



●Grove Park Chapel Preschool ● 805 Sherron Road ●Durham, NC 27703 ● 919-596-1152●

●www.groveparkchapel.com ●

Dear Parents,

Thank you for considering Grove Park Chapel Preschool for your family's preschool needs. We welcome you! GPCP has been serving the needs of our community for over 15 years and we are excited that you have decided to join us.

At GPCP, we understand how important it is for each child to mature and grow at their own pace. We weave together fun and learning that enable and help our young learners with the skills necessary to succeed at the next level. We believe that all children are talented, capable and special whether they enjoy reading books, music, or building blocks, and are gifts from God. It is our philosophy that early childhood should be a time of fun and exploring in a secure environment.

Planned within the framework of our philosophy and purpose, our curriculum will include activities to expose your student to shapes, colors, numbers and letters through: chapel time once a week, daily circle time, sharing, music, creative art activities, physical development activities, science, and games.

The attached handbook is provided for you so that you may better understand our policies and procedures. Please read it carefully and contact us if you have any questions or concerns.

Sincerely,
Sandi Wheelis
Director
gpcpreschool@nc.rr.com



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OUR GOALS

The Grove Park Chapel Preschool program is a ministry of Grove Park Chapel. The goals of this ministry are to provide spiritual support to all members of your family, as well as safe and fun educational activities that will allow your child to function successfully when he or she enters an elementary school program.

REGISTRATION

Registration for the 2010 - 2011 school year will be held beginning January 25th for current students and the Grove Park Chapel church congregation, and **will open to the public February 8th, 2010.**

Classes are filled on a first come - first served basis according to the date that the non-refundable registration fee is paid. Unless the registration fee is included with the application, we **cannot** hold a place for your child. The non-refundable registration fee is \$70.00 for new students and \$45.00 for returning students. Registration fees help with expenses such as playground equipment, classroom equipment, special supplies, and other miscellaneous expenses during the school term.

If classes are filled when a parent inquires, the child's name will be placed on the age appropriate waiting list in order. As vacancies occur during the year, they will be filled from the waiting list. The next person on the waiting list will be called as soon as space is available and allowed 48 hours to notify us before we offer the space to someone else. If your phone number changes at any time, please remember to notify us so we in turn may notify you of any openings.

Our program offers classes for children based on their age as of August 31, 2010. Your child must be age 2 years, 3 years, or 4 years old as of August 31, 2010 to enroll in that class age group.

TOURS

Tours of the facilities are offered by telephoning Grove Park Chapel and speaking to the Director to arrange a time and date. We strongly encourage visiting while school is in session to see the environment, teachers and children at work.

FIRST DAY OF SCHOOL

The first day of school for the 2010-2011 school year is **Tuesday, September 7, 2010.**

ORIENTATION

Parents of enrolled students will receive an email in July inviting them to bring their child(ren) to Orientation on **Thursday, September 2, 2010.** Orientation provides an opportunity for the child to spend thirty minutes familiarizing themselves their new classmates. During this time, the parents attend an informational meeting with the Director and Teachers reviewing important information regarding the school and its policies. The children will join his/her fellow students in the gym for play time to get to know each other. We strongly encourage attendance. Family and parent involvement are key to our program, its philosophies, and its success.



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Ratios, Days and Hours of Operation

Our 2 Year Old Class is available two days a week Tuesdays and Thursdays. A four day option is available with a minimum of 6 students. Please let the director know if you are interested in all 4 days.

Our 2's class has a ratio of 2 teachers to 10 students.

Our 3 Year Old Class is available either three or four days a week: Monday, Tuesday, Thursday or Monday through Thursday

Our 3's class has a ratio of 2 teachers to 12 students and a class of 1 teacher to 6 students.

Our 4 Year Old PreK Class is four days a week: Monday – Thursday.

Our 4's PreK class has a ratio of 2 teachers to 14 students.

Classes will be added or consolidated, by the Director, on a space available, as needed basis. GPCP opens in September and is open until mid May. School is open from 9:00am until 12:00pm for preschool students. A calendar is given to each family to plan for holidays and vacations. Afterschool Fun Play is available for a small fee, more information available later in the handbook.

TUITION

Tuition is continuous throughout the school year and guarantees a position for your child. **There are no deductions in tuition for absences, illness, snow days or the scheduled holidays throughout the year.** GPCP is self-supporting and non-profit. As such, it depends entirely on tuition fees. Payments are due on the first school day of each month.

