Garber Preschool Parent Information Guide

Garber United Methodist Church
4201 Country Club Road
New Bern, NC 28562
(252) 637-7339 Preschool Office Phone
Email: preschool@garberumc.com
Website: www.connect2garber.com

Garber Preschool is an active ministry of Garber United Methodist Church. The school is operated on a nine month schedule from the end of August through the middle of May. Our staff of professionally trained teachers and our limited class sizes assure parents of a quality preschool experience for their child.

Garber Preschool is open to all without regard to race, color, or creed.

FINANCIAL INFORMATION

The school is managed on a non-profit basis. Tuition is based on actual operating costs involved in providing the program then divided into 9 equal payments for your convenience .

The **first tuition payment is due *NO LATER* than July 15** of the current year. The annual per child **supply fee is due *NO LATER* than August 15.** The remaining eight payments are due by the first of the month from September through April. To keep costs down, bills are NOT sent to parents.

Unless other arrangements are made with the Director, a $10.00 LATE FEE will be assessed if tuition payments are not received by the tenth of the month.

Checks should be made payable to **Garber Preschool**. They may be left in the box on the Director's desk or mailed to the church address. Please do not give tuition payments to your child's teacher as this may delay recording your payment. Cash payments should be given directly to the Director. Please DO NOT leave cash payments in the box. A written receipt will be issued for cash payments. Due to banking fees imposed on the preschool there will be a $20.00 fee for each check returned for Non sufficient funds.

Tuition payments must be made regardless of the absence of the child, such as for illness, family vacations, or scheduled school holidays or vacation periods. Parents must keep current with payments or it may be necessary to discontinue services.

Parents must give the school ***four weeks notice when a child is withdrawn*** so that the child and the class can be prepared for the change and another child enrolled. If four weeks notice is not given, parents will be responsible for payment for this time period. In most cases we do not fill vacancies created after March of any given school year therefore, children withdrawn late in the school year are expected to have their fees paid in full.

A registration fee is payable when a child is enrolled for the first time and for each succeeding year the child is enrolled. The preschool has a discounted registration fee for families with more than one child enrolled in the program. This registration fee is NOT refundable unless the class in which the child is enrolled is canceled or the family moves from the New Bern area before the school year begins.

A current tuition and registration fee schedule is available at the time of enrollment and included in the registration packet.

ENROLLMENT INFORMATION

Registration for the next school year begins in the spring with a 4 day registration period. The first two days of the registration process are set aside for currently enrolled families to register. On the third day priority is given to Garber Church members for registration. Registration is open to the community on the last day. Registration proceeds until all classes are filled. Waiting lists are started for classes once they are filled.

Applications for enrollment are taken on a *first-come-first-served basis*. This method is used for both currently enrolled families registering their child for the next school year as well as for newly enrolling families when enrollment is opened to the community.

A child must reach the minimum class age by August 31 of the current year to be eligible to enroll for that class.

The child's **Emergency Information** form must be completed, notarized and returned to the school before the child may enter. This form will be given out on Parent Night and during the Children's Open House. Notaries will be available at those times. **Health Statements** must be completed and returned to the school by the end of the 2nd week of school.

A Health Statement form is attached to this packet.

We encourage parents who are considering enrolling their child in our school to come by for a visit. We suggest that you call first to make sure that the class you want to visit will be on the grounds that day.

PROGRAM INFORMATION

The Transitional Kindergarten class begins at 8:00 AM and Preschool classes begin promptly at 9:00 AM and end promptly at 12:00 PM each day. It is important that your child be on time to avoid missing or disrupting any planned activities that have begun. It is equally important that your child be picked up on time. Your child will become anxious if picked up late and our staff members have other obligations after school.

Help us keep the children safe by **always** walking your child to and from the classroom. When walking through the parking lot and courtyard, please make sure you that you **hold your child's hand** or have visual contact at all times. Make sure that the teacher knows when your child arrives and leaves the school. Please park in the designated parking spaces in the church parking lot and NOT by the curb.

Written authorization is required if your child is to go home with anyone other than you. The school does not provide transportation, but we will help you find other parents with whom to form a carpool.

Please dress your child for play and for the weather. Creative art experiences and outdoor play can be messy. Slacks, jeans, and easily laundered tops are appropriate for both boys and girls. Sandals are dangerous during large motor play, so chose **closed-toe shoes**. As fashions change, certain items of clothing may be unsafe for preschool play and restriction imposed based on age levels. Please clearly ***LABEL*** all outer garments with your child's name.

Except for toys that may be needed during the first few days of school to ease the transition from home to school, we ask that you leave your child's toys at home or in the car. This may require a daily pocket check from you. We realize that children in the younger classes may need their security items longer than the first few days only.

We do not allow toy weapons, money or gum and candy at school.

Books and items related to the theme being studied are always welcome. Check with your child's teacher. Please label such items, plan to make them available for more than one day if possible, and be aware that many little hands will want to touch and share any objects brought from home.

If your child loses an article of clothing or some other item, please check with your child's teacher.

Toileting: Toddlers and 2 year olds- Parents of a child who is in diapers or pull-ups are expected to supply the school with two disposable diapers/pull-ups each day the child attends. For those who are out of diapers, but prone to an occasional "accident", it is a good idea to leave a complete set of clothes at school or include them in a backpack with your child each day. Remember socks!

3, 4 and 5 year olds- Children in the 3, 4, and 5 year old programs are expected to be toilet trained. These classrooms are not equipped with changing areas. A child will not be denied enrollment because he/she is not

toilet trained as long as the Director is informed of the *medical reason* or *developmental delay*. ***All*** children enrolled in five-day programs ***must*** be toilet trained. Remember, for an occasional "accident", it is a good idea to leave a complete set of clothes at school in a backpack with your child each day. Remember socks!

Snacks: Parents are asked to provide ***nutritious*** snacks on a rotating weekly basis. Your child's teacher will set up the snack schedule for her class and distribute it to the parents. You will be expected to bring servings from the ***fruit or vegetable food groups*** in either a solid or juice form and servings from one of the other food groups: ***bread/cereal, dairy, or meat/meat alternate.*** We will be glad to offer you snack ideas that the children enjoy or snacks that we have not eaten in a while. Just let us know when we can help you in this way. **Please remember:**

- **DO NOT BRING SUGARY SNACK OR DRINK.**
- **DO NOT SEND FOOD UNLESS IT IS YOUR ASSIGNED SNACK DAY AND THE FOOD MEETS OUR HEALTHY STANDARDS.**

We ask that the snack you provide be here by 9 AM and that it is ready to serve. This will allow the classroom assistants more time with the children and less time in the kitchen preparing snack. If the snack you have provided does not meet our guidelines and you can not provide a different snack in time, the preschool will purchase a snack for you and bill you for the snack plus a $5.00 preparation fee. The preschool provides the cups, napkins, plates, and spoons for each day's snack.

Birthdays: Birthdays are celebrated during snack time. We prefer to **serve our regular nutritious snack everyday**. Speak with your child's teacher about ways you can make it special with napkins, cups, hats, etc. Your child's teacher will add stories, songs, and extra TLC to make this time special for your child. To add to this special day, you may donate a favorite book to the school. An adhesive plaque will be inserted in the book stating your child's name, date of birth and reason for the gift. If you would like to read this book to your child's class, please make arrangements with the teacher.

Closings: Whenever Craven County Public Schools close, the preschool will close. If Craven County Public Schools have a two hour opening delay due to inclement weather, we will open at 10:30. If the county schools open one hour late, the preschool will open on time. School days missed due to closing **will made up** following the Public School Calendar. However, we will not make up days that fall on weekends, Thanksgiving, Christmas or Easter Break.

Field Trips: Garber Preschool incorporates field trips into the curriculum to broaden each preschooler's hands on experiences. The frequency and duration of these excursions are determined by the age and maturity of each class. Garber Preschool does not own a means of transportation for the children; therefore volunteer drivers are needed. These drivers will travel caravan style to the destination with the classroom teacher in the lead car. These drivers are expected to supervise several children as assigned by the teacher while they are traveling to and from school and while they are at their destination. Parents are **not to bring siblings** or other children on the field trip. These trips are designed to be classroom type experiences, in which the children learn to function and move as a group. All children are expected to have an appropriate car restraint system (including any necessary locking clips for car seats). The law now reads that all children under 5 or weighing less than 40 lbs. All children must be in a car seat. All parents can not drive on all field trips and classroom teachers will arrange parent chaperones. The teacher will let all volunteers know if their help will be needed. Parents should not volunteer if they can not arrive at school by the departure time or if they must leave early. All parents must sign a permission slip or their child will not be allowed to go on the field trip and should be kept at home during that time. More detailed Field trip guidelines are available on our website.

Early Risers: Early Risers can begin arriving at 7:50 in the morning. It is available for in our Toddler class and older. There are 2 providers each day and the cost is $4.00 per morning per child (regardless of drop off time), **Any child left in the Conderman Building prior of 8:50 will be charged the $3.00 fee.** There will be a roster in the Conderman Building and each child must be signed in by a parent upon arrival.

A child may arrive with a simple nutritious breakfast and drink. Make sure all belongings are clearly labeled so that we can ensure they take them to class with them. If you are dropping off a child **prior to 8:30,** you may park along the playground area. However, for the safety of the children after that time you must park in the front parking lot. The drive may be blocked with playground set up after that time as well. If violation of this rule becomes a problem and interferes with setting up the playground, we may have to re evaluate this policy.

You will receive a statement after the 15th each month with payments due by the 10th. Payments for before school care are to be made separately from tuition payments for book keeping purposes.

Drive Through Drop Off: Please use the following procedure for drive through drop off.

1. You will enter in the last driveway cut by the fire hydrant and go around the rear of the education wing. A teacher will direct you where to stop.
2. Staff will be available at the rear entrance just before the playground and at the Conderman Nursery Building to assist your child in exiting the car.
3. Additional staff will be available to direct your child into the building and to the appropriate classroom.

What you need to do to participate:

1. Your child's **belongings** should be beside him in the seat or on the floor directly beneath his feet.
2. You are to stay in your car.
3. Seat your preschooler on the **rear passenger side** of the car whenever possible.
4. If your child is capable, encourage her to unbuckle from the car seat while you wait for assistance. If your child can not unbuckle and you can unbuckle the seat without getting out of the car do so. Otherwise, we will assist you in that when your child is helped out of the car.
5. When you enter the parking lot please stay alert, drive slowly and do not use your cell phone.
6. **Always wait** behind cars stopped in front of you unless directed to go around by Preschool Staff. There are 2 stops Older Preschool building and Conderman Building.....NO PASSING!

Our drive through drop off is only available from **8:50 to 9:05.** After that children will be going on the playground and the drop off lane will be closed. If you pull up at 9:03 and there is a line and no way that you will be at the front by 9:05 please park and walk your child into class.

Drive through Drop off is not available for children in Mother's Morning

Lunch Bunch: Lunch Bunch is available on T-F from 12:00 to 1:30 to our children in the Toddler Class and older.

It costs $6.00 per day and be billed after the 15th of each month with payments due by the 10th. You may include payment with your tuition check. Simply note the amount and purpose in the memo line.

You are to send your child with a lunch boxed lunch, drink and all. Make sure your child's name is clearly marked on the outside of the lunch box. We will not provide refrigeration so be sure to include a freezie if one is needed. You may sign up in advance via email to the preschool or by note or phone. Any children left at preschool after 12:10 will be taken to lunch bunch unless we hear from you that you are on your way to the Preschool.

If you run into an unexpected situation we will provide lunch for your child at an additional fee of $2.00/per lunch.

Pick up will be in the Conderman Nursery Building no later than 1:30. Weather permitting the children may be on the playground.

If you are late picking up the fee is $1 per minute per child.

Cameras: Our classrooms are equipped with security cameras. These have been installed as a safety precaution for our staff and your children. At no time will these recordings be made available for viewing on internet or websites. However, they may be viewed by staff and parents for anecdotal observations.

HEALTH AND SAFETY INFORMATION

Please be sure to indicate on the Health Form any known allergies or other health problems that your child has. We also appreciate hearing about these concerns directly, so please mention them to your child's teacher.

Your child may be sent home if (s)he appears to have symptoms of illness during the morning. In such cases, your child will be isolated from other children and you will be contacted.

It is very important to keep all home, doctor and emergency phone numbers current. Contact the Director with any changes immediately.

We expect you to keep your child at home if there are signs of:

- a cold (especially the first few days)
- a heavy non-clear nasal discharge
- a constant cough
- an elevated temperature (100 degrees or higher) without fever reducing medication during the past 24 hours
- 2 or more vomiting or diarrhea episodes in the last 12 hours
- inability to participate fully in the daily preschool activities

- a communicable disease

Please inform us if your child does have a communicable disease so that we and other children's parents can be watching your child's classmates for symptoms.

In case of an accidental injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call the child's doctor. If necessary, we will also call an ambulance. The Director or assistant will be in charge and make all decisions about the care of your child. You will be expected to assume any and all financial responsibilities as a result of the injury.

DISCIPLINE INFORMATION

The goal of discipline in our program is to help children develop their own self-control. Our intention is to provide a secure and comfortable environment where children are guided by fair, clear and consistent limits that are calmly maintained.

The child's emotional needs and feelings are respected and, therefore, we use techniques that are positive and are based on appropriate developmental practices. Techniques such as distraction, redirection and modeling of appropriate responses are used with the youngest children we serve. As children mature, we add more and more language to these approaches, we help them label their feelings and learn to express these feeling in words appropriately. Problem solving, discussion and implementation of natural and logical consequences for inappropriate behavior are incorporated as children's cognitive abilities reach this level. Other techniques we use are noticing positive behavior, preparing a safe and stimulating environment, preventing inappropriate behavior, offering choices, and helping children gain control in a non-threatening and non-humiliating atmosphere.

Discipline is handled on an individual basis and we attempt to match the technique we use to the child and the situation. In our efforts to guide and to help children understand their own behavior, we encourage the development of respect, trust, honesty, and empathy.