

FRIENDSHIP PRESCHOOL HANDBOOK

Preschool: 3-4 year olds
Pre-K: 4-5 year olds



2023-2024

5300 Church Road
Taylorsville, NC 28681
828-632-4024



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PRESCHOOL (2023-2024)
DATES & HOLIDAYS

August 31 st and September 5 th	Preschool Staggered Entry Days
August 30 st	Pre-K First Day
September 4 th	Labor Day Holiday
September 7 th	All Preschool Come Together
October 23 rd	Workday
November 10 th	Holiday
November 22 nd – 24 th	Thanksgiving Holiday
December 2 nd	Taylorville Christmas Parade Float Ride
December 9 th	Preschool Breakfast with Santa Fundraiser
December 25 th – January 5 th	Christmas Break
January 15 th	MLK Holiday
February 9 th	Workday?
March 18 th	Workday?
March 29 th – April 15 th	Spring Break
April 29 th	Preschool Sunday
May 10 th	Workday?
May 30 th	Preschool Last Day
May 31 st	Pre-K Last Day



Dear Parents/Guardians,

Welcome!

Thanks to each of you for enrolling your child into Friendship Lutheran Preschool. Our staff is excited about the coming year. We are prepared to offer your child exciting opportunities for growth and learning. We are confident that the coming year will be a great one for everyone involved.

This handbook is an overview of the preschool. Please read it carefully to better understand the guidelines and practices of the preschool. Obviously, it cannot address all the questions and issues that will arise in the coming year.

If you have any questions/concerns, please contact Hope Wike (Director/Teacher) at the church 828-632-4024, send a message on Class Dojo, or email friendshippreschool4@gmail.com.

Hope Wike
 Director/Teacher of Friendship Preschool

May God bless you and your child this year.

Our Philosophy

Friendship Lutheran Preschool is a Christian child-centered program that promotes learning experiences for 3– 5 year olds that uses research-based resources. We “teach” through a learning center approach in which the teachers prepare the opportunities in the environment in the classroom, so the children interact and play as they learn. With this philosophy in mind, the following visions guide our program:

- To provide children with a secure, consistent relationship with responsive adults. Validate children’s efforts by acknowledging what they did and how they did it.
- To treat all children with dignity and respect. Maintain an environment free of racial or sex role bias, stereotype, or prejudice.
- To observe children purposefully and regularly, and document what we see and hear. Use this information to better understand each child’s development and learning.
- To provide opportunities for children to work together and learn social skills.
- To offer play materials that support and challenge children’s abilities. Promote problem solving and appropriate risk taking.
- To provide children a warm, nurturing environment that encourages the development of the whole child – physically, socially, emotionally, cognitively, and spiritually. Include plenty of physical activity and chances to explore Christianity literacy, math, science, social studies, technology, and arts.
- To offer a variety of family involvement options.
- To provide regular information to parents/guardians, and to encourage parents’ questions, opinions and involvement.

Closings/Delays

Parents should watch WBTV television station and Class Dojo for delays or closings. The director will make a decision by 7:00 a.m. We will not be able to credit your tuition for closings due to inclement weather. Our announcements will be separate from Alexander County School System.

CONTACT INFORMATION

Preschool: (828) 352-2986

Email: friendshippreschool4@aol.com

Website: www.friendshiptaylorsville.org

Church Office: (828) 632-4024

Tuition

The monthly tuition for Preschool Class (3-4 year olds) is \$120 Tuesday and Thursday

The monthly tuition for Pre-K Class (4-5 year olds) is \$165 Mondays, Wednesdays, & Fridays.

Tuition fees are due on the first day of each month.

All money sent to school must be placed in a sealed envelope with your child's name, the amount enclosed, and what the money is for written on the outside. Clip the envelope into your child's folder. Checks should be made out to Friendship Lutheran Preschool.

In order to compensate our teachers who are here everyday, the monthly fee is due in full, regardless of the number of days a child is absent.

Late Tuition Fee

Tuition must be paid no later than the tenth of the month. After the tenth, there will be a \$10 late fee charge. If arrangements have not been made with the director for the late payment by the fifteenth of the month, your child's space will be terminated.

Return Check Fee

A fee of \$20.00 will be added to all returned checks.

