



2014-2015

414 Sunset Road P. O. Box 3184
FPCschool@gmail.com

Wilson, NC 27895-3184
252-243-3115

Weekday School 2014-2015 School Calendar

Orientation

Wednesday, August 27, 2014 at 9:00 & 10:00

Thursday, August 28, 2014 at 9:00 & 10:00

School Begins

Tuesday, Sept. 2, 2014 for:

Tues/Thurs classes

Mon thru Thurs classes,

Mon thru Fri classes

Wednesday, September 3, 2014 for:

Mon/Wed classes

Halloween Costume Parade: Thursday, October 30, 2014 (3's and 4's)

Veterans Day Holiday: November 11, 2014 (No School)

Thanksgiving Holidays November 26-28, 2014 (No School)

Christmas Program: Wednesday, December 17, 2014 at 9:15 (4's)

Christmas Break: December 22nd - January 2nd

Martin Luther King Holiday: Monday, January 19, 2015 (No School)

Teacher Conference – NO SCHOOL for 3's and 4's

Thursday January 15, 2015

Open House Week: January 20th, 21st, 22nd, 2015: 9:30—10:30

Registration for 2014–2015 school year

Monday, January 26, 2015First Presbyterian Church Members

Tuesday, January 27, 2015Returning students and siblings

Wednesday, January 28, 2015New students

Spring Break

Thursday April 2, 2015 (Last day of class)

Monday, April 13, 2015 (Children return to class)

End of Year Program: Wednesday, May 13, 2015 9:15 for 3's and 4's

Last Day of School

Wednesday, May 21, 2015

Teacher Workday, May 22, 2015

FIRST PRESBYTERIAN CHURCH WEEKDAY SCHOOL STAFF

The director of the Weekday School is Daphne Bennett who oversees the staff and the daily operations of the program.

The Weekday School staff members are dedicated teachers who are committed to the care of the developing child. The staff has a combined total of over 40 years experience working with pre-school children. Our staff members are actively involved in a faith community of their choosing.

Lead pre-school teachers at the Weekday School are certified teachers. All classes are staffed with a lead teacher and an assistant teacher. Teachers have a responsibility to maintain confidentiality on all matters related to the children in the Weekday School and their families.

Weekday School Classes 2013-2014

Mother's Morning Out

Karen Swindell and Lauren Good

Monday/Wednesday class & Tuesday/Thursday class

Two Year Old Class

D'Shay Quick and Janet Martin

Monday/Wednesday class & Tuesday/Thursday class

Three Year Old Class

Lovie Taylor and Barbara Bolt

Gail Lewis and Nichole Weeks

Monday/Tuesday/Wednesday/Thursday

Four Year Old Class

Kathy Winslow and Wendy Scott

Monday/Tuesday/Wednesday/Thursday

Four Year Old Class

Kelly Gunter and Grace Cosette

Monday/Tuesday/Wednesday/Thursday/Friday

Karen Swindell
Mothers Morning Out (2 days)
One Year Old Program
Monday/Wednesday or Tuesday/Thursday

Toddlers need a loving and stimulating learning environment where their unique personalities, limitless curiosity and their first encounters with boundaries and limits can be experienced and tried out in a safe environment. The biggest goal in this classroom is helping toddlers adjust to being away from their regular care givers and getting along with others.

SCHEDULE

9:00-9:30	Arrival and Free Play
9:30-9:45	Clean up and Short Story
9:45-10:15	Outside Play
10:15-10:45	Snack
10:45-11:15	Diaper changing and Music in Motion
11:15-11:30	Group Time
11:30-12:00	Craft Time

Objectives

With love and understanding, we hope your child will learn

- ~ To play and care about others
- ~ To enjoy being away from home
- ~ To share and take turns
- ~ To practice good health habits
- ~ To explore the world safely

And most of all, we hope your child will have FUN!!!

D'Shay Quick and Janet Martin
Two Year Old Program (2 days)
Monday/Wednesday or Tuesday/Thursday

A two-year olds's world is full of new and exciting things to be learned. Our goal is to provide a safe and loving environment in which they can explore, and most importantly, have fun. We want their school experience to be a positive one, and to create a strong foundation for their school years to come.

