



*Little Chapel on the Boardwalk
Preschool
Parent's Handbook*

Mission Statement

Little Chapel on the Boardwalk's Preschool program's mission is to reach out to the children and families in our community and to educate them about our Christian faith and values. We strive to meet the developmental and educational needs of the whole child. We will help our children grow to their highest potential physically, intellectually, emotionally, socially, and spiritually. Our goal is to meet each child's individual needs in our safe, warm, caring, and nurturing environment as we prepare them to be successful individuals.

Welcome

We are very excited about welcoming you to our Little Chapel on the Boardwalk family. This will be the third year of our preschool program and we are so happy to have the opportunity to minister to your children in our warm and caring environment. Children will engage in self-directed activity, hands-on learning and collaborative play that will nurture each child's individual strengths and interests. We look forward to this journey with your child that will have an everlasting impact to their future.

Thank you and blessings,

Preschool Committee Members:

*Joyce Bradley
Jane Hughes*

*Marcia Rabun
Sylvia Solley*

Admissions Policy

Children will be enrolled based on their age as of August 31st of the current school year. To enroll in our program children must be between 3 and 5 years of age and be potty trained.

Admissions are based on a priority list as follows:

- 1) Currently enrolled children
- 2) Siblings of currently children
- 3) Little Chapel Church Members
- 4) Wait List

Once these priorities are met, we offer the remaining spaces to children according to the date in which they were placed on the waiting list.

Schedule

Monday, Wednesday, Friday	9:15-12:15	\$175.00 monthly
Monday thru Friday	9:15-12:15	\$260.00 monthly

Financial Arrangements

Registration Fee: \$75.00 per child (non-refundable)

A registration fee is charged any time during the year when a new student is accepted. This is separate from the monthly tuition.

Payments will be made to the Director on the first of each month starting September first and no later than the seventh of each month. A late fee of \$20.00 will be charged for payments received after the seventh. Any returned checks will need to be paid in full in cash. Any bank fees will be the responsibility of the person who wrote the returned check and will need to be paid in cash along with the tuition.

*A student's tuition must be paid in full for the previous month before the student may continue the following month. *

Tuition is not based on attendance; therefore, no reduction can be made for holidays, vacations or time missed by students. In case of extended absence for any reason, tuition must be paid if the child's place is to be held. A 30-day written notice is requested for withdrawal and tuition payments are non-refundable.

*Please understand that we are a non-profit organization and our budget is based on the projected income of each student.

Calendar and Late Openings/Early Dismissals

Little Chapel on the Boardwalk Preschool will follow the New Hanover County School Calendar with a few exceptions (Please refer to Little Chapel's Preschool Calendar). When the county schools are closed due to severe weather, Little Chapel on the Boardwalk Preschool will be closed. When the New Hanover County Schools open one hour late, Little Chapel on the Boardwalk Preschool will open one hour late as well. If county schools open two hours late Little Chapel on the Boardwalk Preschool will be closed.

Arrival and Departure Procedures

Please arrive to preschool between 9:15am and 9:30am. Upon arrival please enter through the second entrance to the church parking lot and proceed to your right following around to the front side of the building. The first vehicle will stop under car port and the remaining vehicles will stop behind the first vehicle. The teacher will be at the church door at 9:15 am to get your child out of your vehicle. The next vehicle will then pull forward as the vehicle in front of you leaves. If you arrive to school after 9:30am, please walk your child to their classroom.

For departure, we will follow the same procedure. Pick up time will be 12:15pm. Please be on time to pick up your child as the littles ones get anxious if they are left waiting. It is very important that we have a complete list of people who can pick up your child from school. If a person is not on your list, we cannot release that child to them. If there are any changes please provide that person's name in writing to the teacher.

Snack

Please provide a small nutritious snack such as fruit, vegetables cut into pieces, crackers, cheese, pretzels, yogurt etc. Water, napkins, and cups will be provided. You will be notified at the beginning of the school year of any specific allergies in the classroom so you may plan accordingly.

Personal Items

*Please do not send your child to school with toys or personal items unless approved by the teacher.

Clothing

When choosing your child's clothing, please plan accordingly. The children will paint, glue use markers, etc. Your child will be happiest wearing comfortable play clothes. Additionally, they will be climbing and running on the playground so please make sure that they have proper enclosed shoes. Safety at our school is a priority.

All articles of clothing should be clearly marked with your child's name. A complete change of clothing in a zip lock bag should be sent to school to keep in case of accidents/spills.

Parent Visitation

Parents are always welcome in our classroom; however, we do request that arrangements be made with your child's teacher prior to a visitation to allow for consistency in the classroom. Teachers are busy during the day meeting the daily needs of their students. If you need to talk with your child's teacher about your child's progress or concerns please schedule a teacher conference to talk with your child's teacher outside of the classroom.

Conferences

We do request that the children's routine not be disturbed by unscheduled conferences. We ask that you do not attempt to hold conferences during arrival and departure times. If you would like to discuss something with your child's teacher, please email the teacher and schedule a conference.

Birthdays

Children may bring in some pictures of themselves from newborn to current age to share their life story with the class. If your child wishes to share a birthday treat with the class, please notify your teacher in advance. The treat will be given out as the students leave for the day.

Please do not send birthday invitations to school unless all the children in the class are invited.

Discipline

At Little Chapel on the Boardwalk Preschool we believe all children should be treated with love and respect. We communicate with them in a positive, non-threatening and understanding manner.

Health Requirements and Concerns

An up to date shot record is required of all children enrolled in our preschool. There are no exceptions. By the first day of school, children must have received all of the immunizations required for their age.

Information about allergies should be in writing on your child's health information sheet. Please report any changes or additions in writing.

If your child needs to be excused from normal activity, we must have the information in writing.

If your child is going to be absent, please call the Preschool Director and let them know.

Please keep your child home if they are behaving in a symptomatic way (lethargic or irritable), have a temperature, have yellow-green nasal discharge, sore throat, ear ache, rash, diarrhea, nausea or have been vomiting.

Please make sure that your child has been symptomatic and/or fever free for at least 24 hours.

Little Chapel Preschool is not prepared to administer medication to any child.