

# Harrison Preschool

# Parent Handbook



Harrison... there is no  
Comparison

## 2019-2020 School Year

# WELCOME

Welcome Parents,

The staff of Harrison Preschool would like to welcome you and your child to our program. We expect the experiences here will be happy, wholesome ones.

This handbook is designed to acquaint you with our program and its philosophy. The information here should help you to understand our operating policies and procedures. Please read this book thoroughly and carefully. Your help is needed in making the most of your child's experience here. If you have any questions about the information contained in the handbook, or matters not contained in the book, please feel free to contact me.

As teachers, we see you as your child's first and most important teacher. Therefore, we cordially invite you to visit us at any time to ask questions and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff.

Thank you for entrusting your child to us and entrusting us to send home, with you, a happy child at the end of the day.

Sincerely,

*Melody M. Lee*

Melody M. Lee  
Preschool Director

## PURPOSE & PHILOSOPHY

The purpose of Harrison Preschool is to provide a nurturing, Christian environment where children may grow, learn, and develop. The preschool adopts the philosophy that all areas of development are equally important and should receive equal emphasis. The following reflects what our curriculum will encourage:

- **Spiritual Development** by offering opportunities for children to experience understanding and love. To plan activities that allow the young child to make choices, be stewards of God's creation, solve problems and get along and care about others.
- **Social Development** by providing opportunities for sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, cooperating on projects, and building self-esteem.
- **Emotional Development** through verbal expressions of thoughts and feelings, experiencing rules and limits, experiencing kindness, justice and empathy, and recognizing and accepting emotions in others. To develop a respect of other individuals.
- **Physical Development** of large motor skills through outdoor and indoor games and activities, as well as fine motor development through the use of manipulative toys, blocks, puzzles, and other small tools and objects.
- **Cognitive Growth** by offering children many opportunities for active involvement with their environment. To allow them to learn what happens when they interact with materials and other people. To encourage spontaneous engagement in activities such as painting, collages, water play, block building, dramatic play, storytelling, singing and dancing.

Play is an important word at our preschool. We know that children learn best through play, and our role is to set up a variety of play experiences in which we can encourage your child to become involved. Because play is a process, it is likely that you will not see a final, finished product to reflect what your child has learned. This is normal--Please feel free to talk to the teachers to discover the learning experiences your child is having, or come by to observe for yourself at any time. We will strive to provide a variety of opportunities for your child to grow spiritually, physically, socially, emotionally, and cognitively.

## PROGRAM HOURS

Our preschool day starts at 9:30am, Monday through Friday. Please do not bring children before 9:30am. The teachers are using that time to make final preparations for your child to have a successful day. Early arrivals are required to wait in the hallway entrance of the preschool.

Dismissal starts at 1:15pm. In case of emergency where neither you nor your contacts can pick up your child, please call to let us know so that we can prepare your child. Being the last child can be a frightening experience.

A \$5.00 late fee will be charged for any child picked up at 1:31pm or after. \$1.00 will be added to each minute after 1:31pm. An invoice will go home noting the charges and is to be paid the next time you bring your child to preschool, with no exceptions. While we try to be fair and understanding of special situations, it is still necessary to compensate our staff for working overtime. Habitual tardiness may result in the child's removal from the Preschool. You can use (1) one FREE Late Pick-up Coupon and apply it to a late pick-up bill. They can be found on our website at <http://harrisonchurch.org/connect/preschool/>.

Our 1 Year Old classroom will operate from 9:30am until 12:30pm for the first (2) two weeks of preschool. After this 2 week period the classroom will follow our regular school hours.

## INCLEMENT WEATHER

We follow the Charlotte-Mecklenburg School system schedule during bad weather, however we may override any decision made by the school district. Please make sure you have secured proper communication with us so we can keep you informed: **Send a text message to 81010 and in the message line type @harrisonp.** A text message will be sent to each of our preschool families with information on closings and delays. You can also call 704/541-3486 ext. 203 to hear a recorded message announcing our schedule.

- If Charlotte-Mecklenburg Schools are closed we will be closed.
- If Charlotte-Mecklenburg Schools delay school openings we will open our doors at 10:30am.
- If Charlotte-Mecklenburg Schools close during the day we will close at 12:00pm. Anyone picking up after 12:00pm will be charged our normal late pick-up fee.
- Harrison Preschool does not make-up days missed due to inclement weather.

## TUITION

Tuition is divided into 9 equal payments. The payment is the same September through May. Your tuition payment gives your child the right to attend preschool on the days he/she is registered. You may not make up days for any absences. Also, full payment is expected whether or not your child attends every day that he/she is registered. This policy allows us to reserve a space for your child through the year and pay our staff and other expenses. We do not reimburse for any closings for any reasons, and we do not make up days.

Tuition is due the **1<sup>st</sup> school day of each month** and will be considered late after the 10th calendar day of the month. There is a **\$15.00 late payment fee** if payment is received after the 10<sup>th</sup> of the month in which it is due. Of course, we will try to be understanding of special situations and hardships, so if you are experiencing difficulty please see the director. You can use (1) one FREE Late Payment Coupon and apply it to a late payment. They can be found on our website at <http://harrisonchurch.org/connect/preschool/>.

Payments may be made by check or cash and placed in the preschool mailbox located outside the director's office. You also have the option to make your payments through our convenient online PayPal account at <http://humcpreschool.appzone.net>. There is a **\$10 charge** for any check that is returned because of insufficient funds.

Registered children may use our drop-in program. If you wish for a child to attend school on a day that he/she is not scheduled, you may bring the child for a fee of \$20 per day, space permitting. You may need to wait at the school to determine whether or not there will be an opening available. If an expected child has not arrived by 10:00, his/her spot may be given up for a drop-in. Please call if you are going to bring your child after 10:00 so that we do not give his/her spot to a drop-in. Phone calls are appreciated if your child will be out for any reason.

### **TUITION PER MONTH FOR 2018-2019 SCHOOL YEAR:**

1 year old program:	2 day - \$205	3 day - \$260
2 year old programs:	2 day - \$205	3 day - \$250
3 year old programs:	2 day - \$200	3 day - \$240
4 year old programs:	4 day - \$295	5 day - \$315

### **NOTICE OF WITHDRAWAL**

The Preschool Director must be notified in writing one month in advance of withdrawal of a child. Tuition is due that month whether or not the child is in school.

# **REGISTRATION**

Registration is a **non-refundable fee** that holds a place in the program for your child and helps buy supplies. Acceptance of this fee assures your child a place in the program.

## **REGISTRATION FEES FOR 2018-2019 SCHOOL YEAR:**

(Church Member discount - \$10)

- 1 Year Olds - \$125 1<sup>st</sup> child / \$105 additional
- 2 Year Olds - \$140 1<sup>st</sup> child / \$120 additional
- 3 & 4 Year Olds - \$165 1<sup>st</sup> child / \$145 additional
  - May 2020 Tuition Payment

## **INCLUSION POLICY**

Harrison Preschool is not equipped to offer its preschool program to children with severe disabilities or special needs. A parent/guardian must discuss with the Director any special conditions or circumstances involving their child. This must be complete prior to registration, so that we can advise you as to whether we can make reasonable accommodations for your child.

## **IMMUNIZATION REQUIREMENTS**

For everyone's protection, we require that all children entering the program have documentation of current immunizations. The child's immunization record must be signed and dated by a licensed physician, and must be turned in prior to the child's first day of school.

The only exemption that will be considered is a Medical Exemption. If a **physician licensed to practice medicine in North Carolina or South Carolina** (whichever state you reside) certifies that a required immunization is or may be detrimental to a child's health the school will take this under consideration as long as the proper forms are submitted prior to the child's first day of school.

## HEALTH

We will make every effort to observe good health practices at Harrison Preschool. Control of communicable illness among children is a prime concern. Excluding ill children from preschool is essential.

No child shall come to school visibly ill. If your child is not well enough to play outside or needs over-the-counter medication to help him/her feel better, then he/she is sick enough to stay home. Our policy is as follows:

- **Fever:** We will not accept a child with a fever. If your child appears ill and has a temperature of 99 degrees or over the parent will be notified to pick-up their child. **\*The child must be free of fever for 24 hours, without the use of fever-reducing medications, before returning to school.**
- **\*\*Colds:** If the child comes to school with a cold, he/she should be able to follow the daily routine, including time outside. If the staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group the parent will be notified to pick-up the child.
- **Diarrhea:** Whenever your child has 2 loose bowel movements within an hour that are in the teacher's judgement a diarrhea type, the parent will be notified to pick-up the child. **\*The child must be free of diarrhea for 24 hours, without the use of medications, before returning to school.**
- **Vomiting:** Whenever a child vomits at school the parent will be notified to pick-up their child. **\*The child must be free of vomiting for 24 hours before returning to school.**
- **\*\*Discharge or drainage:** If the teacher observes any discharge or drainage from eyes, nose, ears, or open sores the parent will be notified to pick-up the child.
- **Communicable Diseases:** This means any disease that can be transmitted from one person to another directly by contact with excrement, other body fluids, or discharges from the body; or indirectly via substances or inanimate objects, such as contaminated drinking glasses, toys or water, or via vectors such as flies, ticks, lice, or other insects. Parents, please call the school immediately if your child has been diagnosed with a communicable disease. The other families within the preschool will need to be notified that their child may have been exposed.

- **Undiagnosed skin rashes:** The parent will be notified to pick-up his/her child if any unidentified skin rash appears on the child. A doctor's statement noting that the child is able to take part in the normal routine is required before the child can return to the classroom.
- **MRSA:** Children with presumed or confirmed MRSA infections should remain at home until the wound or boil area are no longer draining. Prior to returning you must have written documentation from their physician stating they are cleared to return to the preschool setting.
- **Head Lice:** A child with evidence of active lice will not be permitted to stay at school. If nits are found, the child will also be asked to return home. They will be checked upon returning to the school. If desired, the child may be taken to their pediatrician for a doctor's note to state that he/she has been checked by a health professional and is cleared to return to the classroom. To prevent a possible infestation a notice will be sent home informing the classroom parents of the reported case. The infected child will not be named in the notification. A "Lice Fact Sheet" can be obtained in the school office.

The health of your child is important to you and is also a concern of our staff. Children who exhibit any of these symptoms will be isolated at school until you or an emergency contact can be reached to pick-up your child. For the sake of your child's comfort, a quick arrival is necessary. **Children who are sent home with one of the above symptoms will not be allowed to return to school until they have been symptom free for 24 hours or until accompanied by the physician's excuse for admittance.**

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 and two other contact persons. An Emergency Treatment/Contacts form must be signed by the parents and will be made available to you when changes are needed.

- \* or until accompanied by the physician's excuse for admittance.
- \*\* the only exception would be noted Allergies with a physician's statement excuse on file.



## **ALLERGIES AND MEDICATIONS**

The preschool will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications. The preschool will maintain emergency medications for severe allergic reactions if provided by the parent(s) to the director with authorization in writing from the family physician. Also, the parent(s) must have on file a signed Authorization for Administration of Medication form releasing the preschool of any and all liability.

If the preschool must administer the emergency medication to the child 911 will be contacted. The parent(s) will then be contacted and advised of the situation. Any expenses incurred must be borne by the parent(s).

Parent(s) will be responsible for ensuring that all medication is current and will not expire during the course of the school year.

## **CHILD ABUSE**

By North Carolina Law caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted teacher will report it to the preschool director.

## **SAFETY**

**PICKING UP YOUR CHILD:** We do not allow your child to leave with any person not listed on the Authorization for Pick-up form. In emergency situations you may call the preschool and give notification that someone else will be picking up your child. However, he/she is not automatically added to the above form. This form will be made available to you when changes/additions are needed. We reserve the right to ask for picture identification from any person before allowing a child to leave the preschool. Minors (17 years and under) are prohibited to pick up a child. **No child will be released to an unauthorized person.**

**PARKING LOT: Do not park in and/or on driveways or in front of the door.** Parking will only be permitted in the designated parking spots. Our biggest and foremost concern is for the safety of the children. **CAUTION:** Our church facility has become a cut-through for public traffic. Please take your child's hand so he/she doesn't dart in front of moving vehicles. Children are not to be left unattended in a vehicle at any time.

**SCHOOL ACCIDENTS:** In the event that your child should suffer an accident at Harrison Preschool the following steps will be followed:

- The teacher and/or director will apply first aid to minor injuries (cuts, scrapes, etc.) and report the circumstances to the parent(s) at the end of the day via an accident report.
- The teacher and/or director will notify parent(s) if they feel the injury requires medical attention. If the parent(s) are unable to be contacted the emergency contact(s) will be notified.
- In the event of a serious accident or illness requiring emergency medical attention the director will secure treatment through the Carolinas Medical Center - Pineville Emergency Room. The parent(s) will then be called and advised of the situation. Any expenses incurred must be borne by the parents.
- In the event of extreme emergencies the director will immediately contact 911. The parent(s) will then be contacted and advised of the situation. Any expenses incurred must be borne by the parents.

## **CARPOOL GUIDELINES**

The following guidelines are designed to insure the safety of the children & staff.

**PLEASE FOLLOW THEM AT ALL TIMES.**

- Drop-Off will begin at 9:20am and end at 9:30am (or until the last car in line has gone through).
- Pick-up will begin at 1:20pm. The pick-up line will close when the last car in line is loaded. Any children remaining after this time will need to be picked up in the preschool. Any child picked up after 1:30pm will then be charged according to our late pick-up policy.
- Children will be unloaded and loaded on the driver's side only.
- We will begin loading cars when all classes are seated and ready to begin. This will keep confusion to a minimum and keep the carpool line moving smoothly.
- After loading you are to pull into a designated parking spot to fasten your child's seatbelt. Do not do this in the line.
- **No car seat = no service.** This is a North Carolina law.
- Remove your child's seatbelt while waiting in the carpool line.
- Do not use your cell phone while dropping or picking up your child.
- Always have your carpool tag in view when picking up your child.
- Parents/adults are to remain in their cars **AT ALL TIMES.**
- Children are not to hang out of the car windows.
- We will refuse service if there is a dog in the car. Please keep them at home.
- Your child must use the Harrison Tote Bag to participate in carpool.
- Anything you send with your child to school should be able to be carried by your child. Please do not expect the Staff to carry your deliveries.
- Always watch out for runaway children that may be walking in with their guardian.
- **You may not walk your child to the drop-off/pick-up line at any time.**

## CLOTHING & POSSESSIONS

**WASHABLE CLOTHING:** It is our philosophy to encourage children to learn through play and “hands on” exploration of the materials and equipment at school. For young children “hands on” typically means that all senses will be involved. Children often show their level of involvement in an activity on their clothing! Please dress your child in such a way that he/she will feel comfortable becoming involved with all materials. While teachers will make sure that children cover their clothing before painting, cooking, playing in water, etc., accidents can and do happen. Please help us assure your child that he/she will not be punished for getting involved in messy activities. Children should wear comfortable, washable clothing that they can manage alone for toileting.

**MANAGABLE CLOTHING:** For all children we recommend clothes that can easily be pulled up or down when trying to reach the toilet quickly. Whether changing diapers or going to the toilet, clothes needing to be unbuttoned, unsnapped, unzipped or completely taken off slow the process.

**SHOES:** Shoes are required to be **closed-toed** with firm soles, and **fit properly** on your child’s feet. Please do not send your child to school wearing sandals or flip flops. They are not safe for climbing and playing on the playground. Therefore, they will not be allowed to be worn at school. Rain Boots are welcomed as long as you send an extra pair of shoes to change into when they arrive.

**EXTRA CLOTHES:** Your child should have at least one complete set of extra clothing at school including socks, underclothing, pants, shirt, and shoes if possible. All clothing items (including coats, jackets and sweaters) need to have your child's name in them. **Make sure that you change the clothes as the season's change and as your child grows.** For younger children who may have toileting accidents, providing more than one set is advised. If an extra set of clothes are not provided you will be called to pick-up your child if an accident should occur.

**DIAPERS:** If your child requires diapers, please bring extra diapers in a bag with his or her name on the bag. **No cloth diapers or training pants**, please. (See "Toilet Training" for more details).

**HARRISON PRESCHOOL TOTE BAG:** Book Bags are not permitted. **Please wash this bag when necessary.**

**TOYS:** No toys should be brought in unless the teacher has requested or approved. Guns, ropes, knives, and other toys that encourage rough and violent play are to be left at home. Any inappropriate items found at school will be collected and returned to parents at the end of the day. Of course, any favorite security item that your child needs is welcome. However, the teacher may put the item into the child's cubby if it interferes with an activity. The item can be retrieved during an appropriate time. This policy also includes costume jewelry.

**PETS:** Pets, interesting nature items, and many other items are welcome additions to our classrooms. However, please check with your child's teacher before bringing them to school.

## **CLASSROOM SCHEDULES**

Classroom schedules will vary according to ages and developmental levels of the children. While each classroom for children two years of age and older will have a formal schedule, it will be used only as a guide. The schedule will provide a certain amount of order to the child's day, but will be flexible as the teachers adapt to the needs of the children. Your child's teacher will provide you with a schedule and will notify you of any major changes.

**Arrival:** This sets the tone for the entire day. Bring your child to the classroom where a teacher will greet them. Always tell your child goodbye, and assure him/her that you will return. Never attempt to sneak out to avoid seeing him/her cry--this only complicates the matter and reinforces the child's possible suspicions that you may not return. The teacher or assistant will help your child become settled in an activity.

**Drop Off/Pick-up:** In the month of September we will offer a drop off/pick-up service for 3 and 4 year olds only. In the month of January we will offer this service for 1 year olds. (See "Carpool Guidelines for more details).

**Self-selected activity time:** A large part of the day will be devoted to self-selected activities. The teachers will set up a variety of learning centers, which the children will experience at their own rate and at their own choosing. The teachers and assistants will guide your child in these activities in order to maximize his/her learning. Activities will include art, blocks, dramatic play, manipulatives (games and toys which involve use of the hands and fingers), physical play, music, and a variety of cognitive or intellectual activities (involving the concepts of literacy or language arts, mathematics, science, computers, creativity, problem-solving, etc.). Children will also have access to outdoor learning areas as weather permits. Children will be encouraged to participate in a variety of activities during self-selected time.

**Group time:** Time is provided each day for the entire class to share music, stories, books, movement activities, etc. Your child's teacher may wish to include a sharing time during group activities. Children are encouraged to participate in group activities.

**Lunches:** Parents provide lunch each day. Lunches will be kept in the classrooms, so please pack with ice if necessary. A refrigerator and microwave are available for **special times only**. If your child has any food allergies we must have notification in writing. There is a place for this on the Family Information form. We ask that lunches be healthy, with a minimum of junk food. **No carbonated**

**drinks will be allowed.**

**Outside time:** Our playground will be used during all but the most extreme weather conditions (38 degrees and above). During extreme weather we do have access to the church's gymnasium (if not in use). Please send your child dressed in appropriate clothing for the weather. Pediatricians feel that if a child is free of fever and otherwise well enough to attend school, he/she is well enough to go outside dressed in proper attire.

**Departure:** When you arrive in the afternoon to pick up your child, try to allow for some dawdle time. Many children need a few minutes to make the transition from school to parents and home. Allowing for this transition can make the end of the day more pleasant for parents, children, and teachers. If the teacher needs to communicate with you about your child's day she will do this through a written note and/or a call home to you. Please do not ask the teacher to talk about your child in front of your child. You will need to check the cubby and clip for possessions and communication before leaving. Please make sure that the teacher in charge sees you leaving with your child.

### **MISCELLANEOUS ACTIVITIES:**

**Birthdays:** We will be happy to help your child celebrate his or her birthday at preschool. Your child's teacher will inform you of any plans she has for making that day special. You may send in a special snack if you wish. This will be served at lunch time. You are invited to join your child for this occasion. Finally, if you are planning on distributing party invitations at school all children in the classroom must be included.

**Holiday Parties:** Each class will be asking for a parent or two to help plan parties and coordinate activities with the classroom teacher. During the Christmas and Easter parties all parents are welcome to attend.

**Goodies to Share:** Occasionally we have parents send in items/goodies to be sent home with each child in the classroom. Please read any and all labels on the items to make sure it is age appropriate before sending these to school to be distributed.

***Please Note: Latex Balloons are not allowed in the school. They are a known choking hazard.***

## **DISCIPLINE**

Our goal in guiding children's behavior is not to punish, but to educate and to help children develop self-control. Our discipline strategies reflect this goal. We follow guidelines established by The National Association for the Education of Young Children. Our policy is as follows:

- Attempt to prevent problems before they occur by forming appropriate expectations for behavior, planning carefully and managing the classroom effectively.
- When trouble occurs the child will:
  1. Be moved to another location where he/she can interact with other toys and children;
  2. Be allowed to experience natural and logical consequences of the behavior when feasible;
  3. Be redirected to appropriate behavior via positive phrases;
  4. Be praised for appropriate behaviors.
- If a child is out of control or is in danger of harming other children, he/she will be isolated for a short period of time under adult supervision until he/she is able to be reasoned with. During this time the focus will be on the child and not on the behavior.
- In cases in which a child exhibits extreme behaviors including, but not limited to, biting, aggression toward other children and/or the teacher, offensive language, destructive behavior toward property, or disruption of activities for the entire class, and the above procedures have been ineffective, parents will be called immediately to pick up their child. If the parents are called a second time a conference will be scheduled between parent, teacher and director. On the third occasion of calling the parents the preschool has the option of withdrawing the child from the program.
- We refrain from using corporal punishment with children. Parents are asked to refrain from doing so on the premises as well. Your cooperation is appreciated.



# TOILET TRAINING

We do not require that children be toilet trained for admittance to our 1 through 2 year old classrooms. Listed below is your child's classroom policy. Please remember we must do all we can to avoid the spread of any type of disease, such as E-coli. Your cooperation is necessary and greatly appreciated.

1 Year Olds – This classroom is not equipped to help with toilet training. Please send your child in with disposable diapers each day. Pull-ups will not be allowed to be worn in this classroom.

2 Year Olds – When you and your child are ready to begin toilet training the teachers will be happy to assist you with this process. We ask that while children are toilet training that they remain in pull-ups until training is complete, and your child is fairly consistent at remaining accident-free. Teachers will remind children to use the toilet every hour during training, and occasionally after training is complete. If accidents occur regularly at school you will be asked to provide your child with diapers.

3 Year Olds – These children must be \*toilet trained for entrance into our program. Our 3 year old classrooms are not equipped to change diapers.

4 Year Olds – These children must be \*toilet trained for entrance into this program.

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

1. Be able to TELL the teacher they have to go to the toilet.
2. Wears big girl/boy underwear all day, and able to dress and undress themselves in preparation of using the toilet.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the toilet by themselves.
5. Be able to wash and dry hands.
6. Be able to postpone going if they must wait their turn.

## **PARENTAL INVOLVEMENT**

Parental involvement is very important to the success of any school and is beneficial to the child's experience. We encourage involvement through meetings, conferences, participation in activities, and substitute teaching.

You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Conference schedules can be arranged between teachers and parents at mutually convenient times. Please do not bring your child with you to the conference. This will make it much easier for you and the teacher to openly discuss the child and his/her school situation.

## **GRIEVANCE PROCEDURE**

If you have any questions or concerns about your child or events in the classroom, the first person to contact is the teacher. The director will be the next contact. If concerns are still unanswered, the Preschool Board will be the next contact. Mrs. Tricia Prosch is the Chairperson of this board. Her number is available in the church office.

## **NON-DISCRIMINATORY POLICY**

Harrison Preschool does not discriminate against applicants, children or staff on the basis of race, color, national or ethnic origin.

## **WITHDRAWALS**

The director reserves the right to withdraw any child under the following conditions:

- If a child has not been vaccinated according to the Center for Disease Control guidelines.
- If a fee is not paid by the parent.
- If the completed Physician Statement and/or Medical Form Update has not been submitted along with the up-to-date Immunization Records
- If a child is continuously disruptive in a class.
- If a child's behavior (i.e., physical, verbal, or emotional that is categorized as developmentally inappropriate) causes undue stress on either the teacher or the other students in the class.
- If a parent or caregiver directs rude or abusive behavior, verbal or nonverbal, towards any teacher, staff member, child, or parent.