Hours of Operation

Unless otherwise noted, the Preschool will be open Monday through Friday from 8:00 a.m. to 12:00 p.m. throughout the 2023-2024 school year.

Statement of Admission

Friendship Lutheran Preschool admits children of any race, color, nationality and/or ethnic origins, social status, or economic status in the administration of its educational policies and other school-administered programs. However, we do reserve the right to refuse admission to any child who does not conform to the preschool's rules and regulations.

Registration

All students must register every year. Returning students, members of Friendship Lutheran Church, and children of staff and siblings of other students are given first priority. Subsequent enrollment will be made on first come, first serve basis, regardless of race or religion. The child must be of appropriate age for the program that he/she is being enrolled in by August 31 of the school year.

All registration forms must be filled out before your child can join the class.

There is a \$40.00 non-refundable registration fee. Registration fees are separate from any tuition owed and do not apply to any monthly charges. The money will be used for supplies (including books) and activities for your child, along with the school's liability insurance.

Admission Requirements

All children must be toilet trained. Your child must be trained by the time school starts or he/she will be removed from the list. We know occasional accidents will happen and we are willing to allow for this.

Children will be evaluated on an individual basis by teacher and/or director and subject to the school's 6-week probation period.

Mission

Friendship Preschool is a safe, Christ-centered, learning community promoting growth of the whole child.

Curriculum

Our curriculum is play based and child centered. We teach children through interest and learning centers, which includes Science, Blocks, Library, Toys and Games, Dramatic Play, Writing, Sand/Water, Gross Motor, and Outside. These centers are prepared by the teacher to invite children to interact and learn. Using centers allows us to provide a balance of child and adult initiated activities, so we meet individual needs. Teachers float in the room and interact with children in the centers. Except for “group time” and snack, the children will be involved in small groups with peers or teacher and individual activities during the majority of the day.

This meaningful play helps children learn about themselves, other people, and the world around them. As they play, children acquire language, learn to solve problems, learn to control their behavior and feelings, and explore social roles. We also will have a bible story/lessons. We will teach that God loves and cares for each person and all creation, and that Jesus is our Savior, guide and friend.

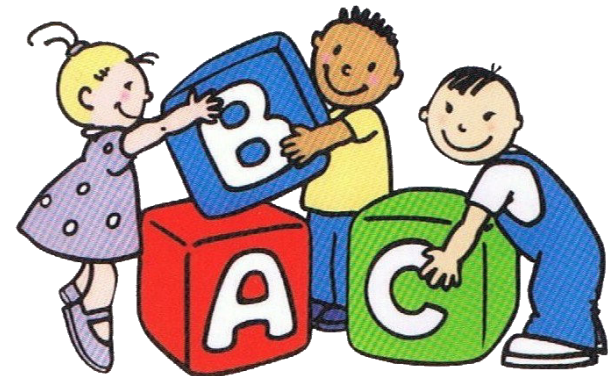
Class Schedule

8:00 Arrival/Morning Routine/Table Play
8:30 Buddy Reading/Morning Message
9:00 Centers/Small Group
10:15 Group Time
10:35 Snack
11:00 Outside
11:30 Social Emotional/Bible Time
11:45 Journal/Chapel

Children whose behavior endangers others will be temporarily supervised away from other children to calm down.

When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, the following process shall be used:

1. The Preschool Director and/or teacher will call a conference with the child’s parents to discuss the behavior problem. The Director will document this conference in writing.
2. If the inappropriate behavior persists after initial conference, a second conference will be called. Again, the Director will document this conference in writing and present it to the Preschool Board.
3. If the behavior problem persists after the second conference, the Preschool Board reserves the right to dismiss the child and refund tuition on a Pro-rated basis. The Preschool Board reserves the right to immediately dismiss a child at any time that a child’s behavior is determined to be detrimental to his/her own well-being, to others enrolled in the program or to the staff.



arrangements with the director/teachers before or after school hours to request a conference.

If after speaking with the director a parent still has concerns, please contact the church office to set up an appointment with the preschool board chair.

Photography/Work Samples of Students

Please see permission slip form.

