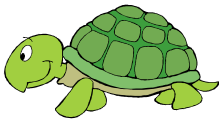




## **2011-2012 Handbook**



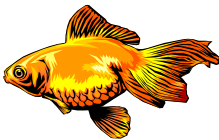
Turtles



Frogs



Lambs



Fish



Lions



Bears

# Triangle Presbyterian Preschool & Kindergarten Handbook

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# Triangle Presbyterian Preschool & Kindergarten Handbook

## I. Philosophy

### The philosophy of Triangle Presbyterian Preschool & Kindergarten is:

- To provide a Christian atmosphere where our children can grow and develop at their own level of maturity and ability.
- To offer parents an opportunity to work with their own and others' children in a school setting and to provide an atmosphere where the parent can become an active part of the child's learning.
- To lay a sound foundation for social and spiritual growth.
- To foster the development of motor, intellectual, emotional, and social skills, each skill being equally important.
- To foster the development of these skills with a "learning through play and experience" approach.

## II. Objectives

### The objectives of Triangle Presbyterian Preschool & Kindergarten are:

- To create a gentle environment in which parents can work with their own and others' children under the guidance of a trained teacher who brings consistency to the program.
- To operate a participation school at a low cost consistent with the maintenance of a quality program.
- To provide the community with a not-for-profit program for the benefit of young children and their families.

## III. Administration

- **Triangle Presbyterian Church Session**  
Triangle Presbyterian Preschool & Kindergarten is an entity of Triangle Presbyterian Church. Ultimate oversight of the school lies with the session.
- **Triangle Presbyterian Preschool & Kindergarten (TPPK) Board**  
Policy decisions about the school are made by a committee (drawn from church members and former preschool parents), chairperson and/or co-chairs, director, Director of Children's Ministries of Triangle Presbyterian Church and a teacher representative. The TPPK Board meets regularly year-round.
- **Director**  
The director reports to the TPPK Board year-round. The Director is on-site Monday thru Thursday and some Fridays.
- **Lead and Staff Teachers**  
The teachers are hired by the school and the church to be responsible for the educational development and well-being of the children. The adjustment and development of a child are matters of private concern between the child's parents, the child's teacher and the lead teacher. Staff teachers are responsible to and work in conjunction with the lead teacher and the Director.

## IV. PARENT PARTICIPATION

### A. Classroom Participation

As stated in the parent contract, enrollment in TPPK requires a parent for each child to assist in the classroom (exception Kindergarten) as a teacher's aide on a rotating basis throughout the school year. In addition, parents are required to drive on all field trips.

## 1. Assisting Day Responsibilities

To best benefit the teacher and the students, TPPK strongly encourages a parent or other individual familiar with the daily school routine to assist in the classroom.

On your assisting day, please:

- Review *Appendix II - General Assisting Guide* of this handbook,
- **Be in the classroom no later than 8:45 a.m.** (park in back lot).
- Bring a nutritious snack for the class. (**No open snacks!**) Water will be served to drink.
- Clean up after school. Always take out trash and replace trash bags, clean tables, sweep and/or vacuum floors, clean bathrooms, and refer to the checklist given by the teacher for additional duties. After fulfilling these responsibilities, sign the checklist and give it back to the teacher. This takes approximately 20 minutes after class time has ended.
- **Do not** bring non-enrolled children into the classroom.
- Review the fire drill procedures in *Appendix I* of this handbook.
- Follow instructions on the assisting guide posted in the classroom.

Our school enjoys celebrating your child's birthday so expect to assist on or close to that date (noted with an (\*)) on the assisting schedule). If your child has a summer birthday, please discuss a "birthday day" with the teacher and communicate this date to the schedule coordinator.

## 2. Assisting Schedule Conflict Resolution

The assisting schedules are distributed to parents at least one month in advance. It is your responsibility to obtain a substitute if you have a scheduling conflict. Please feel free to call other parents from your class to trade assisting days since the school prefers a person familiar with the classroom routine to assist.

When you trade days or otherwise engage a substitute, please:

- Record the change on the master schedule located on your child's class bulletin board so the teacher will know whom to expect.
- Notify the teacher in advance if the substitute is unfamiliar with the daily classroom routine - this may affect her plan for the day.
- Understand that you must still assist a fair number of days over the course of the school year.
- Understand that failure of the scheduled parent or substitute to appear will result in a fine as outlined under the Nonconformance Policies section of this handbook.
- In extreme emergencies the Director may be contacted to get an approved sub. The substitute fee will be paid by the requesting parent.

An Assisting Preference Request form is available for ongoing scheduling conflicts, such as pregnancy. Last minute problems should be directed to the Director, not the teacher.

## 3. Parent Volunteer Positions:

Each year, a parent must fulfill a job volunteering to help with a special activity during the school year. Your regular assisting days in the classroom **do not** count towards your parent volunteer position. Below are the opportunities available. Sign up at Parent Orientation.

Areas to volunteer:

- Room Parent
- Picture Orders
- Scholastic Book Orders
- Set up and clean up for all school celebrations
- Food prep for the morning of all school celebrations
- Set-up Crew

- Clean-up Crew
- Food Crew
- Festival Crew
- Childcare Crew
- Garden Committee
- School Photographers
- School Historians
- Fundraising Committee
- Supply Closet Organizers

You will also receive email reminders throughout the year. Sign up will be on Parent Orientation night in August. When you complete a volunteer activity, please fill out a "Parent Commitment Opportunities" form found on the bulletin boards outside of your child's classroom. Then place this form in your teacher's mailbox (found in the director's office) for verification.

