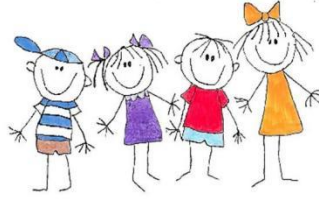


First Presbyterian



Day School

## First Presbyterian Day School Parent Handbook

2026-2027

308 W. Fisher Street

Salisbury, NC 28144

704-636-5377

[dayschool@firstpressalisbury.org](mailto:dayschool@firstpressalisbury.org)

### **Mission Statement**

First Presbyterian Church Day School has a unique role in the development of children in the community. The church seeks to provide an environment in which each child may meet God and be nurtured in a life of fellowship with Him. The First Presbyterian Church Day School seeks to support the mental, emotional, social, physical and spiritual growth of each child. Through the Day School experience, the child comes to know God's love for him/her and as he/she grows in his/her understanding that he/she is a part of the church and develops an awareness of being one of God's children.

Christy Godbold

Director

(704)909-8085

### **Notice Of Nondiscriminatory Policy As To Students**

The First Pres Day School school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Hours of Operation, Arrival & Dismissal, Holidays**

The Day School opens at 8:30 a.m. If you arrive prior to 8:30 a.m., we ask that you wait with your child in your car. Staff will meet you and your child at your car each morning and take your child to his/her classroom. Teachers will be under the porte-cochere during rainy weather. After 8:45a.m., please bring your child with the access card to the church office entrance on Fisher St. and you can walk your child to class. **We know things and mornings can be hectic but being on time provides the smoothest transition for your child, classmates and teachers.**

### ***Dismissal – 12:00pm for 3and 4 year olds, 11:45 for 2 year olds and toddlers***

Pick-up is also by the door, unless it is raining. Teachers will put your child into the car but for insurance purposes will NOT buckle your child. We ask that you pull forward to buckle your child so we can keep the car line flowing smoothly. If you arrive 10 minutes later than your scheduled dismissal, you will receive a late fee notice. After the second notice, a \$25.00 late fee may be added to your account for each occurrence. This fee can be added to the next draft. Please enter on Innes Street and exit onto Jackson Street.

### ***For Your Child's Safety:***

- The double doors entering the Day School always remain locked. To enter the building, press the buzzer on the left side. The church secretary will ask your name, your access card and then unlock the door. She has a surveillance camera to view who enters and exits the building. If you do not have your access card, you will need to enter the building through the church office on Fisher Street.
- If the usual person is not picking up your child, please send a note with the name of the person who will pick up your child or a text to the teachers. In some cases, we will ask for ID verification.

### ***Holidays and School Closings***

Please refer to the school calendar for holidays and breaks. Parents will receive the calendar in email and it is on the church's website. You can request a hard copy if needed too.

### ***Weather***

**The Day School will make a decision relevant to inclement weather no later than 7:00a.m. and will be provided to all parents by email. The safety of our staff and road conditions will guide our decision.**

Parents are asked to pick up your child immediately if bad weather conditions develop during Day School hours. Parents will be notified when the Day School needs to close early.

## Communication

The main source of communication is email and the Parent Folders. Please keep this folder in your child's book bag each day. **Emails are quick and efficient means of communication. We hope you will make reading the Day School emails a priority so you and your child don't miss any important information. We promise to only send emails when necessary and to make them as short and concise as possible... we know how busy our parents are.**

Conferences should be scheduled to discuss any concerns you have about your child.

We welcome parents into our classrooms – please give us a little time to adjust and schedule your visits beginning in October. If you have a special talent or skill, we invite you to come and share with the Day School.

Communication is very important at the Day School and we will try to send a picture once a week of an activity your child is participating in and/or our private Facebook group. Our teachers will try to answer any text or emails as soon as they can safely, which might be afterschool.

## School Supplies

Instead of a normal school supply list, we will have an Amazon wish list that may purchase from but not a requirement. The Day School will only require parents to bring a snack each day, a change of clothes for warm and cold weather and any diapering needs.

