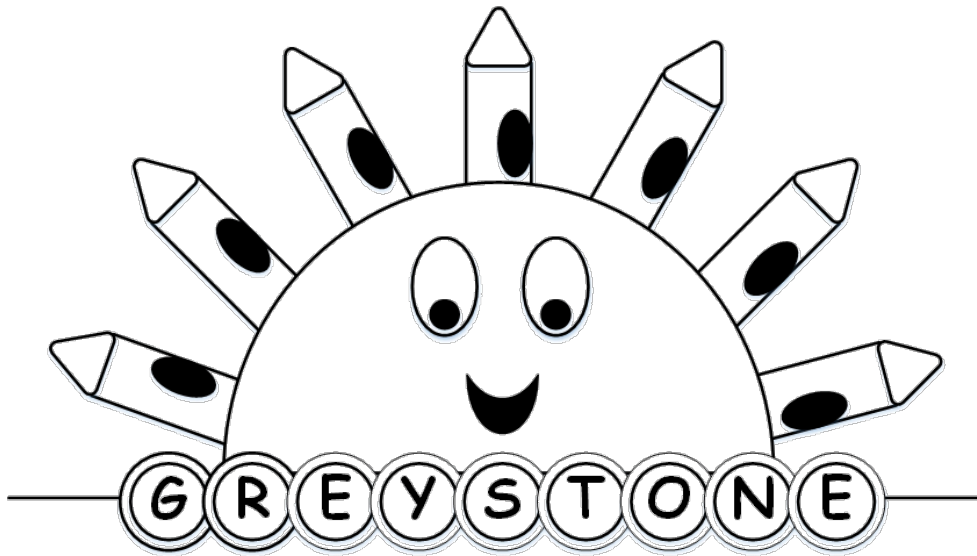


GREYSTONE BAPTIST CHURCH
WEEKDAY PRESCHOOL

2020-2021

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 word about Covid-19...

Each summer I sit down with last year's Parent Handbook and make adjustments. Most years, the only changes I make are to the dates and tuition amounts. This year I hardly know where to start. I'm so tired of the ever-changing new normal. I'm afraid if I edit out all the policies and procedures that have guided us over the years, we'll never get them back. I want what is familiar and comfortable. I want to breathe deep again. I have never been more grateful to know that God is in control and will walk with me into each new normal.

This year will require SOOO much flexibility from all of us. Because so many of our procedures will change, we will be asking for patience and grace as we try to find the smoothest way to get your children in the building, the safest way to keep them here and the most efficient way to give them back to you, all while meeting the requirements of the state and the recommendations of our Health Department. Much of it will be a work in progress until we work the kinks out. Thank you in advance for your patience.

The changes we are making to our procedures are in response to the Child Care Public Health Tool Kit published by the NCDHHS. It outlines the state mandated requirements for our industry and the recommendations they offer to keep us as safe as we can be while at preschool. Because we know that the only way to ensure we are never exposed to covid-19 is to stay locked in our homes, we will be relying on each of you to be diligent in monitoring your child's health and the health of every other member of your family. We can only be as healthy as a group as each of you individually allows us to be. If we learn that a family who has been attending has been exposed to covid-19, we will follow the guidelines in the Child Care Tool Kit, and reach out to the Health Department for direction. If they tell us to close down one room, or all rooms, we will do it. If your child shows symptoms, we will require you to follow the guidelines on when your child may return. Please take the time now to download, read and make sure you understand the requirements and recommendations in this Child Care Public Health Tool Kit.

More than ever, effective communication will be key to a safe and successful preschool year. Please know that my virtual door is always open to you. You may call me, email me, text me through the Remind app or request a Zoom conference with me at any time. If you have a question or a concern, reach out to me right away, before a small concern has the chance to morph into a large problem. I will not have every answer you need right away, but I will find the answer and get back to you.

Finally, even if your family has been a part of ours here at Greystone for multiple years, please read through this handbook! The cover looks the same but the insides are not! We don't want to catch anyone off guard with a procedure change.

Pam Phillips, Director
Greystone Baptist Preschool

Basic Facts about our Preschool:

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

If Mailing Checks: Greystone Baptist Preschool
7474 Creedmoor Road, Box 302
Raleigh, NC 27613

For online payments: www.greystonechurch.org
Click on 'Ministries' tab
Select 'Preschool'

Email Address: weekdaypreschool@greystonechurch.org

Phone Number: 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: The National Association for the Education of Young Children, the organization that sets "best practice standards" for Early Childhood Education, has determined that class ratios should not exceed 1 adult for every 6 children (Toddlers and 2's) and 1 adult for every 10 children (3's and 4's). We are committed to operate within these "best practice" guidelines, even as we strive to maintain lower ratios in our classrooms.

Facebook Page: Greystone Baptist Preschool

Registration Fee and Tuition:

The registration fee is equal to one month’s tuition and is not refundable. It is required for each child each year.

Tuition Fees and Schedule of Payments:

Tuition Fees 2020-2021

2 days/week	\$225.00 per month
3 days/week	\$275.00 per month
4 days/week	\$325.00 per month
5 days/week	\$365.00 per month

Tuition is due on the first day of each month in advance and is past due after the 7th of each month, according to the following schedule:

<u>Month</u>	<u>Tuition Due Date</u>
September 2020	August 1, 2020
October 2020	September 1, 2020
November 2020	October 1, 2020
December 2020	November 1, 2020
January 2021	December 1, 2020
February 2021	January 1, 2021
March 2021	February 1, 2021
April 2021	March 1, 2021
May 2021	April 1, 2021

A late fee of \$5.00 per day will be assessed until fees are paid in full. Please note that tuition is due a month in advance with your first payment due by **August 1st** (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. For your convenience, online payments are accepted on the church’s website: www.greystonechurch.org. Click on ‘Ministries’ tab and select ‘Preschool’.

Withdrawal procedure:

A thirty-day written notice is required for withdrawals from the Preschool. Parents are responsible for all tuition due through the withdrawal period.

Report of Child Abuse or Neglect:

Greystone Preschool fully complies with the North Carolina State Law regarding child abuse and neglect. Any concerns will be reported to the Protective Services Unit of the Department of Social Services – (919856-7000). This law does not require that parents be notified prior to reporting.

Policies Specific to Covid-19

We recognize that there may be times during the covid-19 pandemic when, guided by our local health department, we are required to close. The duration of a closing will be determined on a case-by-case basis and may affect only one class or the entire preschool. If a short-term closure is required due to covid-19 (two weeks or less), our teachers will continue to reach out to your child virtually to offer a circle time experience, story time and additional activities for your child to do at home. During a short-term closure, no tuition will be reimbursed to families. If North Carolina is moved back into Phase 1 and we are required by law to close for more than two weeks but not for the remainder of the preschool year, we will retain all prepaid tuition to apply to the next weeks we are allowed to operate. If it is determined that we will not move back to Phase 2 or higher within the preschool year, we will return prepaid tuition.

Greystone policy is that Registration Fee is non-refundable. If you registered your child for our program and are now choosing not to attend due to concerns of covid-19, your registration fee will not be refunded. However, if later in our 2020-2021 preschool year you would like to have your child return to our program AND there is space available, that previously forfeited registration fee will be applied to their new registration.

Arrival and Departure Procedures:

It is important that your child arrive at preschool on time. This will help your child adjust more quickly to the preschool routine, ensure he doesn't miss out on any learning time, and causes less disruption to others in the class. During the covid-19 pandemic we are asking that parents remain outside the preschool building during drop off and pick up. Parents of our 2's, 3's and 4's are strongly encouraged to bring your children through our carpool drop off lane. All children will be screened for health before being taken out of cars in carpool. Parents participating in drop off should be especially cautious in our drop-off circle and should exit with a right turn into the parking lot to help keep traffic flowing smoothly and safely. Parents of our toddlers will be asked to walk your children to the door outside the preschool office, where a teacher will meet you, screen your child for health and walk your child to the classroom. Carpool drop off may be extended to toddlers later in the year, once they have acclimated to our program and feel more comfortable.

To limit mingling of our classes, each class will dismiss from a specific outside door. Please maintain a safe distance from other parents as you wait for your child. Every parent will need to sign that he is receiving his child before the child is dismissed from the classroom. If someone other than the designated adult is picking up your child, please send a written note. A valid driver's license will be required when dismissing a child to an adult with whom your teacher is not familiar.

