

## PRECHOOL versus DAYCARE

How does Englewood Weekday Preschool/Kindergarten compare to basic childcare/daycare?

- We are licensed by and operate under NC Department of Child Development.
- We have a highly dedicated, highly experienced staff that have been well-trained in all aspects of child development, child care and child safety.
- We set staff-to-student ratios well below NC recommended ratios, with classes limited to 10-12 students with 1 teacher and at least 1 teacher assistant.
- We emphasize age-appropriate, Bible-based instructional materials and activities that align with A Beka curriculum, with focus on the spiritual, academic, emotional, physical and social development of each child.
- We separate children into age-based classrooms to provide better care, more appropriate learning activities, and safer playground areas.
- We use age-appropriate teaching schedules in each classroom, which discourages and does not support drop-in, open-ended student arrivals and departures.

## ENROLLMENT

Initial enrollment requires completion of an enrollment application and payment of the nonrefundable \$50 registration fee, either in person with check or cash, or online at [www.ebcpreschool.org](http://www.ebcpreschool.org) using a credit or debit card.

Classroom placement is based on the child's birthday as of August 31<sup>st</sup> with no exceptions.

Enrollment is finished when all additional forms are completed and returned to the preschool office on the child's first day of attendance. A forms and detailed instructions are given to or mailed to the parent(s) approximately 30 days before attendance begins.

Weekday Preschool/Kindergarten admits children of any race, color, national or ethnic origin to all the rights, privilege, programs and activities generally accorded to or made available to children at the preschool. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, enrollment policies, tuition assistance, or other preschool-administered programs.

## HOURS OF OPERATION

7:00am – 8:00am      *Early drop off for pre-approved all-day students only*

8:15am – 12:15am      Half-day students

8:15am – 5:00pm      All-day students

**Note: The preschool office opens at 8:00am and closes at 5:30pm.**

### STUDENT ARRIVAL / PICK-UP TIMES

- 8:10am – 8:15am Arrival time for all students
- 12:00pm – 12:15pm Pick-up time for half-day students
- 5:00pm – 5:15pm Pick-up time for all-day students

*Parents may pick up students any time during the afternoon, as needed.*

### ARRIVAL PROCEDURES

- All students and parents/guardians must enter through the main preschool doors.
- Each student must be accompanied to the classroom by an adult.
- Each student must be signed in at the classroom by an adult listed on the child's enrollment form.

### LATE ARRIVALS

All students are expected to be in the classrooms by 8:15. Students who arrive after 8:15, for any reason other than a doctor's appointment, miss prime instructional time and cause disruptions to instruction, food services and general scheduling.

### PICK-UP PROCEDURES

- All students must be signed out at the classroom by an adult listed on the child's enrollment form.
- All students, adults and visitors must exit the building through the main preschool doors.
- Students may only be picked up by adults listed on the initial enrollment form.
- Any changes authorizing additional persons to bring a child to school or pick up a child from school must be given to the preschool office in person, in writing, and will be kept in the student's file in the director's office.
- **Changes in pick-up persons cannot be texted, emailed, or phone to either the office or the staff. Such changes will not be accepted under any circumstances.**
- Any student who has not been picked up by 12:15 (half-day program and MMO) or 5:15 (all-day program) will be charged a late pick-up fee as determined by the director or assistant director. The preschool closes at 5:30.

### INSTRUCTION

In addition to the A Beka curriculum listed above, Bible stories and memory verses are taught in the classrooms each week. Additionally, Wednesday mornings include chapel, music class and monthly visits by Braswell Library and other outside educational activities.

Parents will be notified of special educational events and are welcome to attend.

## TUITION

Weekday Preschool/Kindergarten is a non-profit ministry of Englewood Baptist Church. While this ministry is unique in that it generates tuition income, it relies on that source to meet nearly all financial obligations, from staff to supplies. The preschool neither pursues nor receives state or federal monies. The preschool also does not participate in or support fundraisers of any kind. Therefore, preschool expenses - - particularly salaries - - are dependent on timely payment of tuition fees.

Tuition records, collections and questions are handled by the preschool financial secretary. At no time should a tuition payment be given to any staff member or left at the church's front office. At no time should a staff member accept a tuition payment in any form.

## TUITION CHARGES

**Tuition is a yearly amount that is divided into equal payments as shown below:**

**All-day, 12-month program: Yearly amount divided by \*49 weeks = weekly payment amount**

- Infants, 12-24 months & 24+ classes = \$140.00/week
- 2's, 3's & 4's classes = \$135.00/week

**Half-day, 9-month program: Yearly amount divided by 9 months = monthly payment amount**

Kindergarten = \$260.00/month  
5-day/week classes = \$190.00/month  
4-day/week classes = \$175.000/month  
3-day/week classes = \$165.00/month

***\*Yearly totals for both programs include deductions for weeks the preschool is closed.***

A 5% discount is available if the entire year's tuition is paid in advance.

## TUITION PAYMENTS

Payments may be made using one of three options:

- (1) Check or cash placed in a completed payment envelope and placed in the safe.
- (2) Online at [www.ebcpreschool.org](http://www.ebcpreschool.org) using a credit or debit card.
- (3) Automatic bank draft made payable to Englewood Weekday Preschool.

Note: The online process accepts only current weekly (all-day) or monthly (half-day) payments. Multiple payments must be made for one week or month at a time.

At no time should payments be given to any staff member or left at the church's front office.

## TUITION (continued)

**ALL TUITION PAYMENTS MUST BE MADE ON OR BEFORE THE DUE DATES AS LISTED BELOW:**

**All-day program:** Weekly payments are due on or before the first day of the week. They may be made on the second day of the week only in the event of a Monday holiday.

- Non-payment for the week will add a \$25 late fee to the balance each week.
- Non-payment for a period of 2 weeks cancels your child's attendance until the balance, including late fees for each week, is paid in full. This policy will be strictly enforced.

**Half-day program:** Monthly payments are due on or before the first day of the month. If the first day of the month is on a holiday or weekend, payment is due on the next Monday.

- Non-payment by the end of the first week of the month will add a \$25 late fee each week the balance is overdue.
- Non-payment for a period of 2 weeks beyond the first-of-the-month due date cancels your child's attendance until the balance, including late fees for each week, is paid in full. This policy will be strictly enforced.

**Note:** Tuition payments are due whether the child attends or not. In the event of a weather-related closing, tuition is still due in full.

## CLASSES AND RATIOS

Infants enter that class at the direction of the parents and as available space allows. After the 1<sup>st</sup> birthday, infants are moved to the toddler room, ages 12-24 months, regardless of when their birthday occurs during the year.

For children age 2 and above, class placement is based on the age of the child as of August 31. All children "move up" in August at the beginning of the new school year.

Class	Teacher : Child Ratios	Number of Staff	Room Maximum
Infants:	1:3-4	3	10
Toddlers	1:6	2	10
2's	1:6	2	12
3's	1:6	2	12
4's	1:6-8	2	12-16
5's / K	1:6	2	12

## PARKING

Parents may enter the preschool parking area from the Englewood Church driveways on Winstead Avenue or Michael Scott drive. Parent parking is the area just beyond the preschool carport near the security light pole.

Parents are asked to move quickly with their child/children to the sidewalk that runs along the edge of the parking lot nearest the back of the building and ends at the preschool doors. Children must be kept under close and constant to prevent any accidents in the parking area.

Parents may not drive through the staff parking area at the top of the hill for the safety of the staff and their small children. This is a problematic way to avoid the speed bumps.

Parents may not park in the staff parking area at the top of the hill. Crossing the main driveway at the bottom of the hill is a serious safety issue.

There is no parking under or driving through the preschool carport for the safety of the smallest preschoolers who often “bolt and run.” For that same reason, there is no parking in the main driveway, along the garden at the far end of the carport.

Parents should turn their vehicles off before entering the building. An engaged engine is a potential safety hazard to any person, preschooler and other vehicle in the parking lot.

## WEATHER RELATED CLOSINGS and/or DELAYS

Decisions to delay, close early, or cancel ministry operations at Englewood Baptist Church, including Weekday Preschool/Kindergarten, are made by the Executive Pastor and the Preschool Director. Such decisions do not necessarily match Nash-Rocky Mount Schools.

Delays, early closings, and/or cancellations will be posted through two news agencies:

- (1) WRAL TV 5 – onscreen banner display and/or website home page under “closings and delays”
- (2) ABC 11 – onscreen banner display and/or website home page under “closings and delays”

Information will also be posted on the Englewood Baptist Church Facebook page, the preschool website at [www.ebcpreschool.org](http://www.ebcpreschool.org), Englewood Baptist Church website at [www.engelwoodbaptist.com](http://www.engelwoodbaptist.com), and the EBCRockyMt church app available for free in all app stores.

## SECURITY

Security is a top priority to ensure the safest possible environment for children, parents and visitors. All exterior doors will remain locked at all times. All persons, including children, parents, and visitors, must enter and exit through the main preschool doors only.

Persons requesting entrance to the building must ring the doorbell to the right of the main preschool doors. Entrance is granted only after visual recognition by approved personnel.

Entrance will not be granted to unknown or unauthorized persons. There are no exceptions to this rule.

## EMERGENCIES

The preschool staff is highly trained in emergency preparedness. The preschool conducts regularly scheduled fire drills, tornado drills and shelter-in-place drills.

In the event of an actual emergency, parents will be contacted by phone call, email or text to communicate any information regarding the situation in general and their child in particular.

## BEHAVIOR AND DISCIPLINE

All children will be encouraged to follow established behavior limits at all times while at preschool. Behavior expectations include, but are not limited to:

- For their own safety, children must always walk, rather than run, inside the building, unless engaged in games or music requiring other more active movements.
- Children should use quiet voices while inside. Loud voices are for outside.
- Children should speak kindly and respectfully to other students and adults.
- Children should always keep their hands and feet to themselves unless specifically instructed by their teacher to do otherwise, such as holding hands in line.
- Children should not hit, slap, bite, pinch or push other children or adults.
- Children should not use foul, disrespectful, or offensive language, or use offensive gestures.
- For the safety of others, children should not throw any item of any size or kind inside or outside, unless permitted during games or organized activities.

Each child will be guided to make right choices using a gentle voice and redirection strategies. Consequences for inappropriate behavior will never be related to food, rest or toileting. Methods of addressing misbehavior will include:

- The teacher will use redirection from the inappropriate behavior or activity to a more constructive one.
- The teacher will talk with the child about his or her behavior.

**BEHAVIOR and DISCIPLINE (continued)**

- The child will be directed to “time out” in a designated chair in the classroom to remove the child from the activity until he/she can conform to the acceptable behavior.
- If repeated “time out” in the classroom is not effective for a particular behavior, the child may be brought to the director’s office for additional discussion, additional time out and/or parent contact as the situation and behavior warrant.

“Time out” is the removal of a child for a short period of time (2-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time out” space, usually a chair, is located away from classroom activity but always within the teacher’s sight and hearing. During “time out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After time out, the teacher discusses the incident, inappropriate behavior and consequences with the child, thus helping the child develop responsibility for making the right choice regarding behavior. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children.

- Should a child’s behavior become so disruptive as to jeopardize the welfare of the group, or if a child within the group has been injured by the misbehaving child, the director will contact the parents immediately. Such events will bring the child’s continued enrollment into question, with continued attendance dependent upon input from the parents, the teacher and the director. Consideration will be strongly determined by the overall welfare of both the child and the group.

**CHILD ILLNESS**

As required by state and local regulations, to protect other children and the staff from the spread of illness within the classroom and/or preschool, **no infant or child may attend with any of the following symptoms:**

- Fever in the previous 24 hours not masked by medication
- Runny nose that is green or yellow in color that is not being treated by antibiotics
- Questionable rash
- Diarrhea within the previous 24 hours
- Congested and/or croupy cough
- Pink eye or any other contagious eye infection
- Undiagnosed or contagious rash or skin irritation
- Any symptoms of contagious diseases

**Children brought to school with any of these symptoms will be sent home immediately.**

**CHILD ILLNESS (continued)**

**Head Lice:** Preschool attendance is prohibited for all students or staff members exhibiting symptoms of head lice. Proper treatment of head and home is crucial to prevent repeat infestations. Individuals may return to preschool only after they have received proper treatment and are found free of live lice by a staff member. Please contact your child's doctor or pharmacist for questions relating to diagnosis or treatment of head lice.

**CHILD ILLNESS – STAFF RESPONSE**

When a child runs a temperature of 101 or higher while in attendance, or exhibits any of the symptoms listed above, the following steps will be taken:

- (1) A parent/guardian will be contacted. If the parent cannot be reached, a person from the emergency list will be contacted. It is imperative that parents make arrangements for a sick child to be picked up within one hour or less after receiving notification.
- (2) The child will be removed from the classroom and supervised in the office.
- (3) Return to preschool will not be allowed until the symptoms have disappeared for a full 24 hours as mentioned above and/or after taking antibiotics for 24 hours. The child must be able to participate fully in all activities before returning.
- (4) Children must be without fever and fever-reducing medicines (Tylenol, Ibuprofen) for 24 hours before returning.
- (5) When a highly communicable disease is contracted by a child in the preschool, the office or classroom teacher will warn parents of a possible contagion, if deemed necessary.

**MEDICATIONS**

This is a no-medication facility. No medicines will be administered to any student at any time by any staff member for any reason. Parents who desire that medicines be administered during preschool hours will need to come to the preschool to do that in person.

Parents of children with conditions that require emergency medications be kept on-site (inhalers, EPI pens, Benadryl, etc.) must complete the necessary permission form. Such on-site medications must be current and labeled with the child's name.

Parents may give permission for teachers to administer topical treatments such as diaper creams, teething pain relief (Orajel, etc.), and sunscreen by completing the necessary permission form. This form is kept on file in the office and in the child's classroom. It is valid for 1 year.

Children with asthma need to complete the necessary paperwork and provide an up-to-date inhaler, labeled with the child's name, that will be kept in the classroom in a secure location.



## ALLERGIES

Parents are required to provide specific allergy information and required treatment. The information is kept in the preschool office, as well as listed confidentially in the classroom for use by staff or substitutes.

If the appropriate allergy emergency treatment requires an EPI pen, parents are responsible for providing an up-to-date EPI pen, labeled with the child's name, that will be kept in the classroom in a secure location.

## NUTRITION

**Half-day students** opt out of the nutrition program by signing the required "opt out" form in compliance with state mandates. Parents should send a daily morning snack with their child.

**All-day students** receive a morning snack, a hot lunch, and an afternoon snack each day. All meals and snacks meet nutritional guidelines as determined by the state. Each week the menu is posted on the Parents' Page bulletin board near the preschool entrance.

Parents of all-day children are asked not to send food items. If a meal is brought from home, it must meet the same state nutritional guidelines: a meat or protein source, vegetable, fruit and bread. Peanut butter is not allowed; some children are so highly allergic that just the smell of peanut butter can trigger a serious allergic reaction.

**Parents of infants** will be required to provide formula, milk, cereal and baby food needed for each day. All bottles must be prepared, closed with lids, and labeled with the child's name and date. The bottles will be refrigerated upon arrival and warmed before feeding. Breast milk may be brought frozen. Parents must provide bottles. The breast milk will be thawed, placed in the bottle and warmed before feeding. All infant food that is sent from home must be unopened, labeled with the child's name and date. Any leftovers will be sent home at the end of the day.

### Note:

- Due to children with allergies, this is a PEANUT FREE facility.
- If your child has nutritional needs that are outside of these guidelines, please speak with the director or assistant director.

## CLOTHING

Children should be dressed appropriate to the season and appropriate for sitting on the floor and playing outside. The children have outside play every day, weather permitting.

Tennis shoes are strongly recommended; loose sandals and flip-flops can be tripping hazards.

## EXTRA CLOTHING

It is a state requirement that every preschooler must bring a season-appropriate change of clothes, including underwear, in a large zip-loc bag with the child's full name written on the bag. This change of clothes stays in the child's cubby to be used as needed. Soiled clothing will be sent home in a plastic bag and a new set of clothing should be sent in the next day.

## POTTY TRAINING

The staff is well-trained in this process, and is keenly aware that each child progresses through this training at his or her own pace. The staff works closely with the parents by following parental practices and suggestions as much as possible.

Between 18 and 30 months, children should be transitioning from diapers to pull-ups and/or regular underwear. 3-year-olds should be using pull-ups and/or regular underwear. All children should be completely potty-trained by age 4, unless there are extenuating medical circumstances.

## PARENT VISITS

Parents/guardians are welcome to visit the preschool at any time, but all visitors must be listed on the student's approved list. There are no exceptions to this rule.

All visitors are required to sign-in and sign-out on the visitors log in the office.

## PARTIES

Parents are welcome to bring party treats for birthdays or other special occasions. However, because of known and/or potential food allergies, all foods brought into the preschool must be commercially prepared as they provide a complete list of ingredients. Candies and other smaller items must be commercially prepared and individually wrapped.

**Homemade items cannot and will not be accepted.**

**Gifts, excessive decorations, costumes and balloons of any kind are not allowed.**

Parents should contact the teacher in advance to schedule the best time of day for a party.

## TOYS

Children may not bring toys to school unless it is a Show and Tell item. At no time for any reason should a child bring characters that depict violent behavior, weapons, money, marbles, candy, gum, or other valuable items. The teacher will hold any inappropriate items and return them to the parent at pick up.

## FIELD TRIPS

According to state regulations, preschool children may not leave the facility for off-campus events, such as field trips.

In keeping with this policy, the preschool arranges for monthly programs of special interest to be brought to the preschool. Examples include fire safety programs, story tellers and presentations from Braswell Library, and science demonstrations from the Imperial Arts Center.

Because the kindergarten is included in the preschool population, they may not attend field trips even though they are technically school-aged.

## PROGRAMS

Weekday Preschool/Kindergarten traditionally presents two evening, all-family programs during the year, a Christmas program and a year-end graduation/promotion program in May. Parents are notified of specific dates, times and plans well in advance of these events.

## HOLIDAY POLICIES

**Christmas:** The emphasis is the birth of Christ and the events surrounding His birth. Other non-religious holiday traditions, including Santa Claus, are neither taught nor supported.

**Halloween:** In compliance with Biblical mandates, no aspect of Halloween is taught, celebrated, or encouraged.

**Easter:** The emphasis is on the death and resurrection of Jesus Christ. While eggs may be used as resurrection visuals, no other tradition, including the Easter Bunny, is taught, celebrated or encouraged.

## TERMINATION OF CARE

It is a difficult and heartbreaking decision to remove a child from this preschool program. Such a decision is never made lightly or easily. Nonetheless, should the situation warrant, Weekday Preschool/Kindergarten reserves the right to remove a child from the program if deemed necessary, considering the best interest of the child and other children.

Removal from the program may become necessary if any of the following occur:

Failure of a parent to pay tuition, resulting in serious overdue status.

Failure of a parent to complete required forms; removal is a state-mandated consequence.  
Failure to keep immunizations current; removal is a state-mandated consequence.

Failure of a child to adjust to the program after a reasonable amount of time.

Consistent biting, consistent overly-aggressive behavior, or other discipline and behavioral problems.

Determination by the preschool that it cannot meet the needs of the child.

Determination by the preschool that it is not in the best interest of the child and/or the program to continue.

The director will decide termination of care only after input from the parents, the appropriate staff, the Executive Pastor and/or other associate pastors of Englewood Baptist Church. Should care be terminated because of a failure on the part of the parent or a discipline problem of the child, no money will be refunded for lost tuition.

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### **A note from the director:**

What a lot of information! Rules and regulations and restrictions and responsibilities -- all this just to attend preschool! I know it seems overwhelming, but the care and welfare of your precious little one -- physically, emotionally, academically and spiritually -- is extremely important to us. We take seriously the responsibility that God has given us to care for you and your family. Thank you for trusting us and granting us this remarkable privilege!

In Him, for Him, by Him, and through Him,

Ms. Kristin