

2019-2020

KNIGHTDALE UMC  
Preschool  
Parent  
Handbook



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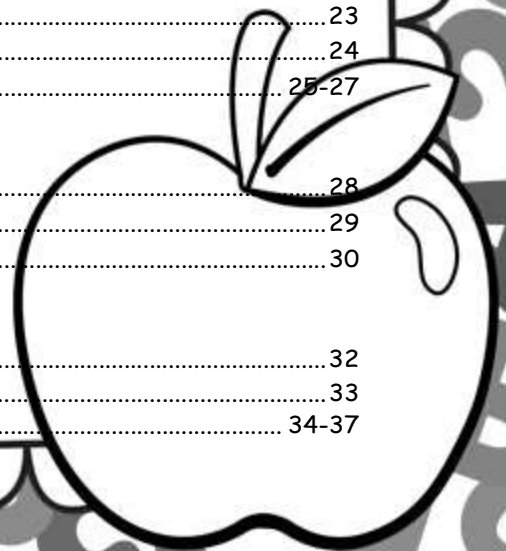
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# GENERAL INFORMATION

Mailing Address: Knightdale UMC Preschool  
7071 Forestville Rd  
Knightdale, NC 27545

Phone Number: (919) 266-2373

Website: [knightdaleumc.org/preschool](http://knightdaleumc.org/preschool)

Email: [preschool@knightdaleumc.org](mailto:preschool@knightdaleumc.org)

Preschool Director: Danielle Glenewinkel

Preschool Coordinator: Kim Wampler

Preschool Office Hours:

Monday through Friday from 8:30am-1:30pm



# Welcome

Welcome to Knightdale United Methodist Church Preschool!

Our teaching team is honored to be a part of your child's life. We are aware of the great responsibility we have as partners in teaching and nurturing your child. We want to work with you this school year to help your child make friends, play cooperatively and begin to develop critical skills for their future education. You and your child are special members of our KUMCP family.

We will keep you informed of your child's progress and will suggest activities you can do at home to provide continuity with what we are doing at school. Your child's success depends on establishing an effective partnership between home and school. We are eager to hear your concerns as well. Let us know what is important to you.

As we begin this new year, please know that we are here for you, your child and your family.

Blessings,  
KUMCP Teaching Team

*"Train up a child in the way he should go..." Proverbs 22:6a*



# VALUES, VISION & MISSION

## Values

In all we do we are committed to:

**Love** - loving God, loving our Preschool Family and our Community  
**Play Based Learning** - meeting each child where they are at  
**Excellence** - by showing respect, compassion and integrity while fostering a safe learning environment.

## Vision

Our goal is to provide an environment where children can experience the joy of learning while discovering just how BIG God's love is for them.

## Mission

We endeavor as a school family to foster an environment where each family feels supported, and every child grows to be their best self while learning in a Play based, Christian environment.



# PHILOSOPHY

## Learning Through Play

Children learn naturally through play experiences. A play-based model is a thoughtfully planned environment that allows for the teachers to seek out and find what interests the children and what strengths the children are showing; then building on these interests and strengths to assist children in making the best possible choices each day. Children who are given more opportunities to learn through play in the early years are better able to navigate social and emotional issues that arise later in elementary school. They are also better able to learn and concentrate throughout their formal education. Self-directed play leads to self-harmony, which leads to a higher ability to learn and retain knowledge.

*Scientists have recently determined that it takes approximately 400 repetitions to create a new synapse in the brain – unless it is done with play, in which case, it takes between 10-20 repetitions.*

*– Dr. Karyn Purvis*



# Registration & Tuition fees

- The non-refundable registration fee is equal to one month's tuition.
- Tuition is based upon yearly costs, which are then divided into 9 equal payments.

Class Options	Tuition 2 Days (T,TH)	Tuition 3 Days (M,W,F)	Tuition 4 days (M-TH)	Tuition 5 days (M-F)
Toddlers 1-young 2 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$185 \$1665/School Year	\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year		\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Early Preschool 2-3 yrs 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$185 \$1650/School Year	\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year		\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Preschool 3-4 yrs 9am-12pm		\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year	\$270/month \$2430/school year Sibling discount: \$255 \$2295/school year	\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Junior K 4-5 yrs 9am-1pm (M-TH) 9am-12pm (FRI)			\$305/ month \$2745/school year sibling discount: \$290 \$2610/school year	\$345/ month \$3105/school year sibling discount: \$330 \$2970/school year

- Tuition is due on the first school day of the month.

Tuition Due Date:	Tuition for Month of:
September 3, 2019	September
October 1, 2019	October
November 1, 2019	November
December 2, 2019	December
January 3, 2019	January
February 3, 2019	February
March 2, 2019	March
April 1, 2019	April
May 1, 2019	May

- Tuition can be paid by cash, check, or auto draft (Tuition Express).

# EARLY BIRD & LUNCH BUNCH

Enrollment in either (or both) the Early Birds and Lunch Bunch programs is month-to-month and can be dropped or added at the beginning of any month during the school year. *We are unable to offer Early Bird Drop Off or Lunch Bunch on inclement weather days.*

Payment must be received **before** your child attends. If needed, payment will be accepted day of if cash/check is in hand **AND** you have contacted the Director in advance for approval.

In order for our team to prepare and teacher/student ratios followed, we strongly encourage you to enroll your student before the month begins. Payment can easily be added to that month's tuition due (cash/check/Tuition Express).

## Early Bird Drop Off

Student(s) may be dropped off up to 1 hour early (beginning at 8:00am) on school days that meet the regularly scheduled time. See program fee schedule.

EARLY BIRD	1 Student	Additional Student(s)
1 Day per Week	\$25/month	\$10/month/student
2 Days per Week	\$35/month	\$20/month/student
3 Days per Week	\$45/month	\$25/month/student
4 or 5 Days per Week	\$55/month	\$32.50/month/student
Drop-In Fee	\$7 per visit	\$7 per visit

LUNCH BUNCH	1 Student	Additional Student(s)
1 Day per Week	\$20/month	\$20/month/student
2 Days per Week	\$40/month	\$20/month/student
3 Days per Week	\$60/month	\$20/month/student
4 Days per Week	\$75/month	\$25/month/student
Drop-In Fee	\$7 per visit	\$7 per visit

## Lunch Bunch

Lunch Bunch allows students additional time eating lunch and having supervised play with their peers. Lunch Bunch is available Monday - Thursday from 12:00pm-1:00pm. See program fee schedule.



Please provide a simple, well-balanced lunch with portions that are reasonable for your child and that encourage independence. Include a drink, any necessary utensils, and **CLEARLY LABEL WITH YOUR CHILD'S NAME**. \*We cannot heat any food for your child. We will request that "growing food" be finished before dessert is enjoyed.



# late fees & Withdrawal

## Late Tuition Fees

A \$5 per day late fee will be assessed if tuition is not paid by the 10<sup>th</sup> of each month. Delinquent payments are subject to an assessment equal to any bank fees associated with the transaction. If other financial arrangements become necessary, please make an appointment with the preschool Director right away.

## Late Pick-up Fees

Parents/Guardians must pick up their child no later than 5 minutes after the scheduled pickup time. After 5 minutes, you will be charged a \$1 a minute late fee until the time your child is picked up.

### Scheduled Pick Up Times

Monday – Friday 12:00 Noon	Toddlers, Early Preschool, Preschool
Monday – Thursday 1:00 pm	Junior K
Friday 12:00 Noon	Junior K
Monday – Thursday 1:00 pm	Lunch Bunch Participants

## Withdrawal Fees

Should you need to withdrawal your child for any reason, a **30 day written notice** is required and you are responsible for the full tuition for each month your child was enrolled. Student withdrawal after January 31<sup>st</sup> with or without a written notice will also result in \$300 withdrawal fee. An "Exit Interview" will be emailed for you to complete. Thank you!



# SCHOOL HOURS

8:55 a.m. Students may enter their classroom

9:00 a.m. School begins

12:00 p.m. School ends for toddlers-fours

\*Junior K on Fridays

1:00 p.m. School ends for Junior K

\*Monday thru Thursday

Monday-Friday we offer **Early Birds** drop off starting at 8:00am. This is a supervised free play time. You are required to sign up and pay in advance for this service.

We also offer **Lunch Bunch** Monday-Thursday for toddlers -fours from 12:00pm-1:00pm. You are required to sign up and pay in advance for your child to participate.



# Drop-Off & Pick Up

Words cannot express how much the teaching team at KUMCP loves your child. We are asking you to be on our team and help us keep every child safe at our school.

Here are some ways you can help:

- When driving through the parking lot & carpool line, **please refrain from using your cell phone.**
- When parking, **park in a parking spot.** The carpool circle is considered a fire lane and must be available for emergency vehicles.
- **Please drive slowly.** As we all know, children are quick and can dart out in front of vehicles.

## Drop Off

In the morning, park in a parking spot and enter the building through the Preschool Entrance. Hallway doors will open at 8:55am. Please walk your child to their classroom and drop them off with their teacher.



# DROP-OFF & PICK UP

## Pick Up

- Use the Old Crews Rd entrance to enter the pick up line.
- **Have Carpool Tag visible.** Using your carpool tag helps the pick up of all children go in a safely and timely manner.
- Pull up curbside in the "**Safety Zone**" which is the circle drive of the parking lot marked at the curb by 3 different color safety cones.
- A team member will bring your child to one of 3 cones located in the "**Safety Zone.**" Please get out of your vehicle so the teacher can hand off your child to you. Then load/buckle your child into their car seat. **\*\*Team members are not allowed to buckle your child into his/her car seat.**
- Once your child is secure in their car seat and the vehicle in front of you has exited the "**Safety Zone,**" you may then exit the parking lot onto Forestville Rd.
- **Please refrain from going around another vehicle while in the carpool line.**
- Any changes to the way your child normally goes home, including an alternative person change, need to be submitted in writing in advance.



# ALTERNATE PERSON PICKING UP CHILD

We **MUST** be made aware if someone other than the parent or authorized adult (as stated on the enrollment form) will be picking up your child. Please present to your child's teacher written documentation of the name and number of the person you are giving us permission to release your child to. We will NOT allow your child to leave with another person unless we have this documentation.

If the person picking up your child is unfamiliar to our staff, we will ask for ID to verify their name matches the name we were given. Please make sure the person you ask to pick up your child is aware of this requirement. Should you fail to put this information in writing, please send your child's teacher a message through Brightwheel letting us know who will be picking up your child. These measures are very important to the safety and security of every child, as well your child's sense of security.



# Dress Code

We enjoy having your child(ren) be very active and busy - sometimes "messy" - at preschool. Comfortable play clothes and non-slippery, close-toed shoes are essential for avoiding accidents due to tripping while actively playing, climbing on the playground, and participating in other activities. We strongly suggest shorts or leggings are worn underneath girls' dresses/skirts. Please do not send your child(ren) in their "Sunday Best" unless otherwise notified, ie. picture day, graduation, or other special program.

## Outdoor Play

Please dress your child appropriately for the weather. We will go outside every day unless it is raining, extremely HOT (90 degrees), or extremely COLD (32 degrees). Coats, hats, and gloves are recommended for cold days. On hotter days we may shorten the time. We do have an alternate indoor space for inclement weather play.

## Extra Clothes

Please send an extra change of clothes to school enclosed in a Ziploc bag with your child's name on it. **\*\*Please include the following items: underwear, socks, shirt, pants or shorts\*\***

The change of clothes will be stored in your child's cubby. Throughout the school year we will request that you switch them out according to the seasons.



# Potty Training

We are committed to working with each child and family to help them achieve potty training success! Teachers will work one on one with your child throughout this process.

- Children who are not potty trained should bring enough disposable diapers or disposable training pants for the day.
- Parents of children who are ready to start potty training are asked to communicate with teachers concerning the potty training progress so that the child's needs are clearly understood. **Success is dependent on both home and school being on the same page with potty training.**
- We prefer that children in our Preschool class and older be fully potty trained by the first day of school. We do understand that every child develops at their own pace and will work one on one with each child and family to help them accomplish the developmental goal.

## **Personal Belongings**

Please do not allow your child(ren) to bring any toys to school, unless the class is having a "Show n Share" day. Toys can be easily lost or damaged, unintentionally, and teachers will not be responsible for toys brought from home. Similarly, your child(ren) will be engaged in play and learning and KUMCP will not be responsible for lost or broken jewelry.

**\*\*Chewing gum is not allowed at school.\*\***



# SNACK

## **Peanut/Nut Sensitive School**

KUMCP is a nut sensitive school. We will allow peanuts/nuts as long as we do not have a team member/child with a severe allergy. If any allergies are present in the classroom, the team will notify parents to maintain safety for all children. \*We may ask you to limit the foods you send with your child to school. Please keep this in mind for birthday parties and other special occasions.

We realize this may be an inconvenience for you and we ask you to recognize how important your understanding and cooperation is for the health and safety of everyone at KUMCP.

## **Snack**

KUMCP provides a light, healthy snack for each child daily. A weekly snack menu is posted on the Parent Board in the Preschool Hallway.

## **Birthdays**

When a child's birthday occurs during the school year and they wish to celebrate during the school day, the parent should notify the teacher in advance. "Summer Birthdays" are recognized for our students with birthdays in June, July and August. Parents may bring in refreshments and celebrate during snack time. *\*\*To avoid hurt feelings, invitations for an outside birthday party should not be distributed unless all students in the class are invited.*

**\*\*LATEX BALLOONS SHOULD NOT BE BROUGHT INTO THE PRESCHOOL, AS THEY ARE A POTENTIAL CHOKING HAZARD.\*\***





# SCHOOL SUPPLIES

Students are busily creating, joyfully playing, and courageously learning new skills each day. The classrooms are places for playing, drawing, reading, creating, building, pretending, art, and eating - and the messiness stays in the classroom! Various supplies are requested throughout the school year:

- An itemized list of supplies was included in your "Welcome Packet" that you received in the mail.
- Classroom specific supplies will be requested by your child's teacher as needed.
- Ongoing supplies include fragrance free wipes, foam hand soap refill, liquid hand soap refill, quart size ziploc bags, and kitchen bags (13 gallon).

All classroom specific supplies will be stored in the classroom and shared as a class throughout the school year. *\*PLEASE do not label individual supplies with your child's name.*

The community supplies will be stored in the office and shared amongst the preschool.

**Thank you for your generosity in donating supplies for the classroom and preschool!**



# Checklist

Are you ready for the first day of school?

- Enrollment Forms
- Emergency Contact Card
- Immunization Records
- September's Tuition Payment
- Backpack large enough to hold folder
- Reusable water bottle labeled with child's name
- Lunchbox (if needed)
- Extra Change of Clothes to leave at school
- School Supplies
- Diapers/Pullups (if your child is not potty trained)
- Words of encouragement for your child's first day!!!



# HELPING MY CHILD

Preschoolers learn and grow best in relationships with parents, siblings, teachers, and other children. Their world is expanding every day as they grow and develop.

*Talk with your preschooler about their day.* Try asking simple conversation questions like, "What centers did you play in today?" or "Who did you play with today?" You can ask about the theme for the month, what they created in art, or ask them to sing a song they learned. Listen to their reply.

Encourage them to do things on their own like carrying their back pack or taking their coat off. While at school (and at home) practice sharing and using their words when they are sad, frustrated or angry.

Most importantly, READ to/with your child(ren). And point out letters, shapes, colors and numbers in every day surroundings.

At home encourage your child(ren) to help you around the house. Here are a few examples:

- Pick up toys and put away
- Put trash in the trash can
- Help fill a pet's food dish
- Put shoes away
- Pick out their clothes
- Wipe off table
- Choose items for their lunchbox



# INCLEMENT <sup>a</sup> Weather days

## Opening and Closing

KUMCP follows the inclement weather advisory of Wake County Public Schools and **adjusts our operating hours accordingly:**

- If Wake County Public Schools close due to inclement weather, we will also close.
- If the Wake County Public Schools open with a 1, 2 or 3 hour delay, **we open on a 1 hour delay at 10:00am** and do not offer Early Birds service. Students will be **dismissed at 1:00pm** on delayed days.
- Should the Wake County Public Schools close earlier than 12:00 noon, children need to be picked up promptly.
- KUMCP does not have scheduled make up days.

Close attention to the weather conditions during these times and announcements on WCPSS website and news programs are very important. These agencies also offer apps for Android/Apple phones to download and customize for instant alerts.



# ABSENCE PROCEDURES

Contact your child's teacher via Brightwheel and/or email when your child is absent for any reason. You may also leave a voice message for the Director at 919-266-2373.

If you know in advance that your child will be absent, please inform your child's teacher; especially if your child will be absent for family vacation, travel, or other extended period of time.

When your child is absent for 2 or more days and we have not received any messages from you, we will contact you. If we cannot reach you, we will contact the next person on your child's Emergency Contact Card. After 2 weeks of absences and attempts to contact, your child will be removed from the roster. You will still be responsible for the tuition for the month your child was enrolled.

***\*\*There are no make-up days or attending a different day for any absences.***



# Health & Safety

Knightdale UMC Preschool requires that all children be up to date on immunizations. Copies of immunization records are required no later than the first day of school.

## Classroom Manners

- Teachers are to be present in the classroom before dropping off your child. Morning greeting is very important for a great start to your child's school day.
- Each child should wash his/her hands upon entering the classroom. Not only does this reduce germs, but also increases the safety of children with allergies.
- Running, jumping, climbing are outside activities! Please, no running down the halls or in the classrooms.

## Allergy Plan

If your child has allergies, an Allergy Action Plan must be filled out and signed by the child's pediatrician. Completed Allergy Action Plans are to be turned in not later than the first day of school.

## Sickness/Other Health Concerns

**24 hour rule:** Each child should be well, with no fever, diarrhea or vomit for a period of 24-hours prior to attending preschool.

**Cold-Like Symptoms:** Please be considerate of your child's condition and their personal needs, especially if they are not feeling well. A child who is not feeling well would prefer to be in his/her own home where he/she can rest as needed.

**Rashes/skin infections:** Please do not send your child to school with any undiagnosed rashes or skin infection. Students may return after treatment.

**Eye Infection:** Pink eye or drainage (may return after treatment).

**Lice:** May return after treatment if lice and nit free. Child(ren)'s head will be checked by staff before they are allowed to return to class.



# Health & Safety

## Medication Policy

**Please do not send medicine in your child's book bag.** If your child requires a dose of medication during preschool hours, the medication can only be given with written permission and instructions from the parent.

We have Medication Permission Forms available in the office.

*\*\*No medication will be given without this form.*

The State of North Carolina Division of Child Development considers diaper cream a medicine. Please ask a teacher for the form to fill out for us to be able to apply diaper cream.

## Be Considerate of Others

We sympathize with parents who work and are busy. Often your child(ren)'s illness can be an inconvenience. At the same time, we realize that the parents of a well child do not want their child exposed to infectious illnesses while at preschool when it can be avoided. Your decision to bring your child(ren) to school should be based on your child(ren)'s need, the needs of your family, and consideration of other children who will be exposed. "Do unto others as you would have them do unto you" is appropriate in this regard.

## Sick at School

All KUMCP staff are authorized to send home any child who is not well enough to be at school. If you are called to pick up a sick child, please come quickly. Your Emergency Contact will be called if a parent is not available by phone and does not return a message within 10 minutes or is not able to arrive at the preschool within a reasonable amount of time after being notified of having a sick child at school.



# family Matters

## **Custody Related Issues**

For custody related issues, KUMCP **must** be provided with a **certified** copy of custody order. Should a dispute arise between divorcing/divorced parents regarding release of the child, the wishes of the parent with primary legal custody will be respected. Confidential information regarding this issue will be maintained in the child's file.

## **Release of Children to Impaired Adults**

If a KUMCP team member suspects that a person picking up a child is under the influence of alcohol or drugs, the child will not be released to the impaired adult and the Director is immediately notified. An alternate contact person from the Emergency Contact Card will be called to pick up the child. Should no one be available, a taxi will be called at the parent's expense to transport adult and child home. This is for the safety of the child and parent as well as others on the road. If a parent becomes belligerent, the team member will call 911 for assistance.

## **Change of Family Dynamics**

Please let us know if there is a change in your family, i.e., extended illness of family members, pets dying, new baby, divorce or any other major event. Confidential communication with your child's teacher not only assures your child receives the care and guidance that may be needed, but also offers the opportunity to learn and celebrate family.





# CHILD ABUSE & NEGLECT

All employees of KUMCP are required to report cases of suspected child abuse and/or neglect to Child Protective Services at the Department of Social Services. Teachers must document all physical and behavioral indicators of suspected child abuse and neglect.

The following procedures will be followed for reporting suspected child abuse and/or neglect:

1. Team member documents physical and/or behavioral indicators.
2. Team member consults with the Director.
3. Director observes the child and documents any indicators.

## ***If documentation supports suspicion:***

The Director contacts Child Protective Services and provides the following information:

- Child's name, age, address
- Parent's name and address
- Nature and extent of the injury and/or condition observed
- Reporter's name and location\*
- Child's present location
- After hours contact of school
- \*an anonymous report may also be accepted
- Name and address of alleged perpetrator if not the parent

## ***If documentation does not support suspicion:***

The parent will be contacted and the physical and/or behavioral indicators will be discussed. Parent will be informed that the situation will continue to be monitored and documented.



# CONSCIOUS DISCIPLINE

*\*adapted from [consciousdiscipline.com](http://consciousdiscipline.com)*

Created by Dr. Becky Bailey, an internationally renowned expert in child developmental psychology, Conscious Discipline® is built on the premise of developing discipline within children rather than applying discipline to them.

Conscious Discipline, an evidence-based discipline approach, can help school staff, teachers, and students create an environment where everyone can develop in a way best for them—including adults!

Conscious Discipline is the only program that integrates classroom management with social-emotional learning, uses everyday events as part of a school's curriculum, and addresses the adult as well as the child.

The method's School Family™ concept, part of the third pyramid stage, defines three essential ingredients for a school's success:

- Increasing the willingness to learn by creating a sense of belonging
- Boosting impulse control internally: a much more effective approach than an external system of punishment and rewards
- Helping children develop and apply sustained attention by reducing stress and encouraging contributions in a caring atmosphere. Research has shown that connections (with people) on the outside develop neural connections on the inside.

This is accomplished in the school setting by building a “School Family.” Some of the structures you may begin to see/hear about as we transition to Conscious Discipline® include: Wish Well, Friends and Family Board, We Care Center, Safe Place, Visual Rules, Time Machine, Job Board, Celebrations, Class Meetings. These structures can be adapted for home use as well. More information about this program can be found at [www.consciousdiscipline.com](http://www.consciousdiscipline.com).



# Policy on Guidance & Discipline

KUMCP is committed to providing and maintaining a safe and healthy work environment for its teaching team, children and visitors. We are committed to providing quality teaching in a supportive and caring learning environment.

## Philosophy

At KUMCP we recognize that part of what preschoolers learn at school is how to get along well with others. This includes learning positive behaviors and part of the learning process includes mistakes. When children learn self-regulation, they learn to be loving and kind to one another and most behavioral challenges are minimized; therefore, unacceptable behaviors are viewed in light of developmental stages. Discipline comes from the word disciple, which means, "one who is a learner." Discipline is a positive word, not a punitive action.

- We will utilize positive discipline and guidance techniques of Conscious Discipline so that children will be provided with a safe, happy, comfortable environment.
- We believe behavior is a form of communication and that children need to express emotions such as anger, frustration and distress, but may need help, at times, to express these feelings appropriately.
- We aim to model "The School Family" in the classrooms and throughout the school. "The School Family" builds connections between families and school, teachers and teachers, teachers and students, and students and students to ensure the optimal development of all.
- We strive to create "The School Family" through routines, rituals and structures. We believe it is the role of the teaching team to develop and promote an environment which teaches and reinforces good behavior.

## Expectations

Our expectations of behavior are based on **CARE** and **RESPECT**, and **PRESCHOOL SOCIAL EXPECTATIONS**. We aim to encourage children to develop empathy and understanding, self-respect, self-discipline and self-control. We support new learners through planning, clear information, modeling and mentoring.

We respect and care:

- for each other
- for our things
- for our environment and
- we use positive social language and actions to express these

# Policy on Guidance & Discipline

## **Children with Additional Needs**

KUMCP is committed to the integration of children with special educational needs ***if we deem our preschool setting to be appropriate for your child's needs***. We believe that the development of young children with disabilities or special educational needs is more likely to be enhanced through attending services for all children. If your child has already been identified or becomes identified as requiring special services, and has an Individual Education Plan (IEP) in place, KUMCP requires a copy of the IEP in order to best serve your child.

## **Implementation**

We will employ various methods to nurture positive behavior, reduce inappropriate behavior, and manage challenging behavior. Inappropriate and unacceptable behavior can range from simply not following direction to dangerous/hurtful or inappropriate actions or language.

- **First Event:** Redirection and positive reinforcement are given. Parents are not informed of these little incidents as it has already been dealt with in the classroom and from experience the children start getting really upset again if it is brought up at the end of the day.
- **Second Event:** Should redirection be unsuccessful in terminating the unacceptable behavior, the child will be directed to the Safe Place for self-regulation, and such a break will be utilized at the sole discretion of the teacher. Parents will be informed of the incident.
- **Third Event:** If the child does not respond to redirection, the Safe Place or a break, the teacher will call the administrator to the room to discuss with the child the offense for which he/she is being reprimanded. An incident Report will be sent home by the Director to be signed by the child's parent(s)/guardian(s).
- **Fourth Event:** When behaviors exist which do not respond to the positive discipline techniques of KUMCP, a conference between the parents, the teacher(s) and the Director will be called and together they will develop additional techniques in an effort to help the child to respond appropriately.

*In certain circumstances, the Director has authority to send a child home during school hours should the child's behavior necessitate such action.*

# Policy on Guidance and Discipline

## **Procedure for Managing Continuing Challenging Behavior**

- Two (2) weeks after the initial behavioral conference is held, the Teacher and/or the Director will send a letter to the parents informing the parents of improvements or regressions. If needed, additional resources will be made available.
- A follow-up conference will be held not more than four (4) weeks after the first meeting, should the child's behavior not improve, to discuss and review the next steps.
- In the event that the Director, the Teacher, and the parent together are unable to resolve the inappropriate behaviors exhibited by the child, and all attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered, or whose presence is detrimental to the group, KUMCP and The Preschool Board reserves the right to dismiss the child should these efforts, in the sole discretion of KUMCP and the Preschool Board, fail. When it is determined that it is in the best interests of the child to terminate enrollment, the child's and parents' needs shall be considered and the center will assist the parent to plan for alternate care. Pastoral counseling will also be made available.

*KUMCP reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of following conditions exists:*

- 1. The school cannot meet the child's needs.*
- 2. The parents are not able to work with the school to find an acceptable solution.*
- 3. The behavior endangers the well-being of other children, and/or the child engaging in the behavior and/or teaching team.*
- 4. An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.*
- 5. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. In that case, a two-week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.*
- 6. The child's special needs are beyond KUMCP's scope of care.*

# COMMUNICATION

## Brightwheel

We use a simple and very helpful application called **Brightwheel** that is free to parents to download on their mobile devices. The teaching team uses the features to send messages and photos of your child's day. Parents and teachers can communicate directly regarding absences, classroom activities, events, and so much more goings on that occur at school. You will receive an invitation via email just before and/or during the first week of school. Please visit [www.brightwheel.com](http://www.brightwheel.com)

## Calendar & Events

- The Director sends out via email and/or **Brightwheel** a brief newsletter on Mondays with important calendar and event information. An updated Preschool Calendar can also be found on the Preschools website.
- The Teachers send out a monthly newsletter with news, happenings, needed supplies and opportunities to volunteer. Newsletters are also posted outside each classroom's door.
- The Parent Board, located in the Preschool Lobby, is another location for information about weekly snacks, reminders, Early Bird and Lunch Bunch tickets, special events, and other notifications.

## Parents & Teaching Team

We make every effort to respond to your questions, comments, and concerns as they arise. Please remember classroom drop-off in the mornings and carpool pick-up in the afternoons are very busy times when the children require the teachers' attention. So that you have your child's teacher's full attention to discuss these things, please request a conference be scheduled. Conferences can be scheduled anytime during the school year.

We truly strive to be a "School Family" and when concerns are noted, you, your child's teacher and the Director work together to meet those needs. We often use the resources of Early Childhood specialists, such as Project Enlightenment, for our team development and will often direct parents to this agency as a resource for children's needs as well as for strengthening and encouraging parenting skills.



# PARENT CONFERENCES

We will be holding parent conferences twice a year, once in the Fall and again in the Spring. Please refer to this year's school calendar for specific dates.

Sign-ups will be emailed through Signup Genius for you to set up a time to talk about your child's progress.

Conferences are an important piece of your child's educational journey. It's a great opportunity for you to discuss your child's progress, share your child's strengths and needs, and work with your child's teacher to help your child succeed!



# Parents of Preschoolers (POP)

As a "School Family," the Director, teachers, parents, grandparents, aunts/uncles, special family friends are all included in classroom celebrations, special events, and holiday programs. We all know that parental involvement with their child(ren)'s school enriches relationships, positively impacts students and teachers, and ensures the success of school events and fundraising.

Here are a few ways that you will want to participate in your child's school year:

- **Parent Representative from each class on the Preschool Board.** Meetings are held every other month in the evening.
- **Room Parents:** Assist teachers with organizing, communicating, and volunteering in the classrooms for events as posted.
- **Child Care for Teacher Meetings:** Scheduled the last Friday of every month, many teachers have young children in need of supervision from 12:00pm - 2:00pm.
- **Teacher Appreciation:** Organize class families to provide breakfast, lunch, gifts during Teacher Appreciation Week.
- **Sunshine Committee:** Help provide meals to family with sick loved ones or new baby; coordinate transportation if needed.
- **Courtyard Crew:** Our courtyard needs lots of TLC!!! Weeding, planting, pruning, mulching.
- **Special Events:** Show up to help set up, serve, clean up.

Other ways you can volunteer:

Make Playdough

Be a "Guest Reader"

Help with holiday arts and crafts

Do you play an instrument?

Share something about your culture.





# CURRICULUM

Our Teaching Team works together to develop a monthly theme-based curriculum that provides the platform for our teachers to create lesson plans that tie into emergent literacy, math, science, art and character development. We believe the best educational curriculums do more than teach children how to count and recite the alphabet. We believe in reaching children's hearts as well as their minds by offering age-appropriate classroom experiences that foster their social, emotional, physical, intellectual, and spiritual development. Along with our classroom curriculum, we will also offer enrichment activities throughout the week including Music & Movement, Chapel and Spanish. Our goal is to help create a well-rounded child physically, mentally, emotionally, and spiritually.



# CURRICULUM

## **Math & Science**

We learn math through real life experiences - from measuring and sorting to finding patterns and meaning in our natural world. Children begin to develop critical thinking skills through asking questions and discovering outcomes with fun science investigations.

## **Motor Development**

As children physically grow, their motor skills develop and give them strength and confidence. Little hands squeeze and pinch dough, string beads, explore writing, drawing, and painting as they continually develop the skills needed to become writers in their elementary education. Opportunities for climbing, crawling and pedaling help a child's ability to do more complex skills in future activities, such as playing soccer with a team.

## **Music & Art**

The goal of all creative experiences is the process rather than the finished product. Children are provided a wide variety of materials to explore. Music is a daily opportunity for children to move freely.

## **Literacy Development**

Children begin a rich literacy development through daily circle time listening to teachers read books and sharing in their own words events and stories from their perspective.

In our Junior K class, the students are encouraged to discuss further story events and retelling main ideas. We would like to invite parents/guardians to actively participate in group and individual reading time in the classrooms.



# CURRICULUM

## **Letterland in Junior K**

Letterland is a unique, phonics-based approach to teaching reading, writing and spelling. The Letterland characters transform plain black letter shapes into child-friendly pictograms and they all live in an imaginary place called Letterland.

Simple stories about the Letterland characters explain the full range of dry phonics facts so that children are motivated to listen, to think and to learn. These stories explain letter sounds & shapes, allowing children to progress quickly toward building, reading and writing.

Letterland is also used in Wake Co Public Schools. It is our hope that each student will have a seamless transition from our Junior K program into Kindergarten. Letterland is one of many tools that we will use to help make this transition a success!

## **Chapel**

Children will visit the sanctuary for Chapel each week and experience sharing God's message in community. Stories, singing, prayer and other engaging group activities help express how much God loves us and how we can love others. This is to help children begin, at this early age, to understand that God's words come from The Bible, and that those words have meaning in their lives.

## **Spanish**

Spanish class is offered twice a week for ages 2 - 5. Children will learn basic words, songs and stories in Spanish that will be reiterated into their daily classroom environment.



# Preschooler Basics

## **Preschoolers are...**

Creative - in order to express themselves

Curious - about everything and eager to learn

Imaginative - expressing what is uppermost in their minds as they play

Imitative - as they step into the roles of other persons, animals, or objects

Literal-Minded - in their interpretation of words, thinking in terms of what they have seen and experienced

Sensitive - to their "emotional environments"

## **Preschoolers need...**

Love - unconditionally

Acceptance - to feel respected

Trust - that is developed by adults meeting needs promptly

Security - provided through consistency and familiarity

Independence - to choose among appropriate options and discover his/her unique gifts

Guidance - that patiently and lovingly teaches what is right and wrong

## **Preschoolers learn...**

Through relationships - with parents, teachers, and other children

By doing - experiencing first hand

Through the senses - touching, tasting, hearing, feeling, and smelling

By repetition - practicing new skills over and over

Through satisfaction - as they experience success

*Through play - the work of the child!*



## Play - the <sup>a</sup>WORK of a CHILD

Parents are often concerned that their children are not learning anything when they are "just playing." However, this is a vital part of your child's learning experience. At this stage of development, it is completely appropriate for your child to spend time going through the process than completing the task. Since your child is not concerned with a final product, s/he doesn't find the task frustrating. There are lots of wonderful things learned when they are playing.

### **WHEN YOUR CHILD BUILDS WITH BLOCKS**

- She learns to use her imagination to create something from her own thinking.
- She has the satisfaction of being able to make something.
- She learns about sizes and shapes, weights and balances, height and depth, smoothness, and roughness.
- She is exercising her body.
- She learns to play with others.

### **WHEN YOUR CHILD PAINTS**

- He is more concerned with the process he is going through than with a finished product. This is how it should be for this stage in his development.
- He learns about colors and how he can use them.
- He learns to use his imagination and transfers his ideas to paper.
- He gets emotional satisfaction from being able to express himself.
- He learns how to use small muscle coordination to handle a brush.
- He learns to make choices and decisions.

### **WHEN YOUR CHILD PLAYS ON THE OUTDOOR EQUIPMENT**

- She learns how to use her body effectively.
- She experiences joy in achieving a skill.
- She has fun and relaxation found in bodily movement.
- She learns the limitations of her body.
- She learns safety and caution.
- She learns to take turns and share.



### **WHEN YOUR CHILD PLAYS IN THE HOUSEKEEPING CORNER**

- He learns what the roles of mothers and fathers and children are.
- He understands what it feels like to play at being somebody other than himself.
- He learns how to use his imagination.
- He learns how to cooperate with other children.

### **WHEN YOUR CHILD MAKES A GIFT OUT OF PAPER AND PASTE**

- She learns about doing things for others.
- She learns how to use materials like scissors and paste/glue.
- She learns how to use her imagination to make the kind of present she has in mind. Again, the process, not the finished product, is important to her.
- She learns about shapes, sizes, colors, and textures.

### **WHEN YOUR CHILD PLAYS IN THE SAND**

- He finds it soothing to bury his hands in sand and pour sand in and out of cups, buckets and other containers.
- He is able to relax with these types of media and center his attention on a task.
- He has an opportunity to play alone and not have to compete with other children as with some activities. This is especially important to a child who has trouble getting along with others.
- He has a great opportunity to learn about size and measurement, experimenting with measuring spoons, cups and different sized containers.

### **WHEN YOUR CHILD COOKS**

- She learns to follow directions.
- She stimulates and uses all five senses.
  - She learns to recognize colors and shapes from different kinds of foods and kitchen utensils.
- She has an opportunity to use different tools and equipment to improve small muscle coordination.



### **WHEN YOUR CHILD WORKS WITH PUZZLES**

- She has an opportunity to work alone or together with other children
- She gains satisfaction in completing a puzzle and builds her self-confidence.
- She has an opportunity to improve her hand eye coordination.
- She will use skills learned in doing puzzles later when she learns to read-putting letters to sounds, making words with letters, and making stories with words.

### **WHEN YOUR CHILD LISTENS TO STORIES OR LOOKS AT BOOKS**

- He learns to listen.
- He has an opportunity to increase his vocabulary by hearing new words read to him.
- He learns about different concepts, people and places.
- He learns to enjoy books and reading.
- His mind is stimulated, visualizing the things he is hearing about.

### **WHEN YOUR CHILD USES MANIPULATIVE ACTIVITIES**

- She explores new concepts, practices emerging skills, and reinforces skills already mastered.
- She develops fine motor practice.
- She learns about classifying, sorting, predicting, problem solving, and analyzing results.
- She develops her knowledge of the world around her using real objects and concrete examples.
- She learns how to learn.

### **WHEN YOUR CHILD LISTENS TO MUSIC, SINGS OR DANCES**

- He learns to appreciate music from different countries, cultures, and time periods.
  - He learns to express himself and his ideas.
  - He increases his vocabulary.
  - He gains satisfaction from participating in an activity that can be fun, physical and/or enriching.

