



WBPP
Parent
Handbook

2017-2018



Western Boulevard Presbyterian Preschool

4900 Kaplan Drive Raleigh, NC 27606

919 233 9967

Dear Parents,

Welcome to Western Boulevard Presbyterian Preschool. We strive to continue the tradition of excellence, which was begun in 1957, when our kindergarten was established as one of the first church-supported kindergartens in Wake County. Over fifty years ago, one of the first Directors told parents to always spend time with their children, as they need you and the experiences you share, as children grow up so fast! This is so true, and it seems they grow up faster these days!

Preschool is a time of transition from the home to school environment, as well as a time for your child to develop relationships and strengthen self-esteem. Our curriculum includes units and activities, which provide for the individual developmental differences in children, therefore allowing the teachers to meet the individual needs of all. We accept each child where he or she is in his or her development, build on strengths and strengthen weaknesses. Learning is experienced through the use of a center-based curriculum. The use of many hands-on and discovery experiences encourage such learning.

We are delighted that you have enrolled your child here and will become part of our preschool family. We look forward to embarking on this wonderful journey called "Preschool" with you! We have been told that our preschool is the "best kept secret" in town!

Sincerely,

Bobbi P. Cross

Bobbi Cross

Director



Western Boulevard Presbyterian Church

4900 KAPLAN DRIVE

(919) 851-4713

RALEIGH, NC 27606

Dear WBPP Parents,

Welcome to Western Boulevard Presbyterian Preschool and to Western Boulevard Presbyterian Church! Our church is blessed to have such a wonderful weekday preschool and we are thankful that you have chosen to be a part of the preschool family. We consider your children a blessing from God and are dedicated to work with the preschool staff in providing a safe, welcoming environment that will promote your child's growth and development.

As pastor of Western Boulevard Presbyterian, please know that I am available to talk with you if you ever have need of my services. The church office is directly across the hall from the preschool office; our Administrative Assistant, Santi Matthews, will be happy to direct you to my office. If you do not have a church home, we would welcome you to our Sunday worship services at 10:30am or 5:00pm.

Thank you for your confidence in our gifted and enthusiastic Preschool Director, Bobbi Cross, and in our outstanding staff. We *all* look forward to a great year together!

Blessings,

Betty Connette
Pastor

REGISTRATION POLICIES

Children are placed in programs based on their chronological age. State regulations classify the specific age range of the children to the appropriate programs. Enrollment of non-English speaking children is limited to 25%.

We follow Wake County Schools Age Requirements Policy:

Your child must be:

4 years old by 8/31	5 days, Monday through Friday
3 years old by 8/31**	5 days, Monday through Friday
	3 days, Monday, Wednesday, Friday
	2 days, Tuesday and Thursday
2 years old by 8/31	5 days, Monday through Friday
	3 days, Monday, Wednesday, Friday
	2 days, Tuesday and Thursday

**3 year olds must be potty trained for the 3 year old class.

Western Boulevard Preschool registration forms should be completed and returned to the school along with the registration fee. Children will be accepted until spaces are filled. If all spaces in the preschool are full, the next enrolling child's name will be placed on a waiting list. When the space becomes available, following the receipt of the registration form and fee, the director will call the family to let them know of the opening.

Registration begins on the following dates:

January 15-30	Registration for current students and siblings
February 1-15	Registration for church members and public

TUITION

Tuition is calculated yearly and is divided into nine monthly payments. September tuition is due in August; October's payment is due in September and so on with May's tuition due by April. Tuition is due by the 5th of each month. Payments can be put in the envelope on the office door or can be mailed to:

WBPP

4900 Kaplan Drive

Raleigh, NC 27606

A late fee of \$5.00 should be added for payments received after the fifth of the month. If a temporary problem should arise, please contact the director to make other arrangements. Checks returned from the bank will be returned to you. We ask that you resubmit another check, adding the return fee the preschool has been charged. Thirty days written notice is required before a child is withdrawn; otherwise the next month's tuition is due as scheduled. Please inform the director as soon as possible should this situation occur.

If a child must be withdrawn from Western Boulevard Preschool, please note:

- a. Registration fees are non-refundable.
- b. If a family moves outside of the Wake County area after registration, one month of pre-paid tuition will be retained by the preschool
- c. If a family withdraws a child without moving from the Wake County area after registration, all paid tuition will be retained.
- d. Any attendance during a month constitutes a full month's payment.
- e. All withdrawals must be submitted in writing.

