



# Parent Handbook 2018-2019



**Mailing Address:** Hayes Barton Baptist Preschool  
1800 Glenwood Avenue  
Raleigh, NC 27608

**Phone Number:** 919-833-7125

**Website:** [hbhc.org/hbbpreschool](http://hbhc.org/hbbpreschool)

**Email Address:** [bkittler@hbhc.org](mailto:bkittler@hbhc.org)

### **Preschool Objectives**

Our preschool is a ministry of Hayes Barton Baptist Church. We have two main objectives:

1. To establish an educational environment appropriate to the child's development enabling them to realize their own God-given potential.
2. To support and encourage parents in their efforts to provide a happy, secure, wholesome home environment—promoting the importance of a Christ-centered family.

### **Class Offerings**

We offer classes for children from infant through five-years-old

### **School Hours**

9:15am – 1:00pm



- The

registration fee is equal to, but not replacing, one month's tuition. This is a non-refundable fee.

- Tuition is based upon yearly costs, which are then divided into nine equal payments. There is no reduction in tuition for holidays, vacations, or illness.

Number of Days per Week	Registration Fee	Monthly Tuition
Two	\$250	\$250
Three	\$285	\$285
Four (Two year olds)	\$410	\$410
Four (Three year olds)	\$330	\$330
Five	\$360	\$360

- Tuition will be drafted via Electronic Funds Transfer (EFT) September through May. Any returned payments will require repayment via certified check including an additional \$25 fee.

**Schedule of EFT Draft of Tuition Payments\***

Tuition Due Date:	Tuition for Month of:
September 2018	September 2018
October 2018	October 2018
November 2018	November 2018
December 2018	December 2018
January 2019	January 2019
February 2019	February 2019
March 2019	March 2019
April 2019	April 2019
May 2019	May 2019

\*Some families including later enrollees may be on a different tuition schedule.

**Withdrawal**

Written notice of two full weeks is required for withdrawals from the preschool. If withdrawal notice is given after this deadline, the family will be accountable for the following month's tuition payment based on the child's current enrollment.



## **Morning Arrival**

- Children can enter their classrooms starting at 9:10 am. The time prior to this is for teacher preparation and our morning meeting and prayer time.
- Parking is available in the church lot closest to the playground. You may then walk through the brick courtyard to the White Oak entrance. Few spaces are available to park on White Oak. If you do park on White Oak, **PLEASE DO NOT BLOCK OR PARK IN OUR NEIGHBOR'S DRIVEWAYS!**
- If you are walking your child into the building, please park in a parking space. Please DO NOT park against the curb at any time.
- It is important that your child arrive on time each day. This will help your child adjust more quickly to the routine and develop a habit that will carry into the formal school years.
- Goodbyes are sometimes difficult for both parents and children. Our teachers try to make this a smooth transition for everyone involved. Children usually adjust to the morning separation with a cheerful kiss and confident assurance that you will see them in a little while, followed by a purposeful exit. Prolonged goodbyes or accompanying a child into the classroom may only make it more difficult and cause difficulty for children other than your own. If your child is still having a difficult time adjusting after 30 minutes, we will let you know.
- Beginning September 18, children in the four-year classes may be dropped off at the entrance to the Family Life Center from 9:10 am – 9:25 am.
- Please check the bulletin board around the classroom for information about schedules and upcoming activities including snack and volunteer sign-up sheets. Also check the board in the stairwell outside the nursery suite for information pertinent to the whole preschool.

## **Security System**

Our church has a security system and our outside doors must remain

locked. Additionally, the doors to the Nursery Suite and Family Life Center hallway are only accessible by key cards. These doors will be open until about 9:45 am each day. If you are arriving after that time, you will need to contact the Director for access to the classrooms.