It is very important that tuition is paid on time. In the event that tuition payments are paid after the fifth of the month, a \$10.00 late fee will be assessed. Checks returned for insufficient funds must be paid out in cash, along with a \$25.00 returned check fee plus a \$10.00 late fee. GPCP has the right to request future payments be made in cash or money order. Please make checks payable to Grove Park Chapel Preschool or GPCP. Checks may be given directly to the Director, Teacher, or a GPCP staff member in car line or mailed to the school address. We offer a five percent (5%) discount per total cost to families enrolling more than one child in our program and a ten percent (10%) discount to families that have attended Grove Park Chapel on a regular basis for more than 6 months.

Parents wishing to withdraw their child must give written notice **two weeks prior to leaving.** We reserve the right to dismiss a child for behavior placing their peers or teachers in danger, for violations of our policies, or if we do not have adequate expertise or resources for the child's educational or medical needs.



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Tuition Prices are as follows:

Twos:	Tuesday and Thursday	\$150.00 per month
Twos:	Monday - Thursday	\$240.00 per month
Threes:	Monday, Tuesday and Thursday	\$190.00 per month
Threes:	Monday – Thursday	\$230.00 per month
Fours:	Monday – Thursday	\$230.00 per month

AFTERSCHOOL FUN PLAY

The Afterschool Fun Play is optional for all preschool students and is offered on Mondays & Thursdays. Your child will be able to stay after school an extra 45 minutes and play with their friends on the playground or in the gym, depending on weather. You may pick up your child between 12:30-12:40 from the playground (weather permitting) or from the gym.

The cost will be \$18.00 per month for one Fun Play day per week, and \$32.00 per month for both Fun Play days (Mondays & Thursdays). Fun Play begins the beginning of September and ends in May. If a child is left beyond 12:40 pm a late fee of \$5.00 per 5 minutes will be assessed when he or she is picked up and added to the following month's bill. The time is based on www.time.gov.

If your child is not participating in Fun Play on Mondays and Thursdays you will need to pick your child up between 11:55 and 12:10 pm.

HEALTH AND SAFETY

Each child is required by state regulations to have on file a health statement, which includes a record of up-to-date immunizations and the signature of the child's attending physician or source of medical care. The Medical Statement must be completed and in our office thirty (30) days after school begins.

Staff members are trained in first aid and CPR. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, a description of the incident will be noted on an accident form and given to the parent as well as filed in the child's file. For any serious accident or illness the school will secure immediate medical attention as described in the "Authorization for Medical Treatment" section of the registration form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members. **By signing the "Authorization for Medical Treatment," you authorize GPCP to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment there is insufficient time first to contact your child's physician. You also authorize us to determine what constitutes an emergency.**



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For the health of all our children and staff, we ask that you not send your child to school if:

- ⌘ **Your child has had a fever within the last 24 hours.**
- ⌘ **Your child has vomited within the last 24 hours.**
- ⌘ **Your child has had diarrhea within the last 24 hours.**
- ⌘ **Your child has Conjunctivitis or other eye infections.**
- ⌘ **Your child has head lice. Doctor's note may be required to return to school.**

Your child must be free of all symptoms for at least 24 hours before they can return to school.

We reserve the right not to admit a child who appears to be ill to reduce the spread of illness to other children. Should your child become ill during school hours, we will notify you immediately.

Our staff cannot administer medication to the children. Please do not ask them to do so. If a child is exposed to a communicable disease, we will do our best to notify you. If you wish to avoid having your child exposed to a communicable disease, you may voluntarily keep your child out of class; however, you will be responsible for payment of tuition. If your child contracts a communicable disease, such as chicken pox or pink eye, please notify the school, and return your child to school only after the period of contagion has passed.

At one time or another, many adults and children may have to cope with head lice. In order to prevent them from becoming a widespread problem it is helpful to inspect your child's head weekly. If you need more information about identifying lice, talk with your pediatrician. Children will be checked periodically at school as well. If a child is found to be infected with head lice, the parent will be called to pick up the child. A pediatrician can prescribe a special shampoo for the child, or other effective treatments can be bought at the drugstore without a prescription. When the child returns to school, the director will inspect the child's head for nits. The child will be allowed to return to school ONLY after the child has been treated and only after ALL nits have been removed. Doctor's note may be required before the child may return to school.

STUDENT DEVELOPMENT AND PROGRESS

Grove Park Chapel Preschool is committed to assisting each child in the process of development and education. It is our philosophy that each child is designed by God and has gifts and attributes all their own. We know that every child is an individual and development is an individual matter. GPCP strongly believes that all children do not develop at the same rate and age does not guarantee a certain level of performance or behavioral maturity. Chronological age is our guide for placement but we encourage parents to consider the child's developmental age when considering advancement.

Our goal is to observe and assess motor, adaptive, language, personal-social and academic development and report the results back to the parents for their information. GPCP curriculum is oriented toward giving each child the right start and focusing on where he/she is ready to learn and grow successfully.



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Your child will be evaluated twice during the school year. Written developmental checklists will be done in December and May. A copy of the completed checklist will be sent home the last school day in December and last school day in May. We welcome parent-teacher conferences any time during the year (but not during school hours, please). A sign-up sheet is available in your child's classroom for parent-teacher conferences. Please use the sign-up sheet so that your child's teacher can prepare for the meeting.

At any time during the school year, we reserve the right to request that parents of any student have their child evaluated if a student has a difficult time adjusting to our program, or if the program has a difficult time adjusting to the needs of the student. Qualified persons or agencies must do the testing and evaluation. The results of all testing will be discussed only with the parents, teacher, and Director. If the parents do not desire to have their child evaluated and tested, we reserve the right to ask that the child be removed from the school.

If a child who has been admitted to our school is unable to benefit from our program, the Director may hold a conference with the parents and request that other arrangements are made for the child.

SPECIAL NEEDS

Without prior consent of the Director, the Preschool cannot accommodate any child having a physical, mental, or emotional condition which requires special supervision, handling, or which requires the dedication of special facilities for the child.

Parents are expected to notify the Director of specific allergy or food restrictions. This information should always be included on registration forms and discussed with your child's teacher for the safety of the child.

BATHROOM POLICY

Two year olds will have their diapers changed as needed. Children enrolled in our three year old and four year old classes should be independent in bathroom use. Teachers are always available for assistance, but the 3's and 4's students must be in underwear rather than a diaper.

CHRISTIAN EDUCATION

Grove Park Chapel Preschool seeks to integrate a spiritual and Christian dimension in all areas of learning. Your child will have Chapel weekly in which they are taught Old and New Testament Bible stories, prayer, pledges to the American Flag, the Christian Flag and the Bible, as well as Bible songs.

In addition to chapel, prayers are given before snacks and meals, biblical themes are prevalent in teaching, and family events are designed with Christian themes.



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ABUSE AND NEGLECT

We are required by law to report any and all signs of abuse and neglect. All reports are made through the Department of Social Services Protective Services Unit.

DISCIPLINE

Grove Park Chapel Preschool's discipline is based on the premise that children, parents and staff respect and care for themselves, others and others' property. Our wish is that GPCP is an extension of your home and we desire to work with parents to provide continuity. Our goal is to solve concerns by modeling good behavior, redirecting behavior, praising children for their positive choices, and finally by using "time out."

At GPCP we do not believe that corporal punishment is an acceptable method of dealing with the students at our preschool. Our students will not be slapped, hit or spanked in any manner; nor will they be subjected to any form of psychological punishment. Giving positive verbal rewards, which reinforce a child's good decisions and behavior, encourages acceptable behavior. Our staff places great emphasis on the need for children to express their frustrations verbally rather than physically. Those who have problems cooperating will be asked to stop and the teacher or assistant will explain the unacceptable behavior that the child is displaying. The teacher or assistant, along with the child, will discuss other acceptable behaviors that could be used in that particular situation in the future. The continuation of the unacceptable behavior will result in time in "time out" to think about their unacceptable behavior and then he/she will be given the opportunity to try again when he/she is ready to rejoin the group with acceptable behavior.

We believe that asking a child to stop and think about unpleasant behavior enables them to work at self-control. If behavioral problems continue, the parent may be asked to attend a conference with the teacher and Director in order to discuss alternative means of motivating the child.

FIELD TRIPS

Field trips will be scheduled throughout the year. All students will need a parent/guardian chaperone to attend offsite field trips (i.e. Strawberry Patch). If a permission slip is not returned, the student will not be allowed to attend the field trip. The preschool will be closed during field trips, therefore, if a child does not have permission to attend, alternative care will need to be made by the parent.

NUTRITION

Each child is to bring a daily snack and drink to be eaten at snack time. Please send healthy snacks and drinks that contain as little sugar as possible.

CORRESPONDENCE

Weekly newsletters and school correspondence will be sent by e-mail as much as possible to reduce expenses and save on paper. If you do not have e-mail, please inform your teacher.



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FAMILY INVOLVEMENT

Families are an important part of our school. You are always welcome and encouraged to visit at any time. Parents are invited to make suggestions and share talents with our school. We would like each child to have a family volunteer in his/her class for 30 minutes per month. This is a very special time for each child, and also allows your child's teacher class planning and preparation time, keeping tuition costs down. This volunteer can be Mom, Dad, Grandparents, or other family members the child is close to. The time will be at the teacher's discretion (usually playground time or craft). A monthly calendar will be sent home at the end of each month for the helper to choose which date works best.

