

**SOUTH MECKLENBURG  
PRESBYTERIAN  
CHURCH  
WEEKDAY SCHOOL  
POLICY  
HANDBOOK**

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*Dear Parents,*

*Welcome to the South Mecklenburg Presbyterian Church Weekday School. The entire staff and I are very proud of the developmentally appropriate program that we have to offer your child. This booklet has been written to provide you with useful information concerning our program. Please take the time to read it. It is important that you know and understand what our program is all about.*

*Sincerely,*

*Cynthia Forwerck  
Weekday School Director*

## **SMPC WEEKDAY SCHOOL PHILOSOPHY**

South Mecklenburg Presbyterian Church Weekday School offers young children a developmentally appropriate program in which the whole child can grow. In a Christian Atmosphere we hope to give your child a natural step from home to school. Since play is the work of young children, we will seek to surround them with an environment that encourages exploration of their world using all their senses. Each child will be helped to grow in independence, social development, and the development of his or her own unique talents and abilities.

## POLICIES OF THE SOUTH MECKLENBURG PRESBYTERIAN CHURCH WEEKDAY SCHOOL

### REGISTRATION

During the week prior to the opening of school, parents will be expected to come for an orientation to acquaint you with the school procedures, to meet your child's teachers, and to complete registration

### FEES AND TUITION

**Registration.** A registration fee is due upon enrollment and is *non-refundable*. This registration fee covers administrative and other costs.

**Tuition.** Tuition is payable on the first of each month, October through April of each school year and is considered late after the 7th of the month. Tuition is non-refundable for absences. September and May's tuition is due prior to the beginning of the school year on a date specified by the director. September's tuition is never refundable and the pre-paid May tuition is non-refundable after the first of January.

**Bad check fees.** Returned checks will be assessed a \$25.00 processing fee.

**Late payments.** Payments received after the 8<sup>th</sup> of each month will be assessed a \$10.00 late fee, after the 16<sup>th</sup> an additional \$10.00 fee, and after the last day of the month a third \$10.00 fee. Parents will receive notification of overdue accounts. If a payment has not been received within 30 days of the date due, the parents will receive a final reminder to clear their account. **NO CHILD WILL BE ALLOWED TO ATTEND CLASS WHOSE ACCOUNT IS 45 DAYS OR MORE PAST DUE.**

**Withdrawals.** If a child withdraws before August 1, any prepaid tuition with the exception of the September tuition will be refunded. If a child is withdrawn after August 1, any amount of prepaid tuition will be refunded *only* if the child's position can be filled by the first day of the month following the date of withdrawal. May's tuition will never be refunded after January 1<sup>st</sup>.

### ENTRANCE REQUIREMENTS

2, 3, 4, and 5

Students must be these ages by **August 31**  
of the entering year.

Any exceptions to this policy will be made *only* after an evaluation is made by an outside early childhood professional and at the discretion of the Director. The evaluation fee is the responsibility of the parents.

## **SCHOOL HOURS**

All children are expected to attend school on the days for which they are enrolled. All classes are from 9:30 a.m. to 1:00 p.m. **Students are never allowed in the classrooms before 9:30 am.**

## **SCHOOL CLOSINGS**

Our school calendar is set up as much as possible with the public schools as announced in August (and will remain the same even though public schools might delay their opening date thus changing their holidays). Detailed announcements concerning school dates and holidays are provided in the form of school calendars distributed prior to September. School holidays are usually, though not always, the same as those for Charlotte-Mecklenburg schools. Attendance canceled because of weather will be posted on WSOCTV.com. Click on school closings. Closings will **ONLY** be posted on WSOC TV Channel 9, Cable Channel 4's web site or on the television screen.

**If the public schools close early, we close early. Your child must be picked up in a timely manner. Carpools will not be held on days with early dismissals.**

## **STUDENT DROP OFF AND PICK UP**

All students will be walked into the building in the morning. Car pool lines are used for those students' in three year and older classrooms. Younger classes are dismissed on a walk in basis only. Car pool instructions will be provided at the beginning of every school year. Parking in the handicapped spots or on the concrete turn around area is never permitted except by prior request and approval.

## **ARRIVAL TIME**

**A child may arrive any time after 9:30 a.m.** We have no hard and fast rule about arriving "on time". Most people feel that children should awaken naturally, get dressed, have breakfast, and then come to school. **We do, however, encourage the children to arrive by 9:30 a.m., if possible. Students arriving after 9:45 must report to the office prior to entering their classroom.**

## **RESTRICTED PLAY**

When a parent requests that a child remain indoors on a particular morning, when the weather is suitable, it means the entire group of children would have to remain indoors, for a child cannot be left alone in a classroom. Only allow your child to attend school if he/she can participate in the entire day's schedule.

## **CLOSING TIME**

The Weekday School closes at 1:00 p.m. We ask that the parents pick up the children in a timely manner. The rates for the late pick-up of a child beginning at 1:10 PM are as follows (if not already in the carpool line already):

**1 minutes late (or at 1:11 pm) - \$5.00 fee**  
**For every one minute thereafter - \$1.00 per minute**

Any incurred late fees **will be billed** to your tuition account on a monthly basis. There will be no exception to this policy except at the director's discretion. Continuous tardiness to pick-up a child on the part of a parent will necessitate our requesting that the child be withdrawn from the school program.

## **TRANSPORTATION**

The Weekday school does not furnish transportation. The school must be notified by written message if anyone other than the child's parent will pick up his/her child. Adults other than immediate family will be required to show proper identification.

## **HEALTH REQUIREMENTS**

A current health certificate from your child's physician will be required **BEFORE** your child enters the program. This form will be supplied in your child's registration packet.

## **ILLNESSES**

Parents must accept the responsibility of *not bringing their child if there is any indication of disease or fatigue, runny nose, diarrhea, sore throat, etc.* Children will not be able to return to classes less than 24 hours at the conclusion of a fever, diarrhea or vomiting or 48 hours after the initial treatment for strep

**throat.** Please report any kind of disease to your child's teacher in order that she may notify other parents. The director reserves the right to determine if an illness exists and to require a child's early pickup.

## **MEDICINES**

Due to the fact that we are in a 3-1/2 hour program we request that all medications be given to your child prior to his or her arrival or after your child has arrived home from weekday school. With the exception of prescribed emergency medications, staff members will give no medication on school grounds.

## **PHILOSOPHY OF DISCIPLINE**

One of the purposes of this preschool is to foster the development of self-control and self-discipline. We believe positive methods of guidance contribute more to the development of self-discipline than do negative ones.

Because we are working to maintain a relaxed atmosphere, we set limits based upon the maturity of the children to define acceptable behavior. As teachers take the responsibility for consistently enforcing these limits, safety, consideration for others, and self-discipline is encouraged. Under no circumstances will the teaching staff, director or the SMPC Weekday School Board tolerate any form of physical punishment.

Techniques of behavior management in use in the Preschool include the following:

1. Positive reinforcement
2. Ignoring unproductive behavior that is not destructive to people or property
3. Redirecting children to other areas of the room or to new activities
4. Withdrawal of privileges
5. Time out

By using these techniques, boys and girls learn to redirect their energy into constructive outlets and learn to take responsibility for their own actions.

**THE PURPOSE OF ALL EXISTING LIMITS AT SMPC WEEKDAY PRESCHOOL IS TWOFOLD:**

1. Safety
2. Consideration of others

## **REMOVAL**

The weekday school Director reserves the privilege of removing a child from the classroom in the event that we are unable to meet the developmental needs of the child. We regret the school is not equipped to handle mentally handicapped or emotionally disturbed children. Frequent disruptive behavior and the continual use of improper language are grounds for removal.

## **PARENT INVOLVEMENT POLICY**

We extend an open invitation to you to drop in often for informal visits. You are also welcome to come and have lunch with your child. We encourage parents to help with special events and field trips.

## **VISITING**

Parents and grandparents are invited to visit a child's classroom throughout the year. Please make appointments for extended visits in order to keep the number of visitors low in a classroom at a given time.

We regret that it is impossible for us to care for other children who may be visiting in your home. Our program is only equipped to care for the children enrolled.

## **CLASS ASSIGNMENTS**

The Director of Weekday School will determine the composition of each class and will make assignments to classes during the summer. **WE WILL NOT TAKE REQUESTS FOR CLASS ASSIGNMENTS.**

## **INSURANCE**

Any insurance fee is covered in the registration fee.

## **BIRTHDAYS**

All children's birthdays are observed at school on or during the day nearest the actual date. If you desire, you may send a simple treat for that day (cup cakes or cookies, for example), but it is neither required nor expected. Please do not send candy or other treats to school at any other time without the teacher's approval. **Invitations to parties may not be distributed on school grounds.** A list of names and addresses will be made available upon request.

## **MESSAGES**

Written messages must be given to teachers when you wish to have your child picked-up by or ride home with another parent or individual. When emergencies situations arise only the director can authorize an exception to this policy.

## **BRINGING "THINGS" TO SCHOOL**

Children should not bring fragile toys, weapons, collectibles, candy, chewing gum, etc. to school. Pacifiers and bottles are not permitted in the building and should remain at home. The materials at school are designed for developmental play. The teachers are eager for the children to share special items they may have made at home or found on trips with their families. Your child should not be made to feel that it is necessary to bring something to school everyday. **The use of chewing gum or wearing hats within the school building is never permitted. Any types of elastic bracelets such as "Crazy Bands" are not permitted at any time.**

## **SCHOOL LUNCHES AND SNACKS**

Parents will provide a school lunch for their child. School lunches are required to meet federal dietary guidelines. Food items such as candy, gummy bears and carbonated beverages are not permitted. Snacks will be provided on a rotating basis by all weekday school parents. Snacks high in sugar and/or fat content should not be brought to school except with prior approval for special occasions such as birthdays or holidays. Foods that contain red dyes are never permitted. Should the weekday school need to provide lunch for your child your tuition account will be charged on a cost plus basis. The SMPC Weekday School strictly adheres to a **peanut free environment**. Food products containing peanut products or food products made in a peanut processing facility are not permitted on school or church property.

## CLOTHING

Please have your child bring an old shirt of daddy's for a paint smock. All children are expected to have an extra set of clothes at school at all times including a pair of socks and underpants. These items may or may not be used, but if the need does present itself children prefer their own things. We recommend rubber sole shoes for safe climbing and advise generally dressing for comfort and convenience in working and playing. *Please have everything plainly marked with child's name.* The teachers cannot assume responsibility in locating misplaced or lost unmarked items. This change of clothes should be season appropriate.

## TRIPS

Various trips of special interest for the four and five-year-old students will be scheduled throughout the year. Parents will be asked to volunteer as drivers to help transport the children to the field trip destination. **Younger siblings are not permitted to attend field trips due to safety and capacity issues.**

## TEACHER AND CLASS GIFT POLICY

We appreciate the generosity of our Weekday School families who, in the past, have given our teaching staff gifts during the holidays and at the end of the year. Please know that monetary or material gifts are not expected, and you are under no obligation to do so. The Weekday School Board ensures that all teachers, assistant teachers, administration and staff are recognized equally at these times. They are treated to special meal gatherings and given modest gifts of appreciation for their efforts.

However, we understand that some families may want to do more by way of individual or class gifts. If you choose to do this, please keep in mind that our families have varied financial and religious backgrounds. Therefore, a collection for a class gift will be completely voluntary in both participation and contribution amount. Individual contributions collected by the room parent or any other parent will be kept confidential and not discussed. A deadline may be given, but no follow up requests should be made after that date. A class gift will be presented as being from the entire class, whether or not all class families contribute.