



# Parent Handbook

## 2023-2024

Raleigh Moravian Preschool  
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## **Table of Contents**

Welcome to Raleigh Moravian Preschool .....	2
Staff .....	3
Days and Hours of Operation.....	3
Inclement Weather Policy .....	3
Late Pick-Up .....	3
Class Make-Up .....	3
Enrollment Procedure.....	3
Fees and Payment Plan .....	4
Monthly Fees for 2023-2024.....	5
Early Morning Drop Off.....	5
Early Morning Drop Off Fees per Month .....	5
Curriculum .....	5
Items Provided by Parents .....	5
Dress Code .....	6
Parental/Guest Cooperation .....	6
Release of Children to Impaired Adults .....	7
Custody Related Issues .....	7
Parent Visitation .....	7
Parent Participation.....	7
Lunches and Snacks.....	7
Behavior/Incident/Injury Reports.....	7
Behavior Management Policy .....	8
Procedures for Reporting Child Abuse and/or Neglect .....	9
Sick Policy .....	9
No Nits Policy .....	11
Medication Requirements .....	11
Pick Up by Persons Other than Designated Pick-Up .....	11
Children's Birthdays .....	11
Holidays .....	11
Parental Concerns.....	12
Removal from Care .....	12
Potty Training.....	12
Personal Belongings.....	13
Outside Play .....	13
School Calendar for 2023-2024 .....	14
Raleigh Moravian Church.....	15

## Welcome to Raleigh Moravian Preschool

Dear Parents,

We are pleased you have chosen Raleigh Moravian Preschool to meet your family's need for an early childhood education. We trust that you and your child will find your preschool experience with us to be most rewarding.

We encourage you to get acquainted with the Preschool by reviewing this parent handbook. This handbook will provide you with the policies and procedures that guide the Preschool. It is updated annually as well as when policy revisions occur. Please let us know if you have any questions or suggestions. We truly welcome and value your input.

Raleigh Moravian Preschool offers a child-centered program and welcomes children of any race, creed, or culture. Our program is designed to help children develop socially, cognitively, physically, and emotionally. In addition, we work to encourage language development, social skills, and creativity. Our curriculum is based on developmentally appropriate principles and activities from a Christian perspective. We use the Creative Curriculum series by Cate Heroman, Diane Trister Dodge, and Laura Colker to guide us daily. We also use Letterland as a tool for teaching phonics.

The doors of Raleigh Moravian Church and the Preschool are always open. Call us if you would like more information or if we can help you in any way.

God's blessings to you and your family.

Raleigh Moravian Church Preschool Board  
Brook Smitherman  
Keeka Klingerman  
Stephanie Griffo  
Courtney Queen  
Stephanie Williard, Preschool Director

## **Basic Program Information**

Please be aware that policies and procedures in this handbook may be altered or changed due to recommendations or changes in Raleigh Moravian Church, Wake County Health Department, NC Health and Human Services and/or the CDC.

### **Staff**

As Christian teachers and Directors we take seriously the trust parents place in us to care for their children. Our staff are experienced early childhood educators. All of our teachers are chosen not only for their experience and education, but also for their loving and caring attitudes towards children. We recognize that children are gifts from God, who belong to Him, and who should be cared for as our own. All staff are CPR certified.

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

The Preschool will be open September through May from 9:00 AM to 1:00 PM Monday – Friday except for holidays, teacher workdays, and inclement weather. Pick up is between 12:50 and 1:00 daily.

### **Inclement Weather Policy**

The Preschool will follow the Wake County Public School System policy for school closing due to inclement weather. When Wake County Public Schools are closed, the Preschool is closed. When Wake County Public Schools delay one or two hours, Raleigh Moravian Preschool opens at 10:30 AM. If Wake County is delayed by 3 hours or releases children from school 3 hours or earlier Raleigh Moravian Preschool is closed. If Wake County Public Schools are dismissed prior to 1:00, we will close immediately. There will be make-up days after five days of being closed due to inclement weather. There will be up to two make days for inclement weather.

### **Late Pick-Up**

Parents who pick their children up after 1:00 PM will be charged \$1.00 for each minute after 1:00 PM.

### **Class Make-Up**

The Preschool serves children walking through 5 years old. All toddlers must be walking in order to enter the youngest class. Class placement is based on the age your child will be as of August 31. All children will “move up” in September at the beginning of the new school year. The Preschool admits children of any race, color, national or ethnic origin, to all rights, privileges, programs, and activities made available to the children here.

### **Enrollment Procedure**

Registration for the upcoming school year will begin in January. Registration for current students is completed first, followed by siblings and church

members, and then the public. A class spot is reserved once the registration application is completed, and the registration/activity fee has been paid. Registration/Activity fees are due each year to secure your child's spot and are non-refundable. All forms must be completed and on file before your child begins:

- Registration Application
- Medical Information with current vaccination records
- Signed Parent Contract to Discipline Policy & Acknowledgment of reading and complying with the Handbook.
- Signed Parent COVID Waiver

Classroom spots are filled throughout the year from the waiting list as need arises. Church members and siblings have priority on the waiting list.

### **Fees and Payment Plan**

Tuition is due on the first school day of each month. Tuition and Early Morning Drop off payments should be paid to the director. The fee for each month is the same even though some months will include holidays, breaks (for example Spring Break), and teacher workdays.

No adjustments will be made to tuition or refunds due to absences related to illness, vacation, family emergency or personal reasons. In addition, it will not be adjusted due to inclement weather or school holidays. Once enrolled and the school year begins, we require at least three weeks' written notice of withdrawal. This written notice must be submitted in writing to the director. Parents/Guardians continue to be responsible for payment for twenty-one days after the date of withdrawal notice whether the child is attending school or not.

If student withdrawals before the first day of school and the withdrawal occurs after August first the parent is still responsible for three weeks of tuition payment.

Tuition for Raleigh Moravian Preschool is payable in nine payments. Payments are made for the months of August 1, 2023, through April 1, 2024 (you will have no payment in May). If the first payment, which is due on Aug 1, 2023, is not received by August 1, 2023, your child is considered withdrawn, and the spot is given to another child (unless special arrangements are coordinated with the Director in advance). Each tuition payment is due by the first day of school of each month. If any payments are not received by the fifth of each month you will be charged a late fee of \$10 per business day until received. If payment of tuition and late penalty is not paid within three weeks of past due period child will be suspended from school until payments are made.

## Monthly Fees for 2023-2024

### One Year Olds

Monday thru Friday	\$450
Four days per wk.	\$390
Three days per wk.	\$350
Two days per wk.	\$305

### Two- Five Yr. Olds

Monday thru Friday	\$440
Four days per wk.	\$390
Three days per wk.	\$350
Two days per wk.	\$305

## Early Morning Drop Off

The program starts at 9:00 AM and is available throughout the school, following the same schedule of holidays and teacher workdays. There is a \$50 reservation fee to reserve a spot, and this amount will be applied towards the first month's fee (if you withdraw from this reservation, the amount will not be refunded). Please include the monthly fee with your monthly tuition check.

## Early Morning Drop Off Fees per Month

Monday thru Friday	\$75
4 days	\$60
3 days	\$50
2 days	\$35

## Curriculum

We use the Creative Curriculum series by Cate Heroman, Diane Trister Dodge, and Laura Colker to guide us daily. We also use Letterland as a tool to teach phonics. They include activities specifically designed to develop social, emotional, intellectual, spiritual, and physical skills. Flexibility in each class is stressed so that we may best meet the needs of each individual child.

At the beginning of each month, you will receive a newsletter and a calendar of events for the month from your child's teacher. At other times, you may receive notes from the teacher or preschool Director. Please check your email daily for these important pieces of communication.

