New Hope Moravian Preschool Handbook

2024-2025

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 2024-2025

Director:	**Mrs. Jen (Morris)**
Preschool Assistants:	**Mrs. Kristie (Henderson)**
	Mrs. Kelsey (Greene)
	Mrs. Sara Ann (Icard)
Two-Year Old Class:	**Mrs. Patty (Holland)**
Three-Year Old Class A:	**Mrs. Kristy (Bowman)**
Three-Year Old Class B:	**Mrs. Hannah (Woodring)**
Four-Year Old Class:	**Mrs. Amanda (Grant)**
Transitional Kindergarten:	**Mrs. Dana (Florez)**

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

2024-2025 CALENDAR

September 3rd	1st Day of School
October 31st	Halloween Party
November 11th	No School (Veteran's Day)
November 26th	Thanksgiving Party
November 27th & 28th	Closed for Thanksgiving
December 18th	Christmas Program
December 19th	Christmas Party
December 20th -January 5th	Closed for Christmas & New Year
January 20th	Closed for Martin Luther King Day
February 12th	Valentine's Day Party
February 13th & 17th	No School (CCS Workdays)
March 13th	St. Patrick's Day Party
March 17th	No School (CCS Workday)
April 10th	Donuts with Dads
April 17th	Easter Celebration
April 21st - April 27th	Closed for Easter
May 8th	Muffins with Moms
May 14th	Graduation
May 15th	Last Day/End of Year Celebration

CURRICULUM FOR 2024-2025

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. Our days consist of free play, circle time, story time, snack and social time, Bible stories/lessons, art, music, and outside time. Each month there are general themes and activities that relate to the themes. There is also an ongoing 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 as they prepare students for Kindergarten.

2024-2025
GENERAL THEMES & HOLIDAYS

Month	Themes	Holidays
September	My Family, Friends & Me Five Senses	
October	Community Helpers Safety	*Halloween*
November	Autumn On the Farm	*Thanksgiving*
December	Holiday Traditions Christmas	*Christmas*
January	Winter Polar Animals	
February	Dr. Seuss Healthy Habits	*Valentine's Day*
March	Spring Life Cycles	*St. Patty's Day*
April	Transportation Easter	*Easter*
May	Summer Summer Travels	

HOURS OF OPERATION

ARRIVAL AND DEPARTURE: School hours are from 8:30 to 11:30. Students can be dropped off between 8:30-8:40. It is important that your child be on time so teachers can start the day with everyone there! However, we cannot accept your child before 8:30. Teachers are setting up materials and cannot properly supervise your child before 8:30.

Pick up time is from 11:30 to 11:40. 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 send a 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 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 happens to not be meeting in person at that time, we will make an informed decision and let parents know. A notice will also be sent through our Dojo account informing you of any changes.

STAY AND PLAY: Lunch Bunch (now Stay and Play) is back! This is an opportunity for parents to extend the school day by an hour, while giving children the chance to have lunch, followed by extra playtime, with their friends.
This is offered Monday through Thursday from 11:30-12:30. Parents sign up at drop-off and send a packed lunch with their child if they wish for them to stay. Cost is $5 per day. A bill for the month will be sent home at the end of each month. This payment can be included with your regular tuition check for the following month.

FINANCES

TUITION: Tuition for the 2024-2025 school year is $190 for 3 days/wk and $220 for 4 days/wk. Tuition is to be paid monthly and is due by the 10th of each month, or a late fee will be charged. 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. 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 labeled 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 the director or your child's teacher if you are planning for your child to be out. If your child is sick, please notify the director through Dojo, or 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 are able to issue.

A two-week notice must be given if your child is leaving the program. You will be responsible for tuition during this 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 $60 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 following year.

ACTIVITY FEE: There is an activity fee of $75, due once each year. This can be paid all at once, or half in the fall (September) and half in the winter (February). This fee helps to cover the cost of our special programs, including Stretch n'Grow, Science Center and/or Art Adventures. Our 2 year olds do not participate in all those activities, so their fee is $25, due once a year.

SUPPLY FEE: We also collect a one-time Supply Fee of $25 per child. This allows us to purchase supplies for each child to use in class.

PERSONAL BELONGINGS

CLOTHING: Please dress your child appropriately for school, keeping in mind that we play outside, paint, and 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 or freezing temperatures.

Every child needs an extra change of clothes to be kept at school. We sometimes 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 (sent home at Open House). Remember to change out extra clothes with the season (pants and warmer clothes in the fall/winter; shorts and cooler clothes in the spring).

CUPS: We ask that each child bring a no-spill sippy cup or flip-top water bottle to school each day. These will be sent home each day and will need to be sent back, washed and filled with fresh water, 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, both at school and from home. Please return the Volunteer Sheet being sent home along with this Handbook, and also keep an eye on Dojo for opportunities to volunteer 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.

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 do offer special activities each month. These include Stretch n' Grow (a fun fitness program), Science Center programming and/or Art Adventures, which is offered through the Hickory Art Museum. We have chapel on Wednesdays. We will also have special guests throughout the year to share special topics of interest with our children.

FIELD TRIPS: We are planning a spring and a fall field trip for this year. Field trips are a fun way to enhance what students are learning in the classroom. Parents are encouraged to join us on these trips and will be needed to help provide transportation. Information about our field trips will be sent home in the monthly newsletters. We are also planning some fun extension activities for students to do within their classes.

SCHOOL PICTURES: We will offer school pictures this year. This is often done as a fundraiser for our school. Both individual and class pictures will be taken. You will have the opportunity to purchase these pictures.

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 will also be posted on Dojo each month for easy reference.
We use the Class Dojo App to share preschool information and maintain communication between teachers and parents. If you have trouble setting up your account, please see Mrs. Jen. We also sometimes use a private photo account to post pictures of our special events (since Dojo limits the number of photos we are able to share at one time).

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 feeling better. Children need to be fever-free, without the use of fever-reducing meds, for at least 24 hours before returning to preschool. 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 also sanitize all toys and materials in an effort to cut down exposure to infectious germs.

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 them and 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.

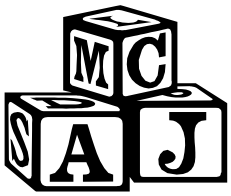
DISCIPLINE

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; then, when the normal activities begin, the 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. Please let us know if you have any questions or concerns throughout the year. We look forward to working with your child this year!