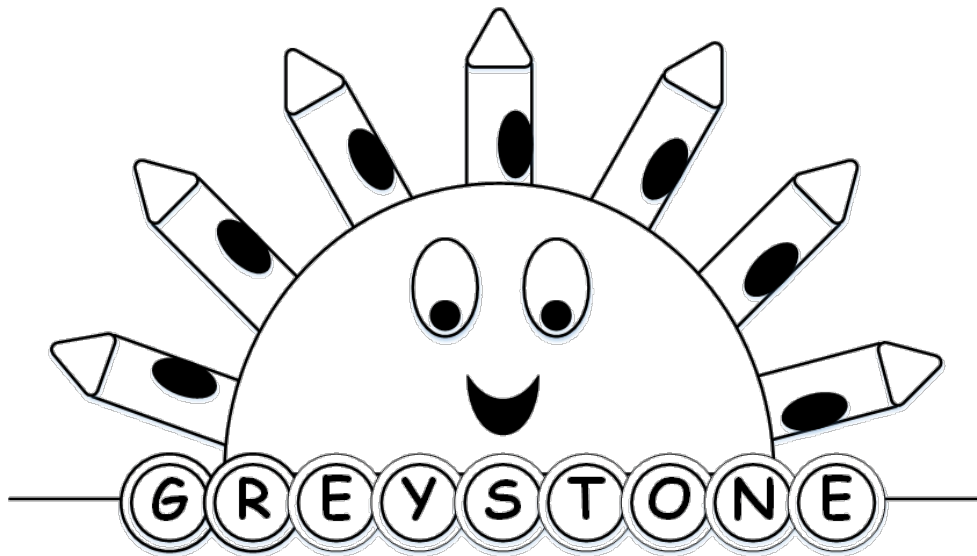


GREYSTONE BAPTIST CHURCH  
**WEEKDAY PRESCHOOL**  
**2015-2016**

**PARENT HANDBOOK**  
**And**  
**Student Directory**



**Greystone Baptist Church**  
**7509 Lead Mine Road, Raleigh, NC 27615**  
**(919) 870-0040**  
Pam Phillips, Director

**Preschool Email: [weekdaypreschool@greystonechurch.org](mailto:weekdaypreschool@greystonechurch.org)**  
*For emergencies when the answering machine is on at the preschool:*  
**Church Office Telephone Number: (919) 847-1333**

**Preschool Staff Members:**

Director: Pam Phillips

Care Givers:

1 Year Class	Beverly Akers and Lee Domville
2 Year Class	Diana Strother and Sandra McElveen
3 Year Class	Helen Mc Farlane and Cheryl Vargas
4 Year Class	Vivian Brendle and Lynn Cockrell
4 Year Class	Mary Lou Ervin and Pat Walker
Music/Discovery	Hannah deLeon
Spanish	Debra Perdomo

**Greystone Baptist Church Preschool Team Chairpersons:** Kay Meyer & Joy Griffin

**Purpose and Goals**

*Purpose:* To provide a half-day weekday program for young children in a Christian environment that will benefit the child, the parents, and the community.

*Goals:*

1. To provide opportunities for being with other children in a Christian setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contributes to the developmental needs of each child.
3. To provide opportunities for integrated learning based on the child's individual needs, interests, and abilities that will build important foundations for future academic pursuits.
4. To provide parents with the opportunity to meet with and work with other parents and teachers who have, as their common concern, the interests and needs of the pre-kindergarten children.
5. To provide quality care for the child while the parents pursue their own work or other interests.
6. To provide opportunities for parents to grow in the understanding of child development through a planned educational program.
7. To help meet the needs of the community for an early childhood education facility.
8. To contribute to the wholesome growth and development of the future citizens of the community.
9. To meet the needs, interests, and abilities of each individual child through a varied curriculum consisting of:
  - Bible Study
  - Science
  - Safety
  - Creative Movement
  - Social Studies
  - Perception
  - Vocabulary
  - Physical
  - Math
  - Social Living Relationships
  - Music
  - Language Arts
  - Literature
  - Health
  - Art

## 2015-2016 Calendar

September 1, 2015	Parent Orientation 7:00 pm in Church Sanctuary
September 8 & 9	“Meet Your Teacher Day” Scheduled by your child’s teacher
September 14, 2015	A.M. Carpool begins for 3’s and 4’s
September 24, 2015***	Teacher Workday – No Preschool
October 26, 2015	Teacher Workday – No Preschool
November 11, 2015	Preschool Holiday – Veteran’s Day
November 23, 24, 2015	Thanksgiving Feasts
November 25, 26, 2015	Thanksgiving Holiday
December 17, 2015	Christmas Program
December 21, 2015 – January 1, 2016	Christmas Break – No Preschool
January 4, 2016	Preschool Resumes
January 18, 2016	Martin Luther King Holiday – No Preschool
January 19, 2016	Teacher workday; 3 & 4 year old Parent Conferences
January 25, 2016	2016-2017 Registration - Currently Enrolled Children & Siblings
January 26, 2016	2016-2017 Registration - Church Members
January 28, 2016	2016-2017 Registration – General Public
February 15, 2016	Preschool Workday – No Preschool
March 1, 2, 2016	Father/Grandfather Breakfast and Art Sale
March 28 – 31, 2016	Spring Break – No Preschool
April 25, 2016	Preschool Workday – No Preschool
May 3, 4, 2016	Mother/Grandmother Tea- Teacher will schedule
May 25, 2016	Last day of Preschool

Greystone Baptist Weekday Preschool generally is in session from Labor Day to Memorial Day. GBWP follows a modified calendar in regard to Wake County schools. We have similar major breaks, but WE ALWAYS FOLLOW WCPS INCLEMENT WEATHER POLICY.

On “Inclement Weather” days, please follow this schedule:

- If Wake County is closed, Greystone Baptist Church Weekday Preschool will be closed.
- If Wake County delays one or two hours, school will begin at 10:15 a.m.  
If Wake County delays for more than two hours, the preschool will be closed.
- When Wake County dismisses early because of inclement weather, we will assess our dismissal time by looking at the weather situation. If we need to dismiss early, teachers will contact their room mothers and ask them to contact all parents with new dismissal time.

**Inclement Weather Make-up Days:** GBWP will make up as many days as possible after missing 4 days. The Director will decide the make-up days, looking at our calendar, with the approval of the Weekday Preschool Team. We will not use Fridays as make-up days.

### Hours of Operation

Children will be accepted in the classroom no earlier than 9:10 A.M. each day and must be picked up no later than 1:00. A late fee of \$5.00 per child will be charged for each five minutes past pick up time. This fee should be paid directly to the teacher.

## **General Information**

### Age Requirements

A child must be 4, 3, 2, or 1 no later than August 31 to enter the appropriate class.

Whenever possible, we will place Toddlers and Twos in classes by birthday, with older children in one class and younger children in another.

### Child/Adult Ratios

Class	Children/Adult
1 Year Olds	8/2
2 Year Olds	10/2
3 Year Olds	12/2
4 Year Olds	14/2

After a maximum number of children is reached, applicants will be placed on a waiting list and contacted in the event of an opening.

To enter the three and four year classes, children must be toilet trained before entering Preschool. If it is determined that a child is not toilet trained, the parents will need to pay tuition until their child is trained (to reserve the child's space) and is allowed to enter Preschool. If the parents choose not to pay tuition while their child is at home toilet training, the registration fee and all paid tuition are forfeited and the child's space is relinquished.

### Snacks

Parents will bring a simple snack for each child on a rotating basis. This will be set up by your child's teacher each month. We encourage healthy snacks. A suggested list will be given to you by your child's teacher at the beginning of the year. Please do not bring hot dogs or nuts.

### Field Trips

Our goal on Field Trips is to provide a safe and educational experience. All children must ride in the rear seat with one child per seat belt. North Carolina child restraint laws must be followed. Please do not bring siblings because chaperones must be able to focus their entire attention on the children in their care. If you plan to meet your child's class on a Field Trip, the NO SIBLING rule still applies. Younger ones tend to distract on the trip. In September, all parents of four-year-olds will be asked to pay a \$35 activity fee to cover all costs of the children's field trips for the year and also sign a year long permission form. This will alleviate the collection of money by teachers. If a parent wishes to go and there is a fee involved, it will be paid at the appropriate time. For insurance liability purposes, we are asking parents who drive on field trips to provide a copy of their driver's license and a Certificate of Insurance from their company which will show the company name, policy number, dates of policy and limits of liability. You will be the primary liability source when you drive and GBWP will be the second source.

### If You Have A Concern Or Complaint

In the case of a concern or complaint by a parent about a staff member, the following steps should be taken:

1. File a written concern or complaint with the Director.
2. Director will meet with the staff member and parents, if appropriate.
3. Director will respond and document action taken.
4. If the parent is not satisfied, a written concern or complaint should be filed with the Weekday Preschool Team.
5. The issue will be brought before the Weekday Preschool Team and a response will be made by the Team.

### Parent Evaluations

The Director will distribute parent evaluation forms in the Spring. They should be returned to the Director for review. The results will be made available to the Weekday Preschool Team.

### Report of Child Abuse or Neglect

Greystone Baptist Church Weekday Preschool fully complies with the North Carolina State Law regarding child abuse and neglect. This law does not require that the parents be notified prior to the report being filed. The Protective Services Unit of the Department of Social Services will be notified – (919) 856-7000.

### Messages from Home

Please send a written message to communicate with staff members regarding play dates or if a new person, not on your release form, is to pick up your child. Driver's license checks will be made by the teacher if necessary.

### Conferences

**After school** appointments may be made with staff members for any age child. Three and Four year old classes have scheduled conferences in January.

### Chapel

Chapel will be held for our two, three and four year classes on Wednesday mornings at 9:45 A.M. As at any other time, parents are welcome to visit and join us.

### Music Classes

Music classes will be held one time per week for approximately 25 minutes for the two, three, and four year old classes. Toddlers begin formal music class after Christmas.

### Discovery / Science Program

Our three and four year olds participate in a Discovery program. The children will be in small groups exploring science through experiments, observation, and hands on learning. Three year olds will begin this program in January.

### Spanish

We will have small group beginning Spanish lessons for our 4-year olds. They will learn basic words, phrases and songs.

### Tuition

Tuition is due on the first day of each month and is past due after the 7<sup>th</sup> of each month, according to the following schedule:

<u>Month</u>	<u>Tuition Due Date</u>
September 2015	June 1, 2015
October 2015	September 1, 2015
November 2015	October 1, 2015
December 2015	November 1, 2015
January 2016	December 1, 2015
February 2016	January 1, 2016
March 2016	February 1, 2016
April 2016	March 1, 2016
May 2016	April 1, 2016

A late fee of \$5.00 per day will be assessed until fees are paid in full. Tuition is due a month in advance with your first payment due by **August 1<sup>st</sup>** (before school begins) and regular monthly payments **September** through **April**. If tuition is more than 30 days late and payment arrangements have not been made, your child will not be able to return to class. This policy will be strictly enforced.

### Tuition Fees 2015-2016

2 days/week	\$200.00 per month
3 days/week	\$250.00 per month
4 days/week	\$300.00 per month

### Registration Fees 2015-2016

2 days/week	\$200.00 per month
3 days/week	\$250.00 per month
4 days/week	\$300.00 per month

The registration fee is not refundable and is required for each child each year. If a family moves away from Raleigh prior to August 15, the registration fee is refundable with a written letter to the Director. If, for any reason, a parent decides to have their child repeat an age level class – i.e. 2's, the child will not be allowed to skip the next age level – i.e. 3's, and move on to another level – i.e. 4's. They will have to go on to the next age class. The only exception to this policy will be by approval of the Weekday Preschool Team. A letter must be submitted at least one month prior to registration and be approved by the Team. If a four-year-old is recommended to repeat and the registration fee has already been paid and then a decision is changed, the Weekday Preschool Team will decide on an individual case basis if the registration fee should be refunded.

### **Required Forms**

In July, prior to the beginning of the school year in September, the following forms will be mailed to the parents of each child:

1. Health Form (to be signed by physician) and updated immunization form as required by law
2. Release Form
3. Medical Emergency Release Form

Please complete these forms and return them to the Director prior to the first day of school. Forms may be mailed to the Preschool or dropped off in the church office Monday – Thursday 9:00 – 4:00. The church office is closed on Fridays. Please notify the Director of address or phone number changes in writing anytime during the school year.

Before your child will be allowed to attend Greystone Baptist Church Weekday Preschool, please ensure that you have:

1. Paid registration fee (non-refundable, due with registration)
2. Paid first month's tuition (due August 1<sup>st</sup> PRIOR to school starting)
3. Returned all required forms listed above.

**No child will be admitted until all of the above requirements have been met. Please note that it is a violation of N.C. State law for us to allow your child to attend preschool without a signed Medical Emergency Release form on file.**

### **Sickness**

We promote a safe and healthy environment for all staff and children at Greystone. Please keep your child at home if any of the following are occurring:

- Ø A "green nose"
- Ø Loose stools or diarrhea
- Ø Vomiting
- Ø Impetigo
- Ø Conjunctivitis
- Ø Strep throat – 24 hour antibiotic treatment before returning
- Ø Children should be free of fever, vomiting and diarrhea for 24 hours before returning to class.

### **Biting Policy**

For safety reasons, we will be following this policy in regards to biting:

First time: Parents will be notified and appropriate literature will be available to deal with this. The teacher will work with the parent and child.

Second time: The child will be sent home.

Third time: The child will be sent home for the remainder of the week or in case of Monday / Wednesday or Tuesday / Thursday classes, the child will miss the next scheduled class.

### **Greystone Booster Club**

The parents and staff at Greystone Baptist Church Weekday Preschool have formed a volunteer group (Greystone Booster Club) on behalf of the children who attend our Preschool. Among other things, the GBC will help organize fund raising efforts for Preschool needs, teacher appreciation, sponsor our Thanksgiving Feast, work with Room Mothers or work on any special need that arises. You will have an opportunity to become a member of your child's GBC at Parent Orientation. The Booster Club leader for 2015-2016 is Megan Long - 803-6676.

### **Facebook**

Greystone Baptist Preschool has a Facebook page. Please "Like" us to see updates and information on your newsfeed.

### **Parent Substitutes**

We are always in need of subs in case of a staff absence. If you are interested, please sign up with your child's teacher on Meet Your Teacher Day. We compensate subs at the rate of \$35 per day.

### **Greystone Baptist Church Ministries**

Greystone Baptist Church Weekday Preschool is only one ministry of the church. Greystone Baptist Church also offers a variety of other ministries for you and your family, including two worship services on Sunday morning (8:45 & 11:00), Sunday School (9:45 A.M.), Wednesday family night with supper at 5:15 P.M. and missions, choirs, and discipleship seminars following. A wide range of activities for children and youth are planned throughout the year.

Please feel free to call the church office for further information. The church office is open from 8:30 A.M. until 4:30 P.M., Monday through Thursday, with an answering machine available during other hours.

**Church Office Phone Number: (919) 847-1333**

**Church website: [www.greystonechurch.org](http://www.greystonechurch.org)**

### **Greystone Baptist Church Staff:**

Senior Minister .....	Sean Allen
Associate Minister, Children and Preschool.....	April Alston
Associate Minister of Faith Formation .....	Amanda Atkin
Associate Minister, Music .....	Mike Eller
Associate Minister, Students .....	Allan Smith
Administrative Assistant .....	Annette Variano
Minister of Properties .....	Claude Bennett