

# **ASSURANCE PRESCHOOL**



**Address:**

**9700 Mt Holly-Huntersville Road, Huntersville, NC 28078**

**Contact information:**

**704-391-9859 (preschool office)**

**704-391-9567 (church office)**

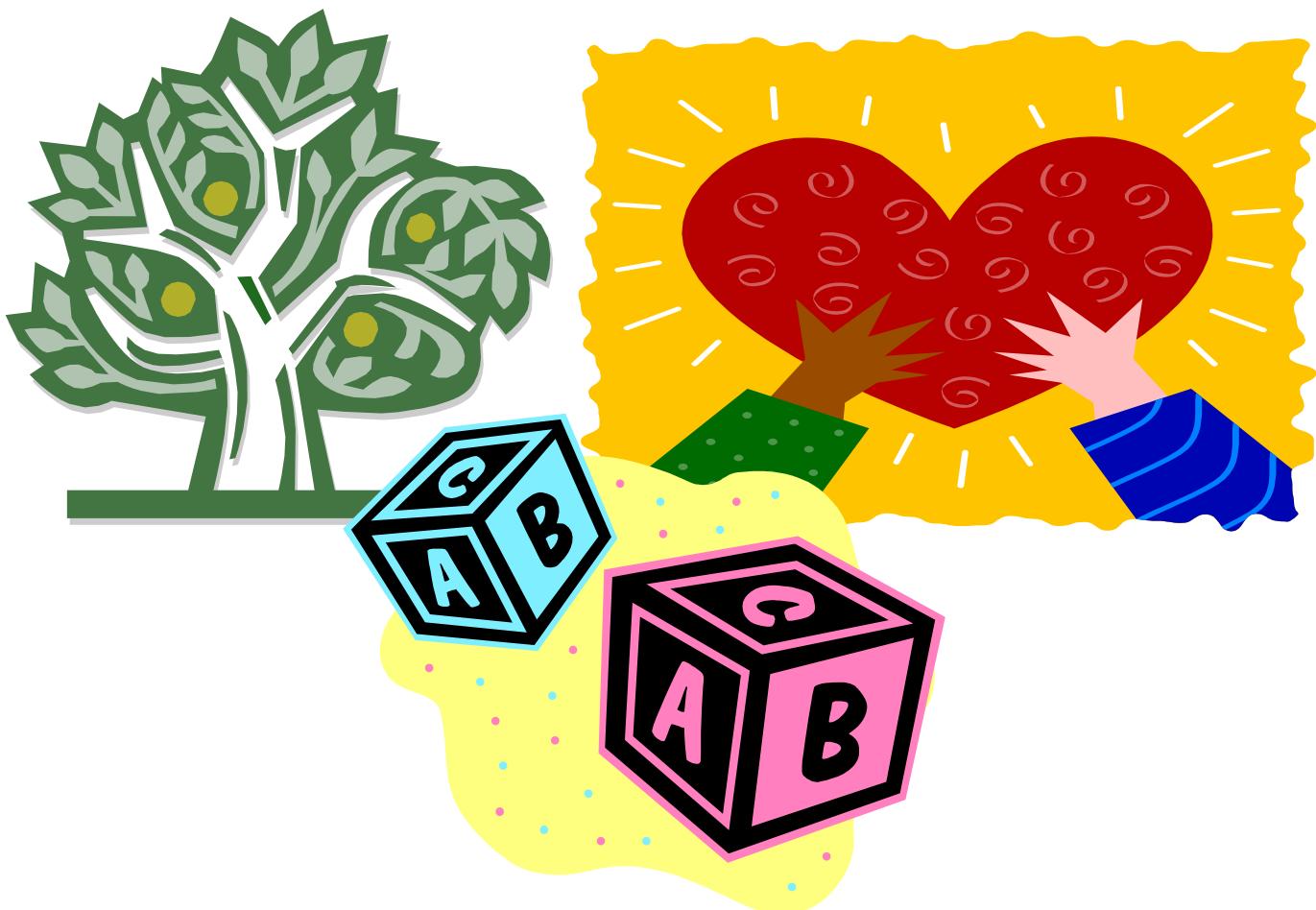
**704-393-9567 (fax)**

**carrie@assuranceumc.org (email)**

# Mission Statement

Our mission at Assurance Preschool is to provide a safe, Christian learning environment for children. This environment is fun, educational, social, and loving. Through teaching a well-balanced curriculum that helps to develop all components of a child, we hope to serve the children, as well as, the parents within this program. Assurance Preschool feels that the spiritual, mental, emotional, social, and physical developments are all important qualities in the well being of a child. We strive to provide a nurturing and loving environment in which we can aid the advancement of children in all of these developmental areas so that each child may grow and blossom.

The Assurance Preschool is known in the community as the best place for weekday ministry for children ages 2-5 years old. With over 200 children involved annually, the handcrafted curriculum and teacher creativity make it an exceptional spiritual experience for children and families. They all learn that “God made me, God loves me, and Jesus wants to be my friend for life.”



# Assurance Preschool Policies

## Registration Fee

This is a once per year enrollment fee to help cover the cost of playground maintenance, start up supplies, craft projects, cultural enrichment programs, CPR and First Aid Training for teachers, workshops and special events throughout the year.

- A. Registration Fee for each child enrolled is \$80.00
- B. Registration Fee must be paid at the time of registration
- C. Space will be reserved for your child when we have received the completed application form, registration form and registration fee, based on availability. The registration fee is non-refundable.

## Monthly Tuition for Children

- A. \$160.00 per month for two days per week program
- B. \$235.00 per month for three days per week program
- C. \$305.00 per month for four days per week program:
- D. \$360.00 per month for 5 days for 4 and 5 yr olds per week if available

## Preschool Tuition and Payments

*Preschool tuition is based on a yearly tuition, which is divided into monthly payments. Monthly payments must be made to keep your child's space, regardless of the actual days your child attends that month. Some months will have more days of operation than others so it is based on the 9 month average.*

Payments should be made through our online processing page

<https://assuranceumc.ccbchurch.com/goto/forms/401/responses/new>

- A. Monthly tuition payments are due on the 1<sup>st</sup> of each month and considered late on the 6<sup>th</sup>. The last month's tuition, (May), is due August 10<sup>st</sup>-27th and is non-refundable. The next month's tuition will be due Sept. 1-5, Classes begin Tues, Sept 7th.
- B. A \$20.00 late fee will be added to any account which has not paid their monthly fee by the 5<sup>th</sup> of the month after school begins.

- C. Delinquent accounts past 30 days must be referred to the Assurance United Methodist Education Ministry Board.
  - D. If a child misses school due to illness of any kind OR a classroom must temporally close due to illness, tuition cannot be partially refunded, we will do our best to maintain each classroom and notify parents of any Covid cases per classroom group.
  - E. We are aware that children will have absences; however, in order to keep your child's spot, monthly payments must be made. If your child misses a day because of illness or vacations or Holidays, we cannot substitute that day for another day in the week. We have full classes each day.
  - F. There will be a \$20.00 fee for a returned check or to be determined by what the bank charges us, which will be added to the account.
- G. Delinquent accounts past 30 days must be referred to the Assurance United Methodist Church Board.**

### **Discounts for Siblings**

A discount of 10% of the monthly tuition (on one child) will be given for the second child from the same family enrolled in the program and a discount of 10% of the monthly tuition (on one child) will be given for the third child from the same family enrolled in the program.

### **Preschool Enrichment Program**

This is an optional fun and interactive session for your child offered on Tuesdays and Wednesdays from 1:00-1:35pm throughout the school year beginning in October. Each session is 4 weeks and will rotate the day of the week it meets. For example, if the current session meets on Wednesdays then the next month's session will meet on Tuesdays. The cost is \$40 for each 4 week session. Your children will enjoy participating in a "hands on" experience. The rotations will be in Science, Cooking, Art, Drama, and Dancing. Signup sheets will come out a week or two before each session. Last year, the children LOVED the PRESCHOOL ENRICHMENT PROGRAM. We have received many positive reviews from parents and children.

### **Hours and Days of Operation**

- A. Assurance Preschool hours are 9:30am until 1:00pm.
- B. Assurance Preschool maintains the same number of operational days each school year. Please see the Preschool Calendar at the end of the Handbook. When CMS is closed for teacher work days, we will also be closed. Assurance Preschool does not make up snow days. See inclement weather section for snow day information. **Winter Break - We will be closed December 17 through January 3rd for the holidays. Preschool will resume on Tuesday, January 4th, 2022.**

