



Nurturing children in the
heart of Charlotte

First Presbyterian Church

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Charlotte, NC 28202

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[Weekday School – FPC Schools](#)

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Handbook Revision

The Weekday School reserves the right to revise, remove or supplement any provisions of this handbook when it deems such changes necessary.

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The Weekday School
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I. INTRODUCTION TO THE WEEKDAY SCHOOL

The Weekday School is a premier preschool that follows a strong learning through play academic curriculum for children as young as 12 months through 5 years old. We are a half day program running September through May.

We appreciate the diversity of our families and celebrate each child's unique qualities. As we work with families, we intend that our devotion, respect, and understanding will be evident in all our interactions. Our teachers are committed to working collaboratively with parents to develop the whole child.

We create a positive environment that encourages children to explore their surroundings on a daily basis. Upon completion of our program, we believe that the children's well-rounded experiences at The Weekday School will provide them the necessary strengths for emotional, social, and academic success in their future schooling.

Curriculum

The Creative Curriculum is the Weekday School's guide for implementing developmentally appropriate practice in the classrooms and focuses on physical, cognitive, social/emotional and language development. Learning experiences are offered each day that include art activities, block play, music, literacy and math activities, dramatic play, science, social studies and outdoor time.

Both the youngest and the oldest students are engaged in these activities in an age appropriate way. The Creative Curriculum provides children with opportunities to learn and practice many skills, offers challenges just beyond the level of their present mastery and occurs in a school community where children feel psychologically secure and valued. In this environment, children develop skills that prepare them well for their next education level because they experience a well-rounded program which focuses on all developmental areas.

Our curriculum is based on the philosophy that young children learn best in a setting that encourages play and experiential learning. Play is the work of young children as they explore their world, discover how to get along with others, test their skills and muscles, and try our new ideas. Through play, a child's brain develops as they explore and discover, practice critical thinking skills, develop language and vocabulary, and grow physically, socially and emotionally. Our primary goal is to nurture each child's natural enthusiasm for learning and to encourage a child's feelings of competence and sense of self-worth in a safe and loving environment.

Our Goals and Objectives:

- To provide a warm, supportive environment for children where they receive the nurturing and positive reinforcement they need to develop to their full potential.
- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide appropriate and meaningful play experiences that contribute to the developmental needs, interests, and abilities of each child.
- To build important foundations for future reading skills and other academic pursuits such as science, math, technology, and languages – recognizing that each child comes to learning at their own unique pace and with distinct interests and abilities.

Our curriculum provides meaningful hands-on experiences that engage children in a wide variety of concepts to promote self-confidence, a healthy sense of self-worth, respect for themselves and others, independence, curiosity, character building and critical thinking. We teach to the whole child and support their development in all domains.

A wide selection of developmentally appropriate resources and materials are available for children throughout

our programs. Teachers provide alternating activities using different materials daily. Children have opportunities to interact in large and small groups throughout the school day and with the materials and resources provided. Curriculum expectations and academic focus expand as the children transition into progressive programs.

In School Enrichment Offerings

My Gym	The 3s, 4s and TK classes will participate in My Gym classes once a week in the church gym.
Christian Formation	The 3s, 4s and TK classes will have Christian Formation lessons weekly, include on worship period monthly in the FPC Sanctuary.
Music	<p>The 3s, 4s and TK classes will have Music lessons weekly, including an End of Year Music Program and Luncheon.</p> <p>The 2s classes will have Music lessons twice a month.</p>
Other Programs	<p><u>Discovery Place</u>: The 3s, 4s and TK classes will visit Discovery Place several times through the school year for field trips and special programs.</p> <p><u>Children’s Theater</u>: The Children’s Theater of Charlotte will perform a program at The Weekday School each school year.</p>

Hours and Days

The school is open September through May from 8:45am AM to 1:00 PM, Monday through Friday. Your child's hours may be limited by his or her enrolled program:

PROGRAM	ATTENDANCE OPTIONS	HOURS
Toddler	2 days	8:45 AM to 12:40 PM
2s	2 days 3 days 5 days	8:45 AM to 12:45 PM
3s	3 days 5 days	9:00 AM to 1:00 PM
4s	4 days 5 days	9:00 AM to 1:00 PM
TK	5 days	9:00 AM to 1:00 PM

Our Faculty and Staff

We take great pride in the special qualities, experience, and talents of our faculty and staff. They are selected not only for their educational background and work experience in the field of early childhood education, but also for their personal qualities of warmth, empathy, and the ability to relate positively to others. All prospective teachers go through an interview process with the Director, Assistant Director and Staff Support Manager. Applicants are evaluated on their teaching skills, interactions with children, enthusiasm, and overall ability as a classroom teacher. We check references, perform thorough background checks, and require staff to maintain CPR and First Aid certifications.

Our Administrative Leadership Team consists of a Director, Assistant Director & Treasurer, Staff Support Manager and Resource Manager(s).

II. FAMILIES AND COMMUNICATION

Parent Involvement

Parent involvement is a hallmark of The Weekday School. Parents are encouraged to take an active role in supporting their child's early education.

Families are encouraged to participate in school activities and provide input on a regular basis. Parents can help their child by discussing and expanding on each day's learning at home.

Parents can involve themselves in a variety of ways, such as volunteering in a classroom, signing up to be "Mystery Readers", sharing their talents or hobbies with the class, accompanying children on field trips, and assisting with classroom or all-school events.

Communication

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. While teachers are not able to have lengthy conversations in the classroom or during drop off or pick up, we are always happy to arrange a time for more detailed conversations. It is through working together that we can best meet your needs and those of your child.

If you would like to have more than a few moments to talk, we encourage you to set up a phone call or a face-to-face conference with your child's classroom teacher(s). Early intervention by parents and the school provides the best opportunity for the resolution of difficult issues.

The connection between home and school is essential. We ask that you share information with us; including any changes at home that may affect your child at school. It is also important for us to be aware of any special support or services your child may be receiving outside of school.

Information you share about your family is kept confidential. Changes that may seem routine or ordinary to an adult may be regarded as unusual by a young child who has not had as many years of experience in dealing with changes. These changes often lead to different behavior in the classroom. We can teach and work better with your child if we are aware of any changes at home.

Parents have a variety of options when it comes to learning about their child's day at school. Teachers dedicate time to ensure that these avenues are updated, both for the classroom, as well as individual children.

Parent Directory

The Weekday School does not maintain a Parent Directory. As a school community, we encourage our families to share their contact information with fellow parents.

Open House and Parent Night:

Open House is the Thursday prior to the first day of the school year. Small group arrival times are scheduled to ensure that students and parents have an opportunity to meet the teachers and visit the classroom.

Parent Night is the night of the Open House. This evening provides an opportunity to meet your child's teachers and learn about the curriculum in each of our programs as well as what to expect the first days and weeks of school. We strongly encourage parents to attend.

Open-Door Policy:

We have an open-door policy for parent visitation. Parents are welcome in the school during school hours, but we ask that they remain unobtrusive and unobserved by the children so that the class is not disrupted.

Updating of Emergency Contacts:

It is important that the school maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the school has current contact information. If there are any changes to this information, the school must be notified promptly so that we can update our records.

Release of Child:

We maintain a strict policy regarding the individuals to whom we will release a child. Enrollment forms require a parent to specify individuals to whom the child may be released.

Advance authorization is required for a child to be released to an individual other than those already listed. It is recommended that parents name everyone who might pick up their child when enrolling and update this information regularly. Only in cases of necessity or emergency should a change be made over the telephone. When notified by telephone, we may request that certain family information be confirmed for verification. The person picking-up the child may be required to present identification when arriving at school.

Should a person other than the child's parent(s) or those indicated arrive to pick up the child, a parent and/or the first available person on the emergency contact form will be notified and the child will not be released until proper authorization is received. Should an unauthorized person become confrontational or uncooperative with our staff, The Weekday School reserves the right to notify the police.

We will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a telephone call will be made to an alternate emergency contact person or the police, if warranted.

Parent Code of Conduct:

The following items are not acceptable while on our campus:

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Making disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Using contact information of The Weekday School families for commercial or any other improper purpose
- Not following policies designated to protect the safety and security of everyone at the school

Any violation of this policy will result in the immediate withdrawal of the family.

Grievance Procedures:

If you have any concerns regarding school policies or the care your child is receiving, you are encouraged to speak to the appropriate person. If the concern is regarding a teacher, the classroom, or your child, you should first initiate a conversation with the teacher. Many times, this approach will result in a satisfactory outcome not requiring any further discussion.

If you feel that the issue merits the attention of Administration, you should ask for a meeting with the Director. Any concern with financial issues may be discussed with the Assistant Director and/or Treasurer. If at any time you feel that your concern has not been addressed to your satisfaction, you are encouraged to make an appointment with the Director. Please do not hesitate to express any concern. It is our goal to make sure your child's experience at The Weekday School is exceptional. We pride ourselves on having families who are happy and genuinely love being part of our school.

Custody, Court Orders, and Changes of Family Status:

The Weekday School encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law.

The school will only deny a parent access to their child if there is a legal document which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instruction will be accepted.

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another.

III. Drop off and Pick up

The Weekday School offers carpool to aid parents in dropping off and picking up their child. Carpool is a benefit that we are proud to offer; however, it is important for parents and families to understand that this benefit is allowed by the City of Charlotte and First Presbyterian Church as long as our parents and families adhere to the carpool protocols. Please remember that the carpool benefit can be revoked at any time by the City or the Church if our carpool causes negative impacts to morning and/or afternoon traffic or to Church employees, members and community activities.

Dropping-Off Your Child at School

Never leave your child unattended. It is important that your child is in the care of their teacher or another Weekday School Staff member before the child is left at school.

In order to benefit from the learning program, children are expected to arrive by 9:30 AM. When children are late, it disrupts the learning process not only for that child, but for their classmates as well.

If your child will arrive after 9:30 AM, you will need to park and walk your child into the school to their classroom/teacher. If we find a child is frequently arriving at school late, we may require a parent conference to address the issue.

Morning Carpool

Morning carpool is facilitated on 5th Street.

- Toddlers and 2s can be dropped off beginning at 8:45am.
- Siblings, 3s, 4s and TK can be dropped off beginning at 9:00am.
- Per city traffic regulations, cars may not line up on 5th Street prior to 8:40am.
- Per city traffic regulations, cars must stop at the light pole and cannot impede access to the right turn lane onto Church Street.
- Children are not to arrive in their classrooms earlier than their age specific carpool time. This is a time of preparation for the teachers.

Picking-Up Your Child from School

Your child must be picked up promptly according to your program's hours. A late fee of \$20 will be assessed for any child picked up after their allocated pick up time. After three (3) late pickups in a semester, the Director reserves the right to raise the late fee to \$25.

Children will only be released to previously authorized adults (18 and older). If you are picking up your child from the classroom or playground instead of carpool, you must make sure that your child's teacher acknowledges that you are taking your child from school.

We take the safety of all children on campus seriously. While children are in the care of our staff, we supervise them carefully and enforce rules that pertain to safety. It is important for parents to follow and enforce the same safety rules when picking up their children and moving outside the classrooms, since the children are no longer in the presence of our staff. While you are welcome to stay at school and socialize with other children and parents, we request that you pay particular attention to your children when they are in your care to ensure their safety. Please make sure that your children are properly supervised, so as not to endanger themselves.

Carpool Rules

Each car must enter the carpool line by driving down 5th Street. **Do not use Poplar Street – from either direction - to turn onto 5th Street.** You can use Pine Street or Graham Street to access 5th Street. Carpool line cutting is not permitted. Please be careful not to block the intersection of Poplar Street and 5th Street at the stoplight, and do not block any driveways.

The safety of the children is our primary responsibility at carpool time. Please follow these procedures:

- Please make sure your carpool hang-tag is visible from your car's rearview mirror.
- Always place your car in PARK when children are being loaded or unloaded.
- Please do not talk on a cell phone while loading or unloading children from your car.
- Be aware of active traffic on 5th Street and be very careful when getting out of your car to assist the teachers.
- If you must leave a car seat to be used by another driver at afternoon carpool, the afternoon driver must pick up and install the car seat before joining the carpool line. Our teachers cannot install car seats during carpool. Be sure to put a name on the car seat.
- The driver is in charge of telling each child where to sit. This prevents children from becoming upset about who sits where and helps the teacher loading the car.
- The driver is responsible for the buckling of seat belts and car seats.
- It is difficult for our teachers to get children in and out of car seats in the third seats of Sport Utility Vehicles. If children ride in the 3rd seat, the driver is responsible for getting them in and out and ensuring they are properly buckled/restrained.
- Do not pull out of line and cut in front of cars that are stopped for loading/unloading. Wait until the car ahead of you has pulled forward/away before driving away. Even if your car is loaded first, it is dangerous to pull out into traffic.
- The City **requires that you turn right onto Church Street** when leaving the carpool line. Do not exit left into active traffic and/or proceed straight on Fifth Street.
- North Carolina Law **requires** that children under age 8 and weighing less than 80 pounds must ride in a properly used child restraint device. It is the driver's responsibility to ensure that each child is properly secured in a child restraint or seat belt.

IV. HEALTH, SAFETY, AND DISCIPLINE

Child Immunizations

Children in North Carolina are required by law to receive certain immunizations. The Weekday School is required to enforce these immunization requirements and maintain accurate immunization records of all children enrolled.

Therefore, each child is **required** to have a record of up-to-date immunizations on file before the child's first day of school. If up-to-date immunizations are not provided prior to the first day of school, parents will be given 15 days to provide current records. Failure to do so may result in the child being withdrawn from school.

Nut-Free Environment

The Weekday School is "nut-free". Please do not bring any items into school that contain nuts of any kind. If we find that your child's lunch contains nuts, we will contact you. Your child will be served a school provided snack instead*, and your account may be billed.

Please do not send:

- Peanut butter (sandwiches, crackers, and/or cookies)
- Tree Nuts (almonds, brazil nuts, cashews, hazelnuts, pecans, pistachios, walnuts) [*See Tree Nut Flyer at the end of this document.*]
- Nutella
- Granola bars and trail mix with nuts (granola bars/cereal bars without nuts are ok)
- Muffins with nuts on top

Parents are not expected to read labels or avoid foods that have traces of peanuts or were processed in the same factory as peanuts or may have been cooked with peanut oil. We are only asking that you not send peanut butter and foods with **visible** nuts in them.

If you send one of the substitute peanut butter products in your child's lunch, you must send a note in the lunchbox stating that it is one of the substitute brands, not peanut butter. Please note that **Nutella** is made from Hazelnuts therefore it is not allowed under the Nut-Free Environment Policy.

Lunch/Snack Policy

Each class will eat together prior to dismissal; therefore, students should bring a lunch to school each day. Please do not send nuts (of any kind), candy, gum or soda to school with your child. This policy applies to both in-class snacks as well as at lunch.

Allergies or Special Dietary Needs:

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and the required treatment on the School Enrollment Forms/Survey and discuss it with both your child's teacher(s) and Administrative Staff. A Physician completed Allergy Action Plan Form will be required annually. The allergy information will be provided to the child's teacher and any Epi-pens and antihistamine medications will be kept in the class Emergency Backpack. If there are additional elements/items your child is allergic to, we will work with you in trying to prevent your child from coming into contact with the element/item(s).

*The Weekday School is not allowed to give a child with a food allergy any food not supplied by their parents. Parents will need to send in an appropriate snack that the child can have during snack or classroom celebrations.

Medical Services & Administration of Medicine

The Weekday School staff will no longer administer medications to children. This includes nebulizers, ear/eye drops, pain relieving medications and/or other oral medications. The following exceptions may apply:

- Epi-pen and antihistamine medication in the case of an anaphylaxis reaction. Parents will need to complete an Allergy Action Plan Form.
- Seizure Disorder Related Medications. Parents will need to complete a Medical Action Plan- Seizure Form.
- Asthma Inhalers. Parents will need to complete a Medical Action Plan- Asthma Form
- Diaper Ointment/Cream. Parents will need to complete a Medication Administration Permission for Over-the-Counter Topical Medications form.

Sunscreen and Bug Repellent

Weekday School students do go outside daily, weather permitting. Parents are responsible for applying sunscreen and/or bug repellent to their child prior to arrival at school.

Developmental Needs and Special Services

All children have special needs at different stages of their development and require effective accommodations to allow them to attain critical milestones. Certain children may have more needs due to their medical, physical, linguistic as well as psychological and/or emotional uniqueness or disabilities.

We are dedicated to helping children achieve their full potential. The Weekday School teachers have many years of experience working with young children and occasionally identify behavioral or developmental needs in that parents may or may not recognize. We work as partners with parents in the process of identifying the need and working toward possible solutions. In these instances, our staff may recommend additional observation, professional diagnosis, therapy, or services for the child or family.

We do our best, within the limits of our professional abilities, to work with children with special needs. Please consult with a member of the Administration prior to enrollment if your child has special needs. Despite our best efforts; however, there may be times when participation in our programs, or a group setting in general, will not be in the best interest of your child at the current time. Unfortunately, if we determine a situation is beyond our capacity, or is detrimental to the classroom, we will have to require the parents to make other arrangements and withdraw the child from school. If your child is dismissed from the program, we will assist you to the best of our ability with resources and referrals to assess and evaluate a program that is a better fit for your child's developmental needs.

Academic Resources (AR)

We recognize some children may require one-on-one assistance during the day. If an extra teacher is needed in a classroom to assist a child with special needs, parents will be required to pay an Academic Resource (AR) fee, in addition to regular tuition.

Additionally, if you wish to have an occupational, physical, or speech therapist and/or behavior coach work with your child during school hours at your own expense, we will work with you to formulate a plan that is in the best interest of your child. Outside support personnel are required to provide credentials and an up to date background check.

Emergency Procedures

We have emergency procedures in-place and practice regular fire and lockdown drills with staff and children.

In case of an emergency, our staff will be acting in the best interests of the children. Children's safety is always our first priority. If our campus is unsafe, our temporary relocation and gathering place, if available, will be Marriott City Center (100 W. Trade Street, Charlotte, NC 28202). In the event of such an emergency, a text will be sent to parents from the Procure Engagement Emergency Notification System. The Emergency Notification text will be sent at the first opportunity and will provide information and instructions.

Illness

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children will not be permitted at our school if they are obviously not well or with any one or more of the following conditions:

1. **Fever** of 100.4° or more and/or accompanied by other symptoms such as COVID 19 symptoms (*reference FPC School's Illness Policy and Travel Restriction Policy for a detailed listing*), uncontrollable discharge from nose, eyes or ears, lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting;
2. **Strep**: excluded for a full 24 hours after testing positive for strep and beginning antibiotics as long as fever free;
3. **Influenza**: excluded until 24 hours after fever subsides;
4. **Loose stools**: child will be excluded from school for a full 24 hours and no recurring symptoms;
5. **Vomiting**: child will be excluded from school for a full 24 hours and no recurring symptoms;
6. **Pink Eye**: child will be excluded from school until has been on prescription ointment for a full 24 hours; Doctor's note required;
7. **Hand Foot and Mouth (HFMD)**: child (and possibly siblings) will be excluded from school until fever is gone + a full 24 hours and blisters have dried-up (dried/healing sores or rash may still be visible);
8. **Ringworm / Impetigo**: exclude until 24 hours after treatment has started; Doctor's note required before returning;
9. **Rash/hives** (unexplained): Doctor's note required before returning;
10. **Scabies** or **Head Lice**: child may return to school after conclusion of first treatment;
11. **Thrush** (in the case of infants);
12. Other contagious/communicable illnesses;
13. Abnormal behaviors, such as irritability, continuous crying, anything requiring more attention than a teacher is able to provide without neglecting or endangering the other children in the class;

When a child becomes ill or injured at school, the staff's priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to the parent(s) will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour and the child may not return to school for a full 24 hours following the time sent home and until the symptoms subside.

Parents are advised to make alternate plans for care in the event that the child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child in a timely manner, or disregard of this policy by parents, may result in the withdrawal of your child from school.

While a physician's note may be helpful, it does not guarantee that a child may return to school. Final decisions on allowing a child to return are made by an Administrator.

Accidents and Basic First Aid

In the course of normal supervised play, children occasionally get injured. In case of a minor injury or accident, our staff will administer basic first aid. Any cuts will be thoroughly cleaned with soap and water; ice will be applied to any bruises, bites, or other injuries. All injuries or illnesses will be documented onto a Child Incident Report and provided to parents/caregivers when the child is picked-up at the end of the day.

Emergency Medical Care

In the case of a medical injury or illness requiring immediate professional emergency care, we will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

In case of an injury or accident in which an ambulance is not needed, but immediate professional care is required, we will contact the child's parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Our staff cannot transport children to a hospital or doctor's office; therefore, injured children will be transported to a hospital or doctor's office for medical aid by parents or by an ambulance.

Discipline

We follow the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children (NAEYC). These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background. While some behaviors are typical for a specific "age and stage", we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

We believe in "positive discipline", which focuses on positive behavior, rather than negative. We may need to redirect children and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove a child from the rest of the group. If a behavior persists, we will arrange a conference with the child's parents.

The following techniques are used according to age-appropriateness and the individual needs of each child:

- Distraction and redirection: The Weekday School does not use "Time-Outs". Instead, our teachers suggest appropriate behavior and/or redirection to another area. Distraction and redirection are done in a positive manner.
- A quiet, private talk: Showing respect for children's feelings, getting down on the child's level, looking at the child directly in the eye and giving him or her our undivided attention.
- Praise: Praising the child when behaving appropriately and/or making "good choices".
- By using examples: When asking children to use calm voices, the teacher will use a calm, or whisper, voice.
- Arrange contingencies (if/ then statements): For example, we might say, "If you finish putting the blocks away, then we can read a book."
- Staff guide children in learning and expressing socially appropriate behavior that is individual to that child.
- 5-minute warning: Children are given a 5-minute warning when transitioning from one activity to another. Example: "In 5 minutes we will put coats on and go to the playground."
- Questioning vs. Telling: Teachers may ask the child a question such as, "What kind of voice should we use inside?" or "How do we treat our classmates?"

Biting

Biting can be a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary behavior that is most common between 13 and 24 months of age.

Children bite for a variety of reasons, including: simple sensory exploration, panic, seeking to be noticed, inability to express themselves verbally, social discomfort, teething or an intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results (the desired toy, excitement, attention, etc). Knowing that the effect of their biting will hurt another person is not a part of a very young child's mindset, so the "cause/effect" relationship is not yet internalized.

We work with parents in discussing how they can assist in altering the behavior. Our teachers plan activities and supervise children carefully in order for biting incidents not to occur. However, despite our best efforts, it is sometimes only a matter of seconds for a child to grab a toy and the offended child lash out in frustration. This can occur before an adult can intervene, despite it occurring right next to a supervising teacher. If this behavior develops into a repeated pattern that endangers other children, we must take actions to protect the other children in our care.

Our policy for handling a biting incident is as follows:

- Separate the biter and the bitten. The bitten child is consoled, and the bitten area washed with soap and water (the bite may be minor, with no apparent mark). If necessary, ice is applied to reduce any swelling or bruising.
- The biter is given a firm verbal redirection in an age-appropriate manner. The biter is re-directed and shadowed, if deemed necessary.
- A written Child Incident Report is given to the parents of the children involved when they are picked-up that day. We will not share with parents the name of the other child(ren) involved.
- We look closely at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We make every effort to extinguish the behavior quickly and balance our commitment to the family of the biting child to that of other families.

After multiple biting incidents have been observed or documented, we will require a parent conference to discuss the concern. It is our goal to work together with parents to help the child break the biting habit. Unfortunately, if biting incidents continue to occur, we may require either the temporary or permanent withdrawal of the child.

Aggressive or Disruptive Behavior in Children

We are committed to making our environment as safe as possible for your child. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, defiance, sharing conflicts, or physical aggression may occasionally occur in young children. These types of undesirable behavior can sometimes occur before an adult can intervene, despite our best efforts and it occurring right next to a supervising teacher.

Aggressive Behavior includes, but is not limited to: biting, hitting, pushing, sharing conflicts, other physical aggression or in any way provoking an altercation. In older children this may include verbal abuse or inappropriate language.

Disruptive behavior includes, but it not limited to: when a child requires extensive one-on-one teacher behavioral intervention, is disrespectful to adults, has recurring tantrums, willfully does not listen or follow

instruction, is frequently unkind to classmates, or regularly disrupts the atmosphere in the classroom.

We will work with you to teach your child to participate, cooperate, and be a responsible member of the class environment. In the event that a child's behavior places the child or other children in danger or interferes with the focus of the classroom, our policy includes, but is not limited to, the following:

- When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group.
- If a child is brought to the Administrative office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to pick up their child.
- We may ask you to pick up your child and keep him or her home for a period of one day to one week.
- Staff will document a record of behavior.
- Staff will inform and discuss with parents any child's behavior which is persistently disruptive and is not alleviated by individualized guidance techniques.
- If the behavior persists, a member of the Administration will notify the parent that the teacher has requested intervention.
- The Director will speak with the parents, discuss possible courses of action, then a plan will be designed and agreed upon by the school and parents.

We want your child to be a successful at The Weekday School and we look forward to working with you should any problem arise. If parents are unable to provide support, or even with the parent's support the plan fails to improve the behavior, we reserve the right to withdraw the child.

If at any time we feel the behavior is a danger to other children or that the child needs more dedicated supervision, we reserve the right to require the immediate withdrawal of the child until he or she is able to manage the undesirable behavior.

In the event that one child consistently harasses another, either verbally or physically, we will contact the parents of both children. It is our policy in any written or verbal report about an incident involving more than one child that we will not share the name of the other child involved with parents.

V. ENROLLMENT AND FINANCIAL AGREEMENT

Initial Registration and Annual Re-Registration

A Registration Fee is due upon registration to The Weekday School. Each following year, returning children must pay an annual Registration Fee with their completed Registration Form in January/February, in order to guarantee a place on the class list for the coming fall. These fees are listed on The Weekday School website and are non-refundable.

Expectation for re-enrollment each year is neither stated nor implied and may be withheld at the discretion of the school. If a Registration Form is not completed and returned by the specified deadline, the child cannot be guaranteed a space for the following school year.

Financial Agreement

Monthly tuition is due no later than the 20th of each month. Please refer to the current Fees & Tuition Section of the Weekday School website for your child's tuition amount. Tuition rates change each year in the fall.

Advanced Tuition for the final two months of the school year (April and May) reserves your child's space for the following year and must be paid in advance. These advance payments are non-refundable. In addition, if the advance tuition payments are not made by May 20, the child's space in the Weekday School will be released. If the child does not attend The Weekday School, all monies already paid will be forfeited in full.

Our automatic electronic bank payment program, *Tuition Express*, is used to deduct monies owed for monthly tuition and any other fees and charges. Participation in *Tuition Express* is required for all families. If a family is not enrolled in *Tuition Express*, or their bank information is not up to date, there will be a late charge of \$25 for any tuition not received by the close of school on the 20th day of the month. If the 20th day of the month falls on a weekend, payment must be received before then. Any family account delinquent by more than two (2) weeks may result in the child's immediate withdrawal. Re-enrollment is subject to availability after both the outstanding balance and a Re-Enrollment Fee are paid.

Returned Payment Policy

A \$25 fee will be charged for any returned check or electronic bank debit payment. Continued returned payments will be brought up with the FPC School's Board for next steps, which may include withdrawal from the school.

Absentee Policy

Full payment of tuition is required every month, whether or not the child attends school the full month. There is no absentee credit when school is missed because of holidays, vacations, illness, isolation, quarantine, or for any other reason. Scheduled days may not be switched to non-scheduled days, due to the school's staffing ratios and schedules. When a child is absent for more than one week and the month's tuition has not been paid, the child may be withdrawn from the school. Re-enrollment is subject to availability after the outstanding balance and a Re-Enrollment Fee are paid.

Schedule Change Policy

We encourage parents to carefully select their child's schedule/number of days at enrollment or re-registration each year. We typically cannot accommodate schedule changes during the school year. If you do wish to change your child's schedule, you must give a written request to the Director.

Withdrawal Policy

You must give a minimum one month's written notice if you intend to withdraw your child from school. Tuition will continue to be due for this notice period, and you will be responsible for the full month's tuition for any partial months of attendance. Any remaining final balance is due at time of withdrawal.

School-Initiated Withdrawal Policy

The Weekday School reserves the right to terminate a child's participation at any time without previous notice or a corrective program being required. Any tuition or deposit refund is at the sole discretion of the Director.

Late Pick-Ups

If you expect to be late picking up your child, call the school immediately. We understand circumstances can sometimes occur that will cause a parent to be late picking up a child. However, if a parent is frequently late, a meeting will be held with the parents and an Administrator to determine a plan of action. If there is no resolution, dismissal from school may be necessary.

When arriving late, a \$20 Late Fee will be billed to your account.

If your child is left at school longer than 30 minutes past the school's scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency contacts, The Weekday School has the right to contact the Charlotte Mecklenburg Police Department and the child will be the responsibility of the CMPD. You will still be responsible for any Late Fees incurred.

School Closures

The school will observe holidays, professional development days and other days during which the school will be closed, as listed on the current school calendar.

During inclement weather The Weekday School will open, delay, or close based on the following factors:

- Whether Charlotte Mecklenburg Schools (CMS) are open
- Whether First Presbyterian Church is open
- Whether there is safe access into the school
- Whether sufficient staff can report to work

The Weekday School will follow CMS on the first day of inclement weather. After the first day, the Church, School Director and Administration will decide whether to close, delay, or operate normally. Those decisions generally will be made by 7:00 am. Parents and staff will be informed of the status of The Weekday School via: Emergency Notification text and email. Closures and delays may also be listed on WSOC-TV.

