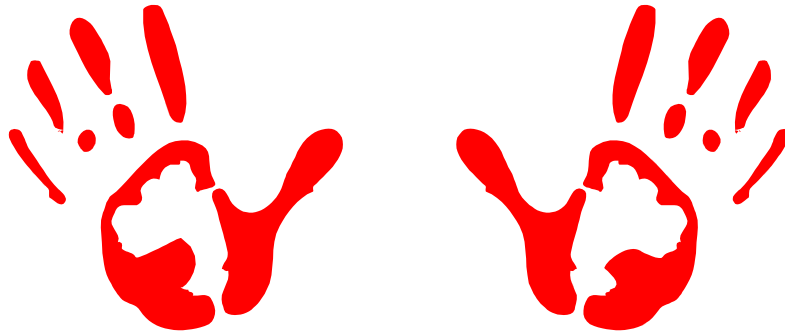


MOYOCK BAPTIST CHURCH PRESCHOOL PARENT HANDBOOK

**½ DAY PRE-SCHOOL
ages 3-5**



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2010-2011 School Year

(Revised February 5, 2010)

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WELCOME

We welcome you and your child to Moyock Baptist Church Preschool. This booklet has been prepared especially for you so that you may better understand the program we offer for your child.

We strive to provide quality care and age-appropriate activities within a safe, comfortable, Christian environment. In accordance with Moyock Baptist Church's purpose statement, we will seek to educate and minister to your child in harmony with God's design for development. We encourage your participation and involvement, and value the opportunity to work as partners with you.

Thank you for allowing Moyock Baptist Church Preschool to be a part of your child's early years. We hope this year will be a significant building block in your child's life as he or she develops physically, cognitively, emotionally, socially, and spiritually.

MISSION STATEMENT

Moyock Baptist Church exists to glorify and worship God, to proclaim the gospel of Jesus Christ and to serve and minister to our community in Jesus' name.

The mission of the MBC Preschool is to encourage the physical, academic, emotional, social, moral, and spiritual growth of preschoolers by providing a high quality preschool education program.

The MBC Preschool will provide learning activities and experiences appropriate to the age, skills, interests, and sophistication of preschool children.

Physically, we will encourage the development of good habits regarding nutrition and personal hygiene. We will also provide opportunities for preschoolers to develop appropriate motor skills.

Academically, we will encourage skills needed for a successful transition to kindergarten. We will introduce colors, numbers, and letters in ways that preschool children can comprehend.

Emotionally, we will encourage a positive self-image, evidenced by a sense of achievement, security, and self-confidence.

Socially, we will encourage a sense of belonging and an appreciation of friendship. We will help preschool children develop compassion and understanding of the needs and feelings of others.

Morally, we will encourage the development of honesty, kindness, faithfulness, and other virtues. We will teach self-discipline and respect for authority.

Spiritually, we will introduce the basic tenets of the Christian faith through acquaintance with the stories of the Old and New Testaments. We will help preschool children develop a positive impression toward God, Jesus, the church, the Bible, and Christian people.

BASIC PROGRAM FACTS

What: A half-day preschool program.

Days: 3-year-old-class - Tuesday through Thursday
4-year-old-class - Monday through Thursday

Hours: 9 A.M. to 12 P.M. We will follow the Currituck County Schools System calendar with regards to school holidays, teacher workdays and inclement weather.

- When the Currituck County Schools operate on a “2-hour delay”, the MBC Preschool will open at 10:00 a.m.
- When Currituck County Schools conduct an “early release day”, the students in the MBC Preschool will be released at 11:00 a.m.

Eligibility: Moyock Baptist Church Preschool admits children of any race, color, national or ethnic origin, who are three years old on or before August 31st. Children must be toilet-trained, and be able to attend to basic personal hygiene. Classes will be grouped by age according to the August 31st date in accordance with the North Carolina Public School System.

(Note: in previous years, this date was October 16th. The North Carolina Public School system has changed the date, effective with the 2009-2010 school year. We are now organizing our preschool classes to group students who will enter kindergarten the same year.)