VISITORS, EMERGENCY ATTENDANCE

Additional preschool days may be arranged for an out-of-town visitor or in the case of a family emergency for an additional fee.

SCHOLARSHIPS

The preschool has a limited scholarship budget from the interest earned by a fund established in the memory of a previous director, Darlene Voelker. We welcome and encourage any donations to assist in tuition payments in special circumstances.

SCHOOL HOURS 9:00-12:30

Preschool begins promptly at 9:00. At that time, the teachers will be ready to greet you and your child and will be able to assist with transitions. Should an emergency arise and you need to bring your child earlier, please be sure to arrange this with your child's teachers. Doors will open at 8:55.

TRANSPORTATION

Children will be released only to a parent or legal guardian or to persons whose names are listed on the Child Release Form. Families should advise their child's teacher in writing if someone other than a family member will be picking up their child. Photo Id's will need to be shown to a teacher if someone other than parents are picking up for the first time.

ARRIVAL

Please park in the designated parking spaces and walk your child to the classroom. Your child's teachers will be ready to welcome you and your child and to help integrate him or her into the morning's activities. Parents are encouraged to leave their child at the classroom door. The longer you stay, the harder it will be for them to adjust.

DEPARTURE

All children will be brought up to the front doors for carpool. The 2 year olds will be dismissed from the side doors and the 3 and 4 year olds will be dismissed from the front doors. Please wait outside and we will bring your child to you.

LATE PICKUP FEE

A fee of \$5.00 will be charged for every 5 minutes after 12:35. Please notify the preschool in the event of an emergency. We will start charging a fee if this happens regularly. If you are running late call the preschool office and let us know!

INCLEMENT WEATHER

In the event of snow or other weather emergencies, we will close when Wake County Public Schools are closed. If Wake County is delayed 1 or 2 hours, we will open at 10:00. Please check your email as well as local television and radio stations for announcements. Parents will be notified by phone of any change in policy. If Wake County closes during school hours, we will close immediately. Make up days, openings and closings will be by the discretion of the Director.

REMIND TEXTS We have incorporated the Remind App into our emergency contact policy. If there is something important we need to contact you about (inclement weather, preschool closing, delays, etc.) you will receive a text about it. To be able to get these texts, you will need to **DOWNLOAD REMIND APP. TEXT 81010 MESSAGE @WBPP.**

ABSENCE

If a child will be absent from school, we ask you to call and let us know. Teachers try to wait until all children are at school to start work.

ILLNESS

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should remain at home until:

1. A physician has certified the symptoms are not associated with an infectious agent or they no longer pose a threat to the health of the other children in the program.
2. The symptoms have subsided.

FEVER

Auxiliary or oral temperature, 99 degrees or higher. Rectal temperature, 100 degrees or higher; especially if accompanied by other symptoms such as vomiting, sore throat, headache and stiff neck or undiagnosed rash.

RESPIRATORY SYMPTOMS

Difficult or rapid breathing or severe coughing or wheezing (asthma); child makes high pitched croupy or whooping sound after he coughs and child is unable to lie comfortably due to continuous cough or wheeze.

DIARRHEA

An increased number of abnormally loose stools in the previous 24 hours. Observe child for symptoms such as fever, abdominal pain, or vomiting.

VOMITING

Any episode of vomiting within the previous 24 hours.

EYE/NOSE DRAINAGE

Thick mucus or pus draining from the eye or nose.

SORE THROAT

Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS

Rash: skin rashes, undiagnosed or contagious. Infected sores, sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

ITCHING

Persistent itching or scratching of body or scalp.

APPEARANCE/BEHAVIOR

Child looks or acts differently, usually tired, pale, lacking appetite, confused, irritable, difficult to awaken.

UNUSUAL COLOR

Eyes or skin: yellow or jaundice

Stool: gray or white

Urine: dark, tea colored

CHICKEN POX

Exclude until all blisters have dried into scabs, about 6 days after rash onset.

HEAD LICE

Exclude until first treatment has been completed **AND** school staff sees no live lice. All nits must be removed before child can return to school. Please notify staff at first onset.

