



# PARENT HANDBOOK

**369 Air Harbor Road  
Greensboro, NC 27455  
336-288-6434**

**Website: [www.caldwellpreschool.org](http://www.caldwellpreschool.org)**

**E-Mail: [info@caldwellpreschool.org](mailto:info@caldwellpreschool.org)**

**Caldwell Preschool** is a nondenominational, classical, Christian preschool which operates under a North Carolina Child Development Notice of Compliance through the Department of Health and Human Services. The Preschool is committed to maintaining the Notice Compliance by adhering to all of the rules and regulations. The preschool was established to provide the best possible experience for children without regard to race, sex, color, creed, or national origin. The preschool is for all children 15 months and walking up to six years of age. Caldwell Preschool serves the entire community, preparing young children for further schooling at Caldwell Academy and other strong educational institutions. We believe that preschool should be an extension of the home environment where children can learn new skills, interact with their peers and are provided hands-on learning opportunities through developmentally appropriate experiences.

**Mission Statement:** The purpose of Caldwell Preschool is to assist parents from a Biblical perspective in the social and educational nurture of their children by providing developmentally-appropriate learning opportunities and experiences within a classical, Christian environment.

**What makes our Preschool Special:** During our regular school day from 9a.m.-1 p.m., we use the Macmillan: Early Skills Program, Early Science Activities and Seasonal Activities, and “Handwriting without Tears.” The children also enjoy participating in Thanksgiving, Christmas, and Graduation programs along with an ABC Parade.

Our **Tiny Tots** begin their preschool experience learning to share, developing their verbal skills, painting, playing and learning in a classroom which is fun and age-appropriate.

Our **Two Year Old Classes** explore the world around them through poetry, literature, music, art, drama and dancing. Their enriched environment gives them the opportunity to continue developing their social and verbal skills as they learn colors, nursery rhymes and manners.

Our **Three Year Old Classes** continue learning in a child-centered environment. Developmentally appropriate readiness skills are incorporated in the children’s play. The children begin working together to develop emerging reading, writing and math skills. They enjoy days filled with fantasy, friends and fun.

Our **Four Year Old Classes** help prepare the children for kindergarten and the wonderful world around them. The children will continue working on reading, writing and math skills. Their days will be filled with art, music, literature, dance, drama and outdoor play.

**T-K** is for children who are taking an extra year before entering kindergarten. The children will participate in reading activities, math skills, art, music, Spanish, Hand Writing without Tears, as well as dress-up, free play and outdoor fun.

**Campus:** Our exceptional campus offers bright, clean classrooms with adjoining bathrooms in most rooms, two outdoor playgrounds and an outdoor classroom. Our outdoor classroom is located in a quiet grassy area. It has benches for the children and a table that provides space for demonstrations. It is perfect for learning about the nature that surrounds us or even quiet contemplation.

**Experienced Teachers:** Our teachers average over 15 years of experience working with preschool children. They are trained in CPR, First Aid and Prevent Child Abuse Training. The staff is committed to helping children develop a true love of learning.

**Involved Families:** Our parents have opportunities to support our preschool by serving on the Parent Council Association (PCA). This group is in charge of organizing book fairs, hosting welcome coffees, volunteering as room parents and arranging social events.

## **Unique Programs:**

### **Chapel:**

We have a service every week, alternating on Tuesdays and Wednesdays. We praise God through prayer, song and stories, while learning the importance of loving one another, being respectful and developing Christ-likeness. We also show thankfulness to God by helping others through outreach programs.

**Music:** The children will explore the magical world of music through songs, dance, musical instruments and movement games. They will develop a love of music and learn about rhythm, melody and beat while they actively participate. Musical experiences are an important part of children's sensory environment and will help them to develop physical, social and intellectual skills.

### **Sportercise:**

Sportercise is designed to promote quality fitness, healthy lifestyles and sportsmanship through physical activities. The children will develop physical skills, increase coordination, confidence and a sense of team work in a safe and fun environment. Students also participate in a program that is designed to help increase strength and balance in age-appropriate activities while having fun. All classes participate in Sportercise with the exception of Tiny Tots.

