

SOUTHBROOK
preschool

Parent Handbook
2020-2021

“We exist to provide a developmentally appropriate education in a Christian environment to prepare young children for success.”

Policies and Parent Guidelines

Registration

*The registration fee is non-refundable and is not applied towards tuition.

The registration fee is \$120.00 for the first child, \$100.00 for the second child, and \$80.00 for the third child.

This fee will be paid at the time of registration to ensure the space for your child during a session. Registration is not complete and your spot will not be secured until your application is complete, registration fee and a copy of your child's current immunizations is received.

Fall session runs August 31, 2020 – May 20, 2021.

If it becomes necessary to withdraw your student(s), please inform the Director with a 30 day written notice. The full tuition for the month in which your student is withdrawn will be due. If we are not notified of the withdrawal within the 30 days, full tuition will be expected for the next month as well.

Please be aware that Southbrook Preschool may not be able to accept students within certain limitations. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.

****School Schedule**

Southbrook Preschool operates Monday - Thursday from 9:00 a.m. – 1:00 p.m.

Tuition

Tuition is due on the first day of each month. Tuition is past due after the 10th of the month, if payment is not made by the 10th of the month, a \$20 additional late fee will be charged. If payment is not paid or payment arrangements have not been made by the 25th of the month, your child may be asked to leave our school.

Checks and cash payments should be given to the Director or placed in your child's pencil pouch located in your BEE Binder. Monies will not be accepted through the car rider line. Please make checks payable to "Southbrook Church". Write your child's name in the "memo" line. Cash should be placed in an envelope with your child's name and the word "Tuition" on the envelope. For returned checks due to insufficient funds, a \$30 returned check fee will apply in addition to the \$20 late charge. Please note that if two checks are returned during a school year you will be required to pay with cash for the remainder of that year.

The fees are based on an annual number of school days each year. There is no extra charge for months having five weeks nor is there a reduction in fees during a holiday month, a child is absent from school because of illness, or if the school is closed due to inclement weather.

If your child is absent (holiday, illness, out of town, etc.) tuition is still required. If your child is not in attendance for three days without notice of intent, your reservation can be eliminated and given to a child on the waiting list. If your child will be absent from school for a full month, your child's position may not be held, and may be filled while the child is away.

Tuition Rates

2 year old – 2 day - Mon/Wed or Tu/Th - \$225/month

3 year old – 3 day – Mon/Tues/Thurs or Tues/Wed/Thurs.- \$260/month

3 year old – 4 day – Mon – Thurs - \$285/month

4 year old – 3 day – Mon/Tues/Thurs - \$265/month

4 year old – 4 day – Mon-Thurs - \$290/month

TK - 4 day – Mon–Thurs - \$325/month

Southbrook Church Member Discounts

Members of Southbrook Church will receive a discount of 5% on their monthly tuition. This discount will not apply to registration fees and no other discounts will apply.

Sibling Discounts

When two or more children in the same family are enrolled for the same school year, a 5% discount is made for the second child and each additional child's tuition per month. Discounts will not apply towards registration fees, supply fees, or book fees.

Child Protection Policy - General Purpose Statement

Southbrook Church takes seriously the obligations to its children and asks volunteers/workers/weekday preschool staff to abide by the following guidelines. We believe each volunteer/worker/weekday preschool staff is a leader and all are held in high standards.

Please read the Southbrook Church "Child Protection Policy" for all policies related to the following:

- Selection of volunteers/workers/weekday preschool staff
- Child Abuse and Protection Policy
- Supervisor Procedures
- Safety and Security
- Emergency Procedures

****What to Bring to School - General list - Individual classes may request additional items.**

- Backpack – large enough to fit a 1” binder and a lunch box.
- Lunchbox with a healthy lunch and beverage
- Labeled water bottle
- 1 inch Presentation Binder
- Zippered, 3-hole Pencil pouch – to place in binder for tuition and other monies
- Two complete changes of seasonally appropriate clothes which should include socks, underwear in a Ziploc bag. Please label the Ziploc bag with your child’s name.
- **Additionally** for 2’s Diapers/wipes and a long sleeve art smock.
- **Additionally** for the 3’s please provide a 2” binder that will be kept at school and a long sleeve art smock.
- PLEASE LABEL EVERYTHING THAT YOUR CHILD BRINGS TO SCHOOL INCLUDING BACKPACK

****School Closings**

A published list of closing dates will be given to each student at the beginning of the year in their BEE Binder. The preschool will be closed for various holidays and teacher workdays. Southbrook Preschool follows the Union County Public School Calendar for ½ days and days off. Please refer to the calendar given at the beginning of the year and published on the web page.

