

**ASBURY CHURCH
ASBURY PRESCHOOL
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Raleigh, NC 27613
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**PRESCHOOL HANDBOOK
2018 – 2019**

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32nd EDITION



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OUR PURPOSE, PHILOSOPHY, AND GOALS

PURPOSE:

The purpose of the Asbury Preschool is to provide a place for children to receive loving Christian care. Each child will be treated as a special creation of God, with the opportunity to grow spiritually, physically, socially and intellectually.

PHILOSOPHY:

Educational activities and social experience/intervention will be dealt with from a Christian perspective. This is God's world and we are all His children. Asbury Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at Preschool. Asbury Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship program. Protection and enhancement of a child's self-esteem, and the impact on future self-esteem, will be matters of continuing concern for all staff members. Discipline, when necessary, will be administered gently but firmly and with love. A short "Time Out" within the classroom will be used if redirection and explanation prove ineffective.

SUMMARY OF GOALS:

1. To serve our membership and community by providing a weekday Christian Early Childhood program in a format that is appealing to children.
2. To nurture young children as they experience positive physical, mental, social, emotional, and spiritual growth in a caring, Christian environment.
3. To relate children's experiences in learning and social interaction to God's world, God's plan for His world and for us, and the demonstration of His love for us through Jesus Christ.
4. To help children understand their feelings and those of others, and to be accepting of their and others' feelings, including joy, anger, disappointment, fear and love.
5. To build self-confidence and promote a positive self-esteem within each child.

FROM THE PASTOR

Welcome to Asbury Preschool!

Thank you for allowing us the privilege of partnering with you in the education and upbringing of your child. Children are a precious gift from God. I have always been told they are at best “on loan to us from heaven for all too short a season!” During this season of preschool we take seriously the responsibility of walking along side you as your little one grows and becomes ready for Kindergarten and Elementary School.

Asbury Preschool is a part of Asbury United Methodist Church. We are committed to bringing your child the very best care possible in a safe and loving environment where he or she will be encouraged to fully develop to his or her God-given potential. In addition to the educational components of Preschool, we will also offer nurture and guidance in matters of faith. Your child is “wonderfully made” (Psalm 139:14) by God as a unique expression of God’s own image (Genesis 1:27). Your child will be offered God’s love and presence as they learn other valuable skills that will equip him or her throughout life.

We hope you will join us also for worship and service. Asbury has a thriving children’s ministry with age appropriate instruction offered each Sunday and, as your child grows, special groups for youth and young adults too. We are grateful that you have chosen us as your preschool partner and it is our desire that this is just the beginning of our relationship with you and your family. We have prayerfully designed programs for your whole family and it is my privilege to cordially invite you to any and all of our events, worship services and service projects.

Asbury Church is committed to engaging people in relationships where Christ transforms. It is my privilege to walk alongside our exemplary preschool staff led by Mrs. Lori Tremper and partner with you to equip and empower your child. As I or the people of Asbury Church may be of service to you and your family, please feel free to call on me!

Peace & Partnership,
Tom Newman, Lead Pastor
Asbury United Methodist Church

FROM THE DIRECTOR

Welcome to Asbury Preschool. We look forward to the upcoming 2018-2019 school year. It is a pleasure and a blessing for me to join the preschool this year. I look forward to meeting each family and learning more about you and your little ones. I want to thank our families who have supported us through the years, and welcome children and parents for whom this is the first year. Your children are a blessing to the Asbury Preschool staff and we thank you for sharing them with us. We will enjoy watching them grow and learn under the secure, loving guidance of our teachers. We appreciate the confidence you have in our efforts to ensure that your children will thrive as they develop socially, spiritually, physically, and in academic readiness in a developmentally appropriate environment. Our program is designed to encourage language development, discovery learning, social skills, creativity, and the beginning of an understanding that God loves each of us and that he wants us to love Him and each other. We know that you share these goals with us, because your children are here.

