

ROSE OF SHARON PRESCHOOL HANDBOOK

TABLE OF CONTENTS

Table of Contents.....	Page 1
Introduction.....	Page 2
Mission Statement.....	Page 2
Message from the Pastor	Page 2
Message from the Director	Page 3
Preschool Team.....	Page 3
Schedule	Page 3
Admission Procedures.....	Page 4
Tuition and Fees.....	Page 5
Arrivals & Departures.....	Page 6
Communication	Page 7
ROS Preschool New!.....	Page 7
Inclement Weather	Page 7
Birthdays.....	Page 7
Clothing.....	Page 8
Diapers, Potty.....	Page 8
Food and Beverages	Page 8
Sick Policy.....	Page 9
Administrating Medication(s).....	Page 9
Behavior Policy.....	Page 10
Procedure for Discipline.....	Page 10
Tobacco and Smoking.....	Page 11
Enrichment Programs	Page 11
Housekeeping.....	Page 11
Termination.....	Page 12
Neglect and Abuse.....	Page 12
Scheduled Closing Dates.....	Page 12

PRESCHOOL HANDBOOK

Please familiarize yourself with the contents of the handbook and retain it for future reference. Should you need additional information or have questions regarding our program, please call the Preschool Director at 919-471-3705.

MISSION STATEMENT

Rose of Sharon Preschool is a ministry to children ages 2 to 5 years, and is located at Rose of Sharon Baptist Church. Our ministry seeks to provide services that meet the physical, emotional, mental, and spiritual needs of the children we serve at reasonable rates. To do this, we offer a safe, nurturing environment for play; kind caregivers; healthy meals and snacks; time for rest and outdoor play; and activities to stimulate development. This program is designed to exercise their bodies and minds through songs, games, movement, memory verses, Bible stories, creative play and crafts. We also teach the children that they are special creations of a heavenly Father. The preschool program also focuses on the pre-reading and pre-writing skills that will benefit their transition to kindergarten.

MESSAGE FROM THE PASTOR

“But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Luke 18:16 NIV

When Jesus was on this earth teaching, preaching, healing and performing miracles, there would be children interspersed within the crowds. On one occasion, the children were clamoring to be near Jesus. I can imagine some even tugged at His garment or tried to climb into His lap. The disciples were quick to try to dismiss the children. But Jesus called the children to Him and told His disciples to “***let the little children come to Me.***” He also warned them to “not hinder them” from doing so. Then He states that all of us must come to God with the same child-like faith.

At Rose of Sharon Preschool and Church, we believe that Jesus is still calling children to Himself today. We believe that children should know that God loves them and that Jesus loves them. Our teachers are all church members and are committed to showing Christian love to your children. As Pastor, I am committed to teaching your children about God’s love for them. Our intention is not to try to convert your child, but to lay a foundation in their lives so that, by the time they graduate from the preschool, your children will know that Jesus loves them.

If you do not have a church family, we would like to invite you to attend Rose of Sharon. Our staff is dedicated to reaching all age groups here at our church. Our vision at Rose of Sharon is to be “A Place Where You Can Grow.” As your child grows and matures, our prayer is that the object lessons and the memory verses they have learned will help them come to faith in Jesus. My prayer is that “Jesus Loves Me” becomes more than a song from preschool, and becomes a statement of faith.

Jeff McCarthy

MESSAGE FROM THE DIRECTOR

We are delighted to have your child with us at Rose of Sharon Preschool. We will offer them a variety of experiences and activities all carefully chosen to minister to their physical, mental, social and spiritual needs. Our aim is to provide loving Christian care that will help your child gain self-esteem and well rounded knowledge.

It is important for your child to share with you their learning environment, and it is equally important for you to be assured of the safe, loving care your child receives. Please drop by anytime. If you have questions or concerns, I am in the office most days from 9:00 a.m. to 6:00 p.m.

Elizabeth Parker

PRESCHOOL TEAM

There is a Preschool Team that is made up of church members of Rose of Sharon Baptist Church. The team is selected by the church and is charged with overseeing the preschool, including approval of policies and budget.

PRESCHOOL SCHEDULE

The School is open from 7:00 am – 6:00 pm Monday through Friday. Rose of Sharon Preschool will be closed on the following days:

New Year's Day	Independence Day
Martin Luther King Jr. Holiday	Labor Day
2 Teacher Workdays	Thanksgiving (Thursday & Friday)
Good Friday	Christmas (3 days)
Memorial Day	*New Year's Eve – Close at 4 pm

ADMISSION PROCEDURES

Admission to Rose of Sharon Preschool is open to any child between the ages of 2 to 5 years old. Children will be enrolled on a first-come, first-served basis, upon payment of a registration fee and one week's prepaid tuition. Your child is considered enrolled only **AFTER** the registration fee and tuition are paid and the proper paperwork has been completed.

1. Interested parents should contact the Rose of Sharon Preschool Director and ask that their child's name be put on the appropriate list. When a vacancy occurs, the parents will be contacted.
2. All required forms must be completed and returned with the child by his/her first day of school. Forms include **THE APPLICATION FOR ENROLLMENT, MEDICAL RECORD, PARENT CONTRACT, AND DISCIPLINE POLICY FORM**. State law requires that we keep attendance, health, and identification records on each child, so please help us keep these up-to-date by informing the Director of any changes (including telephone and address).
3. Parents may withdraw their child from the program upon giving the school a two-week advance notice or pay for two week's tuition.
4. The School reserves the right to dismiss any child from the program.
5. A medical form is required for all children entering Rose of Sharon Preschool. The form must be signed by a doctor and returned to the director. If we do not have the medical form within 30 days of your child's enrollment, you will have to remove your child until this information is received. **STATE LAW REQUIRES IMMUNIZATIONS FOR ALL CHILDREN, UNLESS THERE IS A MEDICAL OR RELIGIOUS EXEMPTION.**

TUITION AND FEES

1. Current enrollees must re-register and sign a new contract each year in August.
2. A non-refundable application fee of \$50 is charged on all new applications. This fee covers the cost of accident insurance and supplies.
3. All tuition payments are to be paid in advance on a weekly, bi-weekly, or monthly basis. Fees are as follows:

Full time.....\$195(weekly) ~ \$390(bi-weekly) ~ \$845(monthly)

Full day (part time care)\$50.00/day

Sibling Discount.....10%

Church Member Discount.....20%

Paid Church Staff Discount.....10% (as of March 2024)

Pickup late fee (6:00 p.m.):

 1st occurrence:\$25.00 + \$1.00/min.

 2nd occurrence:\$50.00 + \$1.00/min.

 Late fee increases \$25.00 upon each occurrence.

Tuition late fee\$5.00/day (paid after Tuesday 10:00 a.m.)

Returned check.....\$30.00

ALL FEES ARE DUE BY 6:00 PM ON THE MONDAY OF THE WEEK (OR BLOCK OF WEEKS) FOR WHICH YOU ARE PAYING. DATES SHOULD BE NOTED ON YOUR CHECK.

4. Parents that fail to make tuition payments will result in the following immediate action(s):
 - a. \$5.00 late fee every day it is late.
 - b. Failure to pay all back tuition and fees within the week will release your child's slot.
 - c. Your child may return to Rose of Sharon Preschool if a slot is still open and if your back tuition and all fees are paid in full.
5. Parents receiving Subsidized Childcare are responsible for keeping their paperwork up-to-date, and paying their monthly parent fees, any additional fees that may accrue, plus the additional cost for over fair over market rate set by the subsidy provider. Failure to do any of the above can result in dismissal from our program.
6. There are various days during the year when Rose of Sharon Preschool is closed but fees are still due: Labor Day, Thanksgiving (Thursday & Friday), Christmas (3 days), Memorial Day, Good Friday, two teacher workdays, Independence Day and New Year's Day. Holidays which fall on a Saturday are normally observed the preceding Friday. Holidays which fall on Sunday are normally observed the succeeding Monday.
7. Since we incur costs whether or not your child attends school on a given day, absences due to sickness, vacation, etc. cannot be credited for fee reduction. All fees for all children must be paid whether or not the child is in attendance.
8. Parents who wish to withdraw their child from Rose of Sharon Preschool must give a two-week advance notice or pay for two weeks.

9. We have an Enrollment Incentive Program. If you recommend our school to anyone that enrolls and remains for a month you receive a credit toward your tuition. Full time enrollment receives one week credit and part-time enrollment is based on the number of days they enroll. Make sure you tell them to let the director know so you receive credit toward your tuition.

ARRIVALS AND DEPARTURES

The preschool opens at 7:00 a.m. Please do not ring the bell before this time. The door will not be answered. Children are to arrive fed unless arriving just before a mealtime. We try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop them off.

It is normal for some children to have difficulty separating from parents. Please make your drop-off brief; the longer you prolong the departure, the harder it is for your child. A smile, cheerful goodbye kiss and a reassuring word that you will be back is all that is needed.

During departure times, we expect parents to enforce our rules. Please be in control of your child at all times, especially in the parking lot. The individual receiving the child must sign out each child. You must put the time out and your initials on the sign-out sheet.

Children should **NEVER** be dropped off outside the building.

Upon arrival, the parent should record their time of arrival on the sign-in sheet and initial it.

Upon departure, the parent must inform the child's teacher that the child is being taken home. The parent must also sign their child out by recording time of pickup and initialing the sign out sheet. **DO NOT** forget to sign out.

When you arrive to pick up your child, your official pickup time is when you initial the sign out sheet.

The sign out sheet must be signed by the parent at the end of the week.

If you are late picking up your child, you will be charged an initial late fee of \$25.00 (first occurrence) and \$1.00/minute after 6:00 pm. If you are late a second time, the initial late fee is increased to \$50.00, plus the standard late fee of \$1.00/minute. The initial late fee increases in increments of \$25.00 upon each occurrence. Late fees are due with your next tuition payment.

Your child will be released only to the people listed on the Registration Form. We must have written permission, signed by a parent, to release your child to anyone else. If someone picks up your child that the teacher on duty has not met, we will check identification. Please have them bring a picture I.D. with them. **WE CANNOT REFUSE TO RELEASE A CHILD TO A PARENT WITHOUT A COURT ORDER.**

COMMUNICATION

Parents are encouraged to visit the preschool at any time. About one half hour is an appropriate length of time to visit. Children sometimes become disruptive and act in a negative way if parents stay for long periods of time.

If you have a concern or suggestion (whether positive or negative) about your child or his/her class, please speak with the teacher in the classroom. If you need to talk to the child's teacher about an issue that will take more than a few minutes or have an issue that needs to be discussed in private, please contact the director so that arrangements can be made to cover the class. If you cannot resolve the issue with the teacher, please speak to the director. If you are not pleased with the director's actions, you are asked to contact Pastor Jeff McCarthy.

Parents are encouraged to participate in at least one parent/teacher conference with the child's teacher and the director at times to be announced.

In the entrance hall next to the door, you will find the Rose of Sharon Preschool bulletin board. Check it often for important information. Check the TV in the hallway for upcoming events and notices.

Each child has a cubby to hold a change of clothes, nap things, etc. Please check this daily to make sure he/she has plenty of diapers and/or clean clothes. Also, please make it a habit to check your child's file folder daily for artwork and notices.

ROS PRESCHOOL NEWS!

ROS Preschool would like you to join ROS Preschool News! To receive Preschool messages via text; text **@rospr** to 81010 You can opt-out of messages at anytime by replying, "unsubscribe @rospr". Or to receive message via email, send an email to rospr@mail.remind.com. To unsubscribe, reply with "unsubscribe" in the subject line.

INCLEMENT WEATHER POLICY

Watch WRAL 5 or WTVD 11 for closing information. We will also change the outgoing message on the voicemail (919-471-3705) and send a message through Remind by 6:30 a.m. to reflect closings or delays. The decision will be based on the severity of the weather. We will reopen the preschool as soon as it is safe to do so.

Since we incur costs whether or not the school is open due to inclement weather, lost days due to inclement weather cannot be credited for fee reduction.

BIRTHDAYS

Birthdays may be celebrated at the center. If you wish to have a party in your child's class or send cupcakes, please contact your child's teacher in advance to make arrangements.

CLOTHING

Children often get dirty in the process of their daily activities. Please dress them in comfortable, play clothes. Sandals are fine, but **NO FLIP FLOPS.**

COATS, HATS, GLOVES, ETC. MUST BE CLEARLY MARKED WITH THE CHILD'S NAME. Each child should have a crib sheet and a blanket for naptime. This should be a receiving type blanket or a small thermal blanket. We have limited space to store belongings, so please do not bring quilts, Afghans or large blankets. If bringing a bag to put in the cubby, please make it a small book bag only. **PLEASE DO NOT SEND PLASTIC GROCERY BAGS TO STORE YOUR CHILD'S BELONGINGS.**

Each Friday, your child's sheet and blanket need to be taken home and washed and returned on Monday.

Please make sure that your child has a complete set of weather appropriate clothes, including socks and underwear, in their cubby in case of accidents.

Children need to be dressed in appropriate clothing for the weather. We may go outside as long as the temperature is over 40 degrees, so please bring a coat and hat in the winter.

The children are learning how to handle their own bathroom needs. Please dress them in clothing that is easy for the child to pull up and down.

DIAPERS, POTTY

Unlike many other programs, Rose of Sharon Preschool will accept 2 year olds in diapers. However, you must provide an ample supply of disposable diapers for your child.

Since we have many children in varying stages of potty training, we encourage any interested child to try the potty. We do not force anyone but will cooperate with your efforts at home under the following conditions:

- a. You must provide disposable training pants or cloth training pants and plastic pants daily.
- b. You must dress your potty training child in easy to pull on and off clothing. This means no overalls or one-piece suits, no buttons, snaps or zippers on the pants, etc.
- c. You must provide a diaper or other sufficient protection for naptime.
- d. You must help us make your child understand that going to the bathroom is for the purpose of using the potty only. It is not a place to play and trips every fifteen minutes are unacceptable.

FOOD AND BEVERAGES

The day care provides two snacks (8:40 a.m. and 2:30 p.m.) and lunch 11:30 a.m. daily.

Please make sure that any child arriving after 9:00 a.m. has been fed.

NO FOOD OR BEVERAGE CAN BE BROUGHT IN WITH A CHILD unless it is requested for a special activity. If your child has special dietary needs, please consult with the director. A menu will be posted on the bulletin board in the hall.

SICK POLICY

A CHILD WHO IS TOO ILL TO PARTICIPATE FULLY IN SCHOOL ACTIVITIES (INCLUDING OUTDOOR PLAY) MUST BE KEPT AT HOME.

A CHILD WHO HAS A FEVER, VOMITING OR DIARRHEA, MUST BE KEPT AT HOME UNTIL 24 HOURS AFTER THE LAST INCIDENCE OF VOMITING AND DIARRHEA OR THE FEVER HAS BROKEN.

Any contagious illness does need a doctor's note stating the illness and return to school date. With the health and safety of all children as our top priority, if we do have anything contagious in the school we will monitor all children. Any children with symptoms, parents will be notified and a doctor's note will be required to return.

The child may return after at least one full day following the day child went home and after ALL symptoms are gone and are no longer contagious per doctor's note.

If your child is not able to attend school, a telephone call to that effect will be greatly appreciated. You should call the school by 8:00 a.m.

Parents will be notified to pick up their child if he/she has a fever of 100.4 degrees or higher, vomiting or three times of diarrhea. When you are notified that your child is sick, you **MUST PICK THEM UP IMMEDIATELY**. If neither parent can be contacted, the emergency contacts listed on their application will be contacted. A late fee will be charged if the child is not picked up within one hour. Please notify the director if your child has anything contagious. In some cases, other parents will need to be notified.

In the event of an accident at school, the child will be given first aid. Parents will be notified if the accident is serious. Please keep us updated of any changes in your home and work numbers.

ADMINISTERING MEDICATION

The Center Director or staff members assigned by the Center Director are the only persons allowed to administer medication.

Medication, or special medical procedures, shall be administered to a child only when there is a signed and dated request from the parent or guardian.

Prescription drugs and non-prescription medication shall be in the original containers and clearly labeled with the child's name and dosage schedule. A state-approved form must be filled out in order to leave medicine. Medicine must be picked up immediately after the time frame on the form, or it will be disposed of.

BEHAVIOR POLICY

Children will not be allowed to exhibit any type of destructive behavior.

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting or pinching other children or adults will not be allowed. No use of obscene, derogatory or disrespectful language will be allowed. There will also be no fighting or play fighting or pretending to use guns.

We will make every effort to work with parents when undesirable behavior is present, but we do reserve the right to terminate a child's enrollment when the behavior continues or when the parents are not cooperative in correcting this behavior.

PROCEDURE FOR DISCIPLINE

1. The teacher will speak to the child about the inappropriate behavior and explain to the child how to better handle the situation in the future.
2. If behavior continues, time-out will be given.
3. If behavior still continues, behavior chart in room will be changed to next level.

Behavior Reports

A behavior report will be issued on the first occurrence for biting, spitting, or abuse towards children and/or staff.

For other behaviors, a behavior report will be written when the highest level on behavior chart is reached.

On receipt of a second behavior report, a conference will be called with the parents, teachers and director to discuss a Behavior Plan for the child. If a child accrues three behavior reports in a two-month period, the child's enrollment may be terminated dependent upon the situation and parent involvement in resolution.

Parents will be asked to sign all behavior reports.

POLICY STATEMENT IN REGARDS TO TOBACCO AND SMOKING

All materials used for starting fires, such as matches, lighters, and accelerants shall be kept in locked storage.

Children shall be in a smoke free and tobacco free environment.

Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the child care center or in vehicles used to transport children during any off premise activities.

All smoking materials shall be kept in locked storage.

Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the center.

The operator shall notify the parent of each child enrolled in the center, in writing, of the smoking and tobacco restriction.

*Child Care Rules #0604

ENRICHMENT PROGRAMS

Field trips provide our children with many experiences. We may take the children to the Museum of Life and Science, the strawberry patch, Duke Homestead, Morehead Planetarium and many other places. There are many things to do in our community for preschoolers. We intend to take advantage of as many of them as possible. There is usually a charge for field trips and a need for parent chaperones. If you have time and would be willing to help chaperone some of our events, please let the Preschool teacher know in advance. Suggestions you might have for field trips are also welcome.

Enrichment programs are little added extras (i.e., seasonal field trips, Soccer Shots) offered to the preschool class at an additional fee. Your child is not required to participate in these activities.

HOUSEKEEPING

Tables are cleaned and sanitized before and after each use.

Toys are sanitized on a daily basis.

The last teacher in the classroom for the day makes sure all toys are neatly put away, floors are swept, area rugs are vacuumed and floors are mopped if necessary. Also, makes sure any trash or diapers are taken out.

We have a contract with a cleaning company that is used twice a week.

TERMINATION

We reserve the right to terminate the enrollment of a child for the following reasons (but not limited to):

- Failure to pay, or consistently running past due.
- Consistently late picking up your child
- Failure to complete required forms
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- Chronic disruptive behavior

NEGLECT AND ABUSE

If abuse or neglect is suspected, child care services (919-560-8424) will be called.

2025 ROSE OF SHARON SCHEDULED PRESCHOOL CLOSINGS

January 1 st	New Year's Day
January 20 th	Martin Luther King, Jr. Day
March 14 th	Teacher Workday
April 18 th	Good Friday
May 26 th	Memorial Day
July 4 th	Independence Day (Observed)
September 1 st	Labor Day
September 12 th	Teacher Workday
November 27 th & 28 th	Thanksgiving
December 24 th , 25 th & 26 th	Christmas Holidays
December 31 st	New Year's Eve Close at 4:00
January 1 st 2026	New Year's Day

All class schedules can be found in each child's classroom.