The school reserves the right to close with or without notice in extreme weather, natural disasters, communicable illness, by government order, or any other circumstances when necessary. Every attempt will be made to notify parents by text and email as soon as possible when an unexpected closure is required.

VI. GENERAL POLICIES AND INFORMATION

Security

The Weekday School will ensure the safety and well-being of all children and staff members in the event of an emergency situation by following the instructions of the school's Emergency Response Plan. The Emergency Response Plan (ERP) for the Weekday School encompasses emergency and evacuation procedures, communication guidelines to use during an emergency, important contact information, gathering sites, and shelter locations for the most likely emergencies to affect the Weekday School.

Emergency Response Plans are located at the Church reception area, as well as in the office of The Weekday School Director. Regularly scheduled staff and officer training are ongoing and include annual deacon/officer training, fire/evacuation drills, CPR training, and security program reviews. It also includes monthly school drills.

During an emergency situation, The Weekday School will operate within the guidelines and regulations of the Charlotte Emergency Management Team, the North Carolina Division of Child Development, and other regulatory agencies. This church has the largest number of children in the uptown area. Therefore, government officials have created specific plans for our church. This plan will be implemented to remove children and staff from a dangerous situation, to provide a safe location during the emergency, and to communicate with parents about the designated location for pick-up of their children.

Each classroom has a backpack with emergency supplies and children's emergency information. The Weekday School Director or the designee will also carry an emergency bag which will include all emergency contact information for each child, as well as emergency supplies. Most staff members have cell phones. We ask that parents keep their contact information up- to- date with the school, and keep their cell phones on during school hours in the event there is a need to contact you.

School Access

The safety and security of your child and all occupants of the church buildings is a top priority at First Presbyterian Church. During the week, the main entrance to the church is in the Poplar Street Building at the end of the brick courtyard. The church receptionist admits all visitors to the church. All other doors of the church and schools are locked and can only be opened with a key or an access device (known as a FOB).

To preserve the security of the total church facility while allowing parents the convenience of easy access, the decision has been made to allow each family to have at least 2 FOBs. It is extremely important that you follow the guidelines listed below:

1. A parent who does not have a FOB must enter the church through the main reception entrance.
2. You must never allow anyone else to enter the church facility with you unless you know him or her personally and know they have a reason for entering the church. It is not safe for the children or for the church staff to allow entrance to anyone you do not know, regardless of how well dressed they are or how nice they appear to be.
 - Do not feel uncomfortable directing anyone you don't know to the main reception area for entrance. Legitimate visitors, even long-time church members, should not be offended; in fact, they should be reassured that we take security so seriously. If in doubt, please walk visitor to church staff.
3. To use the FOB, simply hold it in front of the access light. The light will change from red to green and you may open the door.

Video and audio recording devices are located throughout the church and school for observation and security. If you have questions about these and other security systems in place, please talk to a member of the Administration.

Playground Activities and Safety

Children learn through active use of their senses and many great opportunities for learning occur outdoors. The playground is an educational environment and an extension of the classroom. Outdoor play allows children to learn about their physical capabilities and the world around them. Social skills are also developed by organized and informal play.

Children will be reminded to use equipment as it is intended to be used and will not be allowed to engage in hazardous play. Redirection, distraction, praise and other techniques of positive discipline will be used when necessary to discourage unsafe play.

Nature Walks and Field Trips

Your child may participate in nature walks around the Church campus as an integral part of each classroom's weekly schedule or learning plans. Nature walks provide an opportunity for children to learn about the natural world around them. These outdoor experiences often directly relate to and expand the studied curriculum.

As a part of 3s, 4s and TK enrollment, parents grant permission for their child to participate in off-site walks and field trips. Examples may include walks to Discovery Place, to the Fire Station or Romare Bearden Park.

Enrichment Classes

An array of challenging and fun after school enrichment opportunities are available to currently enrolled children. These classes are a great opportunity to extend your child's preschool learning or offer your child more opportunities to explore a particular interest.

All classes are run by experienced instructors from the community.

Child Assessments and Conferences

The Weekday School teachers have many years of experience working with young children. Each teacher shows a remarkable dedication to the well-being and nourishment of the children in their care and values a relationship of open and frequent communication with each parent.

Formal Child Assessments are conducted annually. These assessments help parents to understand where their child is in his or her development, and what areas can be strengthened. We incorporate both informal and formal observations during the year, as well as noting the individuality of each child relative to his or her own progress. Teachers' observations of a child reflect the child's growth and needs, both as an individual and as part of a group.

Parent-Teacher Conferences are held during the Fall term for all age groups. Spring Conferences will be scheduled for parents of children in 4s and TK. Conferences may be requested at other times by either parents or teachers as the need arises.

Classroom Placement

The placement of children into classrooms for the following school year is a process that is taken seriously by teachers and administrators. We want all children to be matched with teachers and classmates who will bring out the very best in them. All placements are determined by the Administration and decisions are final. Class rosters are published in August via email.

Potty Training

Our Preschool program works with parents to assist in potty-training. When parents feel their child is ready for potty training, we ask that parents begin this process at home. We will follow through and encourage the child while in our care (the child must be showing signs of readiness). Teachers will remain in communication with parents throughout the process to ensure consistency from home to school. The child should be kept in underwear throughout the school day. Switching back-and-forth between diapers and underwear can be confusing and may delay the process; therefore, we do not recommend the use of Pull-Ups® while at school.

Parents will provide extra underwear, multiple changes of clothing and socks, as well as a spare pair of shoes each day during potty-training. We ask that the child be dressed in "child friendly" clothing. The best items for children to wear are shorts and pants with elastic waistbands. Please avoid tight clothing, pants with snaps and zippers, "onesies" and overalls, as these are difficult for children to remove quickly.

Our 4s and TK classrooms do not offer a diaper-changing area. A child must be fully potty-trained to enroll or transition into 4s and TK. Children in this program must be able to use the toilet independently and should be able to manage most personal hygiene needs themselves. Only occasional assistance will be provided by a teacher when needed. If we find that after admission into these programs the child has frequent accidents, and is therefore not fully potty-trained, the child cannot attend school until they demonstrate an ability to use the toilet independently. Tuition will continue to be due in these circumstances.

Fundraisers

Fundraisers that are directed toward the purchase of something on the "wish list" of staff and children or for a specific improvement or addition may be held during the year. Occasional fundraisers are held to support The Weekday School Scholarship Program, Teacher Appreciation or to benefit charitable causes. Participation in fundraisers is encouraged, but entirely optional.

Dress

Children are encouraged to wear play clothes and sneakers. Daily activities include active and often messy play and the children should enjoy themselves without worry about their clothes or shoes.

Please remember to send sweaters, jackets or raincoats when necessary. Rubber-soled shoes such as tennis shoes are the safest for running and climbing as they provide the most traction.

The child's name should be placed on all clothes either with a permanent marker or label. In addition, an extra set of clothes must be kept in each child's cubby should a change be necessary. Any dirty or soiled clothing will be placed into a bag to be taken home and washed.

Children's Belongings

The school cannot be responsible for the safekeeping of any personal belongings brought to school, including clothing items, loaves or toys. Clothing and any personal possessions should be clearly labeled with the child's name.

Electronic Communication

Parents are required to provide their email addresses and cell phone numbers so that teachers and Administration may send regular news, updates and important messages.

Celebrations and Special Events

Children's birthdays are observed at school on or near the actual birthday. Summer birthdays are celebrated on a "special day" during the year. Our celebrations are very simple. There are many ways that each teacher makes the birthday child feel "special" on this day. Parents may send a special snack to be enjoyed by the class on each child's "celebration" day.

We recognize the importance of healthy snacks when celebrating children's birthdays. We suggest fruit, muffins, cheese/crackers, etc. as healthy choices to share for your child's celebration. Prior arrangements should be made with the teacher. Do not consider this a birthday party and please do not send "party favors" for the class. Remember: No candy, peanuts, peanut butter, or nuts of any kind.

Classroom celebrations may be held for Halloween, Christmas, Valentine's Day, and Easter. Parents may indicate if they would like to send in treats for these classroom celebrations.

Other special events such as "The Week of the Young Child," Easter Egg Hunt, Music Programs and Field Day may be celebrated, and parents will be notified of activities related to these events.

Photography

In our classrooms, photos are an essential communication tool for teachers, parents, and staff throughout the school year. We regularly hear from parents about how much they appreciate receiving these photos. Photos help prompt parents with talking points about their children's day, which is important because many students (especially the very young) do not always articulate what they did at school or what they are learning. Photos may be shared via an email distribution, text group chat/thread, private Facebook Account or private Instagram Account.

For privacy, parents may not take photographs or videos of children other than their own at school, except when participating in large group activities together or during all-school events.

Anti-Bias/Multicultural Policy

Our programs teach children to challenge discrimination, prejudice and stereotypes while increasing respect and understanding for others. We incorporate a culturally diverse/anti-bias philosophy in our curriculum and classroom materials. Our diverse families are one of our best resources. Additionally, we encourage our children to participate in culturally relevant activities. We train staff to be culturally sensitive when interacting with children and families within our program. Children will be referred to their parents if they ask a question that involves opinions on personal or religious beliefs.

#KnowTheFAACTS

About Tree Nut Allergies



Almonds



Brazil nuts



Cashews



Hazelnuts



Pecans



Pistachios



Walnuts

Tree nut allergy is one of the **9** most common food allergies.

Tree nut allergy is generally considered to be lifelong and is outgrown by approximately 10%.

Even though there is cross-reactivity amongst tree nuts, most individuals who are allergic to tree nuts can safely consume certain tree nuts, such as almond. Individuals should discuss with their board-certified allergist if it is necessary to avoid all tree nuts versus selected tree nuts.

Additionally, there is some small risk of cross-reactivity with peanut, even though peanuts are actually a legume and not a tree nut.