MEASLES

Exclude until 4 days after the rash appears.

MUMPS

Exclude until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins.

PERTUSSIS (WHOOPIING COUGH)

Exclude until 5 or 7 days after antibiotic treatment begins.

PINWORMS

Exclude until after treatment has been started.

RESPIRATORY ILLNESS (FEBRILE)

Exclude until child is without fever for 24 hours without fever medication and is well enough to participate in normal daily activities.

RINGWORM

Scalp - exclude until 24 hours after treatment begins.

STREPTOCOCCAL SORE THROAT, SCARLET FEVER

Exclude until 24 hours after treatment begins and child is without fever for 24 hours.

FREQUENT HANDWASHING AMONG ADULTS AND CHILDREN IS AN EXCELLENT WAY TO PREVENT THE SPREAD OF DISEASE.

If your child is not well enough to go outside, please keep them home until fully recovered.

If your child is not feeling well, your child's teacher may call you to let you know they are not acting right. If they ask you to come pick them up, they feel that they are not well enough to stay at school. Please pick your child up if the teacher feels they need to go home.

MEDICATION

School staff will not administer any medication.

ACCIDENTS

If a child is injured during the school day, an accident form describing the incident and any treatment rendered will be sent home with the child.

CONTACT PHONE NUMBERS

It is extremely important that the preschool has current phone numbers where both or either parent can be reached during the morning in case of illness or emergency.

PARENT- TEACHER COMMUNICATION

A monthly calendar and newsletter will be sent home informing parents of upcoming events. It is extremely important that these be read carefully, as many items require immediate attention. The preschool also has a yahoo group email that goes out on Sunday nights to let you know what is going on in each class the next week. The director and teachers will also send occasional emails for information or reminders. Please check your email at night or before you come to school each day!

CURRICULUM

Western Boulevard Presbyterian Preschool operates under the assumption that children learn best within a safe, healthy, secure and nurturing environment which promotes a positive self concept and encourages self expression. We strive to offer a developmentally appropriate program with a center-based curriculum, which is composed of quality experiences in language, art, music, motor skills, social-emotional, and intellectual development. The curriculum is planned to be appropriate for the ages of the children and is implemented with attention to the different needs, interests, and developmental levels of the individual child. The curriculum goals and plans are based on the assessment of the individual strengths and interests of each child, which allows the growth and development at the child's own pace. The teacher plays an active part in the learning process and acts as a facilitator, interacting where needed to enhance the learning environment.

CHILDRENS PROGRAMS

Programs for parents and families are scheduled several times throughout the year. Please check the calendar at the front of this handbook.

APPROPRIATE DRESS

Children should be dressed in clothing suitable for active play. Each child should also have a change of clothing including an extra shirt, pants, underwear and socks at school at all times in case of any unpredictable mishaps. Please send your child's clothing in a large zip lock bag clearly labeled with his or her name.

DIAPERS

All children in diapers must wear disposable diapers during school hours. Please send extra diapers labeled with your child's name in your child's bag daily.

PLAYGROUND

The WBPP has sole access to the playground during school between the hours of 9:00 to 1:00. After school WBPP parents, church and neighborhood families often use it. An adult must accompany children at all times while children are on the playground. Parents must enforce the same safety rules that apply during school hours. Children may not throw sand, sticks, etc, push one another, jump off equipment or climb trees. WBPP cannot be responsible for accidents after preschool hours.

SAFETY DRILLS

Fire Drills and Tornado Drills are a necessity in order to prepare children for emergency situations. Beginning late September, drills will be conducted throughout the year. The alarm will be sounded and one teacher will lead the children to a designated safe area, while the other teacher checks the bathroom and classroom to make sure all children are with the group.

BUILDING/CLASSROOM SAFETY

The doors to the building are locked during preschool hours. Someone will be at the front doors between 8:55-9:15 to greet you each morning. If you need to come in after that, please ring the doorbell and wait for someone to answer.

BIRTHDAY CELEBRATIONS

Each child's birthday will be celebrated. Parents may provide a special snack or party favor for the class. If you choose to donate a snack item, please keep in mind that a low sugar snack is encouraged. Please be sure to check with your child's teacher as the special day approaches as she may be able to offer suggestions.

All arrangements for party celebrations outside of the classroom must be made in private. Please do not send invitations to the preschool unless EVERY child in the class is invited. Preschool children do not understand why their friend is going to a party and why they cannot go.

SNACKS

Please pack a healthy snack for your child each day. PLEASE REFRAIN FROM SENDING SODA, CANDY, CHIPS, CUPCAKES (UNLESS IT IS THE CHILD'S BIRTHDAY) OR ANY OTHER NON-HEALTHY SNACKS.

SPECIAL EVENTS

At various times during the year, the preschool sponsors potluck dinners and special events to encourage family involvement. Following are a few of our other special events:

October - treat bags made by parents of children

November - Falloween (fall festival)

Thanksgiving Feast

December or January - Celebrations around the World, class programs

February - Valentine's Day card and cookie decorating by parents for children

May - school wide picnic

If you are interested in helping with any of these events, please contact your child's teacher.

CONFERENCES

Parent conferences will be held at least twice during the school year. The first conference will be scheduled in October, while the second will be held around February or March. Please keep in mind though, any conference can be scheduled with your child's teacher any time the parent or teacher deems necessary.

DISCIPLINE

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, gentle and understanding interactions from adults and others, they develop good concepts, problem solving abilities and self discipline. Based on this belief of how children learn and develop values, Western Boulevard Presbyterian Preschool will practice the discipline and behavior policy as stated at the back of this handbook.

EMERGENCY PROCEDURES

In the event of inclement weather while the children are at school, the safety and well being of the children is the prime concern of the staff. If the area schools close, parents are asked to immediately pick up their children.

Should the school experience a prolonged power outage; parents will be contacted by a staff member and will be asked to pick up their children.

FIELD TRIPS

Four and Five year olds will go on field trips. Parents may be asked to pay a nominal field trip fee to cover the cost of the trip. In order for a child to leave the school, a parent or guardian must sign a permission slip. Occasionally, parents will be asked to volunteer to drive on field trips. Those volunteering to drive will be asked to provide proof of a valid driver's license and insurance. Parents will be responsible for no more than 3 children at the field trip site, but may be responsible for transporting more children and a preschool teacher in their car. Staff members may not transport students during school hours.

All children must have a car seat.

VOLUNTEERS

Volunteers are always welcome in our school. We invite you to volunteer and participate in activities while observing your child playing and working in the classroom. Several opportunities will arise both in and out of your child's classroom over the year where the teachers will greatly appreciate your assistance.

Possible volunteer activities might include:

...assist on the playground

...assist with cooking activities

...assist in centers

...assist with crafts

...assist taking children to restroom

...assist with games

...share cultural information or any special talents

When volunteering in the classroom or assisting on field trips, we ask that you make other arrangements for siblings, Space is quite limited, we need your undivided attention, and we need as many hands as we can get. Perhaps the interested parent might consider asking other parents if they would like to swap childcare when attending a field trip or volunteering in the classroom.

WESTERN BOULEVARD PRESBYTERIAN CHURCH - PRESCHOOL BOARD

The Preschool has a preschool board which meets several times per year. It is composed of church members and the preschool director. Its purpose is to provide support to the WBPP staff, help develop preschool policies, to assist the preschool staff in making decisions, and to ensure that curriculum needs and facilities are adequate in serving the needs of our children. A list of members is provided in the back of the handbook.

COMMUNITY RESOURCES

Project Enlightenment: (919 856-7774): "Project Enlightenment is a comprehensive mental health early intervention/prevention program. Services offered by Project Enlightenment include consultation to teachers...parent education, family counseling, teacher training, a demonstration preschool, and community consultation. Its multidisciplinary staff of early childhood educators, parent education workers, and psychologists work as a team to provide effective community based services."

Talkline (919 856-7800): Talkline is a service provided by Project Enlightenment as a support for parents and to answer questions and concerns about children. Many parenting programs are available throughout the year at 501 S. Boylan Avenue, Raleigh.

HELPFUL SUGGESTIONS

Please keep the lines of communication open between home and school. If there have been any changes in your home life that may affect your child's behavior at school, it would be helpful for the teachers to be made aware. Teachers can provide the understanding and support your child may need.

Offer your child a nutritious breakfast. See that your child gets plenty of rest. Evaluate TV programs that your child watches. Nourishment, rest, and the quality of programs your child watches all has an effect on your child's behavior.