Inclement Weather

In the event of inclement weather, parents should listen for instructions on WSOC-TV. We will also update the website and Facebook page to reflect any change in schedule. We will follow all decisions made by Union County Public Schools (UCPS). If UCPS are closed, we will be closed.

Should there be a delay of 2 hours, we will also have a delay of 2 hours. This means we will begin school at 11:00 a.m. and end at our normal time. Should there be a delay of more than 2 hours, we will be closed. Credit will not be issued on tuition and we will not observe any “make-up” days for inclement weather.

Communication

The main source of communication between parents and teachers/the Director will be via email. Mass emails from the Director will come through from Constant Contact, including a newsletter at the first of the month. If parents opt out of this, you may miss important information. Monthly newsletters will be sent home via email at the beginning of each month. Important upcoming reminders will be sent via email. Please check your child’s folder on a daily basis in case any reminders go home in the folder. If your child is absent, it is your responsibility to check with his/her teacher

about notices and what your child may have missed. We will also use Secret Facebook pages for each class to keep parents updated on activities your children are engaged in during the day.

****Visitation**

Parents are welcome to visit and observe at any time. Close communication between parent and teacher is essential in order to provide quality care for your child. We would ask that you refrain from excessive visits during the first month to allow your child to make the necessary adjustments. Please schedule conferences with the teacher in advance when possible.

When coming into the preschool during the hours of 9:00 a.m. – 1:00 p.m., parents and visitors will need to sign in at the office and will be given a “Visitor” sticker to wear. This does not apply if you are dropping off your child between the hours of 8:50 a.m. – 9:05 a.m. All other situations do apply.

Child Custody - Per our “Child Protection Policy”

It is the parent's' responsibility to share with the Student Pastor/Kids' Director/Preschool Director any changes in their marital or living arrangement status, protection orders, or court ordered documents regarding child custody.

The Student Pastor/Kids' Director/Preschool Director will then document and notify the Directional Leadership Team and the proper volunteers/workers/weekday preschool staff for instructions based on the information received. If there is a protection order, the Security team will be notified by a staff member.

Due to the nature of child custody laws, volunteers/workers/weekday preschool staff must act diligently in making sure the correct people are picking up their minors. Please be aware that only parents with custody of their minor may pick up the minor. If there are any questions regarding this procedure, please notify the Student Pastor, Kids' Director, or Preschool Director for clarification.

****Security**

In order to provide the safest possible environment for our students and staff, the building doors will be locked during school hours. For the safety of the children, staff will not open side or front doors during school hours. Parents must come around to the Children's Ministry office and ring the doorbell for assistance. Upon entering the building please check in at the office, sign in, and get a visitor sticker. You will need to also sign out as you leave.

****Drop-Off**

Please be sure your child arrives on time to begin the preschool day at 9:00 a.m. The front doors will be locked at 9:05 a.m. Please come around to the office once front doors are locked; children need to be escorted by a parent or guardian to their classrooms if arriving between 9:05-9:15. Several children a day habitually arriving late can disrupt the flow of the class and interrupt activities. If you are dropping off after 9:15 a.m. please stop in the office and have a staff member walk your child to class.

Parents/guardians may choose to either drop off children in their classroom or may choose to use the carpool line but need to do so before 9:15 a.m. if dropping off in their classroom.

Car rider Drop-Off

Parents/guardians will have the option to drop off children in the carpool line. We will begin the carpool drop-off line from 8:50 a.m. – 9:05 a.m. If you find that you need to get out of your car and come into the school, please drive around and park in the parking lot. We cannot allow parked cars in the circle at any time. This will impede the flow of traffic for those cars behind you. Please do not allow your children to move to the front seat of your car.

Carpool drop-off will begin the second week of school. Further instructions will be given out at that time.

****Carpool Rules and Regulations - see website under “Parent Essentials” for traffic flow map**

Drop-Off:

- Have all your children secure in their car seats until we have removed them from the car.
- Do not be on your cell phone during the car rider line.
- Drive slowly through the car rider line.
- Put your car in park before trying to release your child to a staff member.
- Do not try to pass a car in front of you to leave the carpool line unless you are directed by a staff member to do so.
- Enter the parking lot at the entrance across from Lester Davis. Turn right into the parking lot for the car rider and left to park only.
- Exit at the area closest to the WCWAA fields. Please keep in mind this is an entrance and an exit for all others that are arriving at Southbrook Church. Please remain on the right side when exiting the parking lot.

Pick-Up - Same rules apply, in addition to:

- Have your car tag ready before you pull up to the circle.

- Your child cannot be released to you if you do not have the proper car seat.
- Have your children sit in their car seat as you pull up to fasten their seat belt.

If you cannot abide by these rules, you will be asked to walk your child up to the door and released to a staff member at drop-off. You will also have to walk up to the building for your child to be released to you at pick-up.

Please remember it is a privilege to have a car rider line and we enjoy being able to offer this. However, your family's and our staff's safety is our top priority.

****Pick-Up**

Parents will pick up children for the first week of school in his/her classroom. After that, we will open the car rider line for parents to pick up children. - Refer to Pandemic Policy for other instructions.

If someone other than yourself is picking up your child, he/she will need to be informed of our pick up policy.

Please provide the teacher with the name of the person who will be picking up your child. This person will then have to show a photo I.D. upon pick up.

Students cannot be released to anyone other than persons designated on the child release portion of their application. Exceptions to this policy may only be made in the event of an emergency, by speaking to the Director verbally. Additionally, you may send written and signed notifications. One of these steps must be taken or your child will not be released.

Please notify us immediately of any change to the list of persons authorized to pick up your child. If you do not wish to have a certain person pick up any longer, you must remove the person from the list. If this is not done, the persons remaining on the list still have your written permission to pick up the child. We must also be notified immediately of any changes in guardianship, in parental visitation rights or in custodial care.

****Car Rider Pick-Up**

Parents/guardians will have the option to pick up children in the carpool line. Please remember to put your carpool pass on your rear view mirror using a "pants hanger".

We will begin our drive-through pick-up in the circle at 12:45 p.m. through 1:05 p.m. For pick up after 1:05 p.m., the child must be picked up inside the building by the parent or the person designated to pick up the child.

As you turn into the Church parking lot, please enter through the entrance that is closest to Waxhaw/Indian Trail Rd and exit out the other side of the parking lot which is closest to Optimist Park. This is set up this way to prevent car accidents.

While pulling into the carpool line, please drive down to the end of the parking lot before looping around to get in line. Please line up in the parking lot that is on the right side of the building (if you are facing the building). Do not block traffic on Weddington Road/Hwy 84.

Once you pick up your child, please pull forward into the parking lot so that we can keep the flow of traffic moving.

It is understood that by using a carpool line, accidents may occur. It is very important that parents abide by the carpool rules set forth. It is the parent/guardian's responsibility to buckle the child in his/her car seat. Parents/guardians may not participate in carpool without a car seat. Parents are to have an age/weight-appropriate car seat to put the child(ren) in. Once the child(ren) is/are passed off to the parents/guardians vehicle, the child is considered under the care and custody of said parent/guardian. Southbrook Church will assume no responsibility for faulty car seats and/or negligence upon the part of the parent/guardian with respect to the use and/or operation of the car seat of the child restraining device.

****Early Pick- up**

If you need to pick up your child early, please do so by 12:30 p.m. From 12:30 on, we are preparing to go to the car-line so pick-up in the classroom during this time can be disruptive to getting the children out to car-line on time. We ask that if it is any time after 12:30, that you go through the carline instead of coming into the building for pick-up.

As always we have an open door policy, however, please make arrangements with your teacher to come to class. If you need to talk with the teacher about something specific, please set up a time to do so before or after class. We truly appreciate you working with us on this as the routine for the children is very important.

Late Pick-Up Fee

A late pick-up charge will be assessed in the amount of \$1.00 for each minute per child after 1:05 p.m. and must be paid weekly. You will receive an email from the Director in regards to how much is owed.

The purpose of this fee is not to gain additional income for the program but to encourage promptness and to value the teacher's time.

If you are unable to pick your child up on time please call and let us know. Extenuating circumstances are taken into consideration and in certain cases may waive the late fee.

Change of Clothing

A change of clothing will be kept in your child's classroom at all times. The clothing should be placed in a clear, zip-lock bag with your child's name affixed to the outside. Please include socks, underclothes and a complete outfit and furnish us with seasonally appropriate outfits as the weather changes.

Potty Training Policy

Children entering the 3's, 4's, and TK programs are to be completely potty trained. Our definition of "potty trained" is as follows:

The child is able to go to the potty without assistance from an adult in wiping themselves, unbuttoning/buttoning/unzipping/zipping pants, and is able to tell an adult that he/she has to go potty.

Children are considered potty trained when they have been accident-free consecutively for 2 weeks after a transition period of 2 weeks after school begins. In other words, within 4 weeks, we should be able to determine whether your child is potty trained or not. Children must be wearing "big boy/big girl" underwear. Pull-ups are not allowed.

Medical exceptions will be considered on a case-by-case basis, ie: medical, emotional, etc. at the discretion of Southbrook Leadership. Any diagnosis or healthcare provider information is required for Southbrook Leadership to consider a reasonable accommodation. Any request for reasonable accommodations should be immediately brought to the Director's attention as soon as the need has become known so that the exception can be considered for approval.

Southbrook reserves the right to dismiss the child if accommodations cannot be met by either Southbrook or the parents/guardians. Children who are not potty trained will be withdrawn from Southbrook Preschool if they do not meet our Potty Training guidelines and reasonable accommodations cannot be made.

2-year-old – Potty Training

For a child entering into the two year old program, we will be glad to assist and encourage your child if your child is potty training. While potty training, your child must be in pull-ups if he/she is not completely potty trained. Children will need to be accident-free for 2 weeks before wearing "big boy/big girl" underwear. If an accident occurs more than one time, we will put your child in pull-ups. Please let your teachers know so that they can assist your child.

Lunch

Each child should bring a lunch in a lunchbox, or a zip-lock bag with their names clearly marked on the outside. Please bring in foods that do not have to be refrigerated or microwaved. All lunches will be kept in your child's lunch box. Children will be encouraged, but not forced to eat. Please pack foods your child enjoys eating. Drinks should not include carbonated liquids or drinks in open containers. Juice boxes or labeled cups with lids are best. Please label all sippy cups (2 year old classes).

No peanut products for classrooms with allergies. Parents will be informed by your child's teacher of any food allergies that are in the classroom.

Snacks will be determined by the teacher and you will be informed if a snack will be offered.

Outdoor Fun

Children will go outside to play every day as long as weather permits. If you do not want your child to go outside, for any reason, during "outside playtime", you shouldn't bring your child to school. We are not equipped to keep a child behind while your child's class is outside.

Illness and Injury - See "Child Protection Policy"

Absences

Please notify us if your child is going to be absent for any reason. If a student is out for more than three days without notification, we reserve the right to drop a student from our roster.

Address and Telephone Changes

Please notify the Director if any changes occur in your home or office telephone numbers or addresses. This is crucial should we need to contact you, in the event of an emergency. Also, please notify us if your marital status changes and if there is a change in custody.

CPR and First Aid Training for Staff Members

All staff members are up-to-date certified in CPR and First Aid training.

Background Checks for Staff Members

Southbrook Church requires all staff members to conduct background checks every 2 years.

Discipline - Per our "Child Protection Policy"

Children are to be disciplined using timeouts and other non-physical methods of behavior management. In employing this procedure, volunteers/workers/weekday

preschool staff should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some gentle physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, gently remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop screaming at Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Follow the rule of thumb that a timeout is ineffective if it lasts longer than one minute for every year of the child's life (3 years old = 3 minutes).
5. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly - just 2 more minutes.")
6. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise. If the behavior continues, volunteers should contact a coordinator or staff member for assistance. The coordinator or staff member will determine what further action should be taken.
7. If the verbal and physical harm continues for a total of 3 times in one day, volunteers/workers should contact the Kids Director/Weekday Preschool Director. The staff member will page the parents for an immediate pick up. Should this behavior occur 3 more times, a meeting with parents and staff members will be conducted to determine what further action should be taken. The plan of action will be determined on a case-to-case basis depending on the severity of the behavior. I.e: Parents will need to stay with the child in the classroom, no participation in Kids' Ministry for "x" amount of Sundays, etc.