SCHEDULE

9:00-9:50	Morning activities: art/play centers
9:50-10:00	Clean up - learning to be good helpers
10:00-10:15	Sharing time - songs, stories and weekly topics
10:15-11:00	Wash Hands/Snack – bathroom/diaper change
11:00-11:15	Quiet time - resting with books and puzzles
11:15-11:30	Exercise/Dance Activities/Music
11:30-12:00	Physical activity - indoor or out, depending on weather
12:00	Pick Up

OBJECTIVES

1. To gain self-confidence and enjoy being away from home.
2. To learn to care about and share with others.
3. To know good safely rules.
4. To practice good health habits and good manners.
5. To expose the children to colors and shapes through different forms of art.
6. To develop language skills through songs, finger plays, and books.
7. To develop fine motor skills through puzzles, coloring, and manipulative play.

**Gail Lewis and Nicole Weeks
Three Year Old Program (4 days)
Monday thru Thursday**

The three year old is full of the excitement of developing social and academic skills which will enhance their future school experiences. We will focus on developing the whole child through curriculum themes designed to include opportunities for children to develop appropriate skills. A wide variety of activities will strengthen social, cognitive and motor skills. Creative music, books, arts and crafts, cooking activities, games and dramatic play will stimulate your child's learning. We want your child's imagination, creativity and natural love of learning to thrive.

Schedule

9:00-9:15	Welcome-Table Centers
9:15-9:40	Carpet Time Calendar/Intro. of Day Morning Message Learning Concepts
9:40-10:20	Art Activity Individual Work (Academic) Centers (free play)
10:20-10:45	Clean Up/Bathroom
10:45-11:00	Snack/Quiet time (books)
11:00-11:30	Circle Time/Table work Sharing/Story time Concepts Review Group Activity
11:30-12:00	Outside Play-Dismissal

Objectives

- To develop a positive self-image through self-expression, independence and group interaction.
- To develop socialization skills.
- To develop and practice the concepts of sharing, taking turns and consideration of others.
- To listen and follow directions.
- To develop skills such as color and shape identification, counting and fine motor skills.
- To develop language skills
- To develop readiness skills.

Lovie Taylor and Barbara Bolt
Three Year Old Program (4 days)
Monday thru Thursday

The three year old is full of the excitement of developing social and academic skills which will enhance their future school experiences. We will focus on developing the whole child through curriculum themes designed to include opportunities for children to develop appropriate skills. A wide variety of activities will strengthen social, cognitive and motor skills. Creative music, books, arts and crafts, cooking activities, games and dramatic play will stimulate your child's learning. We want your child's imagination, creativity and natural love of learning to thrive.

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9:00-9:15	Welcome-Table Centers
9:15-9:40	Carpet Time Calendar/Intro. of Day Morning Message Learning Concepts
9:40-10:20	Art Activity Individual Work (Academic) Centers (free play)
10:20-10:45	Clean Up/Bathroom
10:45-11:00	Snack/Quiet time (books)
11:00-11:30	Circle Time/Table work Sharing/Story time Concepts Review Group Activity
11:30-12:00	Outside Play-Dismissal

Objectives

- **To develop a positive self-image through self-expression, independence and group interaction.**
- **To develop socialization skills.**
- **To develop and practice the concepts of sharing, taking turns and consideration of others.**
- **To listen and follow directions.**
- **To develop skills such as color and shape identification, counting and fine motor skills.**
- **To develop language skills**
- **To develop readiness skills.**

Kathy Winslow and Wendy Scott
Four Year Old Program (4 days)
Monday thru Thursday

Four year olds are very eager to explore and learn as many new things as they can. They are curious about the outside world, their community, their friends and themselves. Each child will be given the opportunity to develop and explore at his/her own pace and in many different directions. Self-expression and creativity will be encouraged. Skills such as socialization, cooperation and participation will be stressed. More structured activities such as organized games and table work will be incorporated to begin preparing each child for entering the formal school setting.

SCHEDULE

9:00-9:15	Welcome and Seatwork
9:15-9:35	Carpet Time Calendar/Intro of Day Morning Message/Pledge Learning Concepts
9:35-10:10	Art Activity Individual Work (Academic) Centers (Free Play)
10:10-10:30	Clean Up/Bathroom/Snack
10:30-11:00	Outside
11:00-11:15	Rest Time
11:15-11:45	Circle Time Sharing/Story time Concepts Review Group Activities Practice Sheets
11:45-12:00	Review and Prepare for Home
12:00	Dismissal

OBJECTIVES

1. To develop the ability to work cooperatively with peers as well as adults.
2. To develop good work and play habits.
3. To develop the ability to follow directions.
4. To develop good listening habits.
5. To learn to be independent in work and play.
6. To learn to appreciate the community through field trips.
7. To learn to love and appreciate books.
8. To provide an atmosphere for fostering creative abilities.
9. To learn to share and take turns.
10. To learn to respect the rights of others.
11. Letter and number identification.
12. Students will be able to form letters in their name acceptably.

Kelly Gunter and Grace Cossette
Four Year Old Program (5 days)
Monday thru Friday

The preschool years are very formative years in a child's impressionable mind. Our preschool program will provide a loving relaxed atmosphere in which your child will be able to adjust socially as well as academically to the years that follow in his/her formal years of education. Our goal is to help each child develop sound self-esteem and understand that he/she is an individual created by God with unique gifts and talents.

SCHEDULE

9:00-9:20	Welcome/Introduce Daily Activities
9:20-10:40	Individual and Small Group Activities/Clean-Up
10:40-11:00	Bathroom/Snack
11:00-11:30	Outside Play
11:30-11:45	Large Group Activity/Story time/Singing
11:45-12:00	Review of the day

OBJECTIVES

1. To develop the ability to work cooperatively with peers as well as adults.
2. To develop good work and play habits.
3. To develop the ability to follow directions.
4. To develop good listening habits.
5. To learn to be independent in work and play.
6. To learn to appreciate the community through field trips.
7. To learn to love and appreciate books.
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FIRST PRESBYTERIAN WEEKDAY SCHOOL POLICIES AND PROCEDURES

I. ADMISSION

Children who will be one, two, three, or four years old on or before August 31 of the given year are eligible to apply for admission to the school. Children who are five years old by September 30 of the given year or have completed a four year old program are eligible for admission in the Pre-Kindergarten program.

In order to consider an applicant to the one year old class, the child must be walking. In order to consider an applicant to the three or four year old class, the child must be toilet trained. All applicants must be mentally alert and physically qualified as certified by a physician. The child's health form must be completed and on file by October 15.

II. TIME OF OPERATION

All children attend school from 9:00am to 12:00noon. **During the month of September we ask that one year old children be picked up at 11:30 to gradually introduce them to the classroom setting.** Many of these children still take morning naps and we use the month of September as an adjustment period. Children SHOULD NOT be brought to school before 8:50 unless your child has been taken to the early morning drop-off option.

Early Drop Off is available for those who need to be at work before 9:00am. Two teachers will be in their classroom on the Preschool wing by 8:00am Monday through Friday. If you need this service on a regular basis, please sign up at orientation. Occasional use is available at a daily rate (see rates below). Parents using this service should bring their child to the classroom in the morning. Staff members are not available to unload children from cars for Early Drop Off.

Daily Rate:		\$5.00/day
Monthly Rate:	2 days	\$40.00
	3 days	\$60.00
	5 days	\$80.00

If using this service on a regular basis, you can enclose your monthly payment along with your tuition check. Please make a note on the memo line specifying \$ amount tuition and \$ amount Early Drop Off (example: \$100.00 tuition \$40.00 EDO). Those using this service on an occasional basis should put their payment in an envelope with child's name, Early Drop Off, and date of Early Drop Off on the envelope, and place in the basket on the door of the office of Dawn Hodges, church financial administrator. **All Early Morning Drop Off payments must be paid in full by the end of the week. If you have not paid by the end of the week, your child may not be signed up for the following week until all fees are paid.**

Lunch Bunch is available from 12:00 until 1:30 on Tuesday Wednesday and Thursdays for 3 and 4 year olds. The cost is \$8.00 per day if scheduled in advance or \$10.00 on a drop-in basis.

III. TUITION

- A. Two day, Mother's Morning Out one year program\$100 monthly
- B. Two day, two year program.....\$100 monthly
- C. Four day, three year program\$145 monthly
- D. Four day, four year program\$145 monthly
- E. Five day, four year program.....\$155 monthly

Note: *September payment must be for two months - September and May
 *A \$10.00 reduction has been given to parents who pay either semi-annually or annually.

MAKE CHECKS PAYABLE TO FPC WEEKDAY SCHOOL.

If tuition is not current, a child's registration may not be accepted for the next year.

Alternative Tuition Payment Plans

<u>Two day, One Year Old</u>		<u>Four day, Three Year Old</u>	
September 1	\$495.00	September 1	\$720.00
January 1	\$395.00	January 1	\$575.00
Annually	\$890.00	Annually	\$1295.00
<u>Two day, Two Year Old</u>		<u>Four day, Four Year Old</u>	
September 1	\$495.00	September 1	\$720.00
January 1	\$395.00	January 1	\$575.00
Annually	\$890.00	Annually	\$1295.00
<u>Five day, Four Year Old</u>			
September 1	\$770.00		
January	\$615.00		
Annually	\$1385.00		

Tuition Policies

1. Parents are responsible for the full year's tuition except for sickness, relocation or special board approval.
2. If a child withdraws from the weekday school because of moving or sickness, you will be responsible for that full month's tuition. Withdrawing from school because of illness requires a physician's note indicating the reason for the child's removal.
3. If a child enters school before the 15th of the month, a full month's tuition is due. If a child enters school after the 15th of the month, one-half month's tuition is due.
4. Tuition is to be paid by CHECK on the FIRST DAY OF THE MONTH. Make checks payable to the First Presbyterian Weekday School. MONTHLY NOTICES WILL NOT BE SENT. A DELINQUENT FEE OF \$10 WILL BE CHARGED TO ACCOUNTS NOT PAID BY THE TENTH OF THE MONTH. A child will be asked to leave the school if any account runs 60 days past due.
5. A fee of \$20 will be assessed on all returned checks.
6. Please mail checks or deliver checks to Dawn Hodges, church financial administrator.

Please do not personally deliver checks to teacher.

Mail checks to: First Presbyterian Church
 P.O. Box 3184
 Wilson, NC 27895 - 3184
 Attention: Weekday School

IV. DISCIPLINE POLICY

Rewarding good behavior is our aim. We try to use a positive approach to encourage a child to choose acceptable behavior and behavior not harmful to themselves or to others.

We will use no form of physical discipline on your child. It is our philosophy to refocus and redirect children's activities as needed. If your child proves to be constantly hurtful to others, i.e., biting, scratching, hitting, it may become necessary to contact the parents. The school reserves the right to dismiss students whose aggressive behavior poses a threat to others.

V. HEALTH

The school will make every effort to protect the health and safety of the children. **PARENTS: WE EXPECT YOUR COOPERATION IN HELPING TO PREVENT THE SPREADING OF CHILDHOOD ILLNESSES AND COMMUNICABLE DISEASES.** As your child enters his/her classroom each morning, a teacher will apply hand sanitizer as an initial germ prevention measure.

Please keep your child home for the following reasons:

1. If not fever-free within the previous 24 hour period without use of fever-reducing medication
2. Cold with heavy nasal discharge
3. Constant cough
4. Nausea, vomiting, diarrhea during the previous 24 hours
5. Undiagnosed skin rash
6. Sore throat
7. Inflammation or/or discharge from the eyes

Weekday School staff will not be responsible for dispensing medications.

Accident reports will be completed if a child has an accident while on First Presbyterian Church grounds.

In the event that a First Presbyterian Church classroom has a student with severe allergies, the following Allergy Policy will apply:

- Information with child's name and respective allergy will be posted above the sink in the classroom.
- If the child has a nut allergy, the classroom will be designated "nut-free" during the pre-school day (a sign posted at the door). The teacher will notify all parents.
- If the allergy is food related, the allergic child's parents will provide approved snacks.
- Each allergic child will have a clear action plan to be followed in the case of a reaction (form provided by the Weekday School). The plan will be on file in the child's classroom and the Director's office.
- When medication and/or an epi-pen are part of the child's allergy plan, these will be kept in the child's classroom.

VI. TRANSPORTATION

Parents are responsible for their child's transportation. **When carpools are formed, parents must inform the teacher as to which children will be in the carpools.**

No child will be permitted to leave the Weekday School in any other car pool other than his regular one, unless the teacher has **WRITTEN** permission from a parent.

VII. TELEPHONE CALLS

Telephone calls from parents will be accepted by the Weekday School director (243-3115 ext. 26) and the child's teacher will be given the message, except in a case of emergency. Teachers are unable to take a phone call or receive a text message during the time of operation of the program, when they are with the children.

VIII. TRAFFIC

The One and Two-Year Old classes are located on the first floor of the Education Building, accessible from the Cozart Street entry door.

The Five day Four Year Old class is located on the second floor of the Education Building accessible from the courtyard entry door.

The Three and Four-Year Old classes are located in the Pre-School Wing of the Fellowship Hall Building, accessible from the circular drive, Recreation Center side of the church grounds.

Drivers who drop off their 3 and 4 year old children in the mornings will use the paved driveway adjacent to this wing by entering the access on Lynch Circle (adjacent to the corner of Lynch and Sunset).

The only people allowed to park in the circular driveway are the pre-school teachers. Adults are required to remain in their car and wait until a staff member assists their child out of the car. Please escort your own child into the building if you arrive after school has begun and staff members are in the classrooms with the children (9:00am). For the safety of the children, doors will be locked during school hours.

If circumstances require that you walk your child inside, please park in the church's parking lot, located on the corner of Cozart Rd. and Lynch Circle. Please do not leave your car running while you bring your child to their class and please do not leave children unattended in parked cars.

When picking up the children from the circular driveway, parents are required to wait in their car. A staff member will assist the child to the car. All children will be loaded and unloaded from the passenger side of the car. Parents will be asked to buckle child into car seat. We want all child safely loaded and unloaded. Please do not feel you have to rush in the pick up line because there are cars behind you. Please limit conversations with teachers during drop off and pick up times.

If a "non-regular" adult will be picking up your child, please make sure they are aware of our pick up and drop off policy. It is extremely important that we do not have children passing between parked cars in the circular driveway.

Parents of 1's and 2's need to park in the church office parking lot and walk their children in to their class.

IX. FIELD TRIPS

Due to state law requiring child safety seats, only four-year and five-year classes will take field trips. Parents will be informed of these trips. Parents may be asked to assist on such trips.

To coincide with North Carolina state law, all parents are advised that during these trips, **THE USE OF SAFETY SEATS WILL BE REQUIRED**. All children must comply with this rule or remain at home on field trip days.

X. CLOTHING

- Label all of your child's clothing (coats, sweaters, raincoats and rain boots).
- All children are asked to bring a labeled change of clothing. These items will be kept in their cubbies.
- Children should wear comfortable and washable play clothing.
- DO NOT allow children to bring umbrellas to school. Teachers will have an umbrella for the children to walk to and from the car.

XI. SNACKS

Your child will be served a snack each day during snack time. Only 4 and 5 year old classes are allowed to have popcorn. Snacks will include a combination of the following: animal crackers, goldfish, vanilla wafers, pretzels, apple juice, and water.

Parents are welcome to bring "special" snacks during the year, provided there are enough for the entire class. Please check with your child's teacher when bringing a "special" snack so they can plan accordingly.

If your child requires a special diet, parents are asked to provide this snack.

XII. CLASS PARTIES and BIRTHDAY PARTIES

Dates will be provided by classroom teachers for the following parties: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, Muffins with Mom, and End of Year parties.

Each child's birthday may be celebrated at school. You are welcome to send simple refreshments for the snack that day and visit the child's class. Please limit the amount of sugary snacks and we kindly request no candy. Goody bags of stickers, crayons, play-doh or inexpensive toys make nice treats, but are not required. Our goal is to show the child that we think their day is very special by simple and loving recognition. Special arrangements may be made for children with a summer birthday.

XIII. VISITS

Visits are always welcome at Weekday School and we have an open door policy. The first and last half hours are transitional times for the children. We ask that visits not occur during these times. Arrange any classroom visit with the child's teacher after the first month of school. If you are bringing or picking up your child in their room, please limit conversations as teachers need to focus on the class as a whole.

XIV. CONFERENCES

Parents may discuss their child and child's work any time during the year with the teacher upon request. Planned conferences are scheduled on the school calendar during the month of January.

*** PARENTAL CONCERNS**

It is important to our school that parental concerns are expressed and addressed. If a parent has a concern please contact your child's teacher to set up a conference time. If a parent has a concern regarding a teacher, please contact Daphne Bennett, Weekday School Director.

XV. RELIGION

The First Presbyterian Weekday School seeks to provide a developmental pre-school experience in the context of a Christian environment. We acknowledge and respect the different faith traditions and religious practices represented by our students and teachers, and we seek to be sensitive to the diverse practices and customs. Neither the goal nor the content of daily curriculum of the Weekday School is religious education. We are, however, a ministry of First Presbyterian Church in the Reformed/Presbyterian tradition. We recognize and celebrate traditional Christian holidays. We share a blessing before snacks. We provide a weekly chapel service, Wednesdays at 9:15 for 3, 4, and 5 Year Olds focusing on appropriate Bible lessons for children that stress God's love for all creation.

XVI. WRITTEN MESSAGES

Please send all messages to the teacher in writing. We cannot accept verbal messages from the children.

XVII. SHOW AND TELL

The teachers are eager for the children to share their special discoveries and things near and dear to their hearts. The teachers will notify parents of the Show and Tell schedule and procedure in each of the classrooms. Please, NO GUNS, CANDY, GUM, MONEY, OR IRREPLACEABLE ITEMS.

XVIII. WEATHER

Listen to WRAL or visit the WRAL web page (www.WRAL.com) for school closings due to weather conditions. If Wilson County Public Schools are closed or on a 2 hour delay due to weather conditions, we will also be closed. We do not make up days that are lost due to weather related closings.

Fire evacuation maps as well as tornado watch procedures will be visible on the pre-school hallways. Periodic fire and tornado drills will be done.

XIX. TARDY PICK UP

In an effort to be fair to our teachers and to your children, except in the case of an emergency or an unavoidable delay, after a five minute grace period, there will be a \$5.00 fee for every five minutes you are late picking up your child. You will be billed directly by the church financial administrator. If you know you are running late, please call the Church Office at 243-3115 and let us know so your child won't be upset when you are not there when the other parents pick up. Such courtesy does not waive the late fee.

XX. Safe Sanctuary Policy

The Administration Committee of First Presbyterian Church in conjunction with our church Insurance Carrier established a Safe Sanctuary Policy intended to provide a safe and secure environment for children at First Presbyterian Church Weekday School. All Weekday School staff members have agreed to and participated in a formal background check. Two adults will be present with children at all times.

XXI. MISCELLANEOUS

Class pictures will be taken in April.

Substitute teachers have been approved by our board.

For consistency, **if you are teaching your child to write his/her name**, please begin the name with a capital letter and the remainder of the name in lower case letters.

Please have your child's name on all special items you bring to school.

If you know your child is going to be absent, please call the Weekday School director (243-3115, ext. 26) to let us know as a courtesy to the teachers.

Three Year Old children need to be toilet trained to be in the 3 year old class, although accidents are understandable.

One and Two-Year Old children who are in diapers or who wear pull-ups need to have two (2) diapers/pull-ups and a labeled change of clothes daily. Please no belts to unbuckle for diaper changing. Please dress child with snap crotch in pants when possible. Teachers are not responsible for potty training in the 1 year old classes. Sippy cups for One Year Olds are provided and are labeled and washed/sanitized daily by the school.

NOTES:
