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## **Mission**

A Royal Start Preschool's mission is to provide a high quality, developmentally appropriate program that meets the needs of each child and their family by offering a safe educational environment. Our preschool is dedicated to creating positive experiences for children that promote social, emotional, and cognitive growth. We believe a child's motivation to learn and succeed is best achieved with a well-prepared environment. Our curriculum and activities are planned by a well-qualified staff to meet the needs, interests, and abilities of the whole child.

## **Philosophy**

A Royal Start Preschool's philosophy is that a well-planned program encourages both social and intellectual development. We combine academics and structured play for students in a fun, safe, and nurturing environment. Our preschool is a caring place where children grow, learn, and thrive. Our entire staff is passionate about the well-being of children. Our teachers encourage students to think for themselves, make decisions, work towards their own solutions, and express their own ideas and feelings. We believe that our program offers each child a balance of challenging, stimulating experiences. We embrace the belief that parents are the first and most important teachers of their children's lives. Parents are encouraged to participate in a variety of school activities and are welcomed visitors in the classroom at all times.

## **Goals**

- To have an experienced staff of early education certified teachers
  - To use a curriculum based on NAEYC guidelines that is child-centered and provides opportunities for individual, small group, and whole group instructions; spontaneous play; and teacher guided activities
- To offer a wide range of enrichment programs that open new worlds of ideas and experiences
- To support the continuing education of all staff so that they bring the best practices into the classroom
  - To welcome and promote ongoing parent involvement through consistent communication
- To have a dedicated and professional staff that work effectively in partnership with parents for the benefit of each child
  - To provide a low teacher-child ratio
  - To ensure individualized learning and attention to each child
- To maintain state-of-the-art learning environments including a large, well designed outdoor playground, indoor play area, and computer lab

## **Non-Discrimination Statement**

A Royal Start does not discriminate on the basis of race, ethnicity, nationality, color, religion, sex, sexual orientation, or disability in its preschool educational program and admission policies.

## **Confidentiality**

Information pertaining to children enrolled in our preschool is obtained prior to; during and after enrollment and attendance for the academic year. All individualized information is only shared with parents/guardians and relevant staff working with each child. Information will only be released in the case of an emergency for medical care purposes or if required by law. Parents/guardians wishing to share information with an outside party will be required to complete a release form.

## **Admission & Enrollment**

**Application Fee/Tuition/Payment:** There is a \$20 non-refundable application fee. Tuition is \$150 weekly/\$30 daily. Payments are accepted monthly, weekly and biweekly, and must be paid in advance. At this time we do not participate in the Subsidized Child Care Program offered through DHHS/DSS. Acceptable forms of payment: credit/debit card, cash, money order, cashier's check. We do not accept personal checks!

**Sibling Discounts:** If two or more children from the same family are enrolled in *A Royal Start* Preschool in the same year a 10% discount is offered on tuition for the second child.

**Legacy Discounts:** If a sibling is enrolled in the K-11 program at The Point, a discount of 15% is offered to one child.

\*Discounts cannot be combined. \*

**Admission Requirements:** A completed application and the \$20 non-refundable fee must be submitted for review. Children who are age 3 years 0 months to 4 years 11 months on or before August 31st (of the program year) are welcome to apply. All children must be fully potty-trained.

**To secure a seat, the first 2 weeks (\$300) must be paid in advance by August 1st of the program year.** Seats are first-come, first-served. Once 15 student seats are filled, additional applicants will be placed on a waiting list. Acceptable forms of payment: credit/debit card, cash, money order, cashier's check. No personal checks.

**Enrollment Procedures:** Families will receive a phone call notifying them of their child's acceptance. Enrollment packets may be picked up at the school or mailed at the family's request. The *Child Enrollment and Emergency Medical Care* and the Medication Authorization and Action Plan (if

required) forms must be completed prior to the first day of school. An updated child physical and immunization record must be completed by a physician within 30 days of your child's first day of school. All children enrolled at *A Royal Start* preschool will be formally assessed at the school. The date and time of this assessment may be scheduled prior to the first day of school or within 45 days of the child's first day in the program. Children accepted to the program will be invited to "Open-House" during the month of August of the program year. Families are strongly encouraged to attend.

**Attendance:** Please notify your child's teacher via phone or email when your child will not be at school.

**Dress Code:** All preschoolers must abide by a school uniform policy. The uniform policy will be included in the enrollment packet as well as posted in the classroom. Families will be notified of any changes to the uniform policy.

**Supplies:** A preschool supply list will be included in the enrollment packet. Any questions concerning supplies should be directed to the preschool teacher or director.

**Nutrition:** A nutritional breakfast, lunch, and snack will be provided. All meals meet the USDA requirements. Information regarding special dietary needs and allergies must be included on the *Child Enrollment & Emergency Medical Care* form. A *Nutritional Opt-out* form is available for families choosing to provide meals for their child. Children's special dietary needs and allergies must be posted in the food preparation area and in the child's eating area. Please read our Nutrition Policy for detailed information.

**Medication:** Any child required to take medication at school by a physician must have a completed Medication Authorization and Action Plan on file prior to the child's first day of school. Our staff members are unauthorized to administer medication unless these forms are completed and signed by a medical physician. All medication must be labeled with the original labeling and cannot be expired. Parents/guardians must also ensure that all emergency contact information is up-to-date.

**Transportation:** *A Royal Start* does **not** provide transportation at this time.

## **Curriculum & Assessment**

Our preschool environment promotes high student academics, engagement, and active learning. We encourage our students to be active participants on their educational journey. Through the High Scope curriculum, we meet the needs of the whole child while promoting independence, problem solving, critical thinking, creativity, cooperation, persistence, curiosity, and decision making.

Children accepted to *A Royal Start* will be formally assessed prior to or within the first 45 days of enrollment. This formal assessment will help teachers establish an individualized base-line for each child. Throughout the academic year, all children will be informally assessed as our teachers

practice observational-based learning and planning. A formal assessment will be completed each quarter and each child will receive a quarterly progress report. Each child will also receive a weekly update focusing on progress and areas of improvement.

## **Arrival & Departure**

Our school day begins at 7:30 am and ends at 4:00 pm. All children must be picked up no later than 4:30 pm. We do **not** offer before/after school care. A list of local before/after care school programs are available in the front office.

In order to ensure our preschoolers safely arrive to the classroom, all preschoolers must be walked down to the preschool classroom and signed in each day.

All preschoolers must be picked up from the preschool classroom and signed out each day. Preschool students will **ONLY** be released to their parents/guardians or those persons (must be 18 yrs old) listed on the authorization form. Preschool staff members may request to see a valid picture identification card to verify identity. Valid picture id cards include state-issued id, driver's license or permit, passport, bank card, employer-issued id cards. Failure to present an appropriate form of id will result in non-release of the child and the parents/guardians will be contacted immediately. Parents/guardians may visit the school and make changes to the authorization form at any time.

## **Uniform Policy**

All preschoolers must abide by a school uniform policy. The uniform policy will be included in the enrollment packet as well as posted in the classroom. Families will be notified of any changes to the uniform policy.

### *Current Uniform Policy*

#### Monday, Tuesday, & Thursday

Top - Light blue, navy, or white polo style shirt or blouse  
Bottoms - Plaid skirt, skort, jumper OR Khaki or navy pants or shorts  
Shoes - Closed toe sneakers (No lights)

#### Wednesday

Top - White dress shirt button down with tie (boys); white blouse (girls)  
Bottoms - Black dress pants (boys); black or navy skirt/jumper (girls)  
Shoes - Closed toe dress shoes (No sneakers)

#### Friday

Top - Light blue, navy, or white polo style shirt or blouse or *A Royal Start* T-shirt  
Bottoms - Khaki or navy pants, shorts, skort, skirt, jumper OR jeans  
\*No holes, patches, or decorative designs on jeans\*

Shoes - Closed toe sneakers (No lights)

## **Discipline Policy**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child and settle their own disputes.
2. Redirecting behavior when deemed effective.
3. Separating a child from the group (Time-Out) - one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people or misuse of materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group

### ***Discipline Procedures for disruptive behavior***

- An incident report will be written to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and the Preschool Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

## Nutrition Policy

Our goal at *A Royal Start* is to meet the needs of the whole child. In meeting those needs it is our responsibility to provide balanced and nutritious meals to children entrusted in our care.

### Routine

Healthy eating habits involve a routine. At *A Royal Start* our meal times are an important part of our daily schedule. All children will eat at our scheduled times Monday - Friday:

Breakfast	7:30am - 8:00am
Lunch	10:00am - 10:30am
Snack	2:00pm - 2:30pm

Parents will be notified immediately of any changes to meal times. Parents must have their child to school prior to the scheduled meal time and/or snack in order for their child to eat the meal provided by the school. If a child is not present during scheduled meal times or snack, parents are asked to feed him/her prior to his/her arrival to school. Children will not be provided with meals or snacks outside of the specified times with the exception of special snacks for celebratory purposes (ie. birthday). Drinking water will be freely available to all children.

### Healthy Eating

Breakfast and lunch at *A Royal Start* are provided to our children through catering services and meet the USDA meal pattern guidelines and are approved by the Child Care Commission. Parents are asked to provide a healthy snack that also meet the USDA guidelines for children 3-5 years of age. By following these guidelines, modeling healthy eating habits, and implementing physical and nutrition education, we are establishing a foundation of healthy living for our children. Our queens and kings at *A Royal Start* receive meals and snacks based on the minimum requirements listed below.

Breakfast	Lunch	Snack (Choose 2)
Milk (fluid)	Milk (fluid)	Milk (fluid)
Fruit or vegetable or 100% fruit juice	Meat/Meat alternative	Meat/Meat alternative
Grains/breads (enriched or whole grain)	Fruit or vegetable or 100% fruit juice	Fruit or vegetable or 100% fruit juice
	Grains/breads (enriched or whole grain)	Grains/breads (enriched or whole grain)

### Menu

Meals are planned in advance and will include a variety of food and snacks. Parents will be provided with a menu at least 1 week in advance. Menus will also be posted in the classroom. Parents wishing

to provide their child with meals and snacks must ensure the USDA guidelines are met UNLESS we have a signed Nutrition opt-out form on file. If a child brings in a meal or snack that does not meet USDA guidelines and there is no Nutrition opt-out form on file for that child, *A Royal Start* will provide additional food to meet the nutritional guidelines according to the USDA. Please note that any food items provided by the parents for their child's meals and/or snacks must be non-refrigerated items.

### **Food Allergies & Special Diets**

To ensure that we are providing a safe and healthy environment for all children, we are a nut-free environment. Parents of children with food allergies and special diets must provide written documentation to be kept on file. In the case of food allergies, parents must provide:

- Verification of the food allergy and level of severity signed by a doctor
- Complete Medication Authorization and Action Plan forms
- Current Medications (Medications cannot be expired)
- Updated emergency contact information

In the case of special diets due to medical, religious or cultural reasons, parents must provide:

- Statement signed by the health care professional prescribing the diet for medical reasons
- Written instructions by the parents, health care professional, or licensed dietician/nutritionist

Appropriate accommodations will be made on a case by case basis. Parents may choose to sign the Nutrition opt-out form and provide the meals and snack for their child. A list of food allergies and special diets must be posted in the food preparation and child eating areas.

### **Special Occasions**

We encourage parents to bring original-packaged, store bought items that meet the USDA guidelines when celebrating birthdays and holidays. Parents may bring in such items as cupcakes, cookies, and ice cream that do not meet the necessary guidelines for special occasions only. All items must be pre-approved by the director or teacher. Parents are not allowed to bring in sugary beverages for special occasions. Acceptable beverages include water, milk, and 100% fruit juice.

## **Family Involvement**

We encourage families to stay actively involved in their child's education. Together we will make a difference in the lives of our children. Below is a list of family engagement opportunities provided to our preschool families throughout the year.

### **Communication**



- Open-House is held in June and August to aid in the transition into preschool and periodically to showcase achievements.
- All families will be registered for Class Dojo which allows teachers to track students' behaviors and communicate daily with families.
- Weekly newsletters ensure families are aware of learning topics, upcoming events, and provide suggested family engagement activities to do at home.
- Monthly progress reports show individual progress and notify families of areas that need improvement.
- Quarterly report cards show individual achievement levels and areas that need improvement.

### **Participation**

- Families are encouraged to sign up as a Royal volunteer, visit the classroom to read stories, share their culture, and interact with our queens and kings.
- Core Curriculum Night - Families may visit our preschool to learn about the curriculum, participate in hands-on activities, and make take-home educational items to use with their child.
- Festivals - Families are encouraged to join us in fun activities based on different themes.
- Recitals/Concerts - Families may visit the school to watch their child perform and showcase their talents.
- Family Projects - Families will have several opportunities to participate in family projects to showcase their talents, culture, interests, etc.

### **Conferences**

- Pre-enrollment visits may be scheduled by contacting the front office.
- Parent-teacher conferences are held periodically to address child development, parental concerns, and transitions.
- Home visits are offered at the beginning and middle of the school year.

### **Information Requests**

- Families may request general program information at anytime by contacting the front office.
- Detailed information requests may be submitted to the teacher and/or program director. Responses will be provided within 48 hours.
- Families will receive a summary of NC child care laws and rules in the enrollment packet. Families may visit [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov) or contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (in state only) for more information.

