Covenant Community Preschool

on the campus of

Christ Church

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Blessing Our Community

Building God's Kingdom

HANDBOOK

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# A LETTER TO OUR FAMILIES

Dear Families,

At Covenant Community School, we are passionate about providing children a developmentally appropriate experience through a high-quality, Christ-centered early childhood program. We implement the Creative Curriculum, basing our approach on theory and research using the works of Piaget, Vygotsky, and Gardner and current studies about children's learning and brain development. Through Christian values, we focus on the social and emotional skills children need to succeed in school and life. Spiritual guidance is a constant component of the child's school experience. We desire to help shape creative, diligent, and responsible children through love, bible stories, and teachable moments. There is no time like the present to build children for the kingdom of heaven. We aspire to give children the tools to become "contributing caring citizens" first in their classroom and a lifetime in the community, learning how to work together for common goals. The academic content literacy, math, science, social studies, the arts, and technology, is presented to children through hands-on activities. A range of instructional strategies, from child-initiated and teacher-directed learning, are used to accomplish a balanced learning environment. Our school staff gladly partners with parents through these critical years of learning. Families enjoy frequent interactions with the teaching staff and three planned parent conferences annually. The child's accomplishments are celebrated at the conferences.

Covenant Community Preschool is not a moneymaking venture but has its focus on community and providing a better future for our children. Covenant Community is a kingdom-building ministry to glorify God.

Peace and Grace,

Lynda Williams

Director

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

Christ Church welcomes you. Preschool families are invited to participate in church activities (adult and children's) and family socials and are invited to worship services. If you are interested in learning more, contact us or reach out to Pastor Burt Williams.

#

# CCP MISSION STATEMENT

To provide a high-quality Christ-centered preschool experience ministering to children and their families.

# CCP VISION STATEMENT

Our vision is that all families desiring a high-quality Christ-centered preschool experience will have access to it.

# NON-DISCRIMINATION CLAUSE

We shall not participate in practices that discriminate against children by denying benefits, giving special advantages, or excluding them from programs or activities by their race, religion, sex, national origin, or the status, behavior, or beliefs of their parents.

# BEST PRACTICES

To offer the most excellent care in the education of young children, CCP voluntarily pledges to implement the highest standards in the field. To learn more, please read this handbook in its entirety. If you have any questions, please call the school office at 704-616-9253.

# PHILOSOPHY- GOALS

**Developmentally Appropriate Program**

What does "developmentally appropriate" mean?

A "developmentally appropriate" school environment considers each child's spiritual, physical, social, emotional, and intellectual development. Two guidelines define developmental appropriateness:

1. Age appropriateness-the universal, predictable sequences of growth in children (e.g., children scribble before they draw).

2. Individual appropriateness—each child's unique sequence of growth takes into account the child's personality, learning style, and background. (One child learns to read at three, while another learns to read at six.)

What is expected of a teacher in a developmentally appropriate program?

• Understanding the stages of development of children.

• Assessing the individual development of each child.

• Planning a program that is fun and exciting for each child.

• Providing appropriate space, materials, and opportunities for exploration.

• Observing the children and encouraging them to extend an interesting activity.

• Implementing an environment that is safe, both physically and emotionally.

• Setting and enforcing reasonable limits for children's behavior.

What do the children do in a developmentally appropriate program?

Children will spend most of their time in a developmental program engaged in play. As we watch them, we must remember that "play" is children's "work." The teacher designs the learning environment to ensure that, as they play, they are learning vital skills. Play allows children to explore, experiment, and manipulate materials in their world. Through play, the child is an active participant in the learning process. The goal of a developmental program is not to teach children through memory drills but to enable them to become life-long learners.

What does a developmentally appropriate program look like?

A developmentally appropriate program is balanced. There will be loud, boisterous activities and quiet, calm activities. There will be opportunities for the children to work in large groups, small groups, and individually. There will be indoor and outdoor activities. A developmental program is culturally sensitive, respectful, and appreciative of the differences and similarities among individuals.

The classroom is arranged in learning centers. While the entire classroom is designed to encourage the development of skills, concepts, and social interactions, learning centers focus on particular areas. In addition, learning centers are frequently coordinated to reinforce a specific idea or theme with the children. General learning centers include:

Block, Dramatic Play, Worship, Sand and Water, Art, Library, Science and Discovery, Toys and Games, Music and Movement, and Computer.

