



ACTON PRESCHOOL HANDBOOK

WELCOME TO
ACTON DAY SCHOOL, INC.
(Doing business as Acton Preschool)

A Non-Profit Outreach Ministry of
ACTON UNITED METHODIST CHURCH

171 Sand Hill School Road Asheville, NC 28806
Preschool 828-665-4302
Acton Church 828-667-2477

ACTON PRESCHOOL POLICIES & PROCEDURES

MISSION STATEMENT, GOALS & OBJECTIVES

Mission:

The mission of Acton Preschool is to provide a quality Christian foundation for 3- and 4-year-olds. We provide for each child's educational and social experiences through a supervised program of play, academic instruction, art, and music – with special attention given to age-appropriate development through the following objectives:

Objectives:

The Acton Preschool program focuses on developing the whole child by:

- Creating a loving environment in which our students develop socially, academically, spiritually, and emotionally for kindergarten.
- Sharing Bible stories and verses to instill the knowledge of God's love, respect for others, being kind to each other, sharing and loving one another.
- Extending opportunities, through play, as well as individual and group activities, for each child to learn and grow in a nurturing, safe environment.
- Providing children with concrete materials and experiences in the classroom that help develop communication, beginning literacy, language, math, science, and art.
- Utilizing screen-free methods for students to learn, have fun, and develop a positive self-image.
- Assisting each child in developing age-appropriate fine motor, large motor skills and muscle coordination.

Vision Statement

Acton Preschool will be a program that children are guided in understanding that they are the cherished creation of God. Our Preschool is a safe place where God's love is demonstrated to our students, families, and the community.

“For I know the plans I have for you” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11

Preschool & Family Relationship

We believe God has charged parents with the primary responsibility for the training of their child. You have chosen us to partner with you in the education of your child, and we consider your trust in us as a privilege. We take this responsibility seriously and desire the same level of support from you. Your support is essential to the success of our school and vital for your child's self-esteem.

Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22:6

ENROLLMENT, REQUIREMENTS & REGISTRATION

Enrollment Policy

Enrollment shall be open to any child, provided the school can meet the needs of that child. Enrollment in our school shall be granted without discrimination regarding sex, race, color, creed, or political affiliation.

Entrance Requirements

- **3-Year-Old Program:** Your child must be three years old on or before August 31st to be eligible for enrollment in the three-year-old program.
- **4-Year-old Program:** Your child must be four years old on or before August 31st to be eligible for enrollment in the four-year-old program.
- **Toileting Requirements:** All children enrolled into either class MUST be completely potty trained. Your child must be responsible for own toileting needs such as: being able to pull down pants, wipe with direction, etc. (Assistance will be given when needed). All children are required to wear underwear under their clothing. No pull-ups will be allowed into this program. This is for health and safety reasons, and NO exceptions can or will be made for this requirement.
- **Immunization Records:** All records are kept for the health and safety of everyone, and a copy must be kept on file at the preschool. If your child attends more than one year, an updated immunization record must be provided each year of enrollment.

Registration

- **Registration Fee** - The Preschool requires a \$125.00 NON-REFUNDABLE registration fee per child. This fee must be paid when the registration application is turned in to hold your child's place.
- **Registration Dates** - Registration for the next school year will be held in February/mid-March for students already enrolled in Acton Preschool
 - Registration will be opened to the public mid-March/April and throughout the summer.
 - All spaces are filled on a first-come, first-served basis. Payment of the registration fee is the only way to ensure your child's place will be held.

Enrollment Agreement

- **Enrollment Agreement** – Once officially enrolled, each family must sign the Enrollment Agreement.
 - This agreement is a binding contract and is valid for one school year.
 - It is designed to protect all families with children enrolled in Acton Preschool and will be kept in your child's file until the end of the year.
 - A signed copy of the enrollment agreement must be turned in before your child can attend the Preschool.
 - If parents/guardians have shared custody, we must have a signed agreement from both parties.
- **Yearly Signed Agreement** - A new agreement must be signed at the beginning of each year that your child is enrolled in the program.

FINANCIAL POLICIES & INFORMATION

Tuition

- **Tuition** – Tuition for the 2024-2025 school year is \$325.00 per month.
 - September tuition must be paid before your child will be allowed to attend preschool.
- **Monthly Due Date** - Tuition is due by the first school day of each month from September until May.
- **THERE WILL BE NO PRORATIONS OR DEDUCTIONS.** All holidays, teacher workdays, and inclement weather closings have been averaged throughout the calendar year. Tuition is due regardless of how many days your child attends during the school year.

Discounts:

- **Multiple Children Attending** - Any family with more than one child attending the preschool will receive a \$20.00 discount per month. The \$20/month discount applies to the whole family per month, not per child.
- **Church Membership** - Active Acton Church members with children in the program will also receive a \$20.00 discount per month.
- **One Discount Per Family** - Acton Preschool is unable to combine the two discounts.

Payment Methods, Fees & Withdrawal

Tuition payment can be made electronically, or by cash or check. To help avoid any errors please follow the guidelines below:

- **Electronic Payment** requires the Tuition Submission Payment Form to be completed.
- **Checks** are to be made payable to “Acton Preschool.”
 - Indicate what the check is for, i.e., tuition, registration, late fees, etc.
 - Put your child’s name and class on the check.
- **Tuition Envelope for Cash & Check payments:** If paying by check or cash, place your payment in the provided “Tuition Envelope” that will be placed in your child’s Communication binder every month. Please do not hand payments to teachers during drop-off and pick-up! These are busy times for teachers, and we do not want your payment to be misplaced.
- **Late Fee** - If payment is not received in a timely manner a reminder will be given. A late fee of \$20.00 will be charged when tuition is not received by the 5th day of the month.
- **Returned Check Fee** - A fee of \$20.00 will be charged for all checks returned for insufficient funds.
 - First offense-The check will be returned and exchanged for cash.
 - Second offense – Checks will no longer be accepted. Tuition thereafter should be paid with cash only.
- **Emergency Situations** - We do understand that emergency situations occur from time to time. If you are experiencing a hardship, please discuss this with the Director before the beginning of the month. Past due payment arrangements can be considered. If full payment or special arrangements are not made, a termination notice may be issued.

- **Continuous payment issues** - Habitual, past due payment of tuition may result in the termination of your child from the program. Failure to adhere to the payment agreement and policies will result in a collection agency referral.
- **Withdrawal** - Withdrawing your child will NOT terminate or void any or all fees that are owed
 - . Program enrollment is extremely important to the children as well as the success of our non-profit program. Your child's position in the preschool program was set aside just for your child!
 - As we get further into the school year it is extremely hard to fill an empty position from a withdrawal. Our Enrollment Agreement is a legal contract that will be enforced in every situation. Early withdrawal requires a written notice signed by the parent(s)/guardian(s) AND a \$100 withdrawal fee.
- **Questions** – If you have any questions or concerns about tuition, please send a message through Class Dojo or schedule a meeting with the Preschool Director. These conversations should not take place during drop-off and pick-up, when our focus is on the children.

OPERATING PROCEDURES & POLICIES

Hours of Operation

Acton Preschool operates Monday-Friday from 8am-11:55am. We are established as a under four-hour program and ask that our parents respect the time frames below:

- Arrival - **8:00am and 8:20am.**
- Dismissal - **11:40am and 11:55am.**

Calendar and School Closures

- Acton Preschool opens after Labor Day in September and will close near the end of May. The opening and closing dates are determined by how the calendar falls and allowing teachers to prep and clean-up.
- We follow the Buncombe County School calendar for most teacher workdays and Holidays.
- Please refer to the school calendar provided in the registration packet for all school closure. This information will also be included in your child's weekly newsletter, weekly log as well as posted on our Facebook page and communication app.

Inclement Weather

- If Buncombe County Schools (BCS) are closed, delayed, due to inclement weather, our school will do likewise. If BCS announces asynchronous or virtual learning, we will be closed.
- Please watch Channel 13, WLOS-TV or go online to wlos.com for an update on closings and delays. We will also send an update on ClassDojo and on our Facebook page.
- If early dismissal of Buncombe County Schools occurs during our scheduled hours, you will need to pick up your child immediately. This will ensure everyone's safety, as well as allowing teachers to pick up their own children early.
- Please understand that inclement weather days have been averaged into our monthly tuition. The tuition fees are not subject to change. This can only be determined and set by the Preschool Committee Board.