I hope you find this handbook and the monthly Newsletters helpful. It will keep you informed about classes and activities, and give you ideas about ways in which you can volunteer to enhance our program. A calendar of important dates and events, monthly classroom features by each teacher, child develop articles are just a few of the items you will find in each monthly Newsletter. You help us when you read it carefully and save it for reference. A copy of this handbook and each monthly newsletter is also available online at www.asburyraleigh.org/preschool. “Like” us on Facebook at asburyralschool. All newsletters are sent out via email. If you need a paper copy, please let your child’s teacher know.

You will receive a list of the children in your child’s class after the first week of school. We hope the class list is useful as you get acquainted with other Preschool families, coordinate schedules and play dates, or form car pools.

Remember, we like it when you are involved with us in our little corner of your children’s lives.

Cheers to a great school year!

Stephanie Tarrats
Asbury Preschool Director

ASBURY PRESCHOOL POLICIES AND GENERAL INFORMATION

Operating Hours:

Asbury Preschool hours are 9:15 a.m. to 1:15 P.M. Monday through Friday. Toddler Tuesday class meets from 9:15 a.m. to 12:15 P.M. Early Birds begin at 8:15 a.m.

Arrival and Dismissal:

Teachers are ready to receive children at 9:15 a.m. It is important that children arrive at their classrooms on time. Children who arrive after the teacher's introduction and the beginning of activities are at a disadvantage. Children will be brought to their classrooms upon arrival and picked up from their classrooms at their designated dismissal time. You will sign in/out your child on the sheet at the classroom door. Please let the teacher know when you need to pick up your child early. If another person is picking up your child, his/her teacher will need a written note. If your child is in a car pool with another preschool family, please make sure the other drivers' names are listed on your child's registration form under permission to pick up. If someone new is picking up your child and is not familiar to us, the driver needs to provide us with identification to verify the parent's note. No child will be released to anyone unless parent has notified us in advance. Dismissal is at 1:15 for twos classes and older. Toddlers are dismissed at 12:15 through December, then 1:15 beginning in January.

Registration and Enrollment:

Registration for the following school year will take place in late January. A family with outstanding balances may not register until all delinquent fees are paid. The birthday cut off for each class level is on or before August 31 with the exception of TK (Nov.1) and Toddler Tuesday (16 mos by August 31).

Custody Related Issues:

It is presumed that both parents have equal rights to the custody of their children unless Asbury Preschool is provided with a certified copy of a custody order showing otherwise. Should a dispute arise between parents regarding release of the child, the wishes of the parent with primary legal custody will be respected. Confidential information regarding this issue will be maintained in the child's file.

Release of Children to Impaired Adults:

If an Asbury Preschool staff member feels that a person picking up a child is under the influence of alcohol or drugs, they will notify the director immediately. An alternate contact from the emergency pick up list will be made for pick up of the child. Should no one be available, a taxi will be called at the parent's expense to safely transport adult and child home. This is for the safety of the child and parent as well as others on the road. If a parent becomes belligerent, staff will call 911 for assistance.

Late Pick Up:

It is the parent's responsibility to pick up their child at the designated dismissal time. Being late creates a lot of emotional stress and worry for your child. When a parent is late, children become apprehensive about being left behind or forgotten. Asbury Preschool does not provide an after school care program for our students. After children are dismissed, staff need to proceed to other responsibilities. **A \$2.00 per minute late fee** will be assessed for each child who has not been picked up by the completion of the class day. After the third late pick-up, the Board of Directors

will be notified and the family may be asked to leave the program and waive any early registration privileges for the following school year.

Payment Policies:

For all classes except Transitional Kindergarten - Tuition payments, except May tuition, shall be due no later than the first day of each month unless otherwise posted. To avoid a late fee, payment must be made by the seventh day of each month, September through April. The charge for late payment shall be \$2.00 per day. Weekends will count as one \$2.00 charge. May tuition for the following year shall be due by May first of a given year. Children who are registered after the month of May for the following school year will pay May tuition at the time of registration, or may pro-rate the amount over a time agreed upon by the parent and the Director. **Wake County Schools Teacher Work Days are not included in your tuition payment.** An annual registration fee shall be paid upon enrollment of each new child. Payments must be current in order to register for the following year. **The Director or Business Manager, not teachers, collects tuition, registration, and late fees.** The tuition box is located outside of the preschool office on the wall nearest the door.