#### **4. Field Trip Responsibilities**

- Every parent will drive his/her child or make arrangements with another parent to take his/her child on the field trips. Sign a blanket permission form at the beginning of the school year.
- TPPK reserves the right to cancel any field trip.
- Occasionally provide payment for your child if additional fees are required (CHECKS only please). The field trip budget amount is only used for enrolled children. Parents, siblings, friends and grandparents will be charged to attend field trips.
- If there is an additional fee at the venue, parents, siblings, friends, and grandparents will be charged to attend field trips.

### **B. Nonclassroom Participation**

#### **1. Orientation**

In late summer, you will be notified of the date and time of the MANDATORY parent orientation meeting. General rules and policies will be explained and volunteer opportunities will be discussed. The teachers will be introduced and be available to discuss questions and concerns. Please do NOT bring children to this meeting.

#### **2. Parent/Teacher Conferences**

Individual teacher conferences are scheduled in the fall (telephone conference) and late winter (face to face conference) for preschool classes. The Kindergarten class will hold face to face conferences in October, January and the end of the year. Please remember it is difficult and often inappropriate to discuss your concerns with the teacher during the school day (including just before and after school). Other appointments may be scheduled with or by the teacher or Director as desired or as necessary.

#### **3. "Share A Talent" Opportunities**

The teacher may request that you come into the classroom to share or help as you indicated on the Parent Talent Sheet.

#### **4. Helping Your Child Adjust**

Approach your child's school experience POSITIVELY! Focus on the exciting things to be learned and the new friends to be made. It is usually best NOT to remain with your child; leave promptly after a kiss and a smile. Let the teacher know if your child is showing signs of unhappiness or if a problem occurs which may affect the child's behavior. There may be days when your child does not want to attend, but it is best to stay with his/her routine. Continue to be positive during these times. If there is a problem, it usually works out in a few days!

## V. POLICIES AND PROCEDURES

### A. Security

Doors/entrances will be locked at 9:45AM for safety purposes. To gain access to the school after this time, the school entrance where there is a door bell should be used.

### B. Background Checks

We perform background checks on all of our parents annually because they serve as assistants within the classroom. Your registration fee covers the cost of two background checks for the parents of the enrolled child. If there is another adult who will assist within the classroom (aunt, uncle, grandparent, and/or childcare provider) you will have to pay an additional fee to cover additional background checks.

### C. Health and Sickness Policy

All children attending TPPK must have proof of up-to-date immunizations in accordance with North Carolina Health Department recommendations. **A child who has not been immunized and/or has not turned in a completed TPPK Medical Form will not be admitted to Triangle Presbyterian Preschool & Kindergarten.** There will be no exceptions to this policy. All students must submit a medical form each year.

If your child needs medication during the course of the school day, it is your responsibility to administer this medication. Neither the teacher nor the assisting parent will administer medication. If your child is on medication that may affect his behavior, please note this on the daily log.

The teacher reserves the right to send a child home from school or not admit him to class on any given day. If in doubt, please call the teacher prior to school as this might save you an unnecessary trip. If your child will be late or absent, please notify the school.

Special note for the 2½ - year-old classes:

Please keep a disposable diaper in the zip lock bag in the child's backpack if needed during the school day.

**Please refer to the exclusion chart on the following page for specific guidelines about when a sick child may return to school.** This chart is also posted in or outside each classroom for reference.

### D. Diaper Changing Procedure

Triangle Presbyterian Preschool & Kindergarten has adopted the following diaper changing procedures to reduce the spread of infectious disease. Please note, children in 3 and 4 day classes need to be potty trained before entering school. These procedures are also posted over the changing table located in Room 108 and 109. If you have any questions about these procedures, please check with the teacher.

#### Triangle Presbyterian Preschool & Kindergarten Diaper Changing Procedures

1. Check the child's diaper bag for a fresh diaper (use disposable diapers only).
2. Put on disposable gloves provided. Please wear a fresh pair for each diaper change.
3. After use, spray changing table with Lysol.

## EXCLUSION SYMPTOMS

One of the best ways to prevent the spread of disease within your child care facility is to be aware of the warning signs of the presence of disease in children or caregivers. The American Academy of Pediatrics and American Public Health Association recommend that any child who demonstrates the following signs, symptoms or diseases should be excluded from attendance, or should be sent home when they develop:

<b>When these Signs, Symptoms or Diseases Appear</b>	<b>You Should Exclude Child Until</b>
Any fever above the child's normal temperature with behavior changes or other symptoms of illness	Temperature is normal when unsuppressed by aspirin or aspirin substitutes for 24 hours
Unusual lethargy, uncontrolled coughing, irritability, constant crying, difficult breathing, wheezing or other unusual signs	Doctor indicates that it is OK to return
Diarrhea – increased number of unusually loss stools	NO diarrhea for 24 hours
Vomiting – 2 or more times in 24 hours	NO vomiting for 24 hours
Strep throat or other streptococcal infection	Until 24 hours after initial antibiotic treatment and cessation of fever.
Head lice (Pediculosis)	From the end of the child care day until after the first treatment
Hepatitis A Virus	Until 1 week after beginning of illness, jaundice (yellow skin, and eyes), or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin has been administered to appropriate children and staff members.

\*This chart was developed from materials found in Caring for Our Children (2002).  
Published by the American Public Health Association and the American Academy of Pediatrics.

# Common Infectious Diseases in Preschool and Early Childhood Age Children

General guidelines. For more information, talk to your healthcare provider.

