



# Starmount Preschool

## Parent Handbook 2017-2018

A mission and ministry of  
Starmount Presbyterian Church  
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*Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Starmount Preschool will practice the following disciplines and behavior management policy: ..... 26*

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## Staff Roster

<b>Cindy Lee</b>	(Birthday: March 27)	Director
<b>Traci Patrick</b>	(Birthday: April 28 )	Toddler Teacher
<b>Christy Mitchell</b>	(Birthday: November 27)	Toddler Teacher
<b>April Free</b>	(Birthday: April 8 )	Lead 2's class (M - F)
<b>Sephania Booe</b>	(Birthday: October 3)	Assistant 2's (M - F)
<b>Kim Waterson</b>	(Birthday: August 26)	Lead 3's class (M-F)
<b>Linda Blackley</b>	(Birthday: February 6)	Assistant 3's class (M - F)
<b>Suzanne Shaffer</b>	(Birthday: November 21)	Lead Pre-K class (M-TH/M-F)
<b>Julia Boyles</b>	(Birthday: July 13)	Assistant Pre-K class (M-TH/M-F)

## Preschool Committee

### Committee Function

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The Starmount Preschool Committee is a committee of the Session of Starmount Presbyterian Church. The Committee, under the guidance of the Session, guides the Preschool in its decision making and successful operation. The Preschool Executive Committee serves to oversee the financial health and personnel decisions of the Preschool. The most recent Preschool Committee description is located in the Appendix for you to read.

### Preschool Executive Committee Members

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The Preschool Executive Committee is made up of the following members:

- Cindy Lee (Preschool Director)
- Rev. Dr. Kathryn Campbell (Associate Pastor)
- Susan Preston (Church Elder)
- Libby Wilson (Financial Director)
- Evelyn Nadler (Church member)

### Preschool Committee Members

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The Preschool Committee is made up of the Preschool Executive Committee and:

- Megan Chandler (Starmount member and Consignment Sale Organizer)
- Thea DeLoreto (Room Parent Organizer)
- Morgan Westerman (Parent)
- Kelsey Barry (Parent/Church member)

## **Mission Statement**

The Starmount Preschool program seeks...

- To establish and maintain constructive personal relationships with each child
- To provide an environment that provides stimuli at each stage of growth
- To guide each child in the use of this environment
- To help each child develop his/her own personal potential
- To build a good self-image
- To make progress toward a better social adjustment
- To value his or her own rights and the rights of others
- To develop manipulative skills and acceptable work habits
- To learn to listen for directions and to follow them
- To communicate verbally and express him/her self freely through music and art
- To grow in his/her understanding and appreciation of God's love
- To grow in his/her willingness and ability to respond to God's love
- To insure that each child is happy, feels loved, and is able to respond in love and with confidence to those around him/her.

Starmount Preschool accepts children without regard to race, color, creed, and national/ethnic origin.

## **Statement of Purpose**

The Preschool is a ministry of Starmount Presbyterian Church, under the direction of the Preschool Committee. It seeks to provide child care and a preschool for families of the church and members of the wider community. The Preschool also provides a community of support to parents and assist them as they help their children to develop into healthy, thoughtful, responsible, and spiritual individuals.

## Classes

Starmount Preschool begins on Wednesday, August 31, 2017. The first week the children will go until noon. Lunch will NOT be served during this week. This schedule will allow the children time to adjust to their new environment and routine.

The following classes will be offered for the 2017- 2018 School Year:

Room	Teacher Ratio
Young Toddler Room (Flexible schedule)	7:2
Toddler Room (Flexible schedule)	8:2
2 year-old preschool (M/W/F)	12:2
2 year-old preschool (T/TH)	12:2
3 year-old preschool(M/W/F)	14:2
3 year-old preschool (T/TH)	14:2
Younger 4 - Pre-K (M-TH)	18:2
Older 4/5 - Pre-K (M-F)	18:2

\*Class placement is determined by the child's birthdate on or before August 31, 2017.

## Enrollment Priorities

The enrollment priorities will be as follows for the 2017-18 school year:

- Children of Starmount Presbyterian Church members
- Children/siblings of Preschool/Church employees
- Children/siblings already enrolled in the program who wish to continue
- Children from the wider community

## Conferences

For the 2 year-old, 3 year-old, and Pre-K classes, there will be two written evaluations and conferences during the year: one in the fall and one in the spring. Parents are encouraged to request a conference whenever desired.

When making a conference appointment, please make every effort to be on time. If you encounter a conflict, please alert the teacher as soon as possible in order to respect the other parents' conference times.

## **Operating Schedule**

- Starmount Preschool operates from 9:00 am until 1:00 pm Monday through Friday.
- Parents are reminded to carefully observe the opening and closing hours of the program.
- Please do not arrive prior to 8:55am. Our teachers are preparing for the day.
- Please pick up your child promptly at 1:00pm. Our staff is scheduled to leave at 1:15; please allow them to do so by picking up your child on time.
- There will be an over-time charge of \$10.00 for every 5 minutes or portion after 1:10pm.
- School begins operation on Wednesday, August 31, 2017.

## **Preschool Closings**

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Starmount Preschool follows the calendar and the policies of the Guilford County School System regarding delays or closings due to inclement weather, holidays, early dismissals, and teacher workdays.

- If the Guilford County Schools close, Starmount Preschool will also close.
- If the Guilford County Schools are delayed 1 hour, the Preschool opens @ 9:00am
- If the Guilford County Schools are delayed 2 hours, the Preschool opens @ 10:00am
- If the Guilford County Schools are delayed 3 hours, the Preschool opens @ 11:00am
- If the Guilford County Schools close early, the Preschool will close one hour earlier than the schools. For example, if the schools are to close at 1:00 pm, the Preschool will close at 12:00.

In case of snow or ice, please listen to your radio or TV for school closings or delays. The number of snow days to be made up, if any, will be determined by the Preschool Executive Committee and Director. The Preschool has days built in to the calendar for which tuition is not paid. When registering a child, registration and September's tuition are paid. Tuition is paid for September through May.

If the weather conditions should become hazardous after your child has arrived at school, please come and pick up your child as soon as possible. Use your best judgment and come while you can still manage to get back home safely. Please Keep the Director informed.

## **Early Dismissal**

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Several times a year Guilford County Schools has early dismissal days for the purpose of continuing teacher education. On those days the Preschool will dismiss at 12:00. The children will not eat lunch at school on those days that are designated. Parents will be notified in advance of these days.

The early dismissal days on the Guilford County schedule are:

- October 4, 2017
- November 8, 2017
- January 31, 2018
- April 25, 2018

## **Cooperation of Parents with Preschool**

Everything possible shall be done by the staff, the parents, and the Preschool Committee to help the parents of the Preschool students to realize the obligation which is theirs to cooperate closely with the program.

All efforts will be made to help a child adjust successfully to the Preschool environment. If it appears to the staff that this is unable to happen successfully, then the staff and Director will discuss the situation with the student's parent(s). Following that discussion, should the adjustment not improve, then the parents shall withdraw the child from the program.



## Parent Responsibilities

First & foremost, the Preschool wants the program to be as stress-free as possible for both the parent and student. For success for parents, students, and teachers, the Preschool asks for the parents to abide by the following requests. This will provide a smoother school day for all.

*First and foremost, please label everything – it's the easiest way to avoid confusion.*

### Food

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- Parents are required to provide a lunch and a drink for each student.
- The Preschool will supply a mid-morning snack consisting of Goldfish, Cheerios, Animal Crackers, Cheese Its, Pretzels, or the like. If you would prefer your child not to have these snacks you may send an alternate. Please let the teacher know of this request when dropping off your child.
- The Preschool does not provide juice or milk for lunch.
- Your child's teachers should be made aware of any food allergies or special instructions.
- For the Toddlers and 2 year-old classes, the Preschool teachers have access to a microwave and a refrigerator for food that requires warming or refrigeration.
- For the 3 year-old and Pre-K classes, it is requested that the child's food be placed in a Thermos to keep things warm and/or use ice packs to keep lunch cool.

### Clothing

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- A complete change of clothing and diapers/training pants is necessary for each child.
- Please dress your child for playing and doing – children should not have to restrict their activities because of clothing that should not get dirty.
- Shoes- please make sure they are appropriate for play inside and out. Please avoid Crocs.
- The Preschool classes go outside, weather permitting. Please remember sunscreen and bug spray in the warmer months, and on chilly days please send a jacket.
- It is very important that all personal articles such as clothing, diapers, diaper bags, bottles, etc be plainly marked with your child's name. We cannot be responsible for unlabeled "lost items."

## **What to Bring for Your Child**

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### *Young Toddler Room*

- Plastic bottles. Please, no glass.
- Formula and/or juice (While teachers cannot measure formula, pre-measured formula for mixing is acceptable.)
- Food as it becomes appropriate. Please send the food in pre-cut, ready-to-eat bite size pieces
- Disposable diapers
- A change of clothes
- Spill-proof training cup
- Bib

### *Toddler Room*

- Lunch food items including a drink. Please send the food in pre-cut, ready-to-eat bite size pieces.
- Spill-proof training cup for juice at snack time
- Eating utensils
- Disposable diapers
- A change of clothes
- Bib, if needed

### *2 year-old's – Pre-K classes*

- Lunch food items and a drink
- Change of clothes
- Sports cup or sippy cup

*If your student needs a bag to transport papers and other items back and forth to school, please let your child's teacher know and she will provide one for you.*

## **Release of Children**

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No child will be released to anyone other than the parent without written consent to the Director.

## In the Classroom

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- Parents are always invited to observe any of the classrooms and to discuss concerns, praises, or suggestions with the Director.
- Check the bulletin boards, entry doors, or hallways within the school. Important announcements and changes will be posted for your information.
- A monthly newsletter and weekly email will be sent with updates about the Preschool and upcoming events.
- Since the Preschool is only prepared for the children enrolled in each class and must adhere to the maximum number of children in each room, attendance by playmates or relatives is not permissible.
- Notes from parents are appreciated at any time. Please notify the teachers in writing of any unusual event or deviation from normal routines, such as a change of car pool or visiting a friend.
- Birthdays: Celebrations at school need to be kept simple. Please check with your child's teachers to discuss what you are allowed to bring: classmate's allergies may need to be taken into consideration. Please notify the teachers concerning the day you wish to celebrate your child's birthday. Please do not send private birthday party invitations through the Preschool, even if you are inviting the whole class. A new child may have entered the class without your knowledge and will have hurt feelings about not receiving an invitation.

## Absences

There will be no refund given if a child is absent unless approved by the Preschool Committee.

## Class Rosters

A class roster will be available on parent portal. This is for school use **ONLY**.

## Safety

- The Preschool abides by Starmount Presbyterian Church's *Safe Church Policy*. Should you want to review a copy of this Policy, please contact the Preschool Director or a member of the Preschool Executive Committee.
- Monthly Fire Drills will be performed.
- The Preschool doors will be open from 8:30 - 9:30 a.m. and again from 12:30 - 1:30 p.m. If you need to drop off your child at the Preschool between 9:30 and 12:30 (when the doors are locked), please use the Church's main office doors to enter the Preschool. These doors are located under the awning to the left of the Preschool doors in the main parking lot.
- **All Preschool Staff are certified in American Red Cross First Aid/CPR/AED**
- **Each classroom is equipped with a First Aid kit**
- **Please abide by the Rules of the Playground (below)**

## STARMOUNT PLAYGROUND RULES

(ADHERED TO BY BOTH THE CHURCH AND THE PRESCHOOL)

**Families are welcome to play on the playgrounds after Preschool hours.**

**Please abide to the playground rules these are in place for safety purposes.**

**Should the above rules continue to be broken on a regular basis, then after-school playground privileges will be revoked for all children.**

### For Both Playgrounds

- Do not throw mulch, rocks, or sticks.
- Be Kind.
- Be Safe.
- Please lock the gates with both the gate latch and the corded latch.

### Large Playground

- **Green Slide:** *Please note: this slide is for ages 3 and up*
  - Use the stairs, one person at a time, to climb to the stop of the slide.
  - Do not play at the top of the slide.
  - Do not hang over the side of the slide coming down.
  - Do not walk up the slide.
  - Do not push.
  - Slide down the slide feet first, seated on your bottom.
- **Yellow Equipment:**
  - The connecting tunnel is ONLY for climbing through.
  - Do not climb on top of the connecting tunnel.
  - Do not jump off the stairs.
  - Do not walk up the slide.
  - Do not push.
  - Slide down the slide feet first, seated on your bottom.
- **Swings**
  - The swings should only be pushed when someone is seated on them.
  - As you push someone, please be aware of other children around the slides.
  - Teach children to keep a proper distance from the swings when in use.
  - Do not play around the swings when other children are swinging.
- **Bouncy Board**
  - One child at a time.
  - Do not climb on the other parts of the equipment.
- **Jungle Gym/Dome**
  - Do not jump off of the equipment.

### Toddler Playground

*(Please note: this playground is intended for children ages 3 and under)*

- Please keep the sand in the sandbox.
- Any **riding toys** must be put away upon completion of use.
- The **swings** are for children ages 2 years and younger.

## Drop-Ins

The Preschool does not allow drop-ins for children not currently registered in the program. If your child is registered in the Young Toddler or Toddler rooms and there is a space available, you may drop in, once you have clearance from the Director. For the 2 year-old through Pre-K classes, drop-ins are allowed for the children that are presently enrolled as long as the classroom is not at full capacity.

If you would like to use the drop-in, please check with the Preschool Director before the day you need to bring your child.

*The cost for drop in is \$50.00 for the day and is due the morning of the drop-in.*

## Tuition and Fees

- The yearly registration fee is \$75/one month's tuition per child for the first child and \$50.00/one month's tuition for the second (this payment will go towards September's payment)
- Fees (tuition only) will be refunded if you are admitted into the program but move from the Greensboro area and inform the Director within a timely manner and this must be approved by Preschool Executive Committee and the Director.
- Fees are billed on a monthly basis. Note: Tuition is still due if you go on an extended trip to hold your child's spot.
- All fees are to be paid on a monthly basis and are due the 1st of the month.
- Unless prior arrangements have been made, payments received after the 10th of the month will be considered late and assessed a \$10.00 late fee to your account.
- Parents will receive notice of overdue accounts.
- Fees are non-refundable unless approved by the Preschool Executive Committee.
- There will be a \$30.00 charge for any returned check.
- Non-payment of tuition for a period of two months will result in your child being dropped from the program, unless special arrangements are made with the Director.
- If you cannot pay on time at any time, please talk to the Director.
- Online payments through your bank are acceptable.
- Credit cards are not accepted at this time.
- Checks should be made payable to Starmount Preschool Include your child's name and class on the bottom of the check in the memo section.
- **LATE POLICY: You will be charged \$10.00 for every 5 minutes after 1:10pm, unless the Director is notified by phone or in writing by 12:45pm.**

## Illness

We ask you to accept responsibility for not bringing your child to school if there is any indication of illness or fatigue. Our guidelines for sick children were developed for the benefit of all the children at the Preschool to prevent exposure to contagious diseases.

Please keep your child home if she/he:

- has or has had a fever within the last 24 hours.
- has an onset of diarrhea characterized by an increased number of bowel movements. This is defined as 2 or more within a 1-3 hour period.
- has experienced episodes of vomiting.
- shows signs of known contagious disease, such as chicken pox, conjunctivitis, ringworm, or scabies.
- has a rash that is not identified.
- is unable to participate in normal activities, even without obvious symptoms.
- has green or yellow discharge from nose.

*Please notify the Preschool Director and teachers if your child develops a contagious infection so we can alert all parents. The student must present a Doctor's Note before returning to class.*

### Illness Onset during School Hours

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- If your child becomes ill while at Preschool, you will be notified by the classroom teacher or the director.
- Parents should pick up sick children within one hour of being called.
- During the interim time from when a parent has been called to the child being picked up, an attempt will be made to isolate the sick child.
- The Preschool will call to pick up your child only when it is absolutely necessary.

For the Guilford County Health Department guidelines regarding illnesses and school attendance, please see Appendix D.

## Immunization Records

A record of immunizations is required for each child. This record should be kept up-to-date by the parents. Please make sure the preschool office has a copy in his/her record by September 15, 2016.

### **Discontinuing Use of Starmount Preschool**

The use of Starmount Preschool may be discontinued at any time. However, for billing to be stopped, the Director must be notified in writing that you wish for your child to be dropped from the roll. You will be billed for the day/days until written notice is received. All billing must be current to date; any previously unpaid tuition is still owed in full to the Preschool.

If you want to make a change in your child's schedule, it needs to be changed before the 30th of the month prior. If it is not done by this time, you will be billed for the next month.

### **Photo Release**

The Preschool utilizes social media, including Facebook, Twitter, and the Starmount Presbyterian Church website for promotion, as well as in some print materials. The children and teachers will be photographed during normal school hours, including field trips and other sanctioned Preschool activities.

The Preschool would like to know your desires for your children being included or not included in these publications and include it in their file. Therefore, please sign and return the Photo Release, located at the end of this Manual, by September 15, 2016.

## **Appendix A: Preschool Committees**

### **Purpose and Goals**

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Starmount Preschool at Starmount Presbyterian Church (SPC), is a Christian mission opportunity for the church and community. It is operated under SPC Session supervision. The Preschool Executive Committee shall deal with financial, business, and confidential components of the Preschool and present reports and options to the Preschool Committee for approval and implementation.

### **The Preschool Committee Structure**

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The place of the committee in church organization: The Preschool Committee shall be a committee of the Session. An active Elder will chair the committee and the Preschool Director, Associate Pastor, and Director of Finance and Administration will provide staff support. These people will also serve as the Preschool Executive Committee as well.

### **Composition of the Preschool Committee**

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- Active Elder as Chair
- Associate Pastor
- Preschool Director
- Director of Finance and Administration
- One teacher, selected by the Director
- Two Preschool parents, one a member of SPC and one not a member
- At least one SPC member not a parent of present student.
- Additional Preschool parents selected by the committee from those expressing interest in serving

### **Composition of the Executive Committee**

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- Active Elder as Chair
- Associate Pastor; Consultation of Pastor
- Director of Finance and Administration
- Preschool Director
- Starmount member without a child as a student and member of Preschool Committee.

With exception of the Associate Pastor, the Preschool Director, and the Director of Finance and Administration, it is our intent to provide board continuity by limiting terms of office of church members a three-year term with the possibility of one additional term. Parents of Preschool children may serve for the time their child (ren) are enrolled at Starmount Preschool. All committee members shall be able to vote with the exception that Preschool employees will not vote on salaries.



## **Function of the Executive Committee**

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The Executive Committee will be responsible for reviewing all financial matters including, but not limited to:

- The overall financial health of the Preschool, including budgeting
- Teachers' and Director's salaries, using Personnel Committee as a resource
- Tuitions and fees, including delinquency fees
- Approving scholarship requests

The Executive Committee shall formulate, and amend as needed, all guidelines relative to the operation of the Preschool and shall forward changes to the Preschool Committee and Session for approval.

The Executive Committee shall work with the Associate Pastor and any other necessary individuals in the interviewing and hiring of Preschool Director. The committee and Preschool Director will take an active role in hiring lead teachers. The Director will oversee the hiring process for other employees after consultation with Executive Committee. The Executive Committee will also oversee the overall execution of personnel policies within the Preschool.

## **Function of the Preschool Committee**

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The Committee will be responsible for reviewing all financial matters submitted by the Director of Finance and the Executive Committee

- Acquiring Session approval for any fund raisers.
- Approving summer and after school activities.
- Reviewing the financial statements for the Preschool at its monthly meetings
- Approving how fundraising money is used

The committee will submit an annual budget for the Preschool and summer program to the Session by its August meeting at the latest. The budget shall include all possible funds to be realized from tuition and fees, as well as proposed salaries for personnel, request for supplies, equipment, and repairs.

The committee shall periodically review, with the help of the Director, the adequacy of the physical facilities, the maintenance of the building and playground, and all equipment.

The committee, with support of the Executive Committee, will cooperate with the Session and other committees of the church to support the church's vision of "Called to Worship, Empowered to serve".

The committee members are encouraged to visit the Preschool while classes are in session and to support the mission of the Preschool in any other way possible.

## Appendix B: Volunteering and Fundraisers

### Volunteering

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Many ask how they can get involved in supporting the Preschool with their time and talents. Here are just a few ways that the Preschool needs volunteers:

- Consignment Sale (Fall/Spring)
  - Need consigners
  - Need volunteers to work the sale
  - Need volunteers to help with set up and breakdown
  - Provide snacks/drinks for volunteers
- Book fair
  - Volunteer to help cover when sale is open(30 minutes before school/30 minutes afterschool)
  - Set up and break down
- School Pictures(Fall/Spring)
  - Helpers to take kids back and forth to the photographer
- Room Parents
- Class Parties
- Substitutes in classrooms while staff is out, whether due to illness or for meetings. Please note: parents do not substitute in their child's class.

### Fundraisers for the School

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- Fall Consignment Sale: September 21- 23, 2017
- Cookie Dough Sale: October 22 – 31, 2017
- Spring Consignment Sale: March 16-18, 2018
- Original Art Works: Spring 2018

*The above fundraisers benefit the Susan White Helping Hands Fund. The Fund, named after former Starmount Preschool teacher and Director and Starmount Presbyterian Church member, provides monies for scholarships and class enrichment activities. Past monies were used to fund the Spanish enrichment for the 3 year-old and Pre-K classes on Fridays. Should you not want to participate in the above fundraisers, donations can be made directly to the Fund instead.*

- Scholastic Book Fair: February 11 – 17, 2018

*The Book Fair proceeds provide books for Preschool classrooms.*

## Appendix C: Starmount Preschool 2017-2018 Calendar

<b>2017</b>	
August 28	Teacher Workday (9:00 -1:00)
August 29	Teacher Workday (9:00 –1:00)
August 29	<b>Open House/Parent Meeting (6 pm-7 pm)</b>
August 30	Preschool First Day (9:00 -12:00)
September 4	Labor Day ( No School)
September 10	<b><i>Kick Off Sunday - Worship at Starmount, including teacher dedication, followed by lunch, activities (10:00 – 12:00)</i></b>
<b>September 21-23</b>	<b>Fall/Winter Consignment Sale</b>
October 4	Early Release Day (Dismiss @ 12:00)
October 30	Teacher Workday (No School)
November 8	Early Release Day (Dismiss @ 12:00)
November 10	Veteran's Day (No School)
November 22-24	Thanksgiving Holiday (No School)
December 15	Christmas Program
December 21, 2017 - January 2, 2018	Winter Holiday Break (No School)
<b>2018</b>	
January 3	Preschool Resumes
January 15	MLK Holiday (No School)
January 23	Teacher Workday (No School)
January 31	Early Release Day (Dismiss @ 12:00)
February 19	Teacher Workday ( No School)
<b>March 16 - 18</b>	<b>Spring/Summer Consignment Sale</b>
March 30 – April 6	Spring Break (No School)
April 25	Early Release Day (Dismiss @ 12:00)
May 14 - 18	Teacher Appreciation Week
May 29	Memorial Day (No School)
May 31	Pre-K Graduation
June 1	Preschool Last Day

- Parent Celebration in Spring TBA
- **NOTE: First week of school is children will not have lunch. They will dismiss at 12:00**

## Appendix D: Attendance & Illness Guidelines for Parents

Guilford County Physicians have agreed that a child should not attend preschool/daycare:

<b>If the child develops....</b>	<b>Keep Them at Home Until...</b>
diarrhea (loose or watery stools)	diarrhea clears up or a physician or the Health Department has determined it is not contagious
yellow or green discharge from nose	nose runs clear
vomiting	vomiting dissipates
fever (defined as a temperature greater than 100.6 rectally or 99.6 orally which persists after 30 minutes rest without fever medicine)	fever has been absent at least overnight
pain (including stomach ache, headache, ear ache)	symptoms have disappeared
severe eye infection	a physician or the Health Department has determined it is not contagious
numerous mouth sores	sores are healing & child feels well
head lice	treatment has begun and the child has a physician's note
scabies	treatment has begun and the child has a physician's note
yellowish skin or eyes or has contact with someone who has these symptoms or a diagnosis of hepatitis	the Health Department has OK'd the child's return to the Preschool
difficult or rapid breathing, sore throat	physician has OK'd the child's return to the Preschool
dark, tea-colored urine	physician has OK'd the child's return to the Preschool
grey or white stool	physician has OK'd the child's return to the Preschool
severe itching of body or scalp	physician has OK'd the child's return to the Preschool
skin sores or rash	a physician or the Health Department has determined it is not contagious
ill feeling & cannot participate in usual activities whether or not other specific symptoms are present	child feels well

*Guilford County physicians agree that a child may attend preschool/daycare if he/she has minor cold symptoms (runny nose, mild cough, congestion) unless these symptoms are accompanied by any of the symptoms in the Table above.*

## **Appendix E: The Program Curriculum and Classroom Objectives**

The class time is structured to provide for a variety of experiences from which the child can grow emotionally, socially, intellectually, physically and spiritually. The teachers will describe the daily schedule to you in detail at the Parent Meeting. Each child brings with him/her unique skills, personality and needs. We love each child for all that he/she is and also for the areas in which he/she most needs our help. Children's best interests deserve a close partnership between parents and teacher.

The curriculum is organized around Theme/Units of study. This helps the child focus on a subject or concept. Room decorations, art projects, music, finger plays, stories, conversations, and the like are organized for the theme/unit to enhance learning.

You will receive a calendar from the teacher each month describing the month's theme/units, events and field trips (3's – Pre-K classes). Please read it carefully, save it, and post dates on your calendar. Each class has a bulletin board outside of the classroom. Information and sign-up sheets will be posted there.

### **Toddler Room Objectives**

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In the early months and years, infants experience their surroundings by using their senses (seeing, hearing, tasting, smelling and feeling), by moving around the room, and through playing with others. For non-mobile children, objects are brought to them for observation. Songs are sung to them while rocking or walking around their surroundings. Mobile children can move to play with objects and show some interest in things and others. A positive and warm environment coupled with trusting adults leads to a secure and confident experience for the children and parents. With this kind of love, the children will begin to build a healthy self-esteem. Imitation, repeated play/actions with toys or materials, songs and plenty of books read to the children will be our main focus with these age groups.

### **Older Toddler Room Objectives**

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The period from 12 months – two years old is fast paced. In the toddler room, the activities are kept simple. They will be exposed to many different sights, sounds, and textures. A creative and positive environment is top priority. The toddler class will be exposed to numbers, letters, colors and concepts in a way a one year-old can grasp. Each day the class will count and look at numbers, look at the alphabet, consider the weather, learn colors/shapes, and some forms of conceptual learning (in/out, off/on etc.)

## **Two Year-Old Objectives**

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The philosophy and emphasis of the two year-old class is first and foremost the encouragement of positive self-concepts. This includes the encouragement of creativity (blocks, dramatic play, story time, listening and writing, sharing ideas, and free art), language development (songs, stories, listening, sharing, one to one experiences, finger play, and games) and pro-social behavior (emphasis on communications, and sharing feelings). Also, this includes the development of self-esteem, including physical contact, eye contact, confidence, self worth, and pride in accomplishments such as art work, projects, free play, and the like.

The basis of what children do, how they learn, and what they learn is through play. Play is children's work and is the most significant way in which the child learns. Through play, the two year-old will:

- Discover self
- Learn to cope with new situations
- Learn to get along with others
- Explore and experiment
- Learn to focus attention
- Develop concepts
- Test ideas
- Learn about the world

Two year-olds will begin to recognize sizes, colors, shapes, and his/her name. They will also be able to take directions, focus attention, develop listening skills, cut with scissors, and work with glue.

## **Three Year-Old Objectives**

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The three year-old class is designed to build on previous preschool and other learning experiences and to prepare the child for future schooling. The basic goal is to have an atmosphere of caring and sharing among class members and teachers. The aim is for happy days while learning together.

Each child shows many sides to his/her personality. The following categories help to understand better the areas of his/her makeup:

### **Emotional Development**

- Exhibiting self-control and self-confidence
- Developing independence
- Developing inner resources that enable one to enjoy time spent alone
- Having fun and being happy

### **Social Development**

- Sharing and taking turns
- The ability to make friends
- Learning and following rules to organized games
- Willingness to try new things
- Using appropriate table and social manners
- Engaging in dramatic play

### **Intellectual Development**

- Expressive and receptive language
- Problem solving skills
- Conceptual skills – colors, shapes, counting order, sizes sequencing
- Sitting quietly at rug time, listening for directions and information
- Lengthening of attention span

### **Physical Development**

- Climbing, hanging, running, jumping, and pumping a swing
- Balance, agility and strength
- Pencil and crayon grip and control
- Cutting on lines with scissors by self
- Practicing good health habits/ hygiene

All of the above and much more will be taught through play throughout the school year.

## **Pre-K Class Objectives**

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The Pre-K classes are designed to build on previous preschool and other learning experiences and to prepare the child for kindergarten the following fall. Our basic goal is to have an atmosphere of caring and sharing among class members and teachers. Four/Five year olds are very peer-conscious and anxious to make friendships. The Preschool aims for happy days while learning together.

Each child shows many sides to his/her personality. The following categories help to understand better the areas of his/her makeup:

### **Emotional Development**

- We try to encourage a positive accepting attitude in the children.
- Self control and independence are developed with a positive approach.
- Developing a feeling of security and positive self confidence will be a goal.

### **Social Development**

- Playing and sharing well and learning to respect the rights of others.
- Children will be encouraged to share responsibilities and follow adult supervision without resentment.
- The goal is that all will be accepted within the group and allowed to be both leaders and followers.

### **Intellectual Development**

- Children are encouraged to listen attentively and speak clearly.
- Attention spans are lengthened, vocabularies expanded, and originality encouraged.
- Conceptual skills such as recognizing colors, shapes, sizes, likenesses and differences, alphabet letters, numbers and working from left to right are taught.
- Children are encouraged to recognize and eventually print their own name.

### **Physical Development**

- Active play will encourage use of large muscles in running, climbing, skipping, jumping, catching, bouncing, and throwing a ball, pumping swings, and riding toys.
- Quiet activities will encourage use of small muscles in proper grip of pencil or crayon, cutting on a line with scissors, gluing and printing neatly.
- Children are expected to dress themselves.

You will be receiving information about what the children will be learning throughout the school year at the Preschool Parent Meeting, as well as through monthly communications from the classroom teachers.



## Appendix F: Community Resources

### Important Community Phone Numbers

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American Red Cross	336-333-2111
Animal Control (Greensboro)	336-641-5990
Family Life Council	336-333-6890
Guilford County Department of Public Health	336-641-7777 (Greensboro) 336-845-7777 (High Point)
Poison Control	800-848-6946
United Way	336-378-6600
Women's Resource Center	336-275-6090
City Information	336-373-2489

### Important Phone Numbers and Websites

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Starmount Preschool	336-299-3564	<a href="http://www.starmountpreschool.org">www.starmountpreschool.org</a>
Starmount Presbyterian Church	336-299-8131	<a href="http://www.starmountpres.org">www.starmountpres.org</a>
Triad Mom's on Main <i>(Sponsor of the Preschool's Award)</i>		<a href="http://www.triadmomsonmain.com">www.triadmomsonmain.com</a>
Guilford County School System		<a href="http://www.guilford.k12.nc.us">www.guilford.k12.nc.us</a>
Consignment Mommies <i>(Listing Starmount Preschool Consignment Sales and others)</i>		<a href="http://www.consignmentmommies.com">www.consignmentmommies.com</a>
Greensboro Public Library	336-335-5430	<a href="http://www.greensborolibrary.org">http://www.greensborolibrary.org</a>
Greensboro Parks & Recreation	336-373-2574	

## **Appendix G: Discipline and Behavior Management Policy**

*Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Starmount Preschool will practice the following disciplines and behavior management policy:*

### **We DO:**

- Praise, reward, and encourage the children
- Reason with and set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their levels.
- Use short supervised periods of time-out sparingly.
- Stay consistent in our behavior management program.
- Use effective guidance and behavior management techniques that focus on a child's development.

### **We DO NOT:**

- Spank, shake, bite, pinch, push, pull slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms or closets as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.



# Starmount Preschool

## Photo Release Form

As the parent of a child (ren) at Starmount Preschool, I agree to the following:

- I understand that my children whose names are listed below may be photographed at school during normal school hours, field trips or activities.
- I understand that these photographs may be used in school newsletters or posted on the website or in other publications.
- I give permission for my child (ren)'s photographs to be posted on the website, Facebook, newsletters, or any other publication. (Only first names will be used, if added at all.
- I understand that I have the right to request, in writing to have a photo removed from the website or face book within 10 working days.

The following are the names of my child (ren):

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( ) Yes, I confirm, that I have read and understood the above, and agree to have my child (ren)'s photo's posted.

( ) No, I do not wish to have my child (ren)'s photographs published.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 7/17