

**The Creator's Kids**  
**Preschool**  
**Wake Cross Roads**  
3328 Forestville Road  
Raleigh, NC 27616

The Creator's Kids, Director

Amy Braswell

Preschool Office & After Hours  
Church Office

(919) 649 - 4150  
(919) 266 - 2957

**WELCOME**

Dear Parents,

Welcome to The Creator's Kids (TCK) preschool at Wake Cross Roads. We are happy you have selected our program. It is our honor to minister to you and your family.

As a ministry of Wake Cross Roads, the program uses church facilities. Supplies, equipment and toys are purchased with registration fees and tuition. It is our joy to serve you, your ideas and comments are appreciated. Please keep this handbook readily available for future reference.

I pray God will richly bless you and your family through The Creator's Kids preschool program.

Sincerely,

*Amy Braswell*

Amy Braswell,  
Director



## **PHILOSOPHY FOR THE PROGRAM**

*For we are His workmanship (creation), created in Christ Jesus for good works. Ephesians 2:10*

Knowing that Jesus loves children, it is our desire to extend that love to the children who are placed in our care, to nurture them with positive and appropriate learning activities in a secure Christian environment, to help them develop confidence in their God-given abilities, and to offer Biblical guidance to the parents to whom God has entrusted these precious children.

## **PURPOSE AND GOALS**

- To provide satisfying experiences and loving relationships, which communicate God's love.
- To meet the physical, mental, educational, social, emotional and spiritual needs of young children in a developmentally appropriate manner.
- To provide parents with a regular block of time to meet personal and family needs.
- To provide parents with quality child care.
- To provide parents with a safe, clean and loving environment in which to entrust their children.
- To help preschoolers grow in awareness of God's love for them and know that Jesus is a special friend.
- To assist preschoolers growth in abstract thinking, problem solving and language development.
- To offer preschoolers enjoyable and creative expression in music, art and play.
- To express loving interest and friendliness to families in the community.
- To reach families of preschoolers for Christ.

## BASIC FACTS

### WHAT:

Preschool: A program for children ages 1 - 5 years on or before August 31.

### TIME:

The Preschool operates from 9:30am – 1:15pm.

### DAYS & RATES:

	2 days (Tu & Th) (2s only)	3 days (Tu - Th) (all ages)	4 days (M - Th) (4-5s only)
<b>Non-Refundable Yearly Registration</b>	<b>165.00</b>	<b>220.00</b>	<b>275.00</b>
Monthly Tuition	165.00	220.00	275.00

- The yearly registration fee **must** be paid at registration. This fee is **non-refundable** and is not part of your tuition for September of the coming year. These fees cover operating costs for the program. All children must be current on their immunizations.
- Tuition is payable on the **FIRST** class day of each month. **This fee is not adjustable for days missed due to illness, holidays, inclement weather or vacation.**
- Checks should be made payable to WCR. Checks should be given directly to the director, placed in the tuition box located outside the director's office or mailed (WCR, 3328 Forestville Road; Raleigh, NC 27616, Attn: The Creator's Kids) to arrive no later than the 1st of each month. **A \$10.00 late fee, per student, will be assessed if tuition is not received by the 15<sup>th</sup> unless prior arrangements have been made with the director.** Please include your child's name on your payment. Late fee notice will be through written communication.
- A \$25.00 fee will be charged for any returned checks.
- Expenses such as field trips, t-shirts, tote bags and book orders are not included in the above tuition or registration.
- **A two week written notice and half of the monthly tuition is required if a child is withdrawn from the program.**
- The Creator's Kids reserve the right to dismiss a child for non-payment.
- We also reserve the right to dismiss a child because of a child's physical condition, inability to adjust to group experiences or due to an abuse of our dismissal time.

### CLASS STRUCTURE (subject to change due to enrollment)

	<u>Class</u>	<u>Age by August 31<sup>st</sup></u>
Twos	Frogs	Two
	Turtles	Two
Threes	Penguins	Three
	Alligators	Three
	Bears	Three
Fours	Lions	Four or Five
	Tigers	Four or Five
	Caterpillars	Four or Five

## ENROLLMENT / WAITING LISTS AND PROCEDURES

Yearly Registration is held in mid-January and families currently enrolled in the program register first. Then registration is opened to the church and finally to the community for remaining openings. After registration is complete for the coming year, a waiting list is made for each class. The waiting lists are good for only the current program year. Please note that classes may be dropped or added based upon enrollment.

### **The following are required for enrollment:**

- Yearly Registration Fee:** The registration fee must be paid at time of enrollment or at time of accepting an opening via the waiting list to ensure your child's position within the program. This fee is **NON-REFUNDABLE**.
- Child's Application:** This form is pertinent as it contains information on the child, family, emergency contacts, medical and pick-up/release information.
- Health Data:** A current immunization record must be on file with your child's application. If we do not have it on the first day of school, your child will be unable to attend the program until it is turned in.

### **DISCIPLINE POLICY\***

Our goal is to teach children respect for themselves and others and to show that respect by their actions. We feel that consistency and loving direction are keys to classroom management. We are firm, fair, watchful, gentle, soft-spoken and loving in our discipline. We try solving problems by talking, praying, giving choices and redirection to other activities if a problem occurs. We use time out after these methods have failed. If a child becomes overly upset or defiant, they may spend time with the Director in her office for a short period of time before returning to their class. We do NOT administer corporal punishment.

Unacceptable behaviors, such as, but not limited to biting, hitting, kicking, destruction of property, foul language, continual defiance, etc., will be discussed with parents as they occur. Classroom rules are designed to ensure the safety and well being of all the children. Support from parents in regards to good school behavior is appreciated and expected. If you have a concern about your child's conduct we welcome your input and suggest a conference with the teacher to voice your concerns.

The actions of a child who is consistently aggressive or causing serious harm to other children will be documented and reviewed with his/her parents. Ongoing actions of this nature may result in termination from the program. Our concern is for the safety and welfare of **all** children in the program.

**\*Please note parental agreement with this Discipline Policy is necessary for enrollment in The Creator's Kids. One and/or both parents or guardian must sign the Discipline Policy statement on the application form.**

## **PARENTAL INVOLVEMENT**

You are welcome to observe at any time. Please notify the teacher and director should you wish to sit in your child's classroom for any length of time. Observation is also available via the classroom windows. A parent should plan to visit on a day when alternate arrangements can be made for other children in the home. We find parents gain new perspectives on their children when seeing them interact with other children.

If you have a special career, hobby or interest you feel would be entertaining or educational for the children, we encourage you to talk to the teacher and make arrangements to share this with your child's class or the school, if appropriate.

As a participant in our program you are loved and appreciated by Wake Cross Roads. Although your church home may be elsewhere, you are always welcome here. Any concerns you have about the program should be addressed to The Creator's Kids Director or a member of the Ministerial Staff.

### **Parent to Teacher Communication**

If you need to talk to your child's teacher for any length of time, please ask the teacher for a convenient time. When several parents want to talk to teachers at arrival or dismissal time, the teacher cannot properly supervise the children waiting for their parents. A scheduled conference time is better for the teacher and allows for more privacy. Do not call, or text the teacher during school hours. Instead, please call the TCK office number (919) 649-4150. If your call is forwarded to voicemail please leave a message and your call will be returned as soon as possible.

Conferences will be offered to parents of 3's, 4's, and 5's in the early spring upon request. Sign-up is voluntary and very informal. However, as stated before, you are welcome to request time to talk to your child's teacher or the director any time during the school year.

### **School to Home Communication**

A monthly newsletter from the Director and calendars will be distributed via email and will be posted in the welcome center. Information pertinent to your child's class (parties, etc.) are posted outside your child's classroom door. Daily schedules are available in each room. Teachers and the director will use email as a primary form of communication. Hard copies of communication will be made available upon request.

### **Directory**

If your child's class has a directory, this information is to be used to encourage families getting to know one another. At no time are they to be used for business purposes. We also ask that birthday party invitations be distributed via the mail rather than the classroom unless **every** child in the class will be invited.

## PROGRAM OVERVIEW

### Parking Lot Safety & Drop-off and Pick-up procedures

**Drop-off and Pick-up:** Parents are asked to escort their children into and out of the building and sign them in and out every time they attend classes. Please inform anyone that will be transporting your children of the pick-up and drop-off procedure. If your contact information or pick-up plans change for the day, submit a note to the teacher that includes the correct information. If it is an unforeseen change, contact the TCK office (919) 649-4150.

- Parking is available on the preschool side of the building. Please park in designated parking spaces only. Do not park at the preschool entrance doors under the covered drive-thru unless instructed to by the TCK office staff.
- To ensure safety, do not allow children to travel unattended in the parking lot.
- Adjust your speed to no more than **10mph** and use extreme caution in the parking area when traveling through the parking lot. Keep in mind that children may break away from their parents and be in the wrong place at the wrong time.
- Refrain from leaving children unattended in your vehicle. If, on occasion, you have a sleeping child, ask another parent to stand watch over your car while you pick up, or make arrangements for another parent to check your child out of class and bring them to you in your vehicle. You may also call on TCK office staff to help in this situation.
- In order to ensure a smooth hallway traffic flow, **strollers are not permitted in the hall during drop off & pick up times.** You are welcome to park your empty stroller near the TCK office or ask a friend or TCK staff to watch your little ones while you drop off or pick up.

### Drop off

- Begins at 9:30: When dropping off in the morning, please sign your child in at the computer kiosks located in the children's welcome center and take them to their class. If the kiosks are not functioning, you will be able to sign in your child at their class door.
- Teachers will be meeting for announcements and prayer time until 9:30. As a result, children will be allowed in classrooms no earlier than 9:30. If you arrive early please wait in the Children's welcome center until admitted to the preschool hall.
- When a child arrives later than 9:45 the student and parent may be asked to wait in the Preschool Welcome area until the teacher is ready to receive them. Students arriving late and entering the classroom may disrupt classroom instruction time and upset the other children.

### Pick-up

- Parents must sign the clipboard at the class door and indicate the actual time the child was picked up. Main doors will open at approximately 1:00 and students should be picked-up by 1:15.

- Our teachers utilize the time following program hours to sanitize their rooms and to prepare for the next day's instruction so late pick-up of students causes them to run late.
- A 10-minute grace period is allotted for the **occasional** late parent. An abuse of this grace period is grounds for dismissal from the program.
- **For every minute past the ten minute grace period, a dollar a minute fee will be assessed.** Payment for the addition time is expected upon pick up unless other arrangements have been made with the TCK office staff.

## **BUILDING SECURITY**

Exterior doors will be locked between the hours of 9:45am - 1:00pm. If you need to enter the preschool portion of the building during this time, please enter via the Children's Entrance near the playground. There is a black doorbell to alert staff that there is a visitor. Although the ROC will be available during school hours, we ask that you do **NOT** traverse the gym in order to enter the preschool portion of the building. The doors leading from the gym to the preschool entrance are to be used as an emergency exit only.

## **ATTENDANCE**

Regular attendance is expected unless the child is ill. It is not necessary to call if the child will miss a day, however it is helpful. If your child is contagious and other children may have been affected, please let the teacher know. If a child will be out due to a family trip, please let the teacher know in advance so she may plan accordingly.

## **LUNCH**

Parents provide lunch and drink for their child. Lunches should be labeled with the child's name. Due to our schedule, please do not send food that needs to be re-heated.

## **SNACKS**

Since the program day is under four hours long and includes lunch, the teacher will determine the necessity of snack time. You may bring a special treat and decorative cups and plates to celebrate your child's birthday. Please set this up in advance with your child's teacher.

## **ALLERGIES**

A list of any allergies your child has should be noted on the registration form. Please make a complete list of foods that your child can/cannot have so that the teachers are aware of these allergies. Check with the teacher regarding other children with allergies before bringing food to class.

Please be aware that some children in our school have peanut or other allergies. We do our best to accommodate families with these allergies. Therefore, some individual classes may be asked to adjust the food items entering the room. If this is the case, you will receive a written notice of foods that are not permitted in the classroom.

## **INCLEMENT WEATHER / SCHOOL CLOSURE POLICY**

The program will be **CLOSED** if Wake County Public Schools are delayed for more than two hours or closed due to inclement weather. *(Please see school calendar for potential make up days.)* If there is a one or two hour delay, TCK will open at 10:30am and dismiss at the regular time, 1:15pm. *(Any delayed days will not be made up.)*

If Wake County Schools close early due to inclement weather, please return immediately to pick-up your preschool child **BEFORE** picking up any school aged children.

## **BRINGING THINGS TO SCHOOL**

The teachers are eager to have children share special discoveries which they make at home or find on field trips with their families. Examples are interesting seeds, shells, flowers, and other nature specimens. The child should not be made to feel it is necessary to bring something to school often. No animals are allowed unless pre-approved by the Director.

Children are encouraged to bring books and music to share or show their friends. Books and music are to be pre-approved by the teacher, and should pertain to the unit of study, if possible. Games, toys, costumes or hats should not be brought unless requested by the teacher. Please do not allow your child to bring toy weapons or money to class.

## WHAT YOUR CHILD WILL NEED AT SCHOOL

### CLASS REQUIREMENTS

- Tote bag (To be purchased at open house. Cost for bag is not covered by registration.)
- A healthy lunch **labeled** with his/her name. Please try to avoid items that tend to stain and items that need to be heated, as we cannot heat up several lunches at a time. Certain classes may be “**peanut free**”. Your teacher will inform you if this is the case.
- Appropriate dress for indoor and outdoor play. Keeping in mind that children may be involved in active/messy activities throughout the day. **(NO Flip Flops or other backless shoes that slip off feet. Also, since we use the ROC, we ask that all children wear or bring rubber soled non-marking shoes, ie...tennis shoes, to each session.)**
- Diapers and/or pull-ups and wipes if needed by your child (please send plenty) – If changing a child requires removing all clothes, please use diapers rather than pull-ups.
- Change of clothes available for each session (including socks and underpants) – because accidents can and do occur. Children feel more comfortable when they can be cleaned up and changed into their own fresh clothes.

**Note: All personal belongings and clothing should be labeled with the child’s name.**

### POTTY TRAINING

We work with parents on toilet training in our two-year old class. Children entering the three and four year old classes **must** be toilet trained.

### FIELD TRIPS

A blanket consent form will be required to be on file for all children. Parents will be responsible for providing transportation for off campus field trips. We encourage you not to bring siblings on field trips, as this should be a special time with your preschooler and their class.

Classes will often take walking field trips around the facility grounds. This is a fun experience for the children.

### CLASS PARTIES

Four times throughout the year, the classes have a holiday celebration time: Thanksgiving, Christmas, Valentine’s Day and Easter. Parents are requested to volunteer to coordinate and help with these parties. A volunteer sign-up sheet is located outside of the class or you should see your child’s teacher.

## NEWSLETTERS

The Preschool Director's letters and teacher's letters are our means of communicating with the parents on a regular basis. Please take time to read them. Announcements of upcoming events and articles of interest to families with young children will be included, along with highlights from the classrooms. In an effort to provide up to date information we will use email to distribute the director's newsletter. Hard copies will still be available upon request.

## ILLNESS

Every effort is made to promote the physical well being of all persons involved in our program. Therefore, your child cannot be accepted for a session if he/she has a fever, acute cold (thick, green or yellow nasal discharge), vomiting, persistent cough, diarrhea, pink eye or sore throat. If your child stays at home due to illness, please let us know. **Before returning to the program, your child must be free of fever (and fever reduction medicine), vomiting or diarrhea for 24 hours.** Children should be on an antibiotic for 24-hours prior to returning to the program, unless a written doctor's note is provided stating that they are not contagious and they have been free of other symptoms noted for 24 hours. This is for your child's welfare as well as that of other class members.

Should your child become ill at school, you will be contacted promptly to take your child home. If a parent cannot be reached, the emergency contact will be called. If neither the parent nor emergency contact can be reached, the child will be cared for in the director's office area until parental/emergency contact is made or dismissal time.

Medication will **NOT** be administered by staff.

## INJURIES / EMERGENCIES

In the case of a child becoming hurt at school, the teacher and/or director will decide if the injury needs medical attention. For slight scrapes, bumps or bruises, first aid will be administered by the school staff member. If the teacher and/or director decide the injury needs medical attention, a parent will be called. If a parent cannot be reached, the emergency contact will be called. The child will be removed from the classroom and comforted until a parent or emergency contact comes for the child. An incident/injury report will be completed by the child's teacher or director, to be signed by a parent and filed at the preschool.

If a child needs medical assistance immediately, the teacher and/or director will FIRST call 911 for assistance and transportation prior to parental notification. If the parent and/or emergency contact cannot be located and the child needs transportation to the emergency room, the child will be transported by ambulance. As with any injury or sickness, the child will be comforted and monitored continuously until a parent and/or medical assistance arrives. The director and/or teacher of the child will accompany the child to the hospital along with the child's medical information. Staff members will continue to try to reach the parent and/or emergency contact until one is reached. An incident/injury report will be completed by the child's teacher or director, to be signed by a parent and filed at the preschool.

Fire and tornado drills are practiced at the school. Each classroom has an emergency evacuation map located at the entrance doorway of the classroom. Teachers and assistants are familiar with the evacuation routes from their classroom to the outside of the building. Classes will remain outside the building with their teachers until the Fire Department, in the case of a fire emergency, has declared the building safe.

For severe weather or tornadoes, children will be evacuated to the hallways away from doors and windows. The children will be instructed to get in a crouched position with knees on the floor, head to the wall, and hands covering their heads. Teachers will assist smaller children.

## PLAYGROUND SAFETY

We feel outdoor play is very important for children. However, during inclement weather, children will play indoors.

We suggest you dress your child simply and comfortably in play clothes. **(NO Flip Flops or other backless shoes that slip off feet. Also, since we use the ROC, we ask that all children wear or bring rubber soled non-marking shoes, ie...tennis shoes, to each session.)** Also, high-cut shoes, boots and long skirts are discouraged to ensure your child's safety on playground equipment.

Please go over the following Playground Rules with your child and help them abide by them at all times, to include times when school is not in session. Consistent guidelines while playing will ensure that everyone can have a fun safe time!

## **Playground Rules:**

Adults are to actively supervise children at all times ensuring that following rules are adhered to.

- Only one person may play on the slide at a time
- Go UP the stairs or climbing wall and DOWN the slides
- Slide in sitting position with feet first
- Do not linger at the top of ladder or under the play equipment
- Confine running to open grassy areas only
- Play on grass or mulch area only
- Do not handle mulch at any time
- Use kind words
- No rough playing
- Follow the directions of the adult in charge
- Do not climb on fence or other non-play equipment

## **CURRICULUM: WEE LEARN**

We use the WEE Learn curriculum and follow weekly themes with the children. Listed below are some of the concepts and skill developments emphasized through the curriculum. These concepts and skills are not intended to include the whole range of competencies for all the children. They serve as a guideline to plan instruction and to observe the children's progress. Please remember all children develop at different rates.

If you should desire additional information, please see the director.

### **Spiritual Development**

- Develops concepts about God
- Develops concepts about Jesus
- Develops concepts about the Bible
- Develops concepts about self
- Develops concepts about others
- Develops concepts about families
- Develops concepts about church
- Develops concepts about the natural world

### **Intellectual Development**

- Listening
- Answering questions following circle time
- Express ideas and feelings about personal experiences
- Participate in small, informal group discussions, dramatic play, and musical activities
- Manipulatives (i.e., puzzles, sand, blocks)
- Beginning colors recognition
- Beginning shapes recognition
- Beginning numbers recognition (more in 3's and 4's)
- Beginning letters recognition (more in 3's and 4's)
- Recognizing size
- Works with crayons, pencils, paints, markers

### **Social and Emotional Development**

- Develops healthy concepts about self
- Develops the ability to relate to others
- Develops understandings about his environment

### **Physical Development**

- Jumps in place
- Throws a large ball
- Draws pictures (may not be recognizable)
- Stacks blocks
- Helps dress self or is dressing self
- Washes and dries hands
- Feed self or assist

## WAYS TO HELP YOUR CHILD BEFORE THEY START SCHOOL

### Encourage them to:

- Listen to and follow directions
- Talk clearly, without whining, mumbling, or shouting
- Discuss their feelings
- Do simple chores:
  - Putting away toys
  - Setting the table
  - Emptying the trash
  - Hanging up clothes
- Complete a project already started
- Do things for himself or herself
- Help decide what to wear
- Practice manners and politeness
- Choose what book to have read
- Accept both failure and success

### Have your child:

- Play with other children away from you
- Play in a supervised playground
- Attend Sunday School
- Attend story hour at the library

### Encourage self-expression by allowing them to:

- Use scissors (with supervision)
- Use crayons, pencils, paint, brushes (with supervision)
- Play with musical instruments
- Play simple games
- Play with balls
- Play with playdough
- Play with boxes, blocks and age appropriate tools

### You can help by:

- Sharing in your child's anticipation of going to school
- Reading and telling stories to your child daily
- Planning outdoor activities which build physical skills
- COMPLIMENTING YOUR CHILD FREQUENTLY