

LIBERTY WEEKDAY PRESCHOOL



2019-2020

Parent Handbook

Liberty Baptist Church

1625 Ray Road

Spring Lake, NC 28390

910.636.1343

weekdaypreschool@libertyonline.church

Welcome to Liberty Weekday Preschool!

Liberty Weekday Preschool was established in 1986 to provide an educational experience for children aged 3 years through Kindergarten in a warm and friendly atmosphere. **Children must be 3 years old by August 31st. All students must be fully potty trained.**



Support is given to help them deal with and understand their own feelings, and to help them respect the feelings and rights of their peers. They are encouraged to express themselves through arts and crafts, to develop intellectually through games of skill in letter and number identifications, sizes and shapes, and to gain perceptual-motor integration through readiness activities. Because our preschool is held only three mornings per week, the retention of these concepts will be greater when the parents reinforce these concepts at home.

Each staff member is qualified and competent to provide loving and understanding care for each child. Our teacher/child ratio is in accordance with state law: twelve (12) students or less per teacher. Parents are welcome to visit the school and observe their child's class. Please clear this with your child's teacher ahead of time to avoid interruption with their learning time.

We strive to maintain a happy and consistent environment for all our students. We are interested in the care and training your child receives. We are happy to assist you or answer any questions you may have. Please browse our website to learn more about our policies and procedures. Feel free to contact us!

Student Nondiscriminatory Policy

Liberty Weekday Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies and athletic and other school-administered programs .

DAILY PRESCHOOL PROGRAM, FIELD TRIPS

A well supervised and balanced program is offered to assist the child in his learning process. Our daily program includes:

- Circle Time - prayer, flag salute, songs, group games
- Class Time - prayer, stories, letter and number concepts, colors and shapes
- Snack Time
- Activity Time - arts and crafts, games, puzzles
- Play Time - outdoor play, weather permitting
- Bible Time- verses and fun ways to make learning about God fun

All of our classes use ABeka curriculum which is known for its high standards and age-appropriate learning initiatives.

We also take the children on various field trips throughout the school year. Actual field trips may vary from year to year, but some of our favorites have been the Pumpkin Patch, Aloha Safari Zoo, and Fire Department.

HOURS, CALENDAR, CLOSINGS

Liberty Preschool meets from **9:00 a.m. to 12 noon Tuesday, Wednesday, and Thursday**. The Preschool doors will not be open before **8:55 A.M.** to allow teachers time to set up.

The preschool year begins the first Thursday in September and ends the Thursday before Memorial Day in May. ***In the event of a two-hour Harnett County School delay or inclement weather, the preschool will be closed.***

SPECIAL PROGRAMS

Our school year includes two presentations. In December we perform our annual Christmas pageant, and in May we host our annual Preschool Graduation & Promotion ceremony.

2019-2020 SCHOOL CALENDAR

Fall Semester

Tuesday, September 3

Welcome Night, 6:30 PM -7:30 PM

Thursday, September 5

First Day of Preschool, 9:00 AM

Tuesday-Thursday, November 27-29

Thanksgiving Break

Tuesday, December 17

Christmas Program, 6:30 PM

Thursday, December 19

Last Day of Preschool (Fall Semester)

Christmas Break

Spring Semester

Wednesday, January 8

Preschool Resumes

Thursday, March 26

No Preschool, Harnett Co Early Release

Tuesday-Thursday, April 14-16

Spring Break

Thursday, May 21

Graduation, 10:00AM (Last Day of School)

TUITION & FEES:

We strive to give your child the best and most consistent care possible and a superior scholastic program. Our expenses are ongoing even when children are absent from school. Therefore, we expect strict compliance with the tuition policy. Accounts 30 days or more past due will result in dismissal from Liberty Weekday Preschool.

- **Registration Fee - \$100.00 per child**, non-refundable & due upon enrollment.
- **Tuition - \$190.00 per month:** Tuition is due the 7th of every month. Late fee is \$25. The second child in the family will receive a 20% discount per month on tuition. Tuition for the second child is \$152.00.
- **How to Pay** - Payments may be made through PayPal on our website, <http://www.libertyonline.church/liberty-weekday-preschool/> or the email address weekdaypreschool@libertyonline.church. You can also pay by check or money order payable to Liberty Preschool.

Please write your child's name on the check's memo line and mail to:

Liberty Baptist Church
1625 Ray Rd.
Spring Lake, NC 28390

Payments can also be hand-delivered to the church office or placed into the drop box in either the 3's or 4's Building.

Please Note: No cash payments will be received and there will be no refund or credit for days absent, or days when the school is closed.

DROP-OFF POLICIES:

School begins at 9:00 A.M. **Please do not bring your child before 8:55 A.M.** Teachers are preparing their classrooms for school and they will be happy to greet your child after 8:55 A.M. **For security purposes entry doors will be locked at 9:15 A.M.**

PICK-UP POLICIES:

Pick up time is 12 Noon. After 12:15 P.M. a \$15.00 late charge will be billed directly to you. Children will ONLY be released to the parent or guardian, or other authorized persons (other than parents) listed on your child's registration form. If you would like to add someone to your list of authorized individuals, please obtain a *Pick-up Authorization Form* from your child's teacher. **In the event of an emergency, please call the church office at 910-497-5315 to notify the school who will be picking up your child.** To ensure the safety of your child, presentation of a photo ID will be required before the child will be released.

WITHDRAW POLICY:

It is assumed that enrollment is for a complete school year. Two weeks written notice is required if a child is withdrawing from our preschool program. A Notice of Intent to Withdraw form is available from your child's teacher and in the office. If written notice is not received, parents/guardians are still required to make tuition payments.

DISCIPLINE PROCEDURES FOR STUDENTS:

- Step #1: Student is given a time-out in class; Parent informed of problem
- Step #2: Parent/Teacher meet to discuss solution to student's behavior
- Step #3: Student placed on two-week behavioral probation
- Step #4: If behavioral problem cannot be corrected student will be removed from participation in Liberty Weekday Preschool.

PHOTOGRAPHY RELEASE:

During the school year, we take pictures of our special events and outings. In order to include pictures of your child on our website, literature or year-end slide shows, we must have a signed release from the child's parent or legal guardian. **Please note that your child's name will NOT be used in conjunction with their photo.** A completed form must be turned in for each child enrolled in the preschool. This form is available online or from the church office.

SNACKS:

We will have a snack each school day. **If your child has any allergies, they are welcome to bring their own snack.** Please let your child's teacher know ahead of time if you wish to have a "birthday party" at preschool.

TOYS:

A wide variety of toys are provided by the preschool. Please leave all personal toys at home.

SUPPLIES NEEDED:

Please provide your child a backpack large enough for folders and a seasonal change of clothes.

CHILDREN'S MEDICAL REPORT:

Please note that each child is required to have a physical at the beginning of each school year signed by a licensed physician. This report is available online or from the church office and is **due within 30 days of the start of school.**

IN CASE YOUR CHILD IS ILL:

Children who are obviously ill upon arrival in the morning will not be allowed to stay. Children who become ill will be isolated and the parents notified to pick them up as soon as possible. We realize that all illness cannot be prevented, and during the preschool years many children are exposed to communicable diseases. However, we have a responsibility to each child in school and feel that if the rules of good health and hygiene are followed, the spread of many of these diseases can be kept to a minimum. **Please do not bring your child to preschool if he/she:**



- *Has a fever of 100 degrees or higher in the last 24 hours.*
- *Has been vomiting or has had diarrhea within the last 24 hours.*
- *Has matted, yellowish discharge from the eyes, or has pinkeye.*
- *Has colored drainage from the nose, deep cough or sore throat.*
- *Has a communicable disease such as measles, mumps, chickenpox, strep throat, impetigo, flu, roseola, lice (eggs or bugs), etc.*

FIRST AID:

When children play, scratches and bumps are inevitable. Such injuries will be cleansed and treated with first-aid cream and band-aid. In the event that a more serious incident occurs, you will be notified immediately.

MEDICATION:

Should your child need to be given any type of medication during school hours, a medication form must be filled out carefully for each medication. **No prescription medicine will be given without this completed form.** If you have any questions or need a medication form, please see your child's teacher. All medications must be clearly labeled with the child's name, name of medication, and dosage to be administered. We do not administer non-prescription medicines.

GET THE LATEST LWP UPDATES:

At Liberty Weekday Preschool we utilize a service called “REMIND” to help keep parents informed of LWP special announcements or events. **To receive messages via text, text @libertywp to 81010.** If you have trouble using 81010, try texting @libertywp to (252) 774-9748. If you do not have a mobile phone and would like to receive messages via email, email us at libertywp@mail.remind.com.





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Revised August 2019