8. (This step only applies to Southbrook Preschool) Children displaying chronic misbehavior will require an intervention plan to remain at Southbrook Preschool. This plan will be developed during a meeting involving parents, the Preschool Director, and the Weekday Preschool Staff member. Timelines for behavior improvement will be agreed upon and criteria will be set for continued enrollment in the preschool.

Three simple classroom rules

1. Be Kind
2. Be Safe
3. Follow directions

Incentive Chart/Behavior Chart

To reinforce good behavior, children will be given a sticker to place on their own incentive chart that will be found in their BEE binder. When each row on the incentive chart is filled with stickers, children will be rewarded per the teacher's discretion, 2 year old classes will not participate in incentive charts.

All 3, 4 and TK classes utilize behavior charts.

Children are given three warnings before not receiving their sticker, at that time the teacher will have a conversation with the child about the behavior and how to appropriately behave. At the end of the day when stickers are awarded, it will be explained again to the child as to why they are not receiving their sticker. The teacher will make a short note on the chart as to why the child did not receive their sticker (ie. working on self-control with talking in line).

Addressing Concerns

Because you are entrusting us with your children, you will undoubtedly have questions for our teachers. If you have a concern and need to speak with your teacher regarding your child, please set up a time before or after school.

The best way to handle other concerns (billing, administrations, etc.) is to bring them to the Director, since the teacher might not have the information you need.

Your efforts to partner with us in maintaining open lines of communication help us achieve this goal. Our goal is to support and minister to your family.

Separation

Separation is a natural part of growing up. To make this transition as easy as possible we suggest the following:

- Prepare your child by talking about school and what they will be doing ahead of time.

- Explain to your child that he/she is going to school to learn and play.
- Reassure your child that he/she will have fun and positive experiences.
- Most importantly: Leave quickly. This might be hard, but most of the time, is the best thing to do.

****Birthdays and Holidays**

Your child's birthday is a special time in his/her life; therefore we encourage you to celebrate your child's birthday with the preschool class. Please consider bringing a special snack on your child's birthday. If his/her birthday is in the summer you might want to celebrate your child's birthday with the class. Please notify your child's teacher a week in advance of your celebration intentions. Please provide peanut-free items. Please bring in the ingredient label whether this is store bought or homemade.

Holidays will be celebrated. Please consider volunteering to help with these special events. Look for the "Volunteer Sign-Up Sheets" at the "Meet the Teacher".

Appropriate Clothing

Children should be dressed in clothing that is comfortable for playing on the classroom floor, in the playroom or outside on the playground.

Clothing should be easy for children to manage in the bathroom.

During the preschool year, children will use glue, paint and spill on themselves. Children will get messy as they work and play. For these reasons please dress your child in play clothes and clothes you don't mind possibly getting ruined or stained.

Children will go outside every day that weather permits. Please send children in appropriate outerwear for the temperature of the day. Children will be playing outside if it is 40 degrees or higher.

Tennis shoes are the preferred footwear and highly encouraged. This is especially true for the playground and will prevent falls and mulch splinters on your child's feet.

Apply sunscreen on your child before coming to school on warm weather days to protect from sun damage.

****Field Trips**

Because of the North Carolina car seat laws for children under 5 years old, it is more difficult to take children on field trips. It is our desire to bring several "field trips" to the preschool campus. You will be notified of special programs coming to our school.

Should we have field trips that are not on campus, parents will meet us at the desired location and stay with us for the entire field trip.

We do have a yearly field trip in October to “Aw Shucks” Farm in which a parent is required to attend with their child.

****Toys From Home**

Toys should be left at home unless requested for “Show and Tell” days by the teacher. Children are possessive and their personal toys are difficult to share and can cause unnecessary classroom situations. We ask that you talk with your child about leaving toys either in the car or at home before arriving at preschool.

Handbook

Southbrook Preschool's parent handbook is subject to change from time to time. Southbrook Preschool may need to clarify, amend, and/or supplement the information contained in this handbook and will inform parents when changes occur.

Items noted with asterisk ** could be affected by our Pandemic Policy