

Dear parents,

Thank you for your interest in Robinson Presbyterian Church Preschool.

Robinson ministers to children ages one through four years old.

My name is Maureen Mohr, I have been at Robinson since 2000 and have been a one, three and four year old teacher. I'm happy to say, I'm also the director.

The school year is being planned for you preschooler and we hope your child will be part of it. Please take the time to read through this information booklet. If you have any questions, please feel free to contact me via email at: Robinson preschool@robinsonpresby.org or through the preschool office at 704-537-5687.

Thanks you again, for considering Robinson weekday preschool as your child's preschool experience in preparation for elementary school. The staff and I consider it both a privilege and a blessing to help you love and nature your children through our weekly preschool ministry program.

If you are new to the area or are looking for a church home, please join us at Robinson Presbyterian Church for a service on Sunday at 11:00 or in any of our ministries and activates. The church website is: robinsonpresb.org. The preschool also has a Facebook page. Find us at: Robinson Presbyterian Preschool

Welcome to Robinson Presbyterian Preschool!

Maureen Mohr
Director/teacher, Robinson Presbyterian Preschool

Philosophy & Purpose

While children are in our care, they will experience a safe environment where God's goodness is freely shared and His word surrounds us, is explored. It's the hope of our staff that children will feel safe, loved and secure as opportunities are provided for them to grow spiritually, emotionally, socially and intellectually.

Our commitment to you is to equip our preschool with the finest teaching staff available. An age graded Christian curriculum will be used at each age level with the goal of kindergarten readiness achieved in the 4-year old program.

We consider children a sacred trust and will strive for excellence in every area of our preschool program.

General Information

Church/preschool: 9424 Harrisburg Road, Charlotte, NC 28215

Phone Numbers: Preschool Office: (704) 537-5687
Church Office: (704) 537-5506

Church website: www.robinsongpresby.org
Preschool email: preschool@robinsongpresby.org

Programs Offered

Children must be age appropriate (according to North Carolina Law) on or before August 31 of the school year: We may or may not be able to accommodate a child with special needs. Please speak to the director, so we can see if we can accommodate the needs of your child.

| Program | #days per week | days |
|------------------------|----------------|-------------|
| 1 year old | 2 | Tue/Thu |
| | 3 | Mon/Wed/Fri |
| | 5 | Mon-Fri |
| 2 year old | 2 | Tue/Thu |
| | 3 | Mon/Wed/Fri |
| | 5 | Mon-Fri |
| *3 year old | 2 | Tue/Thu |
| | 3 | Mon/Wed/Fri |
| | 5 | Mon-Fri |
| *4 year old | 3 | Mon/Wed/Fri |
| | 5 | Mon-Fri |
| *must be potty trained | | |

2 days a week is not offered in our 4 year old program because only coming to school 8 days a month, doesn't get them ready for full day kindergarten. Tuition is based on an annual number of school days each year. There is no extra charge for months having five weeks nor is there a reduction in fee during a holiday month, a child is absent from school because of illness, or if the school is closed due to inclement weather. We may or may not be able to accommodate a child that has special needs. Please speak to the director, so we can see if we can accommodate the needs of your child.

A non-refundable registration fee is required with the enrollment agreement to secure a space in the program.

A late fee of \$25 will be assessed, if monthly tuition is not received by the 5th of each month. If tuition is not paid by the 10th of the month, the child may not continue in the program until the tuition and the fees are made current. Payment cannot be in cash.

There will be a \$25 service charge on all returned checks (NSF), in addition to the face value of the check.

Preschool Hours

Arrival

Each school day begins at 9:00am. Strive to have your child to class on time. Arriving after class has begun will cause your child to miss opening activities and cause him/her to feel uncomfortable coming in the classroom.

Dismal

School ends at 1:00pm, each afternoon children will be finished and ready for pickup at 12:55pm. Children will only be sent home with either parent or persons listed on the emergency information card. Anyone picking up your child will be asked for your code work and picture I.D.

School Calendar

Our first day of school will be the Tuesday/Wednesday after the Labor Day Holiday. We will be closed on the following holidays: Labor Day, Veteran's Day and Martin Luther King Day. We will follow the Charlotte/Mecklenburg school calendar for Thanksgiving, Christmas and Spring breaks. There will be a teacher workday in January for us to clean our room.

Late Pick Up Fee

To encourage prompt child pick up, a late fee will be assessed for any child picked up after 1:10pm for preschool and after 3:00pm for extended day. The charge is \$1 per minute.

If you are unable to pick your child up on time, please call and let us know. Extenuating circumstances (Inclement weather) are taken into consideration and in certain cases may waive the fee.

Robinson Extended Day

Extended day is available to anyone to use at any time from 1pm to 3pm. The preschool must be informed each morning if you are planning on using it, to ensure enough staff are available for your children's safety. However, we know that some mornings you do not know you will be running late, please call if that is the situation prior to 12:00 so staff can be fully prepared for after school. If we have not received a call from you, we will assume you are running late and your child will be left in the classroom until you arrive. At this point you will be responsible for paying late fees to your child's teacher.

Inclement Weather

We will follow the CMS closing and dismissal for snow, ice and other inclement weather. Please listen to your local radio or television stations for this information. If CMS is closed for inclement weather, the

preschool will be closed. If CMS is on a one or two hour delay, we will also be on that same delay. We WILL NOT make a separate announcement. In the event that CMS closes early, we will close at the same time. Preschool children should be picked up as soon as possible. We will accommodate all the children until a parent/guardian has arrived to pick them up.

Attendance/Health

Our preschool days are planned in advance and each day is built on the day before. Therefore regular attendance is important and highly encouraged. There will be NO refunds or make-up days for absences.

Sickness

For the good health of all our children, we cannot allow a sick child to attend class.

Sickness includes, but not limited to:

Fever within 24 hours

Nausea and/or vomiting and/or diarrhea within 24 hours

Contagious illness/disease

Matted or pink eye

Any of these symptoms would be reason to keep your child home. If any of the above symptoms are noticed during the school day, you or your emergency contact number will be notified to pick up your child. The child will be removed from the classroom, as to help not spread any illness.

Please keep your child home until he/she is free of symptoms/fever/diarrhea for 24 hours. All children placed on antibiotics should have 24 hours of treatment prior to returning to school. The preschool staff is NOT allowed to administer medications, ointments or lotions to your child.

Severe Allergies

If your child has a life threatening allergy, please discuss this with the director so that an individual emergency plan can be put in place before the preschool year begins. You must also list the allergy on the emergency card.

Immunizations

For your child's protection, we require all children to be current on their immunizations. As part of our registration process, a physician's statement/immunization record form must be filled out and signed by your doctor. This must be completed and returned to the preschool prior to the start of the preschool year.

Withdrawal Policy

If for any reason you need to withdrawal your child from the program, a two week advance signed, written notice is required. You will be responsible for tuition though the two week notification period and there is no partial refund for the remaining month.

What to bring to School

A book bag containing;

- A complete change of seasonally appropriate clothing, which should contain socks, underwear and a plastic bag to place dirty/wet clothes in. Diapers or pull-ups if necessary. Please ensure all clothing is age and preschool appropriate. (no flip flops, no onesie)
- A lunch box containing age appropriate food and drink. Juice boxes, Go Gurt's, Yogurt and Pudding are not recommended for the one and two year old classes.
- Also, please cut up hotdogs, grapes and anything else that may be a choking hazard to young children.
- Please leave at home any toys, pacifiers, or any other belongings that are not needed at school. RPC cannot be held liable for such items.

I have read this parent handbook and agree to abide to it. I will also sign it before my child/children start school.

Parent signature

Date

Child's name

(Please sign and return to the Preschool)