- C. First Day of School is September 7th, 2021. The Last Day of school is May 19th, 2022. *Christmas Programs and End of the Year Programs are TBA.*
- D. **Children will enter the building at 9:30am.** Each classroom group will be assigned a specific door for student drop off.
- E. **Pick Up Time is at 1:00pm.** Please pick up your child at the same door as drop off unless instructed otherwise. Please be prompt when picking up your children. A late fee of \$1 per minute will be charged after the first 5 minutes. For example, if you pick your child up at 1:15pm, there will be a \$10 charge for late pick up. This policy is necessary for several reasons. It is very difficult for a preschool aged child to anticipate the late arrival of mom or dad as they see everyone else's parents coming and going. It is hard for them to understand why their parent is the only one who has not picked them up yet. Our program operates on a budget and salaries are a large expense of the program's budget. The teachers work very hard and try their best to plan their personal schedules after preschool hours, such as doctor and dentist appointments and other obligations. We do understand that sometimes things happen beyond our control so on occasion a late fee may be waived. Parents, please have a backup plan/person in place in the event you are personally unable to pick up your child on time.
- J. Conferences are made upon request. Email or phone conference is preferred due to Covid. If needed, you may meet with your teacher during preschool hours and the director or assistant director will cover the teacher in the classroom. You may schedule a conference by contacting your child's teacher or one of the directors.

## **Snacks**

- A. We ask that you pack your own child's snack and beverage each day. With an increase in allergic reactions to a variety of foods in children over the last few years, it is best for parents to know exactly what their child is eating. Parents also know best what their children prefer. We will have extra snacks and juice available in the event that someone has forgotten to bring their snack.
- B. Snacks should contain something healthy, such as, water, juice with fruit, vegetables, fruit, cheese, crackers, or pretzels. Please, do not pack soft drinks for your child. **Please clearly mark your child's name on their lunch bag, lunch box, bookbag, and other belongings.**
- C. **FOOD ALLERGIES** - If your child has any food allergies, please make sure to note these on the registration form. We also request that you verbally discuss these allergies with the directors and teachers.

## **Birthday Celebrations**

- A. We love Birthday Celebrations! Our Birthday Celebrations are during snack time, which occur at 10:30am and 11:30am. You may bring special treats, on your child's birthday to share with

the class. Cookies or small doughnuts are the best treat to share with classmates during their regularly scheduled snack time. Please make sure you bring enough for the entire classroom. Cupcakes usually end up in trashcan except for the icing which ends up everywhere else. Please make arrangements with your child's teacher about special treats and favors.

- B. Please use discretion when handing out birthday party invitations at school for private parties. Think how *your child* may feel if he or she is *not* invited to a birthday party that other children in the classroom *are invited* to. It is best to invite everyone in the classroom or to give invitations directly to parents, or give discreetly to the teachers hand out accordingly.

## **Withdrawal**

If a child is withdrawn from the program, a two week notice is required; otherwise we will expect payment of the current month's tuition. If you withdraw at the end of the month without a two week notice, this will require ½ of the next month's tuition to be paid. Please contact your directors as soon as you know that changes will occur to avoid unnecessary payments. Please note that if you withdraw your child, the prepaid tuition for the month of May is not refundable. Tuition is non refundable even if a class must close for a period of time, such as for a COVID exposure.

## **Health and Safety**

- A. **Please do not send your child to school if he/she is visibly ill.** If your child is at school and becomes ill, we will contact you. If you cannot be reached, an alternative phone number or emergency contact may be called.
- B. **Please contact your child's teacher or one of the directors by phone or email when your child is absent.** Make sure to report all communicable diseases immediately.
- C. **Do not bring your child to school if he/she experiences any of the following:**
- A temperature more than 100 degrees or fever within the last 24 hours.
  - An unidentifiable or contagious rash, impetigo, or pink eye.
  - Lice (Child & family members must be lice and nit free for at least 72 hours before returning to school)
  - A severe cold with fever, sneezing and nose drainage.
  - Diarrhea within the last 24 hours.
  - Vomiting within the last 24 hours.
  - Any type of contagious flu or virus.
  - Ring Worm needs to be treated effectively for 48 hrs before returning to school. Area must be covered and continue to treat for 4 weeks as directed.

- D. **No child will be released to an unauthorized person for dismissal.** We must know in writing (or by phone in case of an emergency) of any changes from the usual persons authorized for pick up or if someone not listed on your application form is to be authorized for student pick up.
- E. **If your child is to be given medicine at school,** the following information must be provided in writing: Child's name, name of medicine, amount to be administered, date and time to be given, and any possible side effects. Please provide a doctor's note regarding the medication being administered.
- F. **If your child has allergies** that require medication to be given in the event of exposure to allergens, such as an Epi Pen, please inform your child's teachers and one of the directors. A doctor's note will be required explaining the child's potential need for the Epi Pen. For peanut/tree nut allergies or any other life threatening allergies, your child's picture will be posted indicating the allergy. A note for Benadryl administration for allergies will also need to be on file with the preschool office.
- G. Children should be walked to their classroom every morning and parents must come inside for dismissal. **Please be careful in the parking lot, do not allow your children to enter the parking lot ahead of you. Please hold your child(ren)'s hand.**
- H. Younger children should not be left unattended in a car. If your younger child is sleeping, another parent will be happy to walk your child to class or perhaps watch your sleeping child. Please see Ms. Carrie if you need to meet other parents to make arrangements to help one another with pick up or drop off.
- I. For the safety of your child, each staff member must pass a background and criminal check in order to be employed by Assurance United Methodist Church.
- J. Assurance Preschool follows the ***Safe Sanctuary*** guidelines sanctioned by the United Methodist Church Conference.