Payment Policies for Transitional Kindergarten:

Tuition payments, except September and May tuition, shall be due no later than the first day of each month unless otherwise posted. To avoid a late fee, payment must be made by the seventh day of each month, October through April. The charge for late payment shall be \$2.00 per day. Weekends will count as one \$2.00 charge. September and May tuition for the following school year shall be due by May first of a given year. Children who are registered after the month of May for the following school year will pay September and May tuition at the time of registration, or may pro-rate the amount over a time agreed upon by the parent and the Director. Wake County Schools Teacher Work Days are not included in your tuition payment. An annual registration fee shall be paid upon enrollment of each new child. Payments must be current in order to register for the following year. The Director or Business Manager, not teachers, collects tuition, registration, and late fees. **The tuition box is located outside of the preschool office on the wall nearest the door.**

Returned Checks:

The parent will be notified if a check is returned for insufficient funds. At this time, another check may be written, or the tuition may be paid in cash. The parent will be responsible for reimbursing the Preschool \$25 as a result of the returned check. After two returned checks, all remaining tuition must be paid in cash.

Delinquency of Tuition Payments:

Tuition is due on the first day of each month and is considered delinquent after the 7th day of each month. Unless different financial terms were previously discussed with the director or business manager, enrollment of the child shall be discontinued after the third delinquent payment. The parent will give up the opportunity for the child to continue at the preschool and will no longer be able to register for the following school year.

Withdrawal from Preschool:

When a child withdraws from the program during the school year, a thirty-day written notice is required. The prepaid May tuition will be refunded when a new child fills the vacant spot. If a thirty-day notice is not given, the refund will be prorated when a new child fills the spot. The registration fee will be refunded only when the child is moved from the Raleigh area prior to the opening of school.

School Delays and Closing:

Asbury Preschool will operate from September through May. A school calendar is located at the back of the Preschool Handbook and on the preschool website. The Preschool will **USUALLY** follow Wake County Public School's holiday and vacation closing. Asbury Preschool will be closed on Wake County Teacher Work Days. *These days are not included in your tuition payment.* If Wake County has a one-hour delay, Preschool will open at 10:15 and close at the regular time. If Wake County has a two-hour delay, Asbury Preschool will open from 11:15 to 1:15. The first two school closing days during the current school year will not be made up. The Preschool will begin making up missed school on the third snow day. The Preschool Board and Director will determine the schedule of make up days. If Wake County dismisses school early due to inclement weather, parents are expected to pick up their children at the earliest time that Wake County Schools are closing. The only exception is if Wake County Schools close one hour early, we will close at 1:15 unless conditions deteriorate. WRAL and WTVD will carry Asbury Preschool announcements. A message will be sent out via email, website, Facebook, and text message as soon as a decision is made. It is the parent's responsibility to check these notifications when weather is questionable.

Illness:

A child who has any symptoms of illness will be kept at home. After any fever, please keep your child at home for observation until there has been no fever for 24 hours. **PLEASE BE CONSIDERATE AND KEEP RUNNY NOSES, DIARRHEA AND UPSET STOMACHS AT HOME UNLESS YOUR DOCTOR GIVES WRITTEN CERTIFICATION THAT YOUR CHILD IS NOT CONTAGIOUS.** We ask that you keep your child at home if he or she appears sick, has an unexplained rash, skin or eye infection, or has not been kept home 24 hours after fever, vomiting, or diarrhea. Children who become sick at school will be isolated from the other children and parents or their designated contacts will be called to pick up their child. This will help everyone stay healthy.

Contagious Diseases:

The teacher or the preschool office will immediately notify parents when a child has been exposed to or contracts a communicable disease such as measles, chicken pox, etc. Sick children will be kept in the preschool office away from other children where a sick cot is available.

