

Hawthorne Lane Preschool Handbook



2016-2017

501 Hawthorne Lane
Charlotte, North Carolina 28204
Preschool Office (704) 332-8131 x 19
preschool@hlumc.org

Table of Contents

Welcome Letter	
Mission Statement	
Our Goal	
Our Philosophy	
Safe Sanctuary	
Safety	
Preschool Hours	
Arrival and Departure	
Behavior Guidelines	
Health	
Allergies	
Policies	
Sick	
Child Abuse	
School Closings	
Severe Weather	
Registration	
Tuition/Fees	
Withdrawal	
Clothing and Potty Training	
Lunch and Snacks	
Visitation and Conferences	
School Accidents	
Birthdays and Class Parties	
Preschool Board/Personnel Committee	
Staff	
School Calendar	

Welcome

Dear Parents,

Welcome to Hawthorne Lane Preschool. This handbook is designed to provide you with helpful information about our preschool program. Please take time to read it carefully and familiarize yourself with its contents. We invite you to schedule a meeting at any time to ask questions, offer suggestions or concerns regarding your child's experience in our program.

Our staff members have been carefully selected on the basis of their educational background, work experience and their love of young children. We feel it is important to have close cooperation and understanding of parents and our staff for the benefit of the children in our program.

We hope the experiences at Hawthorne Lane Preschool will be happy, wholesome ones for you and your child during these most formative years. We are excited about our program and feel this is going to be another great year. Thank you for entrusting your child to us.

Sincerely,

Lisa VanNote, Director

preschool@hlumc.org

Office Phone 704-332-8131 x 19

Mission Statement

Hawthorne Lane Preschool is a through-the-week children's ministry at Hawthorne Lane United Methodist Church. The purpose of this program is to provide a safe, Christian learning environment where preschool children learn about God's world and God's love through teaching and hands-on experience.

Our Goal

We welcome your child to Hawthorne Lane Preschool! We are committed to the best learning environment possible. Teachers at Hawthorne Lane preschool believe it is important to help children become enthusiastic learners. Our curriculum will focus on all areas of development including spiritual, social, emotional, cognitive, and physical. Our daily program will include hands-on experience, free play, art, music, language, and Christian growth.

Our Philosophy

Hawthorne Lane Preschool is unapologetically Christian in its values, and, true to the highest Christian principles, the school is respectful and welcoming to people of all backgrounds and all faith traditions. We are committed to supporting our teachers, our children, and their families in creating a Community of Caring. We will be communicating frequently with you regarding our areas of study and activities, as well as our policies. Everything will be done with the best interests of the children in mind and will be guided by the principle of Christian love. Children are warmly welcomed into our preschool. We strongly believe that people of all faiths and backgrounds will find our preschool to be a genuine example of a Community of Caring.

Safe Sanctuary

Out of our commitment to the safety of all children in our care, our church follows a comprehensive program for children and youth in our facility. It is the policy of Hawthorne Lane United Methodist Church to provide all children and youth a safe and secure atmosphere to encourage the spiritual growth of children, youth and those adults who are called to work with children and youth. There is a copy of the Safe Sanctuary policies in the preschool office.

Safety

Entry Doors/Locks: The doors to the church and preschool areas have electronic keypads, which require a special entry code. The preschool parents will be given a code to gain access during operating hours. After regular preschool hours, the code will not be effective. To keep a safe and effective process, we ask that you keep the pass code private and share it only among parents and guardians. Preschool parents should only use the entrance that is located in the back of the parking lot, which is closest to the playground area or the designated doors on 8th street. You will be notified directly of any changes in pass codes before this takes place.

Pick-up: If another person will be picking up your child other than those listed on your registration materials, you must send a note to the teacher who will notify the office. If notification is given over the phone for a change in pick-up, we will require a picture I.D. Only parents and guardians can call in this information. WE WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON. Please make us aware of any after-school playdates that your child may have, and do not forget to drop off any necessary car seats.

Parking Lot: Please be careful when driving in the parking lot. Please drive slowly. All of your attention should be focused on watching for children. Upon entering the parking lot, we ask you refrain from talking on your cell phone. By doing this, the focus will be on watching out for your child and for others. We wholeheartedly believe that you need to be off your cell phone to greet your children personally at 1 o'clock. After all, they will have lots to share about the fun they have had that day!