## **Inclement Weather**

- A. In the event of bad weather, please check the Charlotte-Mecklenburg Schools (CMS) schedule posted online, via television, or radio. If CMS public schools are closed, then we will also be closed.
- B. If CMS has a one-hour delay, we will operate on a one-hour delay resulting in school hours to be adjusted to 10:30am to 1:00pm. **If CMS has a two-hour delay, we will be closed.**
- C. In the event that snow or freezing rain begins to get bad after your child is already at school, please do not wait for an announcement from Charlotte-Mecklenburg Schools on closings.

Please pick up your child as soon as possible. We do not want anyone to be at risk due to worsening weather while waiting for school closing announcements. If CMS announces early dismissal, we may need to close due to conflicts of teachers picking up their children early. Look for an email from your teacher.

- D. In the event that we are out of school due to inclement weather, these days will not be made up. Even if CMS schedules make up days for lost days, we will continue to follow the original calendar of operation. Assurance Preschool will not make up lost days because of weather conditions due to staffing and space conflicts.**

### **Clothing and Personal Belongings**

- A. Each child should bring a change of clothes in the event they are needed. Please place a shirt, pants, underwear and socks in a large zip lock bag with your child's name marked clearly on it.**
- B. Please dress your child in comfortable clothing that will allow freedom of movement. Tennis shoes are recommended. The playground is mulched and will wedge between the children's feet and their shoes. We simply cannot accommodate changing children's shoes for the playground as this would take away a large part of our designated time to play. Therefore, please bring your child to school dressed and prepared to play.**
- C. Please dress your child to enjoy the outdoor weather. Weather permitting, we will have an opportunity to enjoy an outside activity every day. Please write your child's name inside their jackets and coats.**
- D. Children's personal toys should not be brought to school, except for show and tell. Please place child's name on the show and tell object so we can make sure it returns home safely.**

### **Discipline**

- A. Positive encouragement and redirection are methods of discipline used in our classrooms. There is no room for negativity in preschool. Children's first experiences with school occur at preschool and should be good ones. Positive direction helps to constructively build self-esteem and self-discipline.**
- B. Our main rule is the Golden Rule; do unto others as you would have them do unto you. Classroom rules are set according to the teachers in order to achieve acceptable behavior for each age group.**
- C. When rules are broken, the following steps will be taken:**
  - 1. Re-directing the child or children to other activities.**
  - 2. Talking to the child using positive encouragement & direction.**

3. **Giving a Time Out.** This is a sit-down time for the child to collect his/herself. Possibly to calm down, or to think about what a better alternative action may have been. This Time Out period is typically one minute for each year of life. For example, the three year old class would have a Time Out of three minutes. When a child is given a Time Out, the child will be explained why the Time Out was given and what a better choice might have been. Ultimately, we hope to see the child be able to come up with the better choice that could have been made.
4. Lastly, the teachers will continue to monitor very closely the behavior problems and if a classroom solution is not effective in modifying the behavior, the teacher will **communicate with the parents** about any difficulties. Many times, a behavior is not only displayed in the classroom but also at home. The teachers and parents will benefit from discussing behavior problems and coming up with conferred solutions and strategies. If your child is unable to participate in our program, alternatives will be discussed.

- D. The following methods of discipline are never allowed at Assurance Pre-School:  
Physical punishment such as spanking or slapping, demeaning or purposely embarrassing a child as punishment, or withholding snacks as punishment.

## **COVID-19 PROTOCOL**

We will do everything possible to limit exposure and lessen the spread of COVID-19 within our school and classrooms. However, we ask that parents do their part too. Please use safe health practices to help us keep the school open and functioning safely.

- A. Each class will be in one classroom. The students will break down into smaller groups for 2 hours of the 3½ hours of the preschool day. This will limit their interaction when they are in a larger group. Children will receive all the wonderful components of the program each day; Chapel time, lunch time, outside play or inside play time with their assistant teacher, Circle time (Calendar and morning work), story time with the theme of the week lesson, Art time and Academics
- B. Playground space will also be on a rotation to limit the number of children on the playground at one time.

## **REPORTS OF COVID-19**

In the event that a child or teacher in your child's class tests positive for COVID-19, and your child has been in close proximity to them, you will be notified. The class may not close for one case, depending on the circumstances of close contact within the class and best estimate of how the child contracted COVID-19. (For example, if they traveled and tested positive after returning home from traveling) If there are multiple positive cases in a small group then we will request that your child be tested OR quarantine at home for 7 to 10 days (this includes weekend days). The person with COVID-19 will also need to quarantine at home for 7 to 10 days or the current CDC recommended time period. The classroom will undergo a more intense disinfecting procedure. Multiple cases of COVID-19 in one

group *MAY* result in the class closing temporarily. In this event, tuitions cannot be refunded for temporary closings. This is a fluid policy and will be updated as needed.

### **Temperature and Visible Screening of Children Upon Arrival:**

- A. Parents will bring the student to the assigned door and the staff will take the child's temperature with a non-touch thermal scanner. If a temperature registers at 100 degrees or higher, an under the arm temperature will be taken to confirm accuracy. Anyone with a temperature of 100 degrees or higher will not be admitted inside the facility. If any other signs of illness should be present, then he/she will not be admitted inside the facility. At this time, we ask parents not enter the building unless absolutely necessary. Any persons entering the building or needing to walk a child to class will also be scanned. **These procedures are subject to change at any time and is a fluid policy.**
- B. Parents are encouraged to be on alert for signs of illness in their children and to keep them home when they are sick. Take temperatures at home each morning prior to coming to school. Please, if your child is sick, keep them home. This will help us to limit any possible COVID-19 exposures.
- C. Teachers will continue wearing face masks for all classes. Children ages 4 and older (PreK classes) should wear face mask during table times or when in close proximity to each other. Face masks are optional for any child under the age of 4 years old. Teachers will perform a visual inspection for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. Please indicate to your teachers or directors if you have strong opinions about your child wearing or not wearing face coverings while at school and we will try to find a comfortable solution.

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### **DISINFECTING PROTOCOL**

**Soap and water and/or disinfectant sprays will be used daily on toys, tables, and chairs.**

# School Supply Lists

**\*Please bring supplies in by the first week of school. Thank you!\***

## **2 Year Old classes Ms. Katie's Classes**

4 boxes facial tissue  
2 boxes of gallon sized ziplock baggies  
6 rolls of paper towels  
2 packs plain white paper plates (not foam)  
4 packs of baby wipes (Refill fine)  
1 box kitchen tall trash bags (13 gallon)  
2 packs of disinfectant wipes

## **3 Year old classes including young 3's/2's**

2 boxes of 48 count or more Crayola crayons  
2 spray bottles of liquid disinfectant cleaner for tables  
2 packs of brown or white paper lunch bags  
4 packs of baby wipes (Refill packs are fine)  
2 packs of white card stock (**not Construction paper, it's really Thick computer paper** Staples/Office Max/Walmart)

## **Young 4 Yr Olds Ms. Rima**

2 bottles of hand sanitizer  
2 cans Lysol disinfect air spray or off brand  
2 packs mixed colors of Construction paper  
1 pack of computer paper  
2 bottles of liquid hand soap or foam pump hand soap

## **PreK classes and TK-PreK split class**

6 Rolls of Paper towels  
2 or 3 large boxes of Crayola washable markers  
2 packs of computer paper  
2 bottles of Tacky Glue (this is craft glue, thicker than Elmers glue)  
8 to 10 large glue sticks  
1 plastic pencil/crayon/marker box (approx. 5x10inches)

## **Wish List Items**

Individual plastic pencil/crayon/marker boxes (approx. 5x10inches) so students don't have to share. Crayola crayons, Crayola markers, washable paint in any color, and glitter. Pretzels and multigrain fruit bars for kids who have forgotten to bring their lunch.

# Assurance Preschool Calendar

## 2021/2022

First day of Preschool	Sept 7
School supplies are due (see supply list)	Sept 10
Closed-CMS Workday	Sept 16
Closed-CMS Workday	Nov 2
Closed for Veterans Day	Nov 11
Closed for Thanksgiving Break	Nov 24, 25, 26
Closed for Christmas Break	Dec 17-Jan 3
	Return on Tuesday, Jan 4
Closed for M.L. King Holiday	Jan 17
Closed-CMS Workday	Jan 24
Closed-CMS Workday	Feb 21
Closed-CMS Workday	March 28
Closed for Spring Break	April 11-18
Last Day of Preschool	May 19

\*Assurance Preschool is Open the same number of days each school year. This is how the yearly tuition is figured and divided into 9 equal payments. We maintain the same number of operating days in each school year.