



Starmount Preschool

Parent Handbook 2021 - 2022

A mission and ministry of
Starmount Presbyterian Church
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Staff Roster

Cindy Lee (Birthday: March 27)	Director
Suzanne Shaffer (Birthday: November 21)	Assistant Director
Traci Patrick (Birthday: April 27)	Toddler Teacher
Kristen Bowles (Birthday: April 15)	Toddler Teacher
	Teacher 2's class (M - F)
Cassidy DeHart (Birthday: August 14)	Teacher 2's (M – F)
Julia Boyles (Birthday: July 13)	Lead 3's class (M-F)
Kristin Dexter (Birthday: Sept. 12)	Assistant 3's class (M - F)
Meghan Lee (Birthday: Sept. 22)	Lead Pre-K class (M-F)
Tonya Dobrogosz (Birthday: Dec. 18)	Assistant Pre-K class (M-F)

Preschool Committee

Committee Function

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

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

- Cindy Lee (Preschool Director)
- Jinny Buchanan (Elder Rep)
- Susan Preston (Preschool Committee Chair)
- Evelyn Nadler (Church member)

Preschool Committee Members

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

- Suzanne Shaffer – Assistant Director
- Megan Chandler (Starmount member)

- _____ Room Parent
- _____ (parent)
- _____ (Church member)
- _____ (parent)
- _____(consignment sale)

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 Monday, August 2^{3rd} (9:00am – 1:00pm)

The following classes will be offered for the 2021 - 2022 School Year:

Room	Teacher Ratio
Toddler Room (Monday/Tuesday/Thursday)	7:2
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
4/5 - Pre-K (M-TH)	15:2
4/5 - Pre-K (M-F)	15:2

*Class placement is determined by the child's birthdate on or before August 31, 2021.

Enrollment Priorities

The enrollment priorities will be as follows for the 2021-2022 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

A written evaluation will go home in November for the 3-year-old class and Pre-K class. In the spring the Pre-K class will have a conference in order to prepare for kindergarten. 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 other families conference times.

Operating Schedule

- Starmount Preschool operates from 8:55 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.
- With the new keypad system, the doors will automatically unlock from 8:55-9:15 and 12:55-1:10. If you are going to be late, please contact the Preschool office or your child's teacher and use the entrance at Ashland Drive.

Preschool Closings

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 Prepaid tuition are paid. Tuition is paid for October through May. (Due to Covid-19/school starting in October – prepaid tuition will be applied to November)The days in October will be used for weather or shut down to Covid.

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.

No early dismissals scheduled at this time

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 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 Administration 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. 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

- Parents are required to provide a lunch and a drink for each student.
- The Preschool will **NOT** supply a mid-morning snack this year to Covid-19 restrictions. We ask that you send in a small snack
- 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 Toddler class, the Preschool teachers have access to a microwave and a refrigerator for food that requires warming or refrigeration.
- For the 2-year-old - Pre-K class, 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. Please send lunches ready for the child(ren) to eat.

Clothing

- 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 and sandals.
- 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

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

Release of Children

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

In the Classroom

- Check your email from your child's teachers regularly
- 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/email/text or phone call 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. At this time parents will not be allowed to come into the classroom, but you are more than welcome to send something in. IT MUST BE REPACKAGED and STORE BOUGHT. 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.

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 only open to staff and children at this time.
- **All Preschool Staff are certified in American Red Cross First Aid/CPR/AED**
- **Each classroom is equipped with a First Aid kit**

(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 2 and under)

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

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 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. Tuition is still due if we have uncontrolled weather issues. The school calendar has nine days built into their calendar for weather of emergency situations. These days are the days in October, which tuition is not paid. You pay tuition from November – May. Make up days will be looked at by the preschool committee to determine when and how many will be made up.
- Tuition is due each month even if we have to close a classroom due to Covid-19.
- All fees are to be paid on a monthly basis and are due the 1st -10th 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 accepted after your child registration has been processed
- 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.**

Note: Tuition payment is expected to be made monthly-if you are out for a trip, being sick or classroom shut down due to Covid-19; tuition is still expected to be paid.

Tuition is only charged from September - May. Days attending in August are built into the calendar and will be used for days missed if we are out for weather or covid-19.

Make sure you have signed up for Brightwheel. You can download the app on your phone and go from there. It is a new software program we began using at the end of last school year. Please be patient as we are still navigating our way around. If you have any questions concerning Brightwheel contact the Preschool office.

Illness/Covid-19 Guidelines

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.

Guidelines & Procedures for Preschool

~ Please remember all new guidelines and procedures put in place are due to mandates made by both the state and CDC in order for us to operate~

Drop-off/ Arrival Procedures

- Parents must wear masks at drop off and pick up
- Children not required to wear masks (state guidelines state children under the age of 5 are not mandated to wear one) - it is parents' decision if they wish for their child to wear one.
- Parents are not allowed into the classrooms at this time.

Monitoring for Symptoms

- Symptoms to look for that are signs of COVID-19:
 - Fever (considered 100.4 or higher)
 - Chills
 - Shortness of breath
 - Difficulty breathing
 - New cough
 - New loss of taste or smell

What to expect if someone screens positive at drop-off or develops symptoms during the day at school

- If screened positive at drop-off, you will be asked to leave in a discrete manner.
- If your child is showing signs once at school, they will be placed in a designated room away from the other children. The parents will then be contacted and told to come pick up their child as soon as possible. The child will stay in the designated room until the parent comes to pick up their child (ren). There will be a separate entrance/ exit for this designated room that will be communicated to the parent when called to pick up their child.
- IF YOU HAVE MULTIPLE CHILDREN AT THE PRESCHOOL:
 - If you have more than one child in our program, please know that if one screens positive/ develops symptoms they all must be sent home regardless if the other(s) have screen positive/ developed symptoms.
- If screened positive at drop-off or your child begins to develop symptoms at school, you must follow the guidelines outlined under "Someone Screened/ Tested Positive, When Can We Return to School?"

Someone Screened/ Tested Positive, When Can We Return to School?

~ This goes for anyone who screened positive/ showed symptoms at school, tested positive/ shows symptoms at home, or has someone in their family/ someone they were in close contact with who screened/tested positive or is displaying symptoms ~

- Person can consider returning to school after completing at least 10 -14 days of quarantine at home. The purpose of the quarantine is to determine if the person who was exposed to / showing symptoms of Covid-19 will be infected.
- Person can return to school when they answer YES to ALL 3 questions:
 - Has it been at least 10 days since symptoms first appeared?
 - Has it been 72 hours (3 days) since the person had a fever (without using fever reducing medicine)?
 - Has it been 72 hours (3 days) since the person's symptoms have improved, including cough and shortness of breath?
 - Once the criteria above are met it is required to acquire a negative Covid-19 test to return to school. **(Must have note from Physician with test result)**

Preventing Spread in the Classroom

- 3 W's
 - Wear
 - Wait
 - Wash
- Classes will not travel in hallways at the same time other classes are traveling
- No classes mixing at this time
- Classes will play only with the children in their class
- Area surfaces are cleaned in between usage
- Classroom/ toys and surfaces cleaned throughout school days

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, 2021.

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. Please sign and return ASAP.

Appendix A: Preschool Committees

Purpose and Goals

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

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

- Active Elder as Chair
- 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

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

With exception of 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

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

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

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
- 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

- Fall Consignment Sale: September 9th-11th
- Cookie Dough Sale: TBD
- Spring Consignment Sale: TBD

The above fundraisers benefit the Susan White Helping Hands Fund. The Fund, named after the 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 class, the Creature Teacher, and other events for the Preschool classrooms. Should you not want to participate in the above fundraisers, donations can be made directly to the Fund instead.

- Scholastic Book Fair: TBD

The Book Fair proceeds provide books for the Preschool classrooms.

Appendix D: Attendance & Illness Guidelines for Parents

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

If the child develops....	Keep Them at Home Until...
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 100.4 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:

Each class is structured to provide a variety of experiences where the child can grow emotionally, socially, intellectually, physically, and spiritually. At Starmount our staff strives to have a bond between the child and parent.

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

You will receive a calendar from the teacher each month. Please read it carefully, save it, and post on your calendar. *The calendar will also be posted outside of each class along other important information.*

Appendix F: Community Resources

Important Community Phone Numbers

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

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

Appendix G: ***Classroom Management***

- The 3 R's – Reinforcing – Remind – Redirect
- Staff will show faith in each child's own ability and uniqueness
- Listen to the children.
- Staff will use a warm and positive tone
- Treat the children as people and respect their needs, desires, and feelings.
- Explain things to children on their levels.
- Meet each child right where they are in their development
- Encourage
- Hands on learning
- Learn through play
- Staff will use many tools to create a positive learning environment – crafts, dramatic play, stories time while using age appropriate manipulative's



Photo Release Form

As the parent of a child(ran) 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):

() 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: _____

