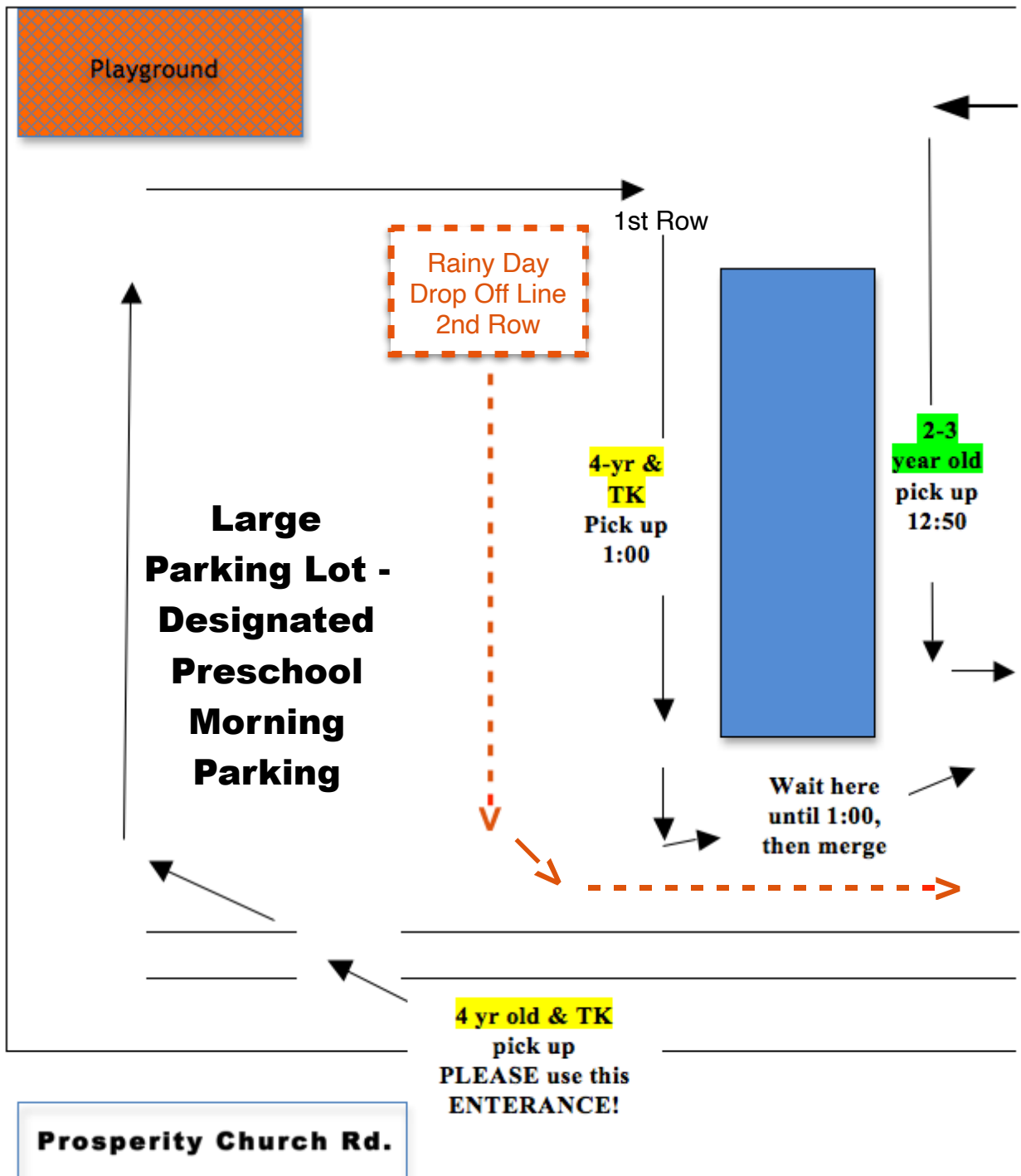




Parent Handbook 2019-2020

3700 Prosperity Church Road
Charlotte, NC 28269
704-548-9929 ext. 242
Ingrid Ward, Director
ingrid@stonebridge.org

THE BRIDGE: stonebridge.org/bridge



1. **NO CELL PHONE** use in car line!
2. Hold name sign outside of driver's side window
3. Put car in **PARK** when child is brought to you
4. Pull up as far as possible to buckle in child
(If more than 2 children, use a parking space)
5. **NOTE: TK & 4-year old classes are not in the foyer until 1:00**

Preschool Main Arrival Entrance (9-9:20)

