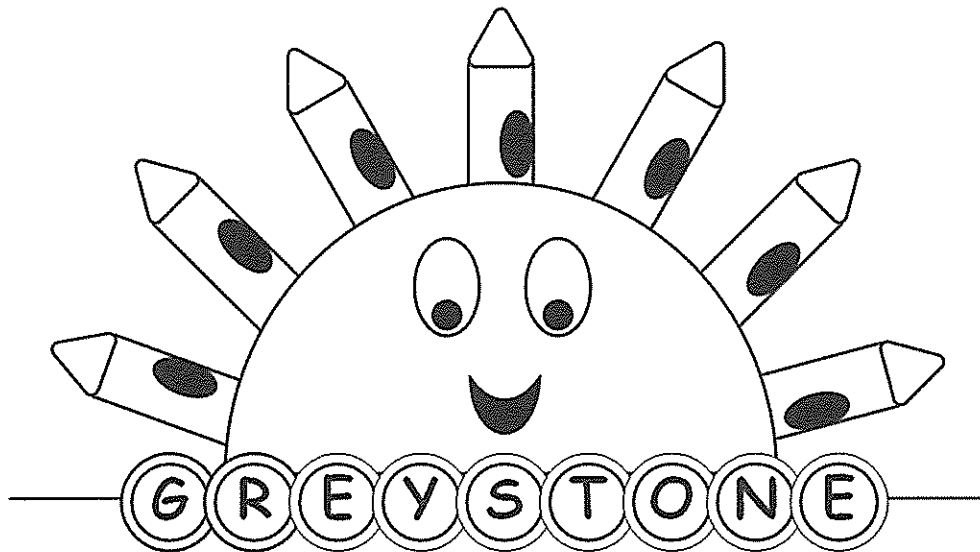


GREYSTONE BAPTIST CHURCH
WEEKDAY PRESCHOOL
2018-2019

PARENT HANDBOOK



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

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

As representatives of Greystone Baptist Church, the Weekday Preschool Team welcomes you into our church family. Our purpose is to provide an educational program in a Christian environment that will benefit the child, parents and the community. We are honored to have you in our church preschool and endeavor to provide quality care for your child while building a strong foundation for his/her future academic success.

Greystone Baptist Preschool ("Greystone Preschool") 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

To ensure that we are meeting your needs, we ask your input formally on an annual basis. The Director will distribute parent evaluation forms in the spring. The forms should be returned to the Director for review or completed online. The results will be made available to the Weekday Preschool Team and we will review and make changes accordingly.

The Director and the Weekday Preschool Team work hard to meet your needs. But, 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.

Wishing you and your child a wonderful year at Greystone Preschool!

Greystone Weekday Preschool Team

A Note from our Director...

Welcome to Greystone! We are grateful that you have chosen to be a part of our preschool family. Whether you've been with us before or are joining us for the first time, we look forward to getting to know you and your child. You will not find a more loving and dedicated teaching staff than we have here at Greystone. Our teachers spend time talking with your child, observing and getting to know his or her abilities and skills. We tailor our monthly lesson plans to help each child learn and grow. In addition to our weekly chapel service and music class for all students, and Science and Spanish for our 3's and 4's, your child will have the opportunity to explore in different centers throughout the day – art, manipulatives, science, dramatic play, writing, books and outdoor play. We believe that children learn best when they are not aware they are being taught. Centers allow a teacher to integrate learning into a fun, play-oriented environment.

Please feel free to drop by the Preschool Office with any questions or concerns you may have. We are privileged to be a part of your child's early education. We look forward to our time together.

Pam Phillips, Preschool Director

Basic Facts about our Preschool:

Mailing address: Greystone Baptist Preschool
7509 Lead Mine Road
Raleigh, NC 27615

Email address: weekdaypreschool@greystonechurch.org

Phone: 919-870-0040

**Please note: There is an answering machine on this line to answer your calls when no one is in the office. Please leave a message and your call will be returned as soon as possible.

Class Hours: 9:10am – 1:00pm

Class placement: Children are placed in classes based on their age as of August 31 which is the cutoff date used by the Wake County Public School System.

Class Ratios*:

<u>Class</u>	<u>Child/Adult Ratio</u>
Toddlers	8/2
2 Year Olds	10/2
3 Year Olds	12/2
4 Year Olds	14/2

*Ratios are subject to change with approval from the Preschool Board

Facebook Page: Greystone Baptist Preschool

Sickness:

While we promote a safe and healthy environment, we recognize that we can only be as healthy as you, the parents, make possible. We require that a child be free from fever, vomiting, diarrhea, unidentified rash and contagious illness for twenty-four hours before he will be admitted to the classroom. Further, we will send home any child showing symptoms of contagious illness, including but not limited to an unidentified rash, a persistent cough, a persistently runny nose (regardless of the color of the mucus), symptoms of pink eye (eyes that are red, swollen, itchy, "goopy") or a child who is lethargic to the point of being unable to participate in class activities or who is generally out-of-sorts as compared to his normal self. We will require a physician's note stating that a child is not contagious in order for him to attend with any of the above-mentioned symptoms.

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. SIBLINGS ARE NOT ALLOWED on field trips due to security and safety reasons as well as the fact that they may distract our students and staff. If you plan to meet your child's class on a Field Trip, the NO SIBLING rule still applies. 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 an annual 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 Greystone Preschool will be the second source.

Playground Time:

As noted by many early Child Development professionals, it is important to take children outdoors to play every day. Our children go out to play every day, weather permitting. Please watch the weather forecast and dress your child appropriately for his time outside. Also, please choose clothes that your child can get dirty. Being a preschooler can get very messy!

Inclement Weather Policy:

On "Inclement Weather" days, please follow this schedule:

If Wake County Public Schools are closed, Greystone Preschool will close. If Wake County delays one or two hours, Greystone Preschool will begin at 10:15am. If Wake County delays three hours, Greystone Preschool will begin at 11:00am. If Wake County delays for more than 3 hours, we 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, teachers will contact their room mothers and ask them to contact all parents with the new dismissal time.

Inclement Weather Make-up Days:

Greystone Preschool 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. No monetary compensation will be paid to parents for days we are unable to make up due to bad weather.

A complete listing of the Policies and Procedures that govern Greystone Preschool are available upon request.

About our Staff:

Our dedicated teaching staff includes experienced teachers, some of whom have been with us for up to 20 years. We require that each staff member be CPR certified, First Aid trained and pass a background check. We also require that each teacher continue her education by taking at least one course per year on a subject relating to early childhood education, child development or classroom techniques. Our greatest strength may be each individual teacher’s love of children.

Greystone Baptist Church Ministries

Greystone Preschool is only one ministry of Greystone Baptist Church. Greystone 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. 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**

Greystone Baptist Church Staff:

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	Steve Rose

2018-2019 Calendar

August 28, 2018	Parent Open House 7:00pm in church sanctuary
September 4, 2018	Meet Your Teacher Day
September 10, 2018	Carpool drop-off begins for 2's, 3's, and 4's
September 19, 2018	Teacher Workday – CPR training for staff
November 1, 2018	Teacher Workday *****
November 12, 2018	Veteran's Day Holiday
November 21-23, 2018	Thanksgiving Holiday
December 19, 2018	Christmas Program and last day before Christmas Break
December 20, 2018- January 2, 2019	Christmas Break
January 3, 2019	Preschool Resumes
January 18, 2019	Teacher Workday
January 21, 2019	MLK Holiday
February 18 -19, 2019	Teacher Workday
March 29, 2019	Teacher Workday
April 15-19, 2019	Spring Break
April 22, 2019	Teacher Workday
May 22, 2019	Last Day for Children
May 23, 2019	Teacher Workday