

WELCOME

I would like to take this opportunity to welcome you to Carmel Presbyterian Church Weekday School. I am very excited to begin another wonderful year here and thank you for choosing Carmel Presbyterian Weekday School for your family.

The goal here at Carmel Presbyterian Weekday School is to develop the “total child”. We will provide a safe and nurturing environment where children can explore their own interests, interact with their peers and express themselves creatively. I believe this is how children will grow and learn. We have a wonderful staff of teachers who make this goal possible for all of the children here at Carmel Presbyterian Weekday School.

I am looking forward to getting to know you and your family and working with you to provide the best possible preschool experience. Please know that I am always available if you have any questions, concerns, suggestions - or if you just want to chat!

Sincerely,

Angela Copperwheat

PHILOSOPHY

The purpose of Carmel Presbyterian Weekday School will be to nurture the full growth of each child -- socially, emotionally, physically, and spiritually. The very "specialness" of each child will be emphasized through the loving guidance of a Christian staff. The program's major goal is to create a warm, loving, child-size, child-centered atmosphere based on the needs and interest of toddlers, two, three, four, and five year old children. We feel a child learns best by doing.

Guiding the behavior and development of preschool children is an exciting and challenging responsibility. Very young children require a stimulating, yet developmentally appropriate, environment that fosters the growth of the total child.

The classroom is arranged in interest centers so the child is free to explore, move about freely, and participate in a wide variety of activities. Basic routines, such as organized free play, clean-up time, toileting, snack time, rest, outdoor play and group time, are carried out every day to help the child develop a sense of regularity and security. Special seasonal activities are planned to teach awareness and the meaning of important holidays. Parents and other interested adults possessing special talents and abilities are encouraged to participate in the program and share their skills.

We try to give children time to be children. They will never be a toddler, two, three, four, or five year old again and their work is their play.

Our desire is to grow well-rounded preschoolers that leave our program with a good self-image, happy, confident and eager to learn. That's what the preschool years are all about, as we lay foundations that a child will continue to build as they grow.

TUITION

Tuition is as follows:

<u>Days Per Week</u>	<u>Monthly Rates</u>
Toddlers 2 days/week	\$ 216.00
Toddlers 3 days/week	\$ 237.00
Twos 3 days /week	\$ 242.00
Twos 5 days/week	\$ 319.00
Threes 3 days/week	\$ 247.00
Threes/Fours 4 days/week	\$ 283.00
Threes/Fours 5 days/week	\$ 305.00
Transitional Class	\$ 319.00

Registration Fee for Weekday School	\$ 90.00
Carmel Presbyterian Church Members	\$ 70.00
Registration for Transitional Class	\$ 95.00
Carmel Presbyterian Church Members	\$ 75.00

If entering the program after January, registration is \$45 or \$35 respectively.

Tuition is paid in nine monthly payments due on the first of each month. Your first month's payment was due on either March 15, 2017 or May 15, 2017, and must be received by this date in order to reserve your child's spot in the class. This payment is non-refundable unless your family is moving out of town **and** 30 days notice is given. The remaining payments are due before the **10th of each month**, September through April. Any payment received after the 10th of the month will have a **\$15.00 late charge.**

The monthly tuition is a set amount for each month whether we are out for holidays, bad weather, other unforeseen school closings, or your child is absent.

Please make your check payable to:

CARMEL PRESBYTERIAN WEEKDAY SCHOOL (CPWS)

Please mail your payment to:

Carmel Presbyterian Weekday School
2048 Carmel Rd.
Charlotte, NC 28226

If you choose not to mail your payments, a tuition box is located just inside the preschool entrance.

Please do not send the tuition check to school with your child.

WITHDRAWALS

Registration Fees and Activity Fees are non-refundable. The First Monthly tuition payment is non-refundable unless your family is moving out of the Charlotte Metropolitan area AND a 30 day notice is given.

For the remainder of the school year, a month's notice must be given to the Director if you need to withdraw your child from the program. If a month's notice is given, a subsequent month's tuition will not be required. **If a month's notice is not given, the subsequent month's tuition is required.**

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

1. If a child is continuously disruptive to a class due to a physical or emotional problem. Any problem will be discussed with the parent prior to such action, and a two week notice will be given before any withdrawal.
2. If the tuition fee is not paid within 30 days of the due date.
3. If a medical form is not submitted for the child.

DISCIPLINE / BEHAVIOR

1. We protect the privacy of each child enrolled in our program, and ask that parents respect our confidentiality in all discipline/behavior matters.
2. Teachers respect children, talking to them at eye level and frequently using their names. They use positive methods of discipline, such as talking with the child, and directing him or her to another activity. We do not use physical punishment nor do we shame or humiliate children.
3. Biting is a common, normal behavior among young children. We provide close supervision and plenty of toys and equipment, but sometimes it happens. We teach the biter to respect the bitten child, and we teach all children to learn to use words to express their feelings. Children bite for various reasons; frustration, experimenting, feeling threatened and showing power to name a few. We have a responsibility to work with both families to develop a plan to try and stop the biting.

ARRIVALS AND DEPARTURES

Our school day is **9:15 AM** until **1:00 PM**. Children will not be received before 9:15 AM. Teachers use the valuable time from 9:00 AM until 9:15 AM to prepare their rooms for the children.

We strongly encourage parents to have their children at school by **9:30 AM** in order to be included in the early morning planned activities. It causes frustration for a child to walk into a classroom late where everyone is already engaged in an activity. Toddlers and two year olds should be brought to their classroom and picked up at their classroom. Any three, four, or five year old arriving late, must be walked to their classroom.

School is dismissed promptly at **1:00 PM**. *Please be prompt. When parents are late, this causes stressful moments for your child and our teachers have other obligations after school.*

There will be a **late charge** of \$5.00 for those parents picking up their child after 1:10 PM and an additional \$1.00 for each minute thereafter. You will receive one "free late" and a notice; the second time you will receive a bill for the late charge. Of course, if an emergency arises and a child cannot be picked up on time, call and inform the school and consideration will be given.

MESSAGES

Please send all messages to the teachers in writing. We cannot accept verbal messages from the children. If your child is going home with someone other than the regular carpool, please send or email a written message or personally telephone either the Director or your child's teacher. People coming to pick up your child may be asked for identification if we haven't met them beforehand. If only one parent has permission to pick up a child, please let us know.

HOLIDAYS

Our major holidays and Spring Vacation will be approximately the same as the public schools. However, we will not observe all of the public school teacher workdays. This does not affect our opening and closing dates since we operate on a nine month schedule (**September** through **May**).

INCLEMENT WEATHER POLICY

Sometimes there will be a need to close or delay school during bad weather. The Director or your child's teacher will send an email informing you of delays or closings. Delays and Closings will be determined as needed by the Director. If there is a need to delay opening, the school will still close at **1:00 PM**. If in doubt, please check the school website www.carmelweekdayschool.org. If, during school hours, snow or ice begin to form, please come for your child before the roads get too bad. **We will not make up any days taken for bad weather.**

OTHER SCHOOL CLOSINGS

It is possible there may be unforeseen circumstances such as power outages or plumbing problems, which lead to unscheduled school closings. These are circumstances beyond our control. We will do everything possible to avoid any unscheduled closings. **As with inclement weather closings, we will not make up these days.**

BITS & PIECES

We prefer that all guns, toys, money and small toys that might be easily lost not be brought to school.

Please avoid sending candy and gum to share at snack or lunch time.

Please put names on lunch boxes. **Please put names on clothing.**

Drinks must be sent with lunch
(NO CARBONATED DRINKS, PLEASE).

PRESCHOOL DIRECTORY

A complete Preschool Directory will be on the parent portal of our website and available to all families enrolled in the preschool. This directory will list each child according to class and will include parent's names, addresses, home phone numbers and email addresses. **If for any reason you do not wish to be included in this directory please indicate this on the Parent Handbook Acknowledgement Form.**

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 Weekday School Director.

HEALTH POLICIES

Please keep your home, cell and emergency numbers current at all times...WE CANNOT SCHEDULE EMERGENCIES!

Carmel Presbyterian Weekday School reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

A phone call to let us know why your child is absent will be appreciated. Please keep your child home when you suspect that your child is sick in order to keep our classrooms free of illness.

If your child becomes sick at school, your child will be kept as isolated as possible until you arrive. For your child's comfort, please come pick them up as soon as possible. We need to get them home quickly and knowing where to contact you, or your designated adult, will certainly help us. Be sure to inform teachers of your plans if you cannot be reached at the phone number on the emergency form.

If your child is sent home from school due to illness, your child may not return to school the next day.

If your child contracts any contagious disease, please inform the school so we can inform other parents.

When a child may not attend school:

- ◆ Fever – Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 100.0 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 100.0 degrees) for at least 24 hours without the use of fever reducing medication.
- ◆ Diarrhea – Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your

child has one or more loose bowel movements on their first day back they will again be sent home.

- ◆ Vomiting – Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- ◆ Common Cold Policy - Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.
- ◆ Respiratory symptoms – labored breathing, wheezing, continuous coughing
- ◆ Sore throat / Strep – stay home for 24 hours after treatment begins
- ◆ Rashes and Persistent itching– with exception of diaper rash or eczema
- ◆ Chicken Pox – until all blisters have scabbed over
- ◆ Head Lice – until first treatment has been completed
- ◆ Measles, Mumps – stay home 4 to 5 days
- ◆ Ringworm / Pinworms– stay home until treatment has been given for 24 hours
- ◆ Impetigo – stay home for 24 hours after antibiotic is started
- ◆ Conjunctivitis – stay home for 48 hours after antibiotic is started

APPROPRIATE ATTIRE

Your preschooler should come dressed in play clothes. Clothes that are comfortable and easy for them to remove (without zippers and belts) for toileting are best. Dress your child appropriately for outside play also. In cool or cold weather be sure to send your child in an outer garment. **Please label these outer garments with your child's name.**

Shoes should be comfortable, a good fit, and rubber-soled or non-slip. For safety reasons, **NO FLIP-FLOPS, CROCS, COWBOY BOOTS OR CLOGS.** *Sandals and jellies* are best worn *with socks*. Children can get hurt on the playground equipment without proper shoes. If your child is not wearing proper shoes, a warning note will be sent home. The next time your child arrives in improper shoes, we will call you to either bring new shoes or pick your child up from school.

Raincoats or jackets with hoods are great. **No umbrellas please.**

CONFERENCES

When you have a scheduled conference with your child's teacher, *please do not bring your child with you.* This will make it easier for you and the teacher to openly discuss your child and his/her school progress.

BIRTHDAYS

Please discuss plans for a birthday celebration with your child's teacher. Keep everything as simple as possible. *No lighted candles are permitted.* You may bring cookies, fruit, popsicles, cup cakes or ice cream for refreshments that day. Please send napkins and plates only. **No favors.** You may plan a "special day" if your child's birthday does not fall during the school year.

Please do not send birthday invitations or gifts to be distributed at school. Even if everyone in the class is invited to the party, many invitations may be lost in carpool and not taken home. Birthday gifts may cause a distraction in class or could easily be damaged at school.

SCHOOL FUNCTIONS

A school function is defined as any on campus event, or any off-campus event held during school hours in the presence of preschool staff. It is respectfully requested that there be no presence of alcoholic beverages, tobacco products, or illegal drugs at any school function.

FIELD TRIPS AND OFFSITE EVENTS

Occasionally a class may go offsite for a Field Trip or End of Year Class Party. Parents are responsible for transporting children for offsite events. For liability reasons, Carmel Presbyterian Weekday School Teachers **CANNOT** transport children in their personal vehicle.

PARENTS' CARPOOL GUIDELINES

The following guidelines are designed to insure the safety of the children.
PLEASE FOLLOW THEM AT ALL TIMES.

- 1) Parents walking in to bring children or pick up children are to **ENTER** and **EXIT** the school through the double doors at the side of the building **ONLY**. Do not walk into the carpool line to pick up your child.
- 2) Parents, Grandparents, or any person authorized to pick up children must use carpool numbers -- ALWAYS. Please leave the number visible until the children are in your car.
- 3) Parents who walk to pick up children will pick them up in the room adjacent to the fellowship hall (walker room). Toddlers and twos are to be picked up in their classrooms.
- 4) We do not begin loading cars until all classes are seated and ready to begin. This will keep confusion to a minimum and keep the carpool line moving smoothly. Please do not chat with the teachers during carpool.
- 5) Parents are to remain in their cars while teachers load the car. **No cell phones in carpool...please!** Parents should leave the loading circle to fasten seat belts. Put the car in PARK while we load and unload your children.
- 6) Teachers and children will remain outside for carpool **until the last car is through the line**. If it is after 1:05 pm and there are no more cars in line, any remaining children will then be brought inside. Late fees will be charged beginning at 1:10 pm.

Everyone please enter from Carmel Road when bringing your child to school in the morning and exit on to Sharonview Road. The same procedure applies again in the afternoon when picking up and leaving. Please be mindful that we share this space with the church. There may be occasions when a church member or visitor drives in during carpool. Please be patient and always watchful for those that are unaware of our carpool procedures.

We have studied this drop off and pick up procedure from many different ways. We feel that for the **safety of the children** and everyone, this is the best way.

Please hold your children's hands going to your car and be careful backing and pulling out.

Thank you for your cooperation and **watch out for our precious ones**.

GRIEVANCE PROCEDURE

If at any time, there are situations that cause you concern, you are invited to discuss your grievance, criticisms and ideas with the Director.

If, after speaking with the director, the issue is not resolved to the satisfaction of all concerned, you may then address the issue to Carol Harris, the DCE for Carmel Presbyterian Church, or to any Weekday School Board Member.

WEEKDAY SCHOOL BOARD

Elizabeth Hamrick, Chairperson	(704) 541-6620
Howard Meredith	(704) 366-6102
Carole Laird	(704) 858-0517
Bruce Chastine	(704) 807-2645
Ginger Godbold	(704) 953-8320
Beverly Nazloo	(704) 900-5340
Monica Raab	(302) 233-3642
Jennifer Smolias	(704) 705-2248
Mark Lee, Associate Pastor	(704) 366-5114
Angela Copperwheat, Director	(704) 685-1763

PARENT HANDBOOK ACKNOWLEDGEMENT

This page must be signed by both parents and submitted with all other paperwork required for enrollment.

You will find the CPWS Parent Handbook on our website www.carmelweekdayschool.org. Please let the Director know if you would like a printed copy of the Parent Handbook and one will be provided.

I have read the Parent Handbook in its entirety and understand its content. I understand the Director is available to answer any questions I might have about the policies and procedures of Carmel Presbyterian Weekday School.

Signature _____ Date _____

Signature _____ Date _____

Please indicate your choice regarding the Preschool Directory. If you do not indicate your choice, we will assume you would like to be included in the directory and will publish your name, address, home phone number and email address. Thank you.

- I wish to be included in the Carmel Presbyterian Weekday School Directory
- I do not wish to be included in the Carmel Presbyterian Weekday School Directory