## Items Provided by Parents

When the children come as students to the Preschool, they will need to keep some things at the Preschool at all times:

- Clothing: A complete change of clothes for the current season including socks and underwear in a labeled Ziploc bag. Please be mindful of how you dress your child each day. We will have outside play each day and creative classroom activities that could be messy. Children should wear

closed-toed shoes and socks daily. Please label all jackets, hats, clothing, etc. that are sent to school.

- Diapers: (bring a stack of about 10 every two weeks or so, depending on the number of days your child comes). We also need you to bring a large container of unscented wipes (we will refill our container at the diaper changing area) and boxes of tissues.
- Extras: Personal toys or other items from home will not be allowed. At no time should the children ever bring weapons, characters that depict violent behavior, money, marbles, gum, or valuable items.

### **Dress Code**

Children should be dressed in appropriate clothes for weather conditions, including coats, hats, and mittens for cold weather.

We also ask that children be dressed in comfortable, washable PLAY CLOTHES, which will allow children to play outside, do arts and crafts, play on the floor, and move around freely without being anxious about getting clothes dirty.

For safety reasons, only tennis shoes or other closed toe sturdy shoes with socks should be worn to the Preschool. Boots, sandals, Crocs, flip flops, beach shoes, and dress shoes do not adequately protect children's feet and do not give them proper footing when playing outside. In addition, children should not wear jewelry or hoods with draw strings that could become entangled on playground equipment.

### **Parental/Guest Cooperation**

Parental cooperation is essential for the welfare of the students. If, in the opinion of the Preschool administration, parental behavior seriously interferes with the teaching and learning process the school may limit and/or deny parental/guest involvement on school premises and/or withdraw their students and sever the relationship with the school.

There is no sure way to predict human behavior; but the preschool is committed to making its best efforts to provide the children, families, visitors, and staff with an environment that is safe and secure. It is our expectation that everyone in the preschool is treated with fairness, dignity, and respect. If someone arrives at the preschool with the suspected intent to harm or exhibit questionable behavior, the Preschool Director or staff members will call 911. As stated above, the preschool has the right to limit and/or deny parental/guest involvement on school premises and/or withdraw their students and sever the relationship with the school if safety is a concern.

At any time, if you have any concerns within the preschool regarding students, parents, guests and/or staff please address these concerns directly to the Preschool Director.

### **Release of Children to Impaired Adults**

If a 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 person from the emergency pick up list will be contacted to pick up the child. If a person becomes belligerent, staff will call 911 for assistance.

### **Custody Related Issues**

If parents are divorced Raleigh Moravian Preschool will require a certified copy of the custody order to be maintained in the child's confidential preschool file. The school will adhere to this legal document as designated.

### **Parent Visitation**

In some classes we will provide a parent participation sign up sheet. We invite parents to volunteer their time, talents, and/or materials to help enrich our program. If you know of a special way in which you would like to help, please let your child's teacher or the Director know. Parents are encouraged to wait at least one month after the start of the new school year to allow children time to adjust to the program.

### **Parent Participation**

Parents may serve as volunteers for special occasions and class events. Teachers may request help in the classroom from time to time.

### **Lunches and Snacks**

Parents must provide all snacks, lunches, and drinks for their child. Please be sure to pack forks or spoons if needed. Lunches are preserved well in insulated lunch boxes. Parents will take turns bringing in the snack for their child's class. Parents will need to provide snacks for about twelve children once or twice every month. Healthy foods such as fresh fruit and vegetables, muffins, cheese, crackers, animal cookies, graham crackers, and bagels are encouraged. Please label all lunches and include an ice pack if necessary. We do not refrigerate or heat any items for the children for lunch or snack. More information will follow from your child's teacher.

### **Behavior/Incident/Injury Reports**

The teacher will complete a behavior or incident/injury report any time the child has an accident or injury which requires first aid; or receives a bump or blow to the head, serious incident or illness, emergency transporting, or an unusual or unexpected event as result of behavior which jeopardizes the safety of the children or staff. The completed report will be presented to the parents at dismissal and the parents will be asked to sign it. A copy will be given to the parent and a copy will be kept on file. If the child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.



## **Behavior Management Policy**

Our behavior management goal is to help each child learn to manage his or her own behavior. We help children to learn that inner control by praising appropriate behavior and redirecting inappropriate behavior. When needing to redirect or guide a child's behavior we will consider age, intellectual development, emotional development, and personal history.

Following is a list of ways that we might guide or redirect a child's behavior:

- Model appropriate behavior.
- Tell the child what he/she can do and give help when needed.
- Give the child choices when possible and help the child to understand the limits and consequences of their actions.
- Encourage the child to try to work out conflicts by problem solving.
- Re-direct the child to another activity.
- Use time out.
- Call parents to come for the child if the child cannot regain control of self.

**Corporal punishment is not consistent with our objectives and is prohibited at our preschool.**

### **LIMITS OF BEHAVIOR**

**You may not hurt others.**

**You may not hurt yourself.**

**You may not damage property.**

In the rare instance that a child is having more difficulty than usual with discipline and the usual guidance and redirection techniques are not improving behavior, the following steps will be taken:

1. The teacher will keep documentation through incident reports of inappropriate behavior.
2. The teacher and/or Director will discuss new strategies with the parent(s) to address inappropriate behavior.
3. If these strategies are not successful, the teacher, Director and parents will meet to discuss observations and strategies with an outside consultant such as Project Enlightenment.
4. If these efforts are not successful a child may be accompanied by aid approved by Raleigh Moravian Preschool and the family will be responsible for the cost. After four conferences or after four specific unresolved concerns by either the preschool or parents, the parents may choose to withdraw the child, or the director may suggest the parents find a program that will better meet their needs. While we want to take every step possible to avoid removing a child from our program, it may be necessary for the well-being of that child and the other children/staff in the program.

**All parents are required to sign the "PARENT CONTRACT" agreement to our Behavior Management Policy.**

### **Procedures for Reporting Child Abuse and/or Neglect**

Raleigh Moravian Preschool fully complies with the North Carolina State Law regarding suspected cases of child abuse and neglect. This law **does not** require that the parents be notified prior to a report being filed. If such a case is observed or suspected, it will be immediately reported to the Director, who will notify the Wake County Department of Social Services.

### **Sick Policy (in addition to this policy see COVID Policy)**

For the benefit of your child as well as their friends and staff please do not bring your child to school if he or she is sick or has begun showing symptoms of illness. In addition, your child should be 24-hour symptom free of any of these symptoms (without the use of medication) before returning. Such symptoms include but aren't limited to:

- Fever
- Nausea
- Vomiting
- Diarrhea
- Continuous and/or hacking cough
- Frequent sneezing
- Runny nose
- Sore throat
- Lice or scabies
- Pink eye or other contagious eye infection
- Undiagnosed or contagious rash or skin irritation
- Any symptoms of contagious diseases

If a child does come to school with any of these symptoms, he/she will not be permitted to stay. If a child develops symptoms while at school, we will call you immediately to pick up your child.

If a child is not well enough to play outside, he/she should not come to school.

### **When a Child Gets Sick at School**

- We will need to remove the child from the class and isolate that child.
- Parent or guardian will be called.
- If the parent or guardian cannot be reached, a person from the emergency contact list will be contacted.
- Child will wait with a teacher until a parent or guardian arrives.
- Re-admission to school will not be allowed until the symptom(s) have disappeared for a full 24 hours and/or after taking antibiotics for a full 48 hours.

### **Rash**

If your child displays any type of bumps or something that looks like a rash on the skin, we ask for you to have a doctors note stating what it is and that is

non communicable. This is an effort to keep children healthy and not spread anything contagious.

### **COVID Policy**

If a child displays symptoms of COVID-19 they should stay home. Individuals must get tested to return to preschool if displaying symptoms.

The presence of any of these symptoms suggest an individual should be tested for COVID to return:

1. Fever or Chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. Headache
6. Sore throat
7. Congestion
8. Diarrhea
9. Nausea/Vomiting

The child can return to the preschool facility after receiving a negative test and being 24-hour symptom free.

#### **Positive COVID Diagnosis**

1. A child who tests positive for COVID-19 is not permitted to attend preschool for 5 days after the first day of symptoms or date of COVID test if asymptomatic.
2. The individual may return to childcare after 5 days if no symptoms are present and they been symptom free for 24 hours (without fever reducer or medication). It is suggested to will wear a mask for additional 5 days.

#### **Testing for COVID**

If a child develops symptoms of COVID, he or she should stay home and contact their health care provider. Testing can be performed by a health care provider, pharmacy or by a home test.

### **Allergies**

Please notify us of any allergies. It is essential that we are aware of food allergies since the snacks in the classrooms fluctuate daily. We are a nut free school. Nut allergens are air-borne and can easily be transferred by touching an individual who has eaten peanut products/peanut butter or by touching an object that has traces of peanut products/peanut butter; therefore, we require that no one brings peanut or any nut products for snack or lunch so that we can assure protection to the students who are allergic to these products.

We will post these allergies for teachers and substitutes to be aware of in each classroom.

### **No Nits Policy**

If you detect head lice and/or nits on your child do not bring your child to preschool. If lice and nits are detected at preschool the child will be separated from the class and parents will be called to pick up immediately. The children in the classroom will be removed from this classroom and the room will be treated. In the event head lice and nits are detected on a child the child will be required to stay at home and not attend Raleigh Moravian Preschool until they are lice and nit free. In order for the child to return they will be evaluated and checked and have to be given permission by the director to return. The director will do a head lice and nit examination with lice comb at this point to determine if child is lice and nit free or not.

In the event lice are detected the parents of the children in the classroom of the child infected will be promptly notified of the situation. Parents in that class should carefully check their children each day for two weeks.

### **Medication Requirements**

The Preschool does not dispense medication except in the case of a child with a special situation such as asthma or a severe food or other allergy which requires immediate action. Parents of children in this type of situation need to come into the office and talk with us so we are informed of the potential need for emergency medications.

### **Pick Up by Persons Other than Designated Pick-Up**

Any person picking up a child from the Preschool other than the designated person will not be allowed to take the child unless:

- There is a written note or text sent to the Director before picking up hours from the parent or guardian.
- His/her name is on the release list.
- He/she shows proof of identity.

NOTE: No person designated or other will be allowed to leave the Preschool with a child if they are obviously, visibly impaired by alcohol or drugs. The Director or designee reserves the right to contact a parent of the other parent to make them aware of the situation and receive their opinion.

Raleigh Moravian Preschool wants to ensure every child's safety while they are with us.

### **Children's Birthdays**

We know that a child's birthday is a very special event. We also feel that school is not a place for a full birthday party. You are welcome to bring packaged snacks for birthdays this year.

### **Holidays**

Tuition payments will not be prorated for the holidays. A school year calendar will be developed and distributed at the beginning of each school year.

### **Parental Concerns**

When a parent has a concern, he/she should follow these steps:

1. Go directly to the included parties. For example, if a problem exists with the classroom or teacher the parent should go directly to the teacher. Problems with the overall Preschool or program should be taken to the Director. Teachers should document any conversations with a parent for the child's file and inform the Director.
2. If the problem is not resolved, the parent should contact the Director to set up a meeting with the parent, the teacher, and the Director.
3. When an issue cannot be resolved with the teacher and/or the Director, a parent should submit a written complaint to the Raleigh Moravian Preschool Board for their review.

### **Removal from Care**

We hope it will never be necessary to remove a child from our program. Nevertheless, Raleigh Moravian Church Preschool reserves the right to remove a child from the program should we see fit. Removal from the program may be necessary if any one of the following occurs:

- Failure of a parent to pay tuition,
- Failure of a parent to complete required forms,
- Consistent failure of parents to pick-up their child on time,
- Failure of a parent to abide by the policies set forth in this handbook,
- Failure of a child to adjust to the program after a reasonable amount of time,
- Consistent biting or other discipline and behavior problems,
- The Preschool determines it cannot meet the needs of the child,
- The Preschool determines it is not in the best interest of the child and/or the program to continue care.