Mailing Address: Moyock Baptist Church Preschool
P.O. Box 459
Moyock, North Carolina 27958

Phone: (252) 435-6230

Class Ratios: Three-year-olds 10:2
Four-year-olds 14:2

Enrollment

Enrollment Dates:

Enrollment begins in February, 2010, for the 2010-2011 school year.

- Parents of children currently enrolled in the program may enroll their children beginning the second week of February. Children currently enrolled as three-year-olds may be enrolled in the four-year-old class, and younger siblings may be enrolled in the three-year-old class.
- Members of Moyock Baptist Church may enroll their children beginning the third week of February.
- Open enrollment begins on the fourth week of February.

Parents may submit their child's registration forms at any time, but their child's enrollment will not be confirmed until their child is eligible for enrollment based on the schedule above.

How to Enroll Your Child:

A child may be enrolled after the following is completed:

- Parents or guardians schedule an appointment with a staff member so the mission statement, program description, and policies can be explained, followed by a tour of the facility. This will allow the parents/guardians and the child to become familiar with the staff and surroundings. This visit must take place before the child's first day.
- Parents must complete an enrollment form and financial agreement, and submit a registration fee of \$60.00. The registration fee is non-refundable once a child's enrollment has been confirmed.
- Prior to the child's first day, parents must submit a completed, notarized Health and Safety Form, a copy of the child's birth certificate, and a copy of the family's health insurance card (if the child is covered under a health insurance plan).
- Parents may also submit, at their option, and if needed, any of the following forms concerning medicines:
 1. Permission to Administer Sunscreen
 2. Permission to Administer Asthma or Allergy Medicine
 3. Permission to Administer Acetaminophen
 4. Permission to Administer Prescription Medication

Waiting List:

Enrollment is based on space availability. If classes are full, the church will maintain a waiting list, based on the order in which enrollment forms were received.

Withdrawals and Dismissals

Withdrawals: If a family needs to withdraw a child from the program, for whatever reason, we ask that written notice be given to the Director, at least two weeks prior to the student's final day.

- Tuition will be charged until notice is received, or until the last day the student attends, whichever is later.
- If a child is withdrawn and re-enrolled at a later date, a new registration fee is required.
- If a child is withdrawn before the end of the school year and the child is pre-registered for the next school year, the child's space and registration fee for the next school year are forfeited. The parent or guardian may request that the child be put on the waiting list.

Dismissals: The preschool may discontinue admission to class if the child fails to adjust to group experiences, or the parent or guardian fails to:

- Keep current health and immunization information.
- Keep current emergency data.
- Fails to pay tuition and fees in a timely manner.
- Habitually breaks program policies and procedures.

PRESCHOOLER BASICS

PRESCHOOLERS ARE:

- ♥ *Creative*, in order to express themselves.
- ♥ *Curious* about everything - eager to learn.
- ♥ *Imaginative*, expressing what is uppermost in their minds as they play.
- ♥ *Imitative*, as they step into the roles of other persons, animals, or objects.
- ♥ *Active!*
- ♥ *Literal-minded*, in their interpretation of words, thinking in terms of what they have seen and experienced.
- ♥ *Sensitive* to their "emotional environments".

PRESCHOOLERS LEARN:

- ♥ *Through relationships* with parents, teachers, and other children.
- ♥ *By doing* - experiencing firsthand.
- ♥ *Through the senses* - touching, tasting, hearing, feeling, and smelling.
- ♥ *By repetition* - practicing new skills over and over.
- ♥ *Through satisfaction* as they experience success.
- ♥ *Through play* - the work of the child!

PRESCHOOLERS NEED:

- ♥ *Love* - unconditionally.
- ♥ *Acceptance* to feel respected.
- ♥ *Trust* that is developed by adults meeting needs promptly.
- ♥ *Security* provided through consistency and familiarity.
- ♥ *Independence* to choose among appropriate options and discover his or her unique gifts.
- ♥ *Guidance* that patiently and lovingly teaches what is right and wrong.

BASIC SPIRITUAL FOUNDATIONS

Moyock Baptist Preschool strives to help children develop a basic Christian approach to living through example, Bible stories and prayer. Below is a list of the concepts that are used in our teaching:

GOD

God made plants, animals, and people.
God sent His Son, Jesus for us.
God loves me.
God loves people.
People talk to God.
God wants people to worship Him.

BIBLE

The Bible is a special book.
The Bible tells about Jesus.
The Bible helps people know how to live.
I can learn Bible verses.
The Bible has many stories.
The Christmas story is in the Bible.

SELF

I am important.
I am important to God.
I can do many things.
I can make choices.
God wants me to take care of my body
I can share.

COMMUNITY

People love and care for me.
People have different kinds of work to do.
God wants people to be kind to others.
I can help people around me.
Jesus wants the people around me to
love Him.
People around me are important to God.

WORLD

People of other cultures are different than me.
God loves people around the world.
God showed everyone His love by sending Jesus.
Missionaries around the world tell others about Jesus

JESUS

Jesus is God's Son.
Jesus was a baby.
Jesus had a family.
Jesus loves people.
Jesus helped people.
Jesus grew.

CHURCH

I know other adults and children at church.
I can be a helper at church.
People go to different church buildings.
People at church love and care for me.
People use the Bible at church.
People at church help people in need.

FAMILY

I am a member of a family
Family members help one another
My family loves me.
Families work and play together.
I can obey my parents.
God planned for families.

GOD'S CREATION

God made people.
God provides food for people and animals.
God made the earth and sky
God made the seasons.
God wants people to care for the things
He made.
I can care for things God made.

SEASONS AND HOLIDAYS

Seasons and holidays are an important part of the curriculum at Moyock Baptist Preschool. During these special times of the year we choose to emphasize God's natural world and the beauty of each season. Holidays are celebrated with age appropriate activities as a part of your child's day. Our emphasis will be:

- FALL** We will learn about:
- pumpkins
 - leaves
 - harvest
 - scarecrows
 - pilgrims and turkeys

- WINTER** We will learn about:
- the birth of Baby Jesus
 - giving
 - snowflakes and snowmen
 - hibernation of animals
 - valentines

- SPRING** We will learn about:
- new life
 - baby animals
 - the wind
 - flowers
 - rain and rainbows

Parents can help us by being aware of these topics and keeping them in mind when planning special activities for the children.

TEACHING THROUGH ACTIVITIES

Since preschoolers are active learners, our staff seeks to provide a variety of large and small group activities that encourages growth in all developmental areas. Some of the activities that preschoolers will have opportunities to choose include:

Blocks - These are transformed into whatever the child imagines. As preschoolers build with blocks, they have many opportunities to think, plan, work together, solve problems, take turns, be patient, and be helpful.

Books - A preschooler enjoys books that relate to things experienced. Through listening to books being read, a child becomes more aware of self and others. Sharing a book with a friend can provide feelings of security and belonging. The book area can also provide quiet times of reflection.

Science and Nature Materials - Preschoolers learn as they have firsthand, sensory experiences. These experiences help the child become more aware of the world and to appreciate and learn to care for their world.

Music - Enjoyment is most often thought of as the benefit of music. Music has a natural appeal that draws a child to participate. Through this participation the child learns vocabulary, concepts, motor skills, and social behavior.

Puzzles and Manipulatives - Puzzles are materials which present difficulties to be solved through mental ingenuity, patience and physical coordination. Besides being fun, puzzles offer opportunities for preschoolers to recognize, associate, match, classify, follow directions, and accept responsibility.

Art - A child uses creative materials as a means of expression, not to make pictures. Preschoolers enjoy many satisfying experiences as they successfully manipulate a variety of art materials. Art is a process, not a product. It develops muscle control, sparks creative thinking, and teaches new concepts. Therefore, we will not use coloring sheets and models for the children to copy.

Home Living and Dramatic Play – Homeliving and dramatic play activities help a preschooler develop many aspects of life. These materials are perhaps the most inviting because they relate to what a child does at home. The young child gains awareness of how it feels to be in the role of a community worker or another family member. Developing acceptable social skills and learning to get along with others are a few of the benefits of this center.

Group Time - This experience contributes to the child's social development, providing opportunities to do things with others. Children are encouraged to follow directions and take turns, thus becoming more aware of the rights and interests of others.

CURRICULUM

The curriculum of Moyock Baptist Preschool encourages the continued growth of children socially, cognitively, physically, and spiritually in a developmentally appropriate manner. The curriculum is designed to have children experience a variety of materials and experiences. It also enhances their awareness, curiosity, and creativity by providing hands-on activity. This approach allows children to pursue their own interests and provides the individual child with a curriculum that is based on developmental needs.

- The WEE Learn Curriculum Guide is used as the basis for planning. Parents or guardians are welcome to review the curriculum at any time.
- Since coloring sheets and workbooks are developmentally inappropriate, they are rarely used.
- Our staff plan and implement curriculum based on individual assessment of the children. Children are assessed continually during the school year and conferences are held with parents as needed or requested.
- The daily schedule is designed to provide a balance of activities: indoor/outdoor, individual/small group/large group, quiet/active, large muscle/small muscle. A minimum amount of time is allotted to teacher-directed activities.
- Weekly lesson plans and daily schedules are posted in the classroom.
- At least four of the following centers will be available to children each day: art and other creative play, books, blocks, manipulatives, and homeliving/dramatic play. Since models of crafts limit creativity, they are used sparingly.
- Self-help skills and day-to-day tasks such as eating and social interactions are incorporated into the overall curriculum.
- Visitors, field trips, and special occasions are planned as enrichments to the curriculum.

FIELD TRIPS

Field trips are planned by staff to enhance the curriculum. Children enrolled in a three or four year old class may participate in a field trip if given permission by a parent or guardian. In order to make sure the parent or guardian is notified of planned activities away from the Church and to obtain permission for the child to participate, the following procedures will be used for all field trips:

1. Staff will place a “Field Trip Permission Slip” in each child’s cubby at least 3 days prior to a scheduled activity.
2. The parent or guardian should sign and return “Field Trip Permission Slip” to the staff prior to the activity.
3. Students that do not have a signed “Field Trip Permission Slip” will not be permitted to leave the church.

Transportation to and from the field trip destination will be by private vehicles driven by adults. If a parent is unable to attend, the teacher will provide transportation for the student. In some cases, we may simply ask parents and students to meet at the field trip site. A map and directions will be provided.

Safety Seats in Private Vehicles

When students are transported in private vehicles, all child safety seat laws apply and will be observed. Booster seats for children over 40 pounds will be permitted, provided they are used in conjunction with a shoulder belt or harness.

ARRIVAL AND DEPARTURE

In order to provide for the safe and orderly arrival and departure of children, the Church will follow the following procedures.

1. All children should arrive between 8:45 and 9:00 AM. If the child will arrive at a later time, the parent or guardian should inform the staff.
2. Upon arrival, the parent or guardian will sign the “Sign In - Sign Out Log” and verbally notify the staff in charge of the child’s arrival.
3. The parent or guardian will help the child get settled, leave any information needed for the day with the staff in charge and prepare to leave by saying good-bye to the child.
4. Upon departure the parent or guardian will sign the “Sign In - Sign Out Log”, allow the child to complete any project or group activity, collect any artwork, information sheets, or clothing and verbally notify the staff in charge of the child’s departure.
5. During arrival and departure, enter and leave quietly, trying not to disturb activities in progress. Except in case of emergency, children should be picked up at 12 P.M.
6. Written authorization from the parent or guardian is required when anyone other than the parent or guardian or emergency contact person arrives to pick up a child. Picture identification will be required in order to release the child.
7. Staff may refuse to release a child at any time if proper identification is not provided, the person does not have appropriate authority or custody, or the person is under the influence of drugs or alcohol.
8. A late fee will be charged when a child is continually picked up after 12:15 PM.

RELEASE OF CHILDREN

1. If a child is to be withheld from a parent or guardian, the parent or guardian with custody must furnish the preschool staff with a copy of the official custody papers to be kept in the child's file.
2. If there is any change in the legal custody of a child while enrolled in the preschool, the parent or guardian must immediately notify the preschool staff and provide a certified copy of the court order confirming the change in custody.
3. Parents or guardians must notify the preschool staff if there is a possibility that the non-custodial parent or guardian may become violent or try to abduct a child. If a non-custodial parent or guardian tries to gain access to a child, the preschool staff will:
 - Remove the child to a safe location.
 - Ask the non-custodial parent or guardian to leave.
 - ◆ If the non-custodial parent or guardian leaves, staff will notify the custodial parent.
 - ◆ If the non-custodial parent or guardian does not leave, the employee will call police first, and then the custodial parent.
 - A notation will be made in the child's file.
 - The preschool committee or an appropriate designee will file any police reports.
5. If a parent or guardian is under the influence of drugs or alcohol, the preschool staff will:
 - Remove the child to a safe location.
 - Call another parent, guardian or emergency contact person.
 - If another parent, guardian or contact person cannot be reached and it is time for the preschool to close, staff will contact the Department of Social Services.

GUIDANCE AND BEHAVIOR MANAGEMENT

Praise and positive reinforcement are effective methods of positive guidance. When young children experience positive interactions with adults they develop healthy self-concepts, learn problem-solving abilities and self-discipline. In order to provide effective methods for the guidance of children, Moyock Baptist Preschool has adopted the following policy.

The center will practice the following behavior management policy.

WE DO:

- Praise, reward, and encourage.
- Set reasonable limits.
- Model appropriate behavior.
- Modify the classroom environment to prevent problems before they occur.
- Listen.
- Provide alternatives for inappropriate behavior.
- Provide children with the natural and logical consequences for their behavior.
- Treat children as people and respect their needs.
- Ignore minor misbehaviors.
- Explain on the child's level.
- Stay consistent in our behavior management program.

WE DO NOT:

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

ABUSE AND NEGLECT

North Carolina law requires childcare professionals to report suspected cases of child abuse and neglect. All employees will report any suspected case of child abuse or neglect to the preschool committee or the appropriate designee. The County Department of Social Services will be notified immediately.

HEALTH PROCEDURES

Physical Examination and Immunizations: In order to comply with state regulations and to provide a healthy environment, each child must have a physical examination and current immunizations to be enrolled in the Church. A completed "Health and Safety Form" showing evidence that this requirement has been met must be turned in prior to the child's first day. The "Health and Safety Form" will be provided by the preschool and must be signed by a licensed physician or an authorized health care professional as approved by the NC Board of Medical Examiners. Parents are responsible for providing updated medical information as needed.

Medication: In order to comply with state law and for the safety of the children, the following procedure will be followed in administering medications to children.

Prescription Medicine

1. Parents or guardian should ask the child's physician to prescribe medication to be given before and after the hours the child is at the preschool if possible.
2. Prescribed medicine shall be in its original container bearing the pharmacist's label which lists:
 - the child's name
 - date the prescription was filled
 - the physician's name
 - the name of the medicine or the prescription number
 - directions for dosage or written instructions for dosage bearing the child's name which is dated and signed by the prescribing physician or other health professional.
1. Prescribed medicine shall be administered only to the persons for whom it is prescribed.
2. Parents or guardians must complete a "Permission to Administer Medicine" form and it must be on file in the church's office.

Over the Counter Medication

1. The parent or guardian may complete and submit a blanket "Permission to Administer Asthma or Allergy Medicine" form, giving permission for up to 6 months to administer medication for asthma and allergic reactions.
2. The parent of guardian may complete and submit a blanket "Permission to Administer Sunscreen" form, giving permission for up to one year to administer an appropriate dose of sunscreen as needed.
3. The parent or guardian may complete and submit a blanket "Permission to Administer Acetaminophen" form for a one time weight appropriate dose of acetaminophen in cases where the child has a fever and the parent or guardian cannot be reached.

Any remaining medication shall be returned to the child's parent or guardian.

Medication is to be kept in the church's office in a separate locked storage. When staff administers medicine they must complete a medication log in the church's office. This log shall be available for review during the time the medication is being administered and for at least 6 months after the medication is administered.

Illness: In order to provide a healthy environment for children and employees, we will observe the following policies.

1. Children who are ill or who are symptomatic of disease of a contagious nature will not be allowed to remain at the preschool. Children should be symptom free for 24 hours before returning to the preschool.
2. Parents and guardians should notify the preschool by 9:00 AM if their child is sick.
3. If a child becomes ill while at the preschool, the parents or guardians will be notified and expected to pick up the child as soon as possible. Staff will attempt to make the child as comfortable as possible until the parent or guardian arrives.
4. In some cases involving contagious diseases, parents may be asked to provide a doctor's statement before the child may return to the preschool.

Communicable Diseases

Eligible students found to have a communicable disease (hepatitis B, herpes virus, Acquired Immune Deficiency Syndrome-AIDS, etc.) shall have their illnesses reviewed on a case-by-case basis. The Preschool Committee shall conduct the review. The committee may review medical records and reports pertinent to the cases of individual students. The committee, on a consenting basis, may interview the parents, attending physician and appropriate public health officials.

All information gathered by the committee (written or verbal form) which might identify a student who has a communicable disease will be confidential.

In those instances where the committee approves placement of the student in the classroom setting, the committee will advise the teachers of the child's condition.

Head Lice: Head Lice infestations are always a source of concern to both parents and school personnel. The eggs (nits) are easily transmitted from one person to another on personal articles such as shared hats, scarves, combs, brushes, clothing, towels, etc. Head lice can spread even when the level of cleanliness is high. They spend their entire life cycle on the skin of the human host.

As their name indicates, head lice are found on the scalp and in the hair. Eggs, which have not hatched, are found on hair shafts close to the scalp, within on-half inch at the most.

Any suspected eggs more than on-half inch from the scalp are probably inactive. Eggs are frequently found attached to hair shafts at the nape of the neck or above the ears. Head lice do not infest eyebrows or eyelashes. Close inspection will reveal hatched lice and itchy red marks resulting from irritation due to the saliva of the louse. The egg is attached to the hair with cement secreted by the louse and cannot be easily removed by pulling on it.

Head lice are highly dependent on human body warmth and will die if separated from the body for 24 hours. Re-infestations by head lice frequently occur because contact with infested bed clothing, furniture, clothing, or other individuals. Anytime a case of head lice is found in the classroom, the following procedures will be followed:

- All children in the classroom will be checked for head lice.
- The teacher will notify all other staff members and the preschool committee chairman that head lice have been reported.
- A child found to have head lice will be sent home. It is preferable for the parent to pickup the child at school so information on procedures for treatment can be discussed. If that is not possible, a written notice will be sent home outlining recommended treatment. The child may return to school the day after treatment.
- The child may be admitted to school only after the teacher has been satisfied that **the head lice have been adequately treated and all eggs have been removed.** If the teacher determines that lice or eggs are still present, the child will be refused admittance to school.

If a child is absent repeatedly due to head lice, or there is evidence that a child has been neglected with respect to treatment of head lice, the committee may refer the case to the Director of Social Services.

ACCIDENTS AND EMERGENCIES

1. Parents or guardians must complete an "Emergency Medical Care" form in order to provide emergency treatment of children.
2. Information must be updated within 24 hours of any changes.
3. A staff member certified in first aid and infant-child CPR will be on duty at the preschool during hours of operation. If an accident occurs that requires only first aid, the staff member will immediately care for the child.
4. In the case of an accident that requires more than first aid, necessary medical professionals will be called immediately and parents or guardians notified. If parents or guardians cannot be reached, the emergency contact person will be notified. The staff members are responsible for the care of the child until appropriate medical help or the parent or guardian arrives.
5. If the child must be moved from the church before a parent or guardian arrives, a staff member will remain with the child.