It is IMPERATIVE that parents arrive on time for pick up. Late arrival of a parent can cause anxiety and insecurities in young children. Please call if you are having difficulty arriving by 1:00. A late fee of \$5 is charged for every five minutes a parent is late, starting at 1:05pm.

Snack/Lunch:

Parents are asked to send a snack and lunch with their child each day. Snack should be placed in a bag or container with your child's name on it. Please send lunch portions that are reasonable for your child and packaging that encourages independence. We will request that each child finish the "main course" of his lunch before he begins his "dessert".

Behavior Management:

It is our belief that a majority of behavior issues can be avoided by proper structure in a preschool day and correct layout of a preschool classroom. We believe that children respond to praise and positive reinforcement. We will praise, encourage, set limits, model appropriate behavior, listen, provide alternatives, explain on the child's level and be consistent. We will NEVER use any form of physical punishment, make fun of, threaten or otherwise abuse verbally, deny food or rest, leave alone or unattended, or allow discipline of children by other children. When a child has not responded to other positive guidance techniques, we may use re-directing as a way of taking the emphasis off the current situation. If time out is necessary, it will be for no longer than five minutes and the child will never be out of the teacher's sight. This allows a child a chance to regain composure before returning to his regular activities. With the help of a teacher, older preschoolers can begin to examine situations and learn to make better choices.

Biting is recognized as a normal part of child development. Biting GENERALLY takes place because a child has not yet learned the correct way to ask for what he needs. When a child bites another child, we will work to adjust the class environment, determine the child's needs and help him learn an acceptable way to communicate those needs. We will offer guidance to the parents so that they can work with the child at home. If the behavior continues, we will send the child home, first for the remainder of the day and if necessary, for the remainder of the week. Our first concern will always be the physical safety of ALL the children in our care.

The preschool reserves the right to dismiss a child for reasons resulting from a child's inability to adjust to group experiences.

Field Trips:

We will not be taking our children out of our facility for field trips during the covid-19 pandemic.

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. Many of our activities that normally take place indoors may be moved outside to take advantage of the safer environment the outdoors provides during the covid-19 pandemic. 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!

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. Be aware that we are **required by law** to exclude your child from our program if he or anyone in your home is showing symptoms of covid-19 (fever, shortness of breath, difficulty breathing), if he or anyone in your home has been exposed to anyone with covid-19, if he or anyone in your home has been contacted by a health official and recommended to self-quarantine, or if he or anyone in your home has tested positive for covid-19. Please do not send your child to preschool if any of those conditions apply to you. Additionally, we are required by law to follow health guidelines on when your child is allowed to return to school following symptoms, exposure or diagnosis. Refer to the Child Care Public Health Toolkit for more information.

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 early, we will contact parents through the Remind app, by text or email. Please make sure you sign up to receive Remind notifications. ***In the event Wake County Schools are operating under Plan C (all remote learning) at the time of the weather event, we will contact our families regarding school closures via the Remind app.

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 more than 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 online worship services and Sunday school.

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:

Senior Pastor	Chrissy Tatum-Williamson
Associate Minister, Children & Preschool.....	April Alston
Associate Minister of Faith Formation.....	Amanda Atkin
Administrative Assistant	Annette Variano
Minister of Properties	Steve Rose

2020-2021 Calendar

Week of Sept 1, 2020	Virtual Parent Open House (day/time tbd)
September 8, 2020	First Day of Preschool
September 28, 2020	Teacher Workday
October 23, 2020	Teacher Workday
November 3, 2020	Teacher Workday
November 11, 2020	Veteran's Day Holiday
November 25, 26, 27, 2020	Thanksgiving Holiday
December 17, 2020	Last day before Christmas Break
December 18, 2020- January 3, 2021	Christmas Break
January 4, 2021	Preschool Resumes
January 18, 2021	MLK Holiday
January 19, 2021	Teacher Workday
January 25, 2021	2021-2022 Registration begins for current students & siblings
January 26, 2021	2021-2022 Registration begins for Church Members
January 28, 2021	2021-2022 Registration opens to the general public
February 17 & 18, 2021	Teacher Workday
March 12, 2021	Teacher Workday
March 29 – April 6, 2021	Spring Break
May 13, 2021	Teacher Workday
May 26, 2021	Last Day for Children
May 27, 2021	Teacher Workday