ARRIVAL & PICK-UP PROCEDURES

For the safety and protection of your children, we ask your cooperation in adhering strictly to these drop-off and pick-up procedures. These procedures have been developed over the years and are implemented for the safety of your child. If you have any questions regarding these guidelines, please feel free to contact us.

- Church members and the community use our parking lot. **Please always drive slowly and carefully, and always be on the lookout for little ones.**

Arrival/ Drop-Off

- **Arrival/Drop-Off Time – 8:00am-8:20am.**
 - Our doors will be unlocked at 8am. We encourage parents to drop-off before 8:20am. Our program is designed to reserve these times for the children and their experiences. so your child has time to participate in ‘free-play’ before instruction begins. This is a ‘big’ socialization time for our students before we begin the day.
 - **Instruction begins at 8:20am.** Late arrival makes instruction difficult to maintain because of the disruption of the continuity and flow for the children in the classroom.
- **Arrival/Drop-Off Procedures**
 - **Park-** Please Park in a parking space, and holding your child’s hand, walk him/her to the door.
 - **Sign-In** - A teacher will greet you at the door and sign your child in for the day.
 - **Late Arrival** - Our door is locked at 8:20am each day and classroom instruction begins. If you arrive after 8:20, please call the Preschool (828) 665-4302 and a teacher will meet you at the door as soon as available.

Pick-Up

- **Pick Up Time - Between 11:40am-11:55am.**
 - Your child **MUST** be picked up by 11:55am. Acton Preschool operates as a less than 4-Hour Preschool. Late fees will be enforced (See more information below)
- **Pick-Up Procedures**
 - **Pick-Up Form** – Must be completed and on file before the 1st day
 - **Stay In Your Vehicle** - Drive up next to the sidewalk and wait for a teacher to walk your child to your vehicle. You may exit the vehicle as the teacher approaches with your child.
 - **Safety** – We ask that you please do not exit your car until it is your turn. Approaching the teacher while your car is ‘next in-line’ or further behind, interrupts the flow of our Pick-Up procedures.
 - **Car Seats** - It is your responsibility to make sure your child is properly restrained. For liability reasons, the teachers cannot be responsible for securing your child in his/her car seat.
 - **Others Picking-Up** - If someone other than the parent is to pick up a child, we need to receive prior written notification from the parent.
 - This person must be on your child’s Pick-Up Form.
 - No child will be released to an unauthorized person.
 - We will ask for identification if needed. (Please do not be offended by this; it is part of our mission to ensure the safest possible environment for your child.)
 - Please inform everyone picking up your child our times and procedures. This is the parent’s responsibility, and late fees will not be waived.

- **Late Pick-Up** - A child who is picked up late can get anxious and fearful of being left. Our teachers use part of their remaining time in the morning to clean and sanitize, which can require no children in the classroom. We do understand that things can happen that affect your arrival times and we will try our best to take this into consideration; however, parents picking up on time is also a significant contributor to our teachers being able to prep for the following day.
 - **Arrival After 11:55am**, you must park and come to the door to pick up your child.
 - **Advance Notice** - If you know you will be late, please arrange for someone on your existing Pick-Up list to arrive during the designated times.
 - **If you are on the way and know you will be late**- Please call the Preschool at (828) 665-4302. *Do not send a ClassDojo message as it will not be received until after 11:55am.*

- **Late Pick-Up Fee**
 - **Pick-Up after 11:55am** - Any pick-up arrival after 11:55am will result in a \$15 late fee which must be paid within that same week.
 - **Nonpayment** - If a late fee is not paid within the same week, a meeting will be required with the Preschool Director and teachers before your child can attend again.
 - **Multiple Late Pick-Ups** - If there are 4 or more late pick-ups within one calendar month, a meeting will be required with the parents, teachers, Preschool Director, and the Chairperson of the Preschool Committee to discuss the continuation of childcare at Acton Preschool.
 - If late pick-ups are continuous for several months, your child may be dismissed from Acton Preschool.

HEALTH & SAFETY POLICIES

Please inform us immediately of any changes in phone numbers, emergency contacts, etc. It is your responsibility to keep your child's emergency contact information current.

Health & Sickness Policies

Cooperation of parents in helping us keep a healthy classroom environment is important to your child as well as the teachers and other students. If a child is fussy, cranky, and not him/herself it is recommended that the child stay home. Rest during these times may prevent the development of serious illnesses and prevent the spread of potential infection to others. Plus, children who are sick are more comfortable at home. Please read these policies carefully!

- **Daily Health Checks** – Our teachers make daily observations of each child on arrival and during our school days for signs of sickness, especially when we are aware that there are viruses being spread within our preschool families. If we see signs of any suspected illness, you will be asked to take your child home or to pick-up your child from school. You may also be asked to provide us with a doctor's note.
- **Absences/Illnesses**- If your child is unable to attend class for 2 or more days, please notify the teacher through our ClassDojo App. It helps us to adjust the daily and weekly plans.
- **Sickness at School** - If your child becomes ill at school, we will notify you to pick up your student immediately.
 - We will separate your child from the others until you arrive.
 - If unable to reach the 1st parent contact, we will begin calling all other numbers provided.

- **‘When In Doubt, Stay Out’** - For your child’s own protection and for the protection of the others, **we ask you to keep your child home under the following conditions:**
 - Fever of 100 degrees or higher.
 - Diarrhea – Had any watery stools within the past 24 hours.
 - Nasal secretion that is thick, yellow, or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your child’s doctor.
 - Sore throat with fever or throat spots.
 - Nonstop coughing
 - Cough accompanied by fever, chills, or coughing up of green or yellow mucous.
 - Vomiting or nausea.
 - Eye drainage of any type should be checked by your physician to rule out bacterial infection.
 - Unusual rashes, hives, welts, or open lesions.
 - Child not feeling well, such as lethargic behavior and increased crying.
 - If they have the symptoms of a possible contagious condition. (Lice, flu, pink eye, chicken pox, staph-infections, strep throat, etc.) Please notify us immediately if your child has any of these!

- **Return to School**
 - **24 HOUR TIME FRAME - Your child may return to school when 24 HOURS have passed since the last symptom was present.** This does not mean the next day. Example: If your child vomited at 10am on Monday – you must wait until Wednesday before your child can return.
 - **Antibiotics** – After it has been over a 24-hour period since the 1st dose of antibiotic for any type of strep or bacterial infection OR when the Doctor provides a written note with a return date. (The 24 hours still must have passed)
 - **Fever** – Once your child’s temperature has been normal without medication for at least 24 hours (The 24 hours begins after the last dose of fever reducing medicines)
 - **Nausea, vomiting, or diarrhea** – Once the Nausea, vomiting, or diarrhea has subsided for 24 hours.
 - **Rashes. Sores and Lesions** – When your child’s rashes are completely gone, or sores/lesions are completely healed (scabs fall off and new skin grown over)
 - **OTHER** - If a child has been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician’s release may be required.

- **Contagious Diseases - Please call the Director or notify the teacher if your child has been diagnosed with a contagious disease** OR has been absent for more than two days, so staff and parents can be alerted to watch the other children. The contagious diseases of recent years require quick action and notification of exposed children and families. Thank you for notifying us as soon as possible!

- **We need your help in teaching your child strategies used to prevent the spreading of germs!**
 - Children are encouraged and expected to wash their hands after using the bathroom. We ask that you help us by practicing this habit at home.
 - Please encourage them to use proper health procedures such as using a tissue and/or elbow when coughing or sneezing.
 - Hand sanitizer is used often throughout the day.
 - Please remind them to keep their hands away from their eyes, nose, and mouth as much as possible.
 - We also ask that they do not put any classroom toys or other objects in their mouths.

- **Injuries At School** In case of accidental injury, we will attempt to contact you using all phone numbers on file.
 - If we cannot reach you, we will contact the person you have listed as an emergency contact, or we will contact the child's physician.
 - If necessary, we will also call for an ambulance.
 - Until the arrival of a parent, guardian, physician, or ambulance, the Director will oversee the situation and will make all decisions concerning your child's care.
 - Parents/Guardians are expected to assume responsibility for any resulting expense not covered by your insurance.
 - Please keep the school updated with all current phone numbers, contacts, and other pertinent information.

- **Medicines & Sunscreen** - Preschool staff will not administer any medications, sunscreens, etc.
 - Please do not store any medications in your child's backpacks.

Safety Policies

- **CPR & First Aid** - Acton Preschool always has the minimum of one teacher in the building, that is certified in infant/child CPR and first aid and universal health precautions.
 - In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or Director and you will be notified.
 - If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called per the policy of Acton Preschool.

- **Fire Drills** - To help reduce panic in the event of a real fire, our school will have regularly scheduled fire drills.
 - We will use a smoke detector, so our students will recognize the sound if it ever goes off.
 - We will leave the building without taking time to get our personal belongings.
 - We have a pre-determined meeting place on the other side of the parking lot to ensure the safety of our students.
 - We will call our families immediately, if it is more than a drill.

State Mandate on Reporting Child Abuse & Safe Sanctuaries

All staff of Acton Preschool are required to report any sign of or suspicion of child abuse. We also follow Safe Sanctuaries Policies (*see the Child Abuse Mandatory Reporting Policy and Safe Sanctuaries information on last page on handbook*)

DISCIPLINE POLICIES

The policy of our program is supportive of the laws of North Carolina (115-146) regarding discipline exercised in the classroom for the purpose of maintaining order and promoting the growth of the child.

- These public laws of North Carolina are published in the book with the same title, Public School Laws of North Carolina, 1974 and revised.
- Each child will be disciplined as an individual, according to his needs, and consistent with our policy of discipline for **all** children.
- The worth and value of each child will be considered so that no measure will be used which would humiliate or demean their personhood.
- Our policy includes neither physical punishment (i.e., paddling, or spanking) nor physical isolation.

- Inappropriate behaviors could result in:
 - Verbal reprimand to the child
 - Time out within the group
 - A note home to the parent and/or
 - A conference with the parent
- **If the child's behavior proves dangerous or disruptive to himself or others, and the above alternatives have failed, dismissal may result after consultation with the child's parents.**
 - These behaviors will be documented and reported to parents/guardians.
 - We believe each child deserves optimal care and attention. This is not possible if one or two children are allowed to disrupt the group. Your cooperation and support in this manner is expected and appreciated.

Time Out Policy

- A "time-out" is the removal of a child for a brief period (one minute for each year of age) from the situation in which the child is misbehaving and has not responded to other discipline techniques.
- The "time-out" space – usually a chair – is located away from classroom activity but within the teacher's sight.
- During "time-out," the child has a chance to think about the behavior that led to their removal from the group.
- After a brief interval of no more than five minutes, the teacher discusses the incident and appropriate behavior with the child.
- The teacher also encourages positive behavior from that point forward, to give the child another chance for a good daily behavior report.
- When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown to the other children.
- Every day is a 'new beginning' and a chance for your child start over in earning a good daily behavior report.

The steadfast love of the Lord never ceases; his mercies never come to an end; there are new every morning; great is your faithfulness. Lamentations 3:22-23

Party Policies

- **Holiday Parties**
 - Each school year we will celebrate certain holidays with a party, special snack, or a program.
 - We may ask for parents to help with supplies, which may include food, costumes, and paper products.
 - Party refreshments, programs, etc. may change throughout the year.
- **Birthday Party Policy**
 - Birthdays may be celebrated at school with advance notice!
 - Sometimes we have a child with allergies and he/she may need to avoid certain foods or has a parent who will provide a separate treat so they feel included in the celebration.
 - Mini-cupcakes, cookies, and donut/donut holes are the best birthday treats for preschoolers. These items usually get eaten and not thrown away.
 - We will be happy to distribute party invitations for you, provided there is one for each class member. The reason for this policy is to protect the feelings of all children.

COMMUNICATION PROCEDURES

School - Parent Communication

We want to do our best to keep all our families informed about what is happening at Acton Preschool. We utilize multiple ways of communicating with individual parents as well as all the families at once. **Please take the time to read everything we send you. It is important to let your child know you care about his/her preschool experience by being prepared for upcoming plans.**

- **Communication Binder** - Each student will be required to have a 3-ring binder which is the designated communication binder. (See Student Supply List)
 - **This binder is the main source for daily classroom communication** between you (the parent/guardian) and the teacher as well as a convenient way for teachers to send home school papers and notices. Please read everything put in this notebook. Our teachers take the time every week to write a newsletter and complete the weekly log, in order to communicate with our families.
 - **It is the parent's responsibility to check the binder each day.**
 - The weekly log will have your child's daily behavior report. Please read and initial every day. The weekly log is required to stay in the notebook.
 - The weekly letter will provide the week's theme, calendar, events, and updates.
 - Remove all your child's worksheets, crafts, etc.
 - **Important Documents & the Tuition Envelope** will be placed in the plastic protective sleeve located in the front of this binder. If you are paying tuition by cash/check, please send it back inside the tuition envelope along with any other documents that need to come back to the preschool.
- **Electronic Communication**
 - **Email** – Please email actonumcpreschool@gmail.com at any time. This will be read by the Director, and you will receive a response as soon as possible.
 - **Facebook Page** – Acton Preschool Facebook page is the best way to see pictures and updates. It provides our families with a 'glimpse' into our school days.
 - **Private** – Our Facebook page is private. Only the families of our students can see and read it.
 - The Preschool Director will provide the link to the page upon receiving your registration and registration fee for the school year.
 - When sending in your request to join, you **MUST** answer the questions, or your request will be deleted.
 - **Respect the Privacy of Others** - Please do not copy and share pictures from our page. We do have families that prefer their child's picture to not be shown on social media.
 - **Updates, events, reminders, weather closings and delays and more** will also be posted on our Facebook page.
- **Communication App** - The ClassDojo app is our main communication tool for information that pertains to both classes, as well as individual families. It is also the best way to communicate directly with your child's teacher or the Director.

Parent – Teacher Communication

Our Preschool Committee and teaching staff encourage all parents to communicate openly with the school. It is in the best interest of your child that we all work as a team, addressing each student's strengths, weaknesses, and individual situations.

- If a problem or concern arises, please talk first with your child's teacher.
- **Trying to have these discussions at drop-off or pick-up results in disrupting and stopping the drop-off or pick-up line.**
- **Communication is best by messaging through the ClassDojo App, and the teacher will contact you as soon as possible.**
- If you do not feel you have reached a satisfactory conclusion, you may then go to the Director.
- If you are still not satisfied, you may contact the Preschool Committee.

Parent Teacher Conferences

- Your student's teacher will be glad to schedule a parent/teacher conference with you if requested or as needed.
 - Send a request through ClassDojo or write a message in your child's communication binder. The teacher will respond as soon as possible.

IMMEDIATE COMMUNICATION - If you need to immediately contact a teacher during the school day, please call the Preschool. (828) 665-4302. We are busy with the children and do not always see the messages until the day is over.

PARENT/GUARDIAN RESPONSIBILITIES

School Supplies

Each family will receive detailed information about your child's cubby supplies (Paints, crayons, markers, etc.) and the Classroom Supplies (Clorox Wipes, Tissues, Hand sanitizer, etc.)

- We recommend specific brands based on our years of experience in which brands last longer and provide superior results.
- Every year, we carefully inventory our classroom supplies and adjust the list to reflect only what we need.
- Throughout the year, we may send a needed list or a wish list of additional supplies. These may be on an Amazon wish list or can be purchased locally.
- If buying supplies ever becomes a hardship, please let us know. As a ministry of Acton United Methodist Church, we would like to help whenever needed.
- Extra sets of cubby and school supplies are appreciated! They will be used. Thank you in advance!

Backpack/School Bag

- A school bag or backpack is required for each child in the preschool.
- Please select a bag large enough to zip closed around a 1-inch binder, snack bag and school projects.
- NOTE- Mini backpacks are cute but rarely zip closed around a binder.
- The bags should be brought to school each day!
- Please take time with your child to practice zipping, unzipping, and putting belongings inside

Snacks

- Parents are responsible for providing their child with snack each day.
- Snack bags, Bento Boxes, Lunchboxes should fit inside your child's back pack.
- We ask that parents limit snack choices to healthy nutritional foods (with an occasional treat).
- Parents are responsible for providing a spill-proof water bottle each day.
 - Please be sure it is spill proof! Screw tops are not spill-proof! Water bottles do get knocked over and usually the water spills across the table and onto more than one child.
 - Water bottles should be filled with water at home. We do have emergency bottles of water for those who occasionally forget. Please DO NOT send soda, juice, tea, or other trendy beverages.
 - We ask that you limit their choices to healthy nutritional foods such as: Yogurts, cheese slices, fruit slices (Oranges must be peeled and apples sliced in advance), protein bars, etc.
- If your child's snack requires a bowl, fork, spoon, or straw, we ask that you please supply them.
- **Please make us aware if your child has any food allergies as the teachers sometimes prepare a special snack that goes along with their lessons or as a treat earned in the classroom.**

Clothing

- **School Day Clothing**
 - Children should wear comfortable "play" clothes and shoes to school. We will be providing daily activities in art, sand, and/or water play as well as outdoor play.
 - Sneakers and socks are preferred footwear, due to playing in the sand and the mulch. For safety reasons, thongs and other flip-flop or plastic type footwear are not permitted.
 - Please dress your child appropriately for the weather. We go outside if the temperature is above freezing!
- **Outerwear**
 - Be sure to label your child's outer clothing worn to school, as many jackets and sweaters look alike. When properly labeled, clothing items are easier for the teachers to distribute for outdoor play and going home.
- **Emergency Clothing**
 - Occasionally for the children, bathroom accidents, spills, or other messes may require a change of clothing.
 - Parents are to provide an extra change of clothing in a "Ziploc" bag. Please label the bag and all clothing items as well.
 - Examples of a change of clothes includes pants, shorts, a short-sleeved shirt, a long-sleeved shirt, underwear, and socks.
 - It is parent's responsibility to send in replacements if your child outgrows a size or the emergency clothing is not seasonally appropriate.
 - Anytime emergency clothing is used, we will notify the family and explain why. It will be your responsibility to send in a new change of emergency clothing.

Personal Belongings, Toys, etc.

• **Bringing Items from Home**

- **Personal Items** While we realize that all children have their own special treasures such as stuffed toys, recent gifts, etc.,
- **Show 'n Share**- Each class has a scheduled time and/or method for sharing set by your child's teacher and will be communicated weekly.
 - **Size of Show 'N Share Items** - Items brought for Show 'n Share should be small enough to fit inside your child's notebook along with their other items.
- **Weapons** - Toys of a violent nature are not allowed at school. If a child does bring in a questionable item, it will either be sent home upon arrival or be put in the cubby and not shared.
- **Money** – Your child should not bring money except for Show 'n Share days
- **Jewelry** – Do not send any small jewelry that can easily be broken or lost.
 - If your child wears jewelry and plays with it, distracts others with it, etc. – they will be asked to put it inside their backpacks and not bring it again.
- **Chapstick** – We understand your child's lips may be chapped. Please apply it before they arrive and do not send any ChapStick or makeup-for health reasons.
- **Hand Sanitizers** – Please do not send your child in with individual bottles of hand sanitizer. If they are not closed properly, they make a mess. Plus, many have strong fragrances, and it causes headaches and sickness in individuals who are sensitive
- **Candy** - Unless it is a special occasion that has been prearranged with the teacher. Your child should give the candy or treats to the teacher as soon as he/she enters the school.
- **Special Treasures** - With advance notice, teachers are eager for children to share special discoveries that they make at home or on trips with their families. Items representative of nature and the changing seasons are always welcomed. *Please understand permission is needed to bring these things.*

Parent Opportunities to Participate

Parent Involvement shows your child that you care about his/her preschool and activities.

• **Parents can participate in their child's school experience in a variety of simple ways:**

- Reading your child's communication binder and discussing the day
- Being aware of Show 'n Share and other classroom events. (Children are very discouraged when they are unable to participate)
- Reading with your child every night. This not only provides your child with one-on-one time but it helps introduce them to the concept of literacy

• **Family Events**

- We plan several family events throughout the school year such as Halloween Costume Parade, Pumpkin Pie with our Lil' Punkins, Christmas Program, Easter Egg Hunt, etc. We find these to be special, enjoyable times to spend with your child and other Acton Preschool families and we encourage you and your family to take part in them.
- We understand not all families are able to participate in events that occur during the daytime. If you are unable, talk to your child about it afterward by checking our Facebook page for pictures.

- **Fundraising & Donations**

- Our fundraising events vary from year to year. They may include: Scholastic Books, Donation Drives, and Supply Wish List requests.
 - Information will be provided as to what the fundraiser will be, when it will take place, and what the proceeds will go toward.
 - We strive to limit the number of fundraising activities and participation in any fundraising activity and/or donations is optional although appreciated by the Preschool.
 - Donations can be accepted at any time throughout the year.

- **Missions**

- As a community we are blessed in ways that most of the world will never experience. We believe it is important for children to learn to give as well as to receive. During the year Acton Preschool may sponsor several opportunities to bless others through global and community missions. These opportunities could be canned food drives, children's holiday activities, Sending greeting cards to church shut-ins, etc.

- **Attending Acton Church**

- Acton Preschool is a ministry of Acton Church. If you do not have a church family of your own, please come worship here any Sunday morning. The Sunday School classes start at 10am and Worship Service begins at 11am. Please feel free to contact the pastor or any other member of this committee.

A Day in the Life of An Acton Preschooler

Do you want to know more about what your child does during his/her preschool days? Below are brief explanations of our centers and activities.

Block Area: When I play with blocks I learn concepts of shape, size, length, and location. I also learn to use my imagination and cooperate with others. There all support language, literacy, math, critical thinking, problem solving, as well as social skills too.

Dramatic Play: In the dramatic play area, I learn to improvise and use things in a symbolic way to represent something else. I use my imagination. This is abstract thinking. I also can try on different big people roles and to solve social problems through negotiation with friends.

Circle Time: In circle time I learn to listen, sit still, and play with and understand language. I learn to listen to others. I learn to raise my hand and take turns talking.

Story Time: At story time I learn that a book cover provides clues as to what the story is inside. I learn how to properly handle books. I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

Sensory Activity: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills. I use my hands to scoop, pour and manipulate items. I learn to verbalize what I am doing.

Science/STEM: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause, and effect, questioning and logic. I learn about making predictions, making observations, and verbalizing my observations.

Coloring/Writing: During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Outside Play: When I am outside, I use my energy in a constructive way. I can show my physical strength, coordination, and balance, I use my imagination and learn to cooperate with others when involved in group play.

Arts and Crafts: I can use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Snack Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snacks and when we are done, I throw away my trash. I am learning to be independent and social skills, too.

Clean-up Time: At cleanup time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to follow directions as well as categorize.

Classroom Pledges

Both classes learn and recite these 3 pledges throughout the year. The words are below so you can practice with your child. It means a great deal to them to be able to stand tall and proud and say these pledges.

- **American Flag** - I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- **Christian Flag** - I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.
- **Bible** - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I may not sin against God.

CHILD ABUSE MANDATORY REPORTING POLICY

North Carolina State Law requires childcare centers to report suspected cases of child abuse and neglect to the Department of Social Services. Compliance with this law does NOT require parental notification. Legally, the Director and other staff members are liable for reporting any suspected cases of child abuse. They are not required to have any proof; they only need to have the suspicion, based on observations made... (Not hearsay).

ACTON UNITED METHODIST CHURCH "SAFE SANCTUARIES" COVENANT

1. No adult who has been convicted of child abuse (sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of the members of the Pastor-Parish Relations Committee and the Pastor before accepting an assignment.
3. All adult volunteers involved with the children or youth in church-sponsored events, on or off the grounds, must have been members of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children or youth shall always observe the "Two Adult Rule" so that no adult is ever alone with the children or the youth.
5. Adult volunteers with children or youth shall attend regular training. Educational events provided by the church, District and/or Conference would keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor, Pastor, or a member of the Pastor-Parish Relations Committee any behavior that seems abusive or inappropriate.