Disease	Description/Symptoms	Incubation Period*	Infectious Period**	Prevention and Control
Chickenpox (Varicella)	Caused by a virus. Sudden fever, tiredness, skin rash. Rash begins as a small blister. Leaves a scab in 3-4 days.	11-20 days	Up to 5 days before rash appears until all skin lesions have crusted (usually 5-7 days).	Spread by direct contact with blisters, sneezing or coughing. <ul style="list-style-type: none"> <li>Isolate children until lesions have crusted (5-6 days after first outbreak). People who have not had chickenpox should be considered infectious from 10-21 days following exposure.</li> <li>Vaccine available</li> </ul>
Cytomegalovirus (CMV)	Caused by a virus. Often no symptoms. Most severe form occurs in fetuses and newborn babies. Very common in childcare settings.	Not known for certain. Possibly 3-12 weeks after exposure.	As long as virus is present in urine or saliva. Possibly months or years.	Spread by contact with infectious body fluids. <ul style="list-style-type: none"> <li>Use proper handwashing to eliminate need for long-term exclusion from school.</li> </ul>
Fifth Disease (Parvovirus)	Common, mild viral illness. Bright red rash on cheeks. May spread to arms, legs and chest. Rash may get brighter if the body is warm. Fever in 15-30% of patients. Sometimes causes achy joints	4-20 days	1-3 days prior to onset of rash.	Primarily spread through drainage from nose and throat. <ul style="list-style-type: none"> <li>Use proper handwashing.</li> </ul>
Hand, Foot and Mouth Disease	Viral illness. Fever, sore throat, sores inside the mouth, and rash that may appear on the hands, feet buttocks or face. This is not a disease that affects cattle. <b>Generally not a serious illness.</b> Most adults are probably immune.	2-5 days	During the symptoms and for several weeks after. No need to exclude child from daycare unless too sick to participate. Exclusion will not stop spread of illness.	Spread through contact with secretions from nose and throat, and from stool. <ul style="list-style-type: none"> <li>Wash hands after handling body secretions.</li> <li>Cover nose and mouth when sneezing.</li> </ul>
Impetigo	Bacterial skin infection with honey-crusted sores around mouth, nose, arms or legs.	5-10 days; longer in some cases.	Until sores are completely healed or until treated with antibiotics for at least 24 hours.	Spread by contact with infected person (who may or may not have lesions). <ul style="list-style-type: none"> <li>Exclude child from child care or school for at least 24 hours after appropriate therapy and child has no fever.</li> </ul>
Meningitis	Inflammation of the lining of the brain and spinal cord. Often caused by bacteria or viruses. High fever and chills, stiff neck, headache, vomiting and sometimes rash, coma and seizures.	Varies according to cause.	Varies according to cause.	Spread by contact with discharge from nose and mouth or by coughing and sneezing. <ul style="list-style-type: none"> <li>Use proper handwashing practices.</li> <li>Avoid sharing cups and tissues.</li> <li>Essential to see a health care provider for treatment.</li> <li>Vaccines available: HIB for haemophilus B meningitis; PCV 7 for pneumococcal meningitis; and MPSV 4 for meningococcal meningitis.</li> </ul>

\* Incubation Period: When illness occurs after being exposed.

## Common Infectious Diseases in Preschool and Early Childhood Age Children

General guidelines. For more information, talk to your healthcare provider.

Disease	Description/Symptoms	Incubation Period*	Infectious Period**	Prevention and Control
Pertussis (Whooping Cough)	Caused by a bacteria. Cold-like symptoms for 1-2 weeks with a cough gradually becoming more severe. Spasms of cough with vomiting after coughing spells. Cough spells can last for 1-6 weeks or longer.	Usually 7-10 days, rarely as long as 42 days	For approximately 4-5 weeks, during initial cold-like symptoms and up to 3 weeks after coughing spells began.	Easily spread by coughing, sneezing or close contact. Wash hands and cover coughs and sneezes. Appropriately dispose of used tissues. Non-infectious after 5 days of appropriate antibiotic. Vaccine available.
Pinkeye	Common infection caused by bacteria or virus. Irritated, watery eyes, swollen lids and a clear or yellow discharge that makes eyelashes sticky. One or both eyes may be affected.	Viral: 12 hours – 12 days Bacterial: 24-72 hours	Viral: while symptoms are present. Bacterial: until 24 hours after effective treatment has begun.	Spread by contact with discharge or with fingers or contaminated objects. <ul style="list-style-type: none"> <li>● Avoid touching eyes.</li> <li>● Use proper handwashing.</li> </ul>
Pinworms	Caused by small worm in the intestine. Signs include bottom itching (rectal), especially at night.	2-6 weeks	Usually about 2 weeks.	Spread by transfer of pinworm eggs from rectum to mouth of another person; also by contact with objects contaminated with eggs. <ul style="list-style-type: none"> <li>● Wash hands, bedclothes and toys.</li> <li>● See health care provider about treating exposed persons.</li> </ul>
Ringworm	Caused by a fungus, not a worm. Signs include small, reddish, scaly circles on body or scalp that may spread. On scalp may cause hair loss and mild to severe redness and scaling.	4-10 days	While lesions are present.	Spread by direct contact with infected humans, animals or soil, or indirectly by contact with contaminated combs, brushes, headgear, towels, bedding or clothing. <ul style="list-style-type: none"> <li>● Apply antifungal medicine to affected area and keep covered. (Some medicines are in drug stores without a prescription—ask a pharmacist.)</li> </ul>
Roseola	Viral illness occurring most often in spring and fall. Abrupt onset of high fever for 3-7 days. The fever abates followed by the appearance of a rose-colored rash on the chest, abdomen, face and extremities that lasts for a few hours to 48 hours	5-15 days	Unknown.	No effective way to prevent. Exclude child while fever present but not necessary during the rash stage. Careful handwashing.
Scarlet Fever	Caused by bacteria. "Sandpaper" rash, bright red tongue and red, swollen lips.	1-3 days	Usually until person has been treated with antibiotics for 24 hours.	Spread through contact with discharge from nose and mouth. <ul style="list-style-type: none"> <li>● Use proper handwashing.</li> <li>● Treated with antibiotics.</li> </ul>
Strep Throat	Caused by bacteria. Infection with sore throat and fever.	1-3 days	Usually until person has been treated with antibiotics for 24 hours	Spread the same way as scarlet fever. <ul style="list-style-type: none"> <li>● Use proper handwashing.</li> <li>● Treated with antibiotics.</li> </ul>

\* Incubation Period: When illness occurs after being exposed.