Please notify the teachers and director if you have a new address or phone number.

EMAIL

PLEASE check your email at night and in the morning before you come to school to make sure the director or your teacher has not sent important information to you since your child was at school.

FUNDRAISERS

The preschool offers several family friendly fundraisers during the year. We have an annual yard sale at the beginning of the year, an original works art project in the fall, restaurant/family activity coupon books, and cookie dough in the spring. We end the year with large classroom art canvases that each child helps paint and they are sold in an art auction. Money earned from these fundraisers goes towards furniture, toys, learning activities for the classroom and playground needs. The preschoolers also participate in Pennies for Patients in March to help children who have Leukemia.

FACEBOOK

WBPP has a Facebook Page! Please go to Western Boulevard Presbyterian Preschool and LIKE us!

PRESCHOOL BOARD MEMBERS

Elizabeth Allen	CE Committee Liaison
	WBPP Parent Rep.
Sevanne Holden	WBPP Parent Rep
Karen Taylor	Church Rep
Collins Whitfield	Church Rep
April Westerman	Church Rep
Bobbi Cross	Preschool Director

WBPP Calendar

September

Open House for Parents and Preschoolers

5th First day of school for those who attend 5 days/Tuesdays/Thursdays

6th First day of school for those who attend Mondays/Wednesdays/Fridays

21 Teacher Workday (CPR FirstAid Training for teachers)

29th Early Release - school ends at 12 pm

October

20th Early Release - school ends at 12 pm

31st Teacher Workday

November

1st and 2nd Decorate Fallween bags for your preschooler - 9:15 am

3rd Fallween

10th Holiday

21st Early Release 12 pm

22nd-27th Thanksgiving Vacation/Holiday

December

21st Early Release 12 pm

22nd- January 2nd Christmas/Winter Break

January

2nd WBPP Teacher Workday

15th Holiday

22nd Teacher Workday

February

9th Early Release 12 pm

February

19th Teacher Workday

March

2nd Early Release 12 pm

29th- April 8 Spring Break

May

TBA Preschool End of the Year Picnic

TBA 4 Year Olds Graduation/End of Year Programs

23rd Last Day of School

June

18th Camp begins

*****We follow Wake County Schools Calendar unless otherwise noted above.



July / julio 2017

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17 W	18 W
21 W	22 W	23 W	24 W	25 W
★ 28	29	30	31	

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
H 4	5	6	7	8
11	12	13	14	15
18	19	20	21 W	22
25	26	27	28	29 ER

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ER
23	24	25	26	27
30 Q	31 W			

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3 R
6	7	8	9	10 H
13	14	15	16	17
20	21 ER	22 V	23 H	24 H
27	28	29	30	

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 ER	22 V
25 H	26 H	27 H	28 V	29 V

January / enero 2018

M/L	T/M	W/M	T/J	F/V
H 1	2	3	4	5
8	9	10	11	12
H 15	16	17	18	19 Q
22 W	23	24	25	26
29	30	31		

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
			1	2 R
5	6	7	8	9 ER
12	13	14	15	16
19 W	20	21	22	23
26	27	28		

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
			1	2 ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28 Q	29 W	30 H

April / abril 2018

M/L	T/M	W/M	T/J	F/V
V 2	V 3	V 4	V 5	V 6
9	10	11	12	13 R
16	17	18	19	20
23	24	25	26	27
30				

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 H	29	30	31	

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8 ★ R
11 W	12 W	13 V	14	15
18	19	20	21	22
25	26	27	28	29

LEGEND / LEYENDA

- First and last days
Primer y último días de clase
- H** Holiday
Día Festivo
- W** Teacher Workday
Día de trabajo del maestro
- V** Vacation Day
Día de Vacaciones
- ER** Early Release Day
Día de Salida Temprana
- Q** End of Nine Weeks
El Final de Nueve Semanas
- R** Report Card

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 10/31
- 10/28- Saturday, full day (sábado, día completo)
- 11/22
- 12/22
- 1/22
- 2/19
- 3/29
- 6/11
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/21 - Saturday, full day (sábado, día completo)
- 4/6
- 4/5
- 4/4

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make up.

* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables programados para los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars

