



Parent Handbook

2010-2011

Raleigh Moravian Preschool
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Welcome to Raleigh Moravian Preschool

Dear Parents,

We are pleased you have chosen Raleigh Moravian Preschool to meet your family's need for an early childhood education. We trust that you and your child will find your preschool experience with us to be most rewarding.

We encourage you to get acquainted with the Preschool by reviewing this parent handbook. This handbook will provide you with the policies and procedures that guide the Preschool. It is updated annually as well as when policy revisions occur. Please let us know if you have any questions or suggestions. We truly welcome and value your input.

Raleigh Moravian Preschool offers a child-centered program and welcomes children of any race, creed, or culture. Our program is designed to help children develop socially, cognitively, physically and emotionally. In addition we work to encourage language development, social skills, and creativity. Our curriculum is based on developmentally appropriate principles and activities from a Christian perspective. We use the Creative Curriculum series by Cate Heroman, Diane Trister Dodge, and Laura Colker to guide us daily.

Additionally, we encourage your involvement in your child's classroom. Your participation will significantly contribute to the success of your child's experience at Raleigh Moravian Preschool. It also allows for you to witness the growth of your child throughout the school year, particularly in the classroom setting.

The doors of Raleigh Moravian Church and the Preschool are always open. Call us if you would like more information or if we can help you in any way.

God's blessings to you and your family.

Raleigh Moravian Church Preschool Board

Diane Murphy, Chair

Beth Ansley

Alison Breher

Cara Cypher

Craig Leonard

Katherine Wilkerson

The Rev. Dr. Craig Troutman, Senior Pastor

Stephanie Williard, Preschool Director

Basic Program Information

Staff

As Christian teachers and Directors we take seriously the trust parents place in us to care for their children. Our staff are experienced early childhood educators. All of our teachers are chosen not only for their experience and education, but also for their loving and caring attitudes towards children. We recognize that children are gifts from God, who belong to Him, and who should be cared for as our own. All staff are CPR certified.

Days and Hours of Operation

The Preschool will be open September through May from 9:30 AM to 1:00 PM Monday – Friday except for holidays, teacher workdays, and inclement weather.

Inclement Weather

The Preschool will follow the Wake County Public School System policy for school closing due to inclement weather. When Wake County Public Schools are closed, the Preschool is closed. When Wake County Public Schools delay one or two hours, we open at 10:30 a.m. If Wake County Public Schools are dismissed prior to 1:00, we will close immediately. If Wake County Public Schools close after 1:00, we will dismiss at 1:00. There will be no make up days for days missed for inclement weather.

Late Pick-Up

Parents who pick their children up after 1:00 PM will be charged \$1.00 for each minute after 1:00 PM.

Class Make-up

The Preschool serves children ages 1 year to 5 years. All toddlers must be walking by the start of school. Class placement is based on the age your child will be as of August 31. All children will “move up” in September at the beginning of the new school year. The Preschool admits children of any race, color, national or ethnic origin, to all rights, privileges, programs, and activities made available to the children here.

Enrollment Procedure

Registration for the upcoming school year will begin in January. Registration for current students is completed first, followed by siblings and church members, and then the public. A class spot is reserved once the registration application is completed and the registration/activity fee has been paid. Registration/Activity fees are due each year to secure your child's spot and are non-refundable. All forms must be completed and on file before your child begins:

- Registration Application
- Medical Information with current vaccination records
- Signed Parent Contract to Discipline Policy & Acknowledgment of reading the Handbook

Classroom spots are filled throughout the year from the waiting list as need arises. Church members and siblings have priority on the waiting list.

Fees and Payment Plan

Tuition is due on the first school day of each month. Tuition payments should be handed to the Director. The fee for each month is the same even though some months will include holidays, breaks (example Spring Break) and teacher workdays.

No adjustments will be made to tuition or refunds due to absences related to illness, vacation, family emergency or personal reasons. In addition it will not be adjusted due to inclement weather or school holidays. Once enrolled and the school year begins we require at least a two week written notice of withdrawal. This written notice must be submitted in writing to the director.

Parents/Guardians continue to be responsible for payment for fourteen days after the date of withdrawal notice whether the child is attending school or not.

If student withdrawals before the first day of school and the withdrawal occur after August first the parent is still responsible for two weeks of tuition payment.

Tuition for Raleigh Moravian Preschool is payable in nine payments. Payments are made for the months of August 1, 2010 through April 1, 2011 (you will have no payment in May). If the first payment, which is due on Aug 1, 2010 is not received by the August 5, 2010 your child is considered withdrawn and the spot is given to another child (unless special arrangements are coordinated with the Director in advance). Each tuition payment is due by the first day of school of each month. If any payments are not received by the fifth of each month you will be charged a late fee of \$10 per business day until received. If payment of tuition and late penalty is not paid within three weeks of past due period child will be suspended from school until payments are made.

Fees per month for 2010-2011

Two, Three and Four Year Olds

Five days a week \$285/month

Three days a week \$235/month

Two days a week \$195/month

Old Year Olds

Five days a week \$375/month

Three days a week \$235/month

Two days a week \$195/month

Curriculum

We use the Creative Curriculum series by Cate Heroman, Diane Trister Dodge, and Laura Colker to guide us daily. It includes activities specifically designed to develop social, emotional, intellectual, spiritual and physical skills. Flexibility in each class is stressed so that we may best meet the needs of each individual child.

At the beginning of each month you will receive a newsletter and a calendar of events for the month from your child's teacher. At other times, you may receive notes from the teacher or preschool Director. Please check your child's bag carefully each day for these important pieces of communication.

Items Provided by Parents

When the children come as students to the Preschool they will need to keep some things at the Preschool at all times:

- Clothing: A complete change of clothes for the current season including socks and underwear in a labeled Ziploc bag. Please be mindful of how you dress your child each day. We will have outside play each day and creative classroom activities that could be messy. Children should wear closed toed shoes and socks daily. Please label all jackets, hats, clothing, etc. that are sent to school.
- Diapers: (bring a stack of about 10 every two weeks or so, depending on number of days your child comes). We also need for you to bring a large container of wipes (we will refill our container at the diaper changing area) and boxes of tissues.
- Extras: Personal toys or other items from home will not be allowed unless specified by the teacher. At no time should the children ever bring weapons, characters that depict violent behavior, money, marbles, gum, or valuable items.

Dress Code

Children should be dressed in appropriate clothes for weather conditions, including coats, hats and mittens for cold weather.

We also ask that children be dressed in comfortable, washable PLAY CLOTHES which will allow children to play outside, do arts and crafts, play on the floor and move around freely without being anxious about getting clothes dirty.

For safety reasons, only tennis shoes or other closed toe sturdy shoes with socks should be worn to the Preschool. Boots, sandals, Crocs, flip flops, beach shoes, and dress shoes do not adequately protect children's feet and do not give them proper footing when playing outside. In addition, children should not wear jewelry or hoods with draw strings that could become entangled on playground equipment.

Parental/Guest Cooperation

Parental cooperation is essential for the welfare of the students. If, in the opinion of the Preschool administration, parental behavior seriously interferes with the teaching and learning process the school may limit and/or deny parental/guest involvement on school premises and/or withdraw their students and sever the relationship with the school.

There is no sure way to predict human behavior; but the preschool is committed to suing its best efforts to provide the children, families, visitors and staff with an environment that is safe and secure. It is our expectation that everyone in the preschool is treated with fairness, dignity and respect. If someone arrives at the preschool with the suspected intent to harm or exhibits questionable behaviors, the Preschool Director or staff members will call 911. As stated above, the preschool has the right to limit and/or deny parental/guest involvement on school premises and/or withdraw their students and sever the relationship with the school if safety is a concern.

At any time, if you have any concerns within the preschool regarding students, parents, guests and/or staff please address these concerns directly with the Preschool Director.

Release of Children to Impaired Adults:

If a Preschool staff member feels that a person picking up a child is under the influence of alcohol or drugs, they will notify the director immediately. An alternate contact person from the emergency pick up list will be contacted for pick up of the child. If a person becomes belligerent, staff will call 911 for assistance.

Custody Related Issues:

If parents are divorced Raleigh Moravian Preschool will require a certified copy of the custody order to be maintained in the child's confidential preschool file. The school will adhere to this legal document as designated.

Parent Visitation

We will provide a parent participation sign up sheet. We invite parents to volunteer their time, talents, and/or materials to help enrich our program. If you know of a special way in which you would like to help, please let your child's teacher or the Director know. Parents are encouraged to wait at least one month after the start of the new school year to allow children time to adjust to the program

Parent Participation

Parents may serve as volunteers for special occasions and class events. Teachers may request help in the classroom from time to time.

Lunches and Snacks

Parents must provide all snacks, lunches and drinks for their child. Please be sure to pack forks or spoons if needed. Parents will take turns bringing in the snack for their child's class. Parents will need to provide snack for about twelve children once every month. Healthy foods such as fresh fruit and vegetables, muffins, cheese, crackers, animal cookies, graham crackers, bagels, milk and juice are encouraged. Please label all lunches and include an ice pack if necessary. More information will follow from your child's teacher.

Behavior Management Policy

Our behavior management goal is to help each child learn to manage his or her own behavior. We help children to learn that inner control by praising appropriate behavior and redirecting inappropriate behavior. When needing to redirect or guide a child's behavior we will consider age, intellectual development, emotional development, and personal history.

Following is a list of ways that we might guide or redirect a child's behavior:

- Model appropriate behavior.
- Tell the child what he/she can do.
- Give the child choices when possible.
- Encourage the child to try to work out conflicts by problem solving.
- Re-direct the child to another activity.
- Use time out.
- Call parent to come for the child if the child cannot regain control of self.

Corporal punishment is not consistent with our objectives and is prohibited at our preschool.

LIMITS OF BEHAVIOR

You may not hurt others.

You may not hurt yourself.

You may not damage property.

In the rare instance that a child is having more difficulty than usual with discipline and the usual guidance and redirection techniques are not improving behavior, the following steps will be taken:

1. The teacher will keep documentation of inappropriate behavior.
2. The teacher and/or Director will discuss new strategies with the parent to address the inappropriate behavior.
3. If these strategies are not successful, the teacher, Director and parents will meet to discuss observations and strategies with an outside consultant such as Project Enlightenment.
4. If these efforts are not successful, the Director (with the support of the preschool committee) may inform the parents that our program cannot meet their child's particular needs. While we want to take every step possible to avoid removing a child from our program, it may be necessary for the well-being of that child and the other children/staff in the program.

All parents are required to sign the "PARENT CONTRACT" agreement to our Behavior Management Policy.

Procedures for Reporting Child Abuse and/or Neglect

As childcare providers we are required by law to report any and all suspicions of child abuse or neglect to Child Protective Services.

Sick Policy

For the benefit of your child as well as their friends and staff please do not bring child to school if he or she is sick or begun showing symptoms of illness. Such symptoms include but aren't limited to:

Fever within the last 24 hours

- Nausea
- Vomiting within the last 24 hours
- Diarrhea
- Continuous and/or hacking cough
- Runny nose which does not run clear
- Sore throat
- Lice or scabies

- Pink eye or other contagious eye infection
- Undiagnosed or contagious rash or skin irritation
- Any symptoms of contagious diseases
- If a child does come to school with any of these symptoms he/she will not be permitted to stay. If child develops symptoms while at school we will call you immediately to pick up your child.
- If a child is not well enough to play outside he/she should not come to school.

When a Child Gets Sick at School

- We will need to remove child from the class.
- The child will be taken to the Director.
- Director will call the parent or guardian.
- If the parent or guardian cannot be reached a person from the emergency contact list will be contacted.
- Child will wait with a teacher until parent or guardian arrives.
- Re-admission to school will not be allowed until the symptom(s) have disappeared for a full 24 hours and/or after taking antibiotics for a full 48 hours.

Allergies

Please notify us of any allergies. It is essential that we are aware of food allergies since the snacks in the classrooms fluctuate daily. We are a peanut free school. Peanut allergens are air-borne and can easily be transferred by touching an individual who has eaten peanut products/peanut butter or by touching an object that has traces of peanut products/peanut butter; therefore, we require that no one brings peanut products for snack or lunch so that we can assure protection to the students who are allergic to these products.

We will post these allergies for teachers and substitutes to be aware of in each classroom.

Medication Requirements

The Preschool does not dispense medication except in the case of a child with a special situation such as asthma or a severe food or other allergy which requires immediate action. Parents of children in this type situation need to come into the office and talk with us so we are informed of the potential need for emergency medications.

Pick-Up by Persons Other than Designated Pick-Up

Any person picking up a child from the Preschool other than the designated person will not be allowed to take the child unless:

- There is a written note from the parent of guardian
- His/her name is on the release list
- He/she shows proof of identity

NOTE: No person designated or other will be allowed to leave the Preschool with a child if they are obviously, visibly impaired by alcohol or drugs. The Director or designee reserves the right to contact a parent of the other parent to make them aware of the situation and receive their opinion.

Raleigh Moravian Church Preschool wants to ensure every child's safety while they are with us.

Children's Birthdays

We know that a child's birthday is a very special event. We also feel that school is not a place for a full birthday party. You are welcome to bring cupcakes, cookies, or cake to the school during the snack time. Please provide an ingredient list to the teacher the morning of the snack so it can be posted outside the door for the children with allergies.

Holidays

Tuition payments will not be prorated for the holidays. A holiday schedule will be developed and distributed at the beginning of each school year.

Parental Concerns

When a parent has a concern, he/she should follow these steps:

1. Go directly to the included parties. For example, if a problem exists with the classroom or teacher the parent should go directly to the teacher. Problems with the overall Preschool or program should be taken to the Director. Teachers should document any conversations with a parent for the child's file and inform the Director.
2. If the problem is not resolved, the parent should contact the Director to set up a meeting with the parent, the teacher, and the Director.
3. When an issue cannot be resolved with the teacher and/or the Director, a parent should submit a written complaint to the Raleigh Moravian Preschool Board for their review.

Removal from Care

We hope it will never be necessary to remove a child from our program. Nevertheless, Raleigh Moravian Church Preschool reserves the right to remove a child from the program should we see fit. Removal from the program may be necessary if any one of the following occurs:

- Failure of a parent to pay tuition,
- Failure of a parent to complete required forms,
- Consistent failure of parents to pick-up their child on time,
- Failure of a parent to abide by the policies set forth in this handbook,
- Failure of a child to adjust to the program after a reasonable amount of time,
- Consistent biting or other discipline and behavior problems,
- The Preschool determines it cannot meet the needs of the child,
- The Preschool determines it is not in the best interest of the child and/or the program to continue care.

The Director, under the advisement of the Raleigh Moravian Preschool Board, will decide removal from care. Should care be terminated because of a failure on the part of the parent or a discipline problem of the child, no money will be refunded for lost tuition.

We care about you, your child and your family and we want to work with you when problems and concerns arise. We hope to have an open dialogue with you about your needs and concerns. Furthermore, we pledge our assistance to you and desire to help you in any way possible. We take seriously the responsibility God has given us to care for you and your family.

Potty Training

At the Preschool we base our potty training on the following philosophy. Learning to use the toilet is an important self-help skill for toddlers. We consider potty training to be a process that will help children gradually master toileting as a self-help skill. We want potty training to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents and teachers.

We will work with parents in potty training their children. A child must be potty trained for placement in the 3-year old class. Staff will not force children to use the toilet and will consider the developmental readiness of each individual during potty training.

Personal Belongings

All children's belongings should be labeled. Personal toys should not be brought to school.

Outside Play

Children will play outside every day except in extreme hot, cold or inclement weather conditions. Parents will be notified of any exceptions to this rule. Therefore, it is very important children have the appropriate clothes for the weather condition. Please apply sunscreen as appropriate before school. Children will play on the fenced church playground. Occasionally, there may be times that children play or have class activity outside the fenced playground; in these instances, appropriate adult supervision will be used.

School Calendar for 2010-2011

Sept 1, 2010	First Day of School
Sept 6, 2010	Labor Day Holiday
Oct 1, 2010	Teacher Workday
Oct 29, 2010	Teacher Workday
Nov 11, 2010	Veterans Day Holiday
Nov 24, 25, 26 2010	Thanksgiving Holiday
Dec 22, 2010- Jan 3, 2011	Closed for Christmas Holiday
Jan 17, 2011	Martin Luther King Holiday
Jan 24, 2011	Teacher Workday
Feb 21 & 22, 2011	Teacher Workdays
March 25 2011	Teacher Workday
April 1, 2011	Teacher Workday
April 18-22, 2011	Spring Break
May 27, 2011	Last day of School

Raleigh Moravian Church

The church family of Raleigh Moravian Church and its staff would like to extend an invitation to you. If your family is not currently active in a church, we would like to invite you to visit our congregation.

Church Staff

The Rev. Dr. Craig S. Troutman
Senior Pastor
craig@raleighmoravian.org

The Rev. Suzanne P. Miller
Associate Pastor
suzanne@raleighmoravian.org

Mrs. Catherine C. Hamner
Director of Music
cathy@raleighmoravian.org

1816 Ridge Road
Raleigh, North Carolina 27607
919-787-4034

Sunday Schedule

Sunday School for all ages	9:45 AM-10:45 AM
Worship Service	11:00 AM-Noon
Youth Fellowship	12:30 – 2:30 PM

What the Moravian Church Believes

The Moravian Church stands in the mainstream of Protestant Christianity. Recognizing the historic creeds of the Church, we believe that salvation is through Jesus Christ and that the Christian Church is the fellowship of believers who share this experience. We recognize the Bible as the witness to God's self revelation and as the guide for Christians today.

The Moravian Motto

In Essentials, Unity;
In Non-essentials, Liberty;
In All Things, Love.

How Raleigh Moravian Church Serves

Examples of service to our community

- Helping to build Habitat for Humanity homes
- Serving breakfast monthly at the South Wilmington Street Men's Shelter
- Staffing Wake Interfaith Hospitality Network quarterly - a moving shelter for homeless families - done in partnership with Highland United Methodist Church
- Collecting food for the North Carolina Food Bank
- Red Cross blood drives throughout the year

Examples of service within our congregation

- Education and Bible study opportunities for adults and children throughout the week
- Adult and family fellowship activities
- Youth fellowship for junior and senior high school students
- Choir and Band opportunities for all ages and skill levels
- Regular programs for spiritual growth and nurture