Absence:

Please call the preschool when your child will be absent for any reason. Our number is **919-846-4773** or email **preschool@asburyraleigh.org**. If you know in advance that your child will be absent, please inform your child's teacher or call the preschool.

Policy/Procedures:

Parents may sign out the Asbury Preschool Curriculum guides and Preschool Policy and Procedure manuals. Creative Curriculum is the state approved curriculum. They are located in the Preschool library.

Staff:

Asbury Preschool has a qualified staff that provides loving, developmentally appropriate early childhood experiences, guidance, and instruction in a Christian environment. Our staff also meets the regulatory requirements of the North Carolina Division of Child Development Early Education and NAEYC accreditation standards for teachers and director.

Supervision:

Children will be supervised at all times by sight and sound. Children are never left alone.

Confidentiality:

Parents are asked to refrain from discussing their child or any other child in public. Please ask your child's teacher or the director for a conference. The protection and confidentiality of each child and family is important to us. Your child's information is locked in the preschool office. You will need to complete and sign a Release of Records form to forward your child's records.

Health and Safety:

Each child will show proof of immunization by having a licensed physician fill out the preschool health form prior to the beginning of the year. If a child is behind in their shots, a written note from the doctor must accompany the health form. This must include a schedule of how the shots will be administered in order to be in compliance. If a child receives a DT rather than a DTP shot, the doctor must provide a reason for the change. This information must be in the child's folder prior to the start of preschool.

Discipline:

No child will be subjected to any form of physical punishment or verbal abuse. We direct and redirect children by telling them what they can do rather than what not to do. Time out is used as a last resort. You will receive a copy of the discipline policy prior to the first day of school.

Transition times:

For children and families new to the program or returning families who are changing classes for the new school year, the preschool provides several ways to help children feel comfortable and ease the transition as the child separates from his/her parents. *Meet the Teacher Day* takes place each year at the beginning of the new school year. This is a time where parents and child can spend time in the classroom together while becoming familiar with the teacher and their new classroom environment. Children will come on a staggered schedule so that the classroom teachers will be able to have one on one time with your child. New parents will have a new parent question and answer period early in the school year during the school day. If a child enrolls after the start of school, the child and family is invited to visit the classroom before enrollment. The teacher will discuss their classroom with the parents and include the child in many of the class's activities as they ease into the classroom routine.

Open House:

Each fall the Preschool hosts an open house for all parents. This is held in the evening for parents only. Preschool families will have the opportunity to speak to the board members and visit in their children's classrooms. We will explain what we do in the classroom, the goals we have for your children, and answer any questions you may have. This is not a conference time. We will also have a time where you may socialize with other parents and enjoy refreshments.

Child Abuse and Neglect:

By North Carolina law, all staff members go through annual training and are required to report suspected cases of child abuse/neglect. If such cases arise, the alerted staff member will report them to the director or designee. The director will then notify the Division of Child Development and Early Education immediately. All preschool staff members, even those not directly working with children, have been finger printed through the FBI and approved to work with children.

Playground:

Children have recess at a scheduled time each day under direct supervision of the teachers of Asbury Preschool. Children should wear closed toe shoes with rubber soles such as sneakers. For your child's safety during play, please do not bring them to school in Crocs or dress shoes. Children who are not in a class shall not be on the playground during preschool hours. We

encourage you to enjoy the playground area after preschool ends. Parents are responsible for the supervision of their children before and after preschool. Please do not allow children to climb the fences or the trees. It is a preschool rule and causes confusion when it is allowed after school as well as being dangerous. Please pick up any dropped food or trash and dispose of it properly. In order to keep stinging insects away from our students, trash cans are only located inside the building. Please keep the gate closed at all times and the sandbox must be covered when not in use. Animals are not allowed on the playground at any time.