Discipline/Behavior Management Policy

It is our goal to teach positive behavior, social and emotional skills, and to give children plenty of chances to practice them. We make use of these evidence-based strategies.

1. Reinforce positive behavior with words and gestures
2. Have clear, predictable expectations that are ability appropriate for each child
3. Use active listening and redirection
4. Help children use conflict resolutions strategies
5. Provide children with choices, reminders, and a place to go if they feel they need some time away from the group

Our Class Rules will be:

1. Take care of ourselves
2. Take care of others
3. Take care of the school
- 4. Take care of the world**

However, we recognize that inappropriate behavior can occur. If it does occur, we have numerous options for managing challenging behaviors. We will figure out which strategy relates best to the behavior and the child: provide positive guidance, offer a choice, and natural and logical consequences. Discipline, i.e., guidance, will always be positive, productive and immediate.

12:00 Dismissal

Communication

Our preschool believes that communication between teachers, parents/guardians, and administration is of the utmost importance as we work together, so individual needs can be met. Please check folders regularly for information sent home. I also use Class Dojo, which is an excellent way for us to communicate with one another by instantly sharing messages, updates, events, and photos from class. It's simple, secure, and gives you a window into their school day!

Assessments

We will use the Teaching Strategies assessment system to assess your child. It would be overwhelming to measure every skill and behavior. The Teaching Strategies assessment system measures the knowledge, skills, and behaviors that are most predictive of school success. There are 23 objectives organized in 6 areas of development and learning. The first 4 are major areas of child development and learning:

- Social-Emotional
- Physical
- Language
- Cognitive

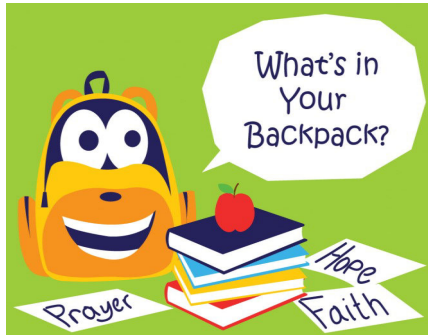
The content learning that is usually identified in early learning standards are organized in the following 2 areas:

- Literacy
- Mathematics

We will share this information throughout the year.

Supplies List

- Change of Clothes – Place them in a zip-lock bag with the child’s name on it. We will keep in the classroom.
- Bookbag
- Folder with pockets (any color)
- Water Bottle
- Markers
- Water Colors
- Stickers
- Wide Rule Spiral Notebook (Pre-K class)
- 1 Hand Sanitizer Bottle (Pre-K class)
- 1 Paper Towel Roll (Pre-K class)
- Baby Wipes (Preschool class)



What NOT to Bring

1. Toys from home are not to be brought to school unless instructed by the teacher.
2. Children are not allowed to bring any weapons (guns, knives, etc.) to preschool at any time. The Preschool staff reserves the right to exclude any items not deemed appropriate for children in our Preschool.
3. Do not let your child bring breakfast to be eaten at the Preschool. Please have your child finish his/her breakfast before arriving at preschool.

immediately. The report includes information regarding the time and date the incident occurred, a description of the incident and how it occurred, any treatment or consequences administered and the names of adult witnesses.

A copy of the report will be presented to parents/guardians before the child leaves the Preschool the day of the incident. A parent/guardian will be asked to sign the original which will be kept in the child’s permanent file. The Director of the Preschool will present a copy of the accident/incident report to the Church Office the day it occurs and the Preschool Board Chair will also sign the original to indicate receipt as soon as possible thereafter.

Safety Precautions

Fire drills will occur once a quarter. Fire exits are clearly marked and an escape plan will be mounted in a visible location in each room. Fire extinguishers are mounted in specific areas and staff is trained on how to properly use them.

Visitors

We welcome parents of enrolled students to visit at any time. Please ring the doorbell by the red doors.

No children other than enrolled students are permitted at the Preschool. Children accompanied by parent/guardian are permitted to visit the preschool.

Parental Concerns

Parents are encouraged to schedule a conference whenever they have questions and/or concerns they would like to discuss with the director/teacher. Because of classroom responsibilities, the director and/or teachers are not able to talk with parents during regular class hours. Please make

First Aid And Emergency Care

In the case of minor injuries (such as bump, scrapes, small cuts), staff members are limited to treatment using ice, washing the injured area and applying a bandage. Staff will follow universal precautions when exposed to blood and blood-containing body fluids. If a child should happen to get blood on his/her clothing from an injury, the clothes will be placed in a plastic bag and given to the parent/guardian with the accident report. Parents will be notified of all such injuries via the Preschool's Accident Report.

In the case of a serious or life threatening injury, the staff members will first contact the appropriate emergency authorities and then parents will be notified. Staff members will provide first aid until the emergency authorities arrive. If the parents/guardians cannot be reached, Preschool staff will notify one of the emergency contacts on the child's enrollment form.

All staff members are trained in safety and first-aid procedures and have CPR training. Our Preschool is equipped with an Artificial External Defibrillator (AED) which our staff members have been trained to use.

Incidents

Young children are developing social skills and awareness & may not always use appropriate language or coping skills. In the case of more serious inappropriate language or actions the Accident/ Incident report will be used to make parents aware of the behavior and how it was handled by staff.

Accident/Incident Report

If a child incurs an injury or engages in inappropriate behavior (such as fighting, cursing or running away) an accident/incident report will be completed

Arrival - Time

Students should be dropped off no earlier than **8:00** and no later than 8:15. If you are late, you must ring the doorbell because the door will be locked.

Arrival - Procedure

Parents should line up to drop off their child under the carport. A teacher will let your child out and your child will walk to the classroom where a teacher will be waiting.

Pick-Up - Time

Children should be picked up between 12:00 and 12:10. After 12:10, parents will be charged \$5.00 for the first 10 minutes that they are late. After 12:20 they will be charged \$1.00 for each minute.

Children whose parents persist in picking up late may be subject to dismissal from the preschool. In case of an emergency, which will result in a late pick-up, please notify the preschool staff as soon as possible



Pick-Up - Procedure

Parents should line up to pick-up their child under the carport. Please have the line wrap around the building. As you pull up a teacher will escort your child to their parent's car. For the safety of our children, **we will not release a child to leave with someone other than the people designated on the information sheet.** If someone other than the person designated on the information sheet is picking up your child, PLEASE notify the Preschool staff by phone or text.

We will **not** be able to buckle your child in. Please pull up and buckle your child.

Snacks

We will be sending home a snack calendar each month. You will need to find your child's name on the calendar. On your child's assigned day, you will bring snack for the whole class. Plan for 20 kids. Please notify us of any food allergies or other dietary restrictions.

Examples of what to bring would be:

- Goldfish
- Apples
- Chez-its
- Animal Crackers
- Cheese sticks
- Yogurt
- Grapes
- Popcorn
- Vegetables
- Pudding



Birthdays

By consulting the teacher in advance, parents may coordinate birthday celebrations for their child during snack time. Birthday events should not be elaborate; a simple treat such as a cookie or cupcake for each child is sufficient. Presents are not to be given during school hours, but parents may wish to donate a special toy or other items to the Preschool in their child's honor.

Field Trips/Volunteers

Field trips and visitors to the classroom are used to both enhance the curriculum and to help students develop social skills, which will be necessary as they enter elementary school.

We will try to do 2 field trips. One in the Fall and one in the Spring.

Health Concerns

1. To prevent the spread of infection, children with fevers, yellow or green discharge from the nose, contagious diseases, vomiting, or diarrhea will not be allowed to attend. Children should not return to the Preschool until free of the symptoms for 24 hours (without medication).
2. No medication will be administered to your child while he/she is at school.
3. If your child has been ill recently and you do not want him/her to go outside during playtime, please make arrangements with the teacher to pick him/her up early. Otherwise, the child will be asked to sit on the playground.
4. North Carolina law requires that caregivers report any suspected Child Abuse and/or neglect. If such cases arise, the alerted staff member will notify the Preschool Director, the Preschool Board, and make a report to the Department of Social Services **immediately**. The Preschool is not required to notify parents when such a report is made.

Accident Injury & Incident Procedures

While no one ever wants accidents to happen, the developing nature of young children in an active play environment means risks will always exist. The Preschool Staff will do everything possible to prevent accidents from occurring. If they do occur, however, the staff will follow these guidelines:

