



## 2022-2023 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](https://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 BLC. 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, music, science, cooking, Bible stories and verses, as well as letter/sound introduction, number concepts, color/shape recognition, PLAY... and so much more.

### **Our Staff**

Our staff is here to teach, 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**

Kacy Depenbrock                      BLC Director                      [blcdirector@brownsonchurch.org](mailto:blcdirector@brownsonchurch.org)

Teacher contact information for each class will be available closer to the beginning of school.

### **REGISTRATION & TUITION POLICIES**

#### **Age Requirements**

Young Toddler (Ones) must be 1 years old by August 31.

Toddler (Twos) must be 2 years old by August 31.

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

Pre-K (Fours/Fives) must be 4 years old by August 31.



**Tuit**

Young Toddler Ones (2 days)	Annual Tuition \$1575 or 9 equal payments of \$175
Toddler Twos (2 days)	Annual Tuition \$1575 or 9 equal payments of \$175
Preschool Threes (3 days)	Annual Tuition \$2025 or 9 equal payments of \$225
Preschool Threes (4days)	Annual Tuition \$2385 or 9 equal payments of \$265
Pre-K Fours/Fives (4 days)	Annual Tuition \$2385 or 9 equal payments of \$265

**Tuition Payment Policy**

Annual tuition can be paid in full or will be divided into 9 equal payments. September’s Tuition is due *July 5* and all other payments will begin on October 5 and end on May 5. 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**.

Tuition not received by the 10<sup>th</sup> of each month will be assessed a \$20.00 late charge. Parents will have until the 10<sup>th</sup> 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 BLC staff salary remains the same each month, we are unable to grant tuition refunds due to absences.

If you should have any questions about your account, please contact the Director, [blcdirector@brownsonchurch.org](mailto:blcdirector@brownsonchurch.org)

**Withdrawal**

A minimum of 30 days written notice should be given to the Director if 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.

**2023 – 2024 Registration**

Registration for the 2023-2024 school year will begin in January 2023. Current students are registered first, then their siblings, followed by church members, and finally the general public. Registration fees of \$125 are due upon acceptance into the program. Registration fees are **NON-REFUNDABLE**. *All preschool threes students must be potty trained in order to begin class in September.*



### **Request for Children to Repeat Pre-K**

BLC will review requests for children to repeat Pre-K on a case-by-case basis. Parental recommendation will be considered, while the final decision will be based on the teacher recommendation and the Director's approval.

### **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 four years 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. Exemptions 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. At BLC, we firmly believe that young children learn best by *doing*. Learning is not 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 use the *Letterland* program to provide a solid phonics and handwriting 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.

### **Young Toddler (Ones)**

The one-year-old class focuses on socialization skills, beginning Christian education concepts and early academic 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 and art while doing lots and lots of play! Children will also hear Bible stories and songs. The student to teacher to ratio is 8/2.

### **Young Preschool (Twos) and Preschool Threes**

Children in these classes are continuing to work on socialization skills and are introduced to basic academic skills through thematic units. They will begin to learn letters, letter sounds, numbers, counting, sorting, colors, and various science concepts through play. Art, singing, and reading



are also incorporated throughout their day. Letterland will be used in our preschool-threes classroom to begin teaching phonics and handwriting skills. Children will continue to learn Bible stories and biblical teachings. 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.

### **Pre-K Fours/Fives**

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 in a playful, hands on setting. Children will be engaged in art lessons/projects, science, STEM, and building in our Block Room and our Art Room. Letterland will be used for our phonics and handwriting 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 reinforced through songs, 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. Our Preschool Threes and Pre-K classes will attend Children's Church in our sanctuary on Wednesdays at 9:15 throughout the school year. Parents are encouraged and invited to attend.

### **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 Preschool-Threes and Pre-K 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 on various Wednesdays from October through May from 12:00 – 1:00pm. The cost for Lunch Bunch is \$10 for first child and \$8 for additional children in a family. A link for registration will be sent out the last week of the month. Registration and payment for Lunch Bunch is due to the Director by the first Tuesday of each month for the entire month.

**\*\*\*LUNCHES MUST BE NUT FREE \*\*\*\***

### **COMMUNICATION**

#### **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 Pre-K classes. Conferences during arrival and dismissal times should be avoided.

#### **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 Allison Harris [allisonmharris@icloud.com](mailto:allisonmharris@icloud.com) 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, the Chair will respond to any action items in writing within 7 days regarding the Advisory Board's final position.

\*The Director can provide dates of upcoming BLC Advisory Board meetings.

#### **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. These spots are reserved for families with sick siblings or families with brand new babies in arms.**
- 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, 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 TREE NUT 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. \*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. Doors will open at 11:50 each day for dismissal. Parents will only use the front door to enter and exit the learning center.

## 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 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.



### **BOO BOO POLICY**

Children are very active at preschool and minor injuries can occur. If a child has a visible injury (scrape, cut, bump or bruise) your child's teacher will contact you via either phone or text to notify you of the injury. A Boo Boo Report will be sent home with procedures for care that were administered.

### **BITING POLICY**

Although it is not uncommon for young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort the child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, the parents will be contacted immediately. However, if the bite is superficial, and the child has returned to play, then both sets of parents will be advised of the incident at dismissal. We treat all incidents of biting on an individual basis, as each child and each situation is unique. We must determine the cause of the biting (out of curiosity, out of affection - meaning that it starts as a hug and lead to a bite, out of ownership or trying to get something they want, out of lack of communication skills etc.) and then whether it is an isolated incident, or if they child has bitten in other cases. Again, each handled on an individual case by case basis. The child who did the biting will be removed from the group for a short time and the teacher will talk with the child that biting hurts and is not okay. The teacher will talk with the child about making better choices and about being kind to our friends. If further biting occurs, the child would be removed from the classroom for a short time to sit with the director and talk about the severity of their behavior. We would work with the parents and the child to determine the best way to stop the biting. In worst case scenarios, the child would be removed from school for a set period of time.

### **INCLEMENT WEATHER POLICY**

BLC will follow Moore County Schools' policy regarding closings due to weather (i.e. snow, ice, etc.). If Moore County Schools are closed, BLC will be closed. If MCS 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 and a Remind text from classroom teachers.

### **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 (100 degrees without medication)
- 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 your BLC canvas tote with your child daily.
- 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.
- **Children will be getting dirty at preschool. Children should be dressed in comfortable, washable play clothes and well-fitting, rubber-soled shoes (no flip-flops, heels, cowboy boots etc.). 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** clothing, jackets, water bottles, sippy cups 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.

#### **Toddler Class (ones)**

- Crayola Jumbo crayons
- Crayola watercolor paints 8 colors
- 2 pack large glue sticks
- 1 pack baby wipes
- 1 roll paper towels
- 2 containers Green Works Wipes or Clorox Hydrogen Peroxide Wipes
- Hand sanitizing wipes
- Boogie wipes
- 2 recent pictures 4x6 (Prefer email to [reldridge82@gmail.com](mailto:reldridge82@gmail.com))

#### **Young Preschool (twos)**

- Crayola Jumbo crayons
- Crayola watercolor paints 8 colors
- 2 pack large glue sticks
- 1 pack baby wipes
- 1 roll paper towels
- 2 containers Green Works Wipes or Clorox Hydrogen Peroxide Wipes
- Hand sanitizing wipes
- 2 recent pictures 4x6

#### **Preschool (threes)**

- 1 box Crayola Pipsqueak markers 8 count
- 1 box Crayola crayons 8 count NOT Jumbo
- 1 box Crayola *short* colored pencils 12 counts
- 1 set Crayola watercolor paints 8 colors



- 1 pair Fiskars blunt tip scissors
- 1 bottle Elmer's school glue
- 2 pack large glue sticks
- 1 bottle hand sanitizer
- 1 box of tissues
- 1 roll paper towels
- 1 pack baby wipes
- 2 containers Green Works Wipes or Clorox Hydrogen Peroxide Wipes
- 1 solid color two pocket plastic folder NO prong
- 1 family photo
- 2 recent pictures of your child 4x6

**PreK (fours-fives)**

- 1 bottle Elmers glue
- 2 pack large glue sticks
- 1 pair Fiscars scissors
- 1 pack cheap white paper plates (Last name A-L)
- 1 pack napkins (Last name M-Z)
- 1 pack Crayola Classic Markers (Last name A-L)
- 1 pack Crayola skinny markers (Last name M-Z)
- 1 box Crayola crayons 24 count
- 1 pack baby wipes
- 1 bottle hand sanitizer
- 1 containers Green Works Wipes or Clorox Hydrogen Peroxide Wipes
- 1 blue plastic folder with prongs
- 1 two pocket plastic folder NO prongs
- 1 roll paper towels
- 1 box Kleenex
- 1 box gallon ziplocks (Last name A-L)
- 1 box quart ziplocks (Last name M-Z)
- 2 recent pictures 4x6
- 1 family photo



## 2022 – 2023 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.