

HOLSTON CAMP PRESCHOOL

Parent Guidebook of Procedures and Policies Spring Term 2022

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Contents

Tuition and Fees.....	2	Inclement weather.....	4
Scholarships	2	Birthdays	5
Enrollment Policy.....	2	Communicating with Preschool.....	5
Vision and Mission Statement	3	Lunch	5
Board of Directors	3	Discipline Policy	6
How We Teach.....	3	Operation Policy.....	8
Tobacco Policy	3	Volunteer Form.....	9
Community and Parent Involvement..	4	Daily Schedule	10
Dressing your Preschooler.....	4	2022 Calendar	11
Snacks	4		



Tuition and Fees

Holston Camp Preschool requires a \$100 non-refundable registration fee per child each semester.

This is used to purchase basic supplies for the school year. Your child's enrollment is secured once the registration fee is paid.

Tuition for the semester (18 weeks) is \$2,970. A monthly payment plan that automatically draws from a bank account is available at registration. Payments may also be made directly to the office by check or credit card.

All tuition is due no later than the 5th day of each month. If the tuition is not paid in full by this date, your child will not be allowed back to school until it is paid in full.

Note that all required forms (Immunization record and North Carolina Standard Health Assessment attachment) must be submitted to the office before enrollment is complete.

There will be a fee of \$50 for all returned checks. After the first returned check, payments need to be in cash or credit card.

Scholarships

We do not have scholarships at this time. We anticipate funding for scholarships in the future. An application will be necessary for any scholarships reviewed and awarded by the Board of Directors.

Enrollment Policy

Holston Camp Preschool has an open enrollment policy. We understand that family situations change or families move in and out of a community. Because we want to be supportive of all of these situations, we will accept children into the program throughout the year if space is available. Enrollment is done through the portal on our website.





Mission and Vision

Our mission at Holston Camp Preschool is to provide a safe and supportive environment for children (ages 3-5) to experience positive opportunities to grow and learn physically, mentally, emotionally, and socially. We are a Christian ministry using the stories of Jesus to understand and practice love and grace for all God's creation.

Tobacco Policy

Policy prohibits the use of all tobacco products: everywhere, by everyone, at all times.

How We Teach

Our goal is to provide a safe place for children to grow physically, socially, emotionally, intellectually, and spiritually. Our time together will be centered on supervised outdoor activities. That means learning about science through interaction with nature; learning about socialization by playing games together, and using our imagination to create, build, and explore. We don't have to be indoors to learn numbers or letters. A copy of our curriculum is available.

Our Board of Directors

As a 501(c) (3) non-profit corporation, Holston Presbytery Camp and Retreat Center, Inc. has an active and caring Board of Directors that provides oversight and support to the preschool. The Board is consistently engaged and dedicated to supporting the mission of the preschool. The Board oversees the financial health of the preschool as well as develops policy and guidelines in accord with regulations regarding best practices as a licensed facility.

Dressing Your Preschooler

Because Holston Camp Preschool emphasizes active outdoor play, we will need to prepare for an assortment of weather conditions. Banner Elk weather conditions can change in an instant. We require each child to bring a complete change of clothing in a zip-lock bag. This may be left in the child's cubby. An extra sweater, hoodie, or jacket can come in handy on cooler days. Rain gear is required including hat (hood), boots, and waterproof pants. Be sure to identify clothing with your child's name. In Winter be sure to supply warmer clothes including mittens, gloves, hats, socks, and scarves. Good fitting, closed toe shoes are required. Please no flip flops or shoes that can come off easily. A pair of water shoes or old sneakers will be good for swimming and wading. Preschool is not a fashion show or contest, and we do not emphasize labels or brands. Comfortable, practical, and washable choices are recommended.

REMINDER: We do not do diapers. Children must be comfortable using a regular toilet with assistance. We understand accidents happen, let's be prepared.

Community and Parent Involvement

Our desire is to be a vital part of the Banner Elk and Avery County community with our ministry. We hope that you would share the same commitment by supporting our program. Donations are accepted. Volunteers are encouraged.

Snacks

We provide a morning and afternoon snack. Please let us know of any known food allergies or diet restrictions.

Inclement Weather / Closing

Seasonal weather may require our facility to close. We will send text messages to our preschool families to inform them of the daily situation. We will follow the Lees-McRae College's weather policy for closings and altered scheduling.





Birthdays

Your child's birthday will be recognized on the day closest to his/her birthday or when the parent chooses. It is a special day for every child. Parents are invited to provide a special snack that day to share with the group, all items need to be store-bought in their original packaging. Please ask program director for any possible allergies amongst the children. Please note that we cannot hand out birthday invitations in the classroom unless all students are invited.

Communicating with Preschool

Please let the program director know when your child will be late or absent from class. Class starts promptly and the group may be away from the classroom making late drop-offs difficult to schedule.

Parents' concerns should be addressed directly with your child's teacher. Please schedule a time after or before class to discuss matters in detail so class time is not interrupted. Unresolved concerns can be addressed to the Executive Director of the camp and then to the Chair of the Board of Directors.

Lunch

Holston Camp Preschool does not provide lunch. Parents/guardians will be responsible for sending lunch with their child daily. All lunch boxes/bottles must be labeled with your child's name, and all lunch items must be dated. Your child's teacher will let you know if there are any allergies in your child's classroom and alert you to foods that should NOT be packed in your child's lunch. However, some good ideas of foods to pack include:

Milk: (6-8oz.)

Protein: (1.5oz-2oz) Pork, Poultry, Fish, Cheese, Eggs, Beans/Peas, Yogurt

Vegetables: ($\frac{1}{4}$ cup - $\frac{1}{2}$ cup) Broccoli, Carrots, Corn, Cucumbers, Sweet Potatoes, Lettuce

Fruits: ($\frac{1}{4}$ cup) Watermelon, Bananas, Apples, Strawberries, Blueberries

Grains: ($\frac{1}{4}$ cup- $\frac{1}{2}$ cup, or $\frac{1}{2}$ -1 slice/serving) Pasta, Cereal, Bread, Biscuit, Muffin, Roll

Discipline Policy

Positive reinforcement, consistent praise, and behavior-centered* discipline are all examples of effective behavior management methods. When children are in a safe, nonviolent, positively reinforced, and understanding environment, they are more likely to develop trust, problem-solving skills, self-discipline, and healthy self-concepts. Holston Camp Preschool uses a behavior-centered, positive approach to guide discipline decisions. This belief laid the groundwork for the following behavior management and discipline techniques.

**A behavior-centered approach is when the focus is on correcting/disciplining the behavior instead of the child. Ex. Talking with a child/parent about how a behavior was bad, without implying that the child was bad. This supports the child and reassures them that they are able to make new decisions and not be labeled as a bad kid.*

What We Do

- We communicate with children using positive statements on their level of understanding.
- We talk with children using calm, and quiet voices.
- We explain to children why their behavior is unacceptable, and provide solutions.
- We validate the feelings behind the behavior and provide safe, alternative behaviors.
- We give choices when able.
- We praise and encourage positive behavior in children.
- We are consistent with boundaries and limits set for children, within reason, and given with explanation.
- We model appropriate classroom behavior.
- We are proactive by setting up an environment that reduces potential problems.
- We listen and respect the needs and desires of the children.
- We are proactive in our curriculum to teach problem-solving, self-discipline, and healthy processing of emotions.



What We Do Not Do

- We do not subject a child to corporal punishment in any way. (*Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.*)
- We do not use words that place shame or blame onto a child.
- We do not use words that belittle, embarrass, threaten, intimidate, or harm a child.
- We do not use food, physical activity, chores involving hazard materials or curriculum as a way to punish or reward a child.
- We do not shame or discipline children for bathroom accidents.
- We do not compare children.
- We do not remove a child from a situation to leave them unattended.
- We do not allow discipline to come from children.
- We do not punish, criticize, or mock children's families, backgrounds or ethnic groups.

If Disciplinary Problems Occur

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: *If, at any point, there is an indication/suspicion that a child may have special needs, Holston Camp Preschool will inform the child's family and make contact with Baby Net for assessment and assistance.*



Safe Procedures for Pick-Up and Delivery

Adapted for current COVID-19 guidelines according to the CDC as of 8.24.2021

- Upon arrival, child will be checked in by a teacher/staff member
- Children will have temperature and symptoms checked before entering the building
- Children with a temperature above 100.4 will be refused admission
- A responsible adult will escort the child from the car, into the building
- Children should never be left unattended
- Children will only be picked up at the designated pick-up location
- Parents may pickup their children at 5:00pm.
- Upon dismissal, child will be checked out by a teacher/staff member
- A responsible adult will escort the child from the from the building, to the car
- Children should never be left unattended
- Only persons authorized in writing will be allowed to pick-up a child

Operational Policies

Holston Camp Preschool will operate Monday through Friday from 8:00 am to 5:00 pm for 18 weeks per semester.

Holston Camp Preschool will serve children ages 3-5.

Holston Camp Preschool will admit students who have been cleared with a physical by a health professional, who are potty-trained, and who have completed our application/enrollment process.

Holston Camp Preschool's tuition is \$2,970 per semester (18 weeks) plus \$100 non-refundable registration fee for a total of \$3,070 with an option to pay monthly.

Holston Camp Preschool will offer early drop-off and late pickup options for an additional \$40 each/per week. This can be added to the monthly payment plan.

Holston Camp Preschool will provide a morning and afternoon daily snack. Parent/guardian will be responsible for providing a lunch for their child.

Holston Camp Preschool will ensure that toys and commonly used surfaces will be sanitized daily. Floors will be vacuumed & mopped weekly. Bathrooms and windows will be cleaned weekly. Once a month, staff will do a deep clean of the room, sanitizing surfaces, cabinets, and shelves, and rotating out play materials. The carpets will be deep cleaned each semester.

Holston Camp Preschool follows NC reporting laws stating that : "Any person 18 years of age

or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under G.S. 14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found." Following this, Holston Camp Preschool teachers and staff WILL be required to report any suspicions of child maltreatment immediately. Their reports may include photo evidence if applicable.

Holston Camp Preschool encourages a working relationship with parents/caregivers, offering bimonthly opportunities to visit our facility and get involved. This may be in the form of workshops, fellowship, or children's programs.

Holston Camp Preschool follows the Health at Every Size paradigm. "HAES proposes that we (1) encourage body acceptance, (2) support intuitive eating, and (3) support active embodiment."

Holston Camp Preschool does not provide lunch. Parents/guardians will be responsible for sending lunch with their child daily. All lunch boxes/ bottles must be labeled with your child's name, and all lunch items must be dated. According to 10A NCAC 09 .0901 GENERAL NUTRITION REQUIREMENTS: (c) "When children bring their own food for meals or snacks to the center, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the center must provide additional food necessary to meet those requirements."



Get Involved!

Ways to give my time!



- Read a book to our class!
- Lead a craft in class!
- Sing a song with our class!
- Assist with classroom parties!

Ways to give my resources!



- Check out our classroom wishlist for ideas of classroom donations!
- Check with your child's teachers on what snacks you can donate!
- Sponsor a teacher appreciation meal!

It takes a BIG heart to shape little minds

Volunteer Form

First & Last Name: _____

Phone Number: _____

Email Address: _____

Please contact me with ways I can donate my time

Please contact me with ways I can donate my resources

I'd like to volunteer/donate:

Weekly

Bi-Weekly

Monthly

DAILY SCHEDULE

TIME	SCHEDULE
8:00am-8:30am	Arrival
8:30am-9:30am	Free Play
9:30am-10:00am	Snack
10:00am-10:30am	Daily Lesson
10:30am-11:30am	Outside Play Time
11:30am-12:00pm	Music
12:00pm-12:30pm	Story Time
12:30pm-1:00pm	Lunch
1:00pm-2:00pm	Rest
2:00pm-2:30pm	Art
2:30pm-3:30pm	Outside Play Time
3:30pm-4:00pm	Snack
4:00pm-5:00pm	Free Play

NOTES

Schedule is subject to change at anytime without notice, based on weather, general safety, special events/activities and teacher's discretion

2022 HOLSTON CAMP PRESCHOOL CALENDAR

JANUARY

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

FEBRUARY

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

MARCH

S	M	T	W	T	F	S
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

APRIL

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

JUNE

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- First & Last Days of School
- Spring Break
- Holiday; No School
- Summer Day Camp

Notes and Numbers

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