

*We are very excited about working with your child this upcoming school year! Our mission is to be a preschool where children can begin their journey of learning in a safe, nurturing and Christian atmosphere. It is our goal to broaden each child's life by offering opportunities and experiences that will enrich his/her physical, social, emotional and spiritual development. We are looking forward to building a partnership with you during the early years of your child's life!*

This handbook is designed to provide information for you throughout your child's preschool experience this school year. It will give you general guidelines for daily program operations. Our procedures may change at the discretion of the director, staff, and Preschool Board or Directors. If any changes occur, you will be notified of any information that is relevant to your child immediately.

## **PRESCHOOL POLICIES – Parent Hand book**

**Accidents:** Every effort will be made to ensure the safety of your child. However, children may be involved in minor accidents at Preschool. The parents will be informed of the nature of the injury, time and place of occurrence, as well as the staff member who observed it, and any relevant details regarding the incident. An accident form will be filled out and placed in the child's file with a copy going to the parent. The Director or the child's teacher will be available to discuss the incident with the parent. If we report a concern that warrants a physician's visit, we are required to have a note from your doctor to have your child return to class.

**Admission:** Fellowship Preschool is open to all children regardless of race, nationality, or creed who may benefit from a Christian program.

Fellowship Preschool requires the following forms to be on file before a child may attend:

- Fellowship Preschool Registration Form
- Immunization History
- Emergency Contact Information
- Transportation Information
- Photo Permission Form
- Receipt of Parent Policy Handbook Form

Any child applying for admission, who has an IEP and/or has special needs must furnish the school with a copy of the IEP or need requirements at the time of registration.

**Age Requirements:** Children must be the correct age for their class on or before Aug. 31 of the year in which they will be starting school.

**Allergies:** Please inform your child's teacher and the Preschool office of any severe allergies and provide a written letter from your child's pediatrician for your child's records. Written permission must be given from the parent if an Epinepherin Pen is to be administered during an emergency. Parent will provide instruction to teacher, assistant, and director regarding proper usage of the Epinepherin Pen.

**Arrivals:** Our school day is 9:15-12:15 noon. Your child can not be received before 9:10. Parents must bring their child(ren) to the classroom and **sign their child in on the Sign In sheet provided daily on the teacher's clipboard which includes a phone number where the parent can be reached on that day in case of an emergency, and information regarding who will be picking up the child at dismissal. It is imperative the school is able to reach you immediately in the event of an emergency.**

If you forget to sign your child in at morning drop-off, the director will contact you for information. It is important that you provide the required information for the release of your child at pick up.

Please make every effort to have your child arrive at school on time as children arriving late can cause disruption in classroom activities. To avoid classroom disruptions, if you arrive at preschool after 9:30am, please bring your child to the office for the director to take him/her to their classroom.

The provided keypad entrance code gives preschool families complete building access Monday – Friday from 9:00am-1:00pm and provides security in a 24/7 locked building.

Teachers are not permitted to “sit” for the children prior to the start of the school day. If you need to get to an appointment prior to dropping off your child at preschool you will need to make other arrangements. Please do not request special treatment from our staff for early drop off.

**Attendance:** Fellowship Preschool does not take keep track of children's attendance. However, we recognize the importance of routine and consistency in a child's life. We ask you to help your child with his/her school routine adjustment by being on time and having your child attend on all preschool designated days unless he/she is sick.

**Bags:** Each child will be provided a Fellowship Preschool canvas bag for transporting snack beverage, a change of clothes, diapers, and any informational correspondence. The cost of this bag is included in the registration. The cost to replace the bag is \$10. All children enrolled in Fellowship Preschool must use the bag provided.

## **Behavior Management Policy:**

Understanding that each child is loved by God, made in His image, and redeemed for His service, Fellowship Preschool views discipline as a process of developing appropriate behaviors. Positive reinforcements for “good” behavior in a loving, supportive environment promotes the child’s self-confidence and leads to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

Fellowship Preschool uses indirect guidance techniques:

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- The logo for Fellowship Preschool features a yellow sun with rays on the left. To the right, the words 'Fellowship Preschool' are written in a large, light blue, sans-serif font. Below this, the tagline 'A place to play, learn and grow!' is written in a smaller, light blue font. The background of the logo is white with faint, light blue lines suggesting a sunburst or rays.
- We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
  - We give choices: “You may paint with the other children or you may read a book.”
  - We follow routines: “We always wash our hands before lunch. After lunch is story time.”
  - We avoid nagging: We tell the child what we expect, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
  - We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

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- A colorful illustration of five diverse children standing in a row. From left to right: a girl with dark skin and braids wearing a pink dress, a boy with dark skin wearing a green shirt and blue pants, a girl with light skin wearing a red dress, a boy with light skin wearing an orange shirt and yellow pants, and a girl with light skin wearing a purple dress with yellow polka dots. They are all smiling and have their arms raised in a celebratory gesture.
- We use affirmative: “We use walking feet indoors” rather than, “Don’t run!” or we will say, “Please use your words to tell us you’re angry” rather than, “Don’t hit!”
  - We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
  - We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
  - We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you”.

### **Behavior Management (continued):**

At Fellowship Preschool, the discipline goal is educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place at Fellowship Preschool.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to remove the child from the classroom, or contact the child's parents.

A child that consistently requires one-to-one attention may have to leave the classroom temporarily for safety's sake. Three (3) removals from classroom activities for any physical violence directed toward children or staff will constitute a child being sent home for the remainder of the school day. In addition, the child must miss his/her next scheduled school day. If a child is removed from the program (sent home) twice, the child is immediately withdrawn from the program. No refunds will be given for tuition/registration or supply fees that have been paid.

**Birthdays:** Please let your teacher know if you would like to celebrate your child's birthday in the classroom. We cannot send party invitations home from school unless the entire class is included. All snacks supplied by parents for birthday celebrations must be chosen from the peanut free list provided. Please do not bring balloons to Fellowship Preschool.

**Biting:** We cannot tolerate children biting one another, or the staff. Any time a child bites or is bitten, an accident report will be completed and distributed to each set of parents, as well as put in the child's file. If the skin is broken, first aid will be administered and the parent of the victim will be called. Confidentiality will be enforced in such situations. An occasional biting incident is different than a chronic biting situation. Should a child continue to bite others, *on a regular basis*, the "biter" will be issued a warning and the parent contacted. Any additional incidents will require the parent to come and pick the child up for the remainder of that day. The teacher and Director will work with the parent and child to offer suggestions etc...As a last resort, the child may be dismissed from the school.

**Cell Phone Policy:** *In order to assure all attention is focused on the safety of the children of Fellowship Preschool, cell phone usage is prohibited when entering/exiting the church/preschool parking lot, building and classrooms.*

**Chapel:** Provided weekly, all preschool children participate in Chapel services led by the Director, or individual acting in the capacity of leading the Chapel. This is an additional opportunity for the children to sing together and hear an age appropriate bible story/lesson. Parents are always welcome to attend.

**Child Abuse:** As childcare providers we are required to report any suspicions of child abuse, neglect or endangerment to Child Protective Services.

**Clothing:** Please dress your child in comfortable clothes that are free of complicated fasteners such as zippers/snaps/ buttons. Please make sure your child is wearing clothing that you won't mind getting stained. Please do not send your child to school wearing any costumes, pajamas, capes, or hats. In addition, appropriate fitting ***sneakers/tennis shoes*** with ***non-skid soles*** and ***closed toes that are secured with laces or Velcro closings*** are a must! (*sandals, dress shoes, mary janes, crocs, slippers, boots and swim shoes are prohibited*). Children not wearing appropriate sneakers/tennis shoes will not be permitted to play on the playground, and parents will be called to bring appropriate ***sneakers/tennis shoes***.

Please be sure shorts or leggings are worn under dresses. All removable garments, such as jackets or hats, should be labeled with the child's name. Each child should have a seasonal change of clothing (including socks and underwear) in a "zip-lock" bag, with his/her name marked on the bag, just in case a change of clothes is necessary. Please periodically check this change of clothing to make sure it still fits.

Accessories such as bracelets, necklaces, tiaras, and rings can cause a hazard in the classrooms and on the playground and are discouraged. Such items are prohibited in the 2 year old classrooms.

**Conferences:** We will schedule a day designated for parent-teacher conferences during the school year in the month of January for 4 year olds. The 3 year old classes hold optional conferences in April. Parents are encouraged to sign up for a 15 minute conference to hear about their child's progress. Parents must make childcare arrangements as children are not permitted to attend conferences. You are welcome to request a conference with your child's teacher any time you feel one is necessary.

**Contact:** To contact the preschool director regarding preschool business, please call the preschool office at 919-380-0533 between the hours of 8:00am – 1:00pm Monday - Friday. Please leave a message and your call will be returned. In case of an **emergency**, you may call the director's cell phone. *Please use this number for emergencies only during preschool hours.* You may also send correspondence to the preschool email address at [fellowshippreschool@nc.rr.com](mailto:fellowshippreschool@nc.rr.com). You can expect a response within 24 hours.

**Curriculum:** The mission of our program is to be a preschool where the children begin their faith journey and are nurtured in a place of belonging and purpose. Each classroom teacher is responsible for developing his/her own curriculum that will include activities specifically designed to develop social, emotional, intellectual, spiritual, and physical skills. Flexibility in each class is stressed so that we may best meet the needs of each individual child. Fellowship Preschool is not an academic preschool.

**Custodial Orders:** Certified custodial orders must be provided to the Preschool Director prior to a child beginning preschool. Orders must specify who is to drop off and pick up child(ren) each day.

**Days Attending:** Fellowship Preschool does not permit the change of days a child is attending unless it is requested on a permanent basis with 7 days notice and provided space is available on the requested day. Any and all changes must be approved by the preschool director.

**Departures:** Pick up will take place in the classrooms starting at 12:10pm. Classroom doors will remain closed until dismissal and will open when teachers complete their daily lesson plans. Teachers will dismiss children to parent/guardian waiting in the hallway. The person picking up the child **MUST BE THE PERSON LISTED ON THE EMERGENCY SIGN IN SHEET**. Children will not be released to anyone other than a parent or person designated by the custodial parents on the Emergency Sign In sheet. We will attempt to contact the parent. If contact with the parent is unsuccessful the emergency contact will be notified.

If you call the office to notify us of a change in pick up, we will verify that the person is authorized on your child's application. When a person unfamiliar to the director and/or preschool staff picks up your child, we will ask to see photo identification to verify their ID, we will then compare the name and address to the information you must give us.

**Departures (continued):**

To allow for easy pick up, please remind others to have photo identification with them. Please notify the office at once if there are changes in family circumstances.

We must be notified in writing if your child is to go home with someone other than a parent or authorized person in addition to that person being listed on the sign in sheet. Without written notification we will not release your child. We will attempt to contact the parent. If contact with the parent is unsuccessful the emergency contact will be notified.

Fellowship Preschool hours are 9:15am – 12:15pm. Please call the school if you will be late so we can reassure your child. Children who are not picked up on time are brought to the preschool office to await pick up. Parents not in the building by 12:20 will receive a warning the first time they are late, be charged a late fee of \$10, and an additional \$5 for each 10 minute interval the second time, and a fee of \$50 the third time. A late fee log book will be kept and parents will be asked to initial their arrival time if after 12:20pm. The director's cell phone will serve as the correct time of day.

If you need to pick your child up prior to the 12:15pm dismissal time, please stop at the office and ask the director to get your child and his/her belongings. This will help us avoid disrupting the ongoing class.

The 4 year old classes dismiss directly from the playground weather permitting. Please wait by the playground gate for dismissal.

**Directory:** It is the policy of Fellowship Preschool to publish a current list of students enrolled. This directory is NOT to be used for any non-school related promotions or contacts. Please verify address information during Parent Orientation or with your child's teacher.

**Discipline:** Positive guidance is an important key to a successful program. Our teachers have daily plans to keep children constructively busy. Please refer to the "Behavior" section for discipline details and guidelines.

**Emergency Plan:** Fellowship Preschool has emergency plans for fire/tornado/gas leak/intruders. Children participate in spring and fall drills to assure order and safety. All doors remain locked throughout the day and may only be accessed by entering a code. Staff planning includes a "safe place" within the building in the event of an intruder emergency.

**Field Trips:** Occasionally, we will take field trips. Parents will be asked to sign a permission slip for each field trip taken. Parent volunteers provide transportation for all field trips. Due to car seat regulations, all children must be restrained in a car seat. Fellowship Preschool follows ALL North Carolina safety seat laws. Parent chaperones/drivers will be asked to provide the Preschool with a copy of their driver's license and vehicle insurance. We encourage parents to participate in our field trips. **Two year olds will not participate in any field trips that require vehicular transportation off of Fellowship Preschool property.**

Siblings of Fellowship Preschool students are not allowed to participate in school field trips if parent is a chaperone and/or driver for the preschool.

If you will be driving just your child alone to a Fellowship Preschool field trip, we ask you to meet us at the field trip destination rather than carpooling from the preschool.

All vehicles must have a first aid kit and all emergency information for each child will be in the car they are riding in.

Drivers must be at least 21 years old.

All vehicles must contain 2 unrelated adults.

**Health/Illnesses:** We encourage you to keep your child at home any time he/she shows symptoms of illness or extreme fatigue. Children with a temperature (99 or higher), nose drainage, constant cough, sore throat, diarrhea, vomiting, lice, pink eye any contagious illness or any rash that has not been diagnosed by a physician should NOT be brought to school. (Poison ivy, oak and sumac are also contagious). Should your child exhibit any of these symptoms at school, your child will be separated from other children and you will be called and asked to pick up your child immediately. If we are unable to reach you within one half-hour, your emergency contact will be called and asked to pick up your child. **A child sent home sick may not return to school for the next 24 hours.**

***Once contacted, parents must pick up their child within 30 minutes. Parents not picking up their child within 30 minutes of notification will be charged a late pick up fee of \$10 plus \$2 for every minute they are late.***

Your child will play outside every day, weather permitting. If you do not want your child to go outside for a particular health reason, we ask that you keep your child home that day. We cannot allow some children to remain inside.

### **Health/Illnesses (continued):**

Please inform the Preschool when your child has a contagious condition such as chicken pox, conjunctivitis, etc... Your child must be fever free and symptom free for 24 hours without medication before returning to school. We stress this not only for the health of the children but also for the teachers on staff. **No credits or refunds will be allowed for illness or family vacations.**

**Inclement Weather:** Please listen to the local radio or television station for any announcements regarding school closings due to inclement weather. We will follow decisions made by Wake County Public Schools. ***If Wake County Schools are CLOSED, DELAYED, or have a PLANNED EARLY DISMISSAL, Fellowship Preschool will be closed.*** If during the preschool day, Wake County Schools close early due to hazardous conditions, we will also close and your child must be picked up immediately or by the time allotted by the director which may vary depending on the situation. Listen to your television or radio for this information and pick up your child as soon as possible. Please keep in mind that our staff may also need to get to their children. Failure to pick up your child will lead to a late fee being assessed.

Make-up days will be held if more than 5 days are missed per class during the school year due to inclement weather. At the directors' discretion, making up missed days may be achieved by adding additional days, or adding time to each preschool day (maximum of 30 minutes per day). However, no more than 3 days (or the equivalent of 3 days) will be made up throughout the school year. Any school days not made up by the end of the scheduled year will be canceled; the school year will not be extended. If necessary, make-up days will be announced.

**Insurance:** If your child is injured on the Fellowship of Christ/Fellowship Preschool premises, claims must be made first under the family coverage plan the injured child is covered under. Fellowship Preschool has coverage in the form of "Excess Basis" which would not apply until the child's family coverage is exhausted. No reimbursements for deductibles can or will be made. This applies to medical claims only. Dental claims are not covered under the Fellowship or Christ/Fellowship Preschool policy.

### **Lavatory Policy:**

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the lavatory. 4 year olds begin independent usage of lavatories after returning from the holiday break in January.
- 3 year olds use the bathroom located in the classroom and will leave the door cracked for supervision.

### **Lavatory Policy (continued):**

- The teacher/assistant will encourage the child to learn to wipe himself/herself, etc. Staff is not allowed to wipe the children (excluding the 2's) Baby wipes are available for children to use in addition to toilet paper.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the accident and soiled clothing.
- If the child does not have a change of clothing in his/her bag, a change of clothing will be borrowed from another child in the program. It will be the responsibility of the parents to launder and return the borrowed clothing.

### **Medical Emergencies: *minor* injury, see Accidents**

In the event of a *major* medical emergency, a CPR certified staff member will administer infant/child CPR if necessary. 911 will be called first for paramedic help, followed by a call to the parents. If a parent cannot be contacted, we will attempt to reach the emergency contact persons on the registration application. ***We will attempt to meet the parent's preference for hospitals, but paramedics will make the final decision based on the child's condition.*** In the unlikely event that we are unable to reach parents or emergency contacts, the director or child's teacher will accompany the child for medical treatment. At no time will the child be left alone.

### **Medication: All Medications are prohibited in the Fellowship Preschool classrooms.**

Medications can not be sent/brought into any classroom on Fellowship of Christ Church/Fellowship Preschool property. If medication needs to be transported between child's drivers, it must be left in the preschool office to be given to an adult by the preschool director. Teachers are not permitted to administer any type of medication to any child, this includes both prescription and non prescription medications as well as topical ointments. In cases of extreme circumstances, decisions will be made based on the individual needs after consultation with the preschool director.

When a child needs an emergency medication to be administered, it shall be done by the preschool Director or someone acting in his/her capacity.

- Medications (including Epi pens) must be sent in the original prescribed bottle or box with the name of the medication, physician, directions, patients name and date visible.

**Medications (continued):**

- Written permission to administer from the parent and the child's physician for the director to give the medication to the child, together with information as to any and all possible side effects of the medication.
- Inform the director when the medication is to be discontinued. The unused portion will immediately be returned to the child's parents.
- Medications such as antibiotics taken for temporary illnesses are prohibited.
- Children are not permitted to bring any over the counter medications to preschool including but not limited to vitamins, cough drops and cough syrup.

**ALL MEDICATION WILL BE KEPT IN THE PRESCHOOL OFFICE LOCKED CABINET.**

**Messages:** Messages for the teacher or director should be in writing.

**Newsletter:** At the beginning of each month, you will receive a newsletter from your child's teacher, along with a calendar of events for the month. At other times, you may receive notes from the teacher or the preschool director. Please check your child's bag carefully each day for these important pieces of communication. We will also use email as a form of communication. A form for your email address will be available at Meet Your Teacher.

**Parent Information:** Upon request, Fellowship Preschool will release any/all information such as calendars, procedures and policies, and teacher communication to both parents in cases of divorce/separation unless otherwise directed by a court of law. In order for Fellowship Preschool to remain neutral in any family disputes, we request only information pertaining to the child attending Fellowship be shared with our staff.

**If you have an immediate concern regarding the safety or well being of your child, please speak privately with the director.**

**Parking:** Please park in designated parking spaces in the parking lot. Please do not park in the parking spots located next to the playground, or below the playground. Please review the diagram for easy in/out traffic pattern. Please enter and exit the parking lot slowly being mindful of young children and families.

**Parent-Participation:** Parent involvement plays an important role in the success of our program. We welcome parent participation in all areas of our preschool. Listed below are just a few ways you can be involved and support your child's school:

- Sign up to help with holiday parties in your child's class.
- Volunteer to be a driver/chaperone for field trips.
- Volunteer to help during special events or fundraisers.
- Sign up to help prepare classroom material (cutting or copying).
- Sign up to be a Room Representative.
- Share a special talent or hobby with your child's class.
- Sign up to read in your child's class.
- Serve on a Parent Committee (e.g. playground, etc.) for school improvements, fund raising.

**Peanut Policy:** Fellowship Preschool is a peanut free facility during the regular preschool hours. However, the building is used by various groups and we cannot guarantee that no peanut products have been brought into the facility. Though we strive to provide the safest environment possible for the children, the usage of other groups in our classrooms means we can not guarantee none of our equipment, chairs, tables or toys have not come in contact with a peanut product.

Though we provide a comprehensive list of peanut free products, we remind you check packaging when purchasing since manufacturers and ingredients change frequently.

**Personal Items:** Please make sure all articles of clothing such as tennis shoes, mittens, sweaters, coats, hats as well as lunch boxes and any other personal items are labeled with your child's first and last name. We ask that children not be permitted to bring any toys or personal items, unless your teacher specifies it. **Fellowship Preschool will not be responsible for any lost items.**

**Playground:** Playground is an important part of our day and its' usage is reserved for the use of Fellowship preschoolers from 9:15am-12:15pm. Our children are supervised at all times on the playground as required by law. Since children must be supervised by our staff during our hours of operation, we must ask that siblings or others not enter the fenced area during the posted times and that students enter only to participate with their class.

All posted playground rules apply to any/all child(ren) using the playground at any time.

**Potty Training Policy:** *4 year old children must be potty trained. Continual accidents (3) may constitute dismissal from the program.* It is not necessary, but strongly recommended that 3 year old children are potty trained. Two year olds are exempt from this policy.

**Potty Trained:** A child is considered potty trained when they are no longer wearing any type of diaper/pull up AND are staying dry throughout the day.

Children are taken to the bathroom at a regularly scheduled time (2's go between 10:00am – 10:30am) each day. If your child needs to go at any other time, he/she must be able to verbally tell his/her teacher they need to go to the bathroom.

For sanitary reasons, children in the process of potty training must wear a diaper/pull up while attending preschool until he/she is consistently dry for a 3 week period while at preschool. Children are not permitted to be in the classroom in underwear without a diaper/pull up until potty training provisions are met.

**Property:** On occasion, our teachers will take the children to observe nature on our property, to use sidewalk chalk, hoola hoops, bubbles or play hop scotch in our lower parking area. The children are always under the supervision of our teachers and are never allowed off of Fellowship of Christ/Fellowship Preschool property.

Please be respectful of Fellowship of Christ/Fellowship Preschool property by not allowing children to play on the stone wall, walk on picnic tables, pick flowers, run in hallways, or play on the playground without adult supervision before or after preschool hours. Children using the playground must adhere to all posted playground rules.

**Registration/Enrollment:** Registration for preschool families for the 2017-2018 school year will take place beginning January 3th, 2017. Public registration will begin January 10th, 2017. All class placements are done according to age, however, the placements are also at the discretion of the classroom teacher and preschool director. Fellowship Preschool reserves the right to make decisions based on the best interest and needs of the children and the operation of the classroom.

Any child applying for admission, who has an IEP and/or has special needs must furnish the school with a copy of the IEP or need requirements at the time of registration.

**Registration Fee:** The registration fee of \$100 takes place on a yearly basis when registering your child for placement at Fellowship Preschool. The registration fee for additional children is \$75 per child. This is a non-refundable and non-transferable fee if your child is offered a spot in the Fellowship Preschool program. The registration fee will be based on a pro-rated basis after January 1<sup>st</sup> at a cost of \$11.11 per month. Example: registration fee if enrolling in the month of March will be \$33.33 (\$11.11 x 3).

**Refund Policy:** Please see **Withdrawal Policy.**

**Returned Checks:** A \$25 fee will be charged for returned checks in addition to a \$10 late fee. 2 checks returned will result in personal checks no longer being honored by Fellowship Preschool. A money order or cashiers check will then be required for any and all payments.

**School Records:** Please inform us if your address, phone number, cell phone number, emergency contact, or insurance information changes. It is important that we keep our records up to date.

**Security:** Fellowship Preschool is accessible between the hours of 9:00am – 1:00pm to currently enrolled families only through usage of the key pad code provided for access at the Preschool entrance. All other entrance doors are securely locked and only accessible through fingerprint recognition. To assist us with providing the safest environment possible, we ask that you do not share the preschool access code with anyone. All doors remain locked during the day for added security.

When entering Fellowship Preschool for classroom events, parties, etc. we ask that you stop by the directors' office so he/she is aware of visitors in the building. Following this procedure assures us of the ability to totally lock down the building in the event of an emergency.

**Sharing:** We are blessed with a wide variety of toys in each class. Please do not allow your child to bring toys from home to school. There will be specific days for "Show and tell" when items of interest may be brought from home. We ask that you make sure to label these items.

**Snacks:** A peanut free snack will be provided at snack time or parents may send in a snack for their child. ***ALL snacks must be selected from the approved peanut free snack list.*** Parents must provide a drink for their child each day. Snacks repackaged into a plastic bag or container must be labeled with the BRAND and VARIETY (example: Honey Maid Graham Crackers, Rold Gold Tiny Twists).

**Snacks - shared:** Snacks or treats brought in for a class party or learning experience must be from the approved peanut free snack list. All shared snacks must be store purchased and packaged with the manufacturers ingredients visible. ***No homemade snacks or bakery snacks are allowed at Fellowship Preschool.***

**Snacks PROHIBITED: Fellowship Preschool is a peanut free facility.** For the safety of all children in the program, no peanuts, peanut butter, peanut products or products manufactured in a facility that produces peanut products are allowed at snack time in our classrooms.

**Snacks PROHIBITED 2 year old classes only:** Several items present a choking hazard for children ages 2 and under. In order to provide a safe environment, we ask that the following items not be included in any activities in the 2 year old classrooms: whole grapes (cut up are fine), carrots, nuts of any kind, sliced hot dogs, popcorn and shredded wheat.

**Substitutes:** Substitutes are needed throughout the school year and we encourage parents to sign up. A familiar face in the classroom softens the impact on the children when the teacher or assistant is not available that day. If you are interested, please contact the director. Substitutes are paid, or may volunteer to assist in the classroom.

**Supply Fee:** A yearly supply fee is charged for each child. The fee ranges from \$25 for 2 day programs, \$35 for 3 day programs, \$45 for 4 day programs, and \$55 for 5 day programs. Example: A child in a 2-day program pays \$25 per year, a child in a 5-day program pays \$55 per year. This fee is used for the purchase of classroom essentials such as paper towels, soap, cleaners, art supplies, etc. Supply fee will be pro-rated after January 1<sup>st</sup>. Supply fees are non-refundable and non-transferable.

**Tuition:** September tuition is due May 1 or at time of registration if after May 1. Tuition is due on the 1<sup>st</sup> of each month. Tuition may be mailed to: Fellowship Preschool 1788 Kildaire Farm Road, Cary, NC 27511. You may also leave your child's tuition payment in the black mailbox labeled "preschool" next to the exterior entrance door in the lower level. Please do not send tuition in your child's bag or give tuition to your child's teacher.

Tuition payments received after the 3rd of the month will be subject to a \$10 late fee. Beginning the 4th of the month, an additional \$2 per day will be charged until full payment is made. Tuition not received by the 10<sup>th</sup> of the month will be charged a \$25 late fee. If payment is not received by the 12<sup>th</sup> of the month, the school may withdraw the child from the program until payment is made. If payment is not made and the school must withdraw the child from the program, the space may be filled at the beginning of the next month. Re-enrollment will require incurring the cost of registration fees.

Any/All legal fees and/or collection fees that may become necessary are in addition to the standard fees at Fellowship Preschool and become the responsibility of the enrolled family.

### **Tuition (continued):**

Should there be extenuating circumstances that would prevent you from paying on a timely basis, please discuss this with the Director prior to it becoming a problem. Special circumstances may be presented to the Preschool Board for consideration.

For families with more than one child enrolled in the Fellowship Preschool program, the oldest child registered pays full tuition; each additional child receives 5% off.

Tuition payments will not be prorated for holidays or illnesses.

**Vaccinations:** A copy of your child's vaccination record complete with dates of administered vaccinations must be provided to the preschool before your child can attend class.

**Visitation:** You are welcome to visit the Preschool at any time. Our program has an open door policy, and we encourage you to be a part of your child's preschool experience! The provided keypad entrance code gives preschool families building access Monday – Friday from 9:00am-1:00pm. To assist us with providing the safest environment possible, we ask that you do not share the access code with anyone. We ask you to please stop at the preschool office upon arrival so we are aware of your visit.

### **Withdrawal Policy:**

All withdrawals, whether before the first day of school, or during the school year ***MUST BE IN WRITING*** to the director, not your child's teacher. ***A minimum 30 days notice is required for withdrawing a child from Fellowship Preschool.*** Any refunds will be on a pro-rated basis at the discretion of the Preschool Board. No withdrawal adjustments will be made for the months of December or May. Without written notification, tuition installments will be due regardless of intent to withdraw.

***Withdrawal from the program without written notice will result in the loss of any and all remaining tuition. YEARLY REGISTRATION AND SUPPLY FEES ARE NEVER REFUNDABLE OR TRANSFERRABLE.***

*Once a child is withdrawn, you must re-register and incur all fees for that process (registration and supply fee) in order for your child to return.*

*A notice of withdrawal given after April 1<sup>st</sup> will forfeit May tuition unless the spot can be filled. If the withdrawal occurs at the request of the preschool, the unused portion of the tuition will be refunded.*

**AT THE DISCRETION OF FELLOWSHIP PRESCHOOL – It is the sincere hope that it is never necessary to remove a child from the Fellowship Preschool program.** On rare occasions, a child may be withdrawn from Fellowship Preschool on the recommendation of a teacher or Director for the welfare of the child or other children in the program. Fellowship Preschool reserves the right to exercise this option if necessary and notice would depend on each individual case.

A child may also be withdrawn by Fellowship Preschool for nonpayment of tuition and fees and/or for failure of the child’s parents to adhere to Fellowship Preschool policies.

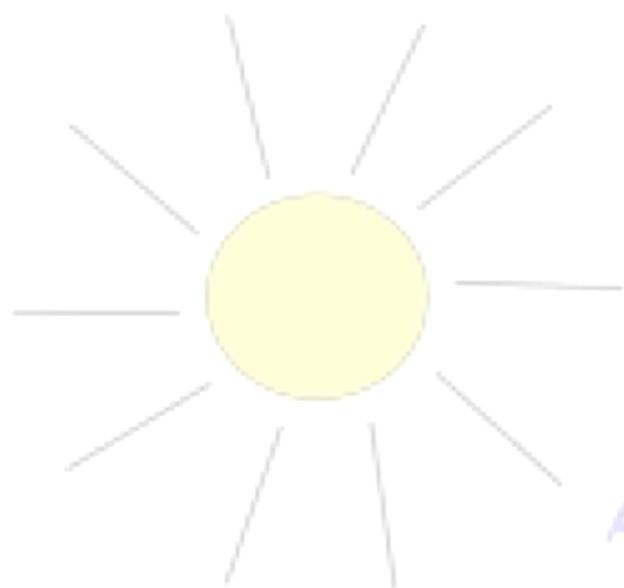
***Thank you for choosing Fellowship Community Preschool!***

This information is for usage by Fellowship Preschool families only and is not to be shared with other facilities, daycares, or preschools.  
Updated 2/2016

**Statement of Equal Opportunity** in administration of its educational policies, admissions policies, scholarship programs, or other program administered opportunities. Fellowship Preschool admits students without regard to race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the program. The program does not discriminate on the basis of race, color, national or ethnic origin

*A place to play, learn and grow!*





# Fellowship Preschool

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