Supply Fee:

An annual supply fee (\$35 for two or three day classes, \$50 for four or five day classes) will be collected with September's tuition payment. This payment includes all food supplies such as paper goods, food for cooking units, snacks, tote bags for new students, and other supplies related to our students. Class cooking units are noted in class door notes. Children are not forced to eat but we encourage them to try new things and take a "no thank you" bite. Snack portions are based on recommendations from the USDA. We serve 2% milk or water. Cooking units such as making homemade pizza, apple sauce, fruit and veggie kabobs, etc. are part of the classroom learning experiences. **Parents must notify staff of any food allergies their child may have.** A list of children and their food allergies is posted in the preschool kitchen and their child's classroom. Teachers will verify these allergies with you. Your child must have an medical action plan if they have an Epi pen, Insulin, Inhaler, etc.

Mealtimes:

Mealtime time is a social time for children. The children bless their food before meals. Teachers sit with children and engage in conversation. They assist the children when necessary and encourage good table skills and manners. Older children will be encouraged to independently serve themselves by serving and pouring their food and drink. Younger children will be learning this skill as well as keeping their places tidy. Please provide a simple lunch for your child. Lunch should include *milk or water*, utensils, napkin, and cup, but NO SWEETS or SODA. **NC Licensing requires that only milk or water be served with lunch and lunches must contain protein.** Sweets such as candy will be returned home. We cannot serve whole grapes, popcorn or nuts to children less than 48 months due to choking potential. If your child's lunch requires refrigeration, parents must provide an insulated lunch box and freezer blocks as required by the Wake County Health Department. Perishable foods not properly packed cannot be served to students at any time. All children are dismissed at 1:15 P.M. (Toddlers 12:15 through December). If you need to pick up early, please ring the bell located on the outside door nearest the preschool office. *Parents should wipe out or wash their child's lunch box after each use. Sanitation requirements do not allow us to serve a lunch that has been kept in a moldy or dirty lunch box.*

Hand washing and Cleaning:

Preschool staff sanitize kitchen and classroom surfaces each morning with a bleach solution. Toys and other objects are also sanitized. Any toy that is "mouthed" by a child will be removed from the shelf and washed and sanitized by the staff. Staff and students wash their hands before coming into the classroom, before mealtime, and before using the water table or cooking and toileting. Parents are required to wash their child's hands with soap and water before entering the classroom. This is a health department sanitation requirement. Restrooms are located near the sanctuary and in the education building adjacent to the large playground. Classrooms with sinks will have children wash hands in their own classroom.

Toileting/Potty Training:

All students in four-year-old classes and transitional kindergarten must be **fully potty trained** and able to use the bathroom independently including wiping themselves and being able to pull pants up and down. Students in three-year-old classes are strongly encouraged to be potty trained before attending school. Those who are not potty trained need to wear disposable diapers or pull ups. Staff use protective gloves for each diaper change. The changing table is cleaned with soap and water, followed by a solution of bleach and water. The surface is cleaned after each diaper change.

Birthdays:

We love birthdays as Asbury Preschool! Please be considerate and sensitive to each child by not bringing birthday party invitations to preschool to be hand delivered unless everyone in the class has been invited. We ask parents who would like to bring in a birthday snack to choose healthy items. Our license requires us to serve nutritious foods each day. *Please do not bring iced cupcakes.* Children do much better with the mini size cupcakes and muffins. We also recommend fruit or cheese or mini muffins. There are children who have food allergies. Please check with your child's teacher before choosing a snack and she can give you suggestions if there are allergies. *Due to safety and allergy considerations for the students, goodie bags, balloons, or candy are not allowed.* This is a licensing regulation.

Clothing:

All children should bring an extra change of seasonably appropriate clothing, including underwear and socks, in a labeled zip lock bag. Diapers should be included for children who need them. Children should dress in play clothes including sneakers or sturdy shoes. Shoes with smooth bottoms or flip flops or Crocs are dangerous when children are running and climbing and are not acceptable for safe play. Please remove all drawstrings from your child's jacket (hood and waist) and clothing. Layer clothing for fall and winter weather changes.

Share Days:

Older classes that have share days may have a specific item that related to the weekly theme. If the children have a free choice day, we ask that items brought to share have some educational value. Please keep toys at home. Play guns and other weapons or books with violent themes and images are not permitted at preschool.

Chapel:

Children will attend chapel at preschool. Chapel may include a brief story such as Bible stories or stories with a preschool age message, songs, and a prayer. Children will have Chapel with one of Asbury's Church staff members on Tuesdays or Thursdays during the school year. Chapel focus is for three, four, and five year olds. Two year olds will begin to attend at the teacher's discretion.

Field Trips:

Field trips are scheduled for children in four year old classes and transitional kindergarten. Teachers will choose field trips that are developmentally appropriate for the children in their class and which are appropriate to the curriculum being taught. All trips are scheduled and approved through the preschool office. Parents must fill out the field trip emergency form and sign the permission section of the registration form before a child is permitted to take a field trip. Parents will be notified by the classroom teacher of date and location of planned trips. Parents are needed to assist the teachers in transportation and supervision of children. Each parent will be provided with a first aid kit and a packet of emergency information on each child that is in their vehicle as required by the Division of Child Development and Early Education. *All children*

under the age of eight and under 80 pounds must be in an approved child safety restraint provided by the child's parents. No child will be permitted to ride in a car without an approved safety restraint. There are NO EXCEPTIONS. This is a North Carolina law.

Personal Items:

Each child should come each day with their Asbury Preschool tote bag to keep personal belongings in. It is your responsibility to check your child's bag each day for important notes home, artwork, etc. We ask that you place **YOUR CHILD'S NAME ON ALL ARTICLES**, or parts of articles, that come to school (including tote bags, diapers, lunch boxes, and clothing). Do not leave any medications in your child's bag. All medication must be labeled and placed in the lock box in the preschool office. Medicine must be in the original container with the doctor's directions attached. There is a medication form that will need to be filled out before we can administer any medication. If your child has an EPI pen, it needs to be in the original container with child's name on the prescription label and will be kept in your child's classroom. All other medication must be locked in the medicine box in the preschool office.

Volunteers:

We love volunteers and encourage you to help in your child's class, on field trips, or sharing your family's cultural heritage. We always need help with the library or our General Mills Boxtops for Education program. Your child's teacher can give you many suggestions that would enhance their classroom. If you would like to **substitute**, you need to receive the orientation of substitutes outline and fill out a health questionnaire. We typically do not ask parents of two year olds to volunteer in their child's classroom. It is difficult for this age child to "share" their parent with other children or to separate from them after being in the classroom.

Visitors:

Visitors are welcome at any time. If you have volunteered in your child's class after 9:30, please come to the preschool office and we will take you to your classroom. If you are coming to observe another class, you need to check in with the office first and you will be escorted to the classroom. Appointments are required for classroom observations. Visitors who are not associated with the preschool, will be escorted at all times. For your child's safety, the Preschool doors are secure during school day. A doorbell is located on the outside door near the preschool office to gain access during the school day or for early pick up/late drop off of your child.

Communication:

Parents will receive information via the monthly online newsletters, door notes, and parent handbook. Much of this information is also available at www.asburyraleigh.org/preschool. It is the parent's responsibility to read the information sent home with your child. Newsletters will include classroom notes, child development ideas, calendar, and announcements of activities such as workshops to enhance your understanding of your child and your role as a parent. There is also a resource section on our website to that will connect you to local educational resources. Like us on Facebook at **asburyralpreschool** where child development articles, local family activities, and preschool info is posted.

Parent Library:

Asbury Preschool offers a wide variety of books and materials for parents to sign out. Topics include child development issues, activity ideas, potty training, children and death, and professional organization and support group information for families. The library is located in room 110. Stop by the office for assistance.

Conferences:

Teacher/Parent Conferences are held twice each year, late fall and in the spring. Conferences are held during the school day while your children are in their classes. Classroom teachers will notify you of conference dates and have a sign up for available times. Conferences last between 15 and 20 minutes. Additional conferences may be scheduled on an as needed basis. Teachers use anecdotes and a checklist to share developmental milestones and skills that your child is mastering. The checklist assists parents and teachers in supporting the individual child's development and is placed in the child's file to provide continuity from one year to the next.

