

Mouzon United Methodist Church Weekday Preschool

2017-18 Parent Handbook



A Ministry of Mouzon United Methodist Church
3100 Selwyn Ave., Charlotte, NC 28209
704-525-1326, ext. 303
www.mouzonumc.org
[Facebook.com/MouzonWeekdayPreschool](https://www.facebook.com/MouzonWeekdayPreschool)

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WEEKDAY PRESCHOOL STAFF

			<u>Birthdays</u>
Director	Sally Swanson C: 704-778-2680	sally@mouzonumc.org swansonsally@earthlink.net	July 9
Ones	Michelle Yon	michirosas@hotmail.com	July 1
Twos	Jennifer Sullivan Carey Cavanaugh	havenandchristian@yahoo.com careycavanaugh@gmail.com	Nov. 14 April 7
Threes	Jackie Shropshire	shropshirejackie@gmail.com	June 17
Fours	Robin Hall	brslhall@bellsouth.net	Sept. 7

WEEKDAY PRESCHOOL BOARD MEMBERS

Barbara Helm, Chair	barbhelm0107@gmail.com	704-231-7707
David Johnson	architect692003@yahoo.com	704-359-7341
Jackie Shore	shoregerald@bellsouth.net	704-617-0274
Pastor Linwood Brooks	pastorbrooks@mouzonumc.org	704-525-1326
Sally Swanson	sally@mouzonumc.org	704-778-2680
Parent Rep.	TBA	

2017-18 School Calendar

<u>EVENT</u>	<u>DATES</u>	<u>STATUS</u>
Blessing of the Backpacks (Mouzon United Methodist Church event open to all)	Sunday, August 27	11:00 worship service
Teacher Workdays	August 23, 28-31	9:00 am – 1:00 pm
Open House	Thursday, August 31	10:00 am – Noon
Labor Day Holiday	Monday, September 4	CLOSED
First Days of School	Tues. & Wed., Sept. 5 & 6	9:00 am – 1:00 pm
Parent Orientation/Snacks (All families are required to attend one of these sessions)	Tues. & Wed., Sept. 5 & 6	9:10 – 9:40 am
Add It Up Campaign	September/October TBA	Donation Fundraiser
Fundraiser Wrap-up/Family Dinner	TBA	
Block party and Attic Sale (Mouzon United Methodist Church event open to all)	Sat. October 28	Morning
Veterans' Day Holiday	Friday, November 10	CLOSED

Thanksgiving Family Event	Wed., November 15	Covered dish, lunchtime
Thanksgiving Break	November 22-24	CLOSED
Barnes & Noble Book Fair	Saturday, December 2	10 am - noon
<u>Mouzon Weekday Preschool – 2016-17 Calendar - continued</u>		
Babysitting Event/Fundraiser	Friday, December 8	Evening
Christmas Break	December 20-January 2	CLOSED
Teacher Workday	Tuesday, January 2	CLOSED
Classes resume	Wednesday, January 3	
Martin Luther King, Jr. Holiday	Monday, January 15	CLOSED
Presidents' Day	Monday, February 19	CLOSED
Children's Theatre	Wednesday, February 28	11:30, Flynn Hall
Teacher Appreciation Week	March 12-16	
Spring Break	Fri., Mar. 30, April 2-6	CLOSED
Last Day of classes	Wed., May 23	OPEN
School Picnic	Thursday, May 24	Princeton Rd Playground
Teacher Workdays	May 25, May 30	
Memorial Day Holiday	Monday, May 28	

Notes:

- Parent/Teacher conferences will be held in the fall and spring. Each teacher's dates will be announced later. School does not close for conferences.
- We will be **OPEN** during the following CMS workdays: September 21, September 22, October 30, January 22, March 29.
- Photography dates have not been set yet. We usually have fall and spring photo sessions. Purchase is optional, but serves as a school fundraiser.
- Activities such as Music, My Gym, and special events will be announced later.
- In the event of inclement weather, if Charlotte Mecklenburg Schools close, we are also closed. These days will not be made up.