\*\* Infectious Period: How long illness can be spread.

### C. Emergency Procedures

A first aid kit and CPR reference guide are kept in each classroom and taken on all field trips. If your child becomes ill during the day, you will be contacted and asked to pick up your child as soon as possible. If your child needs immediate medical attention, emergency assistance will be requested by calling 911 and you will be notified as soon as possible. Parents of children with special medical considerations should contact the Director to schedule an appointment to educate TPPK personnel about the child's specific needs. Remember to **update your emergency contact form when information changes!!**

### D. School Operation Policies

Our classes meet on the following schedule:

Turtles (2½-year-olds)	Mon. & Wed.	9:15 a.m. –12:00 p.m.
Lambs (3-year-olds)	Tues., Wed. & Thurs.	9:15 a.m. –12:15 p.m.
Frogs (3-year-olds)	Tues., Wed. & Thurs.	9:15 a.m. –12:15 p.m.
Fish (PreK)	Mon. - Thurs.	9:15 a.m. –12:15 p.m.
Lions (PreK)	Mon. - Thurs.	9:15 a.m. –12:15 p.m.
Bears (Kindergarten)	Mon. - Friday	9:15 a.m. –12:15 p.m.

Please arrive at **8:45** if you are assisting!

Please arrive for the school day **ON TIME!** Your child will miss a **BIG** part of their day if they arrive late.

Please call the church office, 544-2872, if your child is going to be absent.

#### 1. Arrival and Dismissal Procedures

Arrival: School begins at 9:15 a.m. for all classes. Please do not bring your child to school before then as the teacher is preparing the classroom and will not be available to greet your child. A parent or adult must accompany each child into the school building. If your child is riding home with someone other than yourself, indicate this arrangement on the daily log posted outside the child's classroom. We **DO NOT** take the child's word in this important matter, nor do we allow a child to leave with persons other than those approved if the teacher has not been notified.

Dismissal: School ends at 12:00 p.m. for the Turtles, 12:15 p.m. for the Lambs, Frogs, Fish and Lions, and Bears. A parent or adult must accompany each child out of the school building. If your child is riding home with someone other than a parent, the teacher will release the child only to the person designated on the daily log sheet (see Arrival Procedures).

#### 2. School Closings and Delays

TPPK will be **CLOSED** if the Durham Public Schools are closed. The director will decide on delays. We dismiss early if the weather gets bad and the Public Schools dismiss early. Email will be used to notify parents of closings. You may also check WRAL and WTVD television stations. **TPPK will not make up days or offer a tuition rebate because of school closings.**

### E. Discipline Policy

Unacceptable behavior comes in many forms, some more serious than others. At TPPK, we always strive to focus on the positive, but identification of negative behaviors is a starting point for being able to reduce and remove them from the learning environment. At TPPK, unacceptable behavior includes but is not limited to the following:

- Running in the hall; noisy or disruptive behavior in the hall or restrooms during class time
- Negative gestures (making faces, mocking others, rolling of eyes)
- Not respecting the personal space of others (body, desk, cubby, materials)
- Disruptive behavior which interferes with the learning of others

- Refusing to follow teacher directions or arguing with teachers and/or parent volunteers
- Exclusion (stopping someone from having friends or participating in an activity)
- Name-calling (based on gender, socio-economic status, appearance, disability, race/religion, ethnicity)
- Name-calling (“You’re mean”; “You’re stupid”)
- Maliciously taking things that belong to others
- Dishonesty/lying
- Threatening others with words or actions; bullying
- Pushing, hitting, kicking, grabbing others
- Swearing/Making obscene gestures
- Inappropriate touching or grabbing of other students’ bodies

A child who exhibits unacceptable behavior will first be redirected into positive behavior by first gaining his/her attention and eye contact. Should redirection be unsuccessful in terminating the unacceptable behavior, the child will be given a break from his/her peers; such a break will be utilized at the sole discretion of the teacher. If the child does not respond to redirection or a break, or if the child is a threat to other children, the teacher or assisting parent, or if the child is a serious disruption to the classroom, the following steps will be taken:

1. A conference between the parents, the teacher(s) and the Director will be called with written documentation of the problem(s) and the action plan to address those problems created at the meeting.
2. The teacher and/or the director will send a letter to the parents two weeks after this initial conference informing the parents of improvements or regressions.
3. The teacher will be in contact with both the Lead Teacher and the Director.
4. A follow-up conference will be held not more than four weeks after the first meeting should the child's behavior not improve.
5. Every reasonable effort will be made to resolve the situation within the context of the school; however, the school reserves the right to dismiss the child should these efforts, in the sole discretion of the TPPK Board, fail.

It is our desire to work closely with each family. Our teachers and Director are available and will help in any way possible. If you desire pastoral counseling, our pastors will be happy to meet with you.

## **F. Special Needs/Developmental Issues**

If a teacher believes that one of her students may need professional evaluation, the teacher, after consulting with the Director, will document the child’s behavior over a period of at least two weeks and review the documentation with the Director. If the Director and teacher believe professional evaluation is necessary, they will meet with the parents to discuss the matter and, if necessary, share the documentation with the parents. After receiving the parents’ input, the director and teacher will propose a preliminary plan of action including, if necessary, retention by the parents of an appropriate health care professional to evaluate the child. The parents shall contact the health care professional within one week of the meeting and schedule an evaluation appointment as soon as possible. The parents will promptly notify the director of the date of the appointment. The parents are responsible for paying all costs associated with any professional evaluation or related services.

In cases where professional evaluation is required and during the interval while awaiting the evaluation results, TPPK, at the discretion of the Director, may attempt to accommodate the child if this can be done without imposing an undue burden (e.g., a significant expense, disruption) or safety threat to the school program.

When a professional health care evaluation (including classroom recommendations and related information) is completed, the evaluation and related information shall be promptly provided to the Director and will be placed in the student’s school file. At the Director’s

discretion, a summary by the health care professional of the evaluation and recommendations may suffice. Once the evaluation and related information is received by the school, the director and teacher involved will review the information. The evaluation and related information and school documentation will be confidential, subject to review only by appropriate school staff and officials.

Following any evaluation review, the Director will determine if the school is in a position to retain the child in the school program, with or without modifications, considering the impact on the school program. If additional staff assistance or other accommodation is required to serve the child, the parents may be required to seek and/or pay for such additional assistance or accommodation. In some cases, TPPK may not be able to accommodate the needs of the child.

If the parents choose not to release the health professional evaluation and related information, to pay for necessary additional assistance or accommodation upon request, or to comply with any other related requirement or request, the Director reserves the right to discontinue the child's enrollment.

If the director determines the child cannot be accommodated or that the child must discontinue enrollment at the school, the parents may request review of such determination by the TPPK Board. To do so, the parents must submit, within seven days of the determination, a written request for review to the TPPK Board and provide a copy of such request to the Director. The decision of the TPPK Board shall be final.

## **G. Channels of Communications**

### **Parent concern about class/classroom activity:**

TPPK encourages parents to immediately address any concerns they have with their child's teacher, because all of TPPK's teachers strive every day to work closely with parents to ensure that both the child and the parents are having a great experience at TPPK. If, however, the parent feels that a concern is too sensitive to discuss directly with the teacher, then they should request a meeting with the Director in writing, stating the nature of the concern, so that the Director can be prepared to address any concerns at that first meeting. If the parent reasonably believes that his/her concerns have not been adequately addressed by the Teacher and/or the Director, then the parent should contact the TPPK Board Chair with his/her concerns.

### **Parent concern regarding registration, enrollment, or contract commitment:**

Any concerns about the foregoing topics should be addressed directly to the Director of TPPK. If the parent reasonably believes that his/her concern has not been adequately addressed by the meeting with the Director, then he/she should take his/her concern to the TPPK Board Chair. If the parent reasonably believes that his/her concern has not been adequately address by the meeting with the TPPK Board Chair, then he/she should take his/her concern to the Triangle Presbyterian Church Session for resolution thereof.

## **H. Nonconformance Policies**

TPPK is operated by persons who volunteer countless hours to ensure the quality experience your child receives at school. In return, we expect our parents to adhere to the rules and policies set forth in this handbook. In the rare event of nonconformance, TPPK has established, and will enforce, the following policies:

### Late Pickup:

Please realize our teachers have other commitments and will be inconvenienced to provide care for a child after hours. A late pickup fine is charged to parents for pickup of children after 12:05 p.m. for the Turtles, 12:20 p.m. for the Frogs, Lambs, Fish Lions, and Bears. The late pickup fee also applies to late pickup from Lunch Bunch. **This fine of \$10.00 per each 10 minutes late is payable that day.**

Assisting Parent Late Fee:

If the assisting parent arrives late for their assisting day, first time offenders will be issued a warning. **Second (and all subsequent) violations will result in a \$10.00 fine.** We recognize that things come up. Please call the church if you have an unexpected situation.

Assisting Parent No-Show:

Failure of either the scheduled parent or the substitute to show up will result in a \$30.00 fine to the negligent party. The school does not have anyone on-site to replace you! You will be called if you or your substitute fails to arrive at school as scheduled and you will be responsible for getting someone to assist that morning. This fine is payable upon the child's return to school. A second violation will result in the termination of the contract with the school.

Non-enrolled Child in Classroom:

If the assisting parent brings a non-enrolled child to the classroom, the parent will not be allowed to assist on that day, must obtain a substitute and will not have fulfilled the assisting responsibility. As listed under *Assisting Parent No-Show* above, a \$30.00 fine will also be incurred. This fine is payable upon the child's return to school. A second incident will result in the termination of the contract with the school.

Parent Volunteer Commitment Noncompliance:

In accordance with the Parent Volunteer Commitment outlined on page 2, parents are required to complete hours each semester. Failure to complete the hours will result in a \$100 fine at the end of each semester.

Late Tuition Payment:

Tuition is due by the first of each month. A wooden tuition box is located outside the Director's office. *Please only put checks in the locked box – no envelopes.* If the payment is not received by the 5<sup>th</sup>, a \$10.00 late fine will be assessed. Payment must be made by the 15<sup>th</sup> or the child will not be re-admitted until the tuition and late payment are paid in full. Late tuition payment recurrence will result in an additional \$10.00 charge for each month payment is late (i.e. \$10.00 for the first month, \$20.00 for the second month, \$30.00 for the third month). In case of short-term difficulties, TPPK parents are urged to make private arrangements with the Director. If tuition is outstanding for 30 days, the contract with the school will be terminated.

Returned Checks:

A fee of \$20.00 will be charged for all returned checks, consistent with the fees charged to TPPK by the bank. All future payments must then be paid by money order payable to TPPK.

**I. Enrollment Policy**

TPPK Board has set the following priority for admission into the school:

1. Returning students
2. Siblings of current students
3. Church members
4. General public

TPPK will have an in-house registration day early in the second semester, for returning students and siblings of current students. Please see "Tuition and Fees" for details on enrollment and/or waiting list fees.

**J. Visitor Policy**

Please talk to the teacher in advance about the best time for an adult family member to visit your child's classroom. They must stop by the Director's office, sign in, and receive a badge.

## **K. Clothing Policy**

Please dress your child comfortably for play. Clothes that are easily handled during bathroom time are appreciated by the teacher and child. Shoes with non-slip bottoms should be worn by all children to avoid accidents. Slick-soled shoes and flip-flops are dangerous on tiled floors and the playground. Mark all outer clothing for identification. We use washable paints and smocks but not all colors come out of all fabrics. Please dress your child (and yourself on assisting days) in washable clothing. Please send a change of clothing (including socks and underwear) in the bag provided for your child. A reminder to change to seasonal clothing will be in the newsletter.

## **L. Lost and Found Policy**

Teach your child to recognize his/her own things. Please label all outerwear, backpacks, and items brought in at the request of the teacher. Check with your child's teacher if an item is lost.

## **M. Request for Legal Intervention Policy**

Legal situations such as marital separation, divorce, child custody, etc. will not involve the TPPK staff unless the mental or physical well-being of a student is in jeopardy.

If testimony from a staff member is required, the preferable format would be:

1) a notarized statement, 2) an audio taped interview, 3) a videotaped interview.

Should it become necessary for a staff member to appear in the courtroom, the attorney requesting the appearance will be responsible for all necessary expenses including travel, lodging, meals, salary payment for the time away from school, reimbursement for a substitute to fill the vacated position, and any other expenses incurred by the staff member.

The Director is available to discuss any questions or concerns you may have about these policies and procedures.

## **N. Lunch Bunch Procedure and Sign Up**

Lunch Bunch is an optional after school program available to students of TPPK preschool classes (3 year and above). Students participating in the program bring their own lunch and stay for an extra hour. Pick up time for lunch bunch is 1:15 p.m. Please indicate the dates that your child will attend lunch bunch and return with payment by the date listed. Payment may be made with cash or check to TPPK by the deadline date. Any additions after that date must be paid in cash. Refunds are only given in the event of school absence or cancellation. The late pickup fee also applies to late pickup from Lunch Bunch. **This fine of \$10.00 per each 10 minutes late is payable that day.**

Please follow these guidelines when sending in lunch:

1. Include an icepack if perishable items are included.
2. Provide napkins and any utensils needed (plastic is fine).
3. We will not allow sharing of food due to potential food allergies.

**Note: If we have students with nut allergies, we will notify parents to not include any products containing peanuts or tree nuts in lunches.**

## **VI. PARENT - SCHOOL COMMUNICATIONS**

### **A. Bulletin Boards**

There are bulletin boards that will contain the monthly assisting schedule, field trip information and other notices are located outside each classroom. Information specific to the Lambs and Bears classes will be posted on the board outside of room 105. All school-wide information will be posted on all boards. It is your responsibility to check the board specific to your child's class every school day. Please check with the Director of TPPK before posting

anything on boards.

**B. Tuition/TPPK Board Communication Box**

There is a plastic box located outside the Director's office door (Room 104). Any written communication with the TPPK Board should also be placed in this box. The wooden box is for tuition checks only. *Please only put checks, no envelopes in the box.*

**C. Daily Log Sheets**

A daily log sheet is posted on a clipboard inside each classroom every day. If someone other than yourself will pick up your child or you would like the teacher to know something pertinent about the day (alternate phone number, medication that may affect behavior, etc.), please make these notations on this log. This is your morning communication channel with the teacher that will allow her to devote her attention to your child's needs as he or she arrives in the classroom.

**D. Cubbies/Backpacks**

Each child has his or her own "cubbie" that will accommodate the child's outerwear, completed projects, backpacks and all written communication to you from the school (including assisting schedules and monthly newsletters). **It is important that your child bring a backpack to school each day for transportation of his/her art projects and notices. Please check the backpack every school day since timely reminders may be inside.** Please check with the Director of TPPK before placing anything in student cubbies. No items should be placed in cubbies without the Director's permission

**E. Email**

Email will be used (to pass information quickly) in the event of school closings or other last-minute communications, from the Director. If you need to get in touch with the Director by way of email, she may be contacted at [nicolettegranata@trianglepc.org](mailto:nicolettegranata@trianglepc.org). If you do not have email, you will be called.

**VII. TUITION AND FEES**

Tuition and fees are reviewed and set by TPPK Board annually. Tuition is calculated by the number of class sessions per school year and divided into eight equal monthly payments. Please make checks payable to Triangle Presbyterian Preschool & Kindergarten (or TPPK) and place in the tuition box outside the Director's office. If you need a receipt for your tuition payment, please place a written request to the Treasurer in the tuition box. Please do not hand checks to teachers or to the Director.

**If for any reason the parent wishes to break the contract with TPPK, a 30-day written notice must be sent to the Director. Again, no portion of this tuition payment will be refunded for holidays, absences or school closings.**

**Regular Tuition:**

Tuition is due by the first of each month. If the payment is not received by the 5<sup>th</sup>, a \$10.00 late fine will be assessed. Payment must be made by the 20<sup>th</sup> or the child will not be re-admitted until the tuition and late payment are paid in full. Late tuition payment recurrence will result in an additional \$10.00 charge for each month payment is late. In case of short-term difficulties, TPPK parents are urged to make private arrangements with the Director. If tuition is outstanding for 30 days, the contract with the school will be terminated. No deductions or refunds are made for holidays, absences or school closings.

**Registration and Waiting List Fees:**

The school requires the nonrefundable registration fee (as specified in the pre-registration information) to be included with the application form. This fee does not apply to tuition.

The school requires a nonrefundable fee of \$10.00 to reserve a space on the waiting list if a class filled. Upon enrollment, the full registration fee is due.

**Reduced Registration:**

The \$100.00 registration fee is reduced to \$50.00 for the second child enrolling in the school. (Any additional children would also be \$50.00).

**May Prepaid Tuition:**

Deposit: An amount equal to one month's tuition is due at the time of application. This Deposit is a non-refundable payment intended to help defray the costs incurred by having a child withdrawn in breach of the Parent Contract.

**Supply Fee:**

A non-refundable yearly supply fee is due at or before orientation night. This fee covers basic classroom consumable and non-consumable supplies. Periodically, the teacher may ask for "special supplies".

## Appendix I - Fire Drill & Emergency Procedures

### Fire Drill Procedures

1. When the fire alarm goes off, line up the children to the closest exit.
2. Count the children.
3. Check all bathrooms, closets, behind doors, etc. for all children.
4. Exit the building.
5. If you are missing a child, let the parent locate the child. The teacher should continue to get the children out of the building.
6. Count the children again.
7. Move the children as quick as possible to the top parking lot on the south end of the property.
8. Count the children again.
9. The Director will check the building before joining the classes and call 911 if there is a fire.
10. Wait until you get word from the Director before entering back into the building.

### Emergency Procedures

**Poison Control Center – Push line 1, 2, or 3, then dial 1-800-848-6946**

In case of serious medical emergency during school:

1. Push Line 1, 2 or 3, and then dial **911** with location information below.
2. Pull the child's emergency form from the TPPK file located in the Directors office in room 106. This may contain information emergency personnel need.
3. Have someone contact the parent as soon as possible. (Phone numbers are also on the emergency form. Check the daily log for alternate numbers).

**Triangle Presbyterian Church  
5001 Tudor Place  
544-2872**

**Located off Hwy.54 near Spring Hill  
Between Homestead Market and  
Woodcroft Shopping Centers**

**Director:** Nicolette Granata

**Teachers:** Pam Spring  
Jackie MacDougall  
Tara Carew  
Julie Anderson  
Linda Routh  
Alana Scott

Turtles (2 ½s)

Lambs (3s)

Frogs (3s)

Fish (Pre K) with Assistant Pam Spring

Lions (Pre K) with Assistant Pam Spring

Bears (Kindergarten) with Assistants Julie Walston & Janice Ascher

**Pastors:** Raymond Cobb

Jeff Spainhour

Casey Clark

## **Appendix II - General Assisting Guide**

Our goal at TPPK is to provide you and your child with opportunities to learn and grow in a loving and encouraging atmosphere. Research and experience indicate that young children learn and develop best in small groups with hands-on opportunities. TPPK's format allows each child the benefit of your experience as well as the teacher's expertise. You have the chance to see your child explore materials, ideas, experiments and relationships in a safe and directed environment. This allows you to be a crucial part of your child's development.

Please remember that non-enrolled children are NOT allowed in the classroom on your assisting day. The TPPK Board feels this is a distraction to the other children as well as to your child. This time is a special way to foster your relationship with your child. He or she will be so proud that you are there.

The most important things to remember about assisting are to relax, be yourself and participate! Don't be afraid of doing something "wrong". The teacher will try to be as clear as possible as to how you can be most helpful, but there will be times when you will just need to jump in and improvise.

Please dress yourself and your child for an active, possibly messy day. You need to BE IN THE CLASSROOM on your assisting day NO LATER THAN 8:45 AM. (Note Assisting Parent Late Fee, Page 9) Early arrival will enable you to get settled, talk with the teacher about your responsibilities for the day, check the lesson plans and prepare to greet the children. Please ask questions or offer ideas throughout the morning.

Meet the children on their level whenever you can by sitting on the floor with them or stooping down to talk with them. When you give directions, say one thing at a time. Give lots of smiles. Try to keep directions positive: "Show me your best manners." "Walk, please." "Blocks are for building." "Good job, you finished" is more encouraging than "good boy."

Keep in mind that the children are doing a lot of work when it looks as if all they are doing is playing. They are exploring different concepts and experiences in an atmosphere of acceptance.

### **Manipulatives and Table Activities**

Manipulatives are important in developing good eye-hand coordination and early reading skills. When working with pegs, encourage but do not insist upon left to right peg placement. This skill is helpful for reading readiness. Show by example how games work, then stand back and let the children take over.

Encourage cooperative playing of games with other children. If working with building toys, asks the child what s/he is making, offering praise on design, shapes, or techniques used in building. Point out colors, shapes, etc.

When the children are finished with a game or toy, remind them to put the toys in the proper boxes and/or on the shelves.

### **Circle Time**

Encourage children to sit quietly in one place. If a child near you is wiggling or disrupting the group, please give him/her a "look" and/or place a calming hand on his/her shoulder. If the behavior continues, put him/her next to you or on your lap. Do not be afraid to be assertive about this. It is hard for the teacher to lead a finger play and calm a restless child at the same time. On rare occasions, the teacher will have to ask a child to leave the circle.

## Snack Time

The children take turns passing out napkins, placemats and cups as directed by the teacher. Please join in with snack. Encourage polite table manners; remind the children that they need to wait to eat until everyone has been served and we have sung our blessing. This time is an exercise in taking turns, being aware of others, and learning to pour and serve. It also encourages polite conversation and the use of "inside voices."

On your assisting day, please bring a nutritious snack such as those listed below (also see the healthy snack sheet included in your orientation folder). Check with your child's teacher about any food allergies other children in the classroom may have and provide an alternate snack if necessary. You might want to provide a snack that goes along with the theme of the day (as published in the monthly class calendar) - check with the teacher. Please bring only one sugary item for your child's "birthday day" (for example, you might bring cupcakes and fruit juice or milk, but no candy).

Avoid popcorn, nuts, hot dogs and whole grapes due to the potential for choking.

Snack suggestions include:

**Drinks** – Water only.

**Foods** - Fresh fruit pieces (apples, oranges, bananas, pears, strawberries, cantaloupe, watermelon), unsweetened cereal, muffins, bagels, quick breads without nuts, string cheese, cheese cubes, crackers (Goldfish, graham, Ritz, animal, etc.), pretzels, vanilla wafers, raw vegetables strips (carrot, cucumber or celery). ***We are a "peanut free" school.***

Please wipe the table and chairs and placemats with the cleaner provided and clean the food off the floor after the children finish snack and have moved to another area.

## Art Time

Sit and talk with children about what they are working on. Ask questions about the color and texture of the medium they are using. The emphasis should be on the process and techniques instead of the finished project. Keep supplies accessible to the children and insure that names are on all projects. On paintings, put the name in the upper left hand corner to encourage the concept of top to bottom, left to right. Please use manuscript letters (Mike instead of MIKE). Encourage children to write their own names or first (and last) initials if the name is long or the child is frustrated.

We want to foster self-esteem in children so they know internally that what they do is worthwhile. Therefore, try to look carefully at the child's art and describe what you see (observe rather than evaluate). "You really worked hard on that painting. You mixed red and yellow to make orange, and I also see you made purple with red and blue. Did you figure out how to mix those colors yourself?" Being specific lets the children know you are really interested in and appreciative of his work.

## Dress-up, Housekeeping or Puppet Play

Assist the children in dressing up or setting up a "theater area," if they appear uncertain. You may suggest an activity or two to choose from, such as setting up a train with chairs or a picnic area with a blanket and dishes for props. Then let the children take over or join in and have fun! Children love to see grown-ups acting silly and enjoying themselves. Some suggestions for pretending include: train, boat or airplane rides, restaurant, fire station, hospital, dance show, beach outing, playground.

Dolls and puppets are treated as people or animals -- with care and respect. Dishes and food items used in play are kept on tables or blankets, just as we would not allow food or dishes to be left on the floor at home. At clean up time, all play items should be put away in the appropriate containers carefully and neatly.

## Discipline

This issue is often foremost in a parent's mind. "What do I do if...?" The following information is intended as a brief summary of TPPK's philosophy on discipline, but is not an exhaustive list or statement thereof. Parents, please try to follow these guidelines for the sake of consistency and security for the children. Please use positive statements whenever possible. For example, "Keep the sand low over the sand table" instead of "Don't throw sand". "We wait our turn to wash our hands" instead of "Stop pushing!"

Positive directions tell children what they should do, whereas negative directions only tell them what not to do (and may arouse an oppositional response). Of course, there will be times when you will have to say "no" or "stop".

If several reminders have failed to do the trick, it is time for "natural consequences". When a child consistently misuses a particular toy or center, remove him/her quietly but firmly from the situation, and say something like, "Blocks are for building, not throwing. You can try again another day. Now we need to find something else for you to do." Try to be calm and nonjudgmental in your tone.

If two or more children are fighting over the use of a toy, help them discover how to solve the dispute. Ask, "What can we do to solve this problem? Tim and Bonnie both want to use the same truck." Hopefully, one of them will suggest taking turns or using it together. If not, suggest it yourself. If they refuse to cooperate, put the toy away until they can come to terms.

When other strategies are ineffectual, use a break. Set a chair away from the group. Time out should last no longer than one minute per age of child, which seems like a long time to a child. When time out is over, ask the child, "Do you understand why you were sent to time out? How can you handle the situation differently next time?"

In large group activities, please let the teacher handle discipline -- circle time being the exception. In activities you are supervising, handle the discipline yourself unless you encounter a situation that baffles you. You can also ask the teacher for help if a child has you at "the end of your rope". TPPK is a safe and gentle environment where children learn non-physical ways of dealing with anger -- NEVER shake or slap any child, including your own, while at school. If the behavior of the child continues and disrupts class time, they should be taken to the Director's office in Room 106.

Be prepared for your child to behave strangely on your assisting day, especially for the first couple of months. Some children become "clingers" while others show off, get wound up, or revert to whining. Try to get the clinging child involved in an activity, then ease away. Treat the wound-up child as you would any other discipline problem. Our suggested response to whining is to tell him/her you will listen when he/she uses a normal voice and then ignore the whining.

## End of School

At approximately 12:00 p.m. for the Turtles, 12:15 p.m. for all other classes, place art work and communications in each child's backpack. Assist the children in putting on their backpacks and/or jackets on for dismissal. The assisting parent stays with the class until all children have been dismissed. After dismissal of children, the assisting parent is responsible for cleaning up. Please refer to the cleaning checklist given to you by the teacher for specific responsibilities. Please complete and give to the teacher before you leave.

**Before you leave, talk with the teacher about how your day went.** This "debriefing" is beneficial not only to the teacher but to you as well. Tell the teacher what you liked, didn't like, suggestions, concerns and funny things that you observed the children do or say during the day.

This information seems like a lot to remember. Don't worry; your smile, loving arms and interest in the children are the ONLY essentials. Everyone makes mistakes -- children especially need to know it is safe to make mistakes at school -- and it won't be the end of the world. If you are unclear about something, PLEASE ASK!!! The teacher is happy to receive constructive criticism or suggestions. Also feel free to ask the teacher's advice at any time. Often two heads really are better than one.