The Director, under the advisement of the Raleigh Moravian Preschool Board, will decide removal from care. Should care be terminated because of a failure on the part of the parent or a discipline problem of the child, no money will be refunded for lost tuition.

We care about you, your child and your family and we want to work with you when problems and concerns arise. We hope to have an open dialogue with you about your needs and concerns. Furthermore, we pledge our assistance to you and desire to help you in any way possible. We take seriously the responsibility God has given us to care for you and your family.

### **Potty Training**

At the Preschool we base our potty training on the following philosophy. Learning to use the toilet is an important self-help skill for toddlers. We consider potty training to be a process that will help children gradually master toileting as a self-help skill. We want potty training to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and teachers.

We will work with parents in potty training their children. A child must be potty trained for placement in the three-year-old class. If a child is not potty trained by the beginning of school year and is three, they will not be able to enter the three-year-old class.

Children that are not fully potty trained (and are in the two-year-old class) must wear pull ups until trained (for sanitary reasons). Staff will not force children to use the toilet and will consider the developmental readiness of each individual during potty training.

### **Personal Belongings**

All children's belongings should be labeled. Personal toys (stuffed animals or blankets) should not be brought to school.

### **Outside Play**

Children will play outside every day except in extreme hot, cold, or inclement weather conditions. Parents will be notified of any exceptions to this rule. Therefore, it is very important children have the appropriate clothes for the weather conditions. Please apply sunscreen as appropriate before school. Children will play on the fenced church playground and in the prayer garden. Sometimes, there may be times that children play, go to garden, or have class activities outside the fenced playground; in these instances, appropriate adult supervision will be used.

## **School Calendar for 2023-2024**

September 1, 2023	First Day of School
September 4, 2023	Holiday
October 9, 2023	Closed
November 10, 2023	Holiday
November 22-24, 2023	Thanksgiving Holiday
December 22 -Jan 1, 2024	Holiday Break
January 15, 2024	Holiday
February 19, 2024	Closed
March 25- March 29, 2024	Spring Break & Holiday
May 27, 2024	Holiday
May 31, 2024	Last Day of School

## **Raleigh Moravian Church**

The church family of Raleigh Moravian Church and its staff would like to extend an invitation to you. If your family is not currently active in a church, we invite you to visit our congregation.

1816 Ridge Road  
Raleigh, North Carolina 27607  
919-787-4034

### **Sunday Schedule**

Sunday School for all ages	9:45 AM-10:45 AM
Worship Service	11:00 AM-Noon

### **What the Moravian Church Believes**

The Moravian Church stands in the mainstream of Protestant Christianity. Recognizing the historic creeds of the Church, we believe that salvation is through Jesus Christ and that the Christian Church is the fellowship of believers who share this experience. We recognize the Bible as the witness to God's self revelation and as the guide for Christians today.

### **The Moravian Motto**

In Essentials, Unity;  
In Non-essentials, Liberty;  
In All Things, Love.

### **How Raleigh Moravian Church Serves**

Examples of service to our community:

- Helping to build Habitat for Humanity homes.
- Serving breakfast monthly at Oak City Cares Outreach
- Staffing Wake Interfaith Hospitality Network quarterly - a moving shelter for homeless families - in partnership with Highland United Methodist Church
- Collecting food for the North Carolina Food Bank
- Hosting Red Cross blood drives throughout the year
- Hosting the Flower Shuttle

Examples of service within our congregation:

- Education and Bible study opportunities for adults and children throughout the week
- Adult and family fellowship activities
- Youth fellowship for junior and senior high school students
- Choir and band opportunities for all ages and skill levels
- Regular programs for spiritual growth and nurture