

Family Handbook  
2017-2018



**First Presbyterian Church**  
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Be sure to visit our Facebook Page!

Dear Parents,

Welcome to our First Kids family. We are honored that you have chosen us to be such an important part of your child's early social and educational experience. First Kids Preschool, under the guidance of First Presbyterian Church, has been a leader in serving the needs of young children and their families in Cabarrus County. In the 1950's First Presbyterian Church answered the prayers of many parents by developing classes for children with special needs before such programs had been developed by the county. Kindergarten classes were then offered here for many years, until such classes became standard in the public schools. Over the years, First Kids has strived to be a model of quality by providing developmentally appropriate learning experiences in a caring and nurturing environment. In 2008, 2010, 2011, 2013, 2014 and 2016 individual members of our staff have been recognized by both The Cabarrus Rowan Stanly Association for the Education of Young Children and Child Care Resources of Charlotte for outstanding teaching or directing.

First Kids currently offers classes for Infants through Transitional Kindergarten. Six members of our staff hold Bachelor's or Master's Degrees in Education, while another five hold Bachelor's or Master's Degrees in areas such as Speech Therapy, Psychology, Dance and Business. Our staff are active in both state and local childhood organizations (NAEYC) and participate in a program of in-service education and studies for professional growth.

It has long been understood by researchers that a child's experiences and the skills he acquires during his preschool years correlate with how successful he will be through the formal school years. What children learn during this time will lay the foundation for their learning and development throughout life. The techniques used to work with young children, however, should be different than those utilized in traditional elementary school settings. Young children perceive the world differently than older children. They construct knowledge as they explore through hands-on experiences. We teach the child, not the subjects.

So, what kinds of things will you see when you visit our school? You will see teachers who greet your child with warmth and enthusiasm as he enters the classroom and who provide love and support throughout the day. You will see your child curious, excited and mentally involved as she experiments with manipulatives and toys, reads and draws or dictates or writes her own stories and ideas. Sometimes you will see your child engaged and persisting in individual projects and other times solving problems as part of a collaborative group. You will see your child developing emotionally and socially as he builds relationships with others. You will see your child's teacher talking with him about all of these activities, helping him make thought-connections and challenging him to bridge upward. You will see a staff ready to build supportive partnerships with you.

This Family Handbook has been designed to describe even more of what you will find at our program. Please take time to read it very carefully and let us know if you have any additional questions.

Now, what we would most like to see at preschool is You! You, as parents and grandparents, are a vital part of our program. We depend upon your support, cooperation and involvement and hope that you will look upon us as a support network for your family

Playing and Learning Together,  
Maureen O'Bryan  
Director: First Kids

### Mission Statement

First Kids' mission is to nurture the intellect, personality, body and heart of each child by creating a safe and developmentally appropriate environment and experiences that lay a foundation for lifelong learning. Our highly educated and dedicated staff works in a loving Christian atmosphere and in partnership with parents to create a community of joyful, compassionate and confident learners.

### Our Philosophy

We believe that children are learning to learn and that this is best facilitated by providing hands-on, intentional play experiences that are engaging and meaningful, where children have ample opportunities to form meaningful connections across all the domains of development.

### Our Curriculum

In fulfilling our mission statement and philosophy we implement The Creative Curriculum for Early Childhood, which is based upon teacher/student interactions, a developmentally appropriate educational environment and ongoing observation and assessment. For older preschoolers, this curriculum encourages a center-based approach where teachers prepare an environment that is filled with blocks, table toys and games, art, dramatic play, sand and water, library/reading, discovery, outdoors, music and movement and cooking. For infants and toddlers, this curriculum involves preparing a nurturing and home-like setting as children enjoy sensory-rich activities. In all classrooms teachers closely observe and interact with children as they play and then use these observations as a guide to classroom planning and lesson planning. Elements of other curriculums and milestone guides are also utilized, including Beautiful Beginnings an Infant/Toddler Program, NC Foundations, Learning Without Tears and our own First Kids' assessment tool.

This school year, First Kids will also be participating in a health and nutrition program through a grant program with UNCC called Building Healthy Lifestyles which will include training and workshop opportunities for both teachers and parents and activities for our students. Details of this program will sent to all parents throughout the year.

### Curriculum Enrichment

In addition to many varied classroom activities, we also offer Movement and Music Classes for all age groups as led by Gordana Coley and Chapel Time for all Three-Year old thru TK classes as led by Reverend Peter Bynum. Our Three-Year Olds thru TK classes visit the library once per month for interactive story time. Your classroom teacher will share schedules for these activities in their weekly emails and in lesson plan handouts.

### Music Class Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>10:00</b>					<b>Threes</b>
<b>10:30</b>	<b>Ones</b>	<b>Ones</b>	<b>5-Day Fours</b>	<b>Three-Fours</b>	<b>Three-Fours</b>
<b>11:00</b>	<b>Two A</b>	<b>Two A &amp; Two B</b>	<b>Fours</b>	<b>TK</b>	





## Annual Theme: Magical Math

We will engage in math activities in the classroom every day and will focus on a particular theme and related book each month. Many think of counting when referring to preschool math, but it is so much more as you can see from our themes below. We will also celebrate a different color each month. On those days your child is invited to wear that color as part of their outfit.