DRESS

Daily activities include active and sometimes messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Children are asked to wear comfortable play clothes and athletic shoes.

As the weather cools please dress your child appropriately for outside play and send a coat. We will spend at least sometime outside at the playground as long as the temperature is above 32' and not raining. On rainy days and days where the temperature drops below 32' we will play in the gym.

Please send an extra change of clothes. Make sure your child's name is on all belongings. Also remember to change the clothes every few months as the seasons change, or send clothing appropriate for year-round use.

GYM

Our Gym sets us apart from many preschools. This is a great space where our students can have recess, regardless of weather. Our classes use this space for developing gross motor skills, playing with balls, riding scooters, playing group games, and running around.

BIRTHDAYS

All birthdays are important and exciting. Children are welcome to bring a special snack and drink to share with the class. We also ask that you not send party invitations with your child unless all children are to receive one. Children are very sensitive when another child receives an invitation but they do not. You are welcome to call parents or mail invitations to the children's homes.

INCLEMENT WEATHER

In the case of snow, ice, tornado, etc. the preschool will follow the instructions of the Durham Public Schools. Radio and TV announcements will indicate when the public schools are closed and/or closing early.

If the Durham Public Schools are closed we will also be closed. If the Durham Public Schools are due to close before noon because of weather we will also close at the specified time as the



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elementary schools. If the Durham Public Schools are on a delay, the Director will make a decision on whether or not preschool is delayed based on local road conditions. Should preschool delays or closings differ from the public schools you will be notified by phone and email.

No refunds are given for snow days and snow days will not be made up.

SAFE ARRIVAL AND DEPARTURE

Teachers use the time before class to prepare to greet the students. Therefore, please do not bring your child/children in the school before 8:55 am. It is also important that you arrive on time because the children arriving late miss instruction, free play and field trip departure time.

Separating can be a very difficult time for some children, so we ask you to make your morning goodbyes brief. It would be advantageous to both parent and child if after the first day of school you let your child depart from your car through car line instead of personally bringing him/her to class. For the safety of the children, they must always be left in the care of an adult. Students are to be brought directly to the classroom and left with teacher's assistant or teacher.

Morning CAR LINE will begin at 8:55 am and continue through 9:10 am. Car line will begin the second day of school. Please pull around the back of the church to approach car line and pull completely through the overhang.

We ask that parents pick up their between 11:55 and 12:10, and that parents pick up their children from their classroom. We do not offer carline for pickup. If you must pick up your child early, you may come in through the back door of the building.

We appreciate that you pick up your children on time, arriving late disappoints the child and inconveniences our staff. If there is an emergency and you must be late, please call to let us know so that we may assure your child that you are on your way. If a child is left at school beyond 12:10pm a late fee of \$5.00 per 5 minutes will be assessed to the following month's bill. (Time is based on www.time.gov.) You will then need to come in through the back door and pick your child up from the Director's office.

Students will not be allowed to leave with individuals other than those specified on their registration form, unless the parent gives written permission or calls and speaks with the Director. For the protection of the children, verbal messages by the child will not be accepted. Photo ID will need to be shown before the school will release your child.



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Additional Car Line Guidelines:

- *Please remain in your car so that GPCP staff members are able to help your child from the car in the morning.
- *Please do not leave your car unattended in the drop off area.
- *If possible, please have the child's car seat on the passenger side of the car for convenience. Teacher's can NOT install car seats. Teachers will NOT release a child if a car seat is not installed and available for the child.
- *For safety purposes, please keep your child in their car seat while in car line. Accidents can occur and your child's safety is of our utmost concern.
- *Parents can arrange car pools. Names of children riding in a car pool and the names of parents driving them must be submitted to the Director in writing.
- *Car line and pick-up are not a good time for a parent-teacher conference. If a conference is needed, please contact the Director or you child's teacher and a meeting time will be arranged.

PACIFIERS & BOTTLES

At GPCP we realize that children find comfort in pacifiers, bottles, stuffed animals and blankets. It is important, however; that children not share pacifiers and bottles. We ask that pacifiers and bottles not enter the school building. They should be saved in the car for when the child is picked up from GPCP.

OTHER IMPORTANT INFORMATION

*Please notify the Director, in writing, of any changes in phone numbers, emergency contacts, physician changes, or other important information.

Grove Park Chapel Preschool is a non-discriminatory Christian school. We accept children without regard to sex, race, and creed to national origin.