## **Illness**

Regular attendance is important to the academic and social success of our students but we understand that illnesses affect attendance. We want to ensure that all students are in a safe learning environment. When children become ill and are unable to actively participate we

encourage parents to keep them at home. This will help prevent other children and staff members from also becoming ill.

Children with a fever at or above 100 degrees fahrenheit, vomiting, diarrhea, undiagnosed rashes, shortness of breath, fatigue, constant earaches or headaches, or pink eye must be kept at home and are unable to return to school without a doctor's note. Children having symptoms associated with such illnesses while at school, will be excluded from the group and sent home immediately. Parents/guardians or emergency contact persons will be contacted and the child must be picked up within the hour. We encourage parents to ensure that students are **symptom-free for 48 hours without medication** before returning to school. Our preschool staff may send any child home at any time due to illness.

If your child will need medication while at school, we must have a completed Medication Authorization form and Action plan (if needed) on file along with the medication (with original label) and updated emergency contact information. Preschool staff members will **ONLY** administer medication prescribed by a licensed physician.

### **Inclement Weather**

A Royal Start is a private school and does not follow local county closing procedures. Snow or other severe weather conditions may require that we close school for the safety of our children and staff.

An announcement will be made as soon as the decision is made to close school.

In the event of school closings due to inclement weather, families will receive an email, text, and/or phone call provided there is no power outage. Please watch Channel WFMY2, WGHP Fox 8, or WXII-12 for up-to-date information. If school is closed for the next day, a definite announcement will be made by 6:30 a.m. Information regarding inclement weather and school closing will also be posted on The Point - College Prep and Leadership Academy's facebook page and website. We ask that parents with access to social media "LIKE" and "FOLLOW" this page for detailed information.

Occasionally, very bad weather develops during the day. We monitor weather information continuously and will close school early if conditions are becoming more hazardous. If this seems likely, please listen to your radio or watch your television for instructions. Your child's teacher will make an attempt to reach you by phone, text, or email provided there is no power outage. School officials will stay at school until students are picked up or sent home by whatever prearranged plans are made by parents for such occasions.

### **Emergencies**

In the case of emergencies during the school day, parents/guardians will be notified by phone immediately. Please keep all phone numbers up-to-date. If we are unable to speak with a parent/guardian, we will contact those persons listed on the emergency contact form.

## Grievances

It is our desire to meet the needs of all children served in our program. We ask that all families review our handbook and become familiar with our policies and procedures. When questions and concerns arise, please contact your child's teacher. We realize that at times there may be differences in opinions. Should any parent/guardian feel that our program is not meeting the needs of their child, please follow these procedures for issuing a complaint.

- Families may issue a teacher complaint directly to the preschool director by contacting the school.
- Families may issue a preschool director complaint by contacting the school superintendent at the school.
- Complaints regarding violation of NC child care law and rules may be submitted by calling the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

Conferences may be scheduled by the teacher, director, or superintendent to address any issues that arise.

## Reporting Child Abuse & Neglect

**In the state of North Carolina, any person who suspects child abuse or neglect is required by law to report the case to the county department of Social Services.**

Child abuse occurs when a parent or caregiver inflicts physical or emotional harm on a child OR allows another person to inflict physical or emotional harm. Putting a child at risk for serious injury OR allowing another person to do so is also consider child abuse.

Child neglect occurs when a parent or caregiver fails to provide proper care, supervision, discipline, or abandons a child.

At *A Royal Start*, all children will go through a daily health check administered by the director, teacher, or teacher assistant. The daily health check will include but is not limited to observing each child's behavior, appearance, mood, and activity level upon arrival and throughout the day. Any abnormal changes will be documented by the observer. Documentation may include but is not limited to pictures, videos, child's work, and anecdotal notes. If child abuse or neglect is suspected it will be reported to the preschool director **immediately**. The director will then report the case to the Child Welfare Division of the Guilford County Department of Social Services by phone at (336) 641-3795. All documented incidents will be filed in the child's onsite preschool record for a minimum of 3 years.

### **Reports involving Staff Members**

Allegations made against staff members in regards to child abuse, sexual abuse, sexual molestation, or sexual misconduct are taken seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity(ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

### **Retaliation Prohibited**

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

Staff and parents will be notified in writing and within 24 hours of any changes to this policy.

## **Changes in Policies**

A Royal Start reserves the right to make changes to any and all policies at any time. Families will be notified in writing of any changes made.