### **Afternoon Departure**

- The exterior door will be unlocked at 12:45 p.m. to allow your entry for picking up your children. **Should you arrive prior to 12:45, please wait until the door becomes unlocked or park in the Whitaker Mill lot and walk in through the church. For the children's safety, teachers and assistants are unable to leave the classroom to answer the doorbell.**
- Dismissal will begin promptly at 1:00 pm. Parents are expected to pick up children immediately at the end of the school day. When the first child is picked up, the other children anticipate his/her parents' arrival. When a child is regularly the last child to leave, he/she can be affected negatively, feeling less important than the other children.
- If you have children in both the Nursery Suite and the Family Life Center, please pick up your younger child first. Older children will not be brought to the nursery suite to wait for their parents.

### **Late Pick-up Policy**

For each child NOT picked up by 1:10 p.m., parents will be charged a late pick-up fee of \$5.00 for the first 10 minutes, and \$5.00 for each ten minutes thereafter. Fees are to be paid directly to the Director or the Assistant Director. Fees not paid at the time the child is picked up will be assessed a \$5.00 late fee. Consideration will be given for severe weather conditions or traffic due to accidents.

### **Alternate Person Picking up Child**

We MUST be made aware if someone other than the parent or authorized adult (as stated on the enrollment form) will be picking up your child. Please give this written information to the teacher. We will NOT allow your child to leave with another person unless we have this information. If the person picking up your child is unfamiliar to our staff, we will ask for ID to verify their name matches the name we were given. Please make sure the person you ask to pick up your child is aware of this requirement.

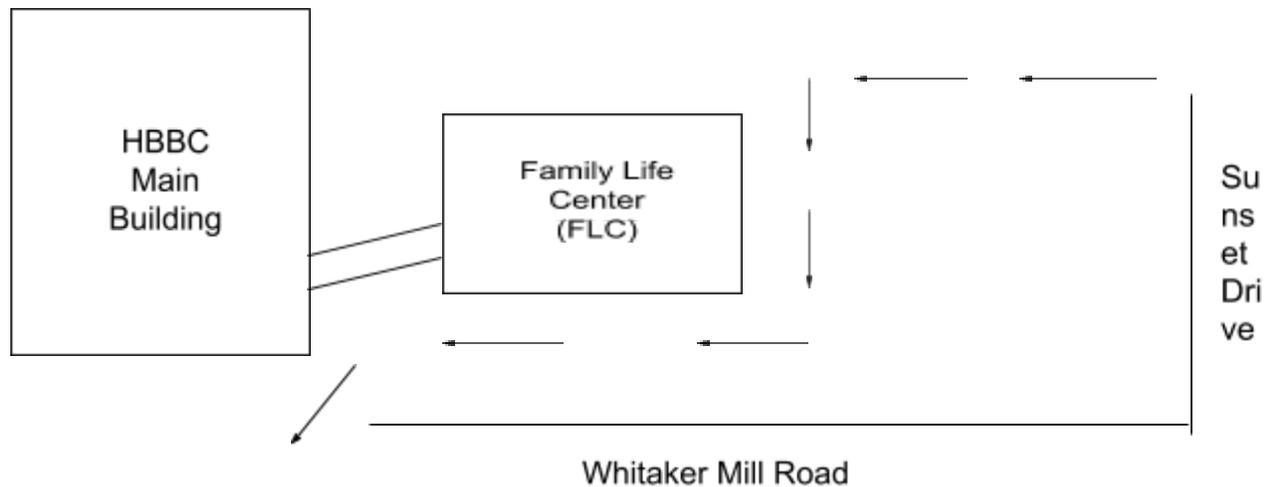
Should you fail to put this information in writing, you must call and leave

a message with the Director so that she can inform the teachers. These measures are very important to the safety and security of every child, as well your child's sense of security.

# Carpool



- Beginning September 17, children in our three-year classes and PreK may be picked at the entrance to the Family Life Center at 1:00 pm. Please be courteous of the drivers behind you and don't use this time to confer with the teacher.
- Please enter the parking lot from Sunset Drive (see map below) to wait in line for drop-off and pick-up. **DO NOT** enter from Whitaker Mill Road as this may create traffic problems on the street.