Preschool Hours

The preschool will be open Monday through Friday from 9:00 a.m. until 1:00 p.m. Because of insurance policies, we are not able to accept children before 9:00 a.m. The teachers will be in place before 9:00; however, they are using that time to prepare for your child's arrival. Children may enter their classrooms once the teachers have opened the classroom door.

Arrival/Departure

All children must be walked into their classroom/dropped off at carpool each morning no earlier than 8:55 a.m. Children must be picked up no later than 1:05 p.m. at the classroom door.

We ask that the drop-off and pick-up routine be done in a swift manner at the door. Coming into the classroom or talking with a teacher often causes confusion and takes the teacher's attention away from the other children. If you need to relay a message to your child's teacher, please send a note in his/her backpack.

Carpool

Carpool will be offered for morning drop-off on 8th Street. Please drive up to the sidewalk and wait. Have your child unbuckled and ready to exit the car. Slowly pull forward when the first car pulls away, turn off your car then a staff member will be available to open your child's car door. For everyone's safety, please **DO NOT** get out of the car to help with this process. Carpool will begin at 5 minutes before 9:00 a.m. until 9:10 a.m. If you arrive after that time and a staff member is not available, please park in the parking lot and walk your child to their classroom.

Behavior Guidelines

We believe positive methods of guidance are better than negative ones. In the event that a child demonstrates inappropriate behavior in the classroom, the teacher will follow these techniques of behavior management:

1. Positive reinforcement for the appropriate activity
2. Redirecting the child to a more appropriate activity
3. Giving a verbal indication of the inappropriate behavior
4. Withdrawal of privileges
5. A brief "time out" in the classroom
6. Removal from the classroom for a brief time by the Preschool Director
7. Discussion with parents if a problem becomes severe or persists
8. If behavior persists or becomes worse, removal from the preschool program will occur

Health

In order to have a safe and effective preschool program, we will make every effort to practice good health policies. For the safety of our staff and of all children that attend our school, we will require that immunizations be current. We also require that all children have a copy of their immunization records on file in the preschool office. No child should come to school visibly sick.

If your child is to become ill at school or is displaying any of these symptoms, we will call you immediately and move him or her to the director's office. If we are unable to reach you at the provided numbers, we will then begin calling the other contacts listed. If you are notified that your child is sick, you will need to pick them up as soon as possible. For the safety and comfort of all involved, a quick response is important. In addition, the staff cannot be responsible for administering any medication to the children.

If you are questioning your child's condition in the morning, then it would be a better idea to err on the side of caution and have him or her rest at home. Children can often become even more sick if they are "immune suppressed." Please keep your child at home if he or she is experiencing any of the following: a cold, fever, coughing, sneezing, excessive runny nose (discolored fluid), sore throat, unexplained rash, or any signs of a contagious sickness. To keep the spread of illnesses to a minimum, the school has the following policies:

Fever: Hawthorne Lane Preschool cannot accept a child with a fever. The child's teacher will call the parents to come for their child whenever he/she appears ill and has a temperature over 100 degrees. The child must be **free of fever for 24 hours** (stay out of school for one full day) before returning.

Diarrhea: Whenever a child has a very loose bowel movement accompanied by nausea or if he/she has two loose bowel movements within an hour, in the teacher's judgment a diarrhea type, parents will be contacted to come get the child. The child should be **free of diarrhea for 48 hours** (stay out of the school for one full day) before returning. If it is determined by consultation with the child's physician that the diarrhea is going to last awhile and it is not infectious, then the child may return to the school with a note from the doctor stating this.

Vomiting: Whenever a child vomits at school, the parents will be called to come pick up their child. The child should be **free of the sickness for 48 hours** (stay out of the school for one full day) before returning.

Colds: If the child comes to school with a cold, he/she should be able to follow the daily routine, including some time outside, weather permitting. If the teacher feels the child is not able to participate fully, they will notify the parent to come get the child. Please keep your child home if he/she has a constantly running nose, especially green or yellow mucus, redness in the eyes, pink eyes or eyes with any discharge, and constant coughing.

Communicable Diseases: Communicable disease means any disease that can be transmitted from one person to another directly by contact with excrement, other body fluids, or discharges from the body; or indirectly, via substances or inanimate objects, such as contaminated drinking glasses, toys or water, or via vectors such as flies, ticks, or other insects.

If a child has had a communicable disease, or a serious illness, the teacher may ask for a doctor's statement that the child is able to take part in the normal routine before he/she may return to the classroom. Parents, please call the school with the diagnosis as soon as possible so the other families can be notified that their child may have been exposed.

In the case of an emergency, it is crucial that we have up-to-date files with names, telephone numbers, and two other emergency contacts. The emergency medical treatment form must be signed by the parents/guardians, by the first day of school.

Allergies

We are sensitive to children who may have food or other allergies. It is critical that parents and guardians give us ALL information about their children's allergies. Please remember to keep this information updated and notify the Director and your child's teacher immediately.

Hawthorne Lane Preschool is a **"Nut Free Zone"**. This includes all nuts grown in the ground and on trees. We have children in our church family and in the preschool with an allergy to both tree nuts and peanuts. Please refer to the handouts with the list of items that are "Nut Free" and a list of "Tree Nuts" to help protect the children who are dealing with this allergy.

All packaged foods list the ingredients in the nutritional box. There you will find if the food contains nuts, traces of nuts or if the item has been processed on

equipment that handles nuts. Thank you for helping us keep all of our children safe.

If your child has any other food allergy, the parents of all children in the class will be notified and asked not to bring those items. We will take every precaution possible to ensure your child's safety.

If your child carries an epi-pen each day, we ask that you supply two for us to keep here at school. We feel that this is an extra step to ensure the safety of your child.

Child Abuse

The staff of Hawthorne Lane United Methodist Church Preschool recognizes the seriousness of child abuse and neglect. By North Carolina Law, caregivers are required to report suspected cases of child abuse and neglect. If a situation arises where there is concern for a child, the teacher will report it to the director who will begin a thorough investigation and then file a report to the Department of Social Services if need be.

School Closings

The preschool will follow the Charlotte-Mecklenburg School calendar for holidays and closings. However, please refer to the calendar that is in your welcome packet.

Severe Weather Closings: The preschool will follow the Charlotte-Mecklenburg School decisions regarding snow or inclement weather closings only (not delays). If Charlotte-Mecklenburg Schools operates on a delay, it will be to the preschool Director's discretion to delay or open at regular time (9:00am). Please tune into the television station for the most recent school closings listed on the Weather Channel 14. The Director will send a mass e-mail to parents by 7:00am. There will be NO Make-up days if closed three or less days. Make-up days will take place only if closed four or more days.

Registration

Parents who are interested in enrolling their children in the preschool program must complete the enrollment application. The required, non-refundable registration fee is due with the application. When the classes are full, a waiting list will be instated. Your child's name will be placed on the list in numerical order.

Adding your child’s name to the waiting list is free. If a space becomes available, then the registration fee is required immediately for enrollment in the program.

Enrollment is based on priority levels. First priority is given to Hawthorne Lane United Methodist Church members and staff, then currently enrolled families and then to the community-at-large.

Tuition/Fees

Registration Fee (non-refundable):

\$100.00 non-church members

\$90.00 for church members

Activity Fee (non-refundable):

\$50.00 for Young Toddlers & Toddlers

\$75.00 for Twos

\$90.00 for Threes

\$95.00 for Fours & TK

<p>Young Toddler</p> <p>T/TH.....\$250</p> <p>Toddler</p> <p>T/TH.....\$230</p> <p>M/W/F.....\$255</p> <p>M-F\$340</p>	<p>Twos</p> <p>T/TH.....\$220</p> <p>M/W/F\$245</p> <p>M-F\$335</p> <p>Threes</p> <p>T/TH.....\$215</p> <p>M/W/F\$240</p> <p>M-F\$330</p>	<p>Fours</p> <p>M/W/F.....\$245</p> <p>M-TH.....\$315</p> <p>M-F.....\$340</p> <p>TK</p> <p>M-F.....\$360</p>
---	--	--

A late fee of \$25.00 will be assessed if tuition is not paid by the 15th of the month. If tuition fees are not paid by the end of a month, the child may not continue in class until the fees are paid. There will be a charge of \$30.00 for all checks that are returned from the bank for “non-sufficient funds.”

