.

Tuition is due regardless of attendance, teacher work days, or school holidays. **Credit is not given for any absence due to illness or school closure. In the event of a temporary emergency school closure due to hurricane, flood, fire, illness outbreak including a pandemic, or other incident beyond our control, tuition will not be refunded.** We are unable to hold a child's spot in school for extended absence or vacation without payment of tuition in full.

Tuition should be placed in the locked box marked Weekday Preschool Tuition in the foyer of the Preschool wing.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

Parents who have had two or more checks returned to the Preschool for insufficient funds must pay using money orders or cashier's checks. **A \$25.00 fee will be charged for all returned checks and declined CC payments.**

In the event of non-payment, attendance to the preschool will be denied if tuition has not been paid by the end of the month in which tuition is due. For example, for the month of January, a tuition payment is late if not received by January 10th. If payment is not received by January 31st, the child will not be allowed to attend class until the tuition payment and late fees are paid in full.

**** PLEASE DO LET US KNOW IF YOU ARE EXPERIENCING A TEMPORARY OR UNEXPECTED FINANCIAL DIFFICULTY. We would be happy to work with you!

WHAT IS HAPPENING DURING THE DAY?

Two-Year-Old Children

The two-year-olds have a planned age-appropriate curriculum with the goal of helping them in their mental, emotional, social, physical and spiritual development. Your child will participate in a variety of activities such as:

- Working with paints, crayons, blocks and other manipulative materials.
- Making short excursions to points of interest around our campus.
- Enjoying stories, poetry, and books.
- Learning to share, take turns and work and play with others.
- Learning to respond rhythmically to music, singing songs and listening to different kinds of music.
- Acquiring good health and hygiene habits.
- Experiencing and learning foundational truths of the Christian faith.

Three-Year-Old and Four-Year-Old Children

The three-year-olds and four-year-olds have an age-appropriate curriculum with the goal of creating a warm, loving, child-centered atmosphere based on their needs and interests. The interest centers in each classroom invite the child to explore, move about freely, and participate in a wide variety of activities. Basic routines such as organized free play, clean-up time, toileting, outdoor play, group time and lunch are carried out everyday to help the child develop a sense of regularity and security. Special seasonal activities are planned to teach awareness and meaning of important holidays.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

Equipment, activities, and learning experiences are planned to foster all areas of development (social, mental, emotional, physical and spiritual). Your child will participate in a variety of activities such as:

Working with paints, play dough, crayons, scissors, blocks and other manipulatives.

- Making short excursions to points of interest around our campus.
- Enjoying stories, writing and books. Learning site words and pre-reading skills.
- Learning to take turns, share, plan, work and play with others.
- Learning to respond rhythmically to music, singing songs and listening to different kinds of music.
- Acquiring good health and hygiene habits.
- Experiencing and learning foundational truths of the Christian faith.

SNACKS

We thank parents for helping to provide a mid-morning snack for our two and three-year-old classes. Please look for the snack calendar located outside your child's classroom door to sign up for a particular day to bring snacks.

We ask that the snack you provide be low in sugar, healthy and nutritious. Please no nuts or products that may contain or have been processed with nuts (see section XXX). Some examples are: pretzels, pitas, crackers, bread sticks, graham crackers, carrots, tomatoes, broccoli, cauliflower, celery, cucumber, radishes, raisins, applesauce, apples, grapes, pineapple, oranges, strawberries, raspberries, watermelon, cantaloupe, honeydew, bananas, string cheese, sliced or cubed cheese, pudding cups, etc..

Two-year-olds will have a snack for the entire school year. Three-year-olds will begin the year having snacks. If teachers see that these children no longer need a snack, it may be discontinued. If the snack is discontinued, their lunch time will be earlier. Four-year-olds will not have a snack.

STATEMENT ON RELIGION

Independence Hill Weekday Preschool acknowledges and respects the different religions and cultures represented in our school. We feel that children best learn religion if they experience feelings of love, acceptance and respect of self and others in their everyday life. The most important way children learn the Biblical message is by being with adults who show God's love and care.