Preschool and Church Building

Preschool Late Arrivals/Early Pick Up

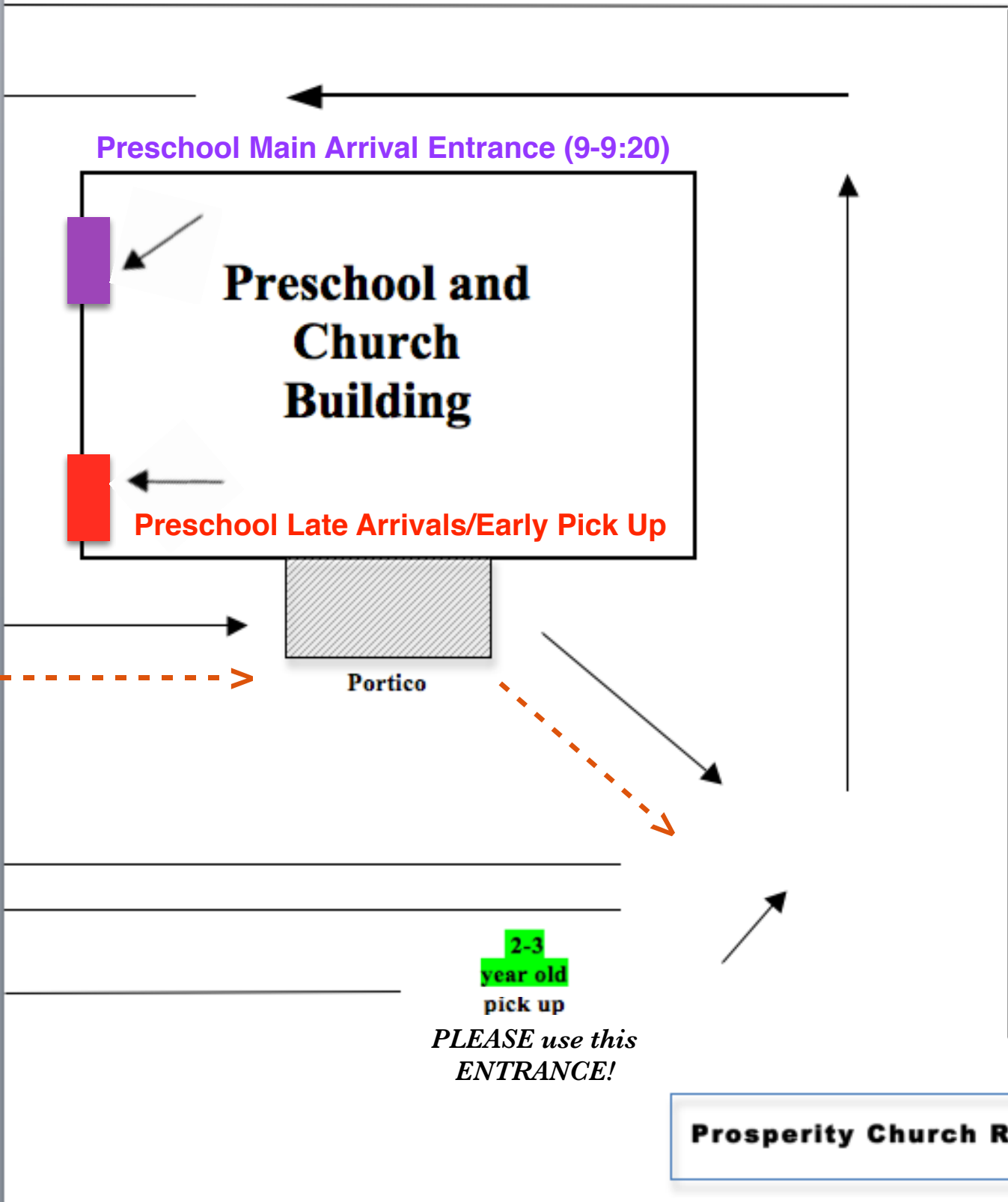


Portico

Prosperity Church Rd.

2-3
year old
pick up

*PLEASE use this
ENTRANCE!*



HOURS & DAYS OF OPERATION: The Preschool operates from the Tuesday following Labor Day through the Thursday before Memorial Day. *The school day is from 9:00 a.m. to 1:00 p.m.* The Preschool follows the Charlotte-Mecklenburg Schools for weather closings. If CMS is closed **or delayed** because of ice or snow, the Preschool will be closed. If CMS is delayed solely due to temperature, we will have school on a normal schedule. We will communicate as early as possible by email whether or not there is school. If CMS closes during Preschool hours, we will close as well. Make up days will NOT follow CMS, but will be decided on a case-by-case basis.

ARRIVAL & DEPARTURE: Doors will open at 9:00 a.m. after the teachers' prayer time. *Everyone will come through the Preschool main entrance for morning arrival.* Please teach your children the importance of arriving to school on time. The doors will be locked at approximately 9:20, after which time you will have to enter through the door to the right of the main arrival entrance (see map). Please ring the bell for admittance. Parents should escort their children to the classrooms, where their teachers will be waiting to greet them. Please help your child get settled and say goodbye to your child **quickly** to make it a shorter and easier adjustment.

We realize that many children experience separation anxiety in the first days of school. However, prolonged, persistent crying may indicate that your child is not yet ready for preschool. If after 3 weeks, your child continues to cry throughout the school day, we may ask you to reconsider enrolling your child for this school year.

We will have drive-through pick-up in the afternoon beginning at 12:50 pm for 2 & 3 year olds and 1:00 for 4's and TK. (4 year olds & TK do not come to the foyer until 1:00). If you have multiple children of different ages, go to the line of the oldest child. Follow the map on the front, inside cover of the handbook. Please hold your child's name card (and the card of any other children you are picking up) outside the driver's window. **Please put your car in PARK as children are being escorted to your car. Cell phone use is NOT PERMITTED in the pick-up line.** Please inform others picking up your child of these rules!

We will not place a child in a car without a car seat. If the driver is a parent, we will ask the parent to drive around and park, then come into the building to pick up his/her child. If a driver is not a parent, we will contact the parents to come up with a solution that involves a car seat.

We will assist the children into their seats and ask that you pull up as far as possible (or behind the stopped car ahead of you) to buckle in your child. If you have more than two children, please pull into a parking space to buckle in the children. Do not drive around cars parked in front of you. The safety of the children and the teachers is our primary concern.

During pick up time (12:50-1:15), teachers and co-teachers will be occupied watching the children and will not be able to open the doors. If you must pick up your child early, please arrive **before** 12:45 and ring doorbell for entry.

Please be prompt in picking up your child. A late charge of \$5.00 will begin at 1:15 p.m., and will increase \$1.00 every minute thereafter. If your child has been brought back to the classroom, expect to pay the late charge! This policy will be strictly enforced, unless arrangements have been previously made with the director.

On rainy mornings, we will have drive-through drop-off available until 9:15 (See map). Co-teachers will escort the children to their classrooms.

Only people designated on your information sheet will be allowed to pick up your child. If any changes need to be made to this sheet, please see the director. We may ask for identification from drivers we do not know or recognize. **For your child's safety, messages regarding car pool changes or going to a friend's house MUST be in writing or given directly by the parent to the teacher.**

Harris Teeter's "Together in Education" program

Please LINK your Harris Teeter VIC card so the Preschool may receive a percentage of your purchases. Our number is **3347**.

VIC card must be re-linked every school year, beginning in August.

TUITION: Tuition is to be paid a month in advance, due on the 1st of the month, e.g. October's tuition is due on September 1st, with the last payment in April for the month of May. If tuition is paid after the 10th of the month it is considered late and a \$10.00 late fee will be assessed. *Two months of late payments will require setting up repeating payments on the Bridge.* A fee of \$10.00 will be charged for any returned check. We calculate tuition by dividing the yearly cost by 9 months to make the payment more convenient for our families. *If a child is gone for an extended time, tuition must continue to be paid to retain the child's spot in the school.* Monthly tuition fees are as follows:

2-day program: \$ 201.00
3-day program: \$ 241.00
4-day program: \$ 271.00

**** We recommend signing up for repeating payments through the "Give" tab on the Bridge. There will be 8 more "contributions" for this school year.**

Checks are to be payable to "StoneBridge Preschool".

Please include your child's name in the "memo" portion of the check.

Cash (exact amount only) can be paid to the director or administrative assistant.**

Statements for tuition payments may be generated through the Bridge under the "Financial" tab.

If a child is to withdraw from school, a written or emailed withdrawal notice is required **at least one month in advance**. Parents are financially responsible for the notice period.

HEALTH & SAFETY: The **Medical Form** must be completed and signed by the child's physician and returned by the first day of school. **Please inform your child's teacher of any allergies or medical conditions of which we need to know.**

One of our goals is to ensure a safe and healthy environment for each of our children. We ask your help in meeting this goal. Please do not bring your child to school if he/she displays fever, contagious or unidentified rash, conjunctivitis (pink-eye), severe cold with coughing and drainage, green noses, vomiting, diarrhea, or any contagious disease. If your child becomes sick with anything contagious, such as chicken pox or head lice, please inform the school so that we can inform the parents of any exposed children. If your child becomes sick at school, we will call you to take him/her home. If neither parent can be reached, those persons designated on your Information Form will be contacted. We will care for your child in the director's office until someone comes for your child.

For minor injuries, such as a small cut, scrape or bruise, we will treat the injury in the director's office. Our preschool teachers are all trained in First Aid and CPR. In such an event, we will send home a notice with your child, letting you know how the injury occurred and how it was treated.

If an emergency occurs, we will make every effort to contact you or those persons designated by you on the Information Sheet. If necessary, we will contact 911 for assistance.

ROOM PARENTS: (Please sign up with your teachers). The Room Parent will coordinate the volunteers for classroom activities. These activities may include class celebrations, coordination of meals for new parents, teacher appreciation and other special events. The classroom teacher will meet with the Room Parents to share her expectations for different celebrations. Room Parents will then delegate jobs to other parents in the class. If you are interested in helping in this very valuable way, please plan on attending the Room Parents' meeting on **Monday, September 9 at 9:30 am in Room 206** (upstairs).

PARTIES: We will celebrate many holidays with a class party. We depend on parents to give these events a special touch. Please look for sign-up sheets for your opportunity to assist at these times.

Birthdays are special and a reason to celebrate! Please make arrangements with your child's teacher, who can suggest an appropriate celebration treat for your child's class. If your child's birthday is in the summer, discuss with the teacher a day to celebrate their "special day" during the school year, such as their half-birthday.

During celebrations and programs attended by parents, we ask that you assume responsibility for your own child.

THINGS FROM HOME: *Please bring:*

- LUNCH with appropriate finger foods and a drink that is easy for your child to handle. (Please send **only what your child can eat**, encouraging healthy foods and limiting sweets. Please do not send "gogurt"). We will send home what your child DID NOT eat, so you can see what they like/dislike.
- In our effort to be environmentally friendly, please try to use re-useable containers whenever possible. Try to make your child's lunch "trash-free."
- A change of clothes that can be left at school, including underwear and socks. These clothes should be replaced as the seasons change. *Please label!*
- Appropriate clothing for outdoor play including rain gear and boots...we try to go out every day! *Please label coats, mittens, etc.*
- Adequate supply of diapers and baby wipes for those children not yet potty-trained in the 2-year old classes.

Please leave home:

- Personal toys, jewelry, money, or anything extra-special to your child (unless brought for “Show and Tell”).
- All toy guns, knives or other toys that promote aggression.

POTTY-TRAINED CHILDREN:

Children in the 3-year old classes and older must be potty-trained. We understand that an occasional accident is not unusual at this age. However, a child who shows a lack of training may be asked to leave the program. Children are expected to wipe themselves. Please dress them in clothing that allows them to independently use the bathroom.

DISCIPLINE: We believe that children engaged in age-appropriate activities, in a classroom with clearly stated and easy-to-understand rules that are consistently enforced, will keep inappropriate behavior to a minimum. Children will be given continual opportunities to make choices regarding their behavior. They will learn the consequences, good or bad, that result from these choices. Teachers will validate feelings and provide guidance in expressing feelings in a healthy and appropriate way.

We will utilize our focus on positive character traits to “disciple” our children and encourage them to choose appropriate behavior. We will model and praise displays of good character. In the event that a child chooses inappropriate behavior, the following courses of action will be followed:

1. Redirection to a more appropriate behavior
2. Help identify and guide through emotions
3. A private verbal warning
4. Assignment to the “thinking chair” in the classroom (for a time of no more than 5 minutes)
5. “Time-out” in the director’s office
6. A conference with the parents

After a parent-teacher conference, if consistently aggressive or harmful behavior is not resolved, we reserve the right to dismiss the child from the program. We will be willing to re-admit the child after a behavior screening shows a change in behavior. It is our desire to be of any assistance we can to the family and the child in these matters. Please talk with your child’s teacher or the director if you have an issue of this nature you would like to discuss.

CHILD ABUSE & NEGLECT: We are required by North Carolina law to report *suspected* cases of child abuse and/or neglect. If such a case should arise, the alerted staff member will report it immediately to the director, who will notify the Protective Services Unit of the Department of Social Services.

PHYSICAL INJURY INFLICTION POLICY: These include, but are not limited to: biting, scratching, hair pulling, hitting, and pushing. The teachers and director will determine if the occurrence is of enough severity or frequency (in regard to time between incidents) to warrant the implementation of this policy.

1st 2 incidents: Notify parents of both children. Fill out accident/incident report.

3rd incident: Meeting with parents of child who did the hurting to develop a plan:
Options: required "shadow" for child for 2 weeks (\$35/day added to tuition) or 2 weeks off from preschool (tuition required).

4th incident: We will consider exercising our option to dismiss the child from our program. (If deemed necessary, this step may be taken sooner.)

VOLUNTEERS: You can make a difference in your child's Preschool! Volunteering is beneficial to the students and teachers, and allows the parents to take an active part in their children's preschool education. Here are a few areas you may consider:

1. Substitute for teacher or assistant in classroom (paid position-sign ups in each room)
2. Room Parent
3. Assist with a classroom party
4. Assist with special projects at teacher's request
5. Read a story to the class
6. Share a special talent, occupation or cultural heritage with the class
7. Participate in StoneBridge Olympics

If you have any other ideas, please share them with your child's teacher or the director. We look forward to seeing you involved in the Preschool (and your children will love it too!).

PARENT-TEACHER RELATIONSHIP: Our goal is to work as a team with parents in each child's best interest. We recognize parents as the child's primary teachers and consider it a privilege to have you entrust your child to us and share in the teaching responsibility.

Therefore, it is imperative that the parents and teachers have frequent and open communication. Our teachers are always willing to speak with parents about their child. However, drop-off and pick-up times are not appropriate conference times. Please arrange a time to meet with the teacher or to email/phone.

If you have a specific problem or concern about your child, first discuss it directly with his/her teacher. If you are not satisfied with the resolution, please contact the director and a joint conference will be arranged. Please remember that gossip is not productive and ultimately results in an unhealthy preschool environment. We all want what is best for your child!

Teachers and director will be communicating with you through The Bridge. You will have the opportunity to communicate with your child's teacher as well as other parents in your child's class. An invitation is required, followed by activation before access to The Bridge is possible. Invitations will be extended to all parents who have submitted their email addresses.

BOOKMARK THIS ADDRESS IN YOUR COMPUTER:
stonebridge.org/bridge

Your child's teacher will not be able to read texts or emails during school hours. You may call the Preschool with any communication necessary (704-548-9929).

Philosophy of Education for StoneBridge Preschool

- Each child is God's unique creation and uniquely gifted by Him.
- By the nature of each child's uniqueness, there will be numerous ways to learn, requiring numerous ways of teaching.
- Teaching the same concept in numerous ways will not only reach different children because of their different learning styles and multiple intelligences, but will also reinforce learning by providing varied approaches to the same concept.
- Preschoolers learn through play.
- Classroom activities should have purpose and be done by children as much as possible.
- Children need opportunities to be creative and to complete an assignment any way they choose.
- Children also need times when specific directions are to be followed.
- Children require consistency in such areas as classroom routine, behavior expectations, etc.
- Life is not divided into subjects, therefore teachers need to look for ways to inter-relate science, reading, math, etc., through themes or ideas, to more closely resemble problem solving in real life.
- We are born in sin and as such need to be taught how to behave rightly. We respond to sinful behavior through positive encouragement and loving discipline.
- Feelings are a gift from God and children can be taught how to respond to their feelings in a healthy way.
- Preschool allows a unique focus on social-emotional skills with a group of children in a way that is different than at home.
- God has a plan for each person including his/her family.
- Parents bear both the privilege and the responsibility for raising their children "in the nurture and admonition of the Lord." We recognize parents as their children's first and primary teachers.

StoneBridge Preschool Calendar 2019-2020

1st day of school	September 3
Patterson Farm field trip	October 9-10
Outdoor Pictures	October 21-22
Fall Break: NO SCHOOL	Oct. 28-29
Election Day: NO SCHOOL	November 5
Veterans Day: NO SCHOOL	November 11
Book Fair	November 18-21
Thanksgiving Break: NO SCHOOL	November 20-21
Christmas Break: NO SCHOOL	Dec. 23-Jan. 2

School resumes January 6, 2020

MLK Break: NO SCHOOL	January 20
Current Student Registration	February 3-13
Presidents' Day: NO SCHOOL	February 17
Spring Break: NO SCHOOL (please note, Wednesday, April 8 is the last day of school before Spring Break)	April 9-16
Preschool Olympics	May 6-7
End-of-Year Program/Last day of school:	May 21