Late Pick-up Fee

If your child is picked up late, there will be a \$1.00 per minute fee charged to the next month's tuition bill after 1:05 p.m. If you are running late, your child may be picked up in the director's office. We strongly believe that small children need to be able to depend on the reliability of adults. This policy helps everyone involved to be as dependable as possible.

Withdrawal

We value the relationships that we have with our parents and children, and we hope to grow with you and your child during all of their preschool years. Despite the best of intentions, there are times when a child may need to be withdrawn from Hawthorne Lane Preschool for various reasons, including life and family changes. In the event of a parent-elected withdrawal (including cutting back days), we ask that you submit written notice to the director at least **30 days in advance**.

Clothing/Potty Training

Clothing: Please dress your child accordingly for the weather. During the spring and fall, it is best to dress in layers. We want all children to feel comfortable while playing and learning. Sometimes, we even like to get a little dirty, so please leave your "Sunday Best" at home.

Children must wear closed-toed shoes. We have mulch on the playground and open-toed shoes may lead to injuries. Crocs, tevas, flip-flops, and sandals are not the best shoes to wear during school hours. Sneakers are the best and the safest for your child.

Every child will need to bring a complete change of clothes to keep in his or her cubby. Please place a set of clothes (shirt, pants/shorts, undergarments and socks) in a large ziplock bag and give it to your child's teacher at the start of school. Your child's teacher will ask for a heavier change of clothes once the weather turns cooler. Children who are not potty-trained must bring their own diapers and wipes. Please label all diapers with your child's name.

We will be going outside every day, weather permitting, so please remember coats or jackets, and make sure that your child's name is labeled in them. Apply

sunscreen at home if you wish; sunscreen is considered a “medication” by the state and teachers are not allowed to apply it to the children at school.

In order to help your child develop skills of “self help,” we ask that you do not dress them in overalls or belts.

Potty Training: Children who are not potty-trained must bring their own diapers and wipes. Please label all diapers with your child's name. We practice good hygiene and will require the children to wash hands with the help of the teacher after having their diapers changed or after using the toilet.

If you are potty-training your child, please let the teacher know. We ask that you provide two extra sets of undergarments and pants. Please make sure that the buttons and snaps on the clothing are manageable for your child, with some help. Overalls and belts should not be worn.

It is important for your child to show signs of being emotionally and physically ready to begin potty training before they begin potty-training at school. We want to help in this exciting process and will not encourage your child if he or she is unwilling or resistant. For sanitary reasons, if the child is in the process of being trained, is not totally trained, and has three consecutive accidents, please use pull-ups when coming to school.

Children entering the Three-year-old class in September must be fully potty-trained by the end of October, that same school year.

Lunch/Snacks

We will have a morning snack every day. We ask that each child bring their own snack from home. Children will be served water at snack times if they do not have 2 drinks in the lunchboxes.

Each child will be required to bring a lunch from home every day. Please be mindful of your child’s ability to use utensils and plan accordingly. If your son/daughter is still working on using a spoon correctly, yogurts and puddings might not be ideal. We recommend 3 to 4 items. We do not microwave children’s food.

Nutritional Snack/Lunch Ideas: A protein: cheese, sandwich meat (with or without bread). A fruit: raisins, mandarin oranges, banana, strawberries, blueberries, grapes (cut in half), apples (cut in slices). A bread: crackers or sandwich bread, etc. A vegetable: carrots, celery, cucumbers, celery sticks, etc.

Visitation/Conferences

We have an open-door policy at Hawthorne Lane Preschool. Parents and guardians are welcome to come into the school at any time during operating hours. Upon arrival, we do ask that you be mindful of separation issues that might arise from your child or other children in the class.

Teachers will be communicating with you all year long in a variety of ways including monthly calendars, email updates, and face-to-face interactions twice a day.

We would love for parents, grandparents, or other family members to participate in reading or storytelling. Please let your child's teacher know if you would like to help. In addition, if you or your family members have any special gifts or talents that the children might enjoy learning about at school (cooking, sewing, painting, job-related, etc.), please let us know.

Your child's teacher may choose to set up times for conferences throughout the year. This usually happens once in the fall and once in the spring. However, we value the relationships between parents and teachers. If you have any concerns that you would like to discuss with your child's teacher, please let that teacher know. The teacher will work with you to find a time to meet before or after normal class hours.