Evaluations:

You have the opportunity to evaluate our program in the fall and spring. It is important to the staff and the preschool board of directors that you fill out these evaluations and give us feedback for program adjustments. These changes/results will be shared via the newsletter. The drop box is located in the preschool office.

Board of Directors:

Asbury Preschool is governed by a board of directors nominated by the Church Leadership Board of Asbury Church. The majority of board members have children in the program currently or in the past. Each board member serves a three year term of office. Board members set policy and procedures for the program and support the preschool. All board members are members of Asbury Church.

Negotiating Difficulties:

The preschool has an open door policy if you have a concern. Depending on the situation, the director may include the board chairperson in the conference.

Special Needs Children:

Asbury serves children with many diverse developmental needs. We ask that children with IEPs from Wake County Public Schools have a copy of it in their preschool file. This assists your child's teacher in planning, modifying the classroom environment, and providing the most positive school experience for your child. We welcome your child's special area teachers to observe if they feel the need to do so. Children with severe food allergies will need to complete a medical action plan along with providing all medication in original labeled containers.

Project Enlightenment:

Project Enlightenment is the Early Childhood arm of Wake County Public Schools. Project staff serve children birth through kindergarten. Project Enlightenment provides teachers and families with help in many different areas. Asbury Preschool has a consultant from Project Enlightenment assigned to our school and she is available to come in and observe children upon a signed request from the parent or teacher with signed permission from the parent. Our consultant shares her observations with the parents. All information is confidential. Project Enlightenment has teacher classes, observation groups for children, demonstration preschool, and a wonderful resource area with books, pamphlets, videos, and activities. There are also specialists who provide services for children with special needs and can direct families to resources to support their child and family.

Teel Padgett Scholarship Fund:

The Teel Padgett Scholarship Fund was developed in 1993 to honor Asbury Preschool's first director. Teel used her own salary to pay tuition for children who would have been unable to attend preschool due to temporary or long-term financial need. The preschool continues this program in her memory. An application form and procedure for filing are available in the

preschool office. The Director, Board Chairperson, and Treasurer will review applications. All information will remain confidential.

General Mills Boxtops for Education:

Asbury Preschool participates in the General Mills Boxtops for Education. For each boxtop clipped, Asbury receives ten cents. All money raised in this program goes toward the Teel Padgett Scholarship Fund. Just drop your boxtops in the box in the preschool office.

Harris Teeter VIC Program for Education:

Our school number is **#5751**. You can link our school number to your VIC card in the store or online at www.harristeeter.com. The link has to be renewed each year around August 1. You may link several schools to your VIC card. You can link at the store or at www.harristeeter.com Together in Education under the Community header. Harris Teeter makes a donation to our school based upon your purchases. All funds raised go toward the Teel Padgett Scholarship Fund.

Kroger Stores:

Kroger Stores also support education programs throughout the area. You do need to renew your shopper card each year. Kroger makes a donation to our school based upon your purchases. Go to <https://www.kroger.com/account/enrollCommunityRewardsNow> to link your card beginning August 1.

Cell Phone Use and Other Electronics:

Please keep cell phones and other electronics in your car when dropping off and picking up your child from preschool. During transition times between home and school it is important to give your child your full attention and support. A child needs that word of encouragement or greeting during arrival or dismissal from the classroom and your undivided attention when leaving the building and moving into the parking lot.

Falsification of Children's Records:

If a parent falsifies any part of their child's registration or medical forms including date of birth or immunization records, they will be immediately dismissed from Asbury Preschool.