ITEMS FROM HOME

Clothing

1. Dress your child in comfortable play clothes that he/she is not afraid of becoming soiled or ruined.
2. We encourage independence. Please choose clothing that your child can fasten and unfasten.
3. Outside play is an important part of the day. Monitor the weather and dress your child accordingly. Layers are best.
4. All clothing items must be labeled with the child's initials.
5. Each child must have a complete change of clothing to be kept at the church.
6. Soiled clothing will be placed in the child's cubby to be taken home. Another set of clothes should be brought the next day.
7. If extra clothing is needed and not available, a parent or guardian will be called.
8. Children should wear shoes that fasten securely in order to participate in outdoor activities.

Toys and Videos

1. Personal toys or other items from home will not be allowed with the exception of an item to be shared at group time. Items shared at group time will be a part of staff planning and parents will be notified in advance of these plans.
2. Videos are used sparingly, and only as a planned part of the curriculum.
3. Items other than those mentioned in #1 will be returned to the parents or placed in the child's cubby until time to go home.

Other Items

1. A book bag large enough to accommodate your child's projects.

SNACKS AND BIRTHDAYS

The staff of Moyock Baptist Preschool uses snack times as an opportunity to teach nutrition, manners, hygiene, and to encourage new food interests.

Snacks

- Parents/guardians are responsible for providing a nutritious snack for their child. We will have a 15-minute period each day for snack. We ask that you don't send more than one food and one beverage because of time constraints. Sometimes we will have celebrations for special events, and at these times, the snack may be provided by the staff.
- If a child has special dietary needs such as a food allergy, the parent must bring this information in writing from the child's physician. Employees responsible for the child will be notified and the information posted in the child's classroom.

Birthdays

Birthdays are very special in the life of a young child. Our staff will plan for each child's birthday to be celebrated as part of curriculum planning. Special attention will be given to the child through planned group and individual activities. Our staff will work with each child's parent or guardian to arrange a time to celebrate the child's birthday so that family can attend. Please follow these guidelines when planning for your child's celebration.

- Party themes that reflect violence, aggression, or rough play will not be used in the Church.
- Party gifts or favors may only be distributed with the approval of the staff and if all children in the class are included.
- Invitations to private parties will only be distributed if all children in the class are included.

PARENT VOLUNTEERS

Parents are invited to spend time in the classroom to observe and participate. Parents are invited to volunteer their time, talents, or material to help enrich our program. If you know of a special way, in which you would like to help, please let the staff know.

CONFERENCES

Parents or guardians may arrange a conference with their child's teacher. Please pre-arrange a time if you need to talk to a staff member about your child. Do not attempt to hold a conference with a teacher who is on duty when you pick up your child. These conversations may be inappropriate for the children to hear. Also, the teacher will be torn between her responsibility to talk with you and to supervise the children.

PARENT CONCERNS AND INFORMATION

The Church will use the following procedure to provide for an orderly system for sharing information with and handling the concerns of parents or guardians.

1. For classroom or program information or concerns, see the child's teacher.
2. For financial information or concerns, see the director.
3. For registration information or concerns, see the director.
4. For general childcare information or concerns, see the child's teacher.
5. If a satisfactory resolution to a concern is not reached, the preschool committee will be notified and will meet about the matter. The parent/guardian will be notified of the decision reached by the committee.

INCLEMENT WEATHER POLICY

Moyock Baptist Preschool will follow the same closing schedule as the Currituck County Schools. If the schools close early because of snow or icy weather, the preschool will close at the same time.

We will attempt to reach all parents at their workplace; however, we encourage parents to listen to local radio and television broadcasts for inclement weather closings in the area. Parents are expected to pick children up from the church within one hour after Currituck County Schools close. Parents who are not able to pick up children within that time frame should make arrangements for their child to be picked up in order to avoid late fees.

If Currituck County Schools are closed for students, then the preschool will also be closed. If Currituck County Schools operate on a “two-hour-delay”, then the Preschool will open at 10:00 a.m. If in doubt, please call the church and receive instruction via our answering machine.

CALENDAR 2010-2011

The first day of class will be the first Tuesday after Labor Day. The final day of class will be determined based on the Currituck County Public School schedule.

During the year, the preschool will observe the same holidays and workdays as the Currituck County Public Schools. Parents will receive a detailed calendar as soon as the school system finalizes its calendar for the 2010-2011 year.