School Accidents

We will take every precaution to ensure your child's safety while at school. In the event of an accident, we will evaluate the situation and make the decision to call the parents. Of course there will be minor bumps and bruises which we will tell you about at the end of the school day. Our teachers will report all incidents by filling out an accident report. The parents will be given a copy of the report and one will be kept on file in the preschool office.

Birthdays/Class Parties

Everyone should be celebrated for being born, and birthday celebrations are a great way to do just that! Please let your child's teacher know what you would like them to bring into the class for your child's birthday. The teacher will let you know the best time to come and party. Summer birthdays can be celebrated during the month of May. We love to celebrate every season and holiday. We will have special activities for the children to learn about each one. Please refer to the monthly calendars for the party dates. There will be a chance for you to sign up to bring in items for each party.

Preschool Board

Membership: The Preschool Board consist of the Preschool Director, Senior Pastor, the Director of Children's Ministries, one Trustee Member, one Attorney, five church members, and one preschool parent.

Duties: The Board supports the philosophy, purpose and objectives of the preschool program.

Makes recommendations and approves the fees, admission procedures, preschool budgets, fundraising events, salaries, staff changes, calendar and any other item that the director brings forth. In the event of a director's resignation, meet and appoint an acting director.

Preschool Personnel Committee

Membership: The Preschool Personnel Committee consists of the Director, Senior Pastor, the Director of Children's Ministries, and two church members.

Duties: Interview and approve all preschool staff members.
The list of members is available to you from the preschool office.

Director of Preschool

Qualifications: Has a working knowledge of child growth and development. Be able to work with teachers and provide their needs for a successful classroom. Be able to administer the business portion of the school.

Duties: Hiring and dismissing teachers. Provide curriculum resources, materials, supplies, continuing education and support for teachers. Administer the school's finances.

Preschool Staff

Lisa VanNote- Director
Rachel Rempson – Office Assistant
Nicole Lahr – Toddler Teacher
Mary Nunn- Young Toddler & Toddler Teacher
Hayley Watson – Toddler Teacher
Allison Cruse- Two year old Teacher
Jessica Baker – Two year old Teacher
Courtney Duncan - Two year old Teacher
Carolyn Camann - Two year old Teacher
Courtney Younce – Three year old Teacher
Ginny Mehlretter – Three year old Teacher
Michelle Jandebaur – Three year old Teacher
Anne Edwards – Three year old Teacher
Jackie Koehler – Four year old Teacher
Jackie Cruse- Four Year Old Teacher
Julie Jones – Transitional Kindergarten Teacher

Special Area Teachers:

Science with Atomz Lab
Creative Movement with Ms. April
Chapel with Lizanne Miskelly; Director of Children's Ministry
Music with Ms. Lindsey

Hawthorne Lane Preschool

2016-2017 Calendar

September

- 1 - Open House (9:00 am - 1:00 pm) & Parent Orientation (6:00 pm - 7:00 pm)
- 6 - First Day of School
- 20 - Room Parent Meeting (9:20 am)
- 29 & 30 - Doughnuts for Dads (8:45 am – 9:15 am)

October

- 13 & 14 - Fall Photos
- 20 & 21 - Pumpkin Patch

November

- 23 - 25- Thanksgiving Holidays (Preschool closed)

December

- 16 - Christmas Program (3's, 4's, TK; Time to be Determined)
- 21 - January 3 - Christmas Break (Preschool Closed)

January

- 4 - Classes Resume
- 16 - Parent/Teacher Conferences (Preschool Closed; MLK, Jr. Holiday)
- 20 - Feb. 3- Registration for 2017-2018 School Year begins for Currently Enrolled Students
- 20 - Feb. 3- Registration for Summer Fun 2017 begins for Currently Enrolled Families & Church Members

February

- 6 & 7 - Registration for 2017-2018 School Year begins for siblings of Currently Enrolled Students & Church Members
- 8 - Registration for 2017-2018 School Year & Summer Fun 2017 begins for the General Public
- 20 - Teacher Workday (Preschool Closed; President's Day)
- 20 -24 - Teacher Appreciation Week

March

- 6 - 10 - Scholastic Bookfair

April

- 7 - 14 Spring Break (Preschool Closed)
- 17 - Classes Resume
- 28 - Art Show
- 27 & 28 - Class Photos

May

- 11 & 12- Muffins for Mom
- 26 - Last Day of School