UPPER ROOM CHRISTIAN ACADEMY

A PREPARATORY SCHOOL

Preschool ~ 10th Grade

2010-2011

PRESCHOOL PARENT/STUDENT HANDBOOK

3330 Idlewood Village Drive
Raleigh, North Carolina 27610
Main Office: (919) 829-6250
Fax: (919) 829-6193
www.urcap.org

October 5, 2010 Revision

Table of Contents

Welcome from Pastor and First Lady Wooden.....pg 2

From the Director's Pen.....pg 3

Mission/Purpose.....pg 4

Philosophy of Education.....pg 5

Preschool Staff/Non-Discrimination Policy.....pg 6

Arrival and Departure/Parking.....pg 7

Visiting/Arbitration/Safety.....pg 8

Adverse Weather/Discipline Policy.....pg 9

Child Abuse/Enrollment/Meetings/Tuition.....pg 10

Vacation/Referral/Clothing.....pg 11

Meals/Office/Visitors/Communication.....pg 12

Volunteers/Chapel/Illness.....pg 13

Medication/Emergency/First Aid.....pg 14

Fire Safety/ Contagious Diseases.....pg 15

Welcome from Pastor and First Lady

Dear Parents:

"Behold, children are a heritage from the Lord, the fruit of the womb is a reward" (Psalm 127). The statement "children are a heritage from the Lord" can be more simply put "children are God's homework assignment to parents." With that assignment comes the awesome parental responsibility for the care, education, and most importantly, spiritual guidance of your children.

Welcome to the Upper Room Christian Preschool – A Preschool of Excellence. We are honored that you have chosen us to serve your childcare needs. Your children will be in the care of qualified educated staff members who are born-again believers.

Our youth are faced with many challenges. They are referred to as Generation X and are on a desperate search for meaning and purpose in life. An unknown author captured the downward societal slide when he wrote: In the 1950's, kids lost their innocence. In the 1960's, kids lost their authority. In the 1970's, kids lost their love. In the 1980's, kids lost their hope.

We must restore hope to our children. They must have absolutes and only in Christ can that be guaranteed. The Bible declares in Matthew 5:18 that "heaven and earth will pass away before one jot or tittle of God's word." God's word is true.

As Christian educators, it is imperative that we train even our preschoolers to think biblically, which means that students should learn to love God with all their minds (Mark 12:30). In fulfilling God's assignment to bring up and biblically educate your children you have chosen us to assist you. Thank you for calling on our preschool to support you in this important work. Your children *will be* trained spiritually, academically, socially and emotionally at the Upper Room Christian Preschool.

Respectfully submitted,

Pastor Patrick Wooden, Founder/CEO
First Lady Pamela Wooden, School Board President

From the Director's Pen

Dear Parents:

Welcome to the Upper Room Christian Preschool where all children are seen as a gift from God, all families become a part of ours and where the staff is committed to serving the God of the bible.

We are so excited that you chose us to partner with you in the rearing and education of your child. As we know, the formative years are a wonderful and critical time for children. The experiences they will have and the characteristics and skills they develop during the preschool years have a tremendous impact on their later success in school and in life. This is the time when we must lay a strong foundation so that they can build upon it for years to come.

Throughout your preschool experience with us you will constantly be reminded of Psalm 127:4 as it compares children to arrows in the hand of a mighty man. We all know that arrows that are properly honed and purposefully aimed will hit their intended mark. It is ironic that in the sport of archery, an arrow that misses its target is called a "sin". Our goal at Upper Room is to hit the mark by intentionally instilling 'God First' principles in the lives and minds of our children so that we will not commit a "sin", but we will help to guide the arrow "home" where it hits the target. Proverbs 22:6 says, "Train up a child in the way he should go: and when he is old he will not depart from it."

We invite you to get involved during the school year and help us to create memorable moments for our children by joining us for Friday chapel services, participating in special events, joining a committee or volunteering in the classroom.

In closing, I want you to know that my door is open to you. I look forward to the time we'll spend together as we all do our part in making their preschool years the most gratifying experience possible.

Sincerely,

Miss Margaret

MISSION STATEMENT

The Upper Room Christian Academy exists to partner with families and churches to prepare students for biblical, academic and social excellence.

PURPOSE

The Upper Room Christian Academy Preschool is a four-star center that provides a comprehensive program catered to meet the educational, social, emotional and spiritual needs of children ages 2-5. Our core curriculum is the Wee Learn curriculum, which is a Bible-based learning program that addresses all areas of development. In our four year old classes we also incorporate the Abeka curriculum. We also use supplemental resources to enhance our curriculum. Using both programs allows us to prepare children to be successful in their educational endeavors and every aspect of life. We believe that each child is "fearfully and wonderfully made" (Psalm 139:14) and recognize each one as a special individual.

We are housed on the first floor of the James Henry Turner Educational Facility. This state-of-the-art building which also houses our academy has over 66,000 square feet consisting of 33 classrooms, a gymnasium, a computer lab and media center.

James Henry Turner Educational Facility

Home of the
Upper Room Christian Academy

PHILOSOPHY OF EDUCATION

The Upper Room Christian Academy Preschool is an entity and ministry of the Upper Room Church of God in Christ. Our preschool operates in harmony with our church. All teaching and beliefs are grounded in the Bible, which is God's Holy Word. Our employees are professing born-again Christians who believe that God has called them into a place of service to Him. Our teachers are encouraged to develop a biblical worldview and give evidence of growth in character and integrity.

We believe that all children can learn if placed in an environment conducive to learning.

We believe that every child has inherent abilities.

We believe that every child should be treated with dignity and respect.

We believe that every child needs to be loved and accepted unconditionally.

We believe that every child needs to gain approval and receive praise from peers as well as adults.

We believe that every child has a need to develop independence by way of assuming responsibility and making choices.

We believe that every child has the need to be creative.

We believe that every child has the need to express ideas and emotions in a constructive way.

We believe that every child needs to be allowed to develop socially, emotionally and intellectually at his/her own pace.

Preschool Staff

Our administrative staff is comprised of an Administrative Director and an Assistant Director. The basic qualifications for our preschool teachers are:

- A love for and understanding of young children
- An ability to teach and recognize the potential of individual children
- Personal faith in Jesus Christ as Savior and Lord
- Agreement with the doctrine of Upper Room Church of God in Christ
- Specific education requirements dependent upon position
- A conviction concerning the necessity of Christian education

Our staff is fully qualified and child-teacher ratios meet all local and state requirements for a four-star center. All lead teachers are required to work towards the completion of an Associate degree in Early Childhood education and co teachers are required to complete a minimum of the Early Childhood certificate. The director must have a bachelor's degree and Level III director's certification through the Division of Child Development.

The administrative staff is available to discuss any special needs or concerns you may have. In addition to our regular staff, other resources such as a certified speech and language pathologist and medical personnel are available for consultation/evaluation.

Under the guidance of the staff, our Preschool will strive to maintain a happy, positive and relaxed atmosphere where children will be motivated to develop skills that will prepare them for school.

Non-Discrimination Policy

Upper Room Christian Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children of the school. It does not discriminate on the basis of color race, national or ethnic origin in the administration of its educational policies, admissions, policies and other school-administered programs. We reserve the privilege of setting and maintaining its own standards of student conduct, dress, tuition, fees for services and scholarships. The school reserves the right to refuse or to dismiss anyone who violates the school's standards set forth in the Parent/Student handbook or as defined by the school board and or administration. The school also reserves the right to change policy as deemed necessary.

Arrival and Departure Procedure

We are open from 7:00 a.m. until 6:00 p.m. Monday through Friday which allows for the accommodation of a variety of work schedules. **We ask that children are not staying at the center past 9 ½ hours per day on a routine basis.** Any time past 9 ½ hours constitutes an exceptionally long day for your child to be away from you and his/her home environment.

The preschool closes promptly at 6:00 p.m. and your promptness is greatly appreciated. There is a late fee which goes directly to the teacher staying with your child. It must be paid the same day that you are late. There is a fee of $1.00 per minute starting at 6:01p.m.

In order for children to grow and appropriately develop, a nutritious breakfast is essential. Children should be in the center by 8:30a.m. in order to eat breakfast. On field trip days, it is also necessary to have your children in their classrooms by 8:30a.m.

The Preschool prides itself on offering a planned, balanced, full day program. Unless your child has a scheduled doctor's appointment, please have him/her in the classroom by 9:30 a.m. so that he/she can receive the full benefits of our program. **We will not accept children into the classroom after 9:30 a.m. without a doctor's note unless previous arrangements have been made with the director.**

You are responsible for the drop-off and pickup of your children from their rooms. You must go to your child's room and sign him/her in on a sign in/sign out sheet. Please do not drop off children at the front entrance without signing them in. When you pick up your child from his/her class, please do not allow him/her to roam around the building unattended. This insures that no child mistakenly exits into the parking lot or traffic without a parent. Traffic can be very heavy during arrival and departure times.

Only authorized persons will be allowed to pickup children from the preschool. You must provide the names and phone numbers of people you allow to pickup your children on your emergency card. In addition to written permission, a picture I.D. is also required for unfamiliar people.

Please hold your child(ren)'s hands at all time when crossing the street.

Parking

The drive thru lanes must be kept free of parked cars at all times.
Visitors to the school are required to park in the parking lot. Please do not park in the spaces designated for the Administrative Staff. We know that you intend to make drop-off and pickup a quick process; however, there is always the possibility of unexpected occurrences. Also, do not block traffic by parking along the driveway or under the canopy. Your failure to follow the established parking procedure could result in your vehicle being towed at your expense.

When Visiting Our Campus

All campus visitors are asked to remember the following:

- Smoking on the campus is prohibited. This includes inside the building and on the grounds outside of the building.
- Loud music is prohibited. Your music should not be audible outside of your vehicle.
- Use of profanity or vulgar language/behavior will not be tolerated.
- Clothing should not be revealing, keeping in mind that we are a Christian school. All body parts should be properly covered. Clothing with inappropriate language, graphics or symbols should not be worn when visiting the preschool.

Christian Arbitration

We invite you to become prayer partners with us here at Upper Room Christian Academy Preschool. Your consistent, earnest prayers for our children, staff and families will be honored by the Lord and answered according to His perfect will. Please pray for the many needs of the Upper Room Christian Academy Preschool.

Here at URCAP, we agree to follow the Biblical principle of Matthew 18:15-17 for resolving disputes. Confidentiality will be observed in regard to children, parents and school matters.

Upper Room Christian Preschool teachers and staff are Christians and believe that the Bible commands us to make every effort to live peaceably with each other. If a situation arises, you are encouraged to go directly to your child's teacher to seek reconciliation. If the matter is not resolved, you should then go to the Administrative Director or Assistant Director of the preschool.

Safety Procedures

Upper Room Christian Academy is dedicated to providing a safe environment in which your child can flourish. However, no matter how safe the program, accidents can occur from time to time. Our staff is certified in first aid and CPR. For most accidents, you will be notified by telephone. Upon your arrival at school to pick up your child, you will be given an Incident Report. This form will provide you with pertinent information regarding the injury, as well as the type of first aid given. Your signature on the form will attest that you have been notified of the incident.

Please keep in mind that we are a "nut free school". All products that include any type of nuts are prohibited. Thank you for helping to ensure the health of all of our children.

Adverse Weather

In case of inclement weather, school cancellations will be announced on the radio station, The Light 103.9 and television stations WRAL-TV, Channel 5 WTVD-TV, Channel 11. Please listen to these stations for information concerning delays and closings. You will also be contacted via e-mail. You can also call the school for the updated recordings.

Discipline Policy

It is our desire for your child to leave us feeling good about his/her day. The teachers model appropriate behavior and encourage self-respect and respect for others. They set developmentally appropriate limits and provide a variety of positive discipline techniques. These techniques which help children to internalize rules and become self-directed in their behavior include presenting choices, problem solving, natural and logical consequences, ignoring, redirecting and "cooling off" periods. Praise for good behavior is also encouraged. We work with children to help them find alternatives to responding physically in stressful situations and strive to make the preschool a safe place where they know that hitting their friends or adults is not acceptable.

Positive interaction between adults and children is essential to the development of a child's social and emotional health. Discipline techniques that teach a child what to do rather than what not to do have proven especially effective in helping a child learn self-discipline and self-reliance.

Our staff makes every effort to help children who may experience adjustment problems. If a child is unable to function effectively in the routine after an adjustment period, the Preschool reserves the right to require the child's withdrawal after consultation with you. We also obtain assistance from agencies that provide behavioral management assistance for parents and teachers.

Whereas we believe in Biblical mandates concerning the rearing of children, we ask that parents refrain from spanking their children in the presence of their peers.

The following guidelines regarding positive reinforcement are as follows:

- Children will not be subjected to punishment of physical nature such as shaking, spanking or cruel punishment.
- Children will not be subjected to punishment of a psychological nature, such as humiliation by derogatory or sarcastic remarks, harsh or profane language or implied threats of physical punishment.
- Children will not be treated in a punitive manner or shamed when a bathroom accident occurs.
- Children will not be denied food or rest as punishment.
- If punishment is needed as a last alternative, it will be time-out according to the age of the child.

Child Abuse and Neglect

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such a case arises, the alerted staff member will report to the Director. The Director will then notify the Protective Services Unit of the Department of Health and Human Services.

Enrollment/Admissions

Parents desiring to enroll their children here at URCA Preschool should call the office and schedule a tour and interview with a member of our Administrative Staff. During the interview, you will be informed about our policies, procedures and expectations. You will also be given an opportunity to express your needs and desires for your child and family. You will be given a copy of the Parent Handbook and asked to sign a statement acknowledging receipt of your handbook.

The following items are needed to complete the registration/enrollment process:

- Orientation interview with the director, assistant director or designated administrator
- Copy of child's most recent physical and updated immunization record
- Emergency card
- Completed application form and registration fee
- A Signed Statement of Cooperation
- A Signed and Smart Tuition Form

Registration will not be considered complete until all of the above information is received.

Mandatory Parent Meetings

There is one mandatory parent meeting held at the beginning school year. At least one parent representative from each household is required to attend the meeting. At the meeting we will go over the parent handbook and other important school issues.

There are also two parent/teacher conferences in the school year; one in the Spring and one in the Fall.

Tuition Payments

All tuition payments will be made directly to **Smart Tuition**. All accounts are billed on a monthly basis and payment in full should be made by the date selected on your enrollment form. Payments can be made by check, credit card or automatic draft. If your account carries an outstanding balance beyond the due date a follow up charge of $30 will be assessed to your account and you will receive a phone call from a representative regarding the status of your account until your account is paid current.

If your child is sick for five consecutive days, you will be given one-half week's credit for the week your child was absent due to illness. This is for **sickness only** and a doctor's note is required.

Vacation Week Credit

After your child has attended our program for one **continuous** year, you may take one week's vacation with no cost for tuition. You must notify the front office at least two weeks in advance in order to receive this benefit.

Referral Bonus

If you refer our school to a family and they enroll their child (ren) you are eligible to receive a tuition credit equal to 10% of your monthly tuition. The family must pay the application fee and the must attend for at least on week with pay in order for the credit to be applied to your account. Please request any family that you refer to list your name on the application in the space provided.

Clothing and Belongings

Your child should wear play clothes and sneakers to school. In the summer, some children wear sandals or flip flops. Although these shoes are cute and attractive, they have the potential for providing a safety hazard to your children. It is easy to trip and fall while on the playground as well as in the hallway; therefore, children are not allowed to wear flip flops or slides. Boys are not allowed to wear pants that hang off their bottoms ("sagging"). This also creates a potential safety hazard. In keeping with the mandate of our governing body, the Upper Room Church of God in Christ, little boys are also not allowed to wear earrings.

Each child needs to bring at least two complete sets of clothing in case of an accident. This set of clothing must include socks, underwear, pants and shirt. We also require an extra pair of shoes. Please label all items and place them in a 3-gallon container. Rubbermaid and Sterilite make perfect containers for storage. Children should wear appropriate seasonal clothing at all times.

Two-year olds should have three sets of clothing on hand at all times. They will also need a full set of pull-ups and a complete box of wipes. Your child's soiled clothing will be placed in a plastic bag and you will be notified that you need to pick it up. If it is not picked up in a week, it will be discarded. Additionally, if your child soils his/her underwear or clothing to the extent that it requires extensive cleaning, it will be discarded.

We ask that you not dress your child in expensive clothing that could be misplaced or stolen. This mainly pertains to jackets and/or coats (e.g., Avirex). Coats are placed in your child's cubby and are not visually supervised on a continual basis. We are not responsible for clothing that is stolen or mistakenly taken by someone.

Your child will also need two pieces of covering (i.e., crib sheet and blanket) for his/her cot. Your child's cubby space should be checked daily for soiled clothing. The covers are to be taken home every Friday to be washed and returned every Monday. **It is important to remember your child's covers because health laws require them on every cot**.

Meals

We provide nutritious breakfasts, lunches and afternoon snacks. A menu is posted monthly. You are welcome to bring an alternative if your child does not care for a specific lunch. However, please note that we are required to provide foods from all of the food groups in your child's meals. If your child has food allergies, a note is required from your child's pediatrician so that food replacements may be provided. When providing a snack substitute be mindful of the following:

- Only healthy snacks are allowed, i.e. fruit, yogurt, snack bars, etc.
- Sweet, processed snacks such as pop tarts, donuts, cookies, etc. **are not allowed.**
- Foods containing any type of nuts **are not allowed**. *Remember, we are a "Nut Free Zone*".

If you would like to celebrate your child's birthday here at the preschool, you may arrange a small-scaled party at least two days in advance of the desired date. This is a time to recognize and appreciate the birthday student within the structure of his/her classroom. Parties are to be held in the afternoon after naptime (e.g., approximately 3:10 pm).

Teachers are not allowed to hand out invitations to private (birthday) parties; however you may place them in the child's cubby.

School Office

The school office is open from 7:30am to 5:30pm. If you need to speak to your child's teacher, we ask that you call the front office at 829-6250 to leave a message. Because the teachers are engaged with your children and in an effort to keep interruptions to a minimal, we do not typically give out individual class phone numbers.

Visitors

We welcome parents to our preschool. We ask that all visitors please come to the front office to sign in and receive a visitor's pass. If your child receives services from outside agencies (e.g., speech therapy), please inform your child's teacher and/or the preschool director.

Parent-Teacher Communication

We recognize the importance of parents and teachers working together to encourage appropriate spiritual and academic growth for your children. There are two scheduled times during the year for parents and teachers to discuss the progress of your child. These parent-teacher conferences occur in October and March of each year. Of course, if you wish to meet with your teacher at other

times, please feel free to schedule a time. This should be a time when they are not required to be engaged with the children.

Daily communication sheets are sent home so that you will be aware of your child's day-to-day activities. This can serve as a framework for conversation between you and your child on your way home. Your child will also have a folder in which you will find his/her work and any pertinent information from the preschool staff.

Partners/Volunteer Program

We traditionally have very active parent body-***Partners of URCA***, our version of the traditional "PTF". Partners meetings are held the second Monday of each month at 6:15 pm. There are many volunteer opportunities that require only an hour or two per month of your time. They also provide support in areas ranging from enriching the educational experience to raising funds to support the many needs of the students and the school.

Generalization and carryover of acquired skills here at preschool can only occur with your participation. We encourage you to find some way to volunteer your time and God-given talents. There are a number of opportunities for you to come and share in your child's learning experience (e.g., field trips, center-based festivities, reading parents, etc.). Sign-up sheets for will be provided for each classroom for various upcoming activities. While parents are not required to attend every field trip the class may take, there will be two trips in the year wherein one parent chaperone per child is mandatory. You will be notified well in advance, so that arrangements can be made in your schedule. Your involvement with our preschool will serve to make us the best preschool that we can be!

Chapel

In addition to daily classroom devotions, weekly chapel services are held on Fridays for our preschool children. These services are held in the Media Center or in the sanctuary. Each class will assume responsibility for leading chapel service on a rotating basis. Services typically include praise and worship, Bible teaching and child-led programs. Parents are invited to take part in our chapel services. Please see your child's teacher to volunteer to share your God-given abilities with us (e.g., singing, praying, teaching children lessons through puppetry, mime, etc.).

Illness/Contagious Diseases

Every effort will be made to promote the physical well-being of all children. We do not have facilities to accommodate sick children; therefore we ask that you not bring or send your child to preschool when he/she is sick. You should make other arrangements for childcare if your child has sore throat, rashes, impetigo, upset stomach, diarrhea or other communicable diseases (please see the Communicable Disease table). If your child contracts a contagious disease, please notify the preschool as soon as possible. It is our responsibility to notify other parents so that appropriate precautions may be taken.

If your child becomes ill while at preschool, you will be contacted immediately to pick him/her up if any of the following symptoms are evidenced:

- A temperature of 100 degrees or higher
- Discharge from ears
- Discharge from or redness of eyes
- Repeated episodes of diarrhea
- Any rash or skin lesions that have not been medically documented by a physician
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing and or coughing

Medication

No medication will be given by our staff without the completion of a "Permission to Administer Medication" form by the parent stating the following information:

- Name of medication
- Time to administer medication
- Amount to be given
- Length of time to give medication

*A prescription medication must be accompanied by the original container or prescription.

*Over-the-counter medications must be cleared with the preschool director or assistant director. We do not give medicines to reduce fever. If your child has a fever or diarrhea, he/she must remain at home until he/she has been symptom free for 24 hours without medication.
With the exception of asthma/allergy medications, all medicines must be locked in the front office. Please do not take your child's medicine to the classroom. Parents are responsible for picking up medicines.
Children should not be entrusted with medicine nor should it be left unattended.

Emergency

Depending upon the emergency, your child will be taken directly to the hospital by an administrator or paramedics. You will be contacted immediately. An emergency medical permission slip must be completed upon admission of each child. Ambulance numbers as well as other emergency telephone numbers are posted in the office and by each telephone including the Poison Control Center.

First Aid

First aid kits are kept in each classroom. These kits are supplied with band aids, bandages, gloves, wipes and gauze. As dictated by the NC Division of Child Development, we are not allowed to put antibiotic creams or ointments on your child without your written permission.

Fire Safety

Once a month, a fire drill is held at the preschool. Units on health and safety are also incorporated in our curriculum.

COMMON CONTAGIOUS DISEASES

Please notify the Preschool immediately if your child contracts any of these diseases. A form must be completed by your child's doctor before returning to school.

Disease	Time from Exposure to Inset of Disease	Period of Exclusion from School
Chicken Pox	14 – 16 days	Until all scales are dry
Impetigo	Not Definite	Until lesions have healed
Measles	5 – 14 days	Until return is advised by physician
Mumps	12 – 26 days	Until all swelling has disappeared or upon advise of physician
Pink Eye	1 – 7 days	Until 24 hrs of treatment are completed
Ringworm	Not Definite	Until 24 hrs of treatment are completed
Scarlet Fever	1 – 7 days	Until adequately treated and temperature completely gone
Strep Throat	1 – 7 days	Until 24 hrs of treatment are completed and temperature is completely gone