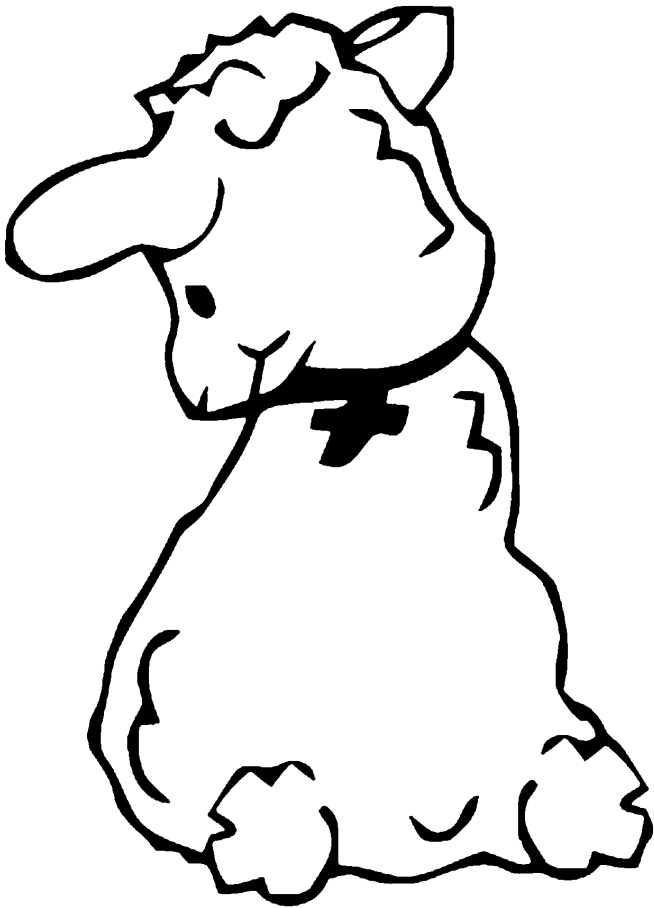


Student Handbook



**St. Margaret's
Preschool**

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Saint Margaret's
Preschool



Dear Preschool Parents,

Welcome to a new year at St. Margaret's Preschool! Our teaching staff is excited to work with your children and help them grow spiritually, socially, emotionally, and academically. As we go through another wonderful school year, in the forefront of our minds is the blessing you give by allowing us to participate in the lives of your children. We all thank you for choosing St. Margaret's Preschool.

Once again, it is my pleasure to have your family as a part of St. Margaret's Preschool and I look forward to a fantastic year! If you have any questions, please do not hesitate to contact me directly at **(704) 288-3430** or by email at **preschool@saintmargarets.net**.

With great appreciation,

Dana

Dana Platé
Assistant to the Rector, Preschool Ministries

Welcome to St. Margaret's Preschool!

St. Margaret's Preschool program is dedicated to providing the best possible experience for the children and families involved in this ministry. Children will be engaged in daily experiences that foster a love for learning in a safe, nurturing environment surrounded by the love of God. Our philosophy is to nurture each child as they grow developmentally, socially, academically and spiritually.

Registration

All children must be registered to attend the program. In order to register for our preschool program you must return the following to the church office.

1. Completed Registration Form
2. Registration Fee
3. Children's Medical Report Form and current immunization records
4. Pre-paid May tuition for the upcoming school year

The registration fee is a **non-refundable** fee that reserves a place for your child in the program.

Our program offers classes for 2 year olds, 3 year olds and 4 year olds. All children must achieve the required age on or before August 31st. Children will be placed in the age-appropriate class in order to provide the best developmental experience for each child. Our goal is to create well-balanced classes that benefit your child's social and emotional growth. To best achieve this goal some parent requests may not be honored and some classes will roll into a registration lottery as needed.

All enrolled children must be current with North Carolina immunization requirements. St. Margaret's does not accept any waivers or exemptions.

Curriculum

At St. Margaret's Preschool we implement multiple curricula to best support our "Whole Child Based" philosophy. Lesson planning, by our certified teaching staff, intentionally balances both creativity and academics to best meet the individualized needs and abilities of every child in our program.

Daily Routine

A daily schedule is posted in each classroom and will consist of activities that build on security, independence, creativity, early academic concepts and a genuine love of learning! Your child's daily schedule will include creative and academic centers in small groups, collaborative table toy exploration, outdoor play, a structured whole group circle time, hands-on art experiences, music and movement, both small and whole group lessons, snack and lunch. A Music program is offered, once a week, by a qualified Music teacher. Meaningful, age-appropriate, value-based Chapel lessons are once a week for our Threes and Fours age groups.

Tuition

Tuition is based upon the annual cost of the program divided into nine (9) monthly payments. Monthly payments are due by the 1st week of each month. The preschool accepts checks or cash. Checks should be made payable to St. Margaret's Preschool and

sent into school in your child's backpack. A \$10 late fee will be assessed for payments received after the 5th of the month. There will be no refunds or credits for days missed due to illness or travel, unforeseen closings due to weather or loss of utilities, etc., or scheduled holidays and workdays. If a check is returned by the bank, the incurred bank fees will need to be reimbursed to the preschool.

A minimum 30-day notice must be given prior to withdrawing your child from the program. **NO refund of tuition for the partial month of attendance will be given.** May pre-paid tuition may be refunded through April 1st with appropriate 30-day notice.

School Hours

Our program operates from **9:00am-12:45pm**.

To ensure the safety of all children in the program, the doors to the building will be locked during preschool hours. During these hours, please use the brown doors at either the front or back of the building. These doors have security cameras and doorbells.

Attendance

Consistency is very important for preschool aged children and we highly encourage regular attendance and punctuality. We ask that you respect the times of the program and limit early pick up or late arrival. Late arrivals not only disrupt the class, but can also cause anxiety in the arriving child. A family not adhering to consistent attendance and/or punctuality may be asked to leave the program due to the disruption for the classroom and other children.

Please notify the classroom teacher if your child will be out for more than one day. We cannot give refunds or credits for missed days.

Sick Policy

We make every effort to maintain a healthy environment and prevent the spread of germs and illnesses. Please do not send your child to school if they have a fever, nausea, diarrhea, discolored or thick mucus running from the nose, or an unknown rash. We will not be allowed to give any medication or ointments to your child.

Please be considerate of our staff and other families when your child is sick. If your child has a fever, rash or illness, keep them out of school until they are symptom-free for 24 hours. A doctor's note will be required for any contagious illness or rash.

Please note that a child may not attend the program if he/she has a contagious health issue including, but not limited to, the following conditions: *flu, fifth disease, pink eye, hand/foot/mouth, head lice, chicken pox, cytomegalovirus and molluscum contagiosum.*

***** Please note that any requirements and protocols related to COVID-19 will be addressed in specific communications and documentation. *****

Head Lice Policy

Any child being treated for head lice will be checked upon returning to school and will not be readmitted to class unless all nits have been removed. No matter how many times your child has been treated, as long as there are nits, there can be lice. In the event a child has head lice, all the parents in the class will be notified and all of their children must be checked to prevent further spreading. Additionally, the Preschool Director and/

or any teacher can conduct a head lice check either school or classroom wide if a case of head lice is suspected.

Carpool

To ensure a safe, secure arrival and departure for your children, the preschool adheres to a carpool policy. This policy requires all ages to be escorted to and from the car during both drop off and pick-up by preschool staff.

We will not send a child home in a car without either a car seat or booster seat. When making pick-up arrangements for your child, please make this a priority.

Cell phone use while in the carpool line is prohibited for the safety of the children and staff during the loading and unloading of vehicles. We appreciate your full attention during this important and busy time of our preschool day.

Morning carpool drop off: Please enter from the Crane Road entrance and drive around to the front of the building. Please follow the carpool signs to the designated sidewalk. Carpool will begin at 8:55am and end promptly at 9:05am to allow teachers to return to the classrooms. **Parents are responsible for unbuckling their child and having them ready to exit from the left side door.** In order for carpool to run smoothly and safely, parents must stay in the car and all children must exit from the left side of the car.

Afternoon carpool pick up: Please follow the same traffic pattern as the morning drop off. Parents will be required to have the designated tag hanging from the rearview mirror in order to pick up a child. If your child is being picked up by someone other than a parent, you must send in a note **signed** by the parent and allow them to use your child's duplicate tag. **Children will be placed in the left side of car and parents are responsible for securing children in the proper car seat.** For the safety of your child and out of courtesy to our staff we ask that you be on time when picking up your child (no later than 12:45pm). Recurring lateness will result in a \$5.00 late fee for each incident and/or possible dismissal from the program.

Allergies

Food Related:

St. Margaret's Preschool provides a **peanut-free** environment for all children in the program. We make every attempt to ensure classrooms are safe for all students. Please inform your child's teacher of any food allergies that may affect your child. Please provide the Director with directions for emergency medical care in case of exposure. All classroom snacks and treats need to be store bought with a label on them to prevent any accidental mishaps.

Animal Related:

We ask that no preschool family's pets/animals be brought to the classroom due to both allergies and possible student discomfort.

Inclement Weather Decisions

St. Margaret's Preschool typically follows the Union County Public Schools inclement weather postings. If UCPS are closed due to weather conditions, we will be closed. All delayed openings, early dismissals and school closings will be posted on the preschool website: www.saintmargaretspreschool.net. There will be no make-up days in the event of unplanned closings.

Communication

The best time to talk with your child's teacher is before the school day begins or after the completion of afternoon carpool. We ask all teachers to give their full attention to the children once the school day has begun and through the afternoon carpool process. If you have questions or would like to talk more in depth with a teacher, please make arrangements to meet with the teacher before or after the school day. Both the Preschool Director and all Lead Teachers are happy to meet with you to talk about your child's progress or any concerns that you might have.

Formal conferences for all students will be scheduled in February. However, you may request a conference with sufficient notice to your child's teacher and/or the Preschool Director at any time throughout the year. Additionally, a teacher and/or the Preschool Director can schedule a mandatory conference at anytime of the year to discuss issues that become apparent throughout the year.

Discipline

We believe discipline should be positive for all children. Our staff uses praise and encouragement to help children learn classroom procedures and good social habits. We believe in a proactive approach to discipline by modeling appropriate behaviors, modifying classroom environments to ensure success and establishing consistent rules and procedures in the classroom. If an incident occurs, the child will be first reminded of classroom rules and will then be redirected to a more appropriate activity. If an undesired behavior continues, the child will be separated from the situation to think about more appropriate choices. Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work together to correct the behavior.

Aggressive behavior including hitting, biting, kicking, pushing or spitting is unacceptable and parents will be notified and asked to work with the staff to prevent any reoccurrences. If occurrences happen more than once, the child will have an out of school suspension and the parents will be asked to work on the behavior at home before a child can return to the program. St. Margaret's Preschool reserves the right to dismiss a child from the program if it is in the best interest of all parties involved.

Playground Rules

For everyone's safety please review the following playground rules with your child throughout the year:

- Slides:
 - Do not climb up the slides.
 - Sit down when coming down the slide.
 - Do not come down the slide head first or standing up.
- Keep all mulch inside the playground and on the ground. Do not throw the mulch or put mulch on the playground equipment.
- Do not climb on the outside of playground equipment.
- Do not climb on the fence.
- Shut and latch gate at all times.

Snacks and Lunches

Please make note that **St. Margaret's Preschool is a "peanut-free" facility** and any food items that are prepared with or contain peanuts will be sent home un-opened. Parents are asked to provide healthy snacks for the classrooms on a rotational basis. We ask that all classroom-wide food items be purchased from a store and have the label attached. Unfortunately, no homemade items can be brought to school due to the potential harm they can cause children with ingredient allergies.

Lunches should contain items (peanut-free) that can be easily managed by your child. Please do not send in items such as yogurt or applesauce if your child cannot eat it independently. We encourage sending your child with a healthy lunch that consists of nutritional items. Please send in necessary items such as napkins, utensils, straws, etc. and cut up any foods that may cause choking for your child. Also, we are unable to refrigerate or heat up food, so please plan accordingly. With the exception of holidays or special events, **any candy, soda, high sugar items and food that contains peanuts will be sent home unopened.**

Celebrations

Your child's birthday is special and we want to celebrate it. **Please choose either mini cupcakes or cookies that are on the school's pre-approved list, which will be provided.** No drinks, decorations, balloons of any kind or "treat" bags please. Please contact your child's teacher to discuss any birthday celebration details prior.

Classroom holiday parties will be planned in advance throughout the year and volunteer/donation opportunity information will be provided through the room-mom or classroom teacher.

What to Bring

Please send children in comfortable play clothes. Clothing should be easy for your child to manage independently and seasonally appropriate. Please label your child's coats, hats, mittens, sweaters, etc. Children should wear shoes with firm, sturdy support for safety. **We ask that your child not wear flip flops, crocs or loose sandals.** Biking shorts/shorts/tights or leggings **must be worn** under skirts and dresses.

Please do not allow children to bring toys or other personal items to school. These items can distract from already planned activities and will immediately be put back in your child's backpack. Children may bring items related to the class theme if there is a "Show and Tell" Day planned.

Twos-

Please send your child with:

- A backpack large enough for a lunch box, folder, a change of clothes and art projects
- Three labeled diapers
- A labeled sippy cup
- A healthy peanut-free lunch
- A change of clothes in a gallon size Ziploc to keep in the room

Please dress your child in clothes that allow for quick and easy diaper changes.

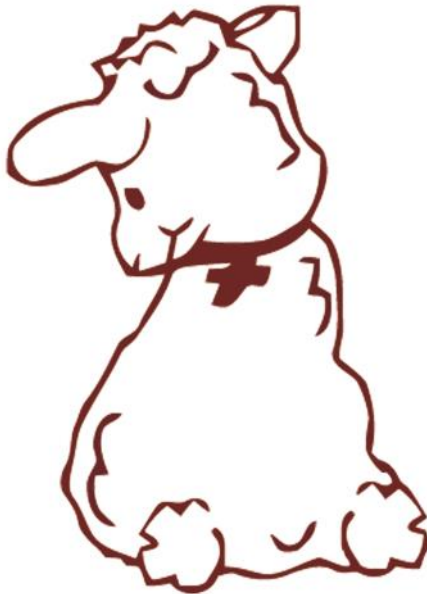
Threes and Fours-

Your child must be fully potty trained to participate in the 3s and 4s program.

Please send your child with:

- A backpack large enough for a lunch box, folder, a change of clothes and art projects
- A change of clothes in a gallon size Ziploc to keep in the room
- A healthy peanut-free lunch

What a blessing for us that God has led you into our family here at St. Margaret's Preschool. We are honored to share this special time in the lives of your family!



St. Margaret's Preschool

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