

**Aldersgate Church Preschool*632 Laurel Hill Rd*Chapel Hill, NC 27514
919.968.6114*www.aldersgatechurchpreschool.com**

September 1, 2011

Dear Parents:

Thank you for selecting Aldersgate Church Preschool, a ministry of Aldersgate United Methodist Church. It is a privilege to serve you and your family by offering a loving Christian preschool environment. Our mission is to love each child and help each child grow in mind, body, and love of God.

In this handbook you will find helpful information explaining the philosophy, programs and policies of our school. Please read it carefully and refer to it frequently during the school year. The handbook is also available on our website www.aldersgatechurchpreschool.com. We encourage your involvement, so please contact the director with any questions or suggestions.

We are excited to welcome you to the Aldersgate Church Preschool family. Our goal is to build a community based on caring and developing learning opportunities for you and your children. We look forward to sharing our time and talents and welcome any contributions of your time and talents as well.

Sincerely,

Jan Sloan
Director
968-6114 (office)
819-0343 (cell)
967-3923 (home)

Aldersgate Church Preschool

632 Laurel Hill Road Chapel Hill, North Carolina 27514

Preschool Telephone (919) 968-6114 Church Telephone (919) 968-6231*

*In case of emergency, or if the preschool number does not answer, call the Church.

Board of Directors 2010-2011

Chairperson	Jessica Oliver	jessica.oliver@mac.com
Vice Chairperson	OPEN	
Treasurer	Jennifer Ferris	jenniferwferris@gmail.com
Secretary	Chesley Cuicchi	
Pastor	Donnie Evans-Jones	(919) 968-6231
Events Coordinator	Cate House	cate@catehouse.com
Health and Safety Coordinator	Jane Gaillard	janegaillard@yahoo.com
Playground Coordinator	Kate Harshbarger	kmharbarger@gmail.com
Fundraising Coordinator	Kristina Magnuson	kristina.magnuson@gmail.com
Director	Jan Sloan	lsloan101@aol.com (919) 819-0343

Parent Representatives to the Board

2's class	Waller Wills
3's class	Christine Farrell
4's class	Jessica Jaeger
Teacher Representative	Rotates

Please feel free to contact Board Members with any suggestions or comments. If you would like to sit on the Board in an Open position or as a parent representative, please contact the Chairperson.

Teachers for the 2011-2012 School Year

To communicate with your child's teacher, please use written notes, email, or call the preschool office (968-6114) and leave a message. The teacher will return your call.

Two's class Lead Teacher: Julie Bauers (julieabauers@gmail.com)

Asst. Teacher: Holly Fisher

Three's class Lead Teacher: Catherine Linford (clinford@nc.rr.com)

Asst. Teacher: Betty Gorman

Four's class Lead Teacher: Vicki Huggins (millie98@nc.rr.com)

Asst. Teacher: Lib Ferguson

HISTORY and PHILOSOPHY

Mission Statement: *With a nurturing program in a Christian environment, our mission is to love each child and help each child grow in mind, body, and love of God.*

History

The first services of Aldersgate United Methodist Church were held in the basement of Glenwood School on August 21, 1955. Rev. Kimsey King's enthusiasm, radiant Christian spirit and inspiring messages attracted 72 Charter Members to constitute the church on September 25, 1955. Tracing its roots to the Wesleyan experience led the congregation to give this new church its name: Aldersgate – the Church of the Warm Heart. Aldersgate continues to be an active church, reaching out to others.

On September 25, 2005 Aldersgate celebrated its Fiftieth Anniversary. Pastor Donnie Evans-Jones encouraged the congregation to look toward the future with hopes and dreams. Mary Peacock saw a Christian preschool at Aldersgate United Methodist church as her mission. The church council approved a preschool study committee to study the possibility of a preschool that would be a ministry of the church. The committee included Mary Peacock, Betty Gorman, Rachel Coley, Annetta Evans, Carol Engstrum and Ann Kennedy.