We do hope you attend a church of your choice and we invite you to worship at Independence Hill if you do not have a church home.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

Along with the curriculum, the children learn about the following simple religious concepts:

1. God loves us.
2. Jesus is God's son. Jesus is a special person. He told people about God's love and care.
3. The Bible is a special book that contains true stories about God and Jesus.
4. The natural world is the world of flowers, trees, etc. God made the world for us to enjoy.
5. Every person is important to God.
6. Children should love and obey their parents.
7. The church is made up of people who love Jesus and who love others. At church, we learn about God.
8. Friends are important to God and to us.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise, positive reinforcement, redirection and quiet time will be the behavior management policies of this program. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. 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 attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior by the children.
- DO provide the children with natural and logical consequences of 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 on their level.
- DO use short supervised periods of "quiet time".
- DO stay consistent on our behavior management program.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

Situations may occur where a child may be bitten or hit by another child. It is our policy to tell the parents what happened but not the name of the other child in the incident. An injury report is completed for both children. The copy given to the parents will not include names. The reports will be placed in each child's file. Teachers will evaluate the environment, as well as any patterns with the biting or hitting, and make adjustments as necessary. The Director and teacher will handle any situation that occurs regularly by working with the parent to develop a plan to reduce or eliminate the biting or hitting.

WITHDRAWALS

The school reserves the right to request the withdrawal of a child, who after a reasonable time, cannot adjust or whose behavior is such that the class is suffering or whose parents are unable to comply with the policies. A conference will be held with the parents and all possible measures will be taken to work with the child and family before this action is necessary. If a child is withdrawn from school by their parents, a one-month written notice is required and no refunds will be made. Any attendance during the month constitutes a full month's tuition.

INCLEMENT WEATHER POLICY

The Weekday Preschool program will follow the Charlotte-Mecklenburg School system inclement weather closing policy. We will notify via email and our social media pages of closings, delays, or early dismissals.

BIRTHDAYS

We welcome you to celebrate your child's birthday at school. We want to show the child we think that the day he or she arrived is very special with simple and loving recognition. But, please no **BALLOONS** or **GOODY BAGS**. Please contact your child's teacher several days in advance if you would like to do something special.

If a child has a birthday party at home or off campus, please do not distribute birthday party invitations on the church campus unless every child is invited.

PARENT PARTICIPATION AND VISITS

Parent participation is invaluable to our preschool. We are able to offer many opportunities to our children because of the support we receive from great parents.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

We welcome you to participate in the following ways.

- Substitute in a teacher's absence (Paid \$45.00 a day for 9:00am-1:00pm).
- Serve as a room mom/dad for your child's classroom.
- Share a special talent with our classes.
- Assist with a special activity such as cooking, art or book reading.
- Chaperone field trips.
- Represent parent/student interests on the Parent Board.

You are always welcome to visit the school to observe your child playing and working in his or her classroom. We ask that you not come the first or last half hour of the school day as that is a transitional time for the children. Also, for the same reason, please do not come until after the first month of school.

*** All substitutes will be asked to complete a background check.

SICK CHILDREN POLICY

If a child is ill he/she can pass the illness to friends and teachers. It is in the best interest of your child and of the other children and teachers to keep your child at home when he/she is ill. A child needs to be well to be able to participate actively in the program.

Before returning to school, a child must be fever free for at least 24 hours and without fever reducing medicine.

Please keep in mind that fever reducing medicine only reduces and masks the fever for a few hours, but the contagious infection is still there.

After a stomach flu or virus, a child needs to be free from any diarrhea, vomiting and/or rash for at least 24 hours.

Your child should be kept home if he/she has a cold with a frequently running nose and/or persistent coughing or sneezing. Any child with pink eye or red eyes with drainage should be kept at home until the eyes are clear and free of drainage.

If your child becomes ill at school, we will contact you to come and pick up your child. Make sure all cell phone numbers are up to date. If we are unable to contact either parent, we will call the emergency contact persons listed on your child's application.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

If your child becomes sick with a contagious disease (chicken pox, head lice, etc.), please notify the Director so we, in turn, can notify parents of children exposed.

If your child will be absent from school, please notify the Director, who will notify your child's teacher.