- If you choose, not to use the carpool line, please park in a marked parking space and walk in to get your child. For everyone's safety please **do not park along the curbs or walk through the car line** to get your child.



# Snack

In our younger classes, parents provide snacks for their child's class on an alternating basis. Nutrition is important. We request simple, healthy snacks such as cheese, crackers, vegetables or fruit. If your child's classroom is peanut-free, you will receive a more specific list of suggested snacks. Older classes and those with food allergies may choose to have individual snacks provided by the family each day. If your teacher chooses to have students bring their own snacks each day, please label them with your child's name.

### **Lunch**

Children need to bring a well-balanced lunch to eat at preschool each day. Your child's lunch should include a drink, any necessary utensils, and be **CLEARLY LABELED WITH YOUR CHILD'S NAME.**

Please send finger-type foods that do not require heating. We will request that children finish their "main course" before they begin their dessert. Please send portions that are reasonable for your child and that encourage independence.

### **Change of Clothes**

Each child needs to keep a seasonal change of clothes in the classroom in case of an accident. Please send a complete change of clothes including underwear and socks in a Ziploc bag labeled with your child's name. This will be sent home as weather changes and different clothes are needed.

### **Jacket or Sweater**

Each child needs to bring a jacket or sweater on cooler days for outside play. PLEASE LABEL.

### **Disposable Diapers & Wipes**

All children not potty trained should bring enough disposable diapers or disposable training pants and wipes for the day. Please label diapers. Parents of children in older classes are to communicate with teachers concerning the potty training progress so that the child's needs are clearly understood. Children in three-year classes and older **MUST** be fully potty trained; Pull-Ups are not acceptable.

### **Personal Items**

We do not encourage bringing personal toys unless the teacher has requested them. Please make the teacher aware if there is an item your child wants to share. PLEASE LABEL it when it is brought to school. Always ask the teacher for the item when picking up your child.



Weekday Early Education (WEE) Learn Curriculum is a developmentally appropriate weekday curricula for Christian settings designed for young children ages birth through Pre-K.

WEE Learn is grounded in evidence-based practices, programs using the WEE Learn philosophy and curriculum work to support children and families.

Children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential.

The curriculum provides a program of Christian love and growth along with guidance and activities to develop language, reading, writing and math skills appropriate to the child's stage of development. The curriculum helps children grow spiritually, intellectually, emotionally, socially, and physically.

## Conscious



## Discipline

Created by Dr. Becky Bailey, an internationally renowned expert in child developmental psychology, Conscious Discipline® is built on the premise of developing discipline *within* children rather than applying discipline *to* them.

Conscious Discipline, an evidence-based discipline approach, can help school staff, teachers, and students create an environment where everyone can develop in a way best for them—including adults!

Conscious Discipline is the only program that integrates classroom management with social-emotional learning, uses everyday events as part of a school's curriculum, and addresses the adult as well as the child.

The method's School Family™ concept, part of the third pyramid stage, defines three essential ingredients for a school's success:

- Increasing the willingness to learn by creating a sense of belonging
- Boosting impulse control internally: a much more effective approach than an external system of punishment and rewards
- Helping children develop and apply sustained attention by reducing stress

and encouraging contributions in a caring atmosphere

Research has shown that connections (with people) on the outside develop neural connections on the inside. This is accomplished in the school setting by building a “School Family.” Some of the structures you may begin to see/hear about as we transition to Conscious Discipline® include: Wish Well, Friends and Family Board, We Care Center, Safe Place, Visual Rules, Time Machine, Job Board, Celebrations, Class Meetings. These structures can be adapted for home use as well. More information about this program can be found at [www.consciousdiscipline.com](http://www.consciousdiscipline.com).

