

FIRST kids PRESCHOOL



Family Handbook 2018-2019

First Presbyterian Church
Post Office Box 789
Concord, North Carolina 28026-0789
704-788-2812
firstpresconcord.org

 First Kids Concord NC

Dear Parents,

Welcome to our First Kids family! We are honored that you chose us to be such an important part of your child's early social and educational experience.

Under the guidance of First Presbyterian Church, First Kids Preschool has been a leader in serving the needs of young children and their families in Cabarrus County for many years. In the 1950s First Presbyterian Church answered the prayers of many parents by developing classes for children with special needs before the county developed such programs. First Kids offered Kindergarten classes for many years, until they 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 were 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. Many members of our staff hold Master's, Bachelor's, or Associate's Degrees in education, and several others hold degrees in other areas. Staff members are active in state and local childhood organizations (NAEYC) and participate in in-service education for professional growth.

For years researchers have understood that a child's experiences and skills acquired during his preschool years correlate with his future success throughout the formal school years. What the children learn during this time will lay the foundation for their learning and development throughout life. 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 ones. 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 she enters the classroom and who provide her love and support throughout the day. You will see your child curious, excited, and mentally involved as he experiments with manipulatives and toys, reads or listens to stories, and dictates or writes his own ideas. Sometimes you will see your child engaged and persisting in individual projects. Other times you will see her solving problems as part of a collaborative group. You will see your child developing emotionally and socially as she builds relationships with others. You will see teachers talking with him about all these activities, helping him make thought-connections and challenging him to bridge upward. You will see a staff ready to build supportive relationships with you.

This Family Handbook describes even more of what you will find at our program. Please take time to read it carefully and let us know if you have any 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.

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PARENTAL SUPPORT

“It Takes A Village...”

We encourage strong partnerships between staff and parents. Throughout the year we will send you information regarding parenting workshops, volunteer opportunities at preschool, and community family events. Examples include:

- Field trips
- Week of the Young Child Activities
- Spring Into The Arts Festival
- First Kids’ Annual Picnic
- Coming Together for Children
- Classroom Parties

We also invite you to take advantage of our office library to find a variety of books which help answer questions such as:

- What are developmentally appropriate activities I can use at home?
- How do I handle my sassy two-year old?
- Is it normal for my one-year-old to bite?
- Who are some of the best children’s authors?

First Kids is a village of families! We hope to see you often this year!



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.

PHILOSOPHY

The process of children learning *how* to learn is best facilitated through all domains of development via hands-on, intentional play; engaging and meaningful experiences; and ample opportunities to form significant social connections.

CURRICULA

Our program is based on three primary areas which help build confidence, creativity, and critical thinking skills: 1) teacher-student interactions, 2) ongoing observations and assessments, and 3) developmentally appropriate, high-quality learning environments. Infant/Toddler rooms are designed to provide nurturing, home-like experiences with a variety of sensory-rich activities. Classrooms for older children focus on center-based play highlighting construction, table toys, art, discovery, circle time, writing, dramatic play, library, and outdoor play. Following are the principle curricula we use:

- The Creative Curriculum for Preschoolers
- North Carolina Foundations for Early Learning Development
- Learning Without Tears
- Conscious Discipline: A classroom management plan which provides a transformational, whole-school solution for social-emotional learning, discipline and self-regulation.
- Building Healthy Lifestyles: A comprehensive nutrition and exercise education program that brings educators and parents together to assist young children in making healthy lifestyle choices regarding healthy eating, outdoor physical activity, and screen time.



ENRICHMENT ACTIVITIES

In addition to the curricula listed above, we offer:

- **Music and Movement Classes** (Led by Gordana Coley): All children attend weekly sessions to experience music through singing, listening, instrument play, and movement.
- **Chapel Time** (Led by Reverend Rachel Vogado): Students in classes aged Three-Year through TK visit the chapel one morning each month to participate in a Bible-based lesson. Chapel dates coincide with our color days.
- **Library Time** (Cabarrus County Library): Students in classes aged Three-Year through TK visit the local library one morning each month for interactive story time. Check with your child's teacher for her scheduled time.

PRESCHOOL OBJECTIVES

SPIRITUALITY

- To grow in the understanding of God as our Creator and to 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 they come from the Bible

APPROACHES TO LEARNING

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

HEALTH AND PHYSICAL DEVELOPMENT

- To develop an awareness of self-care and increase independence
- To demonstrate an understanding of personal safety
- To learn about and develop an ability to follow health and safety rules and to recognize and avoid danger
- To refine both fine and gross motor skills
- To build an awareness of personal health and fitness and to make it a part of daily practices

LANGUAGE DEVELOPMENT AND COMMUNICATION

- To broaden receptive and expressive language skills
- To develop foundations of reading through vocabulary, oral language, printed words, alphabetic principles, and phonological comprehension
- To build foundations of writing through fine motor activities, dictation, connecting sounds with letter forms, and practice with writing implements

EMOTIONAL AND SOCIAL DEVELOPMENT

- To grow in the ability to work, play, and live cooperatively with peers and to develop friendships
- To adjust to working in group settings
- To appreciate differences in others and to develop respect for them
- To learn to share space, work materials, and toys
- To work through disputes by way of problem-solving and negotiation
- To recognize that as individuals each child has rights which he must learn to protect
- To build a sense of responsibility
- To develop healthy feelings about herself and to grow in self-confidence
- To understand and accept change, opposition, and defeat

COGNITIVE DEVELOPMENT

- To foster mathematical thinking and expression via numbers, shapes, classification of objects, weights and measurements, comparisons, positional language, observations, use of senses, predictions, and experimentation
- To increase social connections
- To participate as a member of a group or community
- To demonstrate an awareness of diverse cultures
- To make sense of the world by asking questions and engaging in imaginative play
- To engage in creative expression through art, music, drama, movement, and dance
- To share ideas and to show interest and respect for the creative expression of others

ANNUAL THEME

“Building Healthy Lifestyles”

This grant program in association with the University of North Carolina is based on the idea that it is never too early to begin building healthy lifestyles. Monthly lessons will include:

MONTH	TOPIC	BOOK/AUTHOR
SEP	My Five Senses Go, Slow, Whoa	<u>My Five Senses</u> by Alik <u>The Very Hungry Caterpillar</u> by Eric Carle
OCT	Dem Bones Tooth Fairy 101	<u>Dem Bones</u> by Bob Barner
NOV	Family Meals Perfect Portions	<u>Mouse Mess</u> by Linea Riley <u>Gregory, the Terrible Eater</u> by Mitchell Shamat
DEC	Move to the Beat	<u>Giraffes Can't Dance</u> by Giles Andrae & Guy Parker-Rees
JAN	Smart Sleep	<u>Goodnight, Gorilla</u> by Peggy Rathmann
FEB	I Love My Veggies	<u>Lunch</u> by Denise Fleming
MAR	Fabulous Fruits	<u>The Little Mouse, the Red Ripe Strawberry, and the Big Hungry Bear</u> by Don Wood
APR	Healthy Beverages	<u>A Cool Drink of Water</u> by Barbara Kerley
MAY	Energy Balance	<u>Animal Boogie</u> by Debbie Harter

CELEBRATING COLOR

Two days each month we celebrate a color, focusing on it in a variety of ways, including:

- Circle Time Games
- Art Projects
- Stories
- Special Snacks

We encourage you to include our color of the month in your child’s outfit as listed below:

MONTH	DAYS	COLOR
SEP	11 & 12	YELLOW
OCT	9 & 10	ORANGE
NOV	13 & 14	BROWN & BLACK
DEC	4 & 5	RED
JAN	8 & 9	WHITE
FEB	12 & 13	PINK
MAR	19 & 20	GREEN
APR	9 & 10	PURPLE
MAY	14 & 15	BLUE

**PRESCHOOL STAFF ROSTER
2018-2019**

POSITION(S)	NAME	ADDRESS	PHONE
Director	Maureen O'Bryan	320 Scalybark Trail, Concord 28027	704-425-8623
Assistant Director / MWF Fours	Pam Prentice	4612 Alamo Court, Concord 28027	704-701-1481
Ones	Korighan Gabriel	3784 Sedgewick Street SW, Concord 28027	704-787-3099
Ones	Amber Huggins	39 Lakewood Court, Concord, 28027	704-956-7788
Ones	Jennifer Wedner	2801 Eva Drive, Concord 28027	704-796-3299
Two A	MaryAnn Harrison	455 Concord Parkway N #5560, Concord 28027	916 412-3192
Two A	Lisa Sackeli	1506 Light House Lane, Kannapolis 28081	704-578-7469
Two B / MWF Threes / Music	Gordana Coley	687 Grandview Drive NE, Concord 28025	704-701-7593
Two B	Amber Williams	258 Scenic Drive NE, Concord 28025	828-337-6622
MWF Threes	Julia Holshouser	628 Spring Street SW, Concord 28025	951-902-0803
Three-Fours	Dana Barnhardt	206 Heatherwood Court, Concord 28027	980-622-8325
Three-Fours	Julianna Willis	2412 Wimbledon Street, Concord 28025	806-317-9798
MWF Fours	Vicky Nicastro	1261 Bennington Drive NW, Concord 28027	704-787-1135
Five-Day Fours	Kathryn Monroe	771 Courtney Court, Concord 28025	704-490-0172
Five-Day Fours	Amy Murphy	250 Union Street S, Concord 28025	704-488-7326
TK	Kristen Dain	1671 Mill Creek Lane SW, Concord 28025	704-796-8492
TK	Holly Westbrook	190 Flintridge Drive, Concord 28025	704-467-7555
Floater	Carolyn Ritchie	230 Eastover Drive, Concord 28025	704-785-4443

PRESCHOOL COMMITTEE

Preschool Committee members serve for a minimum of two years and help form all preschool policies. Please contact any of the members below with questions or suggestions regarding First Kids.

This year's meetings are scheduled on the following Thursdays from 9:15-10:30 a.m. in the Middle School Classroom, Third Floor of the preschool building: 9/20, 11/29, 1/10, 3/7.

Courtney Clark (Current Preschool Parent)
704-488-5867
courtneyclark83@gmail.com

Erin Crutchfield (Current Preschool Parent)
704-773-1363
mizzchickadee@hotmail.com

Caroline Hedgecock (Church Education Commission)
704-467-3782
caroline.hedgecock@gmail.com

Kellie Miller (Current Preschool Parent)
704-661-1600
kellieandstevie@hotmail.com

Kathryn Monroe (Staff Member)
704-490-0172
kathryn.monroe71@gmail.com

Maureen O'Bryan (Preschool Director)
704-788-2812 (w) 704-425-8623 (c)
frstkids@yahoo.com

Lauren Paul (Current Preschool Parent)
803-351-4403
jlauren paul@yahoo.com

Pam Prentice (Staff Member)
704-701-1481
misspamp@yahoo.com

Rachel Vogado (Associate Pastor)
704-788-2100
rachel.vogado@firstpresconcord.org

REGISTRATION POLICY

Each January we send registration forms for the upcoming year to all church members with young children and currently enrolled First Kids families. You must return your completed forms and registration fee by February 28. As we receive them, we will add your child's name to a list posted on the preschool office window. Registration fees are non-refundable unless all requested classes are full. See the current registration brochure for a list of fees.

We will process applications returned after February 28 due date (including current church members) on a first-come, first-served basis. We base enrollment on a random selection, prioritized as follows:

1. Church*/Staff Members currently enrolled
2. Church*/Staff Members not currently enrolled
3. Non-Church Members currently enrolled
4. Siblings of Non-Church Members currently enrolled
5. All Others

*For the 2018-2019 school year, "church member" is defined as anyone who has been received by the Church Session by November 2018 and who is listed on their active roll.

WITHDRAWAL POLICY

If you need to withdraw your child from preschool, notify the Director as soon as possible. To receive any applicable tuition reimbursements, you must give at least two weeks notice.

PRESCHOOL SCHOLARSHIP PROGRAM

As part of its community outreach program, First Presbyterian Church established a memorial fund to offer preschool scholarships to families needing financial assistance. A Subcommittee chooses recipients on an annual basis. Contributions to the Fund are always welcome. Your contribution would enable a needy child an opportunity to benefit from an early educational and social experience that she may otherwise miss. Please contact the Director for more information.

DROP-IN/BABYSITTING PROGRAMS

First Kids may allow you to bring your child on a Drop-In basis (days for which he is not registered). The cost for this service is \$25/day. **You must obtain the Director's approval before bringing your child to school on non-regular days.** You may call her at 704-788-2812 or 704-425-8623.

Additionally, staff members may be available to provide before or after school care. If you are interested in this service, please notify the Director. Rates may vary. See page 12 for information.

MESSAGES FROM HOME

Staff members cannot accept verbal messages from children. Please contact your child's teacher via written note, email, phone call, or text message. Relaying important information during busy drop-off/pick-up times may lead to misunderstandings. Written communication directly to the teacher is best, be it handwritten or electronic (text/email).

You may call the preschool office with messages. **Be aware, however, that both the Director and Assistant Director are oftentimes working with children or parents in other areas of the school. They will check messages by 12:45 each day.**

CHANGES IN PERSONAL INFORMATION

Please alert your child's teacher immediately if you have changes to your address, phone number, emergency contacts, or any other pertinent information.

TUITION

Tuition is based on an annual fee which may be paid in full or in monthly installments.

2018-2019 TUITION RATES		
DAYS PER WEEK	ANNUAL RATE	MONTHLY PAYMENT
2	1,260.00	140.00
3	1,845.00	205.00
5	3,015.00	335.00
TK	3,240.00	360.00

The first month's tuition is due on July 1 each year. Subsequent payments are due on the first of each month beginning in September with late fees of 5% being assessed on payments received after the 10th. No payment will be due in May. First Kids does not send monthly bills; however, at the beginning of each year we distribute payment reminder cards.

Make checks payable to First Presbyterian Church and write your child(ren)'s name(s) and class(es) on the memo line.

John Smith
555 Your St.
Your Town 54321

DATE 09-01-18

PAY TO First Presbyterian Church 205.00

Two Hundred Five and NO/100 Dollars

MEMO Jane Smith, TK

John Smith

1234 5678 9876 543210

DO NOT PUT CHECKS ON THE DESKS IN THE OFFICE.
DO NOT SEND TUITION PAYMENTS TO SCHOOL WITH YOUR CHILD.

Address all questions regarding payments or statements to either our financial secretary Pam Prentice or our director Maureen O'Bryan. Do not speak with classroom teachers regarding these matters.

You may drop your check in the box outside the preschool office or mail it to:

FIRST KIDS PRESCHOOL
FIRST PRESBYTERIAN CHURCH
P.O. BOX 789
CONCORD, NC 28026-0789

ATTN: PAM PRENTICE

If you wish to make a payment in person when First Kids is closed, you may give it to the church secretary in the Fellowship House during office hours:

- FALL-SPRING: MON-FRI 8:30 a.m. - 5 p.m.
- SUMMER: MON-THU 8:30 a.m. - 5 p.m.

IMPORTANT NOTES:

- First Kids' Tax I.D. Number is 56 052 9971.
- At the Preschool Committee's discretion, families who are more than one month late in their tuition payments may be asked to leave the program.
- **Tuition must be paid in full by May 15** to be eligible to register for the next school year or for summer preschool programs.
- **We will remove your child's name from our roster and decline re-admittance if your tuition for the previous year is not paid in full by May 15.**

DROP-OFF AND PICK-UP PROCEDURES

Between 8:55-9:15 a.m. and 12:40-12:55 p.m. each school day, the Union Street driveway will open in the opposite direction. No one should attempt to exit onto Union Street during these hours.

Find your child's class on the chart below and follow the directions for drop-off and pick-up. If carpooling with children of different classes, follow the directions for the youngest child. Staff will ensure that all children get to their correct locations.

Please do not arrive more than five minutes prior to unloading/loading times listed.

Parents who arrive early or late will be charged a fee of \$5 per 15 minutes.

CLASS	STAFF ON DUTY	DIRECTIONS
Ones	<u>DROP-OFF</u> 8:55 - 9:10 <u>PICK-UP</u> 12:40 - 12:55	Park in the Davis Hall lot and bring children to/from the classroom.
2A, 2B MWF 3 3/4 MWF 4	<u>DROP-OFF</u> 8:55 - 9:10 <u>PICK-UP</u> 12:40 - 12:55	Enter from Union Street via the south entrance (closest to playground). Pull forward through the circular drive, turning right to go under the breezeway between the two buildings. Continue moving forward with the flow of traffic. Staff will bring your child to the car. Exit onto Church Street.
5-Day 4	<u>DROP-OFF</u> 8:55 - 9:10 <u>PICK-UP</u> 12:40 - 12:55	Enter the courtyard drive from Church Street. Exit straight onto Union Street.
TK	<u>DROP-OFF</u> 8:45 - 9:00 <u>PICK-UP</u> 12:40 - 12:55	Enter the courtyard drive from Church Street. Exit straight onto Union Street.

IMPORTANT NOTES

- You may park in the Davis Hall lot, the First Pres lot across Church Street, and on Church Street.
- No parking is allowed under the breezeway at any time. You may not park at Wells Fargo or neighboring church lots.
- Do not leave your child alone in the car for any reason. Law requires us to report such incidents to local authorities.
- Ensure that your child remains properly restrained until a staff member unbuckles him. Law requires us to report incidents of unrestrained children in moving vehicles on our premises.
- **Staff members are not allowed to load or unload children if their drivers are on cell phones.**
- Remain in your car and allow staff members to buckle/unbuckle children.
- Do not pass cars in the car line unless directed by staff. The maximum safe speed is 5 mph.
- **NEVER ALLOW YOUR CHILD TO WALK TO CLASS UNATTENDED.** If you arrive and find no staff on duty, park in a designated area (see first bullet point above) and walk your child to class.
- Do not let your child walk on the brick walls in the Davis Hall lot.
- Keep conversations with staff brief to keep traffic flowing smoothly.
- Display your car tag (from your Welcome Packet) before entering the pick-up line each day.
- Notify staff in writing (note, email, text) of any change in regular pick-up persons.
- Keep your Pick Up Permission card up-to-date. Staff will check IDs of anyone with whom we are unfamiliar and ensure that he is listed on your card.
- We cannot legally withhold a child from leaving with his parent or lawful guardian without official documentation. In legal cases, be sure to speak with the Director and provide the proper forms.



BUCKLE UP - IT'S THE LAW

The Preschool Committee mandates that our staff follow current NC laws regarding seat belts and safety seats: children younger than 8 years and/or weighing less than 80 pounds must be secured in a size-appropriate child restraint system (i.e., infant seat, toddler seat, or booster seat).

First Kids has two seats which may be available to borrow on occasion. If you need one:

1. Park your car in the Davis Hall lot.
2. Alert a staff member that you need a car seat.
3. If one is available, install it in your vehicle.
4. If one is not available, leave the premises to obtain one elsewhere. Staff will remain with your child while you are gone. Standard late fees will apply, if applicable.

If you leave the premises with a child who is not properly restrained, we are required by law to report you to local authorities.

CHILD AND YOUTH PROTECTION POLICY

In January 2015 First Presbyterian Church adopted the "Child and Youth Protection Policy" which says:

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 in this policy. You may view the full document on First Presbyterian's website firstpresconcord.org under the GROW tab, Child Formation.

Highlights include:

- **Background Screening and Child Protection Training:** All employees of the church and preschool, including regular volunteers and substitutes, must complete a background check through a screening service designated by the Church Session. In addition, each must complete the "Child Protection Safety Training". Occasional substitutes and volunteers who have not met these requirements may assist only in the presence of a screened staff member.
- **Drop-In/Babysitting Services:** You must complete a "Release and Indemnification" form if you:
 - Employ First Kids staff for before/after school babysitting on campus or transportation to/from preschool
 - Use our Drop-In Program to bring your child on a day for which she is not registered or for a child who is not registered in the program (i.e., sibling)Church staff must approve and document the form before services may begin. The arrangements are expressly excluded from the scope of the policy.
- **Corporal Punishment:** Staff members are strictly prohibited from using any form of corporal punishment while on duty.
- **Two-Adult Rule:** The intent of this policy is to minimize the time a child is alone with a single adult. Exceptions to this rule include: administering First Aid; transferring a child from one area to another (i.e., restroom visits, pick-up time).
- **Six-Month Rule:** Substitutes and volunteers who have less than a six-month relationship with the church or preschool must be in the presence of two screened staff members at all times.

CHILD ABUSE OR NEGLECT

Law requires us to report to the Department of Social Services any instance in which there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred.

Protecting  **Children**

HEALTH AND SAFETY

First Kids observes good health standards and follows consistent safety guidelines to ensure that your child remains in good care.

- We follow all regulations designated by the Concord Fire Marshal and conduct fire and emergency drills periodically.
- Our building is equipped with both an alarm and a sprinkler system.
- Each staff member is certified in CPR for infants and children, has tested negative for tuberculosis, and follows the health and safety guidelines outlined by the American Academy of Pediatrics.
- Our “Emergency Plan Booklet” outlines our guidelines in dealing with threatening situations: abduction, bomb threats, intruders and weapons, emergency evacuations, extreme weather, lock downs, serious illness or injury, transmission of blood borne pathogens. Copies of this booklet are displayed in the classrooms.

GENERAL HEALTH AND SAFETY GUIDELINES

- Health Forms: As part of registration each year, you must complete a health form and include a current immunization record showing an original signature from your source of medical care. We will not accept copied or faxed forms. **Every child MUST have current forms on file before being able to attend preschool.**
- Handwashing: Each teacher, child, and visitor must wash her hands upon entering a classroom, after using the restroom or diapering a child, and before consuming food.
- Contagious Illnesses: Contact us immediately if your child develops or becomes exposed to any contagious illnesses.
- Sick Children: A child who arrives noticeably ill (i.e., fever, rash, green or yellow nasal discharge, chills, vomiting) will not be allowed to stay at school. Children becoming ill during the day will sit in an isolated area with adult supervision until an authorized person arrives to take him home.
- Medication: Staff may not administer prescription or over-the-counter medications without a signed “Permission to Medicate” form on file. Included in the definition of “medication” are diaper ointment, lotion, lip balm, hand sanitizer, and sunscreen. Exceptions include bug bite relief sticks and emergency treatments (i.e., extreme allergic reactions). All medication must remain out of children’s reach. **Do not send any medications to school with your child.**
- Visiting Pets: Owners must get Director approval and show proof of inoculation prior to the visit.
- Smoking, Alcohol, and Illicit Drugs: All are strictly prohibited when children are on the campus.
- Weapons of Any Kind: All weapons are strictly prohibited on campus.
- Latex Balloons: Latex balloons are a choking hazard and not allowed. Mylar balloons are acceptable.
- Umbrellas & Backpacks with Wheels: These items are not allowed at preschool for safety reasons.

FIRST KIDS PRESCHOOL IS A BREASTFEEDING-FRIENDLY CENTER

We support and welcome all mothers who breastfeed their babies. Breastfeeding provides the healthiest start for babies, offering ideal nutrition and a multitude of health benefits for both infant and mother. Research indicates that breastfed babies have less risk of asthma, childhood obesity, Type 2 diabetes, SIDS, ear infections, diarrhea, and vomiting. Mothers who breastfeed have a decreased risk of developing breast and ovarian cancer. Breastfeeding-friendly centers report having healthier infants with less colic and greater parent satisfaction.

What will you find in our center?

- A quiet, comfortable breastfeeding station in the first floor restroom beside Davis Hall as well as many other suitable areas throughout the building
- Refrigerator space for storing expressed milk
- Trained staff members who will work with you to develop a feeding plan for your child

Visit cabarrus.nc.networkofcare.org for additional resources for support in our community.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

KEEP HER HOME IF SHE HAS:	SHE MAY RETURN TO SCHOOL WHEN:
Fever: Temperature of 99.6 or higher	She registers a normal temperature for at least 24 hours . If the fever is a symptom of a more serious illness, she may return when she has had no fever for at least 24 hours, and the symptoms have cleared.
Vomiting: 1 or more times in a 12-hour period	She has not vomited in 12 hours and has had no fever for at least 24 hours .
Severe cold: Including any of the following symptoms: fever, sneezing, coughing, yellow/green nasal discharge	All symptoms have cleared and she has had no fever for at least 24 hours .
Diarrhea: 3 or more loose, liquid bowel movements in a 1-hour period	She has had no diarrhea within the last 12 hours , she has had at least 1 normal bowel movement , and she has had no fever for at least 24 hours .
Skin Rash: Any skin irritation of unknown origin	The rash has cleared , or she has been cleared by a doctor to return to school.
Coxsackie Virus (“Hand, Foot, and Mouth Disease”): Lesions or blisters on the hands, feet, and/or mouth; may be accompanied by fever and/or sore throat	The blisters have cleared , she has had no fever for at least 24 hours , and she is no longer contagious . <u>The disease is contagious 3-5 days after the first lesions appear.</u>
Conjunctivitis (“Pink Eye”): Redness and irritation in eye; may be accompanied by thick yellow drainage	The symptoms have cleared .
Impetigo: Skin blisters surrounded by redness; may be on any area but most commonly on face, ears, or nostrils. When the blisters rupture, skin is raw, weepy, and oozy; turning yellowish and crusty	The blisters become dry and she is no longer contagious.
Bronchitis: May begin with hoarseness, a mild fever, and a dry and painful cough which loosens as the condition progresses	The symptoms have cleared .
Strep Throat: Scratchy, sore throat; may be accompanied by fever	She has taken doctor-prescribed antibiotics for at least 24 hours , she has had no fever for at least 24 hours , and the symptoms have cleared .
Head Lice: Grayish, crawling bugs which infect the scalp, causing intense itching. The bugs and/or their tiny, whiteish, oval eggs adhere to strands of hair, usually about 1/4 inch from the scalp.	After successful treatment with a shampoo or medication (no evidence of bugs or their eggs remaining)
Any Contagious Illnesses including: <ul style="list-style-type: none"> • Measles • Mumps • Rubella (German Measles) • Roseola • Chicken Pox • Scarlet Fever 	The symptoms have cleared , or she has been cleared by a doctor to return to school.

ELEVATOR SAFETY

Please help us reinforce elevator safety by following our school-wide rules:

- Remind children to remain outside the taped areas while waiting for the elevator.
- Keep children from touching the elevator door (inside or outside) at any time.
- Do not allow children to ride the elevator without an adult.
- **Only adults may push the elevator buttons.**

PROPER PRESCHOOL ATTIRE

- Dress your child comfortably for both indoor and outdoor play. In all likelihood, she will get dirty.
- Tennis shoes and socks are the safest form of footwear for our sandy playground and gross motor equipment. Children wearing shoes with slick soles will not be allowed on climbing equipment.
- For children in diapers and/or potty training, dress them in clothing which is easy to remove.
- Diapers must be disposable, not cloth, for health reasons.

PLAYGROUND SAFETY

Our playground was constructed in accordance with safety standards set forth by the United States Consumer Product Safety Commission. For your child's safety, when using the playground outside of school hours, please remember:

- Adults must supervise children at all times.
- Gates must remain securely latched while children are on the playground.
- **No pets are allowed on the playground at any time.**

INCLEMENT WEATHER

In case of inclement weather, First Kids' top priorities are to ensure that our families and staff can safely travel to and from school and to maintain adequate staff coverage. Unless it is determined that our campus is not safe, we will follow the schedule below. If conditions make the facility or its parking areas hazardous, we will let you know via email.

If Cabarrus County Schools...	Then First Kids will...
Close for the day	Close for the day
Delay opening for more than 2 hours	Close for the day
Delay opening for 2 hours	Open at 11:00
Delay opening for 1 hour	Open at 10:00
Dismiss early	Notify all parents of early pick-up and close early

Up to five school days missed due to inclement weather will be excused (not made up). The Preschool Committee will determine whether or not to make up any days in excess of five. If our original calendar changes due to make-up days, we will email all families.

DISTRIBUTION OF PERSONAL INFORMATION / SOCIAL MEDIA

If you do not want your personal information included any of the following ways, please notify the preschool office in writing prior to the first day of school:

- Teachers will distribute to all students' families a copy of the class list which includes students' names and birthdates, parents' names, addresses, phone numbers, and email addresses. Many parents use this information to contact families for play dates, birthday parties, etc.
- First Presbyterian Church and First Kids occasionally share photographs and names of our children on our website, emails, and social media posts to show the children enjoying special events, daily activities, etc.

DISCIPLINE

Based on the developmental theories behind two of our curricula, The Creative Curriculum for Preschoolers and Conscious Discipline, we know that children learn best in the context of relations. For this reason, we create communities in our classrooms where the children feel safe, want to help, and see themselves as an important members. Our classroom communities nurture social competence and self-discipline by helping children understand how to *treat* others and how they want to be treated *by* others. Because these skills are not easy to acquire, they deserve time, patience, and oftentimes direct teaching.

Our preschool setting allows children many opportunities to develop social behaviors. Children are still learning, and experimentation with negative behaviors is developmentally suitable. We do not look upon these trials as problems; we see them as learning experiences. Teachers will not share every instance of correctable behavior with you. They will share problems only when they go beyond what is considered developmentally appropriate, or if they need your help in understanding certain behaviors.

To help guide the children into learning appropriate vs. inappropriate behaviors, teachers will give positive verbal rewards and model acceptable practices. They will ask a child to stop and think about his choices and help him understand better options. They will allow children to work through their own differences, offering direction and encouragement. They will use various methods to remind children of proper behaviors (songs, pictures, words). They may sit next to a child to help keep him focused. They may move him to a calm area to allow him time to settle down or to redirect his thoughts. They will never use corporal punishment, withhold food or rest, confine your child to a small area, yell, or roughly handle your child.

PARENT-TEACHER CONFERENCES

Teachers hold formal parent conferences each January-February to discuss with parents their child's progress for the year. After the Christmas break, teachers will begin scheduling these appointments. All teachers offer several options, including at least one nighttime session.

PARTNERS IN EDUCATION



First Kids is registered with Harris Teeter's "Together in Education" program. By linking your VIC card with us, a portion of your purchases will go to our scholarship program.

Ask your cashier, go to harristeeter.com/together-in-education, or call 800 432-6111 to link you to **First Kids Preschool #6125**. Don't forget - all VIC cards must be linked yearly.

FIELD TRIPS

Teachers use field trips to expand the children's experiences. Even our youngest children go on neighborhood strolls. **For your child to be able to participate, we need your written permission.**

In your Welcome Packet you will receive a permission slip covering all trips for the year. Please sign and return it if you would like for your child to be able to attend all outings. If you prefer, you may request individual slips for each event. Keep in mind, however, that sometimes trips within a two-block radius of our campus are impromptu, and your child will miss out if we are unable to reach you in the moment.

For any trips outside a two-block radius of our campus, teachers will contact you with details. They may request parent volunteers to assist with transportation. In such cases, your auto insurance will be liable should an accident occur, and First Kids' insurance would offer secondary coverage. For field trips, we abide by the rules set forth on page 12 of this handbook regarding car safety. Each parent is required to install her own child's car seat in the transport vehicles.

LUNCH GUIDELINES

To help teach healthy habits and self care, First Kids established the following guidelines:

- **PEANUTS AND FOODS MANUFACTURED IN A FACILITY IN WHICH PRODUCES NUT PRODUCTS ARE NOT ALLOWED.**
- **Be sure to clearly LABEL ALL ITEMS with your child's first and last names, including the lunch box, food containers, ice packs, and eating utensils.**
- Send your child's lunch in a lunch box, not loose in his bookbag.
- In an effort to reduce the general consumption of sugar, we serve only water with snacks and lunches. The only exception to this rule is milk or formula for the Infants/Ones classes.
- For children aged 2 and older, do not send drinks of any kind to school. We will provide the water and cups. For the Infants/Ones classes, please send in a bottle or sippy cup, clearly labeled with your child's first and last names.
- Remember to include an ice pack for foods which are normally refrigerated.
- Use only plastic containers. Glass containers are not allowed.
- Send items which are low in sugar and salt.
- **Candy is not allowed.** Teachers will ask children to save it in their book bags until they get home.
- Do not send in items which must be cooked or heated.
- If your child needs a spoon or fork, send in a metal or hard plastic one. **Disposable utensils are not allowed.**

Following are suggestions for health lunch options:

- | | | |
|----------------------------|-------------------|---------------------------|
| • Veggies (raw or cooked) | • Graham crackers | • Applesauce |
| • Turkey/Tortilla Roll-ups | • Saltines | • Pretzels (hard or soft) |
| • Cheese | • Raisins | • Salad |
| • Fresh Fruit | • Mini bagels | • Nutella |
| • Yogurt | • Rice cakes | • Almond or Soy Butter |

SCHOOL-WIDE HOLIDAY CELEBRATIONS

We celebrate three holidays with classroom parties to which parents are invited to attend. This year our parties fall on the following dates:

- Halloween: October 30 & 31
- Christmas: December 10 & 11
- Easter: April 17 & 18

Teachers will honor other holidays, including Thanksgiving, Valentine's Day, and St. Patrick's Day, with simpler class activities and healthy snacks.

BIRTHDAY CELEBRATIONS

We love celebrating special days, and your child's birthday is no exception! We observe all birthdays at school in a similar way. Be sure to confer with your child's teacher first to schedule a time and to get information regarding food allergies and classroom favorites. You may furnish a small treat for each child in the class. You may send the treat to school with your child, or you may bring it yourself and stay to join the fun! Please remember that **ALL FOOD ITEMS MUST BE PEANUT-FREE AND NOT MANUFACTURED IN A FACILITY IN WHICH PRODUCES NUT PRODUCTS.**

If you send in goodie bags for the children to take home, ensure that **all food is PEANUT-FREE** and all toys are the appropriate size for the ages of the children in the classroom. **Latex balloons are not allowed**; however, mylar balloons are acceptable.

If you plan to invite classmates to a party outside of school, you may **send invitations to go home with each child only if every child in the class will receive one.**

**ANNUAL CALENDAR
2018-2019**

AUGUST

TH 30 Open House: MWF Classes and 5-Day Fours @ 9:30-10:30; TT Classes & TK @ 11:00-12:00

SEPTEMBER

TU-WE 4-5 First Days of School

TU-WE 11-12 **YELLOW DAY**

TH 27 11:45 Dismissal for Staff Meeting and CPR Review

FR 28 School Closed for Teacher Workday

OCTOBER

TU-WE 9-10 **ORANGE DAY**

TH 18 Family Picnic, Frank Liske Park Barn, 9:30-Noon

MO 29 School Closed for Teacher Workday

TU-WE 30-31 Halloween Parties - Wear Costumes to School

NOVEMBER

MO 5 Family Fun Night, First Kids, 5 - 6:30 p.m.

TU 6 School Closed for Election Day

MO 12 School Closed for Veterans' Day

TU-WE 13-14 **BLACK & BROWN DAY**

WE-FR 21-23 School Closed for Thanksgiving Break

DECEMBER

TU-WE 4-5 **RED DAY**

FR 7 11:45 Dismissal for Staff Luncheon

MO-TU 10-11 Christmas Parties

WE-TH 12-13 Polar Express Days - Wear Pajamas to School

FR 14 Last Day of School for 2018

JANUARY

TH-FR 3-4 Return from Break, First Days of School for 2019

TU-WE 8-9 **WHITE DAY**

MO 21 School Closed for MLK Day

TU 22 School Closed for Teacher Workday

TU-WE 29-30 Doughnuts with Daddy, Davis Hall, 8:45 - 9:30 a.m.

FEBRUARY

TU-WE 12-13 **PINK DAY**

MO 18 School Closed for Presidents' Day

TU 26 11:45 Dismissal for Staff Meeting

MARCH

TU 12 School Closed for Teacher Workday

TU-WE 19-20 **GREEN DAY**

FR 29 School Closed for Teacher Workday

APRIL

TH-FR 4-5 Week of the Young Child Parades, Davis Hall, Noon

TU-WE 9-10 **PURPLE DAY**

WE-TH 17-18 Easter Parties and Egg Hunts

FR-FR 19-26 School Closed for Spring Break

MAY

WE-TH 8-9 Mother's Tea, Davis Hall, 8:45-9:30 a.m.

TU-WE 14-15 **BLUE DAY**

TU-WE 21-22 Last Days of School

TH 23 Closing Program for 4s and TK, Church Sanctuary, 5:00 p.m.