



First Presbyterian  
Day School

## Family Handbook

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## Family Handbook

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### Welcome to First Presbyterian Day School!

#### A. About First Presbyterian Day School

Thank you for enrolling your child in our childcare center. We are excited to get to know your family, provide fun-filled days for your child and work together to provide your child the best possible experience at First Presbyterian Day School (FPDS). Communication is the cornerstone for the success of this partnership! Please feel free to talk with teachers and/or administrative staff regarding any information, suggestions or concerns you have about your child while in the program. We will strive to provide a safe, comfortable, enjoyable environment full of learning opportunities in the center. Each child is unique; therefore, activities will be ever-changing to meet your child's changing interests and needs. Through play-based learning and engaged supervision, we will provide your child with self-guided and structured experiences that will stimulate development. By choosing First Presbyterian Day School, you are giving your child the gift of high-quality childcare. It is gratifying to work with families who value quality care. At First Presbyterian Day School, it is our goal to treat our children and their families with respect, love, care, and dedication.

This handbook will give you detailed information on the policies that help make us a high-quality center. It also contains important dates that you will need throughout the year, so please read through it carefully and keep it accessible. If you have any questions or concerns, please bring them to us right away. We value your opinion and hope you will share it with us so that we can better meet the needs of your family. On behalf of First Presbyterian Day School thank you again for selecting our center. We hope you enjoy this amazing experience.

#### 1. History

First Presbyterian Day School was established June 1, 1970, by the late Dorothy B. Graham. It is a nonprofit childcare facility with the goal to provide a quality early childhood program to a diverse group of children in Durham and surrounding areas. The center has a license capacity of 70 children and holds a Five-Star License.

FPDS is a private, nonprofit corporation with 501(c) 3 statuses. It is a non-denominational care and education service provider for young children, Birth to 8, in Durham, N.C. Housed in the education wing of First Presbyterian Church, the childcare program enjoys the enthusiastic support of the Church's Session, leadership and congregation.

First Presbyterian Day School requires on-going training and professional development for our staff. First Presbyterian Day School believes that continuing professional development is



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imperative to ensure the quality of the program offered to children. The success the center has experienced is due to the support and dedication of the staff.

### 2. Our Philosophy

First Presbyterian Day School is a program designed to meet the educational, physical, emotional, and psychological needs of young children. We agree that “A mind is a terrible thing to waste.” During the early childhood years, children’s minds are as absorbent as sponges, therefore we provide experiences that enrich and enhance every area of a child’s development. A child’s curiosity is fuel to their development. Nurturing a child’s curiosity is one of the most important ways to help a child become a lifelong learner. Some activities will focus on individual play and reflection, while other activities promote group interaction and cooperation. Children learn and develop best in a secure and loving environment. We respect families as the primary and most important provider of their child’s care and development and believe parents and teachers are partners in children’s care and education.

### 3. Goals

At First Presbyterian Day School, we are *childcare development advocates*, who promise to:

- Observe and respect the skills, abilities, interest, and unique qualities of each child,
- Design a learning environment based upon the recognition of children’s preferences, development, and individual needs,
- Get to know each family, and respect the unique qualities and values of each family,
- Promote opportunities for small group experiences, both strategically and spontaneously, by inventing new and interesting spaces for children to gather.

First Presbyterian Day School planned activities are based on children’s interests and conversations by identifying and talking about children’s common interests, defining the classroom as a safe environment in which the children may express a range of physical activity, providing safe places for children to experience social and emotional development, eliminate and discourage activities that invite destructive behavior, and watch for and support emerging friendships.

### 4. Governance: Board of Directors

First Presbyterian Day School is a non-profit corporation governed by a volunteer Board of Directors, made up of parents, members of the First Presbyterian Church and members of the community. The Board sets policies for the Day School and adopts the annual budget. It is directed by the corporate by-laws and meets a minimum of six times a year. The Board employs an Executive Director to implement policies and operate the high-quality program.

Parents who are interested in taking a larger role in the Day School are encouraged to consider joining the Board. Appointments are for a two-year term, beginning in January of each year.



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The Board usually meets one evening a month, with the meetings indicated on the Day School's *Annual Calendar*.

A sub-committee of the Board, the Day School Community Committee is specifically charged with enhancing and supporting the relationships between the Board, family's community, and staff. This committee also addresses parent and teacher questions, concerns, and issues. The Day School Community committee will issue a letter and email to all parents and Board members on November 1 of each year to invite nominations to the Board of Directors. Anyone wishing to nominate or self-nominate will reply to the committee chair and receive an application. These will be forwarded to the Nominating Cttee of the Board for consideration.



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### B. Getting Started

#### 1. Application

Your child's registration packet must be fully completed on the first day of enrollment. The *Child Enrollment Form* will be complete with current information. It is to be updated with any new information, particularly if there is a change in contact information. (address, phone, email). Immunization and medical information must also be kept accurate and current.

#### 2. Parent Orientation

Parents are invited to meet their child's teacher, get a copy of the daily schedule for that classroom. At this time staff and parents review this Handbook and discuss any specific issues for the child. Policies specific to the child's class are shared as handouts and may be considered addenda to this Handbook. Parents will receive the annual calendar, list of the current staff, Board of Directors and any relevant additions to this Handbook.

#### 3. Child Orientation

Children are invited to have two transition times before attending the center. The first transition is for 1 hour with the parent/s or family member, and the second transition is 1 hour (child only) with the teachers. During the transition, families are encouraged to speak with the teachers about their child's schedules, any medical information which needs to be shared (such as allergies and/or health issues) and the child's overall nature. During the transition we encourage families to bring in their extra clothing, diapers to place in their assigned cubby.

#### 4. Arrival and Departure

- a. Each family will be assigned a door code to enter the building. This information should only be shared with household members who will be dropping off and picking up the child.

- b. Daily Sign-in & Sign-out

It is imperative and strictly required that parents/family members sign-in and sign-out their child each day. This is for children's protection, our commitment to safety and for our required record keeping. If your child is sick and staying home and will not be attending, please contact the center at your earliest convenience.

- c. Emergency Phone Contact Information for Each Child

First Presbyterian Day School maintains an emergency phone and email lists to notify parents of any unexpected events, such as a center closing or an evacuation. The Emergency Preparedness Information Form and the Emergency Form will be supplied during the enrollment process. These forms must be completed and returned to the office before the child's first day of class. It is important for parents to provide an emergency phone number which can receive text messages and/or email. If your phone cannot receive text messages



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and/or email, please provide a number of your emergency contacts who can receive text messages and respond within a 30-minute time frame.

### d. Release of Child

Children will only be released to persons listed on the enrollment form and emergency contact form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by an email in advance. The person picking up the child will need to show a driver's license or another picture ID. Please advise anyone who may pick up your child not to take offense at this policy. It is required of us and the only way we can assure the protection of you, your child, and all other parties involved.

Anyone picking up a child must have an appropriate car seat in his or her vehicle (the center does not provide car seats).

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will call the local authorities if we feel the child is in danger.

If someone is listed in your child's file as "Unauthorized to Pick-Up" and attempts to do so, staff members will use the following guidelines (not necessarily in this order):

1. Ask the person to speak with the administrator on duty.
2. Call parent(s).
3. Call 911.
4. Take the child as far away as possible from the person attempting to pick up.

If a person threatens First Presbyterian Day School staff, we are required to release the child and call 911. If the person attempting pick-up is a legal parent or guardian, we are required to release the child unless we have a copy of a court order stating otherwise.

### 5. Personal items

a. Children's toys from home are not to be brought to school.

b. Infant & Toddler First Day Checklist:

- Diapers & wipes sufficient for each week
- FPDS is a participant of the Adult and Child Food Program and will offer cereal and jar baby foods. We also offer families Enfamil formula.
- Formula or breast milk must be brought to school daily in sealed bottles labeled with the child's name, date, and whether the contents are breast milk or formula
- A *Sleep Sack* for nap times.
- Sunscreen / insect repellent (Parent Preference)
- Pacifier (if needed).





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- 2 changes of clothing in a large zip-lock bag with the child's name on it. Clothing should be weather/seasonally appropriate. Please be sure your child's belongings have their first name and initial of the last name in permanent marker. *E.g., Jane S.*

### c. Preschool First Day Checklist:

- Please provide 2 changes of clothing that are seasonal and weather appropriate and labelled with their first name and initial of their last name in permanent marker. *E.g., John S.*
- Backpacks or book bags should be clean and labelled with the child's first name and initial of their last name in permanent marker. *E.g., Jane S.*
- Families must check their child's cubby daily for soiled clothing or messages from teachers and administration.
- Sunscreen / insect repellent (Parent Preference)

### 6. Emergency Care Kit for Each Child: MIST bag

In preparation for the unlikely occurrence of an emergency, please make sure your child's Teacher has the necessary components of a First Presbyterian Day School Emergency Care Kit for each child, including:

- a MIST bag (see below)
- a complete change of seasonal clothes that fit in the child's backpack

Please make sure to turn these items into your child's teacher by Parent Orientation. The change of clothes and MIST bag will be returned to you in June. If you are enrolled in more than one class, please be sure that you have a MIST bag for each class. If you are planning for your child to participate in the summer program, please make sure to turn in a MIST bag to the teacher on the first day your child attends the summer program.

### (MIST BAG) MY IMPORTANT STUFF BAG

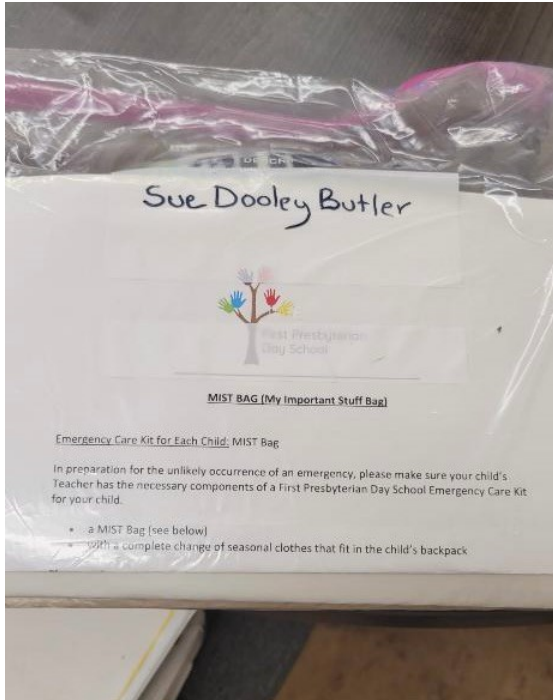
Each child will need to have a MIST bag at the center. The MIST bag will be a support during an emergency evacuation or relocation, so you can fill it with "important stuff" that will comfort and reassure your child. This bag will be kept in the class MIST backpack. The bag should be a gallon-size Ziploc bag, labeled with the child's name, and should include comfort items, such as:

- a Family Photo
- cards or coloring activity
- book
- seasonal clothing, including a change of underwear and socks that fit in the bag



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Please make sure the Ziploc bag is sealed shut with the items inside with your child's first name and last initial.





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### C. Operational Policies

#### 1. Enrollment & Tuition/Fees

a. FPDS requires a deposit of half the tuition of the child's monthly fee.

b. **See Addendum D for FPDS Tuition/Fees.** Tuition rates vary for the different age of children as is the norm for the childcare operations. Rates are subject to change with 30 days written notice.

- Half (50%) of the monthly tuition fee must be prepaid prior to the commencement of your child's attendance.
- Sibling Discounts at 10% will be applied to the oldest child's tuition.
- Tuition payments for each month are due on the 1st day of the month. Children will not be able to attend if all fees are not paid by the 5<sup>th</sup> of each month.
- FPDS accepts personal checks, money orders, cashier checks for payments or ACH thru Brightwheel.
- No sick or vacation credits or adjustments in tuition are made in lieu of payments.
- No reimbursement or credit for tuition fees will be issued for any days when the facility is closed due to weather-related reasons.

c. Late fees: The Day School closes promptly at the end of the day. It is important for your child/ren be picked up on time. Parents who do not pick-up on time will be assessed a late fee. The fee schedule is as follows: The first 15 minutes is \$10; The second 16-30 minutes is \$15; The third 31-45 minutes is \$20; The fourth 46-60 minutes is \$25. If a parent is late three times in one calendar year, starting with the fourth pick up, the late fee will double for each fifteen-minute increments.

#### 2. Withdrawing from FPDS

Parents must give at least a 30-day written notice of their intent to withdraw the child(ren), at which time their deposit will be used toward their last month's childcare tuition whether or not the child/ren continues to attend. All outstanding fees must be paid before the family's obligation is considered terminated.

#### Discharge Procedures

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).



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- Lack of parental cooperation with Family Conduct Policy
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.

At FPDS we like to be a first resource for families, however, if any of the violations listed above are not corrected after several occurrences, the center will give a 2-week written notice of our intent to discharge a child and will inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed.



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Should the parent remove the child during the notice period we initiate, fees will be charged for the remaining unused days. Parents must give at least a 30-day written notice of their intent to withdraw the child(ren), at which time their deposit will be used toward their last month's childcare fees whether or not the child/ren continues to attend. All outstanding fees must be paid before the family's obligation is considered terminated.

3 Annual Calendar See **Addendum A** for a sample program year calendar. It includes holidays, events, and closings for teachers' professional development/workdays. Parents and staff will receive any changes in the calendar with at least a two-week notice, except for emergencies (a new program year calendar will be distributed each year in May).

### 4 Emergency Procedures/ Closure Policies

a. If emergency medical care is needed, we will take whatever steps that are required to obtain the necessary care. We will always call 911 first, and then parents in emergency situations. If possible, we will ask that your child be taken to the emergency medical facility that you designated on the *Child Enrollment Form*. If the condition appears life threatening, with no time to check with parents or child's file, the child will be taken to:

Duke University Medical Center, 2301 Erwin Road, Durham, NC 27707 (919)-684-8111, Patient Information (919)-684-2410 **OR** Duke Regional Hospital, 3643 North Roxboro Road, Durham, NC 27704 (919)-470-4000, Patient Information (919)-470-4277

For emergencies that are not life threatening, but medical care is needed, we will take the child (FPDS staff will watch the other children and all parents will be notified) to Lincoln Community Health Center 1301 Fayetteville Street, Durham, NC 27707 (919)-956-4000, Patient Information (919)-956-5406 **OR** Duke Pediatrics, 4020 North Roxboro Road, Durham, NC 27704 (919)-620-5333

All costs incurred for medical attention will be the responsibility of the parent/s.

b. In case of an emergency that would require an evacuation

The children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be carried by assigned staff to ensure that all children are accounted for, and all families notified. Children will be assembled at our safe spot, the parking lot on the opposite side of the playground. If we are unable to assemble at the center, we will safely transport the children to the Durham public library across the street.

If the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, shelter in place, evacuation and/or closure may be required.



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If we are unable to re-enter the building after a necessary evacuation, the staff will contact parents as soon as possible.

### i. Loss of Power

If the center should lose the use of heat, water or electricity before the center opens, we will call parents to notify you the center will be closed. If the center should lose the use of heat, water, or electricity while children are in attendance, we will call parents and require them to pick up their children.

ii. In the event of a missing child, FPDS staff will immediately check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. The admin staff will notify the Department of Child Development and Early Education within 24 hours after the occurrence.

4. Severe Weather FPDS will adhere to the Durham County Public School severe weather plan and closings (at the discretion of FPDS, we may reopen earlier than the Durham County Public Schools).

- In the event of a tornado warning the children will be taken to the basement in the church for shelter. Blankets and a portable radio and flashlight, with extra batteries for both, are always kept in the tornado shelter area. The attendance form and emergency contact information will be carried by assigned staff.

### 5. Insurance Coverage

- We provide General Liability coverage for all children in case of injury while in the care of our facility.

### 6. Social Networking Policy

FPDS uses the Remind App to communicate with families, sending announcements, school closings and event reminders.

Teachers, staff and FPDS families are not to share negative or critical information or opinions about FPDS on any social networking platform out of respect for the Day School community. Our Grievance Procedure is the proper and effective channel for concerns.

Teachers, staff and FPDS families may only share photographs of children or staff/families on password protected platforms.

Only children whose parents have signed a photo/video permission release may have their images shared on the internet or print communications.



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## D. Program

1. Groupings/Classrooms FPDS has five classrooms, infants, toddlers, twos, threes, and preschool/4 yr.old's

### Staff to Child Ratios

First Presbyterian Day School has “enhanced ratios” which means that we choose a high number of teachers per children and group sizes that are best for each age group. . You and your child are treated as part of our family at FPDS - not just another number in a large center.

| <u>Ages of Children</u> | <u>Minimum Staff/Child Ratio</u> | <u>Maximum Group Size</u> |
|-------------------------|----------------------------------|---------------------------|
| 6 weeks to 12 months    | 1 adult to 4 children            | 8                         |
| 1 to 2 years            | 1 adult to 5 children            | 10                        |
| 2 to 3 years            | 1 adult to 8 children            | 16                        |
| 3 to 4 years            | 1 adult to 9 children            | 18                        |
| 4 to 5 years            | 1 adult to 12 children           | 24                        |

### 2. Center Teachers

Research shows the most important component of quality childcare is the choice of quality teachers and staff. We pride ourselves on our selection of teachers whose experience and expertise stem from a special sensitivity to children’s needs, specialty training, continuous in-service training, as well as educational courses in early childhood education. All our teachers have a high school diploma and the North Carolina Early Childhood Credential and three quarters of our teachers and staff have Early Childhood Associate, Bachelor, and master’s Degrees. We employ individuals who understand child development, who can apply their skills and knowledge in the classroom, and who respect the fact that each child is a unique individual. We also ensure all employees understand and value working as a team with parents, families, colleagues, and volunteers. Continuing education or professional development is an important part of working at the center. Each teacher and staff are required anywhere from 5 to 20 in-service professional development training hours each year. All teachers and staff members have required training in first aid, CPR, SIDS, communicable disease recognition, child abuse prevention and maltreatment, child development, and teaching methods.

### 3. Administrative Staff

The center’s administrative team carefully supervises and evaluates staff performance to ensure the children are provided age-appropriate experiences in an accepting, warm and





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nurturing environment. Leadership actively collaborates with staff to encourage their individual growth in the profession.

We are all *childcare development advocates*, who promise to:

- Observe and respect the skills, abilities, interest, and unique qualities of each child,
- Design a learning environment based upon the recognition of children’s preferences, development, and individual needs,
- Get to know each family, and respect the unique qualities and values of each family,
- Promote opportunities for small group experiences, both strategically and spontaneously, by inventing new and interesting spaces for children to gather.

### 4. Program Curriculum

First Presbyterian Day School planned activities are based on children’s interests and conversations by identifying and talking about children’s common interests, defining the classroom as a safe environment in which the children may express a range of physical activity, providing safe places for children to experience social and emotional development, eliminate and discourage activities that invite destructive behavior, and watch for and support emerging friendships.

First Presbyterian Day School implements a play-based learning curriculum, approved by the NC Division of Child Development and Early Education (NCDCEE): Teaching Strategies’ *Creative Curriculum for Infants, Toddlers and Twos*® and *Creative Curriculum for Preschoolers*®. The [Play Based Learning Model](#) defines play-based learning as “a context for learning through which children organize and make sense of their social worlds, as they engage actively with people, objects and representations”. Children may engage in play on their own and explore different materials. They may also play with each other and use materials to represent other objects. This type of play, known as symbolic play, holds great value in developing cognitive skills, imagination and social competence.

The Creative Curriculum is a program which focuses on developmentally appropriate, skill-based learning. As children practice and refine their skills in our positive and welcoming learning environment, it creates a direct link between our curriculum and what they will need to know as they enter elementary school. Teachers are encouraged to use the activities in this guide to plan individual and small group activities which will meet the specific needs and interests of each child.

First Presbyterian Day School is dedicated to being a positive influence in your child’s education and playing an active role in your child’s daily learning experience. Our goal is to create an active learning environment which encourages the love of learning in every child and family. We hope this information will guide you to understanding our curriculum and its educational benefits. We value your family’s input concerning our program and your child’s development.



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### 5. Program Description

First Presbyterian Day School is proud to provide a *continuity of care* approach known as ([Looping](#)) with our infants and toddlers. When a child begins the program in the infant room or toddler room, they will remain with their same teacher(s) and friends until they are four years old. When they are 4 years old, they will move to the 4-year-old classroom with their same friends until they leave for Kindergarten. This transition occurs once per year in the month of June. Continuity of care is considered best practice in early care and education as it promotes the strong relationships that children need for optimal learning and development.

First Presbyterian Day School bases its program for children on the NC Early Learning Standards, endorsed by the NC Department of Public Instruction and the DHHS Division of Early Development and Education. These standards have received national acclaim and are consistent with the highest care and education practices. The NC Foundations for Early Learning and Development can be found [here](#).

#### **a. Infant Program: Birth to 12 months**

Our Teachers:

- Focus on your child's individual schedule and the family's goals.
- Focus on language development and communication in every aspect of the day's activities.
- Be consistent in your child's care.
- Provide one-on-one loving care through holding, rocking, talking, etc.
- Record and share your child's daily feedings, naps, and diapering information.
- Screen for typical child development with *Ages and Stages*®

Our Infant Areas are specifically designed:

- To create small, cozy environments.
- Balance stimulation with calm to encourage individual growth, interest, and comfort.
- To be easy to clean and keep children safe.
- To be "home-like", with a separate napping space away from busy activities.

\* Children under the age of 12 months are not allowed to sleep on their stomachs until they are able to roll from front to back by themselves. Our Safe Sleep Policy is required and strictly adhered to by SIDS regulations. The teachers in the Infant Room will provide you with a copy of the Safe Sleep Policy which is also posted.

#### **b. Toddler Program: 1- and 2-year-olds**

As your child grows and develops within our program, so does their desire to learn and participate in skilled activities. When children are in the infant stage, the development of trust



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is formed, by meeting their needs upon demand. Toddlers and Two-Year Old’s enter a second stage: developing autonomy.

They need to test, try, and experiment and learn about this great world they are in. This is a time when they need clear and firm limits to keep them safe, while allowing them to feel comfortable exploring. Toddlers and Twos learn with consistency and repetition. Building a trusting relationship with their teachers and developing social skills to create friendships are all-important components of our program.

They learn best through

| play activities...  | and routines               |
|---|----------------------------|
| ● Block building  | ● Arrivals/Departures      |
| ● Shape sorting   | ● Eating & Mealtimes       |
| ● Tasting new foods   | ● Sleeping & Naptime       |
| ● Simple counting<br>● Stringing beads                        | ● Enjoying stories & books |
| ● Music & movement  | ● Cleaning up              |
| ● Exploring sensory activities: smells, sounds, touch & taste |                            |
| ● Stacking pegs   |                            |
| ● Holding a crayon & making mark                              |                            |
| ● Experiencing nature around them on the playground           |                            |
| ● Imitating & pretending                                      |                            |

Social and emotional development and language/ communication development are among the priorities at this age. Children are developing and/ or are beginning to :

- Recognize & express feelings appropriately
- Understand sharing skills
- Use some sign language and communication skills
- Employ small & large motor skills
- Learn how to interact socially

### **C. Preschool Program: 3 - 5yrs**

Many parents wonder if their child will be “ready for school success” when they enter their kindergarten years and if they will receive the needed educational activities for their age and development. We offer an informational packet designed to help you understand the excellent and appropriate curriculum taught within our preschool classrooms. We use *The Creative Curriculum for Preschoolers*® because it is one of the top-rated curriculums for teaching young children. The National Association for the Education of Young Children (NAEYC)- Accreditation program considers this curriculum to exemplify the developmentally appropriate learning they



## Family Handbook

feel is best practice for children of this age. *The Creative Curriculum for Preschoolers*® is a program which focuses on developmentally appropriate, skill-based learning. As children practice and refine their skills in our positive and welcoming learning environment, it creates a direct link between our curriculum and what they will need to know as they enter elementary school.

First Presbyterian Day School is dedicated to being a positive influence in your child's education and playing an active role in your child's daily learning experience. Our goal is to create an active learning environment which encourages the love of learning in every child. We hope this information will guide you to understanding our curriculum and its educational benefits. We value your input and encourage your questions concerning our program and your child's development.

### **D. Daily Schedule**

Each classroom has a consistent schedule, appropriate for the ages of the children in that classroom. Some elements of the day are the same in each class: meals, teacher-led activity time, free choice time, 45 minutes of outside time, and regular and as-needed diapering and toileting opportunities. Individual classroom schedules are posted in each classroom.

### **6. Child Behavior Guidance**

1. Please reference our *Discipline and Behavior Management Policy Form* in your child's enrollment packet. This form is consistent with NC Child Care Regulations.

The policy for children's behavior at First Presbyterian Day School is based upon developmentally appropriate practice and the core values of caring, honesty, respect, and responsibility. These values shall be consistently encouraged. When children "act out", assistance is given immediately in the form of loving redirection. Messages given are positive. Our staff is trained to handle acting out firmly but with compassion. Setting limits is an essential part of showing children that the world is a safe place.

Occasionally, we have a child who experiments with aggressive behavior (such as biting, scratching, hair pulling, etc.) or disruptive behavior (yelling, throwing things, failure to follow instruction) that we take very seriously. The ways in which we handle aggressive or disruptive behavior vary, as each child's reason for the behaviors may be very different. To help solve aggression issues, we work closely with the child at the center and ask parents to work with the child at home. If, however, a behavior fails to resolve, the child may be sent home immediately and, if the behavior is serious enough, could be subject to disenrollment.

If a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to



## Family Handbook

make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

2. If a child experiences a particularly challenging time, the center encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with the teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. The program will help the family in accessing services, and an alternative placement. Repeated severe problems may result in First Presbyterian Day School Center excluding a child from attendance.
6. Policy acknowledges that it complies with federal and state civil laws

### 3. Physical/Verbal Punishment of your child or other Children at First Presbyterian Day School

We are guided by DCDEE regulations that do not permit corporal punishment of children, and such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Directors. Furthermore, it is wholly inappropriate for one parent to seek out another parent to



## Family Handbook

discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/o director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Directors are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **7. Enrichment Activities**

#### **Field Trips**

- Field trips can be an important enriching experience for our children. Teachers plan trips appropriate for their class that will provide a well-rounded experience.
- Information and permission slips will be sent home each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee.
- Unless otherwise noted, each parent will drive his or her child directly to and from the field trip destination and remain with their child for the duration of the field trip.
- No siblings may accompany you and your child on the field trip. A sibling is a distraction for the chaperoning parent and for the group and can present a liability for everyone.
- For each field trip, there must be adults with CPR and First Aid training. A First Aid kit, Emergency Forms, and any type of emergency medication (for allergic reactions, etc.) will be taken on the trip.
- Cell phones must be turned off while driving and should only be used for emergencies on field trips.



## Family Handbook

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### E. Nutrition, Health and Safety

#### 1. Food & Nutrition

At First Presbyterian Day School, we serve breakfast, lunch, and an afternoon snack.

FPDS provides nutritionally balanced meals and snacks in accordance with recommendations of the U.S Department of Agriculture. Menus are posted on the parent information board monthly. We encourage the children to have a “taste” bite, that is, to try a taste of everything. We limit sugar intake of all the children; therefore, we ask families to provide a nutritious snack for celebrations in lieu of ice cream and cake (see staff for a suggested list of nutritional snacks for celebrations).

FPDS is happy to say we provide approximately two-third of the children's daily nutritional needs and seconds are always offered to the children. We believe that children learn from the adults in the environment, therefore, we utilize the family style dining in our classrooms which means, adults eat seated with the children, and children are allowed to serve themselves. We encourage relaxing mealtimes, rich with conversation and fellowship. Parents may join us for any of the meals and/or for snack time. We also encourage families to share recipes and tips for mealtime with us.

Please see **Addendum F** for a list of approved snacks.

#### 2. Breast Feeding Policy

First Presbyterian Day School is committed to providing a breastfeeding friendly environment for our enrolled families, children, and staff. First Presbyterian Day School subscribes to the following policy:

We believe at First Presbyterian Day School that breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mother, it is important for childcare providers to support and encourage breastfeeding.

Please see **Addendum E** for the full breastfeeding policy.

#### 3. Outdoor Physical Activity

In accordance with both best practices and NC licensing regulations, all children have daily access to outdoor play. Each class will go outside every day unless there is inclement weather as defined by the NC DCDEE. Parents should dress their children and provide appropriate changes of clothes for each season.

#### 4. Daily Health Checks

Children will be visually assessed by their teachers each day and any concerns will be communicated to the Directors who will help teachers decide if any action is required.

5. Immunizations and Health Report. A medical report and immunizations are required when enrolling in the program. The center also requires a yearly immunization record. The center





## Family Handbook

will accept nonimmunized children if there is a physician's note stating the reasons why the child cannot be immunized.

6. Under immunized Children – If a child is under immunized and a vaccine preventable disease is present in the center, administration will inform parents of any under immunized child and require them to keep the child away from the Center, according to guidelines from the Center for Disease Control.

### 7. Allergies

A list of children's individual allergies will be posted in each classroom with an accompanying photograph. The list will be covered by a blank sheet labelled Allergies so that all adults can easily access the information. FPDS is a peanut-free environment. Please refrain from bringing snacks or foods which contain peanuts. Allergies that require an EpiPen to be kept on



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the premises will require a doctor's note, instructions and the EpiPen will be stored at a height above 5 feet but not locked.

8. Contagious Illnesses: FPDS strives to operate a healthy and safe environment for both children and staff. Please be mindful of the risk when children are brought to the center with contagious illnesses; it not only affects other children but also educators and staff.

Children may not attend FPDS for any of the following reasons:

|   |   |
|---|---|
| ● A fever 100.4 F or above.   | ● Severe coughing                                 |
| ● A skin rash that has not been identified by a physician; FPDS must have verification in writing from the physician to explain the condition and that the child is not infectious. |   |
| ● Diarrhea 2 or more times in 1 day.  | ● Conjunctivitis (pink eye)                       |
| ● Vomiting 1 time a day   | ● Unusually dark urine and/or gray or white stool |
| ● Evidence of head lice or other parasites  | ● Stiff neck                                      |
| ● Sore throat   | ● Evidence of infection                           |
| ● Yellowish skin or eyes  | ● A moist or open cold sore                       |

Children may return with a physician's note, stating the child is free from contagious disease and that returning poses no risk to the children or staff at the center **OR** if the child is free of communicable disease, fever-free without the benefits of pain or fever reducing medications for 24 hours and free from vomiting and/or diarrhea for 24 hours while on a normal diet.

9. Medications: In accordance with the NCDCDEE guidelines, no over-the-counter medications will be administered by FPDS staff, unless there is a signed and dated letter from the doctor. All prescribed medications must be in the original prescribed container, labelled with the child's name, accompanied with a dosage measuring device. All medications will be kept in a locked cabinet.

10. Topical Ointments: Sunscreen, insect repellent, and diaper cream must be in its original container, labeled with the child's name. A Over the counter medication form must be completed by a family member before the teacher can administer any topical ointments.

11. Incident Reports If a child has an injury during the day that does not require immediate medical attention, the teacher will complete an *Incident Report* see **Addendum F** describing the event and injury. No children's names will be used other than the injured child. Parents



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will receive and sign 2 copies at the end of the day and 1 copy will be maintained in the child's file. All teachers in that classroom, as well as admin staff, will be informed of this report.

12. Child Abuse and Neglect: Each person who is employed at First Presbyterian Day School is considered a mandatory child abuse reporter. This means that if we have reason to suspect abuse or mistreatment or are told by a child that they have been abused in any way, we are required by law to call and report this to the Department of Social Services. We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the center director or the local NC Department of Child Development and Early Education.

### F. Families as Partners

1. Valuing the partnership between First Presbyterian Day School and children's parents and families. We recognize that parents have an important part to play in the delivery of quality childcare to children. We believe that parental involvement contributes enormously to the effective way in which we operate. It is the requirement of our licensing agency that all parents participate in activities listed under the volunteer activities. During enrollment, each family will be asked to complete a form asking about the type of involvement families would like to participate in.

Parents are welcome to come to the school at any time to spend time with their child and assist with activities, and we encourage parents' involvement in the overall support and partnership as one network as we provide for each child and family that we serve.

Parents are encouraged to become involved in the school in each or at least one of the following ways:

- Being active in the establishment of a parent and school relationship.
- Communicate with staff about your child, their interests, your concerns, and the program.
- Ask questions about daily activities.
- Suggest things that you would like staff to consider when planning activities or events
- Ask about your child's development and update staff on changes or concerns that you may have.
- Maintain an interest in the communication process by reading and responding to all notices or surveys, attend meetings.
- Participate in parent-teacher conferences 2 times a year and as needed



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- Contribute any special skills in music, languages, drama, or other activities.
- Participate in activities with your child and others or just observe.
- Attend formal and informal functions arranged by the school.
- Support the school through fundraising and donations.

### 2. Volunteer Opportunities

First Presbyterian Day School encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. FPDS also asks that parents share their talents and time to help make the center the special community it is.

Here are some ways you can help:

- Class representative/room parent
- Fundraising
- Computer (website, assisting staff with database software, etc.)
- Center beautification
- Outreach/marketing
- Newsletter
- Graphic design
- Sewing
- Library support
- Yard Sale/Bake Sale
- Translation of written materials into Spanish and/ or other needed languages

### 3. Dispute and Conflict Resolution Policies

#### a. Grievance Policy

Any concern or complaint about a member of the FPDS staff, or about a policy or procedure will be shared first with the administrative staff. While the teacher will be included in resolving the grievance, we expect teachers to be tending to children and not distracted with adult issues, especially in front of any children. FPDS takes parent concerns very seriously and is committed to resolving conflict quickly and fairly. A parent who is not satisfied with the response from the directors, may contact the chair of the Day School Community Committee of the Board of Directors See List of Board members in **Addendum C**

#### b. Parent/Family Code of Conduct Policy

First Presbyterian Day School requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of First Presbyterian Day School provides the most appropriate environment in which a child can grow,



## Family Handbook

learn and develop. Achieving this environment is not only the responsibility of the employees of First Presbyterian Day School, but also the responsibility of each parent and adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will need to speak with administrative staff before returning to the school and if the problem continues to persist the parent will not be permitted on school property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing school property.

### i. Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time, shall inappropriate language be directed toward members of the staff.

### ii. Threatening Employees, Children other Adults Associated with FPDS

Threats of any kind will not be tolerated at First Presbyterian Day School. In today's society<sup>33</sup>,

First Presbyterian Day School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be fully prosecuted of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. Parents are responsible for and in control of their behavior at all times.

### iii. Physical/Verbal Punishment of your child or other children

We are guided by DCDEE regulations that do not permit corporal punishment of children, and such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Directors. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Directors are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have



## Family Handbook

privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### iv. Violations of the Safety Policies

Parents are required to always follow all safety procedures. These procedures are designed not as inconveniences, but to protect the welfare and best interests of the employees, children, and associates of First Presbyterian Day School. Please be particularly mindful of entrance procedures. We all like to be polite, however, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Directors.

### v. Confrontational Interactions with Employees, Other Parents or Associates of FPDS

While it is understood that parents will not always agree with the employees of First Presbyterian Day School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

vi. Confidentiality Policy. FPDS respects the privacy of each family and staff. Children will not be discussed with anyone other than their teacher and/or family members. We will not permit information to be shared on social media and any photographs of children will only be posted on password-protected platforms.

First Presbyterian Day School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to understand that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with First Presbyterian Day School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### vii Drugs and Alcohol

The safety of your child is our highest priority. We respect the rights of parents to access their own child. However, if First Presbyterian Day School staff feel a parent is in an unsafe condition to drive or otherwise leave with their child (such as under the influence of drugs or alcohol), the staff may suggest that the parent or the staff call another person on the approved list, a friend or relative, or a cab. The staff may also call 911 for assistance and to report the incident.



## Family Handbook

### ADDENDA

|     |   |
|-----|---|
| A.  | <i>FPDS School Calendar</i>                       |
| B.  | <i>Staff and Teacher Organizational Chart</i>     |
| C.  | Board of Directors Organizational Chart           |
| D.  | Tuition and Fees                                  |
| E.  | Breastfeeding Policy                              |
| F.  | Approved Snacks                                   |
| G.. | Pandemic Amended Requirements - COVID 19 Response |

### Addendum A

#### 2023 & 2024 Calendar of Events Draft

|                              |                     |  |
|------------------------------|---------------------|--|
| August 10-11, 2023           | Thursday and Friday | School Closed for Staff Workday<br>FPDS Open House 2-4 pm (Friday) |
| August 14, 2023              | Monday              | Start of The New Program Year/ Transition Day                      |
| <b>Durham PreK First Day</b> | <b>Monday</b>       | <b>First Day of School Durham PreK Students</b>                    |
| September 4, 2023            | Monday              | School Closed for Labor Day  |
| October 20, 2023             | Friday              | School Dismisses at Noon (Fall Festival)                           |
| November 10, 2023            | Friday              | School Closed for Veterans' Day                                    |
| November 22, 2023            | Wednesday           | School Will Close at (12 Noon) for Thanksgiving                    |
| November 23-24, 2023         | Thursday & Friday   | School Closed for Thanksgiving                                     |
| December 8, 2023             | Friday              | School Dismisses at Noon (Staff Holiday Luncheon)                  |
| December 22, 2023            | Friday              | School Will Close at (12 Noon) for Winter Break                    |
| January 2, 2024              | Tuesday             | Back to School Winter Break End                                    |



## Family Handbook

|                     |                     |   |
|---------------------|---------------------|---|
| January 15, 2024    | Monday              | School Closed for Martin Luther King Jr. Day        |
| March 1, 2024       | Friday              | School Closed for Staff Workday                     |
| March 29, 2024      | Friday              | School Closed for Spring Break                      |
| April 2, 2024       | Tuesday             | Back to School Spring Break End                     |
| May 27, 2024        | Monday              | School Closed for Memorial Day                      |
| <b>June 7, 2024</b> | <b>Friday</b>       | <b>Last Day of School – Durham PreK Students</b>    |
| June 19, 2024       | Wednesday           | School Closed for Juneteenth                        |
| June 22, 2024       | Saturday            | Pre-K Graduation (10 am)                            |
| July 4, 2024        | Thursday            | School Closed for Independence Day                  |
| August 8 -9, 2024   | Thursday and Friday | School Closed for Staff Workday (Friday open house) |
| August 12, 2024     | Monday              | Start of The New Program Year/ Transition Day       |

### 2023 & 2024 Board of Directors' Meeting

|                    |         |                        |
|--------------------|---------|------------------------|
| August 15, 2023    | Tuesday | Board Meeting @ 6:00pm |
| September 19, 2023 | Tuesday | Board Meeting @ 6:00pm |
| October 17, 2023   | Tuesday | Board Meeting @ 6:00pm |
| November 14, 2023* | Tuesday | Board Meeting @ 6:00pm |
| December 19, 2023  | Tuesday | Board Meeting @ 6:00pm |
| January 16, 2024   | Tuesday | Board Meeting @ 6:00pm |
| February 20, 2024  | Tuesday | Board Meeting @ 6:00pm |
| March 19, 2024     | Tuesday | Board Meeting @ 6:00pm |





# Family Handbook

## Addendum B

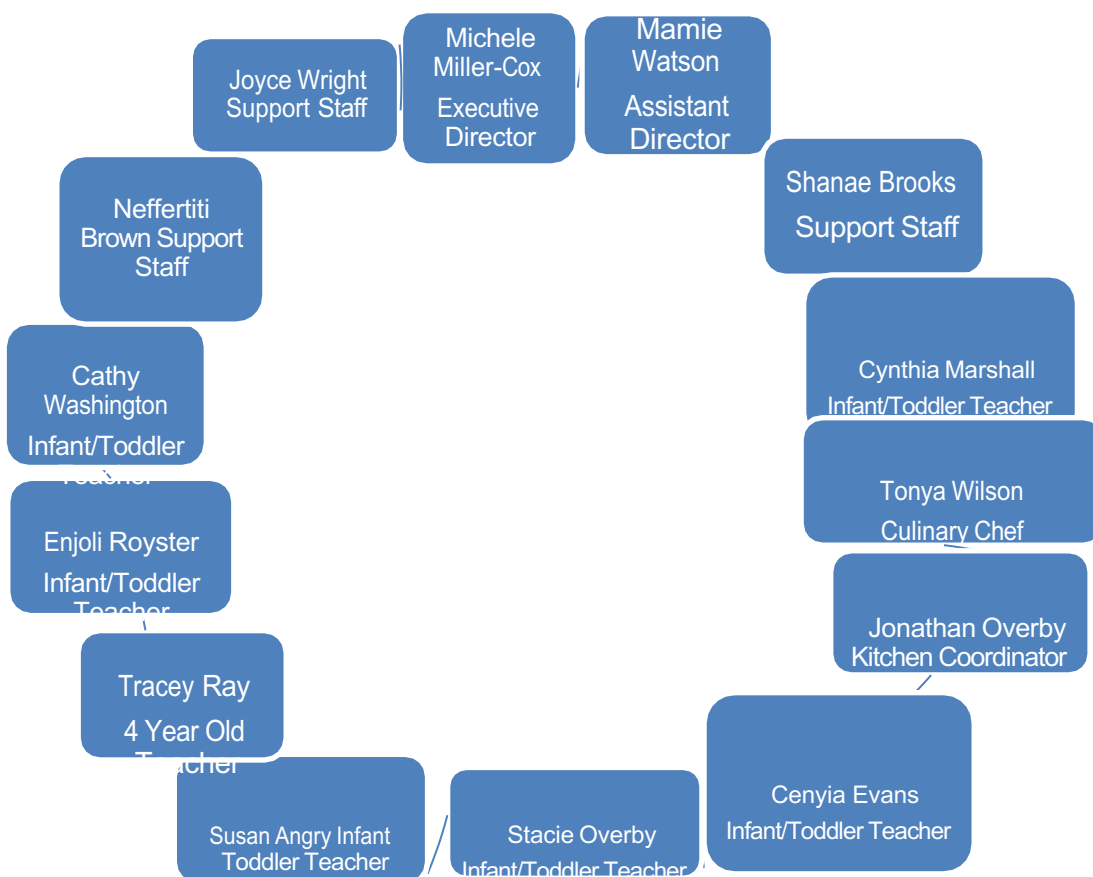
### FPDS Staff and Teacher Organizational Chart

919-688-8685 (Office)

919-885-3892 (Mobile)

[admin@fpdayschool.org](mailto:admin@fpdayschool.org)

[mamie@fpdayschool.org](mailto:mamie@fpdayschool.org)





## Family Handbook

### Addendum C.

#### Board Structure Contact Information

**Will Jolly (Parent)**  
**Chair**

[wjolly42@gmail.com](mailto:wjolly42@gmail.com)

**Flo Thompson (ECE Expert)**  
**Vice Chair**

[florianna.thompson@yahoo.com](mailto:florianna.thompson@yahoo.com)

**James Ruggiero (Community)**  
**Treasurer**

[jruggiero32@gmail.com](mailto:jruggiero32@gmail.com)

**Simon Marshall (Parent)**

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**Nathan Williams (Parent)**

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**Mariel Beasley (Parent)**

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**Esther Hethcox (Church)**

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**Kashama Leo (ECE Expert)**

[k22charms@hotmail.com](mailto:k22charms@hotmail.com)

**Michele Miller-Cox**  
**FPDS Executive Director**

[michele@fpdayschool.org](mailto:michele@fpdayschool.org) and [admin@fpdayschool.org](mailto:admin@fpdayschool.org)

**Mamie Watson**  
**FPDS Assistant Director**

[mamie@fpdayschool.org](mailto:mamie@fpdayschool.org)



## Family Handbook

### Addendum D.

## Tuition and Fees

| <b>Age Group</b>  | <b>Monthly Fees</b>   | <b>Deposit at Registration</b> |
|---|---|--------------------------------|
| <b>Infants (6wks to 1 year old)</b>                             | <b>\$1510.00</b>  | <b>\$755.00</b>                |
| <b>One's</b>  | <b>\$1464.00</b>  | <b>\$732.00</b>                |
| <b>Two's</b>  | <b>\$1391.00</b>  | <b>\$695.50</b>                |
| <b>Three's</b>  | <b>\$1222.00</b>  | <b>\$611.00</b>                |
| <b>Four- and Five-Year Old's</b>                                | <b>\$1185.00</b>  | <b>\$592.50</b>                |
| <b>Late Tuition Fee (After the 5<sup>th</sup> of the Month)</b> | <b>\$25.00 Late Fee for the First Day and \$5.00 for each day following for a maximum of 5 days – After which your child will not be able to attend school.</b> | <b>N/A</b>                     |
| <b>Return Check Fee</b>   | <b>\$35.00 Per Transaction</b>  | <b>N/A</b>                     |
| <b>Sibling Discount</b>   | <b>10% Discount Applies to Oldest Child's Tuition</b>   | <b>N/A</b>                     |



## Family Handbook

### Addendum E.

#### First Presbyterian Day School Breast Feeding Policy

First Presbyterian Day School is committed to providing a breastfeeding friendly environment for our enrolled families, children, and staff. First Presbyterian Day School subscribes to the following policy:

We believe at First Presbyterian Day School that breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mother, it is important for childcare providers to support and encourage breastfeeding.

**The purpose of this policy is to ensure that all breastfeeding families have the support they need to continue breastfeeding while their children attend our childcare center.** We also strive to make sure that all families are well-informed about the risks and benefits of infant feeding choices as they may apply to these children and to any future children.

**We demonstrate our commitment to breastfeeding, especially exclusive breastfeeding.** We discuss breast feeding with potential families, share breastfeeding materials with our families and include breastfeeding updates for all the staff.

**We train our staff to support and promote optimal infant and young child feeding.** All staff receive training in storage and handling of human milk, developmentally appropriate infant feeding practices, breastfeeding promotion, support of exclusive breastfeeding, and the risks/benefits of different infant feeding choices.

**We inform women and families about the importance of breastfeeding.** We provide families with culturally appropriate information about the risks/benefits of different feeding choices and about the importance of exclusive breastfeeding. We also discuss the importance of breastfeeding and exclusive breastfeeding with all families.

**We provide learning and play opportunities which normalize breastfeeding for children.** Our center provides toys and books that illustrate nursing animals and babies, for children of all ages. We discuss interactions between mothers and babies, including how they feed.

**We ensure that all breastfeeding families can properly store and label milk for childcare center use.** We have written guidelines that we share with our families, and all milk at our center is properly labeled (name, date, BM, FOR).

**We provide a breastfeeding-friendly environment.** We invite mothers to come to the center and nurse their child in our comfortable and cozy lactation room and/or the infant classroom. The lactation room has culturally appropriate posters, breastfeeding information, and equipment to support breastfeeding families. Our lactation space includes; a comfortable chair, nursing pillow, a foot rest, phone charger, white noise, burp clothes and blankets, cleaning supplies, and a refrigerator for human milk storage.



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**We support breastfeeding employees.** Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

**We develop a feeding plan that supports best feeding practices with each family.** Understanding that feeding patterns at the day school can impact the overall breastfeeding relationship, we work with each family to encourage practices that will help maintain breastfeeding. This includes nursing on demand, responding to feeding cues rather than feeding on a schedule, and developmentally appropriate introduction of complementary foods.

**We support all** breastfeeding, chest feeding, and human milk feeding families inclusive of their race, ethnicity, immigration status, nationality, creed, age, sexual orientation, gender identity, family structure, primary language, ability, or class.

**Improving rates of breastfeeding is one of the most important ways we can improve the health of women and children.** Breastfeeding decreases the risk of maternal diabetes and cancers, as well as a myriad of preventable pediatric conditions including obesity, Type 2 diabetes, and Ovarian and Breast cancer. Younger mothers, and African Americans have the lowest breastfeeding rates, and this contributes to their higher rates of many of these diseases.

**There are many barriers to increasing breastfeeding duration.** For many mothers, the need to return to work and be separated from their babies can make it challenging to continue breastfeeding. Research suggests that infants who are routinely cared for by someone other than their mother, are significantly less likely to be breastfed. That's why First Presbyterian Day School provide support and encouragement for breastfeeding families, it makes it easier for mothers to continue to breastfeed, thus continuing to provide the optimal food and nurturing for babies.

The center director will directly communicate this policy to all new and current staff members. All new parents will learn about this breastfeeding policy in their initial interview with the center director.

Effective Date: 6/16/2022



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### Addendum F:

#### Healthy Snacks

Below is a list of a sampling of foods served at First Presbyterian Day School. If you are to bringing in foods or snacks for a special occasion, please be sure to select something from the list:

##### FRUITS AND VEGETABLES

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementine's, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

##### CHEESE/ DAIRY SNACKS

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

##### GRAINS/ SEEDS

- Sunflower butter is a great alternative and makes great PB and J!
- Crackers:
  - Triscuits, Wheat Thins, Vegetable Thins (all flavors)
  - Ritz crackers/dinosaurs/sticks
  - (NOT Ritz bits or sandwiches)
  - Town House, Club, Toasted crackers
  - Cheez-Its, Cheese Nips, Better Cheddars
  - Saltines, oyster crackers
  - Wheatables, Air Crisps, Munch 'Ems, Keebler Snack Stix
  - Kashi Tasty Little Crackers (TLC)
  - Breton/Dare brand crackers
  - Goldfish crackers
  - Graham crackers, graham cracker sticks



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- o Teddy Grahams or Teddy Graham character brands
- o Bug Bites crackers
- o Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)
- Snikiddy brand snacks (fries and puffs)

### CEREALS

- Cheerios (NOT Honey Nut or Frosted)
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix Cereal
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix Cereal
- Life
- Wheaties
- Other unsweetened cereal without nuts
- Other snack ideas:
  - Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
  - Popcorn
  - Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
  - Nutrigrain cereal bars/yogurt bars
  - Special K Bars (NOT Honey Nut)
  - Special K Snack Bites
  - Fig Newtons (all flavors)
  - Rice cakes (NOT Quaker brand, not nut free)
  - Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
  - Potato Soy Crisps
  - Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)



## Family Handbook

### Addendum G

#### Pandemic Amended Requirements

## *Covid-19 Response*

*FPDS has and will continue to monitor the matrix of the current pandemic. This guidance is taken from NC Department of Health and Human Services and NC Division of Child Development and Early Education. We have taken these recommendations and turned them into requirements to ensure the safest environment possible for our children, families, teachers, and staff during the pandemic.*

*Below is a snapshot of our current practices:*

*There are designated entrances for the infant and four- and five-year-old classroom.*

*Drop Off – Once inside the classroom, all hands are washed, and temperatures are taken. If you drop your child off inside the classroom, you and your child must wash your hands immediately.*

*Classes are seldomly combined, and support staff are limited to their exposure by standing or sitting at the door or near the windows when relieving teachers for breaks.*

*Children are spending as much time as possible outdoors.*

*While indoors, we are propping windows open and using air purifiers in each classroom to circulate fresh air.*

*During nap time, children's cots are separated by more than 3 feet when possible or children sleep head to foot.*

*All sheets and cloth items used by children throughout the day are washed daily.*

*All meals prepped or prepared by our chef are plated and wrapped and delivered to each classroom (family style mealtimes will be suspended).*

*Children's personal belongings are brought each day inside their knapsack, which are then sent home each afternoon.*

*Staff and families are asked to COVID test before returning to school after traveling*





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*outside of North Carolina.*

*All FPDS staff and children are required to be fully vaccinated for COVID-19.*

### *Pre-Enrollment Requirements:*

*All incoming students are asked to provide a negative COVID-19 test result taken at least 48 hours prior to the start date.*

*Please review our updates about COVID Protocols on our websites (updates are made periodically as the metrics and Durham County COVID information is updated)*

*<https://www.fpdayschool.org>*

*For information about COVID-19 testing availability near you, see the NCDHHS testing resource:*

*<https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place>*



## Family Handbook

***Pages are reserved for Addendums and modification of the FPDS Policies.***



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