PARENT INFORMATION HANDBOOK

This handbook is designed to acquaint all parents with the current policies and procedures of Mouzon Weekday Preschool. The school reserves the right, in its sole discretion, to revise these policies and procedures as needed.

PROGRAM/OBJECTIVES

The intent of our program is to encourage and support the development of each child and to provide opportunities for self-exploration and discovery with an emphasis on Christian values. Children are innately active and curious; it is our goal to provide learning experiences designed to stimulate your child's creative learning abilities. The overall development (cognitive, social, emotional, and physical) of your child is considered and planned for through a variety of activities. Ensuring the positive development of your child's self-image is of primary importance in all aspects of our program planning.

We will monitor the progress and development of each child through a Developmental Checklist. These records will be shared during conferences that will be scheduled twice per year, or as requested by parents and/or staff. (Parents or staff may schedule a conference as needed during the year. **We do ask, however, that parents refrain from talking about concerns in front of the children.**)

ADMISSION POLICY

Mouzon Weekday Preschool admits students regardless of race, color, national, and ethnic origin in administrations of its educational policies, admissions policies, and other school-administered programs.

Forms and information necessary for each child's file are required to be submitted by the parents prior to the first day of school. All children must have current immunization records at the time of enrollment. This record must be signed and dated by the child's physician.

ALL AGES (Toddlers through Four-years-old)

1. Child must be appropriate age on or before August 31, 2017.
2. Completion of registration application and all required* forms.
3. Compliance with required health and immunization record.
4. Registration Fee and May 2018 tuition paid.
5. Agreement of policies in Parent Handbook.

*required forms include Registration Application, Emergency Contact Form, Policy Form, Health Certificate/Immunization Record.

Admission Policy (continued)

THREES PROGRAM

Requirements 1-5 above, PLUS

Child must be **fully potty trained** by October 30, 2017.**

****fully potty trained**" means no pull-ups. There should be no more than four accidents. After the fourth accident there will be a parent/teacher conference.

FOURS PROGRAM

Requirements 1-5 above, PLUS

Child must be fully potty trained.

HOURS OF OPERATION

Regular school hours are 9:00 a.m.—1:00 p.m., Monday through Friday.

ORIENTATION

The transition between home and school, while exciting, can be challenging. Therefore, our school follows multiple steps to ease this process.

- Before school starts, the family is invited to come for an Open House, where they will meet the teacher and tour the school.
- **First days:** The school opens for classes on Tuesday, September 5. Only those children who have regularly scheduled classes on a Tuesday will come. (Most other children will have Wednesday, September 6 as their first day.)
 1. **One-year-olds** may, if desired, have a short day with the following structure:
 - a. Parents will bring children to the classroom at 9:00 a.m., and stay in the room for 5-10 minutes.
 - b. Parents then leave to attend an orientation meeting in Flynn Hall while the children stay with the teacher.
 - c. At the end of the meeting, parents **and** children leave.
 2. **All other ages** will have a full day. (Pack a lunch for your child.)

NOTE: All Parents/caregivers are expected to attend an orientation session, even if you are a returning family.

3. Two orientation sessions are scheduled this year: **both Tuesday and Wednesday, September 5 and 6, right after drop-off**. The Director will review policies and answer questions. If you are unable to attend this session, please see the Director.

ARRIVAL and DEPARTURE

Code for the keypad at the Woodlawn Avenue entrance: **3118**. The glass doors on both sides of the building are unlocked approximately 8:45 am to 9:15 am and 12:45 pm to 1:15 pm. All other times, please ring the doorbell.

Children may not be left unattended in a vehicle for any reason, including: the child is sleeping, the child is sick, weather conditions, or inconvenience. If you have one of these situations, "buddy up" with another family so a child is not left alone. At times, the Director may be able to help, also.

Arrival

The staff tries to have the classrooms ready to receive the children at **8:55 am**. Please remain in the church lobby until that time, or until the Director props opens the children's wing doors.

Upon arrival in the classroom, please help children wash hands or use hand sanitizer. Be sure to make personal contact with your child's teacher.

We want to make the transition to and from school a positive one for both you and your child. It is very important to your child that you are on time dropping him/her off in the morning. Our teachers work hard to create lesson plans each day, and may not be able to wait to begin their activities. We have found that a late child often feels disoriented, and at times, disrupts the class.

It is also important that you say goodbye quickly to ease your child's transition into the classroom routine. When you linger, it is harder for class to get started.

Sometimes a child is upset when a parent leaves. If this happens, the teacher will comfort the child. Tell your child goodbye in a reassuring way, and go ahead and leave. (You may want to develop your own goodbye routine, like two elbow bumps and a kiss.) We will call you if your child continues to be upset and cannot be easily re-directed to an activity.

Departure

Let us know in advance if you have planned for someone else to pick up your child. We will not release a child to anyone without parental authorization. Our staff has the right to ask for a picture I.D. from the adult you designate for pick-up.

If you arrive to pick up your child and the class is not in the room, please move into the classroom. When you wait in the lobby or hallway, it is difficult for the teachers to safely monitor the children's return to the room.

Departure (continued)

Once the teacher has released each child to the caregiver, her responsibility is over. Please be aware of your child's behavior and location after school. We ask that children be supervised, and they must be with an adult when leaving the classroom.

Please check your child's bag/backpack for special projects and other important information.

EMERGENCY INFORMATION

For your child's safety, it is critical that you keep emergency names and phone numbers up-to-date. If your child needs you, we want to be able to contact you or your designated emergency contact as soon as possible. Please notify us of any changes as soon as possible.

LATE PICK-UP POLICY

School is dismissed promptly at 1:00 pm. Please be on time. It can be frightening to your child if you are late picking him/her up. If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher, who will reassure your child that you will be arriving shortly. Office: 704-525-1326, ext. 303. Ms. Sally's cell: 704-778-2680.

Parents are allowed a 5-minute grace period for pick-up. Beginning at 1:06 pm, a late-fee of \$1.00 per minute will be charged. For example, if you pick up your child at 1:07, the fee is \$7.00. If not paid at pick-up, the late fee will be added to your next account statement. The purpose of the late fee is not to gain additional income, but to encourage promptness.

Since unforeseen emergencies do arise, one grace day will be given to each parent. (See the coupon at the back of the handbook.)

ATTENDANCE

Although attendance is not compulsory for preschoolers, students miss valuable instruction if days are missed. Therefore, it is suggested they be present every day unless they are physically unable to attend. **Any day that your child will not be in school, please call us.** We worry when we don't see your child's smiling face

SCHOOL CLOSINGS

The school is closed when Charlotte-Mecklenburg Schools are closed due to bad weather. School closing announcements are made on radio and TV beginning at 5:30 am. You may also check www.cms.k12.nc.us, or the CMS Facebook page.

Should CMS **delay** opening, our school will plan to open at **10:00 am**.

If public schools close early, we will close also, and ask that you pick up your child as soon as possible.

Due to our varied class schedule, school days missed due to inclement weather will not be made up.

TUITION/FEES/FINANCIAL RESPONSIBILITIES

Mouzon Weekday Preschool does not participate in any federally funded programs; therefore, fees, tuitions, and fundraisers are the school's primary sources of income and it is necessary that all accounts be kept up-to-date.

Payment of Fees

1. For newly enrolled children, one month's tuition must accompany the registration fee. This advance tuition payment will be credited for the month of May 2018 and is **NON-REFUNDABLE**.
2. Currently enrolled families will make the first tuition payment in May 2017. This advance tuition payment will be credited for the month of May 2018 and is **NON-REFUNDABLE**.
3. For all children, the remaining 8 monthly tuition payments are due one month in advance, unless other arrangements are made with the Preschool Director. (For example, September's tuition is due August 1. October's tuition is due September 1, and so on for the remainder of the school year.)
4. Activity fees are due annually with the second tuition payment, and are **NON-REFUNDABLE**.
5. The preferred payment method is electronically through Tuition Express. Or, checks may be hand-delivered to the Preschool hallway mailbox, made out to Mouzon Weekday Preschool.
6. A fee of \$10.00 is charged for payment received after the tenth of the month.
7. Monthly fees are payable in full, regardless of absenteeism or date of withdrawal.
8. You will be charged for any returned check fees that we incur.

Tuition/Fees/Financial Responsibilities (continued)

Activity Fees: Activity fees help to cover the costs of additional services, and are **non-refundable**. See chart below for sample of activities.

Sample Activities	Ones	Twos	Threes	Fours
Music	x	x	x	x
Storyteller	x	x	x	x
My Gym		x	x	x
Science/cultural		x	x	x
Children's Theatre			x	x
Spanish Lessons			x	x
Classroom magazine				x
Handwriting w/o Tears				x

WITHDRAWAL PROCEDURES/REFUNDS

1. The Preschool Director must be notified in writing one month in advance of withdrawal of a child. Fees are due that month, whether or not the child is in school. There can be no tuition adjustment for withdrawals after April 1, 2018.
2. Registration fees, Activity fees, and May 2018 tuition are **NON-REFUNDABLE**.
3. No credits or refunds are given for absences due to illness, inclement weather, family vacations, or holidays.

HEALTH POLICIES

All children must submit a Health Certificate and Immunization Record within 30 days of starting classes. No child will be accepted without immunizations. (We do not accept medical exemptions.)

The Health Certificate and Immunization Records are due either:

- By October 6, 2017
- Or within 1 year of our last record on file

Please apply sunscreen to your child before coming to school. Teachers are not allowed to do this.

Upon arrival in the classroom, please help children wash hands or use hand sanitizer.

We prefer that children receive all medications before or after school. (This includes applying ointments for rashes.) If your child needs medication during the school day, please fill out the "Permission to Administer Medication" Form (included at the back of the Handbook).

Health Policies (continued)

We follow universal health precautions in order to prevent the spread of diseases. This includes, but is not limited to, frequent hand washing, disinfecting toys and surfaces in the classroom, teaching children to cough or sneeze into their elbows or a tissue (not their hands).

If your child becomes sick at school, we will call you to pick him or her up.

If he or she is injured or needs medical attention and we are unable to reach you, we will contact medical authorities, per your Emergency Contact Form.

For the health and safety of all, sick children need to remain home until a physician has given them a clean bill of health, or they have been symptom-free for 24 hours without medication. Children often don't have a temperature in the morning, but spike one in the afternoon.

The following is a list of circumstances that may require us to send your child home, or would cause your child to be out of school for at least **24 hours**. This is not a comprehensive list and other illnesses will be assessed on a case-by-case basis. For the safety of your child and the others in the class, we ask that you adhere to this policy.

List of illnesses/Reasons to keep home/Reasons to send home

- Has a fever 100 degrees or above; **can return after being fever free, without medicine, for 24 hours**
- **Behavioral – if a child seems unusually irritable or tired, isn't eating, isn't participating**
- Respiratory symptoms – labored breathing, wheezing, continuous coughing
- Diarrhea and/or vomiting
- Rashes – with the exception of diaper rash or eczema
- Cold symptoms with green or yellow runny nose
- Pink eye with white or yellow discharge; can return 24 hours after first treatment
- Lice – can return after first treatment
- Chicken pox - until all blisters have scabbed over
- Hand, foot, and mouth disease – can return once fever-free, without medicine, for 24 hours
- Strep throat; can return 24 hours after antibiotic treatment has begun
- Hepatitis-A, viral infection; can return one week after onset of illness or jaundice
- Impetigo; can return 24 hours after antibiotic treatment has begun

WHAT TO BRING AND WHAT NOT TO BRING

Children are not to bring toys, candy, games, jewelry, or other articles from home unless it is listed on their activity calendar (i.e. Show and Tell) or the teacher has given special permission. We cannot be responsible for any article brought from home that is lost or damaged.

For toddlers, we welcome special security objects ("loovies") to make transitions easier. Please refrain from sending pacifiers to school. They hinder your child's communication skills and increase the spread of germs.

CLOTHING-Label everything!

Please dress your children in comfortable and washable play clothes. We participate regularly in activities such as finger painting or the My Gym sessions. Dress your child according to the weather, and please note that we try to go outside every day.

Sturdy, closed toe shoes with rubber soles are the most desirable for play at school. Also, for safety, shoes should be comfortable and fit well. Sandals, boots, and Crocs are not appropriate for playing in the mulch and sand on the playground.

Modesty is important. For girls who wear dresses, please wear shorts or leggings underneath. For children with baggy shorts, please wear underwear.

Clothing which your child can manage on his or her own are essential and help your child become self-reliant.

For all ages: Please leave an extra set of labeled clothing in your child's cubby, appropriate for their current size and the season.

DIAPERS

For children not toilet-trained, please bring an adequate supply of diapers. Teachers have storage space available if you would like to bring in a package.

If your child is in diapers, and you have questions about their readiness to be toilet-trained, please see your Teacher or the Director for a copy of our policy. Please note that for sanitation reasons, children in the one-year-old classroom may not have individual potty seats in the room. They will be taken to the toilet by their Teacher or the Director as needed.

As noted in the Admission Policy, Three-year-olds must be fully trained by October 30, 2017. Please see the Director if you have questions.

Diapers (continued)

Please do not use pull-ups of any kind. We have found them to be confusing to children who are toilet-training, and they prolong the training process. Further, pull-ups require removing clothing and shoes in order to put on a fresh one, so the changing process can be unsanitary, time-consuming and distracting for the teacher.

SNACKS

Snack time is a special time for our preschoolers as they gather to share food and converse with each other and staff. The children especially enjoy taking part in helping to set up for snack, passing out snacks, etc. Your child's teacher will let you know how snacks will be handled (either individually or as a class). Please send in healthy snacks. Some suggestions are: fresh fruit, raisins, goldfish, graham crackers, pretzels, etc.

LUNCH/FOOD/BEVERAGE

Your child should bring a lunch every day. Be sure to pack nutritious lunches with an ice/cold pack. Please include a napkin in their lunch each day. See the list at the end of this section for suggestions on what to send. Please **DO NOT** send in hot dogs, popcorn, nuts or any other food that poses a significant choking hazard. Always cut grapes and other fruits into bite size pieces.

Be sure to send a refillable waterbottle/sippy cup that can go outside.

Our children and teachers sit down together for lunch following a mealtime blessing. We feel that our lunch period is a special time: for developing good manners, eating within a time frame, preparing for school lunchroom experience in later years, developing good nutritional habits, and just having fun chatting with our friends. In addition, children with full tummies are much happier at pick-up time.

Send only what your child can eat. Too much food can be overwhelming.

Make sure your child is capable of handling his or her lunch independently. Please have children practice opening items before sending them in the lunchbox. This includes containers, pouches, cheese sticks, yogurt, etc.

Although we will encourage your child to eat, we are not able to hand-feed your child.

Please refrain from sending in "desserts." If a dessert is sent in, your child will be asked to place it in their bag to take home.

It is important to note that we cannot guarantee an allergy-free school. However, we are deeply committed to working with our school families to provide a policy that can support children with allergies when at all possible.

The School is not banning the use of peanut butter at this time; however, due to the increased questions about peanut allergies, we present the following information.

- All commercially sold foods must have ingredient labels by federal law. If peanuts are present in the food, it is in **BOLD BLACK LETTERING** at the end of the ingredient list.
- Many times you will see "May contain trace amounts of peanuts" or "Processed on the same equipment as food containing peanuts" at the end of the ingredient list. These foods may contain peanuts and aren't safe for a peanut allergic child.
- Sometimes the safety of a food depends on the brand. For example, the Keebler chocolate chip cookies are unsafe as the label reads "may contain trace amounts of peanuts". Chips Ahoy chocolate chip cookies do not contain peanuts and are safe. There are many different foods for which this is true. This is why checking the label is essential.
- Peanuts, peanut butter, and peanut oil are frequently "hidden" in many common foods such as chili, Chinese food, Chick-Fil-A nuggets, and popcorn.

Lunch Suggestions

Meats (in sandwich or wrap, or alone): tuna, bologna, ham, roast beef, chicken, turkey

Breads/pitas/bagels/tortillas with or without: jelly, cream cheese, pimento cheese

Hard boiled eggs

Hummus

Dairy products, such as yogurt, cheeses, cottage cheese

Crackers: Goldfish, Cheez-its, saltines, Wheat Thins, Ritz Crackers

Graham Crackers, animal crackers

Pretzels

Dried Fruits: raisins, apricots, cherries, craisins, apples

Fresh fruits: grapes, bananas, oranges, peaches, plums, strawberries, apples, pineapple chunks, fruit cocktail

Fresh vegetables: celery, carrots, broccoli, cauliflower, red & green peppers, cucumbers

We will not heat foods here, but warm foods can be sent in a thermos: pasta with or without sauce, macaroni and cheese, soup, vegetables.

DISCIPLINE POLICY

We believe that consistent loving discipline is not only essential in contributing to a good program, but it is an essential part of our program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to your child unless you are active, as parents, in support of what we are attempting to do. While

Discipline (continued)

prevention of a problem is an efficient short-term approach to discipline, encouraging children to solve problems for themselves accomplishes more in the long run because of the opportunities it provides.

When dealing with conflict, we will always try to keep the child's developmental characteristics in mind. Preschoolers are egocentric and sometimes struggle for independence and control. We acknowledge and talk about each child's feelings, values, behavior, and consequences, and engage the children as active participants in the problem-solving process. The limits we set and the expectations we have for our children will respect the ages and abilities of the children.

Aggressive behavior is not entirely unexpected when young children are together in groups. Sometimes a child will persistently have a behavioral problem such as name calling, scratching, hitting, biting, or some other form of aggressive behavior. We will put the children's safety first and provide appropriate first aid, class interaction, as well as comfort to any child who is the recipient of aggressive behavior. We will work with the children and their parents, to learn alternate behaviors for their aggressions.

Classroom procedures to handle these situations include, but are not limited to, redirection, positive reinforcement when appropriate choices are made, talking with the child about inappropriate behavior, separating him/her from the rest of the group (or taking away a privilege).

We will inform parents of the incident and send an Incident Report Form home. This form must be completed, and signed by a staff member and the Director. In an effort to respect the confidentiality of those involved, names of children involved will not be disclosed. Sometimes there are occasions where our best efforts are not successful in resolving an issue. For problems that continue, the parent will be asked to come to school for a conference with the Director and teacher to discuss the child's behavior. Usually parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Any discussions with staff will be strictly confidential.

The parents of a child who consistently displays aggressive behaviors will be called after the third documented occurrence, to immediately come and pick up their child. A meeting with the Parents, Director, and a member of the Preschool Board will take place, if the problem becomes severe or persists. Ultimately, removal from the program may occur if a serious misbehavior cannot be modified.

BIRTHDAYS AND CELEBRATIONS

Parents are welcome to bring a small snack for their child to share with classmates on his or her birthday. **Please keep celebrations simple. Please schedule them in**

Birthdays (continued)

advance with your child's teacher. Please do not bring decorations, balloons of any kind, or "goodie" bags. Thank you for your cooperation.

Parents are given the opportunity to help with holiday snacks. (Each teacher will have a sign-up sheet.) Once again, please keep these celebrations simple.

Suggestions: banana bread, graham crackers, muffins, Teddy Grahams, pretzels, cookies, cupcakes with **minimal** frosting, rice krispy treats. We reserve the right to cut up large portions, or send home the treat.

CHILDREN WITH DISABILITIES

We try to accommodate children with special needs and disabilities if they are able to perform the daily activities and medical evidence indicates that their conditions are not a direct threat to themselves and others. Parents are involved in developing plans for children of special needs.

VOLUNTEER OPPORTUNITIES/COMMITTEES

The Mouzon Weekday Preschool Board would like all Parents/Caregivers to become involved in the continued growth and health of the school, and would like to have some formal parent committees to help this effort. Below are some suggestions. See the Director if you have an interest in any of these areas, or have other ideas for the school. Whether it is serving on a volunteer committee, becoming a substitute teacher, attending a workday, or being available to lend a hand when needed, parents/caregivers are an integral part of making this school a beneficial experience for each child.

Teacher Appreciation Week

Events are planned and coordinated by parents to thank the teachers for their loving care of our children over the year. Works best with lots of participation! This year's week is March 12-16, 2017. It is held at this time to avoid conflict with elementary schools' Teacher Appreciation events.

Social Activities

Informal gatherings allow for social interaction between families and parents. These could be: play dates on the playground, community night at an area restaurant, morning "coffee" events like Muffins for Moms or Donuts for Dads. Committee members coordinate events with the Director, and are responsible for all the details concerning refreshments, set-up, and clean up.

Committees (continued)

End-of-Year Picnic

Celebrate the end of the school year! Last year's picnic was at the Park Road Park. Families could chose to purchase a boxed lunch or bring their own. This year's picnic is Thursday, May 25, 2017. Volunteers help organize, set-up, and clean up for this event.

Building and grounds

Oversee general and miscellaneous projects for the school's property, including care and upkeep of the playground, classrooms, and trees, and the coordination of workdays to maintain these facilities.

Fundraising

- Events to raise funds for the general or scholarship funds
- Coordinate an event at Harris Teeter to link VIC cards to the school.
- Other examples: Art By Me, Barnes & Noble Book Fair, St. John Photography

Publicity / Communications

- **Webpage / Blogs** Explore new ways to publicize the School via the internet or community outlets
- **Photo Slideshow** Organize photographs taken by teachers (or by parents) in a DVD format with music to be made available at year-end.

Substitute Teachers

We have found that interested and qualified parents are some of our best substitute teachers. (We pay \$10.00 per hour, unless a parent decides to donate the time to the school.)

Room Parents

Serve as a liaison between Teacher & Parents relating to needs of the classroom (ex. supply needs, assistance for an event).

Scholastic Book Orders

Prepare individual book order forms to send home, complete school's total order after forms are returned, and distribute books when they arrive. (The bonus points earned from book orders provide materials for the classrooms.)

CHILD ABUSE

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted teacher will report it to the Weekday Preschool Director for appropriate action

Permission to Administer Medication

Child's name _____

Name of medication _____

Refrigerate? _____

Times to be given _____

Dates to be given _____

Dosage _____

Additional instructions _____

Parent signature _____ Date _____

Record of Administration			
Date	Time	Initial of staff person	Other
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Coupon - Good for one late tuition payment

Please excuse the \$10.00 late fee for paying tuition after the 10th of the month.

8

Parent signature

Month redeemed

(Offer good once per school year per family. Expires May, 2018)

Coupon – Good for one late pick-up charge

Please excuse the late fee for my child being picked up late on this date: _____

Parent signature

Approved

(Offer good once per school year per family. Expires May, 2018)

(Complete, Detach and Return bottom portion to the Director by September 25, 2017.)

Acknowledgement

Please read the following statement, sign, and return to the school by September 25, 2017.

I/We have read the Parent Handbook for Mouzon Weekday Preschool for the 2017-18 school year. I/We understand all policies and procedures, or have had an opportunity to ask questions about the policies and procedures.

Signature

Signature

Printed name

Printed name

Date

Date

I/We are interested in the following committee(s): _____
