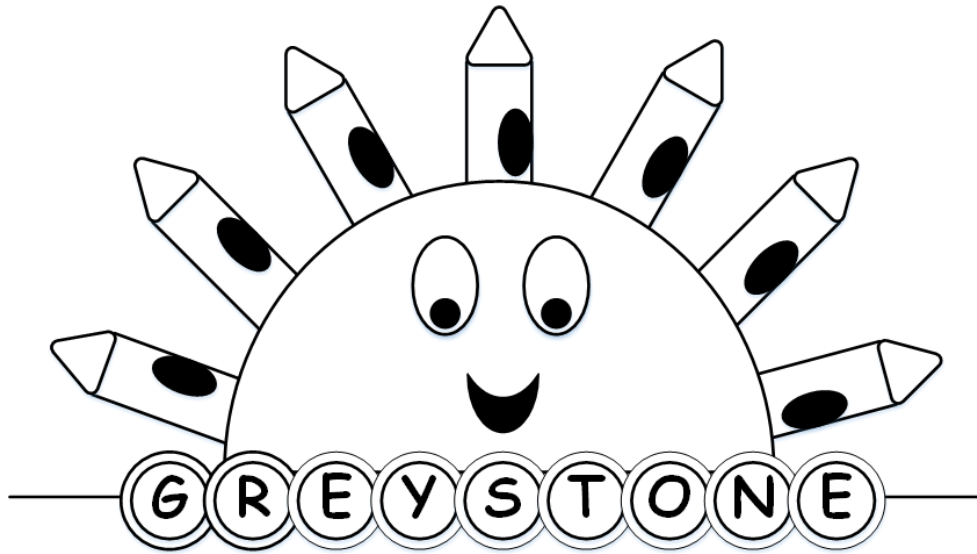


GREYSTONE BAPTIST CHURCH  
**WEEKDAY PRESCHOOL**  
**2023-2024**

**PARENT HANDBOOK**



**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

Church Website: [www.greystonechurch.org](http://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 as we begin....

I am excited to have all of you joining us for a year of preschool fun at Greystone! As a mom and a grandmother, I understand the faith it takes to leave your little one in someone else's care. We are honored that you have chosen our program.

I am especially excited to be adding an infant class to our preschool this year! This class came about after several moms expressed a need for care for their youngest ones, eight weeks to one year old. We're considering this a test year (!) but are hopeful it will be a regular part of our program going forward.

We will continue this year to ask parents to use our carpool drop-off circle in the mornings. You are welcome to park in the lot and walk your child to the carpool door, but please say goodbye to your child at the door and don't enter the building in the morning. We have found this leads to a smoother start to our day, leaving our teachers free to focus on your children at a time when our staff is split between our classrooms and carpool duty. All parents will come in to pick up children at the end of our day.

As always, please do not hesitate to reach out to me if you have a question or concern about anything at preschool. Every question you ask, every bit of feedback you offer helps us improve what we do. I am happy to meet with you in person, speak on the phone or have a conversation by email.

Excited for the new year-

Pam Phillips, Director  
Greystone Baptist Preschool

**Basic Facts about our Preschool:**

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

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

**For online payments:** [www.greystonechurch.org](http://www.greystonechurch.org)  
Click on 'Ministries' tab  
Select 'Preschool'

**Email Address:** [weekdaypreschool@greystonechurch.org](mailto: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

**Harris Teeter  
VIC program link:** #3080 (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 2023-2024

2 days/week	\$270.00 per month
3 days/week	\$320.00 per month
4 days/week	\$370.00 per month
5 days/week	\$410.00 per month

Tuition is due on the first day of each month in advance 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 2023	August 1, 2023
October 2023	September 1, 2023
November 2023	October 1, 2023
December 2023	November 1, 2023
January 2024	December 1, 2023
February 2024	January 1, 2024
March 2024	February 1, 2024
April 2024	March 1, 2024
May 2024	April 1, 2024

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 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. For your convenience, online payments are accepted on the church’s website: [www.greystonechurch.org](http://www.greystonechurch.org). Click on ‘Ministries’ tab and select ‘Preschool’. If you set up monthly auto-payments online, please make sure you set an ‘end date’ for mid-April. Payments made in excess of tuition due will be applied to future services rather than refunded. This helps us avoid multiple fees we are charged for online payments.

**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 – (919-856-7000). This law does not require that parents be notified prior to reporting.

**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. Parents of 2's, 3's and 4's are asked to bring your children through the 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. During our first two weeks of preschool, 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 will be extended to toddlers starting in week 3, once they have acclimated to our program and feel more comfortable. Parents who would prefer to walk a child to the preschool door are asked to come up the back Breezeway to the preschool door opposite carpool drop off. A teacher will meet you there to walk your child to class.

Every parent will need to come in for afternoon pickup and sign that he is receiving his child before the child is dismissed from the classroom. If someone other than a 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. Our preschool day ends at 1:00pm. 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.

**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".

**Playground Time:**

As noted by many early Child Development professionals, it is important to take children outdoors to play every day. Our children will go out every day that it isn't actively raining during their playground time. 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!

**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.

**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 tests positive for covid-19. If your child tests **positive for covid** he/she may return to school after a ten-day quarantine. The day he tests positive is counted as day zero. He may return on day eleven. We will continue to monitor for guidance from the State Health Department and will inform parents of changes to covid requirements as they are provided to us based on local health conditions.

**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. \*\*\*To ensure the safety of our staff, If Wake County calls for an unscheduled asynchronous day on an inclement weather day, we will be closed.

**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. Each member of our staff is dedicated to ensuring your child’s first “school” experience is safe and fun-filled.

**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. Sunday morning begins with a fellowship time with coffee and other beverages at 9:30 in the main hallway and worship in our sanctuary at 10:00. You can also find us at any time on our YouTube channel. Each Sunday morning at 11:00, children and adults alike are invited to join faith formation groups. Childcare is provided for our young children during worship and the faith formation hour.

Our website, [www.greystonechurch.org](http://www.greystonechurch.org) has information about additional offerings.

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 Pastor .....	Chrissy Tatum-Williamson
Associate Minister, Children & Preschool.....	April Alston
Associate Minister, Worship, Music & the Arts.....	Christian McIvor
Associate Minister, Students & Digital Discipleship....	Anna Beth Cross
Administrative Assistant .....	Annette Variano
Minister of Properties .....	Steve Rose

## 2022-2023 Calendar

August 29, 2023	Parent Orientation 6:30pm in Fellowship Hall
September 5, 2023	<b>Drop-In</b> Meet Your Teacher Day 9:00am – 1:00pm **
September 25, 2023	Teacher Workday
October 9, 2023	Teacher Workday
November 1, 2023	Teacher Workday
November 10, 2023	Veteran’s Day Holiday
November 22, 23, 24, 2023	Thanksgiving Holiday
December 18, 2023- January 2, 2024	Christmas Break
January 3, 2024	Preschool Resumes
January 15, 2024	MLK Holiday
January 22, 2024	2024-2025 Registration begins for current students & siblings
January 23, 2024	2024-2025 Registration begins for Church Members
January 25, 2024	2024-2025 Registration opens to the general public
January 24, 2024	Teacher Workday/ Parent Conferences
February 19 & 20, 2024	Preschool Closed /Teacher Workday
March 11, 2024	Teacher Workday
March 25 – April 1, 2024	Spring Break and Easter Holiday
April 29, 2024	Teacher Workday
May 22, 2024	Last Day for Children
May 23, 2024	Teacher Workday

\*\*Parent and Child ‘drop-in’ together for a brief time to see the room and meet teachers. Children do not stay at preschool on this day