***This is our standard sick policy and is superseded by our Pandemic policy outlined below.**

ADMINISTERING OF MEDICINE TO CHILDREN

Classroom teachers are not allowed to administer medication at school. If you have an extreme circumstance requiring medication for your child while at school, please see the Director. Written verification and an authorization form completed by the physician and parent will be required before any medication can be administered.

WHAT TO BRING TO PRESCHOOL

- A labeled lunch box. Please pack a nutritious lunch easy for the child to manage. Lunch should consist of finger foods and a beverage. Please no soft drinks or high sugar desserts.
- Please do not send glass bottles or canned drinks in lunch boxes.
- Label all coats, sweaters, caps.
- A backpack, canvas tote bag or diaper bag large enough to hold lunch boxes and art projects.
- A change of clothes including socks with everything labeled.
- Three disposable diapers or pull-ups that have been labeled.
- Please dress your child in comfortable, washable clothing appropriate for art and outdoor play.
- Soft sole shoes such as tennis shoes are best. Dress shoes are slick and can cause falls outside.

WHAT NOT TO BRING TO PRESCHOOL

Please do not bring toys, play GUNS or OTHER WEAPONS, rubber bands, silly bandz, money, jewelry, candy, balloons or other valuables to school.

PARENT-TEACHER CONFERENCES

Conferences will be conducted for 4 year olds in February. 2 and 3 year olds will receive progress updates in February. PLEASE feel free to request a conference at any time with your teachers.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

SCHOOL CALENDAR

A Weekday Preschool Calendar will be given to you at the beginning of each month. Please pay close attention to the days we have scheduled to be out of school. We follow the Charlotte-Mecklenburg holiday calendar.

PARKING LOT SAFETY

Please keep your children with you at all times in the parking lot. Please do not leave younger siblings unattended in cars while you drop off your child. Also, please follow enter and exit signs in the parking lots. Please use the entrance closest to Old Statesville/NC115 to enter and exit using the exit closest to the cemetery. This will keep all of our children safe and speed up our afternoon carpool pickup. **Also, please refrain from using cell phones as you approach the chapel steps to pick up your child. Your child's safety is our first priority and we want to be sure to have attentive drivers as children are being walked to their cars.**

TOILET TRAINING

We realize that the toilet training process is individual to each child. Our teachers in the two-year-old classes are happy to work with parents in supporting your decision to begin the toilet training process. Please send your child to school in pull-ups as they work toward becoming toilet trained.

Children entering our three-year-old classes should be toilet trained or very close to toilet trained.

Children entering our four-year-old classes must be fully toilet trained before entering our program.

PANDEMIC POLICY

In order to best serve all of our children, the following guidelines have been put in place protect our children and staff.

Temperatures will be taken randomly and must be below 100.4 in order to attend school that day. Your child must be fever free without the use of fever reducing medication for 72 hours before returning to school.

If your child exhibits any new symptoms (dry cough, fever, aching or chills, sore throat, loss of taste or smell, diarrhea, or vomiting), please keep them home. Your child must be symptom free for 72 hours before returning to school.

If you or your child have been exposed to someone who has tested positive for COVID-19, please notify the Director immediately.

10220
Independence Hill Road
Huntersville, North Carolina 28078
Phone: 704-596-4779
Fax: 704-596-8626
E-mail: preschool@independencehill.org

If your child or someone in your household is awaiting COVID-19 test results, please notify the Director immediately.

If your child develops new symptoms (dry cough, fever, aching or chills, sore throat, loss of taste or smell, diarrhea, or vomiting) while at preschool, you will be called to come pick up your child within the hour. Your child must be symptom free for 72 hours before returning to preschool.

NUT FREE FACILITY

For the safety of all of our children, Independence Hill Weekday Preschool is a nut free facility. This applies to snacks (see section IX) as well as lunch that you provide for your child.



INDEPENDENCE HILL WEEKDAY PRESCHOOL PARENT ACKNOWLEDGEMENT FORM

I/We the parent(s) of

have read and become familiar with the parent handbook.

I/We as parent(s) are aware of the responsibilities we have in keeping the lines of communication open.

I/We understand that if I/we have questions concerning anything within the handbook I/We may contact the Director or teacher at any time throughout the school year.

Parent Signature

Date

*Please sign and return during the
first 30 days of school to the Preschool Office.*