The committee remembered that the church is called to “nurture Christian disciples.” Operating a weekday church preschool program as a ministry of the church is consistent with the church's mission: “ We are God's people, loving each other, while serving the world.”

The committee's first order of business was undertaking a complete renovation of the church's education building. They worked with architects, contractors, and many church members who donated their time and expertise.

As soon as the building process was underway the committee took the next leap of faith and began seeking a director and teachers. They began to speak to people in the community they knew. They wanted a team who shared their vision of a Christian preschool. One by one they came. Each with a story of how they felt led to this preschool and this mission to grow children in God's love.

Before they could even see the classrooms, parents began enrolling their children. The newly formed Aldersgate Church Preschool board made up of the six original committee members and now the preschool staff, started the business of running a preschool.

Church members spent hours cleaning the playground. An eighty year old committee member used a leaf blower to clear the leaves. They painted and caulked. They sanded and stained tiny chairs. All the while they never tired or lost sight of their dream

On May 14, 2009 they were able to see the fruit of their years of planning and hard work. The preschool hosted an Open House for enrolled and prospective students. The event started at 500pm but they all gathered at 400pm to sweep the front entrance, water the fresh flowers, and ready the classrooms.

It was a magical night. The children were captivated by the inviting centers in each classroom. They played and explored while the parents talked to the staff and one another. The founding committee members were all there along with Pastor Donnie. The time flew by and they soon said goodbye to the last family.

They gathered then in the comfortable room they have for parents to stop and visit before, after, or during school. It was time to take a seat and smile. They reflected on the past four years that had led up to this night. The glow in the room was apparent. Each person commented on how wonderful it was to finally have children in the space.

But do not assume their work is done. As they were locking the doors that night, they began to discuss the next step in the renovation process; outfitting classes for four year olds in the fall of 2010.

Their strength in purpose is nothing short of inspiring. Their story is compelling. Give this congregation a goal and they will see it through with God's help.

Philosophy

Aldersgate Church Preschool seeks to love each child and recognize each child's individual differences and needs. We recognize that young children have a spiritual nature that is developing. The preschool programs and curricula are designed not only to meet the education needs of young children by aiding their emotional, social, intellectual, and physical development, but also to help them grow as a child of God. Enrollment is open to all children, regardless of religious belief, gender race or national origin. We honor and learn from our differences.

THE PRESCHOOL PROGRAM

Objectives

It is the objective of the Preschool program to encourage each child to:

- Enjoy the stories of God and celebrate the Christian traditions.
- Build a good self-image.
- Develop his or her own unique talents and capabilities.
- Grow in interpersonal relationships.
- Grow in communication skills.
- Develop interest and joy in learning.
- Have a feeling of security.
- Expand fine and gross motor skills.
- Make a successful transition from the home into a preschool setting.

Classroom Practices

The following classroom practices shall be observed by the Preschool and its teachers:

- 1). Encourage independent functioning, such as washing hands, selecting own toys, and picking up toys.
- 2). Facilitate the development of personal responsibility and self-control in children by listening and acknowledging the child's feelings and by guiding children in conflict resolution.
- 3). Recognize and encourage pro-social behaviors among children such as cooperation, taking turns, and using words.
- 4). Make available appropriate material and equipment as well as provide experiential learning activities.
- 5). Foster a positive identity, sense of emotional well-being, and human connectedness to each other and to God.

Curriculum

Each classroom shall have a general curriculum developed by the preschool teachers and director in accordance with the goals and objectives of the preschool. In addition, each curriculum will be developed with guidance from The Creative Curriculum for Early Childhood, 4th ed., by Diane T. Dodge and Laura J. Colker. Each classroom shall also have a more specific periodic curriculum, which shall be in writing, and include the following:

- Specific goals regarding program content.
- Planned activities.
- A daily schedule.
- Availability and use of materials at properly organized areas or "centers."
- Transitions between activities; built into the curriculum and communicated to the children.
- Routine tasks of living, used as learning experiences and opportunities.

Learning Centers. Learning centers will be utilized in furtherance of each classroom's curriculum. Classrooms may include the following learning centers:

- Blocks
- Art
- Home Living (encourages dramatic play)
- Sand/water play
- Puzzles and Games (for fine motor and math concepts)
- Books
- Science
- Writing

Christian Curriculum. As a ministry of the church, the preschool will promote the development and practice of the Christian faith and the belief in God and Jesus Christ in the following manner:

- Age appropriate devotional activities led not only by teachers, but also by the Director of Christian Education and the Minister.
- Group prayers before meals and snacks.
- Brief chapel programs and visits to the sanctuary.
- Integration of Christian education into daily discussions and throughout all aspects of the curriculum. (E.g. God made the sun, flowers, etc.).
- Singing of religious songs, such as Jesus Loves Me.
- Reading Bible stories from age appropriate material.
- Celebration and discussion of major Christian events such as Christmas and Easter.

Lunch Bunch. Beginning in October, the four-year-old class will be offered the opportunity to bring their lunches to eat at the preschool two days a week (the three-year-old class will be offered the same opportunity one day a week starting in January). The preschool lunch bunch program offers children extra time for socialization and an opportunity to practice independently managing a lunch box in a small group setting. Lunch bunch may help prepare children for the future challenges of the extended kindergarten day and eating lunch at school. Parents pack and send in their child's lunch on Lunch Bunch days.

Staff Composition

Aldersgate Church Preschool director, lead teachers, and co-teachers either possess a degree in early childhood education or a related child development field or they hold a Child Development Associate (CDA) or its equivalent or have experience working with young children.

PARENTAL PARTICIPATION AND COMMITMENT

The preschool encourages and depends upon the participation of parents. Aldersgate Church Preschool does not require that parents take teaching turns, but we do expect parents to volunteer when a need arises, such as substitute teaching or being actively involved in our fundraisers. In addition, each family will be expected to participate in the following activities:

Classroom and Toy Cleaning

Although the church has general janitorial services, the toys and all surfaces in each classroom need periodic deep cleaning in order to minimize germs. Each preschool family takes a turn at cleaning the school's classrooms, and the schedule will be distributed and posted along with cleaning procedures.

Classroom Snack

A snack for the classroom is provided each day by the preschool.

Fundraising

Because tuition does not completely cover the cost for each child to attend the preschool, periodic efforts are made to raise funds to supplement preschool tuition.

Preschool Work Days

A work day may be scheduled in the Fall and/or Spring where parents are asked to help maintain the playground and classrooms.

Substitute Teaching

Substitute teachers are needed in each class from time to time. Please consider adding your name to the ACP sub list.

Observing in the Classroom

Parents are welcome to observe in the classroom. However, it is expected that parents will work with the teachers in order to avoid unnecessary disruption of the class routine. Further, please be especially courteous when considering whether it is appropriate to bring a sibling into your child's classroom.

Please share your talents!

Do you speak a foreign language, play a musical instrument, or know how to do a fun craft? The preschool welcomes any parent who may have a special talent or interest that they would like to share with a class. Please contact the appropriate teacher in order to plan for any such special activities.

POLICIES AND PROCEDURES

Admissions

Applications Procedure: Applications must be submitted by the closing date of the January preceding the school year applied for, along with a non-refundable \$30 application fee. The child must be the class age by August 31. Exceptions to this policy may be made by the Director on a case-by-case basis.

Classes will be enrolled within one month of the January close date. Once a child is enrolled, an advance tuition fee and supply fee must be paid in order to maintain the child's position on the class roster.

Waiting lists will be formed and are maintained throughout the school year. During the school year, parents of children on the waiting list will be notified that their child can be enrolled from the waiting list when a vacancy occurs. Waiting lists are not carried over to the next school year, and a new application must be made for each year that a parent would like to have their child considered for admission. However, a second registration fee shall not be required upon re-application if the child was not previously offered enrollment in the preschool.

Class Schedule

- Two-year-old class***: Tuesday and Thursdays, 9:00 a.m. - 12:00 p.m.
- Three-year-old class***: Monday, Wednesday, and Fridays, 9:00 a.m. – 12:00 p.m.
- Four-year-old class***: Monday through Friday, 9:15 a.m. – 12:15 p.m.

Tuition and Fees

All required tuition and fees must be paid in full before any child may attend class. All checks shall be made payable to Aldersgate Church Preschool and must be dropped in the tuition box located in the preschool, or be mailed to the following address:

Treasurer
Aldersgate Church Preschool
632 Laurel Hill Road
Chapel Hill, NC 27514

Application Fee: A one-time, non-refundable application fee of \$30 is due with each application made to the preschool. An application is not considered received unless accompanied by the application fee.

Supply Fee: A supply fee is due by the March 15th prior to fall enrollment, or if accepted after March 15th, due within 14 days of acceptance in the program. The supply/equipment fee is not refundable. The 2010-2011 supply fees are as follows:

Supply fee for 2's class meeting 2 days per week: \$100

Supply fee for 3's class meeting 3 days per week: \$120

Supply fee for 4's class meeting 5 days per week : \$175

Tuition: Tuition payments are due on the **first** day of September through April as follows:

- Monthly tuition payment for 2's class meeting 2 days per week: \$155
- Monthly tuition payment for 3's class meeting 3 days per week: \$220
- Monthly tuition payment for 4's class meeting 5 days per week: \$335

If a child will be attending the preschool for the 2012-2013 year, tuition shall be pre-paid on May 1st of 2012 for attendance during May of 2013. Parents will be notified in writing of the amount payable on May 1st.

Tuition Payment Policy

1. Tuition Payments are due on the first day of each month, from September through April.
2. A \$10 late tuition fee shall apply for any tuition not received by the tenth day of the month in which it was due. Applicable late fees must be included with your tuition payment.

Returned Check Fees: A returned check fee shall be assessed for every check that is returned. The assessment shall be in the amount of the cost incurred by the preschool as a result of the returned check. Any returned check fee assessed shall be immediately payable to the preschool.

Scholarships: Aldersgate Church Preschool continues to build a scholarship fund and plans to offer scholarships in the future.

Withdrawal: Parents withdrawing their child from preschool shall give written notice of their intent to the Director at least two weeks prior to the child's withdrawal. *Parents remain financially responsible for tuition payments through the end of the school year, unless the child's classroom position is filled.* When the withdrawing child's position is filled immediately upon withdrawal, tuition already paid for the month of withdrawal may be prorated at the discretion of the preschool. Prepaid tuition will not be refunded if a child is withdrawn after March 31st. *Application fees and supply fees are not refunded nor prorated upon withdrawal.*

Health and Emergency Forms

The Emergency Contact Form and the Health Form for the current school year must be completed and be on file in the Director's office before the child can attend class. The Health Form must include a record of immunizations. Parents must update these forms annually. Please notify the Director of any changes to these forms during the school year.

Health Issues

Immunizations: *No child shall attend the preschool without current immunizations.*

Allergies: Please notify the Director and your child's teacher regarding any allergies your child may have and include a notation of it on your child's health form. If your child has allergies listed on his or her health form, you must complete an Aldersgate Church Preschool Allergy Action Plan to keep on file at the preschool. The action plan form is available in the preschool office. The plan along with the child's picture will be posted in the classroom.

Sickness: Children must be free of fever, diarrhea, vomiting, nausea, unexplained rashes, runny noses, excessive coughing, sore throat, headache, chills, earache, and red eyes for 24 hours before coming to school. Please DO NOT bring your child to school with any of these symptoms unless you provide the school with a doctor's signed verification that your child is not contagious to others. Children may not attend school with head lice or nits. ***The Preschool reserves the right to refuse attendance to any child displaying the above symptoms and appreciates your cooperation in this matter.***

Notification of Director: Please notify the Director prior to the start of class when a child will not be attending his or her scheduled class due to sickness or otherwise. In addition, please notify the Director of any of the following:

- All communicable diseases, including head lice.
- Any serious illness or health problem concerning your child.
- Any event that may cause your child physical or emotional distress.

Sick Child at School: If a child becomes sick at school during the day, one or both parents will be notified. In the event that the parents cannot be contacted, the additional emergency contacts listed on the child's Emergency Contact form will be called. ***Arrangements to pick up a sick child must be made immediately.*** Thus, please keep the numbers listed on your Emergency Contact form current and advise anyone designated on your Emergency Contact form that they will be expected to pick up your child immediately upon notification that your child is sick.

Administering Medicine at School: Teachers will not administer any medication to children during preschool unless it is specified on the Allergy Action Plan. If a child requires medication during school hours, the child's parent will be required to return to school and assist the child with any medication.

Should a child have an allergic reaction that has not been previously noted, the school will administer a pre-measured dose of Benedryl until parents are contacted or further help arrives.

For instance, parents may not yet know if their child has an allergy to bee stings.

Clothes at Preschool

Please send your child to school in comfortable play clothes. Students must wear shoes at all times at preschool. We recommend tennis shoes. Please do not send your child to school in flip flops. Parents will be asked to maintain a spare change of clothes for their child in case of a spilling or wetting accident. *Please label your child's spare change of clothes with his or her name and bring them to school in a ziploc bag or shoebox, according to your teacher's request, for storage at school. If your child wears diapers, please include an extra diaper with the spare clothes.*

Toys from Home & "Loveys"

Children are permitted to bring a "lovey" or special toy from home if it will help his or her sense of security. Make sure the item is labeled with your child's name. However, parents will be encouraged to leave the item in the car or at home as soon as possible, as your child's anxiety may actually be increased if the child fears a friend may take his or her special toy or "lovey." Please do not bring other toys from home. ***Toy weapons are not permitted at the preschool under any circumstances.***

Diapers and Toilet Teaching

Preschoolers are typically at various stages of potty habits. Potty training should be well under way at home before children use the potty at school. Teachers will work with parents in this process. Please provide extra underwear and socks for your child while toilet training.

For children still in diapers, please dress your child with ease of changing his or her diaper in mind. Diapers are not provided by the preschool, so please bring ten disposable diapers, and keep an extra stored with his or her change of clothes at school. The teachers will notify you when you need to bring more.

Children in diapers will be changed at school as needed. Only preschool staff will be permitted to change diapers or to take children to the toilet. Preschool staff will wash their hands before and after each diaper change, and will disinfect the changing table between changes.

The preschool recommends that all three year olds be toilet taught before attending class, or be well into the process of using the toilet. Please speak with your child's teacher if your child has particular needs in this area.

Bottles and Cups

Please do not bring bottles to preschool, as there is not space to keep them in the refrigerator. At snack time, drinks will be served from paper cups, which preschool age children are able to negotiate, especially in the company of their peers.

Discipline

Our children are loved because they are children of God, and the preschool subscribes to the belief that children are most successful in a safe, organized, and developmentally appropriate environment. Because preschool days are well planned, fun, and busy, discipline problems are kept to a minimum.

It is the preschool's philosophy that all children need to be free to explore their physical and social environments. The Preschool staff practices Conscious Discipline. DVD's are available for parents to view. Praise, limit setting, and positive reinforcement are effective methods of managing children's social behavior during their exploration process. When children receive positive, non-violent, and understanding guidance from caring adults, they develop good self-concepts, problem solving abilities and self-discipline. In keeping with these beliefs about how children learn and develop values, the preschool staff:

WILL:

- Praise and encourage the children.
- Set limits for the children and explain limits to them on their "level."
- Model appropriate behavior and teach common courtesy and empathy for others.
- Modify the classroom environment in an attempt to prevent problems before they occur.
- Listen to the children's concerns.
- Provide alternatives for inappropriate behaviors and redirect their efforts.
- Help the children understand the consequences of their behavior.
- Treat children as people; respecting their needs, desires, and feelings.
- Ignore minor misbehavior.
- Use gentle supportive and appropriate touching and hugging to encourage, comfort or guide the child or to help them calm themselves.
- Demonstrate consistency.

WILL NOT:

- Use corporal punishment.
- Verbally disrespect the children.
- Shame or punish children when bathroom accidents occur.
- Leave children unsupervised.

If the preschool staff identifies any concerns regarding a child's behavior, they will speak with the child's parent(s) directly and arrange for a conference. If a parent identifies problem behaviors at home, please speak with the child's teachers and they will help if at all possible.

Biting

Biting at school is not an acceptable behavior. If biting occurs, parents of the children involved will be notified, and a plan will be developed and implemented to correct the situation.

Child Abuse/Neglect/Child Advocacy

Aldersgate United Methodist Church and the Aldersgate Church Preschool are concerned with the well being of all children and their families. The preschool has a moral and legal responsibility to report any case of suspected child abuse to the Orange County Department of Social Services. In suspected abuse and neglect cases, no evidence will be excluded on the grounds of confidentiality, including preschool records.

Inclement Weather

The preschool may be canceled due to inclement weather at the discretion of the Director. The Director or teacher will notify families via e-mail by 7:00am on the school day as to whether the school will be opened or closed should inclement weather be forecasted. *The preschool will not make up or refund tuition for days missed due to inclement weather.*

Allergy Policy

In the event that an Aldersgate Church Preschool classroom has a student with severe allergies, the following Allergy Policy will apply.

- Information with child's name, picture and respective allergy will be posted in the classroom.
- Aldersgate Church Preschool will provide non-allergen snacks.
- Each allergic child will have a clear, physician approved action plan to be followed in the case of a reaction (form provided by the preschool, child's photo required). The preschool staff will follow this plan.
- When medication and/or an epipen is part of the child's allergy action plan, these will be kept in the child's classroom in an upper or locked cabinet. All preschool staff are instructed yearly in the use of an epipen by a registered nurse or physician's assistant.

Aldersgate Church Preschool and the parents of children with severe allergies must comply with this policy prior to the first day the allergic child attends preschool.

Field Trip Policy

Occasionally teachers in the three year old class may plan a field trip for their class. These events will require leaving the preschool grounds. When a field trip is planned, the following policy will apply.

- The teacher(s), perhaps with input from a class parent, will plan a school trip to an appropriate destination. The teacher should contact the manager of the destination and confirm the trip date, time, and plans. The teacher should also inform the preschool director of trip plans. The teacher will make travel arrangements.
- For bus or car trips, the teacher will prepare the appropriate Aldersgate Church Preschool field trip permission form, one for trips using bus transportation, one for trips using parent driven car transportation. The teacher will notify parents of the trip plans and give them the permission form to complete and sign. (At least two weeks notice is suggested.) Parents must complete and sign the school permission form for their child to be able to go on the specified trip.
- For a bus or car trip, the teacher will arrange adequate chaperones and parent drivers, if necessary. Chaperones may not bring younger siblings on school trips. Only parents who have signed the driver application form, during the current school year, will be allowed to drive on any school trip. Teachers should be passengers in one of the cars, so they can exit the car quickly to supervise children at the destination.
- On a bus trip, the teacher will take copies of the children's emergency forms and permission forms, and the class first aid kit, including allergy Epi-pens or asthma inhalers if required, with him/her on the trip.
- On a car trip, each parent driver should have copies of the emergency numbers and insurance information of the children riding in his or her car. The teacher will provide this information when s/he assigns children to cars. The teacher will take the permission forms and the class first

aid kit, including allergy Epi-pens or asthma inhalers if required, with him/her on the trip. Teachers and parent drivers should exchange cell phone numbers, if available. On the day of the trip, each parent should buckle his or her child's car safety seat into the assigned driver's car. Parent drivers need to be available at 9:00 a.m. to assist other parents in installing safety seats.

- When chaperoning a school trip, parents are responsible for the children assigned to them throughout the entire trip. Upon returning to preschool, parent chaperones and drivers should remain with the children until the teachers are present to supervise children.
- In the unusual event that parental permission is not obtained for a child to participate with his/her class for a field trip, the child will not accompany the class. In the case of an all-day trip, the child will be required to stay at home that day. In the case of a shorter trip (less than one hour), the child may stay in the Director's office, under her direct supervision, while the child's class is off campus.

Birthdays

Parents who desire to celebrate their child's birthday in the classroom may send or bring in the child's favorite book to be shared with the class or plan with the teacher a non-food related celebration. A candle will be placed in the child's snack on that day and the class will sing Happy Birthday. *Party invitations may not be distributed at school unless every child in the class is included.*

DAILY PROCEDURES

Arrival and Sign-In

Children in the 2's and 3's classes should be brought to school at 9:00am. Cars will be met in the carpool line and teachers will get your child out of the carseat and escort them into the classroom. If parents must escort children to the classroom, please park further down in the parking area and cross safely at the designated crosswalk. Please speak with one of the child's teachers so that they may acknowledge the child's arrival. *Children MAY NOT be dropped off at the outside door and be expected to get to class on their own.* Children in the 4's class should be brought to school at 9:15 a.m. If a child in the 4's class has a sibling in the 2's or 3's class, they may be dropped off at 9:00 a.m. with their sibling; however, this arrangement needs to be cleared with the Director ahead of time.

Sign-Out and Release of Children

Children must be picked up at their scheduled dismissal time. Children will only be released to their parent(s) unless the parent(s) have provided the preschool with written notice to the contrary. If a person other than the parent is authorized to pick up a child, that person will be required to present their photo identification to the releasing teacher before the child will be released. Children will be picked up in the carpool line. A teacher will safely buckle your child into their car seat.

Late Pick-up Fees: Parents will be charged a late fee of \$1 per minute for children picked up more than 10 minutes past their scheduled dismissal time. Late fees will be due upon assessment, and shall be immediately payable to the teacher directly or to the tuition box.

Early Pick-up: Parents picking up their children substantially early from preschool should advise the child's teacher upon arrival that day.

School Absence

Parents should advise their child's teacher or the Director if their child will be absent from school, whether due to illness or other family plans. Tuition will not be refunded for missed school. Parents may leave a voicemail message at 968-6114 or email the director at lsloan101@aol.com.

Communicating with Parents

The preschool will communicate with parents primarily through email and notes sent home with your child through cubby mail. Notices are also posted on our parent bulletin board. Anyone who wishes to use school or class-wide email or the "cubby mail" system to communicate with parents should first discuss their plans with the Director. Please copy the director on school-wide or class-wide email. Please do not use "cubby mail" for invitations unless all children in the class are included.

Meetings of the Preschool Board of Directors

The preschool board will meet at the church on the third Tuesday of each month at 7:30 p.m. Parents are encouraged to sit on the Board of Directors. All board meetings are open to any parent. Parents may request to be on the agenda for a board meeting by contacting the chair of the board. Only members of the board of directors may vote at meetings in accordance with Aldersgate Church Preschool By-Laws.

Aldersgate Church Preschool Calendar 2011-2012

August 27	Playground Fun Day 930am-1130am
August 29, 30, 31, Sep 1	Teacher Workdays 9:00am-1:00pm
September 1	Parent Orientation 7pm
September 6	First day of preschool classes
October 10	Teacher Workday for Fours (No school for fours)
October 17, 18, 19	Parent/Teacher Conferences
October 20	DOPA Conference (School closed)
November 6	Preschool Sunday at AUMC
November 10	Teacher Workday (School closed)
November 11	Veteran's Day (school closed)
November 23-25	Thanksgiving Holidays
December 19-30	Winter Break
January 2	School begins after Winter Break
January 16-17	Martin Luther King Holiday – school closed
January 12	Open House for 2011-2012
February 20	Teacher Workday for Fours (No school for fours)
March 23	Teacher Workday (School closed)
April 2-9	Spring Break
April 16, 17, 18	Parent/Teacher Conferences
April 27	Family Picnic 5-7pm
May 23	Last day for preschool students
May 24, 25	Teacher Workdays

