

New Hope Moravian Preschool Handbook

2020-2021



2897 Sandy Ford Road
Newton, NC 28658
828-294-4802

www.newhopemoravian.org
newhopecmo@gmail.com

New Hope Moravian Church's Preschool Mission Statement

The mission of the New Hope Moravian Church Preschool is to provide a loving and Christian atmosphere where children can grow and thrive in a positive, nurturing environment. We strive to meet the social, academic and spiritual needs of each child so that we can prepare them to meet the demands of their next learning experience.



STAFF FOR 2020-2021

Director:

Mrs. Jen (Morris)

Two-Year Old Class:

Mrs. Patty (Holland)

Three-Year Old Class:

Mrs. Hannah (Woodring)

Four-Year Old Class:

Mrs. Nicole (Arnot)

Transitional Kindergarten:

Mrs. Dana (Florez)

Pastor:

Rev. Betty Helms



**Thank you for allowing us the privilege of working
with your child this year!!**



2020-2021 CALENDAR

September 8 th	1 st Day of School
October 19 th	No School (CCS Workday)
October 29 th	Halloween Party
November 11 th	Closed for Veteran's Day
November 24 th	Thanksgiving Party
November 25 th & 26 th	Closed for Thanksgiving
December 17 th	Christmas Party
December 21 st -January 4 th	Closed for Christmas & New Year
January 18 th	Closed for Martin Luther King Day
February 11 th	Valentine's Day Party
February 15 th	Closed for President's Day
March 15 th	No School (CCS Workday)
March 17 th	St. Patrick's Day Party
April 1 st	Easter Celebration
April 5 th - April 9 th	Closed for Easter
May 20 th	Graduation/End of Year Celebration

**We will still celebrate each Holiday at New Hope this year, but will plan, at least initially, to do these celebrations within each class. Additional details will be sent throughout the year.

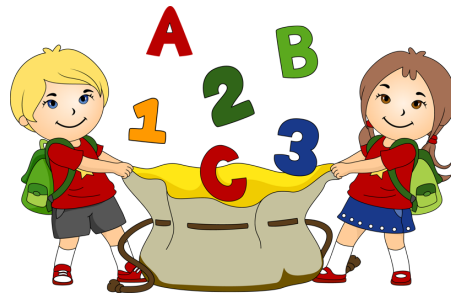
CURRICULUM FOR 2020-2021

Our staff plans the school day carefully so that each child's needs are met appropriately. The day is full of different activities that will stimulate even the youngest child. Each day consists of free play, circle time, story time, snack and social time, a Bible story/lesson, art, music, and outside time. Each month there is a general theme and activities that relate to the theme. There is also a continuous focus on communication skills, language development, and social skills. The four-year-old class and Transitional Kindergarten class also use materials from the Letterland curriculum to supplement their early literacy and writing instruction.



GENERAL THEMES

Month	2's and 3's	4's/TK
August/September	All About Me My Community Five Senses	All About Me Community Helpers Five Senses
October	Safety and Health Autumn	Safety and Health Seasons
November	Dinosaurs Thanksgiving/Harvest	Dinosaurs Thanksgiving/Harvest
December	Christmas/Advent Shapes	Christmas/Advent Solar System
January	Winter Snow	Water Cycle North Carolina
February	Dental Health Dr. Seuss	My Body Dr. Seuss
March	Transportation Spring/Life Cycles	Transportation Life Cycles/Animals
April	Easter/Lent Colors	Easter/Lent Life Cycles
May	End of Year Fun	Kindergarten Readiness





HOURS OF OPERATION

ARRIVAL AND DEPARTURE: School hours are from 8:30 to 11:30 (or 8:45-11:45). **It is important that your child be on time!** However, **we cannot accept your child before 8:30.** The teachers are setting up materials and cannot properly supervise your child before 8:30.

Pick up time is no later than 11:30 (or 11:45). If, for any reason you will be late, please call the school and let us know so that we can inform your child, as well as make arrangements for his/her supervision while the staff is cleaning up and preparing for the next school day. Any child not picked up by 5 minutes past their pick-up time will be charged a late fee of \$5 for every 5 minutes late.

****If you have an emergency, please call and let us know.**

We must know in advance if someone other than you is picking your child up from school. A list of those persons who may pick up your child **must** be completed at the beginning of the school year. Please write a note, text, or let a staff member know at drop-off if there is a change. We will not release your child to anyone else without your **written** permission.

BAD WEATHER/SCHOOL DELAYS: We follow the Catawba County School system in regard to any bad weather closings. When the opening of school is delayed 2 hours, we are closed. If schools are delayed only 1 hour, we are also delayed an hour. Please listen/watch your local stations for Catawba County School closing information during inclement weather conditions. If CCS is not meeting in person at that point in the year, we will make an informed decision and let parents know. A notice will be sent out through our Dojo account informing you of any changes.

LUNCH BUNCH: There is no Lunch Bunch at this point in the year. *If this changes, Lunch Bunch is usually offered Monday through Thursday from 11:30-12:15. Parents would send a packed lunch and drink with their child if you wish for them to stay. Cost is generally \$4 per day. A bill would be placed in your child's cubby at the end of each month. This payment can be included with your regular tuition check. If we are able to provide this option later in the year, additional information will be sent.*



FINANCES

TUITION: Tuition for the 2020-2021 school year is \$170 for 3 days/wk and \$200 for 4 days/wk. Tuition is to be paid monthly and is due by the 10th of each month. Prompt payment is expected. All checks should be made out to New Hope Preschool. If you wish to pay in cash, please have exact change and put in an envelope with your child's name.

No credit will be given for days missed due to illness or vacation. If tuition is not paid in full, your child's place may be filled. Please notify your child's teacher if you are planning to be out. If your child is sick, please call the church and leave a message at 294-4802. If we are forced to close (or close a classroom) for a length of time, a decision will be made on the amount of a credit or refund we will issue.

A two-week notice must be given if your child is leaving the program. You will be responsible for tuition during this time.

This school is a non-profit organization. We are self-supporting with tuition our only source of income. In order for us to provide your child with a quality program and low student/teacher ratios, it is necessary for tuition to be paid on time.

INSUFFICIENT FUNDS: There will be a \$30 fee for any check returned at the bank. The check will not be presented a second time to the bank. Anyone having a check returned more than once must pay tuition in cash.

FEES: A registration fee of \$55 is required at the time you enroll your child. Registration is on a first come, first serve basis. Class size is limited. Children presently enrolled in the program have the first opportunity to fill spaces for next year. Each spring students will pay the registration fee to reserve their place for the next year.

ACTIVITY FEE: There will not be an activity fee this year since we are unable to do our regular programming at this time. If we can resume this later in the year, we will just charge for any part we may be able to do.

SUPPLY FEE: We are collecting a Supply Fee of \$20 per child. This will allow us to purchase a set of supplies for each child to use in class.



PERSONAL BELONGINGS

CLOTHING: Please dress your child appropriately for school. We play outside, paint, play with playdough, and other messy materials. Make sure a labeled jacket, preferably hooded, is sent during cool weather months because we go outside each day, unless it's raining.

Every child needs an extra change of clothes to be kept at school. We have spills and other accidents that may require us to change clothing to ensure your child is comfortable. Please send a complete change of clothes (including socks) in a large ziploc bag labeled with your child's name. Remember to change out extra clothes with the season (pants in the fall/winter and shorts in the spring)!

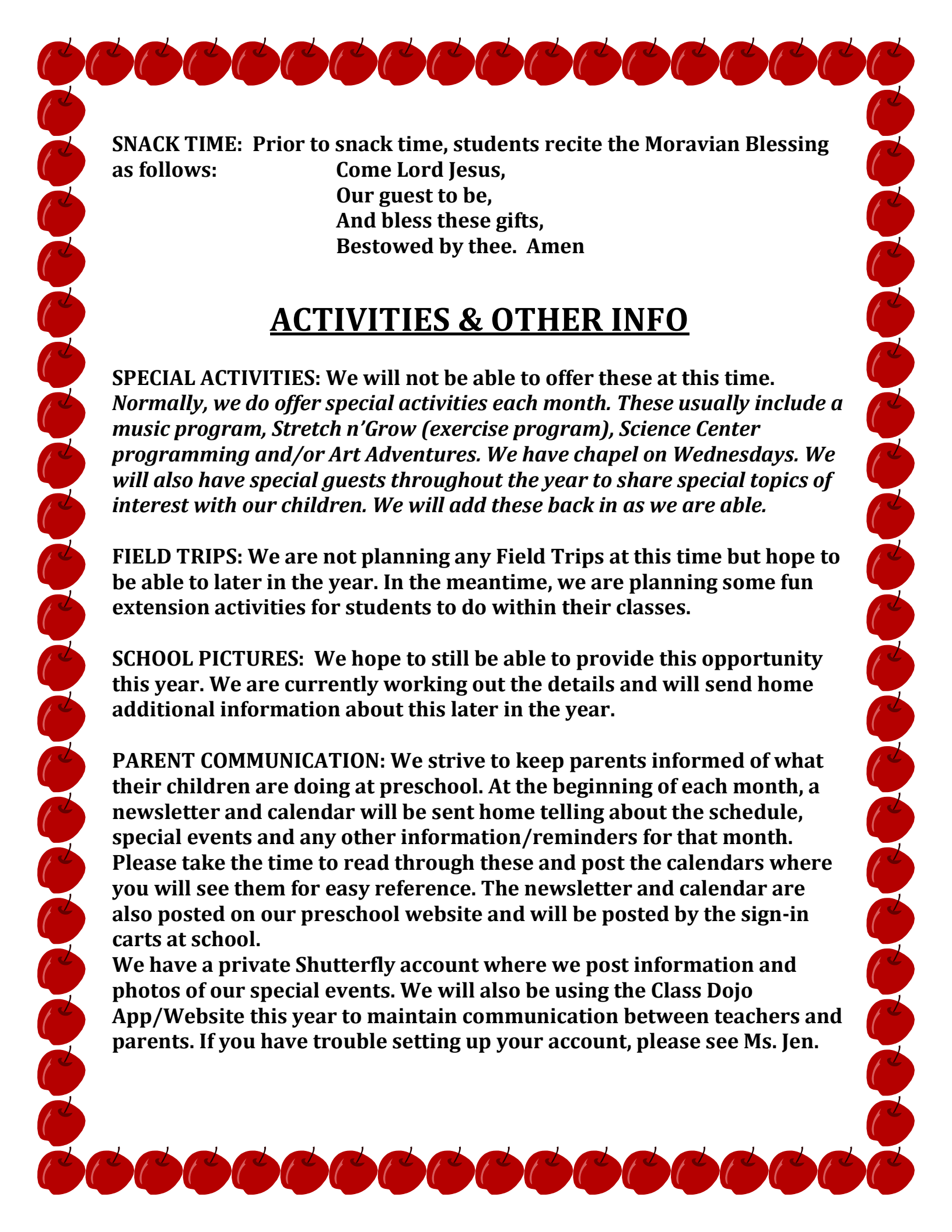
CUPS: We are asking each child to bring a sippy cup or flip-top water bottle to school each day. These will be sent home each night and will need to be sent back, washed, the next school day.

BELONGINGS FROM HOME: School offers an opportunity to experience new toys and equipment. Please DO NOT send any personal belongings to school unless it is a security item. The staff cannot be responsible for toys that may get lost or broken.

SNACKS & SPECIAL EVENTS

HOLIDAY PARTIES AND VOLUNTEERS: We love to have parents involved in our program. There will be several opportunities to volunteer throughout the year. Since we do need to limit the number of people in the building at this time, some of these opportunities may be for work that can be done at home (ie. Cutting, gluing, etc). Please return the Volunteer Sheet being sent home along with this Handbook, or let Mrs. Jen know if you are interested in volunteering throughout the year.

BIRTHDAYS: Your child's birthday is an important day at New Hope! If you would like to provide a special treat for your child's class on the school day closest to his/her birthday, please notify your child's teacher. We encourage you to bring something simple and low in sugar, such as muffins, low sugar cookies, fruit juices, etc. These will need to be store-bought, pre-packaged items.



SNACK TIME: Prior to snack time, students recite the Moravian Blessing as follows:

Come Lord Jesus,
Our guest to be,
And bless these gifts,
Bestowed by thee. Amen

ACTIVITIES & OTHER INFO

SPECIAL ACTIVITIES: We will not be able to offer these at this time. *Normally, we do offer special activities each month. These usually include a music program, Stretch n'Grow (exercise program), Science Center programming and/or Art Adventures. We have chapel on Wednesdays. We will also have special guests throughout the year to share special topics of interest with our children. We will add these back in as we are able.*

FIELD TRIPS: We are not planning any Field Trips at this time but hope to be able to later in the year. In the meantime, we are planning some fun extension activities for students to do within their classes.

SCHOOL PICTURES: We hope to still be able to provide this opportunity this year. We are currently working out the details and will send home additional information about this later in the year.

PARENT COMMUNICATION: We strive to keep parents informed of what their children are doing at preschool. At the beginning of each month, a newsletter and calendar will be sent home telling about the schedule, special events and any other information/reminders for that month. Please take the time to read through these and post the calendars where you will see them for easy reference. The newsletter and calendar are also posted on our preschool website and will be posted by the sign-in carts at school.

We have a private Shutterfly account where we post information and photos of our special events. We will also be using the Class Dojo App/Website this year to maintain communication between teachers and parents. If you have trouble setting up your account, please see Ms. Jen.

HEALTH

ILLNESS: Please do not send your child if he or she is not feeling well. If your child becomes sick or contracts a fever of 100.4 degrees during the morning, we will call you to come get him/her. If your child has been running a fever, or has vomiting, diarrhea, coughing, runny nose, eye discharge, or body rash, please keep him/her home until they are feeling better. Now, more than ever, we need to work together to limit the spread of germs. If you suspect your child is sick, please keep him/her at home. Germs are the one thing we don't want to share at preschool!!

In our effort to protect your child, our staff is required to wear gloves to wipe tears and noses, change diapers, and take care of cuts and scrapes. We will also be wearing masks and/or face shields this year. We also sanitize all toys and materials in an effort to cut down exposure to infectious germs.

Please see our [Covid Procedures](#) and the [Covid Contract](#) for a list of our guidelines and additional health information related to Covid-19.



MEDICATION: We prefer that medications be administered before school. However, if it is necessary for your child to have any type of medication at school, please fill out a medication release form. This includes diaper rash medicines, Tylenol, sunscreen and prescription medicines. See Mrs. Jen for this form.

POTTY LEARNING: It is our view that children develop toileting skills on their own unique developmental schedule. The staff will look for cues from the students and work with their parents. We believe that pushing a child before he/she is ready leads to frustration for the child and parent and can actually make it take longer for your child to learn to use the potty. Potty learning is not made into an "issue" at New Hope.

DISCIPLINE

DISCIPLINE: The staff's policy on discipline does not include corporal punishment of any kind. We want to teach the children by focusing on the positive behavior around them. The following is the staff's behavior management plan:

1. Rewarding the positive behavior throughout the day.
2. Distracting the child's attention to a more constructive activity.
3. Time out (in classroom or office).
4. Discussing the particular problem with the parent.

SAFETY

NO CLOSED DOORS: For the protection of both students and staff, our class groups are never behind closed doors.

STAFFING: A background check is done on each staff member, including substitutes. All of our staff members also have current CPR/First-aid certifications.

FIRST DAYS AT SCHOOL: Our goal is for your child to enjoy school. We want the children to be excited about coming to school and participating in all the activities. Please remember that some children adjust readily, while others may take several weeks. If your child is terribly unhappy, we will let you know. Many times, unhappiness occurs for a few minutes in a parent's presence. When the normal activities begin, your child will calm down. Crying is very normal the first few days. Please let us work with your child and help him or her adjust. We look forward to working with your child this year!

