



499 Riceville Road
Asheville, NC 28805
828-298-9167

Website:

www.grassybranchpreschool.com

E-mail:

office@grassybranchpreschool.com

We are so happy to welcome you to the Grassy Branch Preschool family! We are excited that you would allow us to be a part of your family and to be involved in your child's life during these important developmental years.

This parent handbook is written to give you a better understanding of our school and to explain our policies and procedures. Please read through the entire handbook so you can be familiar with these guidelines. Our preschool was founded as a non-profit outreach of Grassy Branch Baptist Church. Our purpose is to provide children with a safe, nurturing, and Christian environment based on developmentally and age appropriate materials and activities. We teach the elements of faith which are common to all Christians. The program is an extension of Grassy Branch's mission and ministry to our community. You are welcome to join us on Sundays for worship, on Wednesdays for our AWANA program, and to any other activities we offer.

Our staff is dedicated to making the preschool years fun and positive for your child. If you have any questions, concerns or comments, please do not hesitate to inform us so we can best serve the needs of our children.

Thank you,

Jeannie Sausedo

And the Grassy Branch Preschool Staff

Our Mission

Grassy Branch Preschool is a ministry of Grassy Branch Baptist Church to children and families. We believe that children are gifts from God, and as such, we value their feelings, desires, thoughts, and needs. Our desire is to meet the needs of children and encourage them as they develop cognitively, socially, physically, emotionally and spiritually. No child or family will be discriminated against because of race, gender, sexuality, color, religion, or national origin.

Hours

Grassy Branch Preschool operates Monday-Thursday from 9:30-1:00. Children have the option of attending two, three, or four days per week. Our youngest group, the toddler class, also has a one day per week option.

Early Birds

Our "Early Bird" hour is offered as a separate service to parents who need or desire an early morning drop off time. It begins at 8:30 each morning. Two of our staff will take on the responsibility of this for two week periods. You will receive a bill at the end of each two weeks from the staff who work Early Birds. Please pay directly to the staff. These fees are not to be included on your tuition check. Fees are \$5 per child per day.

Arrival and Departure

Teachers are available to greet children at 9:20. If you need to drop off your child earlier than 9:20, you will need to use our Early Bird services. We ask that parents help your child put away their belongings, give your child a hug and then leave the room promptly. Experience teaches us that children feel more confident if parents do not extend the farewell process. If you have any concerns, we will be glad to discuss them with you. You are welcome to call and check on your child at any time.

Afternoon pickup begins at 12:55. Parents who do not pick up their children by 1:10 are considered late. A late fee of \$5 for every five minutes (or increment thereof) late will be charged to your tuition bill. In the case of an emergency or unavoidable delay, please call the preschool and speak to the teacher or director as soon as possible.

Security

We have keypads on the two preschool entrance doors, the one leading to the downstairs entrance and the door at the top of the stairway. You will be given the code at the beginning of the school year. If the code changes, you will be notified. You will need to have the code to enter if you are bringing your child upstairs to early birds (before 9:20) or if you are arriving after 9:45 each morning. You will also need to enter the code if you are picking up your child before 12:45. We want to insure that your children are always safe! Please make sure that anyone picking up your child (grandparent, nanny, etc.) has the access code.

Enrollment and Fees

Before a child is enrolled at GBP, the Director must have on hand the enrollment form and the non-refundable registration fee of \$60. A copy of the child's immunization record should be submitted by the first day of preschool. All immunizations should be current.

Tuition is due by the 15th day of the month. Tuition envelopes are put in your child's cubby towards the end of the month as a reminder. Included in this envelope will be a newsletter and other papers for parents. Please take the time to read through them each month. Please return payment in your child's tuition envelope. Checks should be made payable to **Grassy Branch Preschool**.

The monthly tuition remains the same regardless of absenteeism, vacations, holidays, or school closings due to weather.

A \$15.00 late charge will be added if payment is not received by the 15th of each month unless prior arrangements have been made with the Director. Unpaid tuition fees may result in your child being dropped from the program.

Families with two or more children in the program will receive a 10% discount on their tuition.

Days may be added to your child's schedule only if the parent has first made arrangements with the Director.

If you need a monthly receipt for tax purposes, please let the Director know at the beginning of the school year. Our tax ID is 47-4324403.

