

Northeast Christian Preschool Academy

A Children's Ministry of Northeast SDA Church



PARENT HANDBOOK



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Revised 2023

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Northeast Christian Preschool Academy



Preschool Administrators & Staff

Towanda White-Miller M.Ed.

Director

Moncrief Michaels

Chairman

Dr. Evan Willis

**Pastor
Northeast SDA Church**

Parent Handbook

Welcome to Northeast Christian Preschool Academy. We are excited to have you and your child join us for a positive Christian learning experience. The center provides fun opportunities for your child to grow physically, emotionally, spiritually, cognitively and socially.

Our staff maintains high standards of performance in order to help your child experience the fun of learning. We encourage parents to become involved with the center's activities in order to make the children's association with us more positive.

Sincerely,

Towanda White-Miller
Director

Mission Statement

For the glory of God, Northeast Christian Preschool exists as a community outreach ministry to serve parents in meeting their child's early childhood needs. Through this preschool, we will model the love of Christ in order to mold and shape children in the image of our Lord and Savior.

Philosophy

We believe that all children are created in the image of God and are entitled to the best education from a very young age regardless of race, religious affiliation or economic background.

We accomplish this goal by offering a wholesome environment and carefully planned educational experiences to aid each child in developing academic and life skills. We also extend opportunities to address evolving creative interests and skills through musical activities, art and dramatic play. Many opportunities are available to promote developing fine and gross motor skills via physical activities. All activities are supervised by staff.

Creative Curriculum

The Creative Curriculum is the primary curriculum used at Northeast Christian Preschool. This curriculum is used widely in preschools in the United States. The philosophy of the Creative Curriculum is to facilitate learning through activities as they play. Learning isn't just repeating

what someone else says, it requires active thinking and experimenting to find out how things work and to learn firsthand about their world.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors as they notice relationships between objects.

In time, children learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they pretend a stick is an airplane or a block is a hamburger. These early symbols – the stick and the block – are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the preschool years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childcare curriculum. Play is the work of young children.

Supplemental curriculums used by our center are Wee Learn and Hooked on Phonics. The Wee Learn Curriculum is Bible based and provides Bible stories with moral lessons for young children. Hooked on Phonics and Wee Learn curriculums are phonic based. They teach children to learn the phonetic sounds of alphabets and words.

Learning centers are designed to provide a variety of learning experiences to address all areas of growth and development. The centers include:

Art	Blocks	Language Arts	Listening Skills	Science
Math	Housekeeping	Sand & Water Play	Computer	Music

Daily Activities

All classes have daily planned activities and schedules available for parents to share. These activities are planned to enhance the academic, emotional, mental, physical and physical and spiritual growth of each child. Activities include creative art, science, and language development. Parents are encouraged to visit their child's class on a regular basis.

A current and carefully planned lesson plan is posted just outside each classroom for parents to see. If you would like a copy for home to assist with what is being taught at school, please let us know.

Objectives for Child Development and Learning

Northeast Christian Preschool's objective is to help children to progress and develop in the following areas:

- A. Gross Motor Skills
- B. Fine Motor Skills
- C. Social Development
- D. Self-help Skills/Concepts
- E. Math
- F. Language
- G. Left to Right Progression
- H. Visual Memory
- I. Auditory Memory
- J. Eye-Hand Coordination
- K. Creativity
- L. Body Awareness
- M. School Orientation
- N. Colors
- O. Seasons and Holidays

- P. School Environment
- Q. Sensory Awareness

Preschool Calendar and Policies

Hours of Operation

Northeast Christian Preschool **opens at 6:30 am** and **closes at 6:00 pm** Monday through Friday. Parents must have their children at the Center **no later than 9:00 am** in order to take advantage of all activities planned for them. If your child is going to be late, parents are required to call the center before 9:00 am to inform staff. Children will not be accepted in the preschool after 9:15 am if you have not called.

The preschool closes promptly at 6:00 pm. If your child is picked up late, a late fee will be charged beginning one minute after closing time. The fee will be \$10.00 for the first 5 minutes and \$1.00 for every minute after 6:05 pm.

Days of Operation

The Center will operate on a year-round schedule, except for legal holidays and teacher work days. Holiday closings are listed below:

- New Year's Day
- Martin L. King's Birthday
- Good Friday
- Easter Monday
- Memorial Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day

Admittance Policy

Northeast Christian Preschool is licensed to serve children ages 2 to 5 years old. If a child's 5th birthday comes after August 31st, he/she is eligible to enter our pre-kindergarten program. Required paperwork must be completed at the time of admission. However, the State of North Carolina allows 30 days for parents to submit the immunization and medical exam/wellness visit reports. By law, any child who does not have these items on file after 30 days must be dismissed from the center. However, the child can return to preschool when all medical forms are submitted.

Enrollment Policy

The state of North Carolina requires that all parents complete an application packet prior to enrollment. A 30 day grace period is given to parents to secure their child's physical exam and immunization records. The law requires the preschool center to dismiss children if physical exams and immunization are not submitted after 30 days. However, once the information is secured and submitted to the center, the child can re-enroll into the center.

Parents are required to submit to the Director updated information concerning all medical information, phone numbers and current address changes. An updated list of friends and family members who are allowed to pick up your child from the center must be submitted prior to enrollment. Staff members have been directed NOT to allow any child to leave the premises with anyone other than the parent and those listed on the emergency form.

Withdrawal Policy

If you wish to withdraw your children from Northeast Preschool Christian Academy, please keep in mind the following policies:

- You must provide a two week notice prior to withdrawing your child.
- If written notification is not provided, you will be required to pay all fees for the program in which your child was scheduled to attend.
- If your child is absent from the program for two weeks and you do not call to notify us, your child will be automatically withdrawn and can only be readmitted if space is available. You are fully responsible for the two weeks of tuition.
- If you wish to re-enroll, an additional Registration Fee will be due.

- Vacation credit CANNOT be used for the last two weeks of attendance fees.
- Late fees will be added according to the contract if you fail to pay the last two weeks of tuition.
- You will be responsible for all late fees, collection fees, interest, and legal fees that accrue during the time that it takes to collect the debt if you fail to pay.

Vacation/Sick Policy

As is custom with most childcare centers, parents can receive one week of vacation OR sick leave for their child during the school year (not calendar year) without having to pay the center. All requests must be submitted in writing. The vacation/sick policy for Northeast Christian Preschool states:

- Your child must be enrolled in the center for 3 months before they are eligible for vacation or sick credit.
- Parents are required to give a two week notice for vacation time.
- Vacation and sick credit are for full time students only.
- Each child is entitled to one week of vacation or sick leave per school year.
- Vacation days may not be applied to the final two weeks of school if the child is being withdrawn from the center.
- Vacation and sick leave cannot be applied to any outstanding debts owed to the preschool.
- Tuition rates are the same regardless of holidays, breaks, absences.
- The contracted tuition is due for all of the time the child is absent from the center other than the one week of vacation/sick time.

Financial and Registration Information

Before a student can be placed in his/her classroom, parents must complete and submit the following:

- An Application Packet
- Financial Contract
- Registration Fee
- First Week Tuition
- Medication Treatment Forms

Tuition must be paid in advance on a weekly, bi-weekly or monthly basis. Tuition that is paid in advance will hold the child's placement even if he/she is absent from school. Tuition for a prolonged illness or hardship cases will be evaluated on a case-by-case basis. Tuition may be paid by check or money order. **NO CASH WILL BE ACCEPTED.** A fee of \$30.00 will be charged for all returned checks. After a parent has issued two checks that are returned by the bank, the preschool center will only accept money orders for their child's account,

Prompt and regular payments are required in order for your child to maintain his/her placement at Northeast Christian Preschool. All tuition payments are due in the office every Monday unless other arrangements have been made. If payments have not been received in the office by Wednesday, parents will be notified of their child's pending dismissal from the center if the fee is not paid by Friday. Children will not be allowed to return to school until the tuition is paid in full.

All late pick-up fees must be paid directly to the school the next business day. If fees are not paid or an arrangement made with the director to pay the fee, your child will not be admitted back into the preschool center until the late fee bill is paid.

Children not picked up within a reasonable amount of time after the preschool closes, will be reported to Mecklenburg County Department of Social Services or other appropriate authorities.

A registration fee is required for all children. This fee covers materials used in the center for your child. Due to inflation, increase in fees occurs periodically. However, the preschool makes every effort to keep fees affordable and comparable to other preschool centers.

Tuition & Fees Rates

Registration Fees:

New Students -----\$75.00
Returning Students -----\$35.00

Tuition Fees (Full-time)

Weekly Rate----- \$195.00
Bi-Weekly Rate ----- \$390.00
Monthly Rate -----\$780.00 or \$975 (For months with 5 Mondays)

Part time Fees

Five day, five hours per day -----\$150.00
Three, full days per week -----\$150.00
Per Day -----\$40.00

Late Pick Up Fees

6:00 pm – 6:05 -----\$10.00
6:06 pm – Pick up----- additional \$1.00 per minute

Return check Fee ----- \$30.00 per check

Late Payment Fee ----- \$25.00

Arrival Procedure

Parents are asked to accompany their child to the appropriate classroom when arriving to preschool. All children are required to be in their classes by 9:00 am except for those tardy due to medical appointments. The state requires that parents sign the enrollment sheet every day. Upon entering the classroom, children must wash their hands before playing with toys or entering the centers. Please inform your child's teacher, the director, or a staff member of any needs to be addressed.

Departure Procedure

When picking up your child from the preschool, please remember to sign your child out before leaving the center. The teacher will share information with parents regarding your child's day. Please complete and maintain updated information of persons approved to pick up your child from school. All approved parties must submit a pictured identification card when picking up a child for the first time.

All children must be picked up by 6:00 pm to avoid late fees. If you are running late, please call the center to notify staff of your delay.

Illness Policy

It is the goal of our center to provide an environment where all children are healthy and free from germs that may lead to illnesses. Any child who shows signs of an illness should not be sent to the center. Signs include, but are not limited to, having a fever, diarrhea, or vomiting within 24 hours of coming to school. Other illnesses include rash, cold, deep coughing, severe runny nose and sore throat. If a child is experiencing an illness, whereby, he/she must be kept inside, he/she must remain at home. By law, teachers must supervise all outdoor play and cannot remain inside to care for children who are ill.

Any child whose physical condition appears such that it could endanger the other children will not be permitted to stay at the preschool. Staff will notify parents with the expectation that the child will be picked up immediately. In the case of common childhood diseases, such as measles or chicken pox, exclusion from the center will be based on the State Health Department Disease Chart. When a child contracts a communicable disease, all parents will be notified immediately so that parents can check for like symptoms with their children. Readmission of the sick child will be made and observed by staff.

The North Carolina rules and regulations forbid the staff from giving any medication to children unless it has been prescribed by a physician. The medication must be in its original container with the child's name, the doctor's name and the dosage plainly printed on the label. Parents must complete a medication permission form before the staff can administer any medication.

Slight injuries occurring at the preschool will be treated with first aid. Cuts and bruises will be washed with water and covered with a bandage. If a child has an injury resulting in possible swelling, an ice pack will be applied to the injured area. Again, staff cannot apply or give medication to children. When an accident or injury occurs at the preschool, parents will receive an incident report the same day the mishap occurs.

For emergency purposes, parents **must** keep the preschool informed of changes in work, home and cell phone numbers as well as address changes. In case of an emergency, the preschool

will attempt to reach the parent first. If unable to reach the parent, then the emergency contact list will be used to identify a friend or relative who can act on the child's behalf.

Common Contagious Diseases

Please notify the preschool immediately if your child contracts on of the diseases:

DISEASE	INCUBATION PERIOD	EXCLUSION PERIOD
Chicken Pox	14-16 days	Until all scales are dry
Impetigo	Not Definite	Until lesions have healed
Measles	5-15 days	Return on advice of physician
Mumps	12-26 days	When all swelling has disappeared or as advised by a physician
Pink-Eye	1-7 days	Once treatment has begun
Scarlet Fever	1-7 days	When adequately treated and fever has dissipated
Strep Throat	1-7 days	When adequately treated and fever has dissipated
Whooping Cough	5-21 days	On advice of physician and coughing is completely gone
Ringworm	Not Definite	24 Hours after treatment has begun and lesion has started to shrink

Medical Information

The task of keeping your child safe and healthy is of the utmost importance to the staff members at Northeast Christian Preschool Academy. In order to accomplish this endeavor accurate and up-to-date medical information must be supplied; each student's past medical history must be documented including any known allergies. Please complete the medical information forms that are pertinent for your child's health and well-being. As indicated by the information supplied on the child's medical information sheet, the appropriate form(s) will be provided to parents whose children require medical attention while in our care. Please see the director for the following forms:

- Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions
- Medication Administration Permission and Record
- Food Allergy Action Plan

Children in North Carolina must be vaccinated against certain diseases. Immunization records are checked when a child enters Northeast Christian Preschool Academy. Please check the State of North Carolina website for rules and regulations regarding mandated immunizations for school age children.

Medication Administration

Northeast Christian Preschool Academy believes that all children have the right to safe medication administration practices in child care. However, families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is at preschool. Therefore, it is the policy of this preschool to only issue medication for chronic illnesses such as:

- Asthma
- Attention Deficit /Hyperactive Disorder
- Diabetes
- Seizures or
- Life Treating Illnesses

This policy is intended to ensure safe administration of medication to children with chronic conditions for whom a plan has been made and the plan has been approved by the director.

All other medications (prescription and over the counter) must be issued by parents to minimize the amount of medication given by staff. This includes: topical ointments, gels, lotions, creams, powder, insect repellent, etc.

Child care Rule (.083) indicated that that no medication can be administered to any child:

- Without written authorization from the child's parent, physician, or other health professional;
 - Without written instructions from the child' parent, physician, or other health professional;
 - In any manner not authorized by the child' parent, physician, or other health professional;
 - After its expiration date; or
 - For non-medical reasons, such as to induce sleep.
-
- Prescription medication can only be administered to the child for whom they were prescribed and must be in the original (child resistant container) labeled by a pharmacist to include:
 - The child's first and last name
 - Name of medication
 - Date prescription was filled
 - Name of the health professional who wrote the prescription
 - Instructions on administration; dosage amount, frequency, and specific indications for "as needed"
 - Pharmaceutical samples must be stored in the manufacturer's original packaging, must be labeled with the child's name, and shall be accompanied by written instructions as for all prescriptions.

Child Abuse and Neglect

North Carolina law requires caregivers to report all suspected cases of child abuse and/or neglect. Alerted staff members will report suspicions to the Department of Social Services. This law does not require that a parent be notified before a report is being filed.

Parent Involvement

A partnership is when people work together to meet a goal. It is our goal to meet the individual needs of the children in our care by being partners with the families. Together we can determine what needs the child may have and how to address them. It is our policy for each

family to spend at least six (6) hours a year in the classroom during peak hours (8:30-11:30) with the child. You may want to volunteer to read a story, help serve/eat lunch or just observe. All we ask is that you let the teacher know one week in advance so that we do not have two or more parents volunteering on the same day and time.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held at the end of the first and third quarters. Additional conferences may be scheduled at the request of the teacher or parent.

Inclusion

Northeast Christian Preschool Academy is proud to be a school that includes children with special needs with typically developing children. Our curriculum and staff are flexible and meet each child where they are in any area of developmental domain and stimulate growth for the whole child. We do not discriminate, regardless of race, color, creed, religion or disability. God made us all just the way we are!

Lunches

Meals at the Center will be served by staff on the following schedule:

8:30 a.m. – Breakfast

11:00 a.m. – Lunch

3:00 p.m. – Snack

Breakfast and snack will be prepared by the center. All students are required to bring a nutritious bag lunch each day. Please include an item from the meat, bread, fruit, and vegetable groups. The center will provide milk for children during breakfast and lunch, as well as juice at snack time. Pork products and shellfish are prohibited in the center.

Please note on the preschool application if your child is allergic to certain foods. A statement from the child's physician, indicating all allergies, must be made available to place in the student's file.

Field Trips

Field and class trips are an integral part of the educational experience at the center. All 3, 4, and 5 year olds are encouraged and expected to participate in these trips. Due to state guidelines, two year old students are unable to attend field trips. However, parents can elect to transport and supervise their two year old children on any field trip arranged by the preschool. For most trips, a small fee is required. Parents are encouraged to join us on these trips to share in the experience with the children.

Effective October 1,2018 all parents or other relatives wishing to chaperone or attend field trips with the school are required to submit criminal background checks to the preschool. The background check must be submitted 30 within receipt and must have an official state seal.

Prior to participating in a trip, the preschool must receive a signed field trip permission form from the parent or guardian. The preschool will provide the date and time of each field trip along with the cost, place and phone number of our destination.

Progress Reports

Northeast Christian Preschool provides two progress reports (report card) per year, one in the fall and one in the spring. Progress reports are designed to inform parents of the progress in all academic areas, social skills and developmental development. Progress reports are issued at our bi-annual parent/teacher conferences. Parents are strongly urged to attend these meetings. Conference schedules will be provided by your child's teacher.

Daily notes are provided by the teacher to inform parents of their child's behavior, eating pattern and academic progress in class.

Nap Time

It is the policy of the Center that children should rest during nap time. However, it is not necessary that they sleep. Each child is given the opportunity to nap every day. Cots are provided for each enrolled child. Children will be allowed to participate in a quiet activity (such as reading a book) if they are restless and are unable to go to sleep. Parents are asked to provide a clean blanket once a week; the preschool will provide all sheets.

Show and Tell

On Friday of each week, every child will have the opportunity to bring an item from home that is special to him/her to share with the other children. Show and Tell helps children to develop speech and public speaking skills. Therefore, it is important that all parents remember to send a toy, book, hat, etc. that has personal meaning to your child. Please do not send any unacceptable items to school with your child for Show and Tell, such as war/violence-related toys (toy guns, etc.).

Birthday Parties/Special Occasions

Parents will be permitted to have birthday parties or celebrate other special occasions for their children at the center after receiving clearance from the Administrator and the child's teacher. Please make appropriate arrangements before bringing any items to the center without prior approval.

Inclement Weather

Because Northeast Christian Preschool is not equipped to determine if roads are safe for traveling, the preschool adheres to the same school closing schedule for inclement weather as the Mecklenburg County School System. In the event of inclement or severe weather, closings/delays will be announced on WCNC-TV 36/Cable Channel 6 and WSOC-TV Channel 9/Cable Channel 4. All announcements will be displayed by 5:00 a.m.

Please be reminded that childcare centers do not have mandatory requirements for the number of days they must be in session. Therefore, there will be no makeup days in the event that school is closed due to bad weather.

Code of Conduct

Northeast Christian Preschool requires the maintenance of good order and conduct in the preschool, in order to provide the proper atmosphere that is required to educate and train our students. Reverence for God, respect for others and responsibility for one's actions are the three R's of a student's conduct at our center. All students shall comply with this Code of Conduct. This code applies to any student who is on the preschool property, representing the preschool or whose conduct at any time or place has a direct effect on maintaining order and discipline in the preschool.

- Dress: the dress requirements as stated in the handbook must be followed. The wearing of clothing which is deemed disruptive, or that endangers the health or safety of the student or others is not permitted. Remember that the student must wear soft-soled, closed toe shoes, preferably tennis shoes, with socks. No loose fitting sandals or flip-flops are permitted.
- Verbal Abuse/Disrespect: Participation in any verbal or non-verbal (gesture) action that prevents an orderly and peaceful learning environment is not permitted. Cursing, using vulgar, obscene, or abusive language or gestures, including slurs or insults intended to mock a person's race, sex, national origin, or ability, or using offensive or degrading language or gestures are specifically prohibited.
- Peer Relations: Engaging in behavior, which is abusive or not considerate of others while in the preschool.
- Disruption: Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct that causes disruption in the preschool, or urging any other student to engage in such conduct.
- Threats: Directing toward any person within the preschool any language, gesture, inappropriate physical contacts, or act that constitutes a threat of force or violence is prohibited.
- Fighting: Hitting, shoving, scratching, biting, spitting, blocking the path of, or throwing objects at another person in the preschool.
- Theft: Stealing, attempting to steal, or knowingly being in possession of stolen property.
- Damage to Property: Intentionally damaging or attempting to damage or deface preschool, or the property of others while under preschool jurisdiction.
- Arriving and Leaving School: When a student arrives or leaves daycare, he or she must be signed in and out by a parent or guardian or officially designated person who has been authorized in writing to drop off or pick up the student. A student will not be

allowed to leave the preschool grounds if the person is not on the parents' pick up list. A picture ID must be shown to verify that the person is who they say they are.

PENALTIES: For violations of the above provisions, the student may be given additional assignments, placed in Time Out, loss of preschool privileges, or approved non-physical punishment as the preschool deems necessary and as stated in the discipline and behavior management policy.

Discipline Policy

One of the greatest challenges of preschool teaching is to provide the guidance needed for children to live together in cooperation and learn to be respectful of themselves and others. At Northeast Christian Preschool Academy, we strive to do this without making the children feel inadequate or belittled. Discipline varies, but the following guidelines are to be followed:

1. There are various activities that will teach and challenge each child.
2. Children are expected to do things which are developmentally possible for them to execute.
3. Teachers demonstrate an understanding that many preschool tasks such as walking inside, taking turns and sharing are learned over a long period of time. Children are not bad because they have not mastered these skills, but need patient and respectful guidance.
4. Good behavior is noticed and appreciated. The best way to get the teacher's attention is by practicing acceptable behavior.
5. Acceptable discipline:
 - a. Praying for Divine guidance
 - b. Time out with a specific activity – puzzle, book, music, etc...
 - c. Distracting the child when you see the problem coming.
 - d. Signals to avert behavior (looks for signs).
6. Unacceptable discipline:
 - a. Making fun of a child, embarrassing, shaming or belittling a child.
 - b. Yelling at a child.
 - c. Spanking, shaking, popping, or otherwise hurting the child in any way.
 - d. Depriving a child of food.
 - e. Isolating the child for long periods of time.
 - f. Withdrawing love from the child.
 - g. Talking about misconduct with another adult when the child can hear you.
7. Time-outs
 - a. Explain to the child why he/she is having time-out.
 - b. The first episode of time-out will end when the child feels ready to return to the class activities. The second episode will result in the child remaining in time-out until the teacher feels they are ready to return to class activities.

Corporal punishment, sarcasm and yelling are never acceptable means of disciplining children in this Center. Rewarding good behavior is our aim, so that the child learns that unacceptable behavior lacks fun and fails to get him/her the desired attention of the teacher.

What to Bring from Home

On the first day of school, the children should bring the following items:

1. A change of clothes appropriate for the current season
2. A clean blanket
3. A sack lunch

Each child should bring a book bag each day so that notes, etc., can be sent home to the parent.

Each Friday, blankets will be sent home to be laundered. They should be returned clean every Monday.

Dress Codes/Personal Appearance

Students are requested not to wear earrings or jewelry of any kind to school. Parents will be reminded to remove any such items at arrival time. The preschool will not be responsible for any jewelry that is stolen or lost.

Helpful Hints

Separation can be hard for some young children. However, these suggestions to help make your child's transition to preschool easier:

1. Make positive statements to your child about his/her preschool experience.
2. Be excited – it's contagious.
3. Drop and Go – The best way for parents to handle the apprehensive child is to: Deliver them, reassure them you will return, tell them goodbye, and exit with a smile. The faster you exit, the sooner your child will calm down.

DAILY SCHEDULE

Daily Schedule

7:00 – 8:25	Arrival/ Greeting/ Hand Washing/ Free Play: All Centers Open (Blocks, Dramatic Play, Books, Science/Nature, math/ Manipulative, Art, Music, Computer)
8:25 – 8:35	Clean-up/ Hand Washing/ Bathroom Break/ Prepare for Breakfast
8:35 – 9:00	Breakfast/ Table Conversation
9:00 – 9:15	Group Time (Music and Movement, Read Stories, Sing Songs, Finger Plays, etc)
9:15 – 10:20	Free Play: All Centers Open
10:20 – 10:30	Clean-up/ Bathroom Break/ Hand Washing/ Prepare to go outside
10:30 – 11:00	Outdoor Play: Free Choice (climbing, swinging, bikes, balls, sand play, outdoor blocks, and dramatic play props)
11:00 – 11:15	Transition back inside/ Hand Washing/ Bathroom Break/Prepare for Rest/ Quiet activities
11:15 – 11:45	Lunch/ Table Conversation
11:45 – 12:00	Clean-up/ Hand Washing/ Bathroom Break/ Prepare for rest/ Quiet activities
12:00 – 2:30	Rest and quiet time
2:30 – 3:00	Wake-up/ Bathroom Break/ Hand Washing/ Snack
3:00 – 3:30	Free Play: All Centers Open
3:30 – 4:00	Outside Play: Free Choice
4:00 – 4:15	Bathroom Break/ Hand Washing/ Water offered
4:15 – 6:00	Free Play: All Centers Open/ Departure

Schedule Subject to change due to inclement weather or teachable moment!

SCHOOL CALENDARS

Northeast Christian Preschool

Holiday Closings

Independence Day Celebrated

Teachers' Work Day

Labor Day

Columbus Day

Thanksgiving Holiday

Christmas Holidays

New Year's Day

Dr. Martin L. King, Jr. Holiday

President's Day

Good Friday

Easter Holiday Observed

Memorial Day

Teachers' Work Day

July 4th Holiday

Northeast Christian Preschool

Important Dates to Remember

To Be Announced

Parent Orientation

Family Fun Night

Teacher Conferences

Christmas Program

Family Fun Night

Parent/Teacher Conferences

Mother's Day Observed

Senior Class Trip

Graduation

Dad's Day Observed

NUTRITION

NUTRITION

Statistics indicate that 18.4% of four year olds in America are obese. Overweight preschool children are 5 times more likely to be overweight at 12 years of age than those children who were never overweight. In light of this statistic, Northeast Christian Preschool Academy has committed itself in helping all enrolled children to enjoy healthy, delicious and well-balanced meals throughout the day. Although our preschool does not have a hot lunch program, we do provide breakfast and snacks that are nutritionally sound, delicious and are approved by the State of North Carolina.

Parents can assist their children now in avoiding potential weight problems in later years by sending well-balanced lunches to school each day. Each lunch should consist of:

- Milk (provided by the preschool or the parent).
- Two vegetables or one fruit and one vegetable (ex. carrot sticks, celery sticks, fruit cups, fresh fruit, etc...).
- Meat or meat alternative (alternate meat substitutions include: peanut butter, beans, nuts, soy products, etc...)
- A grain or bread (pasta, bread)

The preschool does bend its rules regarding nutrition when special occasions call for it such as birthday parties, holiday celebrations, graduations, etc... where non-nutritional snacks are served such as cupcakes, ice cream, potato chips, etc....

Please find listed below are suggested food items that may be brought to the preschool on these special occasions which are not too far from the nutritionally sound diet which the children normally enjoy:

- 100% fruit juice (instead of soft drinks)
- Miniature sized (child size) cupcakes, cookies and other sweets instead of regular sized items
- Baked Chips instead of potato chips that have been fried
- Fruit & vegetable trays

Please review the following nutritional information and guidelines:

- Meal Patterns for Children in Child Care Programs
- The article, "Why Child Care Matters for Obesity Prevention"

IMPORTANT NOTE:

We respectfully request that pork and shellfish items not be included in school lunches. If sent, these items will be returned home and a replacement lunch served to the child.

Why Child Care Matters for Obesity Prevention

- Over 80% of children under age 5 spend some time in non-parental care.
- 18.4% of 4-year-old US children are obese.
- Overweight preschool children are 5 times more likely to be overweight at age 12 than those who were never overweight.

Child care needs to be part of any strategic plan for obesity prevention.

1. Child care impacts children at a critical stage of development.

Obesity prevention must start early in life. Many young children have little opportunity for sustained physical activity during child care and are fed high calorie, low nutrient foods. Child care practices and policies can have widespread and long-term impact.

2. Child care practice is associated with childhood obesity.

A large national study found that the type of child care in the year before kindergarten is linked to obesity. Children cared for by a parent or in licensed child care centers are less likely to start kindergarten obese than children in child care offered by extended family, friends, and neighbors. In the US, 33 to 53% of children under 5 yrs old with employed parents are cared for in these unlicensed settings. This underscores the need for education and policies that support good practices in all types of child care.

3. Child care offers opportunities for health promotion.

Obesity prevention efforts must happen both in and out of the home. Guidelines that encourage healthy behaviors for children in child care can also benefit their families. Providing information to parents can increase their understanding of children's nutritional needs and help improve home meals and sack lunches sent to child care.

4. Child care is an investment in tomorrow's students.

Well fed, healthy children are better prepared to focus and learn in the classroom. Quality child care across all settings would help reduce differences in early learning experiences that can lead to gaps in school readiness.

EMERGENCY INFORMATION

Emergency Information

This childcare center is committed to doing everything possible to keep your child safe while in our care. Therefore it is critical for parents to maintain updated information (change of phone numbers, address, pick up list, employment, etc.) so that the center can reach parents in the event of an emergency.

In addition, the center has developed plans of what to do in the event of the following disasters:

Snow During or Before School Hours:

Northeast Christian Preschool will follow the school closing schedule of Charlotte-Mecklenburg County Schools. They have the needed staff trained to assess roads to determine if they are safe enough for travel. In addition, a staff member will attempt to call every parent to confirm any closing. Therefore, it is very, very important that you maintain current cell, work and home phone numbers with the school.

Flooding

Northeast SDA Church has a higher elevation than the preschool building. In the event of flooding, all children will be moved to the church for safety. The phone number at the church is 704-596-9927.

Unsafe Community

If it becomes unsafe to stay in this community, the children will be transported by church bus to Berean Jr. Academy located at 3838 Beatties Ford Rd, Charlotte, NC. Their number is 704-391-7800.

Special Note:

In the event of a disaster, it is the preschool's policy to make sure our children are safe first, then to call our parents. **It is critical for parents to inform the preschool of any changes to home, and/or work or cell phone numbers immediately.**

EMERGENCY CARD

Child's Name: _____ Date of Birth: _____

Home Address _____ Home Phone No.: _____

Mother's Name: _____ Mother's Cell No.: _____

Mother's Email Address: _____

Mother's Employer: _____ Work No: _____

Father's Name: _____ Father's Cell No.: _____

Father's Address: _____

Father's Employer: _____ Work No: _____

Father's Email Address: _____

Child's Doctor: _____ Dr.' Phone No. _____

Doctor's Address: _____

Preferred Hospital: _____ Hospital's Phone: _____

Please list any allergies (including asthma) _____

List individuals who are authorized to pick up your child/ren in your absence. This contact list will also be used by staff to contact individuals in case of an emergency if the center is unable to reach either parent.

What Do We Do All Day

Just Playing

When I'm building in the block room,
Please don't say, "I'm just playing"
For, you see, I'm learning as I play
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing."
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading" to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing."
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say "I played,"
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

By Anita Wadley