



2018-2019 Parent Handbook

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

Matthew 19:14

 @brownsonlearningcenter

 brownsonchurch.org/preschool

 910.246-0014



SCHOOL INFORMATION

Welcome to Brownson Learning Center! We're glad that you are a part of our preschool family. We know that finding the best preschool is so important to you and we are thrilled that you chose BLC as your preschool home! We understand that you want a safe, secure environment with a loving, highly qualified staff, great facilities and play areas, and a good balance between developmental and academic curriculum, centered on God's Word. You want your child ready to meet the many adventures that await them in elementary school.

Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by The Learning Center. This handbook is designed to be a handy reference for you and is not intended to address every facet of the preschool experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact your child's teacher or the Director.

About Us

Brownson Learning Center is a ministry of Brownson Memorial Presbyterian Church. Brownson Learning Center is designed to provide a developmentally appropriate education within a safe and loving Christian environment. We exist first and foremost to introduce little children to Jesus in an atmosphere that is warm, loving, fun, and instructional. We have a sincere love for children and a commitment to help families raise their children to be prepared educationally, emotionally, socially, and spiritually to meet the challenges that are ahead of them.

We believe that our preschool provides an environment that is safe and encouraging and where children can work, play, and learn together while being guided toward a happy, wholesome development.

We believe that each child should be encouraged to progress at his own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices. Our aim is to provide an education that develops the whole child by providing an educational experience of lasting value. We aim to help develop in children the feeling of being loved and valued. We keep our program flexible so that individual needs may be met, and each child can progress at their own rate of speed.



A Typical Day at School

The program consists of both indoor and outdoor activities, alternating active and quiet play, circle/learning times, centers, Bible time, and snack time. We explore reading, math, arts and crafts, music, science, cooking, Bible stories and verses, as well as letter/sound introduction, number concepts, color and shape recognition and so much more.

Our Staff

Our staff is here to train, care for and above all LOVE your child. The teachers strive to provide a loving Christian atmosphere along with a developmentally sound curriculum.

All staff members are required to complete a national background check and we always have staff on campus who are trained in infant/child CPR. We have a wonderful, dedicated staff that has more than 75 years combined staff experience working with small children.

PERSONNEL

Learning Center Staff

Jamie Walker	BLC Director	blcdirector@brownsonchurch.org
Maddie Broome	Administrative Assistant	mwbroome518@gmail.com

Learning Center Amazing Teachers

<i>Class Age</i>	<i>Teacher</i>	<i>Email</i>
One-year-old (M,W & T,Th)	Rebecca Eldridge (L)	reldridge82@gmail.com
One-year-old (M,W & T, Th))		
Two-year-old (M,W)	Barbara Leoncini (L)	barbleoncini@gmail.com
Two-year-old (M,W)	Lauren O'Brien	Kincora@pinehurst.net



Two-year-old (T,Th)	Mary Fowler (L)	maryo@nc.rr.com
Two-year-old (T,Th)	Allison Harris (A)	allisonmharris@icloud.com
Three-year-old (3 days)	Suzanne Roy (L)	mrrsc0501@gmail.com
Three-year-old (3 days)	Amanda King (A)	eazhking@gmail.com
Three-year-old (4 days)	Sara James (L)	saracjames@gmail.com
Three-year-old (4 days)	Evalyn Gaskell	lifebalancexo@gmail.com
Four-year-old	Kara Broughton (L)	broughtonkara@gmail.com
Four-year-old	Kacy Depenbrock (A)	kdepenbrock@gmail.com
Four-year-old	Stacey Koepp (A)	psjkk@hotmail.com
Four-year-old	Jane Lambert (L)	anjelike1@aol.com
Four-year-old	Amanda Johnson	johnson0689@gmail.com
Art	Ginger Monroe	gmid@nc.rr.com
Music	Georgene Fayssoux	creativemeasures@earthlink.net

NOTE: (L) denotes the Lead Teacher (A) denotes Assistant Teacher

REGISTRATION & TUITION POLICIES

Age Requirements

Ones must be 1 years old by August 31.

Twos must be 2 years old by August 31.

Threes must be 3 years old by August 31, and are required to be potty trained.



Fours must be 4 years old by August 31.

Tuition

Ones (2 days)	\$150 September – May
Twos (2 days)	\$145 September – May
Threes (3 days)	\$195 September – May
Fours (4 days)	\$235 September – May

Tuition Payment Policy

Monthly tuition payments are due the FIRST day each month September through May (9 months).

Tuition not received by the 10th of each month will be assessed a \$20.00 late charge. Parents will have until the 10th of the following month to pay the delinquent tuition, the late fee, and the current month’s tuition. Failure to make payments may result in removal from the program. There will be a \$30 processing fee on all returned checks due to insufficient funds. Because our salary remain the same each month, we are unable to grant tuition refunds due to absences.

Tuition should be paid by auto draft. Invoices will be emailed to you monthly. If auto draft is not optional for your family, checks and money orders should be made payable to: **BLC**.

If you should have any questions about your Learning Center account, please contact the Learning Center Director, blcdirector@brownsonchurch.org

Withdrawal

A minimum of 2 weeks written notice should be given to the Director in the event that you wish to withdraw your child from our program. A full month’s tuition payment will be charged regardless of the number of days attended that month.



2019 – 2020 Registration

Registration for the 2019-2020 school year will begin in January 2019. Current students are registered first, then their siblings, then church members, and finally the general public. Registration fees of \$125 are due upon acceptance into the program. Registration fees are NON-REFUNDABLE. All 3-year-old students must be potty trained in order to begin class in September.

Immunizations

State law requires a record of immunization. All children must have their immunization record on file with the Director no later than September 30. All children 4 and older must have a record of the chicken pox vaccine or physician's notification of having had the virus. Delayed vaccination schedules are unacceptable.

CURRICULUM INFORMATION

The most important goal of an early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. At BLC we offer a child-centered and developmentally appropriate program for one- through five year-old children. BLC has chosen to implement the learning framework of *Creative Curriculum*® for Preschool. *Creative Curriculum*® is a comprehensive system of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language. The philosophy behind *Creative Curriculum*® is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. The three and four year-old classes will also use the Jolly Phonics program to provide a solid phonics foundation. This program teaches the letter sounds in an enjoyable, multisensory way, and enables children to use them to read and write words. The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each BLC class. Classroom observations and assessments become important tools for the teachers to communicate with parents.

Below are listed some of the basic curriculum goals and methods by age group. Each age group has a detailed Student Evaluation Form that is tailored to maximize learning potential in the areas of Gross Motor Skills, Fine Motor Skills, Cognitive Skills, Personal/Social Skills, Counting/Color Recognition, Language and Physical Skills etc. If you would like a copy of the Student Evaluation Forms, please see your child's teacher or the Director.



Ones

The one-year-old class focuses on beginning Christian education concepts and socialization skills. They practice sharing, taking turns, folding hands in prayer, sitting for snack time and following simple directions. They will also be introduced to colors, shapes and counting. Children will hear Bible stories and songs. The student to teacher to ratio is 8/2.

Twos and Threes

Children learn Bible stories and biblical teachings while continuing to work on socialization. They are introduced to basic academic skills through thematic units. They will begin to learn letters, letter sounds, numbers, counting and colors. Singing and reading are also incorporated into circle time. Jolly Phonics will be used in our threes classroom. Assistance with potty training is provided for the twos, while any child entering the threes class is required to be fully potty trained. The student to teacher to ratio is 10/2 for the twos and 12/2 for the threes.

Fours

This program focuses on learning through more detailed thematic units. Additional emphasis is placed on beginning letter sounds, writing letters, beginning sight words and basic math skills including counting, number concepts, sorting, and patterning. Jolly Phonics will be used for our phonics program. The student to teacher to ratio is 14/2.

Christian Curriculum

Our Christian Curriculum is designed to introduce Biblical truths and to help each child understand and develop godly character traits. Formal learning takes place during "circle time" as God's truths are taught through Bible stories and verses, and then reinforced through songs, finger plays, discussions, and role-play. Character development is emphasized through the teaching of the Fruit of the Spirit. The lessons are emphasized through stories and Bible verses as well as through classroom social interaction where children learn to share, show love and compassion, take turns, solve problems, and verbalize needs and emotions.

Art

We are proud to offer a comprehensive, art program for our students (threes and fours classes). Children will have the opportunity to develop their own creativity and sharpen fine motor skills while having fun in our art classroom. They will learn about famous artists & their works, look for inspiration in storybooks, seasons, holidays, nature... and explore many ways to create, getting their hands into different mediums: Paint, Clay, Collage, Pastel & more- to create special & unique works of art!



Music

As part of educating the whole child, we also offer a comprehensive music and movement program for all our students. Through our music program children will enjoy singing, playing instruments, and creative movement to address goals including improving fine and gross motor skills, improving communication and social skills, increasing attention span, and promoting academic skills.

Lunch Bunch

The BLC Lunch Bunch program is a fun, social time that extends the preschool day for one hour. It is an option for threes and fours classes. Children bring their lunch from home, eat lunch together, make new friends and get to know different teachers. Managing a lunch box and enjoying a meal in a different setting gives our preschoolers the opportunity to work on new skills. And, of course, playing on the playground after lunch is always fun! Lunch Bunch will run twice a month on Wednesday from October through May from 12:00 – 1:00pm. The cost for Lunch Bunch is \$8. A link for registration will be sent out the last week of the month to all threes and fours parents. Registration and payment for Lunch Bunch is due to the Director by the first Tuesday of each month. Drop-in Lunch Bunch for children not registered is \$10.

COMMUNICATION

Authorization for Student Release

The teachers cannot accept a verbal message from a child. Please write a signed and dated note and send it in your child's bag. **Children will not be able to leave the Learning Center with anyone except a designated person unless the Director or teacher is notified by the parent in writing or by phone.**

Conferences

Conferences with the Director or your child's teacher are always welcome. There will be regular conference days prearranged in the spring for our four-year-old classes. Conferences during arrival and dismissal times should be avoided if at all possible.

Preschool Advisory Board Correspondence

Should the need arise for you to have communication with the BLC Advisory Board, please follow these guidelines:

1. Please contact the Learning Center Director. She will be happy to discuss your situation and/or explain any policy or procedure.
2. If after meeting with the Director, you wish to direct your issue to the BLC Advisory Board, please submit your issue in writing to the Advisory Board Chair at least 7 days prior to the next monthly meeting.



3. You may present your issue to the Advisory Board during the monthly meeting (a time will be arranged) or request the Chair to do so for you. After the Board reviews your issue in Executive Session, the Chair will respond to any action items in writing within 7 days regarding the Advisory Board's final position.

*Advisory Board monthly meeting dates will be available prior to school starting.

Class Newsletters

Teachers send home weekly or monthly newsletters, forms, and other information sheets to keep parents informed about the learning goals, themes and activities planned for that month. The Learning Center Director also sends home updates on a weekly and monthly basis.

Photography

External Photography Policy

Photographs may be taken by school staff to support learning, to record children's individual progress, and to document and promote school activities. Photographs are not to be used by outside groups/businesses. Please direct any questions regarding this policy to the BLC Director.

GENERAL INFORMATION

Arrival

- Children should be brought into their classrooms each morning by their parents/caregiver. Parking will be available for parents on Ashe Street directly behind the Learning Center. For safety purposes, please enter our church campus through the central corridor/sidewalk adjacent to the parking lot. Please DO NOT park in the parking spaces located at the front of the church.
- Please do not bring your children any earlier than 8:55, as teachers need the time before school to prepare for the day.
- All children must be accompanied inside the building and to their appropriate classroom by an adult.
- Please assist your child in hanging up their bag, going potty (three and four-year old class), washing hands, and greeting their teacher so that she is aware that your child is present.
- Please sign your child in each day on the designated sign-in chart and leave a phone number where you or their caregiver can be reached.

Dismissal



- Children should be picked up directly from their classrooms. Children will be packed up and ready to dismiss at 11:55. parents will come to their classroom door and students will be released individually.
- If your child is being picked up by someone different, i.e. grandparents, sitter, friend, please send a note or tell your child's teacher at drop-off.
Children will not be able to leave the Learning Center with anyone except a designated person unless the Director or teacher is notified by the parent in writing or by phone.
- **Any child remaining at school after 12:10 will be considered a late dismissal.** Parents will be charged a \$20.00 late fee when this occurs. If you know you are going to be late, please inform the Director as soon as possible.

SNACK

BLC is a PEANUT AND TREENUT FREE SCHOOL! Snack will be provided daily to all children. Parents will send in snacks to their child's classroom as determined by the classroom teachers. You will be provided with a recommended snack list to help with making good choices. This list is only to serve as a resource. It is in no way complete and is subject to manufacturer recalls and mislabeling. You are welcome to send in other snacks not listed here, just be sure to read labels! We ask that you send in a pack of napkins OR baby wipes with your snack each month.

SECURITY

Keeping our children safe is our top priority. For security reasons, all doors to Education Building will be locked at 9:15. If you need access to the building after 9:15 you must go to the church office, and a church staff member will call the Learning Center Director who will open the doors. Doors will open at 11:50 each day for dismissal.

DISCIPLINE POLICY

BLC classroom discipline follows a "Five R's" discipline approach:

1. **Role Modeling**-Every word and action from the teacher should model appropriate, Christian behavior. Children learn to model adults who show kindness, politeness, compassion, responsibility, self-control, etc.
2. **Reinforcing and/or Rewarding Positive Behavior**-Teachers should provide positive reinforcement of appropriate, Christian behavior at every opportunity. Each classroom may also utilize appropriate behavioral reward systems.
3. **Redirecting Inappropriate Behavior**-When a child exhibits inappropriate classroom behavior, the teacher should at first attempt to redirect the child's attention from the source of the behavior. For example, if two children are arguing over the same toy, the teacher will attempt to interest one or both of them in another activity.



4. **Recognizing the Consequences of Inappropriate Behavior**-Preschoolers learn to recognize inappropriate behaviors and their consequences as they learn established classroom rules.
5. **Removing the Child**-If a child repeatedly exhibits an inappropriate behavior or ever causes injury to another child, the teacher will remove the child from the situation. Depending on the circumstances, this can range from taking the child aside in the classroom to taking the child to the Director's office and contacting the parent. Never will a child be humiliated during any of these steps.

EMERGENCY PROCEDURES

In the event of an emergency, the following procedures will take place:

1. An attempt will be made to notify the parents.
2. An attempt will be made to notify the emergency contact.
3. An attempt will be made to notify the child's physician.
4. If necessary, EMS will be called to treat the child, which may result in the transport of the child to the emergency room.

INCLEMENT WEATHER POLICY

BLC will follow Moore County Schools' policy regarding closings due to weather (i.e. Snow, ice, etc.). If the Moore County Schools are closed, we are closed. If they are 1 hour delayed, we will open at 10:00am. School will be dismissed at the regular dismissal time. Should Moore County Schools have a 2 hour delayed start then BLC will be closed. Tuition will remain the same. In the event of a delay or school closing, you will receive an email from the Learning Center Director.

ATTENDANCE AND ILLNESS

We plan each day with the assumption that every child will attend their scheduled class. If your child is unable to attend school, please notify your child's teacher or the Director. If your child is absent due to illness with a communicable disease, please let us know as soon as possible.

A child who is ill upon arrival at school will not be admitted and will be separated from the other children until the parent or guardian can pick up the child. If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

Medication will not be given at school. If you have an exceptional case, contact the Director to discuss your situation.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever
- Diarrhea
- Nasal secretion that is thick, yellow or green, and accompanied by fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea
- Eye drainage of any type should be checked by a doctor to rule out bacterial infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Confirmed case of head lice
- Child not feeling well, such as lethargic behavior and/or increased crying

The child may return to school after illness when:

- Temperature is normal for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Appropriate treatment of head lice
- Child is feeling well again and normal behavior has returned

CLOTHING AND PERSONAL BELONGINGS

- Please send a small bag or backpack with your child each day.
- Include a full change of seasonally appropriate clothing, including underpants and socks in your child's bag at all times. Please include an adequate supply of diapers and wipes in your child's bag for their daily use (ones and twos).
- Children will be getting dirty at preschool. It is recommended that children be dressed in comfortable, washable play clothes and sturdy, well-fitting, rubber-soled shoes. Shorts or pants with an elastic waistband are ideal to encourage independence when using the bathroom.
- Toys and umbrellas should not be brought to school, unless they pertain to the unit of study and are to be used for show and tell.
- It is very important to **LABEL ALL** backpacks, clothing, jackets, sippy cups (ones class only) etc.



SUPPLY LIST

Please bring the following items to school with your child on Meet Your Teacher day or on their first day of school. **DO NOT LABEL** school supplies as they will be shared among classrooms.

- 1 box Crayola classic markers
- 1 box jumbo Crayola crayons (ones only)
- 1 box 24 count Crayola crayons (twos, threes and fours only)
- 1 pair Fiskars blunt tip scissors (threes and fours only)
- 2 trays Crayola watercolor paint (8 colors)
- 2 large glue sticks (threes and fours only)
- 2 bottle Elmer's school glue (twos, threes and fours only)
- 1 box of tissues
- 1 box of Ziploc bags (A-M quart size; N-Z gallon size)
- 2 packs of baby wipes
- 1 container of Clorox Hydrogen Peroxide Wipes
- 1 Blue two pocket with prongs plastic folder (fours only)
- 2 recent pictures of your child



2018-2019 Parent Handbook Receipt Acceptance Form

I have read and accept the BLC parent handbook.

Name of parent/guardian:

Signature of parent/guardian:

Date: _____

Name of Child enrolled in Brownson Learning Center:

*Please return this form to the Learning Center Director.