Tuition and fees

Registration fee-\$60

1 day per week-\$90/month or \$810/yr.

2 days per week-\$150/month or \$1,350/yr.

3 days per week-\$180/month or \$1,620/yr

4 days per week-\$200/month or 1,800/yr

General Policies

Absences

Please notify the director or your child's teacher if you know that your child will be absent for more than a day. This helps in our planning, and will also ease our concerns for them.

Abuse and Neglect

In accordance with the provisions of the Child Abuse Reporting Act, our staff are required by law to report any suspected cases of abuse or neglect to the Department of Social Services.

Afternoon Pickup

During afternoon pick-up, you may park and come inside, or use our afternoon pick-up service. If you choose to utilize this service, you will need to enter the parking lot from the lower drive (coming from the direction of Tunnel Road you will make a right turn into the first entrance to the church) and form a line starting in the front of the preschool entrance. If you are exiting to the right onto Riceville Road, you may exit at the upper church entrance. If you are exiting left (going back toward Tunnel Road) you will want to drive around the back of the church and exit back out the lower driveway. Making a left turn out of the upper driveway is dangerous because of the sharp curve on Riceville Road directly past the upper entrance. Children will not be released to a person not authorized by the custodial parent or guardian.

Behavioral Challenges

At Grassy Branch Preschool, we use loving, developmentally appropriate guidance, as well as classroom management strategies, to promote respect for others and to support a safe environment. However, some children may exhibit extreme behaviors that cannot be managed safely in the classroom. These behaviors may include physical danger to self and others, or disrupting the class to the extent that the child requires constant one-on-one attention. There will be a parent-teacher conference set up for children who consistently exhibit extreme behavior. Behavior that is unacceptable may be an indicator that further assessment is needed. This support may include a parent authorized referral process through services offered through Smart Start of Buncombe County such as their Quality Enhancement Program and the Sunshine Project. If unacceptable behavior does not improve over a period of time, the Director reserves the right to expel a child from the program.

Clothing

Please label all of your child's clothing, including back packs and lunch boxes. Children should wear comfortable clothing that is washable and athletic-type shoes. Flip flops or shoes with heels are not safe for playing, climbing or running. Children should also be able to easily remove clothing necessary for going to the bathroom. While we try our best to use products that are washable, stains and accidents will happen. Please keep in mind that on any given day your child may play with play-dough, paint, markers, sand, glitter, etc. Please dress your child for play.

We ask that you leave a complete change of clothes, clearly labeled in a large zip lock bag, in your child's cubby in case of accidents or spills.

Inclement Weather

Grassy Branch Preschool follows the Buncombe County School District calendar for weather related closings. If Buncombe County Schools (Reynolds district) are closed, we are also closed. We will try to get our preschool called in to WLOS-TV Channel 13 as soon as we can. Often, there is more than one announcement for the Buncombe County School District. We encourage you to sign up for text alerts from WLOS for Grassy Branch Preschool. You may also receive information by visiting www.wlos.com.

We will not consider adding makeup days for inclement weather until 7 days have been missed. Makeup days are determined at the discretion of the preschool. You cannot, due to the student-teacher ratios in the classroom, add a make-up day on your own without the consent of the director.

Lunch and Snack

You will need to send your child's lunch each day. Please label lunch boxes. If spoons or forks are needed, please include them. We have limited refrigerator space, so please include a cold pack in your child's lunch if needed. Foods can be heated in the microwave if necessary.

Your child's teacher will send home a monthly newsletter and snack calendar. On your child's snack day, please send enough food for the entire class. The Child Care Food Program recommendations of the U.S. Department of Agriculture expect early childhood programs to serve snacks from two food groups. Therefore, we are asking parents to send a box of crackers, along with either fresh or dried fruit, cheese (cubed, sliced, or string), or a vegetable. Each morning, water and a cracker, fruit, cheese or vegetables will be served around 10:00 a.m. Napkins and cups are provided by the preschool. We are asking that you not send sugary snacks, such as, cakes, cookies, or candy, except on special occasions like birthdays or class parties.

Parties, Celebrations and Field Trips

Several seasonal occasions during the year will be celebrated with parties on the day nearest to the event. A sign-up sheet will be available for each party for parents who wish to volunteer their help.

Birthdays are important passages in the lives of children. The preschool would like to celebrate this important event with your child during snack time on the day closest to the actual birthday. Preschool children are very sensitive to others and their environment, and for this reason we ask that you do not give out party invitations at the preschool unless every child in the class is invited.

Occasionally, our children will go on field trips. Permission slips will be sent home with your child to sign and return to school. Parents will be asked to volunteer to accompany us so that we can have plenty of transportation and supervision. Field trips are optional; if you do not want your child to go on a field trip, simply notify the teacher and plan to keep your child at home that day.

Supplies

The vast majority of supplies for your child will be provided by the preschool. At the beginning of the school year, you will receive a list of supplies that would be nice to have if you can provide them.

Toys and Personal Items

In the case of security items, pacifiers and blankets, we want your child to be comfortable. We will encourage your child to put such items in your child's cubby as the day progresses.

We are happy for the children to share special discoveries that they have made with their families on teacher designated Show and Tell days. Items having to do with special family times, books, nature items etc. are encouraged. Stuffed animals or other non violent toys are also acceptable. We ask that all personal items are labeled clearly with your child's name or initials. We cannot be responsible for items that are broken or lost at school. Please reinforce that these items should be kept in the child's cubby during the remainder of the day.

Children should not bring guns and other toy weapons, jewelry, lip gloss, makeup, candy, gum or money to school. Also, unless it's an item for Show and Tell, toys should be kept at home.

Withdrawal

If you are planning to withdraw your child from our program, a two week advance notice is required.

Health Policies

The health of each child in our program is very important to us. Please do not bring your child to school if they show symptoms of illness. In the event that your child becomes sick at school, please make sure we always have a way to reach you and that you have a plan in place. **If there are any changes in your contact information, please notify the director so that information is kept current.** If you are called, please make arrangements to have your child picked up as soon as possible. The following are guidelines to help you determine whether or not you should allow your child to attend school.

- Fever**- If your child has a fever, you must keep your child at home for 24 hours after temperature returns to normal.
- Diarrhea**- The child should be free of diarrhea for 24 hours before returning to preschool.
- Vomiting**- You must keep your child home for 24 hours after he/she vomits.
- Head Lice**- Any child with evidence of lice infestation can return to school after being treated with a medicated shampoo. Parents must supply written verification from the Health Department or their Doctor that the child is nit free.
- Cold**- A child who comes to school with a mild cold, without fever, should be able to follow the daily routine which includes outside time. Green mucus may be a sign of infection. Please do not send your child if they have an excessively runny nose.
- Cough**-If cough is minor, your child may attend school. If it is chronic, deep or hacking, it may mean an infection and your child should stay home.
- Sore throat**-If mild, your child may attend school. If child has swollen tonsils, white spots in throat, or complains of not feeling well, then you should keep the child at home.
- Rash**-Child needs to stay home until rash is gone or return with note from doctor indicating that he/she is not contagious.
- Eyes**-Redness or discharge in one or both eyes may be indicative of Pink Eye (conjunctivitis) which is very contagious. Child needs to be on medication for 48 hours before returning to school.
- Ear infection**-Needs to be on medication and have a normal temperature without pain before returning to school.
- Flu**-Child should be kept at home for 24 hours after the last symptom.

Medications- the staff of Grassy Branch Preschool are not authorized to dispense medication to children. Please do not leave medicine in your child's belongings. If your child is on medication that requires use during school hours please see the Director for instructions.

Discipline Policy

Someone once said, "Discipline is the gift of responsible love."

When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. They learn to take responsibility for their own behavior. Based on this belief of how children learn and develop values, this school will practice the following discipline and guidance policy:

WE DO:

- Praise, reward and encourage the children. We also give hugs.
- Reason with and set limits for the children and give gentle reminders.
- Model appropriate behavior for the children.
- Modify the classroom environment in order to prevent problems.
- Listen to the children and offer choices.
- Redirect children and provide alternatives for inappropriate behavior.
- Provide the children with natural and logical consequences of their behavior.
- Treat each child as a person and respect his/her needs, desires, and feelings.
- Overlook minor behavior and small annoyances.
- Explain things to the children on their level.
- Use short supervised periods of time out or quiet time.
- Stay consistent in our behavior management, guidance and discipline.

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Relate discipline to eating or withhold food from children.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children, their families, or ethnic groups.