In a developmental program, you should see:

• Children are experimenting with various art materials and constructing their creations.

• Some children work in large groups while others work in small groups or individually.

• The teacher is bending down to the child's level to talk to them.

• A daily schedule that is well planned yet flexible.

• A teacher is reading to a child or a group of children.

• Children pretend to be police officers, pizza delivery people, moms, and dads.

• Children are helping prepare for their snack times.

# POSITION ON DISCIPLINE

Research indicates that positive strategies must be used to maintain discipline while punishment is ineffective in teaching new behaviors. In our classrooms, we use various techniques to guide each child to use (and be aware of) appropriate behavior. Positive encouragement and reinforcement are used to help children manage behavior. In addition, we make a conscious effort to prevent potential conflicts by:

* Providing a verbally and physically safe environment for the children.
* Respectfully addressing young children one-on-one, at their eye level when there is a concern.
* Providing adult modeling of appropriate behaviors and expectations. Children are not just told but shown and guided to the desired behavior.
* Utilizing redirection when necessary.
* Providing various materials and choices appeals to the children's wide range of needs and interests.
* Maintaining a consistent daily routine.
* Establish clear, concise rules that remind children of what they may **do** instead of what they may **not do**.
* Arranging the classroom to promote a good traffic flow.
* Provide areas that encourage both small group and individual play.

When conflict occurs, the teachers will intervene by helping children understand desirable behavior through verbal and non-verbal strategies. When possible, the appropriate actions will be demonstrated by the teachers.

Young children are naturally very egocentric and are just beginning to learn to consider another person's perspective. For this reason, both children involved in a confrontation, whether physical or verbal, are encouraged to express their feelings. Every child's right is to be safe, supported, and stand up for themselves and use words to tell the other child their feelings, "I don't like that," "You can't do that to me." With younger children, teachers will empathize and make statements like, "Joe, you wanted to play with that toy, but it is not o.k. to take it away from your friend Sue. Let's ask Sue if you can have it when she is finished playing with it". "Sue, I can see that made you mad when Joe took the toy from you. Would you let him know when you are finished playing with it so that he can have it next?"

If these techniques are ineffective, a teacher may suggest that the child take some time away from the group, child, or activity causing the disturbance. Our teachers will use this technique for specific challenging behaviors or when a pattern of such behavior is developing. "Time Away" is used only when:

• other strategies are not effective

• it is paired with a discussion with the child, which includes helping that child find appropriate alternatives to the challenging behavior.

There is never a set "Time Out" chair in our classrooms. Instead, children may sit at a table or in the library center to regain composure and reflection.

Communication between parents and teachers is vital, especially concerning behavior. Aggressive behavior such as biting or hitting is not unusual during early development. However, they can also indicate a significant change in a child's life, such as a new baby or a recent/impending move. When parents and teachers work together to help a child gain control and self-confidence, positive behaviors can be achieved more quickly.

**It is the teacher's job to keep the children safe, and it is the children's job to help the teacher keep them safe.**

General School Rules

1. We use walking feet for the safety of all children.

2. We use gentle hands with our friends and toys.

3. We use listening ears when others are talking.

4. Show respect for all

5. Obey adult leaders

6. Clean up after yourself

7. Know that you are loved

# PRESCHOOL CURRICULUM

The Covenant Community Preschool bases its learning program on the recommendations of developmentally appropriate practice (DAP) as defined by NAEYC. For young children, meaningful and long-lasting learning requires active thinking and experimenting to find out how things work. We accomplish this through purposeful play facilitated by highly intentional teaching practices. The Creative Curriculum, by Diane Trister Dodge, is based on Piagetian learning principles through hands-on experiences that are appropriate for the young child. This approach emphasizes all areas of development. Christian Education is integrated daily and is a natural and intentional part of our curriculum.

# PROGRAM SCHEDULE

PHASE IN DAYS: arrival 8:30, dismissal 12:00. (dismissal -11:45 one-year-old class)

The first day of class: half the class attends.

The second day of class: the other half of the class attends.

Then our regular schedule begins.

Regular Schedule: Arrival 8:30, Dismissal 12:00 (dismissal -11:45 one-year-old class)

Daily Schedule: The daily activities will consist of prayer, planning, small group work, snack time, outdoor play, games, dramatic play, group discussions, songs, storytime, sharing, group activities, reading, writing and math, rhythms, etc.

# TEACHER: CHILD RATIO

One-year-old 1:4

Two-year-old program 1:7

Three-year-old program 1:9

Four-year-old program 1:13

# STAFF

The staff of Covenant Community Preschool is expected to follow the Code of Ethics of the National Association for the Education of Young Children when dealing with children, families, and other staff members.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability, I will

• Never harm children

• Ensure that programs for young children are based on current knowledge and research on child development and early childhood education.

• Respect and support families in their task of nurturing children.

• Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.

• Serve as an advocate for children, their families, and their teachers in the community and society.

• Stay informed of and maintain high standards of professional conduct.

• Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs impact children and families.

• Be open to new ideas and be willing to learn from the suggestions of others.

• Continue to learn, grow, and contribute as a professional.

• Honor the ideals and principles of the NAEYC Code of Ethical Conduct

Professional Development- Great classrooms and programs begin with a well-trained staff enthusiastic about teaching. To build a quality program, it is crucial to offer learning opportunities for the team. Therefore, CCP schedules professional development throughout the school year and sets one full day each school year for staff learning.

A minimum of 12 continuing education hours is required annually.

Why does professional development matter? Higher quality, more satisfied teachers, improved outcomes for children, and meaningful learning.

Teacher workdays are strategically placed on the calendar to accommodate the critical needs of the staff throughout the year. Teacher workdays are scheduled to provide team and individual planning time, review student success data, document instructional needs, goal setting, and orientation to new procedures. In addition, workdays are necessary to compile and assess ongoing student observations and required paperwork for Parent Teacher conferences. Students do not attend school these days.

# GRIEVANCE PROCEDURE

If any parent has a grievance concerning school policy or actions of a staff member:

First, the parent will talk to the staff member involved. If a resolution cannot be made, the Director is consulted. The Director will mediate and will make a final decision.

School board members and church leaders will not, under any circumstance, accommodate questions or grievances if the above channels are not followed.

This policy is based upon the principles of Matthew 18. All individuals are cautioned to work out all problems at the first step—"If your brother sins against you, go and show him his fault, just between the two of you" so that the additional steps are not needed, and we can walk in unity and love.

# PARENT ACCESS

During school hours, all school/church doors are locked for the safety of the children, families, and staff served. Use the church's front door to enter the school during school hours. Parents are permitted access to the school whenever their child is in attendance. When coming to campus after 8:45 am or before 11:45 am, ring the doorbell or call Lynda Williams' cell at 704-616-9253.

# PARENT / TEACHER PARTNERSHIP

Studies show that the more parents are involved with their child's school, the better the child does in school. When parents are involved, it shows their children that what they do is important and increases self-esteem. Staff members recognize the importance of effective parent-teacher partnerships. Effective partnerships include honest and ongoing communication with families and respect for individual differences. The more open, honest, and frequent the communication, the more effective the partnership between parent and teacher will be.

Parents are provided with many options to be involved! We encourage parent involvement, and we also feel that parents should feel free to choose for themselves the type of participation that is meaningful and fits into their busy schedules.

Each family is required to volunteer a minimum of 5 hours each school year.

The volunteering activities might include:

• Consignment Sales- Fundraising Dinners, Book fairs, Community Foundation Run, etc.

• Help to organize school events.

• Prepare classroom materials at home, such as cutting, coloring, and gluing.

All families are invited to volunteer as the Playdough and Snack Parents throughout the school year.

# SUGGESTIONS

The staff is available for comments and questions every day. We benefit from your ideas and concerns and consider it a privilege to listen. You may call or stop the Director in the hallway anytime. CCP also offers the tuition drop box as a suggestion box. We ask that you share your contact information with your comments/suggestions so that we can discuss or clarify your concern.

# ORIENTATION OPPORTUNITIES

CCP offers several opportunities to learn about the school; the Parent Teacher Visit before school begins and the evening Parent Orientation includes meeting with your child's teacher in the classroom setting. During the various orientation opportunities, our staff shares the program philosophy, goals, procedures, policies, and the first steps of building relationships with the children and their families.

# CHILD ASSESSMENT

The purpose of assessment is to guide curriculum planning and instruction. Teachers find out where a child is along the learning path and then provide appropriate activities to help a child progress. Assessments include observations and work samples, examples of children's writing, artwork, and photographs collected during everyday experiences over the school year.

# PARENT CONFERENCES

Daily casual conversations between teachers and parents are essential. However, parent-teacher conferences offer additional opportunities for parents and teachers to work together as partners. The parent conference is a time for parents and teachers to exchange thoughts and ideas and the child's progress report. In addition, parents can ask the teachers about child development in or out of the school and share any information that would be helpful to the teachers. CCP schedules three conference days for our families: in the fall, winter, and spring of the year. Please make arrangements for childcare during your conference. Parents may request additional conference times as needed.

# ARRIVAL PROCEDURES (COVID may alter)

PLEASE MAKE EVERY EFFORT TO HAVE YOUR CHILD ARRIVE AT SCHOOL ON TIME.

Families enter through the Children's building entrance (the door beside the playground)—doors open at 8:30 and lock at 8:45.

Adults must ensure that children are safe by their side while walking through the parking lot and in the school hallways. In addition, an adult is required to sign children in and out at the classroom door.

Please do not leave children unattended in your vehicle.

Please note- the child who consistently arrives late has a more difficult time adjusting to school.

No admittance to school after 9 am unless arrangements are planned with the Director the day before for scheduled appointments that will delay arrival after 9 am.

# SEPARATION ANXIETY

We realize that sometimes children have difficulty separating from their parents. They may cry or cling or behave differently than you are accustomed to. Be assured that this is a typical response and that these behaviors will slowly stop as children (and the parents) become more comfortable. An adjustment period of up to two weeks may be needed for your child. Some suggestions for dealing with separation anxiety are:

• Recognize that this is normal behavior for children. Accept and respect your child's temporary unhappiness. Say things like, "I know you are sad when I leave, but you will have a good time."

• Reassure the child that he is in a safe, fun place and that you will be back to get him.

• Avoid the temptation to pressure your child not to cry. Learning to cope with sadness is essential learning for your child.

• Remind your child of the predictability of your pickup arrangements.

• Make your goodbye prompt, affectionate, and confident. Don't be tempted to sneak away while your child is occupied. After you have said goodbye, leave your child with the teachers. You may stay at the school until you are comfortable. To ease any anxiety, feel free to call and check on your child anytime

Here are some tips that'll help reduce that back-to-school stress:

Set the stage for school's beginning

A week before school starts, shift bedtimes and summer schedules to prepare for school.

Visit the new (or even the old) school.

Physically visiting the building and classroom is a huge help for most kids, as it reduces the fear of the unknown. Also, visit the playground on campus.

Do not rush the first day of school

Plan for everything to take twice as long on the first day and get up early. Your anxiety may help you get things done, but it won't help your child, so try to relax. Listen to what your children are telling you about their worries. Don't quiet them with premature reassurance because you may be off the mark. Children need to know that you believe in them and their success in school.

# PICK UP PROCEDURES (COVID may alter)

Enter the school through the Children's wing entrance for preschool program classes. Doors open at 11:40.

Children are picked up at their child's classroom at 12:00 and 11:45 for the one-year-old class.

 Parents should wait outside the classroom door for the children to be released, one child at a time. Then, an adult must sign their child out.

Please do not allow children to reenter classrooms after they have been signed out. Please do not permit your child to run ahead to the exit doors. Always walk with your child in the parking lot.

Late Pick Up If you are later than 12:15 for pick up, there is a $5.00 late charge for each ten-minute increment you are overdue. For example, if your arrival is 12:16, there is a $5.00 charge- If your arrival is 12:26, there will be a $10.00 charge, and so on. Pick-up is late for the one-year-old class after 12:00.

Please pay your child's teacher or the Director when you are late.

If you cannot pay when you are late, pay this fee within two days of the incident; after this period, the cost is added to your account.

The atomic clock hung at the school entrance is the guide in determining the time.

There are no exceptions. A late charge will be issued if you are late for any reason. A "no exceptions" policy makes it less complicated to apply the late policy consistently and justly. We must not give special treatment unless all parents receive the same treatment - Everyone is treated equally.

The object of our late pickup policy is not to collect money but to discourage late pickups. An adult must pick up children promptly at the time of dismissal. It is stressful for the child when their ride is late.

No child will be released to persons other than a parent or authorized adult. We require a picture ID when the teaching staff does not know the person who is picking up your child.

# TUITION PAYMENTS

Tuition checks should be made payable to CCP (Covenant Community Preschool).

Covenant Community Preschool

3415 Union Road

Gastonia, NC 28056

We ask that you not hand tuition checks to the teachers or leave checks in your child's bag. Checks may be mailed, dropped in the tuition box, or given to the Director. **Most parents pay tuition with online bill pay through their personal bank.**

Tuition is an annual fee broken down into nine payments (September through May). Each payment is due on the 1st of each month.

The registration fee and the advance last month's payment are due when the child is registered. The remaining eight payments are due September 1, October 1, and so on; the final payment is due April 1.

 If the tuition is not paid by the tenth of the month due, there is a $20.00 late fee (unless the family has made other arrangements with the Director).

THERE IS A RETURN CHECK FEE OF $25.00.

You may pay your tuition in advance.

If a family becomes two months behind in payment (and they have not arranged with the Director), the student may not return to the school until tuition is paid. When a family has an outstanding debt from the previous year, the child may not attend until the debt has been paid or other financial arrangements are made.

# WITHDRAWALS

**The registration fee and advance May tuition are non-refundable.**

CCP requires at least a 3-week written notice if your child withdraws during the school year. Withdrawal notice must be given in writing to the Director. The family is responsible for paying tuition through the 3-week notice.

# PARENTS' RESPONSIBILITIES

Parents can be of great assistance to the child and the teacher by:

• Make sure your child is well rested before coming to school.

• Helping the child look forward to school as a place where he will find new and happy experiences.

• Having the child arrive on time between 8:30 and 8:45 and be picked up promptly.

• Providing a rich background of experiences by:

Taking trips to playgrounds, parks, fire stations, zoos, etc.

Encouraging make-believe play

Reading and telling stories

Asking and answering questions

Choosing constructive toys

Including the child in family planning and conversations

Encouraging independence by permitting the child to:

• Make decisions at his level

• Accept responsibility at home

• Do simple chores, such as putting away toys, hanging clothes, etc.

Encouraging good, clear speech by:

• Speaking clearly when talking with the child

• Listening courteously to what your child has to say

• Allowing your child to express ideas

Participate in school functions and fundraisers.

• Your children will benefit from your participation!

Provide current contact information!

• We need to be able to communicate with you! Please notify us when your telephone number or address changes.

Read our handbook!

# ATTENDANCE

Regular attendance is essential. Every effort should be made to have your child at school every day they are in good health.

Please contact the classroom teacher each day your child is absent.

# HOLIDAYS AND INCLEMENT WEATHER

Holidays such as Thanksgiving, Christmas, and Easter will be published yearly in the school calendar. When bad weather warrants the closing of our school, CCP will follow the same schedule as the public schools for a day's closing.

• Public school one-hour delay - CCP will open at 9:30

• Public school two-hour delay - CCP will be closed for the school day

CCP does not make up inclement weather days.

# NOTIFY THE TEACHERS IN WRITING

• Any time a child goes home or rides home with anyone other than his normal ride.

• When a child goes to the hospital or has special medical treatment.

• Has new fears.

• When your child will be out of town for several days.

# SAFETY INFORMATION

The Director or other designated person completes routine safety inspections of our facility. CCP staff practice monthly fire or bad weather drills with each group of children. Emergency evacuation procedures are posted in each classroom. The Director and teachers maintain current certification in Adult / Pediatric First Aid and CPR training along with biannual fire extinguishers, blood-borne pathogens, and child abuse awareness training. Staff monthly inspects our outside play areas.

If we must evacuate the Children's Education Building, all classes will walk to the Scout Building on the opposite side of the parking lot. Families will be notified by phone to pick up their children. All emergency contact numbers are kept with the class group at all times. Please ensure that the school has your most current contact information.

# CHILD ABUSE AND NEGLECT

All staff members are required by state law to report if they know or have a reason for concern that a child has been neglected or harmed. Reports are made to Gaston County Social Services in compliance with state Child Abuse and Neglect Reporting laws. Speak to your child's teachers if your child has scrapes or bruises to erase any concerns. Parents wanting more information about the state law and our policy on this matter are encouraged to talk with our Director.

# HEALTH INFORMATION

A healthy environment is essential at school. Children are happier and are more open to learning when they feel well rested and healthy. Much of the success of the health of preschool children depends on parents' cooperation in not sending a child to school who shows signs of illness or has been exposed to an infectious disease.

We request that parents keep a child home any day when:

* **Fever** of 101 or greater, until 24 hours symptom-free without fever reducing medication
* Shows symptoms of a fresh cold- including
* Green or yellow discharge from nose or eyes
* Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and wheezing
* **Diarrhea** until diarrhea stops for 24 hours
* Blood in stools is not explainable by dietary change, medication, or hard stools
* **Vomiting** the child can return after vomiting has been resolved for 24 hours
* Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
* Mouth sores with drooling
* Rash until a physician determines that these symptoms do not indicate an infectious disease
* **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
* **Head lice** or nits. CCP has a no-nit policy.
* **Scabies**, until after treatment has been completed
* **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend childcare
* **Impetigo**, until 24 hours after treatment has been initiated
* **Hand Foot and Mouth** sores have dried and crusted, and no fever
* **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
* **Chickenpox**, until all sores have dried and crusted (usually 6 days)
* **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
* **Mumps**, until 9 days after onset of symptoms
* **Hepatitis A virus**, until 1 week after onset of illness
* **Measles**, until 4 days after onset of rash
* **Rubella**, until 6 days after onset of rash
* Unspecified respiratory tract illness accompanied by another illness that requires exclusion
* **Herpes simplex**, with uncontrollable drooling

• Shows symptoms of a fresh cold- including discharge from nose or eyes being green or yellow

• Has an unidentified rash

• Has not been fever free for 24 hours - child must be fever free for 24 hours without medication

• Has thrown up or had diarrhea within the last 24 hours

• Has sore or discharging eyes or ears

• Is in the incubation period of a contagious disease

• Has head lice or nits. **CCP has a no-nit policy.**

• Shows deviation from the usual behavior or appetite

• Is unable to participate in the school day's schedule, including outside play

Only first-aid treatment of a minor nature is administered at school. Parents will be informed of treatment.

Please report to the teachers immediately when your child has contracted an infectious disease. We will inform all the parents that their child may have been exposed so they may watch for symptoms. Through such cooperation, we hope to protect the other children in the school and younger siblings. Children with infectious diseases will be excluded from participation in the program until they meet the requirements for readmission or have their doctor's written permission to return. Children who become ill at school will be comforted in the office, and their families will promptly be called for pick up.

For special situations, consult your child's teacher and or Director.

ALL CHILDREN ARE REQUIRED TO TURN IN A HEALTH CERTIFICATE COMPLETED BY THE CHILD" S DOCTOR.

**Health forms are due before the first day of school.**

The health form is due within the first four weeks of school attendance for children who register later in the school year.

# MEDICATION

Our teachers are not permitted to administer any drug, including non-prescription medicines, to a child unless the medication is required in an emergency. An Authorization to Administer Medication Form signed by the child's parent/guardian and a Health Care Plan is required. The written instructions include the medication name, the dosage, and what symptoms are shown before the medication is to be administered. It may be necessary for your health care provider to give proper training to our staff, who will be responsible for administering medications. Any emergency medication sent to school must be in its original dated container (no expired medications), labeled with the child's name, the name of the drug, dosage instructions, and the physician's name. The instructions in the health plan must compare with the label instructions.

Parents must administer necessary medications or desired products such as sunscreen and mosquito repellent before the child is brought to school each day.

# INJURED CHILDREN AND MEDICAL EMERGENCIES

Minor injuries, such as bumps, scrapes, or small cuts, are taken care of by the teachers. They will wash the area with soap and water, bandage if necessary, and help the child hold a cold pack to the area. Staff will reassure and comfort children when hurt or ill. Parents will be informed, and documentation of the injury or illness is shared with the parents at the time of pickup. Sick or injured children are removed from the classroom group. If a child is injured or ill during the day and medical attention is required, a staff member will remain with the injured or sick child while the other contacts help to take responsibility for the rest of the class. If the injury or illness is not "severe," a staff member will first contact the child's parents. If the parents cannot be reached, the "emergency contact" persons listed on the child's enrollment form will be contacted. If the injury is severe, a staff member will immediately telephone 911 for a rescue squad and accompany the child to Caromont Regional Hospital. A staff member will contact the child's parent or other emergency contact person immediately after the emergency. Parents need to keep the emergency information up-to-date and inform staff of temporary or permanent changes of address, phone numbers, and emergency contacts. We keep a record of injuries on an Accident Report. The report includes the time, date, and description of the injury, how it happened, and what treatment was given.

# AVAILABLE COMMUNITY SUPPORT

We believe that developmentally appropriate programs are members of a larger society of early childhood professionals with the shared goal of supporting children and their families. Below is a list of organizations with whom we currently work.

Gaston College Early Childhood Education Department

704-922-6533

Partnership for Children

704-922-0900

Gaston County Department of Social Services

704-866-6124

Gaston County Schools

704-866-6175

Gaston County Schools

Dept. of Exceptional Children

704-866-6160

Gaston County Health Department

704-853-5000

Gaston County Public Library

704-868-2164

# PHOTOGRAPHS

Children may be video/audio taped and photographed for educational and promotional purposes (e.g., publications, newspaper articles, posters, presentations). We will request permission for such use of recordings made of children at the onset of the school year. Anonymity will be maintained - no identifying information (such as the child's name) will be presented. CCP provides learning experiences for college and high school students as a research facility.

# CONFIDENTIALITY

As professionals and early childhood educators, we keep all children and their families' information confidential. This includes children's behavior, illnesses, and any information about them. Please, respect this by not asking the staff about another enrolled child.

All records concerning individual children (enrollment forms, health records, assessments, and conference reports) are confidential.

# TOILET POLICY

Children entering the three and four-year-old program must be potty trained.

# SNACK TIME

Snack time is a learning experience, emphasizing good manners, prayer, proper nutrition, and social conversations by observing appropriate models and having opportunities to practice. Drinking water (a much-needed health habit ) is stressed. We encourage drinking water by allowing the children to pour their water into cups at snack time. Occasionally the children make their snacks at the free choice time.

**CCP is a nut-free school. Therefore, please do not send food products containing nuts.**

Food that comes from home for sharing among the children must be either whole fruits or vegetables or commercially prepared packaged foods in factory-sealed (unopened) containers with a label of ingredients (food fact label) included on the box/bag.

The staff does not offer children younger than four these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; or chunks of raw carrots or meat larger than can be swallowed whole. (NAEYC Criteria)

Children with food allergies are provided an acceptable snack from school, or parents are asked to provide acceptable snacks for their children.

The school keeps various crackers; saltine, club, Ritz and vanilla wafers, and graham crackers on hand every day. Parents typically provide perishable items during their assigned snack weeks. Parents may also prepare snacks at school with the children or without classroom participation- please contact teachers to work out mutual times. Snacks should consist of two food groups.

Here are a few suggested snacks for parents to bring during their assigned weeks-

Fresh fruit and melons

Yogurt cups

Milk

Cheese

Cereal

Fruit snacks

Fruit cups

Vegetables

Fruit pop icicles

Raisins and dried fruit

Snacks can be purchased inexpensively at Sam's, Audi, etc.

Daily Snack Menus are posted on each classroom bulletin board. Menus are offered to document the food items children have eaten for the snack and aid the snack volunteers. The menus will help ensure a variety of snack items will be shared-

# BIRTHDAY CELEBRATIONS

Your child's teacher will contact you before your child's birthday as to when you would like to celebrate your child's special day. All birthday parties at school need to be simple and similar. No homemade treats are allowed; only factory-sealed food items may be served.

• No special gift bags, please.

• Children in the 3 and 4-year-old programs: Parents may attend the birthday recognition.

• Children in the 1 and 2-year-old programs: Parents are asked not to attend the recognition. Parents can send the birthday snack to class with the child in the morning.

• Birthday snacks... suggestions mini donuts, mini cupcakes, or a cookie are an appropriately sized treat. **Please, no large iced cupcakes.**

(No homemade snacks – only snacks in factory seal packages with food fact label attached may be served. No fruits or vegetables that are cut up at home. Send only whole fruits or vegetables or the prepackaged variety.)

Please note! If children are invited to parties outside the school, please do not bring invitations to be distributed at school unless all children in the class are included.

# CLOTHING

Please dress children in washable play clothes for school. Children use fun and sometimes messy materials, like clay, paint, water, and sand. Therefore, they should be dressed comfortably in clothes that do not require "being careful." Easy on - Easy off clothing is necessary for successful toileting and diaper changes.

When girls wear dresses, consider having them wear "modesty shorts" "under them.

In cold weather, children should wear slacks. We will enjoy outdoor play every day except in very cold or rainy weather.

PLEASE label all coats, sweaters, raincoats, and gloves with your child's name.

If spare clothes go home, return a set of extra clothes the next school day.

Laces or Velcro tennis shoes with rubber soles are recommended at all times. Shoes must have a closed toe.

 Slick-soled shoes, clogs (crocs), cowboy boots, and sandals are dangerous for children in active play. Please do not send children wearing clogs (crocs), cowboy boots, or sandals to school.

# WHAT TO BRING TO SCHOOL

All children should have a CHANGE OF CLOTHES kept at school. The extra clothes should include pants/shorts, a shirt, underpants, and socks. As seasons change, please send appropriate clothing.

Please place clothing in a zip lock bag and label it with the child's name. When extra clothing is used, bring replacement clothing the very next school day.

Please do not send or allow children to bring-

• Money - unless requested for a particular purpose.

• Candy, chewing gum, etc.-

• Toys- unless used for a special day in class.

• Jewelry- necklaces, bracelets, or rings - are easily lost.

• Replicas of weapons - no guns, swords, etc.

# PLAYDOUGH RECIPE

Mix 3 teaspoons cream of tartar, 2 cups flour, and 1 cup salt.

Add the mixture, 2 cups boiling water, 2 tablespoons of oil, and food coloring to a pan. Heat at a medium temperature. Stir until the mixture comes away from the sides of the pan. Remove from heat and knead on a floured surface when cool. Add more flour if the playdough is sticky. Store in a covered container or zip lock bag.

# NURSERY RHYMES

September – Jack Be Nimble

October- Itsy Bitsy Spider

November- Old King Cole

December- Twinkle, Twinkle, Little Star

January- Three Little Kittens Have Lost Their Mittens

February- Here We Go Round the Mulberry Bush

March- Little Boy Blue

April- Little Bo Peep

May- Hey Diddle, Diddle Cat, and a Fiddle

# BIBLE VERSES

September

LOVE ONE ANOTHER. JOHN 13:34

"Did You Ever See a Lassie?"

Love one another, one another, one another, Love one another, John 13:34.

October

TRUST IN THE LORD AND DO GOOD - PSALMS 37:30

"Here We Go Round the Mulberry Bush"

Trust in the Lord and do good, do good, do good. Trust in the Lord and do good, Psalms 37:30

November

GIVE THANKS TO HIM, BLESS HIS NAME. Psalm 100:4

"Frere Jacques"

Give thanks, Give thanks, to Him, to Him, Bless His Name, Bless His Name, Psalm 100:4, Psalm 100:4

December

GOD LOVED US AND SENT HIS SON. I JOHN 4:10

"London Bridge"

God loved us and sent His Son, sent His Son, sent His Son. God loved us and sent His Son.

I John 4:10

January

YOU ARE JESUS' FRIEND. JOHN 15:14

"Farmer in the Dell"

You are Jesus' friend; You are Jesus' friend, John 15:14 You are Jesus' friend.

February

A FRIEND LOVES AT ALL TIMES. PROVERBS 17:17

"Skip to My Lou"

A friend loves at all times; A friend loves at all times, A friend loves at all time, Proverbs 17:17

March

TRUST IN THE LORD WITH ALL YOUR HEART. PROVERBS 3:5

"Mulberry Bush"

Trust in the Lord with all your heart, with all your heart, with all your heart. Trust in the Lord with all your heart, Proverbs 3:5

April

I AM WITH YOU ALWAYS – MATTHEW 28:20

"London Bridge"

I am with you always, always, always, I am with you always, Matthew 28:20

May

GOD CARES FOR YOU. I PETER 5:7

"Farmer in the Dell"

God cares for you, God cares for you, I Peter 5:7 God cares for you.

# MONTHLY CONCEPTS

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September Concepts: big/little, day/night

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October Concepts: in/out, over/under

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November Concepts: rough/smooth, hot/cold, hard/soft

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December Concepts: top/bottom, asleep/awake, happy/sad

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January Concepts: stop/go, up/down, around/through

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February Concepts: noisy/quiet, inside/outside

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March Concepts: one/many, empty/full

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April Concepts: open/closed, push/pull, sit/stand

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May Concepts: above/below, alike /different

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