### **Thanksgiving, Christmas, ABC Parade and Graduation Programs:**

The Threes, Fours and TK classes celebrate Thanksgiving with programs for the entire family to attend. We also have a Christmas program to celebrate the "reason for the season" with the children singing songs while the TK children re-enact the first Christmas. The ABC Parade is for our three-year-old children to celebrate their year of learning about the alphabet. Each family designs their child's unique tee-shirt which the child will then wear in the ABC Parade. Graduation is the culmination of our four-year-old and TK classes. The ceremony is a trip down memory lane showcasing their many accomplishments and experiences. Preschool families are also invited to attend all Caldwell celebrations and activities.

## **Classroom Programs:**

### **Handwriting without Tears:**

This is a developmentally appropriate handwriting program that uses short, fun multisensory lessons to encourage great printing habits. Letters and numbers are formed using wooden pieces, small chalkboards, magnetic stamp and see screen, roll-a-dough containers, and smiley faces for correct placement along with songs and games.

### **Macmillan Series:**

This program is designed to enrich our children's learning experiences in language arts, social studies, math and science with finger plays, poetry, music and art.

### **Spanish:**

The children in the Fours & T-K classes will have Spanish every week and will be learning early communications skills in this language such as counting, colors, animals, people, etc. The program will provide children not only with beginning Spanish-speaking skills, but it is guaranteed to be a fun-packed journey along the way.

### **Yoga:**

The children sometimes confuse the name with "yoghurt" and "Yoda," but with the exception of the Tiny Tots and 2's, our classes participate in yoga each week. The program is designed to help increase strength & balance in age-appropriate activities while having fun.

### **Peabody Language Development Program:**

"P. Mooney" is a language based program using puppets to engage the children. The program is designed to stimulate oral language, cognitive development and logical thinking. Each lesson is taught in a relaxed game like atmosphere, to make language time fun and enjoyable.

## Tuition and Fees

### Registration and Enrollment

Registration and Enrollment Information will be available in January for the next school year.

### Registration Fee

The registration fee is \$100 for one child; \$75.00 for the second child and \$50 for the third and fourth child in that immediate family. The registration fee is non-refundable. All children enrolling must be of age on or before August 31.

### Tuition

Monthly tuition payments are payable by **bank draft only** and will be drafted on the 15<sup>th</sup> of each month. The tuition is refundable only if the Director of the Preschool is notified in writing at least four weeks in advance of the withdrawal date. For enrolled students, September's tuition will be drafted May 15.

Each family will receive a statement on the 20<sup>th</sup> of the month. Enrichment and Early Morning Program fees are due by check or cash on or before the 25<sup>th</sup> of the month. Fees not received by the 25<sup>th</sup> of the month or drafts returned for non-sufficient funds will be assessed a \$35.00 late/NSF fee. This fee is automatically added to the family balance. Please call the Director if you are having financial difficulties and the school will try to work with you.

Checks should be made payable to "Caldwell Preschool" and mailed to: 369 Air Harbor Road, Greensboro, NC 27455, or may be put in the box marked "Preschool Fees" in the Information Center in the Preschool Hall or in the Preschool Office.

Tuition: Hours of Operation: 9 a.m-1 p.m.

### Extended Day Programs

Caldwell Preschool operates under North Carolina Child Development Notice of Compliance which allows us to operate more than the traditional four hours. This gives us the unique opportunity to offer additional enrichment programs for your child and provide extra flexibility for you.

**Early Morning:** The Early Morning Program runs from 8 a.m. until school starts at 9 a.m. **Cost: \$7.25 per day**

### **Enrichment Program:**

The programs are from 1- 3 p.m. and offer a variety of educational opportunities. Be sure to plan to sign-up so your child will be assured a space in these extremely popular programs.

Cost: Registration Fee: \$25 includes all Enrichment programs

Please visit our website for program information and fees.

