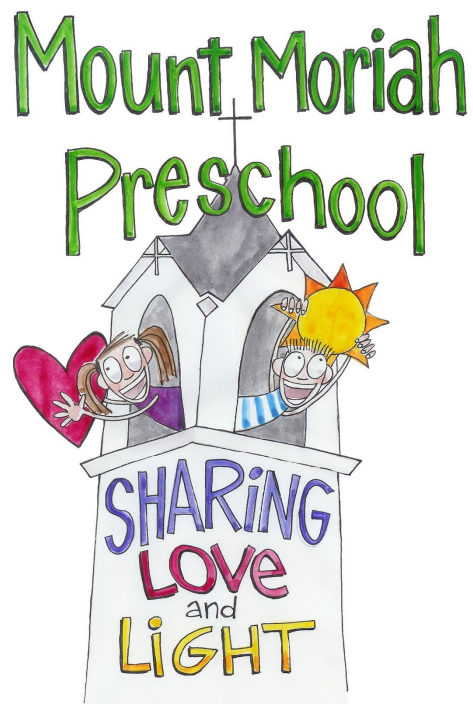


Mount Moriah Preschool

Parent Handbook



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Welcome to Mount Moriah Preschool! I am so excited about this upcoming year. Thank you for enrolling your child with us. We look forward to working alongside you and watching your child grow and learn. I believe that God made every child special and He loves each one completely. We strive to teach each child God's love and let them be unique in how He made them. Also, thank you for taking the time to read this handbook. It covers many items that you will need to know for a successful year for your child. If you have any questions, please ask your child's teacher, assistant, or me.

Sincerely,
Emily Holley

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“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

Welcome to Mount Moriah Preschool

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Mission Statement

Mount Moriah Preschool exists to:

- Instill a Biblical worldview in preschool age children by teaching Biblical foundational concepts
- Support parents in their role as primary teachers of their children
- Meet the needs of families by providing nurturing and quality learning experiences for their children
- Provide ministry to children and their families

Philosophy

We acknowledge, and strive to provide, the following basic needs of preschool children:

- **Love:** Love is demonstrated in actions and attitudes – we desire to demonstrate Christian love
- **Trust:** We will build positive relationships with children necessary to earn their respect
- **Acceptance:** Children are a gift from God; we accept their individuality
- **Independence & Freedom:** We respect and encourage children in making the best choices
- **Security:** Policies will be in place to insure the safety of children in our care
- **Guidance:** Positive guidance will encourage children to make appropriate choices
- **A sense of accomplishment:** Teaching methods will vary so all children will feel a sense of accomplishment



It's all about the children.....

While preschoolers are unique and grow through the same stages at different rates, eight basic ways of learning will be utilized. Children will be given the opportunity to learn through:

- Their senses
- Curiosity: exploring the world around them
- “Hands-on” experiences to lead to greater understanding
- Satisfaction: given choices that allow them to learn in the ways that God has gifted them
- Relationships with other students, our teachers and staff, and God and the church
- Imitation as demonstrated in the reflection of their world
- Play: through play a child learns and applies important truths, learns to relate in positive ways to others, learns to accept responsibility, and learns to solve problems
- Repetition to gain more knowledge and application

Our Program

Mount Moriah Preschool curriculum is biblically based and uses **Abeka** teaching resources to supplement curriculum. Children will have the opportunity to choose his/her own way and pace of learning through select learning centers & activities. Our program will allow for physical activity, encourage creative expression, provide a balance of activities, including beginning group activities, make learning fun and invite interaction and conversation with others. Goals and objectives are age appropriate.

Days & Hours of operation:

Monday through Friday
9:15 a.m. to 1 p.m.
2-5 day programs available

Closings/delays:

Mount Moriah Preschool will operate on the same calendar schedule as the Johnston County School system, observing the same holidays and workdays. In the event of inclement weather, if Johnston County Schools are on a 2 hour delay Mt. Moriah Preschool will be on a delay, operating from 11:00-1:00. If the schools are closed, we will be closed. Early release days in Johnston Co. Schools will not affect our schedule.