## Clothing

We encourage movement and active play and want your child to be comfortable throughout the day. Play clothes that can get dirty or messy are good for school. Please send jackets when needed because we almost always go outside. For girls, we encourage shorts or leggings under dresses. Because our children are playing, running and climbing, **we highly encourage tennis shoes each day.** Sandals, crocs and flip flops can impede their ability to enjoy these fun activities and may cause them to trip and fall.

**Please put your child's name or initials in all clothing, book bags, lunch bags, etc.**

## Snacks

We know children receive a healthy breakfast each morning and with the Day School being a half day program, snack must not extend past 10 minutes, so not to disrupt the routine of the day. Snack time is just that- a quick snack to carry them through until lunch. Parents are asked to provide a morning snack for their child. Snacks should be small and healthy. Remember this is a quick snack, not a mid-morning meal; one or 2 small items are plenty. Also, please send a

labeled plastic water bottle or cup **with only water**. You may send it empty and we will be glad to fill it. Please do not send metal or “Yeti” style cups. They can make lots of noise which may cause students who have sensory issues to be uncomfortable. First Presbyterian Day School is a nut-free facility. **Please do not send any items with nuts or processed in a nut facility. We, also, have a staff member with a severe orange allergy. For their protection, we ask that you avoid sending oranges or fruit items that may contain oranges.**

Suggestions for snacks: goldfish, graham crackers, pretzels, small fruit, dry cereal, cheese, crackers, veggie straws or cut up vegetables. But remember, one or 2 items is plenty.

### **Birthdays**

Many of you like to send treats for holiday or your child’s birthday. Please talk with your child’s teacher before sending items in so we don’t get multiple treats on the same day. Remember for health and safety concerns, all shared treats must be store bought and nut free.

### **Health & Safety**

The Day School only enrolls children who have up to date immunization records.

#### ***Illness***

Sick children, including ***but not limited to a fever of 100° or higher, any communicable disease such as severe cold, diarrhea, nausea, vomiting, undiagnosed rash, non-clear runny nose, pink eye, head lice or consistent coughing*** should not be brought to school. Your child must remain at home for 24 hours AFTER the symptoms subside. Teachers, with the approval of the Director, may refuse to accept a child who exhibits any of the symptoms listed above. If your child develops any of these symptoms while at school, you will be notified and asked to immediately pick up your child.

If your child needs medication to help with illness symptoms (such as ibuprofen for a low-grade fever) to come to school, please keep them home. They may need more rest and cuddles to recover, nor do we want to possibly infect others.

#### ***Medicine***

Medications will not be administered at school without specific instructions from a parent and doctor. If medications must be administered at school, parents should complete the appropriate medication request form and return it with the medication to the director.

#### ***Emergency Treatment***

If a child is injured at the Day School, the supervising staff member will assess the injury and determine which of the following is needed:

- a) Simple first aid provided at the school for an injury needing minimal attention;
- b) Contact the parent to determine if parents need to come to the school or medical transport is needed for more serious injury or illness.

## **Toilet Learning**

We realize each child is different and has his/her own developmental timetable. Research shows that young children cannot successfully learn how to use the toilet until they are physically, mentally and emotionally ready. Positive toilet learning usually occurs when children have shown signs of physical control and awareness of their bodily functions and have an interest and curiosity about the process.

Toilet learning is an exciting yet challenging time for children and parents. One of the most important factors in making this process successful is a family/teacher partnership that supports the child. We will work with you to make sure toilet learning is carried out in a positive way that is appropriate for your child's physical and emotional abilities.

Our staff is committed to help facilitate this process.

The following guidelines are followed:

- Teachers and parents share information and make consistent home and school plan. Toilet learning is never coerced. The individual developmental abilities of each child are considered.
  - Reminders and encouragement to use the bathroom are provided throughout the day.
  - Children are supervised during toilet learning and are praised for their efforts and accomplishments.
  - Children are never reprimanded emotionally or physically for soiling, wetting, or not using the toilet.
- Families should provide sufficient extra clothing for their children.
  - If an accident occurs, the child is changed into clean clothes.
  - Any extra clothes that are worn home should be replaced the next day.
- Families are kept advised on their child's progress on a regular basis according to family wishes.
  - If a child has repeated accidents at school, the teachers and/or Director will meet with you to reassess the process.
  - If we determine that your child is not ready for underwear, it may be necessary for him/her to return to diapers/pull-ups as we continue the toilet learning process.

## **Discipline Policy**

The philosophy at First Presbyterian Day School is that everyone and everything here is safe – our bodies, our feelings, our toys and our equipment are all safe. Teachers will explain the class rules and expectations to the children and be consistent, firm and fair when enforcing them. Setting limits gives children a sense of security.

Steps to address unacceptable behavior:

- If a problem arises, the teacher will remind the child of our class rules and will use positive methods of modification such as redirection, verbal explanation of why behavior is inappropriate and role play of alternate behavior.
- When attention must be given to a child's persistent unacceptable behavior, the child will have a time-out period apart from the group before being allowed to resume activities for other children.
  - This time-out period is never a long amount of time (One minute per year of age is acceptable. Ex: 3 yr old will be in TO no longer than 3 minutes).
  - Time-out is not used as a punishment but rather to redirect the child, allow time to separate from the activity and to talk about appropriate behavior choices.
  - If a child becomes uncontrollably disruptive to the other children, a parent will be contacted.
    - ◆ If the staff should determine that a child's continuous undesirable behavior is detrimental to the other children in the group, the teacher and Director will request a conference with the parents to discuss the options, as a last resort, dismissal from the program.

Physical punishment, ***slapping, spanking, etc.*** will not be allowed as a method of punishment nor will the verbal threat of such punishment be tolerated.

## **Biting**

Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition, most commonly seen between thirteen and twenty-four months of age. Biting is a particular concern for the staff in the Toddler and Two Year Class.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve the desired results. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized.

Our teachers plan and supervise activities carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions.

Our policy for handling a biting incident is the following:

- The biter
  - is immediately removed from the group with a firm **NO**.
  - is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- The child who was bit is consoled and the area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.

#### Repeated Biting

- We will work with the parents to develop a plan to help their child refrain from biting. We review the context of each biting incident looking for a pattern, to hopefully prevent further biting behavior.
- We work with the child to help them learn to positively resolve conflict or handle frustration in an appropriate manner.
- We may adapt the environment to reduce any child stress.
- In rare cases, we may ask a parents to withdraw their child if we cannot get the biting under control.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

#### ***Aggressive Behavior***

Our school is committed to addressing developmental and behavioral concerns as soon as they arise. If our staff identifies developmental concerns, the parents are promptly contacted. The staff will work with the family to share information, make recommendations, and discuss an individual program for meeting the needs of the child. Our staff uses positive guidance techniques when working with children. Our policy for handling behavior challenges is the following:

- The parents will be contacted with detailed information about the developmental or behavioral concern
- The teacher and/or the Director and parents will meet together to share information, develop an action plan to support the child, and set a time for a follow-up meeting.
- During the follow-up meeting,
- The teacher and/or Director and parents will review the data and the action plan .
  - They will determine if the plan is working or if additional supports need to be included.
  - At this time, we may suggest collaborating with an outside childhood consultant.
- If all of our interventions as well as those made by the family outside of school have not been successful, we may determine that we are unable to meet the needs of the child. At that time we will ask the family to find an alternate placement for the child.

### **Tuition Payment Policy**

Tuition payments are processed through automatic draft only. By enrolling in the program, families agree to have tuition automatically drafted on the scheduled payment date which is located on the school calendar.

If a payment is returned due to insufficient funds or any other reason, the following policies will apply:

- The returned payment must be repaid in cash, along with any bank or processing fees incurred.
- After a second returned payment, all future payments must be made in cash.

If a family chooses to withdraw from the program, tuition payments are non-refundable for the remainder of the month.

If your family experiences a financial hardship, please contact the director as soon as possible to discuss your situation and we will do our best to work with families when challenges arise.

### **Serving Families**

The Day School strives to work in partnership with the family of each child we serve. Our goals are to ensure the child has a safe, enjoyable learning environment and the parent knows their child is well cared for and loved. At any time, please reach out to your child's teachers and/or the Director to share your thoughts, appreciation and concerns.