\$20 per day for drop-ins.

**Caldwell Preschool of Caldwell Academy Tax I. D. Number: 56-1898871**

## **Morning Drop-off and Afternoon Pick-up**

**Arrival:** Children may be dropped off in the carpool line or walked to their classrooms beginning at 9 a.m. If you need to drop off your child before 9 a.m., our Early Morning program starts at 8 a.m. and is open to drop-ins (Additional information on Early Morning can be found on page 3 of this handbook). If you walk your child to class please park in the parking lot and not in the car pool line. When carpool begins, parents may drop their children off at the covered entrance. Please center your car under the covered drive-through to ensure the teachers have plenty of room to safely remove your child from your car. Stay in your car and for your child's safety, leave him/her buckled in their car seat until the teacher helps him/her from the car. Please see the school calendar for the dates carpool line begins. Remember the carpool line is a "kiss and go" line!

**Dismissal:** After carpool begins, parents may either pick children up at the covered entrance in the carpool line or you may park in the parking lot and walk in to pick up your children at the entrance closest to Air Harbor Road. When picking up your child, please have a sign with your child's first and last name on it so we can have your child ready. If you use the carpool line please place the sign on your visor and if you use the walkers' door, please hold your sign up so that the teachers can see it.

**Late Arrival/Early Pick-up:** Please be prompt dropping off and picking up your child. The doors will be locked at 9:15 a.m. for your child's safety. If you arrive late or need to pick up early, please park in the parking lot and walk your child in through the "Walker's Entrance." Ring the doorbell and we will answer the door and welcome you to the school. We regret this inconvenience, but this is necessary for your child's safety and protection.

**Late Pick-up:** Closing time at Caldwell Preschool is 1 p.m. (3 p.m. if staying for Enrichment Programs.) According to the policy, if you are more than 10 minutes late and have not called the office, there will be a \$1.00 per minute charge. The fee is payable at the time of pick up. The staff expects to be able to leave work at the scheduled time, so please pick up promptly. We understand that occasionally you are delayed beyond your control, but please do not make it a habit to pick up at ten minutes after the hour everyday. Be considerate of your child and his/her teacher by picking up on time. This not only helps the staff, it helps your child feel secure as well.

**Parking Lot Safety:** Please be very careful when entering and exiting the parking lot. All traffic around Caldwell Preschool is one way please enter only at the entrance and exit only at the exit.

**\*Please notify your child's teachers in writing if your child is going home with anyone other than the parent who normally brings them to school and please explain the dismissal procedure to the person who will be picking up your child.**

### **Important Information**

**American with Disabilities Act:** According to Title III of the American with Disabilities Act of 1990 (ADA), religious schools that are controlled by religious organizations are exempt from ADA requirement. We will make an effort to work with families who fall under the protection of the ADA; however, we will have to address each family's needs individually.

**Birthdays:** Parents may send or bring simple refreshment and drink for their child's birthday. Please ask your child's teacher what day will be best to celebrate.

**Clothing:** Be sure your child's clothing is comfortable and allows for self-dressing. Label coats and sweaters with your child's name. **Be sure your child's clothing is appropriate for arts and crafts.** Dresses with ruffles and pants with belts should be avoided for preschool. Also, overalls and shortalls are difficult for diaper changes and "hurried" bathroom visits. Your child should wear appropriate shoes designed for outdoor play. Flip-flops and slip-on shoes are "cute" but do not stay on the feet; for your child's safety, these shoe types should not be worn.

**Conferences:** Parent/teacher conferences are held each year. Regular classes will not be held during conference days. Please make child care arrangements, as children should not be present during conferences. Parents may request additional conferences with a teacher at any time.

