

**ASBURY UNITED METHODIST CHURCH
ASBURY PRESCHOOL
6612 Creedmoor Road
Raleigh, NC 27613
919-846-4773**



**PRESCHOOL HANDBOOK
2011 – 2012**

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25th EDITION



TABLE OF CONTENTS

OUR PURPOSE, PHILOSOPHY, AND GOALS.....	4
FROM THE PASTOR.....	5
FROM THE DIRECTOR.....	6
ASBURY PRESCHOOL POLICIES AND GENERAL INFORMATION.....	7
Operating Hours:.....	7
Arrival and Dismissal:.....	7
Registration and Enrollment:.....	7
Custody Related Issues:.....	7
Release of Children to Impaired Adults:.....	7
Late Pick Up:.....	7
Payment Policies:.....	8
Payment Policies for Transitional Kindergarten:.....	8
Returned Checks:.....	8
Delinquency of Tuition Payments:.....	8
Withdrawal from Preschool:.....	8
School Delays and Closing:.....	8
Illness:.....	9
Contagious Diseases:.....	9
Absence:.....	9
Policy/Procedures:.....	9
Staff:.....	9
Supervision:.....	9
Confidentiality:.....	9
Health and Safety:.....	10
Discipline:.....	10
Transition times:.....	10
Open House:.....	10
Child Abuse and Neglect:.....	10
Playground:.....	10
Snack:.....	11
Lunch Bunch:.....	11
Hand washing and Cleaning:.....	11
Toileting/Potty Training:.....	12
Birthdays:.....	12
Clothing:.....	12
Share Days:.....	12
Chapel:.....	12
Field Trips:.....	12
Personal Items:.....	13
Volunteers:.....	13
Visitors:.....	13
Communication:.....	13
Parent Library:.....	13
Conferences:.....	14
Evaluations:.....	14
Board of Directors:.....	14
Negotiating Difficulties:.....	14

Special Needs Children:.....	14
Project Enlightenment:	14
Teel Padgett Scholarship Fund:	14
General Mills Boxtops for Education:	15
Harris Teeter VIC Program for Education:.....	15
Kroger Stores:	15
Cell Phone Use and Other Electronics:.....	15
Falsification of Children’s Records:	15
DATES TO REMEMBER.....	16
2011-2012 Traditional Instructional Calendar.....	17

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. Children of any race, creed, or culture will be welcomed. 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

Grace and peace to you.

No doubt many of us know The Lord's Prayer and are familiar with the phrase "Thy kingdom come." Christians pray these words all over the world every Sunday. What is this coming kingdom? The prophet Zechariah gives us a clue. Listen to Zechariah. The kingdom isn't vague to him:

"Thus says the Lord: I will return to Zion, and will dwell in the midst of Jerusalem, and Jerusalem shall be called the faithful city. . . old men and old women shall again sit in the streets of Jerusalem, each with staff in hand for age. And the streets of the city shall be full be full of boys and girls playing in the streets." (Zechariah 8:3-5)

What is the kingdom of God according to the prophet Zechariah? It is a kind of public park! It is a park where old people are no longer cold and lonely and ill and senile, but participants in a community. It is a public park where the elderly can sit together and bask in the sun, and talk and laugh over the good old days in full vigor and clear mind and satisfaction of life.

The kingdom of God is a public park where little children can run and play in its squares, in safety and fun and delight. It is a place where no child is ever abused or unwanted or malnourished, and where there isn't one bully among them to make the others cry. The kingdom of God, says Zechariah, is a public park where the streets are safe for children.

If we are going to lay claim to this vision, we parents, grandparents, teachers, mentors, and leaders need to go to work in our homes and schools and churches to raise children. That means nurture, love, discipline, faith, courage, time and energy and patience and wisdom.

That presses the more important question for us. Maybe our children will be ready for the kingdom only if we ourselves as parents and grandparents and leaders and citizens, are also ready for it. How blessed I am to be a part of a church family that has made ministry to and with children a high priority. You and your child are important to us. We want to continue to strive for excellence in all that we do as we seek to embody God's kingdom values.

We thank you for choosing our excellent preschool with a wonderful and dedicated staff. We will be praying for you and your child. Please pray for us as we serve Christ and the needs of all of our children.

In Christ,

Terry Bryant

FROM THE DIRECTOR

Our 2011-12 school year begins our 25th year of ministry to young children in our community and church. It is a pleasure to have your family involved in our preschool. 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. Beginning in October, we will send newsletters 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.

May God bless you and your family this year!

With love,

Lori Tremper, Director

ASBURY PRESCHOOL POLICIES AND GENERAL INFORMATION

Operating Hours:

Asbury Preschool hours are 9:15 a.m. to 12:15 P.M. Monday through Friday. Children who stay for Lunch bunch on Wednesdays and/or Thursdays are dismissed at 1:15 P.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. 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.

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.

Custody Related Issues:

It is presumed that both parents have equal right 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 divorcing/divorced 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 and lunch bunch 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 in the preschool office on the wall nearest the door.

Payment Policies for Transitional Kindergarten:

Tuition and lunch bunch 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 in 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, 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 by the 7th day of each month. Unless different financial terms were previously discussed with the director, 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 2 through May 24. A school calendar is located at the back of the Preschool Handbook. The Preschool will **USUALLY** follow Wake County

Public Schools' 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. All children should bring their lunches on two-hour delay days. 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 of Directors 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 12:15. WRAL and WTVD will carry preschool announcements or we will follow Wake County's announcements. A message will be placed on the preschool answering machine as soon as a Wake County announcement is made.

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.

Absence:

Please call the preschool when your child will be absent for any reason. Our number is **846-4773**. 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. 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 and NAEYC accreditation standards.

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.

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.

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 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 Protective Services Unit of the Department of Social Services. All preschool staff members, even those not directly working with children, have been finger printed and have had a criminal records check done by either S.B.I. or F.B.I. in those instances where a staff member has lived in North Carolina less than five years.

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. If you picnic on our playground during non lunch days, 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.

Snack:

An annual \$30 snack fee (\$10 for Toddler Tuesday) will be collected with September's tuition payment. This payment includes all food and paper goods. Snack time is a social time for children. The children bless their food before snack and lunch times. Teachers sit with children and interact with them, assisting the children when necessary and working on table skills and manners. Older children will be serving and pouring their snack and drink. Younger children will be learning this skill as well as keeping their places tidy. Snack is provided by the preschool. Menus are posted in the hallways of both buildings. Class cooking units are noted in class door notes. Children are not forced to eat snack but we encourage them to try new things. The snack menu and portions are based on recommendations from the state. We serve 2% milk, water, or 100% dye free juice. Snacks may include pizza, peanut butter and crackers, low sugar cereal such as Chex or Cheerios, fruit, vegetables, or cheese. **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.

Lunch Bunch:

Monthly Lunch Bunch sign up sheets are located at the door of each classroom. Students who are staying for Lunch Bunch on a monthly basis must be signed up by the parent at the beginning of each month. A Lunch Bunch fee of \$20 per month should be included with your monthly tuition payment. If your child attends preschool five days per week, and is staying both Wednesday and Thursday for lunch, the fee is \$40 per month.

There is also a "Drop-In" Lunch Bunch option offered for students who are in class on lunch bunch days and are not already enrolled for Monthly Lunch Bunch. The fee is \$10 per day. Parents must sign up by 9:30am of the lunch day in the preschool office (not at the classroom). All payments must be made by check. We cannot accept cash for Drop-In Lunch Bunch due to audit requirements, and Drop-In Lunch Bunch fees cannot be rolled over into the Monthly Lunch Bunch option.

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.** Sweets such as candy will be returned home. We cannot serve whole grapes, popcorn or nuts to children less than 36 months due to choking potential. If your child's lunch requires refrigeration, parents must provide an insulated lunch box and cooler blocks as required by the Wake County Health Department. Perishable foods not properly packed cannot be served to students at any time. All Lunch Bunch children are dismissed at 1:15 P.M. *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 snack and lunch bunch, and before using the water table or cooking and toileting. Parents need to wash their child's hands with soap and water before entering the classroom. This is a sanitation requirement. Restrooms are located near the

sanctuary and in the education building closest to the large playground. Classrooms with sinks will have children wash hands in their 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. Threes 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 a nutritious snack each day. Cupcakes do not fit this category. However, if you do bring cupcakes, *do not ice them* and please bring milk. Children do much better with the mini size cupcakes and muffins. We also recommend fruit or cheese or mini muffins rather than cake. 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 or candy are not allowed.*

Clothing:

All children should bring an extra change of clothing, including underwear and socks, in a labeled zip lock bag. Diapers and wipes 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. Reports of children getting injured or choked from their drawstrings have encouraged us to take this policy. 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 the three and 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. *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, sippy cups, 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 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 the 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, please go directly to their classroom. If you are coming to observe another class, you need to check in with the office first. You may want to call and check to make sure a class is not on a field trip or having a special activity with their parents. Parents, who are not associated with the preschool, must stop in the office first and they will be escorted to the classroom. For your child's safety, the Preschool doors are secure during school day. A doorbell is located 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. 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.

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.

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 sheet for available times. Conferences last between 15 and 20 minutes. Additional conferences may be scheduled on an as needed basis. Teachers use a developmental checklist to share developmental 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 Council of Asbury United Methodist 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. All board members are members of Asbury United Methodist 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 different special 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.

Project Enlightenment:

Project Enlightenment is the Early Childhood arm of Wake County Public Schools. Project staff serves 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 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 as many as three schools to your VIC card. 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 gives us points based on purchases and points are redeemed to purchase supplies for the preschool. Just bring the barcode located on the preschool website and your Kroger card to register. It's so easy.

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 (Welcome to Asbury Preschool)

31 Preschool Teacher Work Day

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

01 Preschool Teacher Work Day

02 Preschool Meet Your Teacher Day – All children attend with their parents

05 Labor Day – Preschool Closed

06 First regular day of Preschool 9:15 to 12:15.

12,14 New parent question/answer session 9:30a.m.

20 Parent Night 7:00-8:30 PM in Centrum followed by open house in classrooms

30 No Preschool – Wake County Teacher Workday

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

31 No Preschool - Wake County Teacher Workday

NOVEMBER (Conferences, harvest, Thanksgiving) PEACE

03-04 Portrait photographer, in time for Christmas, Sibling pictures also taken

11 No Preschool - Veterans' Day Observation

23-25 No Preschool - Thanksgiving holiday

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

19 No Preschool - Christmas holiday through January 2, 2011

JANUARY (Winter, hibernation, and....SNOW??) PATIENCE

03 Return to Preschool after Christmas holiday

16 No Preschool – Martin Luther King, Jr. observance

23 No Preschool – Wake County Teacher Workday

24-27 Registration for currently enrolled families for the 2012-2013 School Year

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

20-21 No Preschool – Presidents' Day observance and Wake County Teacher Workday

MARCH (Weather and wind, Spring Conferences begin) FAITHFULNESS

13 No Preschool. Staff attending all-day training at Project Enlightenment.

30 No Preschool - Wake County Teacher Workday.

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

02-06 No Preschool. Spring Break

12-13 Photographer returns for portraits and class pictures in time for Mother's Day

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

04 Field Day for 3s, 4s, and Transitional Kindergarten

24 Last Day of Preschool for Students

24 Four Year Old Class Graduation 11:45 a.m.

25 Preschool Teachers' Work Day

2011-2012 Traditional Instructional Calendar

WAKE COUNTY PUBLIC SCHOOL SYSTEM 2011-2012 TRADITIONAL CALENDAR

LEGEND

- H - Holiday
- W - Teacher Workday
- W - Teacher Workday*
- V - Required Vacation Day
- ER - Early Release Day
- Q - End of Nine Weeks

★ First and last days

Weather Make-up Days

- September 30
- November 23
- December 22
- February 21
- February 20
- June 8
- April 2
- April 3
- April 4

JULY 2011							AUGUST							SEPTEMBER							OCTOBER											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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					4	5	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8					
					H		14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15					
							21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22					
							28	29	30	31	★			25	26	27	28	29	30	31	23	24	25	26	27	28	29					
																					30	31										

NOVEMBER							DECEMBER							JANUARY 2012							FEBRUARY													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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							25	26	27	28	29	30	31	29	30	31					26	27	28	29										

MARCH							APRIL							MAY							JUNE											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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							29	30						27	28	29	30	31	24	25	26	27	28	29	30							

* End of quarter and beginning of school workdays are set by the NC Calendar Law (SL 2004-180).