Please look for Mount Moriah Preschool closing announcements on WRAL Channel 5.

Inclement weather days will be made up at the discretion of the director.

Ages:

Admission is for children 18 months of age on or before August 31 through pre-kindergarten for preschool (and Kindergarten - 5th grade for homeschool enrichment). Children are grouped in classes by their age on August 31st, which is the cut-off date used by the North Carolina Public School System.

Maximum Classroom Ratios (based on teachers in classroom):

18-month olds	2:8
2-year olds	2:8
3-year olds	2:12
4-year olds	2:14

Although a gender balance is not required, it is recommended to help ensure diversity in the classroom. The director reserves the right to place the child in an appropriate class.

Eligibility:

Mount Moriah Preschool admits children of any race, color, national/ethnic origin, or sex to all privileges, programs and activities generally made available at this preschool.

Enrollment:

Enrollment will be determined based on space availability and a waiting list maintained by Mount Moriah Preschool. A child may be enrolled after the following has been completed and/or put on file:

- A completed Mount Moriah Preschool application form
- A copy of current immunizations
- A signed Parent Handbook Agreement
- A signed Financial Agreement
- A signed Facilities and Grounds Activity Permission form
- Registration fee is paid and receipt provided
- Signed permission to photograph child for website and bulletin boards, etc.

Arrival and Departure

In order to provide a safe and orderly arrival and departure, Mount Moriah Preschool will adhere to the following procedures:

- All doors will be locked until exactly 9:15 AM, in order to allow teachers time to prepare their classroom for the day.
- Parents/guardians will drop-off and pick-up their child in the child's classroom. A carpool option will be offered for drop off time only.
- "Drop and go" is recommended for parents with children who have separation anxiety. This helps Mount Moriah Preschool staff to calm the child quicker and with less disruption to the classroom.
- Written authorization is required from a parent when someone not listed on the child's release list arrives to pick the child up. Email is acceptable in an emergency. Picture identification will be required in order to release the child.
- Staff of Mount Moriah Preschool may refuse to release a child at anytime if proper identification is not provided, the person does not have appropriate authority or custody, or the person is under the influence of alcohol or drugs.
- Late charges will be incurred when a child is picked up after 1:00 PM.

Release of Children

1. If a child is to be withheld from a parent or guardian, the parent or guardian with custody must furnish Mount Moriah Preschool with a copy of the official custody papers to be kept in the child's file.
2. Mount Moriah Preschool must be notified immediately of any change in custody while the child is enrolled.
3. Parents must notify Mount Moriah Preschool if there is a possibility that the non-custodial parent or guardian may become violent or try to abduct the child.
4. If a non-custodial parent or guardian tries to gain access to a child or appears to be under the influence of alcohol or drugs upon arrival, Mount Moriah Preschool shall:
 - Remove the child to a safe location
 - Ask the non-custodial parent or guardian to leave the premises
 - Call the custodial parent, guardian, or emergency contact

In the event that the non-custodial parent or guardian will not leave the premises, the police will be notified.

Fees

A yearly, non-refundable **Registration Fee** of \$100.00 for preschool or for homeschool enrichment is required at the time of enrollment. Registration for the next school year will be held in February of each year.

Tuition is based on the following monthly fee schedule, with discounts for multiple children (or as a member of Mount Moriah Baptist Church) noted:

<u>Program</u>	<u>Monthly Cost</u>	<u>Discount</u>
5-day	\$225	\$20
4-day	\$190	\$15
3-day	\$165	\$10
2-day	\$135	\$5

Tuition is due the first day of the month and is considered late after the fifth of the month. A \$5.00 late fee will be assessed after this point. Full payment is expected every month, regardless of how many days your child attends. If tuition is not received by the tenth school day of the month, the student will not be permitted to attend thereafter without payment. After the eleventh day without payment, the child's place in the classroom will be considered available and will be filled. Please inform the Director of any problems or concerns with payment. Tuition is not prorated. Please make checks payable to Mount Moriah Preschool, and indicate on the check the name(s) of the child(ren) and the month(s) you are paying for. A service charge of \$30.00 will be charged for all returned checks. Please place all payments in the tuition box.

Please pick up your child on time. The preschool session ends at 1:00 pm and children should be picked up by 1:00 pm. A late charge will be assessed at the rate of \$1.00 per minute after 1:00 PM. The staff needs time to clean and prepare your child's classroom for the next day. In the event of an emergency please notify Mount Moriah Preschool. The "Buddy System" with other parents is a good tool to utilize if you see that you may be late in picking up your child. **Be sure that your "buddy" is on your child's release list and call the preschool letting us know who is responsible for picking up your child that day.**

Other Optional Expenses: Photos, special events and field trips, etc.

Withdrawals

A two-week notice is required for withdrawals from Mount Moriah Preschool. Tuition will be charged until notice is received. If a child is pre-registered for the following school year, the child's space and registration fee for the next year are forfeited. The parent or guardian may request that the child be placed on the waiting list.

Dismissals

Mount Moriah Preschool may dismiss a child from preschool if the child fails to adjust to group experiences due to disruptive behavior as outlined in *Behavior* or the parent/guardian fails to:

- Keep current immunization records on file
- Keep current emergency data on file
- Pay tuition and fees in a timely manner
- Keep program policies and procedures

Abuse and Neglect

In accordance with the laws of North Carolina, childcare professionals are required to report suspected cases of child abuse or neglect. All employees of Mount Moriah Preschool will report any suspected case of child abuse or neglect to the Director, and the Department of Social Services will be notified immediately.

Parent Volunteers

Classroom:

Parents are invited to spend time in the classroom to observe and participate. Parents are invited to volunteer their time, talents, or material to help enrich our program. Younger siblings will not be permitted to stay in the classroom while a parent is observing, as it could be a distraction to the classroom environment.

Field Trips: Parents must provide or arrange transportation for field trips. Parents are also responsible for their child(ren) on field trips.

Fundraisers: During the school year we may have events to raise money for the school. Parents are asked to sign-up to assist with these fundraisers when needed. Your participation is greatly appreciated. Information will be sent home at appropriate times throughout the school year.

Conferences

Parents or guardians may arrange a conference with their child's teacher and/or the Director. Please pre-arrange a time if you need to speak with a staff member regarding your child. Do not attempt to hold a conference with a teacher who is on duty when you pick up or drop off your child.

General classroom information

Items from Home

Personal toys or items from home are not permitted in the classroom with the exception of items to be shared during scheduled Show & Tell group time.

Food and Snacks

Lunches: Each student should bring a lunch from home that does not need to be heated or cooled. For the younger children, spill-proof cups are preferred. For the 3- and 4-year old classes water bottles, juice or milk boxes are preferred over thermos or canned drinks.

***** Please inform us of any food allergies or sensitivities *****

Special Snacks and Birthdays:

Celebrations are fun and exciting for young children. We encourage parents to celebrate with their child. Please inform the child's teacher in advance if you plan to bring a special snack so that any food allergies or sensitivities may be made aware of. No party themes that reflect violence, aggression, or rough play will be permitted. Invitations to private parties will only be disbursed if every child in the classroom is included.

Clothing

1. Dress your child in comfortable play clothes that you are not afraid of becoming soiled or ruined.
2. Bring a complete change of clothes in a labeled, re-sealable plastic bag to leave at school or in a backpack.
3. Soiled clothing shall be sent home in the resealable bag.
4. If an extra change of clothes is needed and not available, the parent will be notified.
5. Children should wear shoes that fasten securely.

Toilet Training

Students will need to be fully toilet trained by the second-half of their 3-year old school year. Parents will be notified to pick their child up in the event of an accident and a change of clothes has not been provided.

Field Trips

Field trips are planned by staff to enhance curriculum. Hands on experiences are beneficial to the learning process. Students may participate in field trips only when a signed Field Trip Permission Slip is handed in. Parents must provide or arrange transportation for field trips. Younger siblings may attend. Parents are responsible for paying any additional field trip fees if applicable and supervising the siblings.

Health Procedures

Immunization: A current immunization record is required from every student attending. Immunizations must be current according to state regulations for the age of your child before the child may be permitted to attend Mount Moriah Preschool. If your child is in the process of becoming current, a note is needed from his/her physician stating that immunizations are in the process of being brought current.

Medication: As a general rule, Mount Moriah Preschool does not administer medication or supplements. However, we will look at each child's needs on an individual basis. The Director should be notified of any medical conditions that warrants medication. We will need a signed note from a physician regarding a child's medical condition, and the need for medication during the time the child attends school. Inhalers and Epi-pens will require a note from a physician explaining the need for these procedures, how and when to use them.

Illness: In order to provide a healthy environment for students and employees, Mount Moriah Preschool will observe the following policies:

1. A child should be kept home when any of the following exist:
 - Fever – currently or within the previous 24 hours. Any oral temperature over 100, rectal over 101, or axillary over 99. Child must be symptom free for 24 hours before returning to preschool.
 - Vomiting or diarrhea – currently or within the previous 24 hours. Child must be symptom free for 24 hours before returning to preschool.
 - Common cold – from onset through one week if there is: *Runny Nose* with yellow/green discharge which may represent infection or *Cough* which may represent bronchitis or pneumonia or simply postnasal drip, but one cannot be sure at first.
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any symptom of Childhood Disease (i.e. scarlet fever, measles (red or German), mumps, chicken pox, or whooping cough).
 - Eye infection – pink eye or drainage.
2. If a child becomes ill while at preschool, the parent or guardian will be notified and expected to pick up the child as soon as possible.
3. In some cases involving contagious diseases, parents or guardians may be asked to provide a physician's statement before the child may return to preschool. **Mount Moriah Preschool must be notified if your child is diagnosed with a contagious illness.**

Accidents and Emergencies

1. All staff is CPR and First Aid certified.
2. Parents or guardians must sign an Emergency Medical Care Form in the event professional medical care is needed. The Director or teacher will stay with the child until the parent or guardian arrives.

Discipline and Behavior Policy

Praise and positive reinforcement are effective methods of positive guidance. When young children experience positive interaction with adults they develop healthy self-concepts, learn problem solving abilities, and self-discipline. In order to provide effective methods for the guidance of children, Mount Moriah Preschool has adopted the following age-appropriate policy.

We will:

- Praise, reward, and encourage
- Set reasonable limits
- Model appropriate behavior
- Modify the classroom environment to prevent problems before they occur
- Listen
- Treat children as people and respect their needs
- Explain on the child's level
- Stay consistent in behavior management

Discipline:

Teachers have a responsibility to provide an atmosphere that is conducive to learning. Therefore, teachers use positive methods of discipline such as redirection and discussion in the classroom to insure an orderly environment. Time-out is used for behaviors that are destructive or physically harmful to others or one's self. Persistent and unmanageable behavior is reported to the parents and the Director. When behavior problems persist, the parents are assisted in finding a more appropriate setting for the child. In accordance with the laws of the state of North Carolina, center administrators and teachers are to refrain from corporal punishment. Children are not subject to punishment of physical or psychological nature.

Behavior:

Every child deserves the courtesy of being treated in a safe, respectable, loving manner. The above discipline policy will be followed. However, Mount Moriah Preschool will not condone or tolerate foul language, biting, choking, hitting, kicking, throwing objects, or any similar behavior that offends or could potentially harm another student or staff member. Any repeated misbehavior is subject to dismissal.