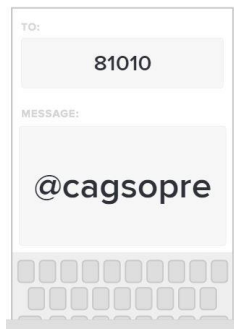
**Discipline Policy:** Our discipline policy is age and developmentally appropriate: Well-supervised classes help create an environment in which positive reinforcement of children's actions lead to acceptable behavior. When behavior is unacceptable, a child will be redirected to a new activity. We work with children and help them to "play well with others." However, a child is removed immediately from a situation if they are harming themselves or others. A child will be placed in a "thinking chair" for one minute per year of age. The parent will be notified if the behavior persists. Caldwell Preschool does not use corporal punishment.

**Inclement Weather:** Listed below are various methods for finding out if there are changes to the regular Caldwell Preschool schedule in the event of inclement weather. We are part of Caldwell Academy and therefore we follow their inclement weather procedures. Any changes to the school day schedule will be posted as soon as possible on the school web site. We encourage you to look over the methods below and sign up for the text alert if possible.

Snow days are made up at the discretion of Caldwell Academy Board of Directors.

Listed below is the order updates are posted.

1. Caldwell Preschool Website – Log on to the Caldwell Web site at [www.caldwellpreschool.org](http://www.caldwellpreschool.org). The day's schedule will be posted on the opening page.
2. Receive a text message without delay to your phone. Text @cagsopre to 81010



**Personal Belongings:** We encourage you to have your child keep toys and other personal belongings at home. Your teachers will have specific days for “Show-N-Tell.” We always welcome books or items that can enhance a unit. Please mark “Show-N-Tell” items with your child’s name. We cannot be responsible for loss or misplacement of unidentified articles.

**Toys:** Guns, swords and any toy that could accidentally hurt a child or any toys that may encourage aggressive play are not allowed at school. Please keep these at home!

**Telephone:** Caldwell Preschool’s office number is 288-6434. Office hours are 8:30 a.m.-1:30 p.m. Teachers should not have to leave the classroom for phone calls from the parents unless it is an emergency. However, a message can be relayed to the appropriate teacher if you call during office hours.

**Snack & Lunch:** The children bring their snack and lunch to school and stay until 1 p.m. All snacks and lunches are provided by parents and must be in paper bags or bento box type containers. Parents must label all items in the paper bag with the child’s name and date (the sandwich baggie, the milk box, the cheese stick, the chips...everything). All paper bags must also be labeled on the outside with the child’s name and date EACH DAY by the parents. If lunch is in a bento type container only the outside needs to be labeled with child’s name and date. Some parents make labels to apply to the bags—a great idea!

**Birthday Gifts:** For birthday gifts, you have the option of participation in our gift certificate program. You can give any amount desired in honor of your child, and that money will be applied toward something to be enjoyed by the entire class. Participation in this program is strictly voluntary, but it is a wonderful way to celebrate your child.

**Information for Kindergarten:** At Caldwell Preschool we provide educational and developmentally appropriate experiences for your child. We are not a substitute for your home. In order for your child to be developmentally ready for kindergarten, we must work together. We will offer guidance about kindergarten options but we will not tutor a child in order to have them gain acceptance at a particular program. Please read with them, talk with them and spend time on skills, which will be needed in order for them to be successful in school. Students who will be applying to Caldwell Academy’s kindergarten program will receive priority registration as “sibling status.”

**Sales and Solicitations:** No items, including food, may be sold on the campus without authorization from the Head of School. Direct solicitation of parents in the school for the purpose of personal gain is prohibited. Caldwell Preschool will not endorse or promote material other than via stationary display (e.g. at a book fair or following an assembly program).

**Printed Material and Media:** The Director must approve any and all printed material (brochures, posters, etc.) before being distributed or displayed on campus. Caldwell Preschool will neither endorse nor publicize ministry events. Postings for off-campus ministry and fine arts events must be approved by the Director of the preschool. Individual flyers will not be sent home.

The Head of School is the only school employee authorized to speak to the news media on behalf of Caldwell Preschool. It is requested that staff members, parents, and students not communicate to the news media in a way that would convey authority in regard to school policies and practices.