Month	Book & Theme	Author of the Month	Color Day/ Dates
September	"Ten Red Apples" Counting/Graphing	Pat Hutchins	Yellow September 12 & 13
October	"How Big Could you Pumpkin Grow?" Measurement/Sizes	Wendell Minor	Orange October 10-11
November	"Ten Little Rabbits" Patterns/Algebra	Virginia Grossman	Brown & Black Nov. 14 & 15
December	"Advent Storybook" Time/Estimation	Antonie Schneider	Red December 5 & 6
January	"Hats Hats Hats" & "The Hat" Data Analysis & Spatial Relationships	Ann Morris & Jan Brett	White January 9 & 10
February	"The Shape of My Heart" Geometry	Mark Sperring	Pink February 13 & 14
March	"Cook A Doodle Doo" Weights & Measurements	Janet Stevens	Green March 20 & 21
April	"Over In the Meadow" Counting/Sorting	Jill McDonald	Purple April 10 & 11
May	"Pattern Fish" & "Pattern Bugs" Patterns/Geometry	Trudy Harris	Yellow May 17 & 18

## OUR PRESCHOOL OBJECTIVES

### SPIRITUALITY

- To grow in the understanding of God as our Creator and learn of His love
- To guide children in talking with God and thanking Him for His love and care
- To hear stories of Jesus and to know these come from the Bible

### APPOACHES TO LEARNING

- To ponder, process and apply experiences
- To seek information, show curiosity and eagerness in learning situations
- To take academic risks, solve problems and show flexibility
- To demonstrate persistence, attentiveness, flexibility, imagination, creativity, invention and aesthetic sensibilities.

## **HEALTH AND PHYSICAL DEVELOPMENT**

- To develop an awareness of and increase independence of self-care
- To demonstrate an understanding of personal safety
- To develop awareness of an ability to follow health and safety rules and to recognize and avoid danger
- To develop fine and gross motor skills
- To develop an awareness of, and practice of, personal health and fitness

## **LANGUAGE DEVELOPMENT AND COMMUNICATION**

- To develop receptive and expressive language skills
- To develop foundations of reading through vocabulary, use of oral language, concepts of print, beginning alphabetic principles, phonological awareness and comprehension
- To develop foundations of written expression through practice with writing tools, fine motor activities, dictation of stories, and connection of sounds to letter forms

## **EMOTIONAL AND SOCIAL DEVELOPMENT**

- To grow in one's ability to work, play and live cooperatively with peers and to develop friendships with others
- To adjust to being in a group setting
- To appreciate differences in others and develop respect for others
- To learn to share work and play materials
- To learn to work through disputes through negotiating and problem solving
- To recognize that as an individual, she/he, too, has rights, which she/he must learn to protect
- To develop a sense of responsibility
- To develop healthy feelings about him/herself
- To grow in ability to accept changes, opposition, defeat, etc.
- To grow in self-confidence

## **COGNITIVE DEVELOPMENT**

- To develop mathematical thinking and expression (numbers, shapes, position, classification of objects, weights and measurements, making comparisons, use of senses, observation, making predictions and experimentation)
- To increase social connections
- To participate as a member of a group or community
- To demonstrate awareness of different cultures
- To make sense of the world by asking questions and engaging in pretend play
- To engage in creative expression through art, music, drama, movement and dance
- To share ideas of and show interest in a respect for the creative expression of others and self

## POLICIES

### TUITION

**The first month's tuition will be due on July 1**; thereafter, each month's tuition is due by the first of each month, beginning in September, and is considered "late" after the 10<sup>th</sup> of the month. No tuition will be due in May. No refunds will be made for a child's absence from school. Parents are asked to send a check the first of each month. A bill will not be sent; however, a payment reminder postcard will be distributed at the beginning of the year to help you with record keeping. Please make checks payable to First Presbyterian Church. In the "memo" section of your check, please print your child's name and class. You may drop your check in the Director's mailbox or send it to First Kids, First Presbyterian Church, Attn. Pam Prentice, P.O. Box 789 Concord, N.C. 28026-0789. Please do not send tuition payments to school with your child. A late fee of 5% will be charged if tuition is not received by the tenth of each month. Parents will also be responsible for any bank fees incurred if a check is returned for any reason. School tuition is based on an annual fee which may be paid in 9 monthly installments.

#### **Annual Tuition Rates for 2017-2018**

Days Per Week	Annual Tuition	Monthly Payment
2	1260.00	140.00
3	1845.00	205.00
5	3015.00	335.00
TK	3240.00	360.00



**For your records... Our tax I.D. Number is 56 052 9971**

Families who become more than one month late in their preschool payment may be asked to leave the program at the discretion of the Preschool Committee. All tuition must be paid in full before a child may register for the next school year or for our summer program. All tuition from the previous school year must be paid **by May 15<sup>th</sup>**. If all fees are not paid, the child's name shall be dropped from our roster and re-admittance may be declined.

### **WITHDRAWAL**

A two week notice is required if a parent needs to withdraw a child from school. Any reimbursement involved would be based on this two-week notice. Additional notice, when possible, would be appreciated.

### **SCHOLARSHIP PROGRAM**

First Presbyterian Church Preschool Program offers scholarships to financially needy students. Scholarships are awarded annually by the Preschool Sub-Committee to applicants. The purpose of the program is to encourage diversity in the Preschool environment and to provide financial assistance where needed. First Presbyterian sees this as a part of our outreach to the local community. Those wishing to nominate a child for this program should contact the Preschool Director. The Preschool Scholarship Fund has been established as a designated Memorial Fund of the church. Your contribution would be greatly appreciated and would enable a needy child an opportunity to benefit from an early educational and social experience that he/she may otherwise miss. Please contact the Preschool Director for more information

## REGISTRATION POLICY

The church allows us to provide the quality program that we do by supporting us with such resources as maintenance and secretarial personnel and with financial assistance. Therefore, it is the policy of First Kids that staff and church members are offered pre-registration for their children. Registration forms for next year will be sent to all currently enrolled families and church members with young children in January and must be returned by February 28, 2018. The Preschool will post notification of receipt of registration forms on the glass window outside the Director's office. Late applications will be handled on a first-come first-served basis (including those of church members.) Enrollment is based on random selection with the following priorities:

- Church and/or staff members presently enrolled
- Church members/staff members not presently enrolled
- Non-church members presently enrolled
- Siblings of non-church members presently enrolled
- All others

Note: In registering for the 2017-2018 school year... A First Presbyterian Church member is defined as anyone who has been received by the Church Session by November of 2017 and is listed on the active roll of church members. A registration fee must accompany your application. This fee is non-refundable unless all classes requested are full. All fees shall be listed in the registration brochure.



### CHANGE OF ADDRESS

Please notify us if your address, email address, phone number or emergency phone numbers change at any time during the year so that we may adjust our records.

### SCHOOL YEAR AND SCHOOL HOURS

Class	Drop-Off	Pick-Up
Transitional Kindergarten	8:50	12:45
All Other Students	9:00	12:45

Please do not bring your child to school early as this is valuable preparation time for teachers. Children are to be picked up promptly at closing time. School doors will be opened **5 minutes** prior to your child's scheduled drop-off time. Please do not arrive before then. Doors will be opened again at 12:35 for afternoon pick up. We will begin to load cars at 12:40. **Parents who arrive early (before 8:55 am) or late (after 1:00 pm) to drop off or pick up children will be charged a fee of \$5.00 per 1-15 minute increments. Please turn your car engine off if you are waiting in line early.**

**DROP-IN-** We understand that emergencies or special situations arise where additional childcare is needed. Some of our staff members may be available for special before or after school care. We also allow a child to "drop-in" on days on which they are not normally registered for a fee of \$25.00/day pending approval of the Director and classroom teachers.



## DROP-OFF AND PICK-UP PROCEDURES

Class	School Hours	Drop-Off Pick-Up Procedures
Infants/Ones	9:00-12:45	Parents should park in the Davis Hall lot and bring children to their classroom
All Twos, Threes, Three-Fours MWF Fours	9:00-12:45	For both Drop-off and Pick-Up Enter from Union Street from the South driveway marked "Do Not Enter." Pull forward as far as possible. Exit onto Church Street. This drive will run the "opposite" direction from 8:55-9:15 and from 12:35-1:00.
Transitional Kindergarten	8:50- 12:45	For both Drop-Off and Pick-Up...Enter the Courtyard driveway from Church St. Exit onto Union Street.
5-Day Fours	9:00-12:45	

### IMPORTANT INSTRUCTIONS

**From 8:55 until 9:15 each morning and from 12:35-1:00 each afternoon the Union Street drive will be open in the opposite direction. Those who use this drive should enter from the south-side driveway closest to the playground, marked "exit." If you arrive before or after these designated times, please enter from the usual north-side entrance.**

Doors will be unlocked and teachers will be on duty outside to help children in and out of the car beginning at 8:55 in the morning and at 12:40 in the afternoon. TK teachers will be on duty to help their own TK students from the car at 8:45 am. Please do not arrive early.

(During these sessions (8:55-9:15 and 12:35-1:00) it will still be possible for church members to enter the driveway in the usual way to conduct church business. We will just ask that they exit onto Church Street and not turn right on the circular drive to exit onto Union Street.)

**Absences-** If you do not plan to bring your child to school due to an illness, travel or for any other reason, please let his/her teacher know as soon as possible.

**In the interest of safety, our staff will call if we do not know why your child is absent from school.**

**Cell Phone Policy-** So that our teachers can devote their attention to the needs of the entire class, we ask that you communicate with your child's teacher before or after school hours. **Our teachers have been instructed to put their cell phones away between 9:30 am and 12:15 pm.** If you do need to leave a message, please call the preschool office: 704-788-2812 and your message will be relayed to your child's teacher.



If you are carpooling or picking up children from more than one age group, we traditionally bring the older child to the class of the younger child for pick up, unless other arrangements are made. Please discuss arrangements with your child's teachers.

### **FOR THE SAFETY OF ALL, DO NOT USE CELL PHONES DURING DROP-OFF AND PICK-UP TIME**

- No parking is allowed under the breezeway or in the Wells Fargo Bank parking lot or neighboring church lots at any time.
- Children may be dropped off **only** when a staff member is on duty outside. If you are running late, please park your car and walk your child to class. Call our office if you require assistance as we would be happy to help you.
- Use of seat belts and car seats is strictly enforced.

**It is a violation of the North Carolina State Law to leave a child alone in a car or for a driver not to adhere to the safety seat rules listed. We are required to report and will report all noted instances of violation of either of these laws to local authorities.**



### **DROP/OFF PICK/UP SAFETY**

Car Cards and Pick-up Permission Sheets will be distributed at Open House. The permission sheet will let us know who is allowed to pick up your child. (Please notify us if someone not listed will pick up your child.) We will ask to see a picture i.d. of any person we do not know to see if her/his name matches a name listed on your pick-up sheet. We must have documentation on file in a situation where a non-custodial parent is not to pick a child up from school. We cannot legally withhold a child from leaving with either parent or legal guardian at any time.

### **SAFETY SEATS AND SEAT BELTS**

The current law regarding seat belts states that all children less than 16 years old must be buckled-up in any seating position in the car and that children younger than 8 years old or who weigh less than 80 pounds must be secured in a child restraint system (Infant seat, toddler seat or booster seat), appropriate for their size. Our staff has been instructed by the preschool committee not to fasten a child under the age of 8 or who weighs less than 80 pounds into a car unless a safety seat is present. We do have two spare safety seats in our third floor storage room. If you need to borrow a seat, please park in a spot in the front lot and let a staff member know so she can get one of the seats for you. A parent or caregiver must install the car seat. If a parent or caregiver is seen leaving our premises with a child who is not properly restrained according to NC State Law, our staff will report such incidence to local authorities.

## THINGS TO REMEMBER FOR DROP OFF/PICK UP

- **ELECTRONIC- FREE ZONE:** Greeting your child as he/she enters the car is extremely important. Do not use cell phones during drop-off or pick-up time or when you are visiting your child's classroom.
- Children should remain seated and in a car seat until a staff person comes to take him/her out of the car each morning.
- Parents should also remain seated and allow teachers to load and unload children.
- "No Passing" unless a staff member is directing you.
- Please do not park and leave your car at our Drop Off and Pick Up points.
- Forgive us if our comments to you during this time are brief. We are trying to move traffic along as quickly as possible.
- Additional parking is available on Church St. and in the First Presbyterian Parking Lot directly across the street from the back of our building.
- Maximum safe speed is 5MPH
- Do not arrive earlier than 5 minutes before your designated drop-off or pick-up time. Cars need to get in and out in order to conduct church business.
- NEVER ALLOW YOUR CHILD TO WALK TO CLASS BY HIM/HERSELF. Our doors will be locked during instructional hours once children have arrived. The inner fire doors must remain closed at all times. Your child may not be safe walking in alone. Do not allow your child to walk on the brick wall in the lower parking lot.

## SAFETY

The vision statement of the "Child and Youth Protection Policy" adopted by the Presbyterian Church of Concord in January 2015 states: "As the First Presbyterian Church of Concord, North Carolina, we hereby express and affirm our commitment to maintaining a safe and nurturing environment for all of God's children, especially the most vulnerable among us."

First Kids adheres to all guidelines set forth by this policy. The full document can be found on the church's website, [Firstpresconcord.org](http://Firstpresconcord.org), under the Education tab. Following are a few of the standards included in that policy:

- Background Screening and Training- All employees of the church & preschool must complete a background check through a screening service designated by the Session. Each staff member must complete the Child Protection Safety Training Workshop.
- Substitutes & Volunteers- Regular substitutes must also complete the background check & training process. Irregular substitutes and volunteers, who have not been screened, can assist, but only in the presence of a screened staff member.
- Babysitting Care- Parents who employ First Kids staff members for before or after school care, or for transportation, must complete a waiver allowing their child to be alone with a caregiver once that teacher is off duty. All such arrangements must be approved and documented by the church staff. Such arrangements are expressly excluded from the scope of the policy.
- The use of corporal punishment (e.g. spanking, shaking) is prohibited.

- Two-Adult Rule- Whenever and wherever reasonably possible, adults working with children should not be alone without another adult present. It is acknowledged that children may, from time to time, be escorted by only one teacher during “transfer” times, such as being escorted to the restroom, from or to a drop-off or pick-up point or when requiring first aid or medical attention. Our intention will always be to minimize any amount of time a child is alone with a single adult.
- Six-Month Rule- It is recommended that adults volunteering or substituting with children be known to the First Kids or church community a minimum of six months, unless working in the presence of two screened and trained adults.

#### **Other Safety Guidelines**

- Smoking or use of alcohol or other illegal drug use is not allowed in any area used by the children or when children are present. Medications and any potentially harmful substances must be kept out of the reach of children.
- No handguns or weapons of any kind are allowed.
- No staff member may administer prescription medication with the exception of emergency medicines or treatment, as in the case of extreme allergic reactions. We do carry “Anti-bite” stick , which contains sodium bicarbonate, in our First Aid kits, to give immediate relief for bee stings or bug bites. Over-the-counter medication/treatments (such as diaper ointment, Chap Stick, or sunscreen) may be administered only with permission of the Director. Please contact the Director for a “Permission to Medicate” form if your child requires special care.
- Latex balloons are a choking hazard, so we do not allow them for parties etc. These balloons may be used for science experiments under close teacher supervision. Mylar balloons, however, are fine to bring for parties and celebrations.
- Owners of visiting pets must show proof of the pet’s inoculations prior to a visit.
- Children may not use backpacks with wheels due to tripping hazards.

### **EMERGENCY SAFETY PLAN**

An Emergency Plan Booklet has been developed at First Kids with directions on how our staff will handle the following situations: Abduction, Transmission of Blood Borne Pathogens, Bomb Threat, Fire, Serious Injury or Illness, Tornado/Hurricane/Thunderstorm/Earthquake, Emergency Evacuation, Weapons/Intruder Presence/Lock-Down. We will strive to keep your child as safe as we possibly can while he/she is here at First Kids. The preschool conforms to fire regulations designated by the Fire Marshal. The building is equipped with an alarm and sprinkler system. The Emergency Plan Booklet, a map for building evacuation and emergency numbers are posted in each classroom. Drills are held periodically.

### **CHILD ABUSE OR NEGLECT**

The First Kids’ Staff is legally obligated to report to the Department of Social Services any instance where there is reasonable cause to believe that child abuse, neglect or exploitation may have occurred.

### **HEALTH**

- Each child is required to have a health statement on file, which includes a record of up-to-date immunizations and the signature of the child’s source of medical care. These forms MUST be complete by the time your child enters school. New health forms must be completed each year. Copies of forms or faxed copies will not be accepted. All forms must contain the original signature of the doctor and parent.

- No child who arrives noticeably ill, with a fever or with an unexplained rash, with green or yellow nasal discharge, shall be admitted for that day. Children who become ill during the day will go to an isolated area with adult supervision until a parent or authorized person arrives to take the child home. Let us know of any exposure to or outbreak of contagious illness your child may have experienced.
- Each member of our staff has been certified in Child-Infant CPR, has tested negative for T.B. and follows health and safety guidelines outlined by the American Academy of Pediatrics.
- Each child and any visiting parent or adult must wash his/her hands when entering a classroom, after using the restroom, after diapering a child and before food or drink is consumed.



### **When to Keep Your Child Home from School**

You **must** keep a child at home if he/she has...

- A temperature higher than 99.60. Keep the child at home until the temperature has been normal for 24 hours, except when the fever is due to a more serious illness as the ones listed below.
- A child who has any type of flu must stay home 7 days from the onset of symptoms.
- Severe cold with fever, sneezing, and yellow or green nose drainage.
- Diarrhea- Your child should have had at least 1 normal bowel movement or not had diarrhea within the last 12 hours before returning to school.
- Rashes that you cannot identify or that have not been diagnosed as non-communicable via normal daily contact by a physician.
- Coxsackie virus- Often called hand, mouth and foot disease because of the lesions or blisters that the virus produces on these parts of the body. The virus may also cause fever and a sore throat. Children are contagious 3-5 days after the first lesions appear.
- Conjunctivitis. This is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning and there may be a thick yellow drainage.
- Impetigo. This is a skin infection consisting of vesicles (blisters) surrounded by a reddened area. When the blisters break, the surface becomes raw, weeps, and oozes. The lesions eventually become crusted and yellowish. The most common sites are on the face, ears and nostrils, but it can occur anywhere on the skin. The infection is considered contagious until the lesions are "dry."
- Bronchitis. This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful, and then becomes productive (loose).
- Strep Throat. If the doctor diagnoses a strep throat infection and places your child on antibiotic medication, the child should not be brought back to preschool until he/she has had the medication for at least 24 hours and symptoms have ended.
- Head Lice. Head scratching and intense itching of the scalp are the main indications of the head lice. Look for tiny, grayish crawling bugs and/or tiny, whitish, oval eggs adhering to hair strands about ¼ inch from the scalp.
- Any contagious illness including Measles, Mumps, Rubella (German measles), Roseola, Hand Mouth and Foot Disease, Chicken Pox, and Scarlet Fever.

Unless otherwise stated, children may return to school once all symptoms of an illness have disappeared and they are fever free for no less than 24 hours after the first medication has been administered.

By helping to observe good health standards, you will be protecting your child and other children at

First Kid



## PLAYGROUND SAFETY

Our playground was constructed in accordance with safety standards set forth by the United States Consumer Product Safety Commission. Our teachers have developed the following list of rules and guidelines for safe playground use.

- Children **MUST WEAR TENNIS SHOES, SNEAKERS OR STURDY RUBBER-SOLED SHOES TO PRESCHOOL**. Sandals, clogs, slick-bottom shoes and flip-flops are not safe for playground play.
- The green, five-foot slide was generally designed for use by children developmentally aged three-years old and over. One child at a time is allowed to slide down and no child will be allowed to climb up the slide.
- The bucket swings were designed for use by children aged two years old and younger.
- Adults are the only ones allowed to push the children seated in the swings. No child should stand behind the swings or within 12 feet of the swings that are in use.
- No pets are allowed on the playground at any time.
- Gates must remain securely closed when children are in the play area.
- An adult must supervise children who visit the playground after preschool hours.

## ELEVATOR SAFETY

Our elevator is a wonderful convenience that we enjoy, but any elevator can be dangerous when not used properly. Our teachers have very specific safety procedures to follow when loading and unloading children that we ask our parents to adhere to. Our rules include the following...

- All children must remain behind the marked line while riding in and while waiting for the elevator.
- Children should not touch the elevator door (inside or outside) at any time.
- Children may only ride the elevator with an adult present.
- Children may not press the elevator buttons, **adults only please**.
- **Parents, please do not allow your child to press the elevator buttons at school. We feel this may send him a “mixed message.”**

## FIELD TRIPS

Field trips are utilized to expand the children’s experiences. The type of outings may include: trips to area farms, to local businesses, to local fire departments, to restaurants or to the hospital and cultural events. All children, even our youngest ones and twos, may take walks in the neighborhood. We require families to complete one blanket permission slip for these trips, although individual field trip permission can be requested. Parents will be notified of all off-campus field trips that are beyond the immediate two-block radius of our facility. Transportation, other than walking, will be by car. Parent volunteers in each classroom may transport children in their own personal vehicles. Parent drivers need to be aware that their own insurance company will be liable should an accident occur, whereupon the First Kids accident policy would be secondary coverage. All children under age eight **MUST** be buckled into safety seats. All children nine to sixteen must wear individual seat belts. No child will ride in the front seat on a field trip except when his/her parent is driving and there is no air bag in the front seat. Each parent or designated adult will be asked to install his/her child’s car seat into a field trip car.

## MESSAGES

The teachers cannot accept verbal messages from the children. Please write a note or telephone the message (i.e. different pick-up drivers, late stay arrangements). Our school number is 704-788-2812.

## PUBLICATIONS

First Kids Preschool and First Presbyterian Church of Concord occasionally use the names and/or photographs of enrolled children in their newsletters, website, emails, and social media postings. If you prefer that your child's name and/or photograph not be included in these publications, you must notify First Kids Preschool in writing. A class and email list is distributed to families in each class for the purposes of arranging play dates, sending birthday party invitations, etc. If you prefer that your family's contact information not be included on this list, you must notify First Kids preschool in writing prior to Open House.

## CONFERENCES

Our goal is to have close communication with all our parents, because we know how important it is to know how your child is getting along. Formal conferences take place in January & February. Daytime sessions and one evening session will be provided. Parents are also encouraged to confer with teachers as needs arise.

## DISCIPLINE

The developmental theory behind the Creative Curriculum and the Conscious Discipline Program teaches that children learn best in the context of relationships. We try to create communities in our classrooms where people feel safe, help one another and see themselves as part of a group. A community nurtures social competence by helping children to understand how to treat other people and how they want to be treated by others. In a community children learn which behaviors are acceptable and which are not as they develop self-discipline. These are not easy skills to acquire-and deserve time, patience, and often direct teaching.

A preschool setting allows your child the opportunity to develop social behaviors. Since children are still learning and since experimentation with negative behavior is often completely developmentally appropriate, our staff will not share every instance of correctable behavior with you. We will share problems with you if we feel these behaviors go beyond what is developmentally appropriate or if we need your assistance in understanding a behavior.

We believe that giving positive verbal rewards and modeling encourages acceptable behavior. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control. When children are in a conflict with one another we implement methods where they learn to help resolve their own differences. A child who demonstrates uncooperative behavior may be seated next to a teacher and reminded of acceptable behavior. Removal from the group for a period of "time-out" or "thinking time" may be used when a child continually demonstrates inappropriate behavior.

Again, corporal punishment or the denying of food or water, will not be utilized at First Kids.

## BIRTHDAYS



Birthdays are important to little children and each child's birthday will be observed in a similar way. You may furnish (peanut free) ice cream, fruit cups, small treats etc. Please confer with your child's teacher regarding favorite treats, classroom allergies and the best time to schedule the event. Goodies may be brought at regular carpool time or we welcome you to serve at the celebration. Please do not send invitations to school for delivery unless every child in the class is receiving one.

## OTHER HOLIDAY CELEBRATIONS

Children love to learn about and celebrate holidays. Sometimes we will celebrate by having a party where parents are invited to join in the fun and other times we will enjoy special activities with our classmates.

### School-Wide Parties:

Halloween	Oct. 30 & 31
Christmas	Dec. 11 & 12
Easter	Mar. 28 & 29

All other holidays such as Thanksgiving Day and Valentine’s Day will be celebrated with simpler in-class activities which might also include a simple healthy snack.



## INCLEMENT WEATHER CONDITIONS

In the case of inclement weather, our priorities are to ensure that our First Kids families and staff can safely travel to school and that we maintain adequate staff coverage. The following schedule will be followed unless it is determined that our campus is not safe for travel. Email notification and information on our answering machine will be posted as soon as decisions are made regarding school closings.

Scenario	First Kids Procedure
<b>If CCS is closed for the day</b>	<b>First Kids will also be closed</b>
<b>If CCS calls for a 1-hour delay</b>	<b>First Kids will open at 10:00 am &amp; dismiss at 12:45</b>
<b>If CCS calls for a 2- hour delay</b>	<b>First Kids will open at 11:00 am and dismiss at 12:45</b>
<b>If CCS calls for anything more than a 2 hour delay</b>	<b>First Kids will be closed</b>
<b>If CCS calls for an early dismissal once school is in session</b>	<b>First Kids will issue a Call to Pick-up Notice and will also close early.</b>

School days missed due to inclement weather, up to five days, will be “excused” and will not be “made up.” Any number of days missed over five may or may not be made up at the discretion of the Preschool Committee. Parents will be notified of any changes to the original calendar.

## DRESS

Please dress children comfortably for play. Tennis shoes and socks are the safest form of footwear on our playground and the most comfortable for play on our sandy surface. Children who wear slick-soled shoes will not be allowed to play on the playground equipment. Label all belongings (especially your child’s jacket or sweaters.) Send a change of clothes to keep at school. Children in diapers should be dressed in easy-to-remove clothing. For health reasons, our policy requires that children wear only disposable, not cloth, diapers to preschool.

## LUNCH TIME

Gathering together for lunch time will encourage your child's independence, language development and social skills. Please consider the following as you pack a healthy lunch for your child...

Products containing nuts or manufactured in a facility that handles nut products cannot be brought into our school.

- In an effort to cut down general consumption of sugars we will serve water with snacks and lunches, with the exception of formula or milk used in the Infant-One-Year Classes... Please do not send drinks of any kind; we will provide water.
- Include an ice pack when packing foods that are normally refrigerated.
- Send items that are low in sugar and salt.
- Glass containers, candy, soda and items that must be reheated...will not be allowed. Please label all lunch boxes and components.
- When needed, please include a metal or hard plastic utensil with your child's lunch. We do not allow children to use disposable plastic spoons. We have a supply of metal utensils in each classroom when needed.

Some suggestions are as follows:

Cheese/ cream cheese  
Graham crackers  
Saltines  
Raisins  
Mini bagels  
Rice cakes  
Milk

Fun Fruits  
Veggie raw or cooked  
Turkey tortilla roll-ups  
Fresh Fruit  
Yogurt  
Fruit Roll-ups  
Fruit cups/Applesauce

Pretzels, hard or soft  
Cheez-its/Goldfish/Snack crackers  
Salad  
Nutella, Almond, Soy butter  
Wheat thins  
Soft pretzels  
Sandwiches

## PARTNERS IN EDUCATION

First Kids is registered with Harris Teeter's Together in Education program. By "linking" your grocery card with First Kids, a portion of your grocery purchases will be sent to our First Kids Scholarship Program. To link your Harris Teeter VIC card to First Kids: Ask your cashier at the register as you check out to link you to First Kids #6125 or call 1- 800-432-6111.

## PARENTAL SUPPORT

Each year we provide various opportunities for parents to gather together for workshops, for special times with their child or just for fun. Throughout the year you will receive information about parenting programs or special family events taking place in our community. We also have many parenting books in the preschool office and on the parent table in the hall. Our preschool is not just for our little ones, but for all of our First Kids family members too! We look forward to an exciting year together.





## **PRESCHOOL COMMITTEE**

The role of the Preschool Committee is to assist in the formulation and implementation of personnel and educational policies. Members include: Education Minister of the church, Preschool Director, a member from the Church Session or Christian Education Committee, at least two staff members, at least two parents who are church members and at least two parents who are non-church members. Members serve for minimum of a two-year period. Please feel free to contact any of these members if you have any question, concerns or suggestions regarding First Kids Preschool.

### **2017-2018 PRESCHOOL COMMITTEE MEMBERS**

Courtney Finney (Parent) 321-794-8309  
[cmill81@msn.com](mailto:cmill81@msn.com)

Caroline Hedgecock (Christian Education Commission/First Presbyterian Church) 704-467-3782  
[caroline.hedgecock@gmail.com](mailto:caroline.hedgecock@gmail.com)

Erin Crutchfield (Parent) 704-773-1363  
[mizzchickadee@hotmail.com](mailto:mizzchickadee@hotmail.com)

Kathryn Monroe- (Teacher) 704-795-7770  
[kathryn.monroe71@gmail.com](mailto:kathryn.monroe71@gmail.com)

Kellie Miller (Parent) 704-661-1600  
[kellieandstevie@hotmail.com](mailto:kellieandstevie@hotmail.com)

Maureen O'Bryan- (Preschool Director) 704-788-2812 or 704-425-8623  
[frstkids@yahoo.com](mailto:frstkids@yahoo.com)

Pam Prentice (Teacher/Office) 704-786-9206  
[misspamp@yahoo.com](mailto:misspamp@yahoo.com)

Porter Peterson (Medical Consultant/ Former Parent) 704-490-4149  
[porter.peterson@hotmail.com](mailto:porter.peterson@hotmail.com)

Meeting Dates: Thursday, September 21, November 30, January 11 and March 8  
Time: 9:15-10:30. Place: Middle School Room 3<sup>rd</sup> Floor Davis Hall.

### First Kids Staff Roster 2017-2018

Position/Class		Name	Address & Phone Number
Director		Maureen O'Bryan	320 Scalybark Trail Concord 28027 704-425-8623
Assistant & MWF Fours		Pam Prentice	4612 Alamo Ct. Concord 28025 704-701-1481
Transitional Kindergarten		Holly Westbrook	190 Flintridge Drive Concord 28025 704-467-7555
		Kristen Dain	1671 Mill Creek Lane SW Concord 28025 704-796-8492
Five-Day Fours		Kathryn Monroe	771 Courtney Ct. Concord 28025 704-490-0172
		Amy Murphy	250 Union St. S. Concord 28025 704-488-7326
MWF Fours		Vicky Nicastro	1261 Bennington Dr. NW Concord 28027 704-787-1135
Three/Fours		Beth McLain	10229 Flowes Store Rd. Midland 28107 704-773-4993
Three/Four		Amanda Price	503 New Castle Court Concord 28025 980-521-9407
MWF Threes		Sara Dreiman	9903 Apple Valley Court Charlotte, NC 28269 704-497-1742
MWF Threes, T/Th 2B Music		Gordana Coley	687 Grandview Drive NE Concord, NC 28025 704-701-7593
Two A		MaryAnn Harrison	455 Concord Pkwy N #5560 Concord, NC 28027 916-412-3192
		Lisa Sackeli	1506 Light House Ln. Kannapolis 28081 704-578-7469
T/Th Two B		Gordana Coley	See Above
		Hilary Smith	2262 Elendil Lane Charlotte, NC 28269 980-621-2202
MWF Ones T/Th Ones		Jennifer Wedner	2801 Eva Drive Concord, NC 28027 704-796-3299
MWF Ones		Korighan Gabriel	3784 Sedgewick Street SW Concord 28027 704-787-3099
TTh Ones		Teresa Bonnett	10475 Amsterdam Dr. Mt. Pleasant, NC 28124 704-516-5800





## First Kids School Calendar 2017-2018

THU, AUG 31	Open House
TUE & WED, SEP 5 & 6	First Days of School
FRI, SEP 15	School Closed for Staff Training
WED-FRI, SEP 27-29	Fall Pictures
THU, OCT 5	Family Picnic, Frank Liske Park Barn, 9:30-12
MON, OCT 9	Noon Dismissal for Staff Training
FRI, OCT 27	School Closed for Teacher Workday
THU, OCT 30 - MON, NOV 6	Scholastic Book Fair
MON & TUE, OCT 30 & 31	Halloween Parties wear costumes to school
MON, NOV 6	Family Fun Night, First Kids, 5- 6:30
TUE, NOV 7	School Closed for Election Day
FRI, NOV 10	School Closed for Veteran's Day
SAT, NOV 18	Christmas Parade Lawn Party, First Presbyterian
WED-FRI, NOV 22-24	School Closed for Thanksgiving Holiday
FRI, DEC 8	Noon Dismissal for Staff Meeting (Nutcracker for 4s & TK)
MON & TUE, DEC 11 & 12	Christmas Parties
WED & THU, DEC 13 & 14	Polar Express, Wear PJs to school
FRI, DEC 15	Last Day of School for 2017
MON, DEC 18 - MON, JAN 1	School Closed for Christmas Holiday
TUE, JAN 2	First School Day for 2018
MON, JAN 15	School Closed for MLK Day
MON, JAN 22	School Closed for Teacher Workday
TUE & WED, JAN 30 & 31	Doughnuts with Daddy, Davis Hall, 8:45-9:30
TUE, FEB 20	Noon Dismissal for Staff Meeting
TUE, MAR 13	School Closed for Teacher Workday
WED & THU, MAR 28 & 29	Easter Parties & Egg Hunts
FRI, MAR 30 - FRI, APR 6	School Closed for Easter Holiday
MON, APR 9	First School Day following Easter Break
APR 16-20	WOYC Activities
TUE & WED, APR 24 & 25	Spring Pictures Outdoors
WED & THU, MAY 9 & 10	Mother's Day Tea, Davis Hall, 8:45-9:30
WED, May 23	Last Day of School
THU, MAY 24	Staff Meeting 9-11; Closing Program @ 5:00 p.m.

### Chapel and Color Days

SEP 12 & 13 – Yellow	DEC 5 & 6 – Red	MAR 20 & 21 - Green
OCT 10 & 11 – Orange	JAN 9 & 10 – White	APR 10 & 11 - Purple
NOV 14 & 15 - Brown and Black	FEB 13 & 14 – Pink	MAY 8 & 9 - Blue

## A Prayer for My Child

*Dear God,*

*I thank You for the gift of this child to raise, this life to share, this mind to help mold, this body to nurture and this spirit to enrich.*

*Let me never betray this child's trust, dampen this child's hope, or discourage this child's dreams.*

*Help me, dear God, to help this precious child to become all You mean him to be.*

*Let Your grace and love fall on her like gentle breezes and give her inner strength and peace and patience for the journey ahead.*