# Medical



Medical history and current immunization record must be on file before any child may attend preschool. **Children with food allergies must have a separate Food Allergy Action Plan on file.**

Each child should wash his/her hands upon entering the classroom. Not only does this reduce germs, but also increases the safety of children with allergies. Hand sanitizer does not remove peanut protein, so washing with soap and water is a must at this time of the day!

## Sickness Policy

- **24 Hour Rule:** Each child should be well, with no fever, upset stomach or diarrhea for a period of 24-hours prior to attending preschool.
- **Cold-Like Symptoms:** Please be particularly considerate of your child's condition and their personal needs, especially if they are not feeling well. A child who is not feeling well would prefer to be in his/her own home where he/she can rest as needed.
- **Rashes:** Please do not send your child to preschool with an undiagnosed rash.

**Be Considerate of Others:** Your decision to bring your child should also be based on consideration of the other children who will be exposed. The *Golden Rule*, "Do unto others as you would have them do unto you," is appropriate in this regard.

Clearly we sympathize with parents whose children are sick and need to stay home from school. We understand that parents are busy and are inconvenienced by their child's illness. At the same time, we realize that the parents of a well child do not want their child exposed to infectious illnesses while at school when it can be avoided. Please remember that the decision about whether or not a child should go to school should be made by the parent not the child. We love that your children want to be at school but they need to be well in order to attend!

Our classroom teachers are authorized to send home any child who is not well enough to be at school. If you are called to pick up a sick child, please come quickly. Emergency contacts will be called if a parent is not available by

phone and does not return a message within 10 minutes or is not able to arrive at the preschool within 20 minutes of being notified of having a sick child at school.

### **Medication Policy**

- **Permission Form:** For children who are NOT contagious but require a dose of medication during Preschool hours, the medication can only be dispensed with written permission and instructions from the parent. We have Medication Permission Forms available for this purpose. Check with the Director, Assistant Director, or your child's teacher when you arrive. No medication will be given without this form.
- **First Aid Medication:** First Aid medications are kept on hand, but will only be administered to your child if prior approval has been signed giving us permission to use these particular "over the counter" treatments. This permission is included on the enrollment form for each child and will be kept in the file for the current school year.



All employees of HBBP are required to report cases of suspected child abuse and/or neglect to the Child Protective Services at the Department of Social Services. Teachers must document all physical and behavioral indicators of suspected child abuse and neglect.

The following procedures will be followed for reporting suspected child abuse and/or neglect:

1. Staff member documents physical and/or behavioral indicators
2. Staff member consults with the Director
3. Director observes the child and documents any indicators
4. If documentation supports suspicion, the Director contacts Child Protective Services providing following information:
  - Child's name, age, address
  - Child's present location
  - Parent's name and address
  - Nature and extent of the injury and/or condition observed
  - Reporter's name and location (an anonymous report may also be accepted)
  - Name and address of alleged perpetrator if not the parent

- After hours contact of school
5. If documentation does not support suspicion, the parent will be contacted and the physical and/or behavioral indicators will be discussed. Parent will be informed that the situation will continue to be monitored and documented.

# Allergies

In recent years, Hayes Barton Baptist Preschool has seen an increase in children diagnosed with life threatening or serious allergies that necessitate a more detailed policy from HBBP on how to insure a safe environment for such children. Although avoidance of the allergen is the best way to prevent a life threatening reaction, guaranteeing the absence of an allergen in the school setting is virtually impossible. Instead, HBBP strives to be an Allergy Aware environment.

We strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

## **Responsibilities of the School**

What is an Allergy Aware environment? Each child with a life-threatening allergy is identified to the staff people who may work with that child. Children with life threatening allergies have an Allergy Action Plan that details what to do in the event a child experiences the signs and symptoms of an allergic reaction. Staff members are made aware of the signs and symptoms of an allergic reaction and are trained on how to administer emergency medications prescribed by a physician for these children. We also try to identify and avoid the child coming into contact with the threatening allergens. In the event an emergency does occur, medication is kept in a well-labeled location in or near the classroom. Medication and a copy of the aforementioned forms will be in the teacher's possession during all field trips.

## **Responsibilities of the Family**

Parents are responsible for alerting the preschool director and classroom

teacher that a child has a severe allergy. The parent is then involved in creating the emergency plan and planning how to avoid the allergen in the school setting. The parent is responsible for providing the Allergy Action Plan, emergency medication, and the physician authorization for the medication. Emergency medications for use during a life-threatening situation are kept in or near the classroom in a well-labeled location.

### **Responsibilities of the School Community**

You may be asked to limit the foods you send with your child to school. Please keep this in mind for birthdays and other special occasions; contact the teacher before sending in any treats. For more comprehensive or severe allergens, the teacher (s) or school may provide a list of acceptable foods, and food alternatives, that are safe for your child to bring to the classroom. We recognize that this may be an inconvenience for you, but please realize how important your cooperation and understanding is. We would take the same care should your child have such a health care need.

The success of an Allergy Aware school and the safety of our students is dependent upon the support and assistance of all staff, students and parents to limit the risk of exposure. Thank you for your consideration and support in this matter as we do our utmost to ensure the safety of all students.



- The first week of each month, you will receive school-wide newsletter, *HBBP Happenings*. You will also receive a class newsletter, which may be on paper or electronic. These will both include important information about needed items, upcoming events, and what's going on at the preschool.
- In an effort to be both more efficient and reduce paper waste, we will continue to use MemberHub to distribute whole school and specific class information. Please see the next section for more detailed information.
- The bulletin board outside each classroom displays information regarding specific classroom events, activities, snacks, and other needs. Please check this on a regular basis.
- Classroom drop-off and pick-up are very busy times when the children require the teacher's attention. Discussions with teachers at

this time should be brief. Please schedule another time to talk with her when she can give you the attention you deserve.

- Conferences can be requested by any parent with the teacher or Director at any time. Lead teachers will make an initial phone conference in early November. In-person parent/teacher conferences will be scheduled during March 2018 (see school calendar for dates corresponding to your child's class). The staff welcomes your questions concerning your child and will always offer observations, as they feel necessary. Please remember that any concerns or lengthy discussions need to be addressed at a time when staff members do not have classroom responsibilities. End of year conferences can be requested on an individual basis.
- Should any teacher be concerned about a child in our care during the year, the teacher will communicate with the Director, who will observe the child. If there is continued concern, the staff will consult with the parent about the child's need, addressing how the staff and parent can work together to meet the child's needs. We often use the resources of Early Childhood specialists, such as Project Enlightenment, for our own staff development and will often direct parents to this agency as a resource for children's needs, as well as for strengthening and encouraging parenting skills.

## MemberHub



MemberHub creates a centralized place for member-driven organizations, such as churches, schools, and non-profits, to handle organization and communication among groups, teams, parents, and ministries. Through the use of online hubs, teachers and parents can connect with and contribute to HBBP by accessing an easy-to-use array of discussions, shared documents, and customized announcement streams via email and text messaging (SMS). Parents are empowered to get organized and connect with not only each other, but also Hayes Barton Baptist Preschool (HBBP) through private online communication hubs.

### Key Benefits:

1. Allow parents to share and maintain their profile information online
2. Send announcements (holiday closings, parties, last minute info) via e-mail and text messaging
3. Upload all files, forms, and parent tips into a common area; online vs.

- paper
4. Share photos online in a private environment
  5. Encourage parents to share ideas, ask questions and generally connect online
  6. Going green by saving paper
  7. Keep a shared calendar of school/classroom events with automatic reminders
  8. Reference parent handbook, directory, and other documents in hub

# Inclement Weather



## Opening and Closing

Hayes Barton Baptist Preschool follows the schedule of the Wake county Schools **only** in regard to hours of operation due to inclement weather.

Tune in to widely-used radio or television stations for information.

- If the Wake county schools close due to bad weather, we will also close.
- If the Wake County Schools open one or two hours late, then the Preschool opens one hour late (at 10:15 am).
- If the delay is longer than two hours, the Preschool does not operate.
- Should the Wake County Schools close earlier than 1:00, which is our closing time, children need to be picked up promptly. Close attention to the weather conditions during these times and announcements on the radio concerning Wake County Public Schools are very important.

## Make-Up Days

- Five school days of closure due to inclement weather are allowed by the HBBP Board during the operational year for which there will be no make-up days scheduled.

- Should more than five operational days be missed, there may be make-up days as needed at the discretion of the Director and the Chairperson of the HBBP Board.

### **Policy Rationale**

Just like Wake County Public Schools, we feel the safety of our students and staff is the utmost importance. While the streets and sidewalks at and around the church may look clear, we have teachers living all over Wake County (including Wake Forest, Cary, Apex, and Willow Springs).

When looking at make-up days, it is difficult to determine when days could be made up and for which classes. More specifically, when WCPSS has a one or two-hour delay, we open an hour late. The majority of the HBBP staff have children who attend schools in Wake County. On these days, if we were to open at our regular time we would not have the proper staff to supervise your children.



- Volunteering to help with as a Class Parent or for special events in your child's classroom.
- **PUTTING YOUR CHILD'S NAME ON ALL PERSONAL ITEMS.**
- Contacting the teacher or Director with your praises, concerns, suggestions, and questions.
- Dressing your child in clothes that are appropriate for the water, that can become soiled (play clothes), and that encourage your child's independence. Select shoes that can be firmly fastened or tied; **NO CROCS, PLEASE.** Tennis shoes with rubber soles are highly recommended and necessary for play in the gymnasium.
- Sending in an extra set of clothes that may be kept in the classroom; changing those clothes as the weather changes.

- Sending enough diapers to allow for “extra” accidents.
- **Prompt notification of address and phone number changes.**
- Keeping your child home if he/she is not well. Please see the "Health Procedures" on page 9 in this handbook. Teachers are authorized to send any child home who is not well enough to be at school, or shows symptoms of contagious illnesses.
- Notifying the preschool in writing if your child will be leaving with anyone other than his/her parents. Identification will be required.
- Providing your child with a book bag and checking it daily for notes, newsletters, notices, and beautiful art work.
- Not sending any toys, **especially weapon-type toys**. Children’s favorite toys can become lost or broken.



### Preschoolers are:

- **Creative**—in order to express themselves
- **Curious** about everything—eager to learn
- **Imaginative**—expressing what is uppermost in their minds as they play
- **Imitative**—as they step into the roles of other persons, animals, or objects
- **Active!**
- **Literal-Minded**—in their interpretation of words, thinking in terms of what they have seen and experienced
- **Sensitive**—to their “emotional environments”

### Preschoolers Learn:

- **Through relationships**—with parents, teachers, and other children
- **By doing**—experiencing first hand
- **Through the senses**—touching, tasting, hearing, feeling, and smelling
- **By repetition**—practicing new skills over and over
- **Through satisfaction**—as they experience success
- **Through play**—the work of the child!

### Preschoolers Need:

- **Love**—unconditionally
- **Acceptance**—to feel respected
- **Trust**—that is developed by adults meeting needs promptly
- **Security**—provided through consistency and familiarity
- **Independence**—to choose among appropriate options and discover his/her unique gifts
- **Guidance**—that patiently and lovingly teaches what is right and wrong

**Parents are often concerned that their children are not learning anything when they are "just playing." However, this is a vital part of your child's learning experience. There are lots of wonderful things learned when they are playing.**

**WHEN YOUR CHILD BUILDS WITH BLOCKS:**

- She learns to use her imagination to create something from her own thinking.
- She has the satisfaction of being able to make something.
- She learns about sizes and shapes, weights and balances, height and depth, smoothness, and roughness.
- She is exercising her body.
- She learns to play with others.

**WHEN YOUR CHILD PAINTS:**

- He is more concerned with the process he is going through than with a finished product. This is how it should be for this stage in his development.
- He learns about colors and how he can use them.
- He learns to use his imagination and transfers his ideas to paper.
- He gets emotional satisfaction from being able to express himself.
- He learns how to use small muscle coordination to handle a brush.
- He learns to make choices and decisions.

**WHEN YOUR CHILD PLAYS ON THE OUTDOOR EQUIPMENT:**

- She learns how to use her body effectively.
- She experiences joy in achieving a skill.
- She has fun and relaxation found in bodily movement.
- She learns the limitations of her body.
- She learns safety and caution.
- She learns to take turns and to share a piece of equipment.

**WHEN YOUR CHILD PLAYS IN THE HOUSEKEEPING CORNER:**

- He learns what the roles of mothers and fathers and children are.
- He understands what it feels like to play at being somebody other than himself.
- He learns how to use his imagination.
- He learns how to cooperate with other children.

**WHEN YOUR CHILD MAKES A GIFT OUT OF PAPER AND PASTE:**

- She learns about doing things for others.
- She learns how to use materials like scissors and paste/glue.
- She learns how to use her imagination to make the kind of present she has in mind. Again, the process, not the finished product, is important to her.
- She learns about shapes, sizes, colors, and textures.

**WHEN YOUR CHILD PLAYS IN THE SAND:**

- He finds it soothing to bury his hands in sand and pour sand in and out of cups, buckets and other containers.
- He is able to relax with these types of media and center his attention on a task.

- He has an opportunity to play alone and not have to compete with other children as with some activities. This is especially important to a child who has trouble getting along with others.
- He has a great opportunity to learn about size and measurement, experimenting with measuring spoons, cups and different sized containers.
- He is not concerned with a final product so he does not find it frustrating.

**WHEN YOUR CHILD WORKS WITH PUZZLES:**

- She has an opportunity to work alone or together with other children
- She gains satisfaction in completing a puzzle and builds her self-confidence.
- She has an opportunity to improve her hand eye coordination.
- She will use skills learned in doing puzzles later when she learns to read-putting letters to sounds, making words with letters, and making stories with words.

**WHEN YOUR CHILD LISTENS TO STORIES OR LOOKS AT BOOKS:**

- He learns to listen.
- He has an opportunity to increase his vocabulary by hearing new words read to him.
- He learns about different concepts, people and places.
- He learns to enjoy books and reading.
- His mind is stimulated, visualizing the things he is hearing about.

**WHEN YOUR CHILD COOKS:**

- She learns to follow directions.
- She stimulates and uses all five senses.
- She learns to recognize colors and shapes from different kinds of foods and kitchen utensils.
- She has an opportunity to use different tools and equipment to improve small muscle coordination.

**WHEN YOUR CHILD LISTENS TO MUSIC, SINGS OR DANCES:**

- He learns to appreciate music from different countries, cultures, and time periods.
- He learns to express himself and his ideas.
- He increases his vocabulary.
- He gains satisfaction from participating in an activity that can be fun, physical and/or enriching.

**WHEN YOUR CHILD USES MANIPULATIVE ACTIVITIES:**

- She explores new concepts, practices emerging skills, and reinforces skills already mastered.
- She develops fine motor practice.
- She learns about classifying, sorting, predicting, problem solving, and analyzing results.
- She develops her knowledge of the world around her using real objects and concrete examples.

- She learns how to learn.

**WHEN YOUR CHILD PLAYS WITH PUPPETS:**

- She is able to verbalize her feelings using words.
- She can begin to understand the feelings of others.
- She can role-play and perhaps find solutions to situations that may disturb her.
- She stretches her imagination.