## **Parent Communication/Concerns:**

Please share your concerns with the appropriate person:

1. If you have a concern with the manner in which something is being handled at school, we ask that you speak to your child's teacher first.
2. If you are not satisfied with the outcome, please call or speak directly to the Director of the preschool. The Director will work with the parent and teacher to resolve the issue.

## **Volunteer Guidelines**

Should you care to volunteer for special projects, the preschool has established some guidelines for volunteering that should ensure that all events are productive and fun.

- At the beginning of each year, parents will have the opportunity to sign up for one party. This ensures that every parent will have an opportunity; please sign up for one party only. Teachers will let parents know if more volunteers are needed.
- The Parent Volunteer Association (PVA) will choose a parent for each class to assist the teacher with duties. This room parent will help coordinate the first class coffee, which should be a time for meeting other parents and for fellowship. No class parties will be planned during this coffee.
- Teachers will set the dates and times for all class parties. The coordinator for each party will be appointed from the list of parents who have signed up. Parties should last between thirty and sixty minutes. The coordinator of the party should discuss with the teacher regarding all party ideas and suggestions. Please remember to keep all activities age appropriate.
- Any correspondence to be sent home with students must be approved by the office before being distributed.
- Teachers' birthdays may be celebrated with a simple treat/and/or a small gift. If the class decides as a whole to solicit funds for teachers' holiday and year-end gifts, please make sure contributions are optional and try to limit the cost.

## **Governance**

Caldwell Preschool is a nonprofit, independent, nondenominational, classical, Christian preschool that operates under North Carolina Child Development Notice of Compliance. Caldwell Academy's Board of Directors is responsible for establishing and overseeing the policies and procedures of the school. The Director of the Preschool (under the supervision of the Head of School) is responsible for implementing the policies and managing the day-to-day operations of the school. Caldwell Academy is an independent school operating in compliance with the North Carolina Department of Non-Public Instruction.

## **Health Information**

Caldwell Preschool follows the North Carolina State Guideline concerning illness and health procedures. All this information can be found in the Registration Packet that is sent to all enrolling families in May.

**Allergies:** If a child suffers from allergies which might need emergency care you **must** have an Emergency Medical Plan on file. It must be filled out by a doctor with specific instructions for the staff and given to the Director before school begins.

We are very interested in the health of your child. In order that your child may be happy and well-adjusted in school, we ask that you do the following things:

1. If your child has diarrhea, vomiting, fever, "green" mucus, or any other serious illness, please keep him/her home 24 hours after the last symptoms. This will not only help the child to recover but will help others remain healthy. Please do not return your child to school until he is able to participate in all activities including outside play. Caldwell Preschool reserves the right to send a sick child home.
2. Be sure to advise the teacher of any dietary and/or insect allergies your child might have.
3. If anything unusual happens outside of school (death of a pet, parents on a trip, visit to a hospital emergency room, frightening experiences, etc.) please advise the teacher. Unusual happenings in the home routine could make the child's behavior change. Although their behavior indicates stress, a young child may often be unable to express his/her feelings adequately. With a clue from parents, the teachers will be able to work more effectively with the child's emotions. We will help in any way we can to make your child feel more comfortable and secure.

**Head Lice Policy:** The purpose of this policy is to provide guidelines for the prevention and control of head lice in the students and staff attending school at Caldwell Preschool. At any time during the school year the teacher may inspect any student for head lice. If nits or lice are identified during inspection the following procedure will be implemented:

1. The student will be removed from the classroom.
2. The parent or guardian will be called to come to the school to pick up the student.
3. Verbal treatment instructions as well as written instructions will be given to the parent before the student leaves the building. It is the parent's responsibility to follow these instructions and rid the student of lice so that the student may be readmitted to school. These instructions will include treatment as well as management of the student's environment and prevention of infestation.
4. Teachers will take the necessary procedures in the classroom in accordance with state guidelines.

After treatment has been completed and all nits have been removed from the head, the student will be welcomed back to school. Your child's classroom teachers will continue to check for nits during your child's first few weeks back at school.