

**2024-2025**

**Prosperity Presbyterian Church**  
**Preschool**

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# Welcome!

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Dear Parents,

Welcome to Prosperity Presbyterian Church Preschool. This ministry of the church is designed to serve the community by providing a loving place in which preschoolers can learn.

We are thrilled to be starting our 30<sup>th</sup> year and are so honored that you have entrusted your little one(s) to us for a few hours a week. Because we believe that Christ is the center of our lives, our curriculum includes Christian tenure. Because we believe that all children are part of God's family, we enroll children and employ teachers of any race, color or national origin.

This handbook is designed to help you through this year of preschool. Please read it carefully. Hopefully, this will answer many of your questions. **A sheet is included in the back of the book, which you will sign once you have read the material. Please return this sheet by the first day of school or at Open House.**

We are very pleased to invite you to our **Open House on Wednesday, August 28, and Thursday, 29, from 8:45 -12:45 AM.** You will receive an assigned time to visit your child's classroom and talk with their teacher. Please keep your scheduled time as another student's family will follow you. We look forward to seeing you.

In Christ's love,



Isabelle Dontsop Noue  
Preschool Director

- Bruce Brown – Pastor
- Isabelle Dontsop – Preschool Director
- Raymond Wilson – Deacon Representative
- Carol Comer – Women in the Church Representative
- Alma Hunter – Women in the Church Representative
- Jean Tilanus – Preschool Teacher Representative

# Prosperity Presbyterian Church Preschool

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## **Our Purpose:**

It is the philosophy of Prosperity Presbyterian Church Preschool that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive. The staff strives to nurture and encourage these qualities in the children who attend. The Preschool's purpose is to provide an atmosphere that encourages social, spiritual and creative growth, and the development of the child as a whole.

## **Christian Emphasis:**

Prosperity Presbyterian Church Preschool has a Bible-oriented curriculum that will include memorization and explanation of Bible verses. The children will be exposed to Bible stories and various books that recognize God as the beginning of all true knowledge and which will begin to show them purpose in a complex world. The children will also learn fun Christian music along with action songs.

The preschool uses the Essentials Preschool Curriculum from Gospel Publishing House ([www.gospelpublishing.com](http://www.gospelpublishing.com)). The curriculum has a Christian emphasis as well as an academic focus. The 4 year-old-class works out of the Essentials Preschool workbook.

## **Our Staff:**

The staff of Prosperity Presbyterian Preschool treats children with love and respect and with the knowledge of child development that helps enrich each child's day and life. All teachers must love the Lord and be a Christ-like example to their classes. Our teachers are required to have previous classroom experience with children. They are required to be trained annually in infant and adult CPR, first aid, child-protection, and are encouraged to attend preschool workshops during the year. All teachers are selected for Christian character, love of the children, education, experience and training.

Our teachers are available for a parent/teacher conference upon request. Please schedule a time with your child's teacher that is convenient for the both of you.

*"But Jesus said, Let the little children come to Me,  
and do not forbid them; for such is the kingdom of heaven."*

Matthew 19:14.

## Policies and Procedures

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### Classes and Eligibility:

Prosperity Presbyterian Church Preschool has classes for children beginning at age 2.

Three class levels are offered:

**The Beginner Class:** Children must turn 2 on or before August 31 of the current school year to enter this class. Children do not have to be potty trained for this class. However, pull-ups (not diapers) and clothing that is easy to get on and off is preferred.

**The Intermediate Class:** Children must turn 3 before August 31 of the current school year. Children must be potty-trained before school begins for this class.

**The Readiness Class:** Children must turn 4 on or before August 31 of the current school year. Children must be potty-trained before school begins for this class.

### Registration:

A completed registration form accompanied by the non-refundable registration fee is required. The fee for the school year is \$150.00 – Siblings are \$90.00. **A copy of your child's birth certificate is also due with registration.**

### Enrollment:

Once the registration for your child has been accepted, your space is reserved until April 25, 2024. Tuition for September must be received by the same date.

**If you are registering your child after May 19, 2023, both the registration fee as well as September's tuition will be due when registering.**

**If the tuition for September is not received at the preschool by 1:00 PM, on or before April 18, 2024, by mail or in person, your space will be considered open and will be filled by a child on the waiting list and the registration fee will not be refunded!**

**By the first day of school, we also require a medical form from your child's doctor documenting a check-up within the last year and a record of updated immunizations.**

## Tuition – Withdrawals

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### Tuition:

<b>Tuition for 2024-2025</b>	Two days per week	\$250.00 per month
	Three days per week	\$290.00 per month
	Four days per week	\$310.00 per month

### Payment Policy:

1. Tuition is due by the first of the month, even if your child does not have school on that day by check.
2. **Any payment not received by the 3rd of the month will have \$20.00 added as a late payment fee, NO EXCEPTION**
3. Legal action may be taken if necessary. A \$30.00 fee will be charged for all returned checks (bounced checks also).
4. In case of a child's withdrawal from Preschool, no refund will be made on tuition already paid. **When withdrawing one month's notice is required.**

<u>Tuition Due By</u>	<u>For month of</u>
September 10, 2024.....	October
October 8.....	November
November 6.....	December
December 4, 2023.....	January 2024
January 8, 2024.....	February
February 4 .....	March
March 4.....	April
April 1.....	May
May 6.....	September 2024 tuition due for returning students. (Registering for the new school year is required).

No holidays, field trips, sick days or snow days are deducted from the monthly tuition (which remains the same for each month during the year, regardless of the actual school days).

**End of Year Tax Statements** – If you require an itemized statement for taxes of your tuition payments, please let us know and we will prepare yours by January 31. Thank you.

# Preschool Calendar 2024 - 2025

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We follow the same schedule as the Charlotte-Mecklenburg Schools;  
(Please note, if CMS reschedules any days due to weather conditions,  
PPCP will still follow this original schedule.)

## 2024

<b>Open House</b>	Aug. 28, 2024 for two and three years-old 8:45 - 12:45 August 29 for 4 years-old, 8:45 – 12:45 You will receive an assigned time to visit your child’s classroom and talk with their teacher. Please keep your assigned time as another family will follow you.
<b>First Day of School</b>	<u>September 3 at 9:05 AM for the 4’s</u> 8:55 – 12:45 for the 3’s 8:45 – 12:30 for the 2’s

### Preschool Closings According to CMS

**Teacher Work Days Preschool Closed** October 3 & 4 ----- November 4 & 5

### **Holidays**

<b>Thanksgiving Break</b>	November 27, 28, (Preschool Closed) No School Nov. 11 Back to School Monday, December 2
<b>Christmas Program</b>	Thursday, December 12 at 11:00 AM may be revised.
<b>Christmas Break</b>	December 19, 2024 – January 6, 2025 (Children return to Preschool January 6, 2025)

## 2025

<b>Martin Luther King Day</b>	January 20 (Preschool Closed)
<b>Teacher Work Days</b>	January 24, 2025 February 17 March 31, 2025 No School (Preschool Closed)
<b>Spring Break</b>	April 10 end of day out 14-21 (Preschool children return to school Mon. April 22, 2025)
<b>Graduation and Last Day of School</b>	May 22 (Graduation Ceremony at 9:30 AM)

**Schedule: During the Pandemic the schedule is revised.**

**Prosperity Presbyterian Church Preschool is open on Monday, Tuesday, Wednesday, and Thursday from 9:05 AM – 1:00 PM for the “4’s” – 8:45 for “3’s” – 8:45 for “2’s”**

**Bring your child on time. NO EXCEPTIONS. We will enforce this rule, and you will have to return home missing that day in Preschool. If you arrive after the time arranged you must bring a late note from your doctor, disabled vehicle etc. and give this note (or send an email) to your teacher or Mrs. Isabelle.**

At the end of the school day, please pick your child up promptly on time. Our staff have children of their own they need to pick up after school. A \$1.00 per minute late charge may be imposed after time arranged for repeated tardiness during pickup.

### **Inclement Weather:**

In case of inclement weather, follow the announcements for Charlotte-Mecklenburg Schools (CMS): If CMS is closed, we are closed.

If CMS opens two hours late, we are closed.

If CMS opens one hour late, we will begin at 10:05.

If CMS closes early because of deteriorating weather conditions,

please arrange for your child to be picked up as soon as possible!

## Health - Safety

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### Health:

Proof of a check-up by a physician signed by the doctor and an immunization record are due on the first day of school. (Any physical form is acceptable. We do have a copy available upon request.)

No child should attend preschool if they are ill. Do not bring your child to preschool if they have:

fever	croup
greenish nasal discharge	vomiting
unidentifiable rash	diarrhea
frequent coughing	pink eye (conjunctivitis)
feeling too sick to participate in activities	

If your child develops symptoms while at preschool, we will call you, and you will be expected to pick them up without delay. If you are unreachable, we will utilize the emergency contacts from your registration form.

If your child will be absent from school, please call and leave a message or email us. **Also, report communicable diseases to us.**

If your child absolutely must take medication during school, please talk to the director.

### Safety:

We ask that you escort your child to their class each morning. While doing so, please do not leave young children or infants unattended in your car. Another parent will usually be very understanding and stand watch over your sleeping baby while you tend to your preschooler. Just ask!

**We request that only you, or someone that you have previously identified to the teachers or director, come for your child at the end of each day. To protect your child, he or she will only be released to those with written authorization and identification. Any change of authorized person for pickup must be in writing.**

Please park around the circle in front of the church and preschool. When dropping off and picking up your child, you may park on the grass on the far side of the circle under the trees or in the dirt spaces close to the building. We ask that you do not park on the grassy strips on the inside circle near the bushes. Cars have been known to get backed into in these areas. That's never any fun!

Please do not drive around the building because of the danger to students walking to and from the playground and gym.

Parents (or other designated adults) should not be on their cell phones during drop off and pick up times. Preschool staff may need to engage in discussion with the parent.

Parents should be mindful of their children not enrolled in preschool. Please ensure they stay with you for safety reasons and do not run about the school freely or run in and out of the building without you. Every child's safety is important to us.



# Lunch – Snacks – Personal Requirements

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**LUNCH** - Please send a nutritious lunch (including a drink) to school with your child that they can eat by themselves. **Do not include any popcorn, candy, or nuts.** Grapes should be cut in half, lengthwise. **Sorry, we can not warm food.**

Please ensure lunch boxes are clean of any spillage and labeled.

**SNACKS** - Aides will request snacks when needed, one time a year per family.

**BIRTHDAYS** - For birthdays, small cupcakes or cookies may be shared with the class. Only store-bought goodies are permitted. However, we ask that you check with your child's teacher about any food allergies.

## Personal Requirements:

**Children enrolled in the three-year-old class must be fully potty-trained, and may not wear diapers or pull-ups to school.**

Each child is required to have a current immunization record on file. We do not accept unvaccinated children. (routine vaccination).

All children in all classes should bring an extra change of clothes, including socks and shoes if possible, appropriate for the season, in case of an accident. An accident may include spilling something on themselves, so even though your child may not have potty accidents, other accidents may occur.

Cubbies are for school use only. Please check cubbies daily for important information. Any correspondence being placed in cubbies other than from the Preschool or Church must be approved by the director prior to distribution. If you are sending invitations, please include all the children in the class.

Clothing, jacket, hats, and all personal belongings must be plainly marked with your child's name before they bring them to school. We cannot assume responsibility for any unmarked items.

The clothing and shoes worn to school by students should be free of inappropriate words or sayings, and there should be no skulls/crossbones on the clothing. Clothing should fit appropriately and be gender appropriate.

**Students need to wear closed-toe-shoes to school, (no sandals or flip flops).** This is for their safety. Your child will not be allowed to stay at school if they are in opened-toe-shoes. Children play on the playground and in the gym daily and need the protection of closed-toe-shoes. Girls, please wear panty covers over underwear while wearing dresses.

Pacifiers, blankets, and personal toys are not allowed at preschool for sanitary and social reasons. Please do not allow your child to bring these listed items into the school. (Even during the first few weeks of school.)

Show-and-Tell items are appropriate only on days the teacher specifies. NO PLAY WEAPONS OR TOY GUNS SHOULD BE BROUGHT IN FOR SHOW-AND-TELL.

## Field Trips – Discipline – Time Out

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### Field Trips:

We will take occasional field trips during the year. The cost of the trips will be paid separately from regular tuition. An adult must accompany each child who goes on the field trip. If no adult is available, the preschooler will not be able to be at school on the field trip day. Parents may ask other parents to be responsible for their child that day so that the child is able to go on the field trip. That parent will be responsible for transportation and monitoring that child during the field trip. Please inform the director and your child's teacher if another parent will be responsible for your child that day.

### Discipline:

At preschool, we endeavor to communicate clear, simple rules and expectations of appropriate behavior to children. We praise children for positive actions. We try to divert unacceptable behavior to a more appropriate activity.

When discipline is necessary, time out is used. The child is always within sight of the responsible adult. We will communicate with parents when a negative behavior is serious or recurrent. Parental involvement in school discipline provides teamwork that is beneficial in improving behavior of children at school. If the problem continues, the child may be requested to withdraw from the program. Unacceptable behavior such as biting and hitting will not be tolerated.

### The time out procedure is as follows:

Disciplinary problems will be dealt with by placing the child in "time out." The child will be placed in a chair in the room within sight of the responsible adult, away from the rest of the children, and will miss current activities for the number of minutes corresponding to their age (2's for 2 minutes, 3's for 3 minutes, 4's for 4 minutes.) In the case of continued and chronic disobedience, the child will be placed in "time-out" in the director's office. "Time-outs" are always supervised, and the child is never alone. The teacher or director will inform the parents of any "time-outs." If the problem continues, the child may be requested to withdraw from the program.

# Prosperity Presbyterian Church Preschool

## Behavior Management Program

(Green, Yellow, Red, Light System)



Children will remain on **Green** for good behavior (following classroom rules). If a child displays inappropriate behavior (not following classroom rules), they will receive one warning, but remain on **Green**.



Children will be moved to **Yellow** if they need to be prompted again to display appropriate behavior. If the child continues to display negative behaviors, the child will receive one additional warning, but remain on **Yellow**.



Children will be moved to **Red** if they need to be prompted again to display appropriate behavior.

### Automatic Red offenses:

- Biting
- Hitting
- Slapping
- Aggressive behavior
- Disrespectfully yelling at others

Rewards will be at the discretion of the teacher.

# Parent's Response Form

Prosperity Presbyterian Church Preschool

Charlotte, NC 28269

704-947-0228

Idontsop@prosperitypreschool.com    www.prosperitypreschool.com

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I/We /am/are the parent(s) of

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and have read and understand the material found in the Handbook for Prosperity Presbyterian Church Preschool 2024-2025.

We have also read and understand the behavior management program that Prosperity Presbyterian Preschool follows (the red, yellow, green light system).

Signature(s) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

(Please return this sheet with your registration form.)

# 2-Year-Olds Required Supplies

Dear Parents,

Listed below are the supplies your child will need to begin Preschool. Please label the items with your child's name and bring the supplies by your child's open house, or meet the director (recommended) if you wish to drop before.

- 1 change of clothes including socks labeled
- pack of pull-ups (marked with name) no diapers
- 2 packs of disinfectant wipes
- 2 foaming hand wash refills
- 1 Pack of Thermal Laminating Pouches Scotch  
50 Pouches
- 1 box of Crayola crayons 8 count thick
- 3 boxes of 5 oz. Dixie plastic cups
- 1 box plastic forks and 1 box plastic spoons
- 4 count pack of baby wipes
- 2 boxes of facial tissue
- 2 hand sanitizers
- backpack (full size)
- lunchbag – labeled
- 2 washable markers (10) Crayola's
- 6 rolls of paper towels
- 2 packs of napkins

# 3-Year-Olds Required Supplies

Dear Parents,

Listed below are the supplies your child will need to begin Preschool. Please label the items with your child's name and bring the supplies by your child's open house, or meet the director (recommended) if you wish to drop before.

- 1 change of clothes including socks labeled**
- 1 pack of kid's disposable mask**
- 8 count Crayola crayons thick (washable)**
- 2 packs of disinfectant wipes**
- 2 foaming hand wash soap**
- 1 pack of white construction paper**
- 2 packs Ziplock sandwich size**
- 6 rolls of paper towels**
- 1 pack of baby wipes (3 count or more)**
- 1 box plastic forks and 1 box plastic spoons**
- 1 pack JUMBO glue stick (8 sticks)**
- 2 boxes of washable jumbo markers (10 in the box)**
- 1 scissor Fiskars**
- 2 packs #2 pencils Ticonderoga (thick)**
- 2 hand sanitizer 8 oz**
- 1 Lysol spray refill**
- 1 pack dry erase markers**
- backpack (full size)**
- lunch bag labeled**

# 4-Year-Olds Required Supplies

Dear Parents,

Listed below are the supplies your child will need to begin Preschool. Please label the items with your child's name and bring the supplies by your child's open house, or meet the director (recommended) if you wish to drop before.

- backpack (full size)**
- 1 lunch bag with water bottle, labeled**
- 1 change of clothes including socks labeled**
- 2 packs #2 pencils Ticonderoga (thick)**
- 2 pack 8 glue sticks Elmer's (Jumbo)**
- 2 boxes of markers washables**
- 1 pack of 4 oz glue (8 sticks)**
- 1 pack 8 count Crayola crayons (thick)**
- 2 boxes facial tissue**
- 1 ream white construction paper**
- 3 packs of baby wipes**
- 6 rolls of paper towels**
- 2 packs of napkins**
- 1 gallon size Ziploc bags**
- 2 packs of disinfectant wipes**
- 2 foaming hand wash soap**
- 1 pencils (plastic) box labeled**
- 1 scissor Fiskars**
- 2 boxes of plastic cups**
- 2 foaming hand wash refills**
- 1 pack of dry eraser markers**