DATES TO REMEMBER

AUGUST

29,30 Preschool Teacher Work Days

SEPTEMBER (Focus on the individual child and the family) LOVE

- 01 Annual supply fee and September tuition due.
- 03 No Preschool – Labor Day
- 04 Preschool Meet Your Teacher Day – All children attend with their parents
- 05 First regular day of Preschool and Early Birds Program Begins
- 11,13 New parent question/answer session 9:30a.m. (attendance optional)
- 17 Parent Night 7:00-8:30 PM in Sanctuary followed by open house in classrooms
- 19 No Preschool – Wake County Teacher Workday

OCTOBER (Fire prevention and safety, begin harvest, Fall, de-emphasize Halloween) JOY

- 29 Falleluia at Asbury Church
- 31 No Preschool - Wake County Teacher Workday

NOVEMBER (Conferences, harvest, Thanksgiving) PEACE

- 08-09 Portrait photographer, in time for Christmas, Sibling pictures also taken
- 12 No Preschool - Veterans' Day Observation
- 13 No Preschool – All day Preschool staff training
- 21-23 No Preschool - Thanksgiving holiday

DECEMBER (God's plan for sending Jesus, what it means to give a gift) KINDNESS

- 05-06 Tentative dates for Extended day Fundraiser.
- 20 No Preschool - Christmas holiday through January 2, 2019

JANUARY (Winter, hibernation, snow) PATIENCE

- 03 Return to Preschool after Christmas holiday
- 18 No Preschool – Wake County Teacher Workday
- 21 No Preschool – Martin Luther King, Jr. observance
- 23-25 Preschool Registration for Currently Enrolled Families
- 29 Preschool Registration for Asbury Church Members new to the program

FEBRUARY (Valentines, dental health, groundhogs, and other things) GOODNESS

- 18 No Preschool – Wake County Teacher Workday. President's Day Observance
- 19 No Preschool – Wake County Teacher Workday

MARCH (Weather and wind, Spring Conferences begin) FAITHFULNESS

- 29 No Preschool – Wake County Teacher Workday.

APRIL (Easter, April showers, baby animals, Earth Day) GENTLENESS

- 3, 4 Photographer returns for portraits and class pictures in time for Mother's Day
- 15-22 No Preschool. Spring Break and Easter

MAY (Safety, Mother's Day, Summer fun) SELF CONTROL

- 07 Field Day for 3s, 4s, and Transitional K
- 22 Last Day of Preschool for Students
- 22 Four Year Old Class Graduation 12:00 p.m.
- 22 TK graduation (time TBA)
- 23 Preschool Teachers' Work Day

July / julio 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August / agosto 2018

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16 W	17 W
20 W	21 W	22 W	23 W	24 W
27 ★	28	29	30	31

September / septiembre 2018

M/L	T/M	W/M	T/J	F/V
3 H	4	5	6	7
10	11	12	13	14
17	18	19 V	20	21
24	25	26	27	28 ER

October / octubre 2018

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 ER
22	23	24	25	26
29	30 Q	31 W		

November / noviembre 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9 R
12 H	13	14	15	16
19	20 ER	21 V	22 H	23 H
26	27	28	29	30

December / diciembre 2018

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 ER
24 H	25 H	26 H	27 V	28 V
31 V				

January / enero 2019

M/L	T/M	W/M	T/J	F/V
	1 H	2 V	3	4
7	8	9	10	11
14	15	16	17 Q	18 W
21 H	22	23	24	25
28	29	30	31	

February / febrero 2019

M/L	T/M	W/M	T/J	F/V
				1 R
4	5	6	7	8
11	12	13	14	15 ER
18 W	19 W	20	21	22
25	26	27	28	

March / marzo 2019

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8 ER
11	12	13	14	15
18	19	20	21	22
25	26 Q	27	28	29 W

April / abril 2019

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5 R
8	9	10	11	12
15 V	16 V	17 V	18 V	19 H
22 W	23	24	25	26
29	30			

May / mayo 2019

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 H	28	29	30	31

June / junio 2019

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11 R	12 W	13	14
17	18 ★	19	20	21
24	25	26	27	28

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden

- 10/31
- 10/13- Saturday, full day (sábado, día completo)
- 11/21
- 1/18
- 2/19
- 2/18
- 3/29
- 6/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 4/6 - Saturday, full day (sábado, día completo)
- 4/15
- 4/16
- 4/17

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables de los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars