

First Presbyterian

PRESCHOOL



Then Christ will make his home in your hearts as you trust in him.
Your roots will grow down into God's love and keep you strong.
- Ephesians 3:17, NLT

Parent Handbook

2026-2027

A Message from the Director

Dear Preschool Families,

Welcome! I am so glad your family has chosen First Presbyterian Church Preschool Program. Here at First Presbyterian Church Preschool, we strive to offer an educational learning experience that will grow your child in mind, body, and spirit. This school, this Christ-filled community, is a blessed place to be always. We are honored that you have entrusted our Preschool to provide a rich and stimulating beginning school foundation for your child as he or she grows into his or her own special person! My ultimate goal for this year is to have each child feel important, loved, and respected for their individuality. I will work closely with our wonderful staff to ensure your child's "first school experience" is one that is filled with much love in a secure environment.

I am here to support you in any way I can. Along with your child's teachers, I will work with you to have open communication. I have an open door policy for any need both great and small, and I am always available to listen to any concerns, wants, or fresh ideas you may have to share with me. Working together, we can provide the best possible preschool experience for your child. We are excited to begin a new year together! We pray for our students and their families, and we are certainly blessed to have you as a member of our preschool family! I look forward to a positive, exciting, and rewarding school year with you and your child!

Fondly,

Jane W. Blackerby

Director

"Train a child in the way he should go, and when he is old he will not turn from it".

Proverbs 22:6

Mission, Philosophy, and Objectives

First Presbyterian Church recognizes that our Preschool has a unique function to perform. Through its curriculum, we offer a half-day enrichment program committed to Christ-centered, quality childhood education, in partnership with family and church within a loving, caring atmosphere.

Under the direction of teachers who love and honor Christ, a conscious effort will be made to help each child build a healthy self-image. This entails helping the child through many experiences to discover who he or she is and to realize that he or she is a child of great worth and a child of God.

Through play, discovery, and planned activities for learning, the child matures in an understanding of who they are in a relationship with their teachers and peers. Our teachers make every effort to consider each child's uniqueness, talents, and development when planning, thus allowing each child to proceed at his or her own pace in the learning process.

In our efforts to promote growth of the "whole child", we strive to pursue the following objectives:

- to provide the opportunity for the child to grow and develop in honoring Jesus in all that they do.
- to provide opportunities for each child to have successful learning experiences in a secure and loving environment.
- to demonstrate respect, acceptance, and appreciation towards each child in our care.
- to provide learning experiences that promote motor, social, and intellectual growth.
- to encourage self-expression, investigation, experimentation, and to foster the inquisitive nature that children possess.
- to create welcoming classrooms and maintain small class sizes with appropriate teacher/student ratios.
- to work in partnership with parents through open and consistent communication.

We maintain a highly motivated and enthusiastic staff dedicated to providing the best care for every child attending First Presbyterian Preschool.

Curriculum

First Presbyterian Preschool offers a well-rounded curriculum that integrates Biblical principles into daily activities and interactions. Children are given the opportunity to grow at their own pace, and teachers work to meet each child at their own particular skill level for each activity. We recognize that children learn best by doing, which is why play is such an integral part of our preschool curriculum. Learning through discovery and interactions with peers is one of the most natural ways a child can grow.

“Play is the work of the child.” ~Maria Montessori

At our Preschool you will see:

- learning centers and child-oriented play activities including:

Block Play	Coloring/Writing
Housekeeping and Dress Up	Books
Puzzles	Sand/Water Play
Playdoh	Art Activities
Easel Drawing/Chalk	Motor Manipulative Toys
Table Games	Science Activities
- children practicing age-appropriate fine motor skills such as cutting, pasting, and tracing.
- children practicing age-appropriate gross motor skills such as climbing, sliding, kicking, and throwing during our outdoor play activities.
- children exposed to age-appropriate skill activities to explore colors, shapes, numbers, letters, and words.
- children learning through song and dance.
- daily circle time where children explore topics such as the weather and calendar skills and practice a monthly Bible verse.

Monthly themes are planned by our staff and communicated to parents through newsletters and bulletins. Curriculum for each age level is naturally different from one another, and we plan activities that are appropriate for each class.

Toilet Training Policy

Our two year olds and young three year olds will be doing a lot of skill building this year, and we want to be your support team in this process. Toilet training usually takes place sometime within the two to three year age range. We will support your child's efforts with positive affirmation and by making bathroom time as routine and convenient as possible.

It has been our experience that even if a child is still in the training process, he or she can usually make it through our morning routine without incident. In addition to our daily routine bathroom break, we will also watch for visual cues that your child may need to use the restroom. That doesn't mean that there won't be accidents, and that is okay. Occasional accidents are a part of the process. If bowel movement accidents become routine, you may be called to assist with changing. We do expect your child to arrive to school with a clean diaper in the morning. If not, we will ask you to change your child's diaper before school begins.

Our goal is to support your child. Please communicate to us any thoughts or concerns you have regarding this important part of your child's development.



Wellness and Safety at Preschool

Communication

This is our most powerful tool. The safety and health of our school and staff is dependent on strong and open communication. We cannot afford to have children brought to school sick or loaded up on Motrin. We want to keep the school open and provide this experience for your children, but our success in doing so depends on your willingness to be on board. Grandparents and older caregivers comprise the majority of our Preschool's drop off and pick up, so we really want to protect them during those times (and all other times as well!).



If your child is sick, please call the director (not your child's teacher) to discuss their symptoms. Together, we will determine the best course of action for your child.

Children with a known fever must be fever-free for 48 hours before returning to school. *Email will be our primary method of communication, so please check your email regularly for messages from the Director.*

Please do not bring your child to Preschool if they have had a fever over 100 degrees, vomited, had diarrhea, or have shown other signs of illness within a 48 hour period. If your child becomes sick at school or has been left sick with us, we will call you to come for them. If your child is absent due to illness, please call us so we can keep an account and, if necessary, notify other parents about communicable diseases.

****If your child has symptoms of a possible communicable disease (lice, impetigo, strep throat, chicken pox), or of the flu or COVID please keep him/her home until you are certain that there is no danger to the other children.** If another member of your household has symptoms of a possible communicable disease as outlined above or symptoms of flu or COVID, please keep your child home until you are certain there is no danger to the other children in the Preschool.

Please contact the school immediately if your child contracts a contagious disease. The school will, in turn, notify other parents of possible exposure. While information concerning possible exposure will be shared with other families, we will not disclose the origin. Your child must be symptom-free for 48 hours before returning to school.

Please contact the Director, not your child's teacher, in cases of any illness.

Wellness Precautions at the Preschool - General Information for Parents

- Hand sanitizer station will be available at arrival.
- No outside visitors allowed, except at specified events.
- Newsletters will be sent home to provide ongoing communication and will include a monthly calendar.

- Increased cleaning, sanitation, and room cleaning procedures are in place during the day and after the class day has concluded.
- All toys will be sanitized. They will be changed out regularly to minimize cross-contamination.



Behavior Management

Praise and positive reinforcement are effective methods of behavior management for children. When children engage in positive and understanding interactions with adults and others, they develop strong self-concepts, problem-solving abilities, and self-discipline. Based on how we believe children learn and develop, our Preschool will practice the following discipline policy:

We...

- DO praise, reward, and encourage the children.
- DO set limits for the well-being of 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 to the children.
- DO provide logical consequences for repeated inappropriate behavior.
- DO treat the children as people and respect their needs and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their level so that they understand our expectations.
- DO use short supervised periods of “time-out” appropriate to the child’s age. For example: two years old, two minutes; three years old, three minutes.
- DO remain consistent in our expectations and utilization of the behavior management policy.

Behavior Communication

Each teacher has a different method for tracking your child’s behavior. We know the importance of communication, so if you do not hear from us, then you know that your child had a great day at Preschool. We will contact you if there is any inappropriate behavior that needs to be addressed. If you have any questions or concerns, please let us know.

Turtle Twos

Arrival Time: 9:00 | Dismissal Time: 11:30



School Drop Off and Pick Up

The Turtle Twos will attend each week on Mondays and Wednesdays.

At arrival and dismissal, you are able to park in the parking lot behind the playground and walk your child to their classroom. Please encourage your child to walk into school rather than carrying them in. This will help foster their sense of independence. Please sign the "Sign Out Sheet" each day to inform us of who will be picking up your child that day. The tuition payment box is in the hallway. Remember, your tuition must be placed in the tuition mailbox.

At both drop off and pick up, please do not linger in the courtyard. Classes may use the courtyard as a contained play area.

Children at this age typically engage in solitary play, but are moving toward side-by-side play as well. We incorporate child-selected and teacher-led activities into our morning routine.

Classroom Reminders

- Be kind to one another.
- Share and take turns with your friends.
- Be a good listener.
- Help clean up.
- Remember your manners: say "Please" and "Thank You"

Do for others what you would want them to do for you.

- Toys** Bringing special toys from home is discouraged. We work on the concept of sharing, but personal toys make sharing more difficult.
- Occasions** Birthdays are important at Preschool, and we love to celebrate with your child. Please discuss birthday arrangements with the teacher well ahead of time.
- Pull-Ups** If your child is not yet toilet trained, please bring a package of pull-ups and a container of wipes on the first day of school.
- Dress** Please dress your child in comfortable play clothes and shoes that are appropriate for the playground (no sandals/slick bottom shoes, flip flops, or crocs). Please bring an extra change of clothes in a plastic bag clearly marked

with your child's name. Include a shirt, bottoms, underwear, and socks. We will exchange clothing when the seasons change.

Skills We Will Be Working On:

- Pulling on/off pants and pull-up.
- Climbing on/off the potty.
- Washing/drying hands.
- Putting on/taking off jackets by themselves.
- Sitting at a table for ten or more minutes.
- Color and shape recognition.
- Following two-step directions.
- Sharing with friends.
- Cleaning up/putting away toys.
- Drinking out of a cup that doesn't have a lid.



Beehive Bunch

Arrival Time: 9:00 | Dismissal Time: 12:00



School Drop Off and Pick-Up

The Beehive Bunch will attend each week on Tuesdays and Thursdays.

At arrival and dismissal, please park in the parking lot behind the church (near the playground) and walk with your child to their classroom. Please encourage your child to walk into school rather than carrying them in. This will help foster their sense of independence. Upon arrival, please complete the "Sign Out Sheet" each day to inform us of who will be picking up your child at dismissal that day. The tuition payment box is in the hallway. Remember, your tuition must be placed in the tuition mailbox.

At both drop off and pick up, please do not linger in the courtyard. Classes may use the courtyard as a contained play area.

Children at this age typically engage in side-by-side play as they enjoy talking with their friends and playing cooperatively together. We incorporate child-selected and teacher-led activities into our morning routine.

Classroom Reminders

- Be kind to one another.
- Share and take turns with your friends.
- Be a good listener.
- Help clean up.
- Remember your manners: say "Please" and "Thank You"

Do for others what you would want them to do for you.

Toys Bringing special toys from home is discouraged. We work on the concept of sharing, but personal toys make sharing more difficult.

Occasions Birthdays are important at Preschool, and we love to celebrate with your child. Please discuss birthday arrangements with the teacher well ahead of time.

Pull-Ups If your child is not yet toilet trained, please bring a package of pull-ups and a container of wipes on the first day of school.

Dress Please dress your child in comfortable play clothes and shoes that are appropriate for the playground (no sandals/slick bottom shoes, flip flops, or

crocs). Please bring an extra change of clothes in a plastic bag clearly marked with your child's name. Include a shirt, bottoms, underwear, and socks. We will exchange clothing when the seasons change.



Outstanding Owls

Arrival Time: 8:45 | Dismissal Time: 11:45



School Drop Off

The Outstanding Owls will attend each week on Tuesdays, Wednesdays, and Thursdays.

One of our goals for your child is preparing him or her for Kindergarten. Please park in the parking lot behind the church (near the playground). Please escort, do not carry, your child into the rear courtyard near the playground and enter the building through the door nearest the right-hand church wall. For the first few days of Preschool, we will have this ramp marked.

The door will be opened at 8:45 AM sharp. At your information center, you will find a form on which to designate who will pick up your child at dismissal that day. The tuition payment box is in the hallway. Remember, your tuition must be brought into the school and placed in the tuition mailbox. Please do not hand your tuition payment to the teacher or teacher's assistant.

School Pick Up

Please enter the building through the same entrance and line up in the hall. The teachers will dismiss from their classroom door.

In the classroom, children will be engaged in a variety of activities that give them the opportunity to work independently, in small groups, and with the teachers to gain the skills needed to be successful academically and socially. Play remains an integral part of the learning process in our preschool curriculum, and we will utilize play to address the skills needed to prepare your child for Kindergarten.

At both drop off and pick up, please do not linger in the courtyard. Classes may use the courtyard as a contained play area.

Classroom Reminders

- Be kind to one another.
- Share and take turns with your friends.
- Be a good listener.
- Help clean up.
- Remember your manners: say "Please" and "Thank You"

Do for others what you would want them to do for you.

- Toys** Bringing special toys from home is discouraged. We work on the concept of sharing, but personal toys make sharing more difficult.
- Occasions** Birthdays are important at Preschool, and we love to celebrate with your child. Please discuss birthday arrangements with the teacher well ahead of time.
- Dress** Please dress your child in comfortable play clothes and shoes that are appropriate for the playground (no sandals/slick bottom shoes, flip flops, or crocs). Please bring an extra change of clothes in a plastic bag clearly marked with your child's name. Include a shirt, bottoms, underwear, and socks. We will exchange clothing when the seasons change.
- Conferences** Your child's teacher will communicate the specifics of holding conferences later in the year. Parents are encouraged to communicate any concerns to the classroom teacher throughout the year as well. We are here to work in partnership with you as your child prepares for Kindergarten.



Fantastic Foxes

Arrival Time: 8:45 | Dismissal Time: 12:00



School Drop Off

The Fantastic Foxes will attend each week on Tuesdays, Wednesdays, and Thursdays.

One of our goals for your child is preparing him or her for Kindergarten. Please park in the parking lot behind the church (near the playground). Please escort, do not carry, your child into the rear courtyard near the playground and line up on the ramp at the door nearest the right-hand church wall. For the first few days of Preschool, we will have this ramp marked.

The door will be opened at 8:45 AM sharp. After you enter the building, please use the elevator to go to the second floor. Be sure to monitor your child so that they are not tempted by the elevator buttons. At your information center, you will find a form on which to designate who will pick up your child at dismissal that day. The tuition payment box is in the hallway. Remember, your tuition must be brought into the school and placed in the tuition mailbox. Please do not hand your tuition payment to the teacher or teacher's assistant.

School Pick Up

Please enter the building through the same entrance, go to the second floor via the elevator, and line up in the hall. The teacher will dismiss from their classroom door.

In the classroom, children will be engaged in a variety of activities that give them the opportunity to work independently, in small groups, and with the teachers to gain the skills needed to be successful academically and socially. Play remains an integral part of the learning process in our preschool curriculum, and we will utilize play to address the skills needed to prepare your child for Kindergarten.

At both drop off and pick up, please do not linger in the courtyard. Classes may use the courtyard as a contained play area.

Classroom Reminders

- Be kind to one another.
- Share and take turns with your friends.
- Be a good listener.
- Help clean up.
- Remember your manners: say "Please" and "Thank You"

Do for others what you would want them to do for you.

- Toys** Bringing special toys from home is discouraged. We work on the concept of sharing, but personal toys make sharing more difficult.
- Occasions** Birthdays are important at Preschool, and we love to celebrate with your child. Please discuss birthday arrangements with the teacher well ahead of time.
- Dress** Please dress your child in comfortable play clothes and shoes that are appropriate for the playground (no sandals/slick bottom shoes, flip flops, or crocs). Please bring an extra change of clothes in a plastic bag clearly marked with your child's name. Include a shirt, bottoms, underwear, and socks. We will exchange clothing when the seasons change.
- Conferences** Your child's teacher will communicate the specifics of holding conferences later in the year. Parents are encouraged to communicate any concerns to the classroom teacher throughout the year as well. We are here to work in partnership with you as your child prepares for Kindergarten.



Financial Policies

The Preschool relies on tuition to meet operational expenses. We are a not-for-profit agency. While the church does provide us with space and utilities, they do not supplement the cost for supplies or the salaries needed to operate the program.

Tuition ensures your child's enrollment and is payable in full for the year regardless of attendance, scheduled school holidays, weather closings, family trips or emergencies, doctor visits, hospitalizations or short illnesses (less than one month), vacations, or for any other reason. Tuition rates do not change in the event of Preschool closures, whether scheduled holidays, teacher workdays, weather-related, or for any other reason.

The operating budget for the Preschool is determined by the amount of income required to operate the school for the entire school year. We operate for nine months of the year and take into account the potential number of children enrolled in each program. This final amount becomes your tuition for the school year. For your convenience, we allow you to pay in monthly installments. Staff are not paid according to the attendance of children. Your tuition pays the salaries of our staff and the school's expenses.

Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

Tuition fees for the 2026-2027 school year:

Tuition

Annual Non-Refundable Registration Fee: \$80.00 if paid by May 31st.
 \$100.00 if paid after May 31st.
 Waived for members of First Presbyterian.

Annual Supply Fee: \$40.00 is required for each student and should be paid by September 15th.

The tuition schedule for the Preschool 2026-2027 year is as follows:

Fantastic Foxes

***3 days per week** (Tue.-Thurs., 8:45 a.m.-12:00 p.m.)
\$2070 for the year (payable in installments of \$230 per month, Sept.-May)

Outstanding Owls

***3 days per week** (Tue.-Thurs., 8:45-11:45 a.m.)
\$2070 for the year (payable in installments of \$230 per month, Sept.-May)

Beehive Bunch

***2 days per week** (Tue./Thur., 9:00 a.m.-12:00 p.m.)
\$1620 for the year (payable in installments of \$180 per month)

Turtle Twos

***2 days per week** (Mon./Wed., 9:00-11:30 a.m.)

\$1440 for the year (payable in installments of \$160 per month)

Tuition for Preschool is calculated for a full school year (September-May). Monthly payments are offered for your convenience. The monthly payment does not represent payment for a particular month.

There is a locked mailbox located in the main Preschool hall. Your tuition payment should be placed in an envelope, sealed, marked with your child's first and last name, and their class circled. The sealed envelope should be placed in the mailbox. **Do not put your tuition payment in your child's book bag, or hand it to your child's teacher, teacher's assistant, or the director at drop-off or pick-up, or put it in your child's communication folder. It must be placed in a sealed envelope and placed in the mailbox by you or the person dropping off or picking up your child.** We will provide tuition envelopes for your convenience. **We will not be held responsible for lost tuition payments.** The locked box will be checked and cleared out daily by the Preschool Director or Church Office Manager.

Checks should be made payable to: **First Presbyterian Preschool**. Tuition payments for the whole school will be processed once per month.

If you choose to pay by the month, tuition is due on the first class day of the month. We will send out a school-wide reminder on Class Dojo on the last week of the month, before tuition is due. If tuition is not received by the 15th of the month, a \$15.00 late fee is charged. If the account is not paid in full by the 1st of the next month, your child may not attend class until the tuition and late fee are paid in full. If you having financial difficulties, please speak with the director.

If you need receipts for tuition payments, please let us know. End of year statements are also available, by request, for tax purposes.

Returned Checks: A service fee of \$25.00 will be charged for each returned check. After the second returned check, tuition payments may only be paid in cash or by money order.

Late Pick-Up: A \$5.00 fee will be charged per 10 minute intervals. After continued late pick-ups, a meeting with the Director will be scheduled.

Graduation Fee

In February, you will be asked to pay a graduation fee of \$25 for your graduating Pre-K student. This will cover the cost of their cap, gown, and tassel. These items will be yours to keep following the graduation ceremony.

General Policies

ABSENCES

If you know your child will be absent or late, please notify the preschool as soon as possible. You may call or text the Director at 336-596-7859.

ABUSE AND NEGLECT

The staff of the Preschool will comply with the provisions of the Child Abuse Reporting Act. By North Carolina law, teachers are required to report suspected cases of child abuse and neglect. Suspected cases of abuse and neglect will be reported to the Director. The Director will report suspected cases to the Department of Social Services. The Director will keep the Board Chair informed of this action and the results.

BIRTHDAY CELEBRATIONS

We love to celebrate birthdays at our Preschool. We ask that you discuss the birthday snack with the teacher ahead of time.

BOOKBAGS

Children should bring a bookbag to school. It should be large enough to accommodate a 9" x 12" folder or envelope.

Your child's weekly work and art, homework from the teacher, and any message from the director will be sent home at pick up the last day your child is in school each week.

BREAKFAST

Please be sure that your child has breakfast prior to arriving at Preschool each day. Please do not bring your child's breakfast to school. We will discuss what we ate for breakfast at circle time, and we all know that a healthy breakfast gives us the energy we need to start our day!

CALENDAR AND CLOSINGS

The Preschool calendar is designed to coordinate with the schedule of Davidson County Schools. In the event of inclement weather, we will follow the decision of **Davidson County Schools** regarding closings or delays. **On delay days, we will begin school at 10:00 am regardless of whether it is a one or two hour delay. In the event of a three hour delay, the Preschool will be closed for the day.** In the event that the schools have returned to online-only classes, we will make our own decision regarding closings or delays. Please check your email for a note from the Director or look for a text from your child's teacher.

As we move into inclement weather season, more information and changes may be implemented. If in doubt, please check your email for a message from the Director of the Preschool.

EMERGENCY PROCEDURES

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of the child's physician. Current parent work numbers and home numbers must be kept in each child's file. If your work or home number changes, please be sure to get that new information to the Director.

ILLNESS

Please do not bring your child to Preschool if they have had a fever over 100 degrees, vomited, had diarrhea, or have shown other signs of illness within a 48 hour period. If your child becomes sick at school or has been left sick with us, we will call you to come for them. If your child is absent due to illness, please call us so we can keep an account and, if necessary, notify other parents about communicable diseases.

****If your child has symptoms of a possible communicable disease (lice, impetigo, strep throat, chicken pox), or of the flu or COVID, or anyone in your household has these symptoms, please keep your child home until you are certain that there is no danger to the other Preschool children.** Please contact the school immediately if your child contracts a contagious disease. The school will, in turn, notify other parents of possible exposure. While information concerning possible exposure will be shared with other families, we will not disclose the origin. Your child must be symptom-free for 48 hours before returning to school.

Please thoroughly read and familiarize yourself with the *Wellness & Safety at Preschool* guidelines included in this handbook.

Please contact the Director, not your child's teacher, in cases of any illness.

IMMUNIZATIONS

North Carolina state law requires the following:

"A certificate of immunization should be presented to the child care operator for each child who attends the facility. The child care operator should check the certificate to ensure the child meets immunization requirements." The law further states, "If a child's immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency."

"North Carolina law provides for two types of exemptions from required immunizations. They are medical and religious. If a physician licensed to practice medicine in this State certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. Medical exemptions can only be requested by a physician licensed to practice medicine in North Carolina."

"To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of

the person for whom the exemption is being requested. This statement would then be provided to schools, child care programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval."

Our Preschool policy is to uphold these laws without exception. Therefore, if an immunization record is incomplete, the Preschool must notify the parents/guardian in writing that the file must be completed and/or updated. Written verification of proper immunization, or an exemption as stated above, must be received within 30 days of notice. Please include a copy of your child's birth certificate (it does not need to be a certified copy) with their Physician's Statement and immunization record at the beginning of each year.

SAFE CHILD PICK-UP

Safety is our number one priority when it comes to your child. To ensure the safety of each and every child, we have several policies in place. You will complete a Safe Child Pick-Up form at the beginning of each school year attending, this which will give you the opportunity to name those adults who are allowed to pick up your child from preschool. **If you have any custody papers, please provide a copy of those to the Director as they may affect who is allowed to pick up your child.**

We also ask that you let us know at drop off each day who to expect for pick up that day. We will make a note of this in your child's records. If it is someone we are unfamiliar with, we may ask to see a photo ID at pick-up. Please understand that this is solely for the safety of your child.

SEPARATION

Leaving your family at the door is a new and frightening experience for many children. We will do all that we can to ease the transition and help the fears (and any tears) subside. In doing so, we ask your help. Please do not linger after drop off. Linger will make separation more difficult. Please know that we will contact you if your child needs you.

In order for your child to have as positive and happy an experience of entering school as possible, we suggest the following guidelines.

- Apprehension for you and your child is normal. Relax. Attitudes are important. Your child can feel your hesitancy.
- Expect that your child will go to school happy and have a good time.
- Make an initial visit to see the room and meet the teacher before school starts. Use the teacher's name frequently, so that the child becomes familiar with it.
- NEVER sneak away without saying goodbye to your child.

- When you and the teacher feel it is time to say goodbye, do so and then leave quickly and without hesitation, without looking back. Once you are gone, the child will usually settle down. We will be glad to call or text you and give you a progress report. We will not let your child continue to cry uncontrollably.
- Please do not peep in the windows to check on your child; it makes separation harder on everyone. Some of the other children may see you and wonder or worry about their families.
- In some cases the Director may take the upset child on a tour of the building or to get a drink or water thus helping to keep the other children from getting upset. Usually a child will be ready to stop crying and get back to the classroom to play after a short time away.
- If separation seems too much at first, we may ask you to pick up your child early for a few days. In some cases, having someone else bring your child to school is an easier transition.
- A little extra time together and a few extra hugs are always helpful during the first day of school. Try not to ask too many questions about school; let the time be as gentle, casual, and non-threatening as possible.
- To help foster feelings of independence and self-esteem, we ask that the children walk into the building at drop off and leave the same way at the end of the day. Separation is much more pleasant and secure for the children when they walk in on their own, with you by their side, rather than being carried. Because separation is such a difficult time for children and parents, we want to work with you to make the beginning of each day as smooth as possible. Working together, we can give your child confidence when separating.

SOCIAL MEDIA

Please use great discretion when using social media with picture or words concerning the Preschool, the staff members, and its students. Public abuse of the above stated will not be tolerated and actions will be taken at the discretion of the Director.

FPC Preschool maintains a public Facebook page for parents to access. We share pictures for you to observe the daily activities and fun events of our Preschool students.

WATER BOTTLES

Please do not send a water bottle to school with your child. Water bottles create unnecessary distractions and help spread germs. We have snack time, in which a drink is provided. We will provide water to your child if your child is thirsty.

Registration Policies

WAITING LIST

In order to place a child's name on the waiting list, a parent must contact the Director and provide current information about the child. The parent will then be informed of the child's position on the list. Priority for the children on the waiting list will be as follows:

1. Children of the Preschool Staff.
2. Children currently enrolled at the Preschool.
3. Children whose families are members of First Presbyterian Church.
4. All other children placed on the waiting list.

Within each category, the date the child was placed on the waiting list and the date care is needed is also given priority.

If a family is offered a space they have requested and it is refused, the family may remain on the waiting list but will go to the bottom of the list in their category.

Program placement is dependent upon the age of the child by August 31st of the year in which they wish to enroll.

REGISTRATION

Registration for the next school year is held in February and March. All current children are given the opportunity to enroll first. Persons on the waiting list will be called when a space is available for their child.

WITHDRAWAL FROM THE PROGRAM

The Preschool requires a written notice of a child's withdrawal from the program, submitted to the Director two weeks or more prior to the child's last day. Tuition will continue to be charged until such written notice is received.

If parents withdraw their child from the Preschool before the end of the school year, but plan to be enrolled for the coming year, they will need to pay the current year's tuition balance or the child will be placed at the bottom of the waiting list.

The Preschool may discontinue a child's enrollment if the parent fails to provide current physical and immunization records, if there is habitual abuse of the program policies, or if tuition is not paid.

Snack and Peanut-Free Policy

In an effort to provide the safest possible environment for the children in our care, First Presbyterian Preschool has operated under a peanut free policy since August 30, 2007.

First Presbyterian Preschool is a “Peanut-Free” facility. We often have students with peanut allergies in our care, and in order to provide the safest environment we only serve peanut free snack options. **We will not impose a snack fee this year.** We are going to rely on our families to send in snacks from the list for Peanut Free Rooms that is distributed at orientation, on our website, and posted at the school. If all families help a few times this year, the burden will not fall on a few families. Your child’s teacher will inform you of her method for snacks and periodically a “wish list”. We are hopeful this will cut down on waste and that your child will have a nutritious snack that they like each day.



Peanut and Tree Nut Free Snack Suggestion List

When choosing a peanut-free snack for your child's class, it is important to **ALWAYS** check the label on the package to make sure it is **free of peanuts and nuts** of all kinds. This list is only to serve as a resource. It is in no way complete and is subject to manufacturer recalls and mislabeling.

Manufacturers may have changed their equipment or product line and method since you last purchased an item from this sheet.

READING LABELS: Some manufacturers clearly state if a product has peanut or nuts in it while in others, it is almost hidden. PLEASE READ THE LABELS EACH TIME YOU PURCHASE. Do not purchase items with the allergy and ingredient alert such as:

“May Contain Peanut or Tree Nuts”

“Processed on shared equipment with Peanuts or Tree Nuts”

“Manufactured in a plant with Peanut or Tree Nuts”

“Contains Peanut or Tree Nut Ingredients”

Thank you for taking the time to read the labels and discussing the topic of “safe snacks” with your child! Your diligence is keeping an allergic child safe at school.

FRUIT OR VEGGIES

Fresh Fruit (no strawberries due to allergies)

Fresh Veggies

Raisins (plain, not yogurt or chocolate covered)

Applesauce cups

Mandarin orange cups

Pear or Peaches cups

Fruit Snacks (Betty Crocker Brand, Target , Annie's Organic or Meijer Brand only) **NOT KELLOGG**

DAIRY SNACKS

Danimals, Go-gurt, Trix yogurt

String Cheese (Sargento or Meijer Brand)

Kraft cubes or sliced cheese

Sargento Mootown Snacks (Cheese and Pretzels, Cheese and Crackers, Cheese and Sticks)

CEREAL/BARS

KELLOGG:

Nutra-Grain Bars (apple, cherry, raspberry, blueberry)

Pop Tarts

Apple Jacks

Rice Krispies Treats (pre-packaged)

Corn Flakes

Corn Pops

Alpha Bits

Frosted Flakes

GENERAL MILLS:

Cinnamon Toast Crunch
Cheerios (regular, Fruity, Apple Cinnamon, or Frosted only)
Kix (plain)
Lucky Charms
Trix
Cocoa Puffs
Cookie Crisp

QUAKER OATS:

Life cereal

CRACKERS**AUSTIN:**

Zoo Animal Crackers

NABISCO:

Cheese Nips	Wheat Thins
Teddy Grahams (Cinnamon, Chocolate Chip, Honey, Chocolate)	Premium Saltines (original)
Nilla Wafers	Better Cheddars
Barnum Animal Cracker	Ritz Crackers (not Ritz Bits)
Honey Maid Graham Cracker – Chocolate, Cinnamon, Honey	Ritz Chips (original,
Triscuits (plain)	cheddar)

MEIJER BRANDS:

Starfish and Pals
Honey and Cinnamon Grahams
Wheat Crackers

SUNSHINE:

Cheeze-its
Big Cheeze-It

KEEBLER:

Vanilla Wafers (golden, mini)	Club Crackers
Elf Grahams (honey, cinnamon)	Toasted (Wheat, Butter crisp)
Scooby Doo Graham Crackers	Wheat Thins
Wheatables (original, honey wheat)	
5 pack cheese and pretzel dip Town House Classic Crackers	

PEPPERIDGE FARM:

Goldfish Crackers (original, colors, cheddar, pretzel, giant, flavor blasted)

KRAFT:

Handi Snacks (breadsticks and cheese, Mister Salty and cheese, Oreo cookie sticks and cream, Ritz cracker and cheese)

ANNIE'S ORGANIC:

Organic Bunny Cheddar Crackers
Organic Traditional Snack Mix Bunnies
Organic Whole Wheat Bunny Crackers
Organic Sour Cream and Onion Bunnies
Organic Bunny Grahams

POPCORN

Pop Secret
Act 11
Jolly Time
Orville Redenbacher

PUDDING/JELLOS

Jell-O Gelatin and Pudding Cups
Hunt's Pudding
Kraft Handi-Snacks Pudding Cups

DIPS

Kraft Ranch
Hidden Valley Ranch
T. Marzetti's Buttermilk Ranch
T. Marzetti's Veggie Ranch Dip
T. Marzetti's Carmel Fruit Dip
T. Marzetti's Chocolate Fruit Dip

CHIPS**ROLD GOLD:**

Pretzels (rods, braided twists, tiny twist, cheddar)

FRITO LAY:

Doritos (any flavor)
Cheetos
Lay's Ruffles
Tostitos
Sun Chips (Original, Sour Cream, Cheddar, Flavored)
Fritos
Lay's BBQ or Plain

COOKIES

Nabisco Oreo (blue pack only)
Nabisco Oreo Golden (yellow package)
Rice Crispy Treats (pre packaged)
Enjoy Life (all flavors) **known for their allergen free cookies!
For Will Cookies (allergen free) local cookie designer <http://www.forwillfoods.com/>
Loora Doones
Keebler Vanilla or Rainbow wafer

COLD TREAT

Philly Swirl Brand (at Meijer): Popsicles, ice cups, swirled popsicles
Icee-Squeeze up tubes
Flavor Ice tubes
Minute Maid Frozen Lemonade

CANDY/SWEETS

Skittles (by Mars, Inc.)
Starburst (by Mars, Inc.)
Tootsie Rolls
Tootsie Pops
Smarties (by CE DE Candy)
Mike and Ike (by Just Born)
Twizzlers (by Hershey)
Laffy Taffy (by Nestle)
Life Saver Gummies (by Kraft)
Dum Dum sucker
Air Heads
Hershey Kisses (milk chocolate only)
Dove Silky Smooth Promises (milk chocolate kind only)
Junior Mints
Yummy Earth Organic Lollipops
Kraft Marshmallow
Pillsbury Frosting (vanilla) blue container

FYI: Food is the only thing that is FDA regulated and required to put allergens on their label. Things such as potting soils do not. **MIRACLE GROW potting soil **contains nuts** and needs to be avoided when doing planting projects in the classroom. This is not bolded on the label like a food label.

