



● 605 Sherron Road ● Durham, NC 27703 ● 919-596-1252 ● [www.groveparkchapel.com](http://www.groveparkchapel.com) ●

## **OUR GOALS**

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

## **REGISTRATION**

Registration for the school year will be held the end of January for current students and the Grove Park Chapel church congregation, and **will open to the public beginning of February**. Classes are filled on a first come - first served basis according to the date that the non-refundable registration fee is paid. Unless the registration fee is included with the application, we **cannot** hold a place for your child. The non-refundable registration fee is \$75.00 for new students and \$45.00 for returning students.

If classes are filled when a parent inquires, the child's name will be placed, at no cost, on the age appropriate waiting list, in order. As vacancies occur during the year, they will be filled from the waiting list. The next person on the waiting list will be called as soon as space is available and allowed 48 hours to notify us before we offer the space to someone else. If your phone number changes at any time, please remember to notify us so we, in turn, may notify you of any openings.

**Our program offers classes for children based on their age as of August 31.** For example, your child must be 2 on or before August 31 to participate in our 2 year old program.

## **TOURS**

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

## **FIRST DAY OF SCHOOL**

The first day of school is the **Tuesday after Labor Day**.

## **ORIENTATION**

Orientation provides an opportunity for the child to spend about an hour familiarizing themselves with their new classmates. During this time, the parents attend an informational meeting with the Director and Teachers reviewing important information regarding the school and its policies. We strongly encourage attendance of the orientation as it makes the first day of school easier for both child and parent. Family and parent involvement are also key to our program, its philosophies, and its success.



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**Ratios, Days and Hours of Operation**

Our 2 year old class is available two days a week (M/W or T/Th). A four day option is also available (M-Th). **Our 2's class has a ratio of 2 teachers to 10 students.**

Our 3 year old class is available either three days (M/T/Th) or four days (M-Th) a week. **Our 3's class has a ratio of 2 teachers to 12 students or 2 teachers to 8 students.**

Our PreK Class is available four days (M-Th) or five days (M-F) a week. **Our PreK class has a ratio of 2 teachers to 16 students or 2 teachers to 10 students.**

Classes will be added or consolidated, by the Director, on an as-needed basis. GPCP school year is from September through May. School is open from 9:00am until 12:00pm. A calendar is given to each family to plan for holidays and teacher work days.

**TUITION**

Tuition is continuous throughout the school year and guarantees a position for your child. **There are no deductions in tuition for absences, illness, snow days or the scheduled holidays throughout the year.** GPCP is self-supporting and non-profit. As such, it depends entirely on tuition fees. Payments are due no later than the fifth day of each month. You may select to pay tuition by check, cash or by using your credit card. If you wish to use your credit card, you will be charged a 3% convenience fee for using the card in addition to the monthly tuition payment.

**Monthly Tuition Prices are as follows:**

	<b>2 days M/W or T/Th</b>	<b>3 days M/T/Th</b>	<b>4 days M - TH</b>	<b>5 days M - F</b>
<b>2 year old class</b>	\$165.00		\$250.00	
<b>3 year old class</b>		\$205.00	\$250.00	
<b>PreK class</b>			\$250.00	\$300.00

It is very important that tuition is paid on time. In the event that tuition payments are paid after the fifth of the month, a \$10.00 late fee will be assessed. Checks returned for insufficient funds must be paid out in cash, along with a \$25.00 returned check fee plus a possible \$10.00 late fee. GPCP has the right to request future payments be made in cash or money order. Please make checks payable to Grove Park Chapel Preschool or GPCP. Checks may be given directly to the Director, Teacher, or a GPCP staff member in car line or mailed to the school address.



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

## HEALTH AND SAFETY

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

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

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

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

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

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

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



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

### **STUDENT DEVELOPMENT AND PROGRESS**

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

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

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

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

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



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## **SPECIAL NEEDS**

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

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

## **BATHROOM POLICY**

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

## **CHRISTIAN EDUCATION**

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

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

## **ABUSE AND NEGLECT**

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

## **DISCIPLINE**

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

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



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their unacceptable behavior and then he/she will be given the opportunity to try again when he/she is ready to rejoin the group with acceptable behavior.

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

### **FIELD TRIPS**

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

### **NUTRITION**

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

### **BIRTHDAY PARTIES**

The last Thursday of each month is reserved for special snack. We use this Thursday to celebrate the month's birthdays. We ask two parents to sign up to provide the snack for the day. We encourage healthy snacks for the students.

We also ask that you not send party invitations with your child unless all children are to receive one. Children are very sensitive when another child receives an invitation but they do not. You are welcome to call parents or mail invitations to the children's homes.

### **CORRESPONDENCE**

Weekly newsletters and school correspondence will be sent by paper and/or email. We will send e-mail reminders for special events and closings due to inclement weather as well. The Director is always available via email or phone for any questions/concerns you may have. If you do not have e-mail, please inform your teacher.

### **FAMILY INVOLVEMENT**

Families are an important part of our school. You are always welcome, and encouraged, to visit at any time. Parents are invited to make suggestions and share talents with our school.



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## **DRESS**

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

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

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

## **GYM**

Our gym sets us apart from many preschools. This is a great space where our students can have recess, regardless of weather. Our classes use this space for developing gross motor skills and social skills through playing with balls, riding tricycles, playing group games, and unstructured playtime.

## **INCLEMENT WEATHER**

In the case of snow, ice, tornado, etc. the preschool will most likely follow the instructions of the Durham Public Schools. It is the Director's discretion whether or not to close for the day.

If the Durham Public Schools are on a delay, the Director will make a decision on whether or not preschool is closed based on local road conditions. We do our very best to remain open if the roads are safe for travel.

Parents you will be notified by email and our voicemail will also reflect any cancellations.

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

## **SAFE ARRIVAL AND DEPARTURE**

Teachers use the time before class to prepare for the students. Therefore, please do not bring your child/children in the school before 8:55 am. It is also important that you arrive no later than 9:10 as children arriving late miss vital instruction and free play.

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



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

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

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

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

#### Additional Car Line Guidelines:

\*Please remain in your car so that GPCP staff members are able to help your child from the car in the morning.

\*Please do not leave your car unattended in the drop off area.

\*If possible, please have the child's car seat on the passenger side of the car for convenience.

Teacher's can NOT install car seats. Teachers will NOT release a child if a car seat is not installed and available for the child.

\*For safety purposes, **please keep your child in their car seat while in car line.** Accidents can occur and your child's safety is of our utmost concern.

\*Parents can arrange car pools. Names of children riding in a car pool and the names of parents driving them must be submitted to the Director in writing.

\*Car line and pick-up are not a good time for a parent-teacher conference. If a conference is needed, please contact the Director or you child's teacher and a meeting time will be arranged.

#### **SECURITY**

The Preschool is equipped with a security camera at the rear door of the building. All doors will be locked during Preschool hours. If you need to gain access to the building, please ring the doorbell at the rear door. This is for the safety of our students and teachers.





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### **PACIFIERS & BOTTLES**

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

### **OTHER IMPORTANT INFORMATION**

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

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