



# Parent Handbook

## 2019-2020

# Purpose

Waypoint Preschool is a ministry of Waypoint Church. It is our purpose to provide a Christian preschool for children that will draw them and their families into a closer relationship with Jesus Christ and the Church. Under the guidance of qualified Christian teachers, our play-based preschool provides an educational program with consideration to the developmental needs of young children emphasizing growth in all areas: physical, emotional, mental, and spiritual.

# Philosophy

We believe:

Each child is a unique gift from God and therefore worthy of love, acceptance, and support. Parent(s) are a child's best teacher(s); therefore, we endeavor to support and enhance the education process begun at home.

Every child learns in his/her own way and at his/her own pace. Therefore, our curriculum allows for individual expression through:

- Self-directed discovery
- Creative arts experiences (visual and musical)
- Gross and fine motor activities
- Stories
- Group experiences
- Teacher-directed activities

# Waypoint Preschool

6804 Farrington Road  
Chapel Hill, NC 27517  
(919) 489-5889

Preschool@Waypointrdu.com

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# Staff Directory

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Dear Preschool Families,

Welcome to Waypoint Preschool!

It is an honor to have you and your children join the Waypoint family. I look forward to knowing you and joining you in supporting, affirming, challenging, and growing your children to their fullest potential. We will do everything in our power to make this a positive year for your entire family.

Please take time to read the handbook thoroughly, as it is full of important information that will facilitate a smooth transition for you and your child as we begin the year. Don't hesitate to call or email me if you have any questions or if you would like to discuss anything before the start of school. I anticipate a wonderful year with your children and look forward knowing you!

Blessings,

Amy May

Director, Waypoint Preschool

Dear Parents,

On behalf of the people of Waypoint Church, I want to welcome you to Waypoint Preschool. We are honored that you have entrusted your precious children to this preschool. We strive to be the place where your children will grow and learn at a very special time in their lives.

Our staff and teachers are ready to provide a safe and productive preschool environment. Each person working here will have your child's best interests in mind at all times.

I also want to extend an invitation for you to enjoy other events at Waypoint, including our worship service at 10:30 a.m. each Sunday. The people of Waypoint Church make up a diverse, loving, Spirit-filled community. We would love for your family to be a part of it all!

In Christ,

Lawrence Yoo

Lead Pastor

## 2019-2020 Tuition & Fee Schedule

Class	Monthly Tuition	One Time Supply Fee
Ones	\$205.00	\$90
Twos	\$205.00	\$90
T/TH Threes	\$205.00	\$90
MWF Threes	\$245.00	\$135
M-Th Fours	\$305	\$135

When a family has two or more children enrolled, a discount of 10% is taken off the youngest child's monthly tuition. When a family enrolls a child in more than one class per month, a discount of 10% is taken off of the second tuition payment. Tuition is due on the first day of each month. Late payment penalties are as follows:

If unpaid by 10<sup>th</sup>: \$5.00 fee 15<sup>th</sup>: \$10.00 fee 20<sup>th</sup>: \$20.00 fee

If tuition has not been paid by the last day of the month, and no arrangement has been made with the director to erase this debt, your child will be withdrawn from the program. If you are unable to meet our payment schedule at any time, please contact the director immediately.

You may pay by:

1. Placing your check in the tuition box outside of the preschool office.
2. Mailing your checks to Waypoint Preschool, 6804 Farrington Road, Chapel Hill, NC 27517.
3. Setting up automatic bill pay with your local bank, which will mail checks on your behalf at a time designated by you.
4. Paying online at [www.waypointpreschool.org](http://www.waypointpreschool.org). If you choose to use this method, we ask that you pay the convenience fee. If you do not, you will get a bill at the end of the month to pay separately.

Make checks payable to: WAYPOINT PRESCHOOL.

A \$25.00 fee will be charged for any tuition check returned due to insufficient funds.

## Withdrawal

Thirty (30) days notice is required when a child leaves the preschool permanently. Parents are responsible for payment of tuition through the month of withdrawal. There are no refunds of deposits when a child is withdrawn. Deposits are non-transferrable and cannot be used to cover regular tuition (with the exception of the intended May tuition coverage).

# Arrival

Hours of operation for all of our preschool classrooms are from 9:15am-12:15pm. An adult must accompany each child to his/her classroom. To help prevent the spread of germs, we ask that each child wash his/her hands prior to coming to class. Please do not enter the preschool hallway before 9:10 unless you are taking your child to the restroom. Please do your best to arrive on time. This helps your child as well as their teachers get going on all the wonderful plans they have for the day. The preschool entrance will be locked at 9:25. In the case that you arrive late, or need to pick up early you can notify our staff by ringing the bell to the right of the door.

It is quite normal to have periods during the year where separation is difficult. These suggestions may help:

- Plan ahead so your time together before school is not rushed.
- Establish a ritual for saying goodbye. “The Kissing Hand” is especially effective. Feel free to borrow the book from our library or ask your child’s teacher for an explanation.
- Say goodbye only once, but never “slip out” without saying goodbye. When you leave the room, resist the temptation to pop back in to check on your child. If your child cries or withdraws from activity for an undue length of time, the director will contact you.
- Blankets, stuffed animals, and other special “lovies” are welcome during this transition time.

# Departure

All parents should come in to the building to pick up their child(ren). When picking up your child, you will need to bring in your laminated Pick-Up Pass. Please come to the preschool hallway and form a line. There you will be met by a staff member who will then call for your child. If you do not have your Pick-Up Pass, you may be requested to show a picture ID in order to pick up your child.

When someone other than the parent (or regular designee on file) will be picking up your child, you need to notify the preschool in writing. We will not allow a child to leave with a different pick up party without a written authorization and picture ID. Exceptions will only be made for emergency situations where prior knowledge was not possible.

It is expected that parents will not enter the preschool hallway during dismissal. If you need to enter the preschool hallway, please wait until all the children have been dismissed and a staff member has given you clearance to enter the hallway.

## Parking Lot / After School Guidelines:

- Always hold your child's hand in the parking lot.
- Always drive slowly.
- Do not use your cell phone in the parking lot while your car is running.
- Bring all children in the building with you, even if they are not enrolled in our program. Do not leave any child in a car unattended by an adult for any reason or for any amount of time.
- If you and your child are enjoying any unfenced area before or after school, please be within 10 feet of your child, and be alert at all times.

**All classes will begin dismissal at 12:15. Be prompt in picking your child up as late fees will be applied when your child has not been picked up by 12:25.**

1<sup>st</sup> time: warning

2<sup>nd</sup> time: \$5.00 for the first five minutes, and \$1.00 for each additional minute

Late fees are to be paid to the director by the next class day.

# Enrollment

Class composition for the 2019-2020 school year:

- 2 One-year-old classes that meet M/W and T/Th.
- 2 Two-year-old classes that meet M/W and T/Th with a Friday option.
- 2 Three-year-old classes that meet M/W/F and T/Th.
- 2 Four-year-old class that meets M-Th/ M-F.

This schedule is subject to change from one year to the next depending on enrollment.

A child must reach the appropriate class age by August 31, 2019 in order to enroll in that class. Registration for the 2020-2021 year begins in January. Priority for admission is as follows:

- Students currently enrolled in the preschool
- Siblings of enrolled students
- Church members enrolling new students
- Open enrollment from the public

A non-refundable registration fee of \$35.00 plus a \$50.00 tuition deposit must be paid at the time of application to initially hold your child's place in a class. One month's tuition (less the previously paid \$50.00) must be paid by May 1st to finalize your child's place in a class. This tuition security deposit will be used as your tuition payment for the last month of preschool in the next school year. The tuition security deposit will not be refunded for any reason.

If the class you request is full, your child may be placed on a waiting list. Students are placed on the waiting list based on the date the application is received. You will be notified, in the order in which names appear on the waiting list, when and if an opening occurs. You must respond by submitting payment within the time designated by the director to secure the available spot. We reserve the right to ensure adequate gender balance in each class, though it cannot be guaranteed.

# Book Bags

Each child should bring a backpack to school daily (we prefer backpacks large enough to hold daily essentials and their work at the end of the day). This bag will be used to transport things to and from school. We will send artwork, notes, calendars, and other communications home in your child's bag, so make sure to check it daily.

## Diapers & Toileting

For younger children, please send disposable diapers and wipes in your child's book bag. The three and four-year-olds will use the bathroom as a group several times each day with permission to use the bathroom given at other times as needed. If your child is not completely potty trained (has some accidents) or if you have concerns about accidents during your child's adjustment to school routines, we ask that you use "pull-ups" disposable training pants. Please notify your teacher if your family is currently potty training or is planning on beginning this process. We are happy to support you and your child during this transition.

All children enrolled in the 3-year-old class are required to be potty trained and in underwear by January of the 3-year-old year. If you anticipate this being a problem, please speak to your teacher in advance at your fall parent teacher conference.

## Immunization Record

Immunization records must comply with State of North Carolina immunization requirements as set forth in [NCGS §130A-152](#) prior to attendance. A certificate of immunization must be provided at or before Parent Orientation in August, or else a notice of deficiency will be presented to the parent, guardian, or responsible person. Subsequently, there will be 30 calendar days allowed to obtain the required immunization; if administration over a series of doses requires more than 30 days, additional days may be allowed to obtain required immunizations upon certification by a physician. After 30 days (or certified extended period), if the required immunization has not been obtained, the child will not be permitted to attend per state law. Required immunizations include DTaP, hep B, Hib, MMR, polio, PCV, varicella. Vaccination administrations must comply with the [immunize.nc.gov](#) and/or [10A NCAC 41A .0401](#) schedules per age of entry of an applicant unless an exception as described below has been granted.

Exceptions may only be granted for:

-Medical exemption which may only be requested by a physician licensed to practice in North Carolina. For valid contraindications and precautions defined in <https://immunize.nc.gov/schools/ncexemptions.htm>, need to receive the completed "Medical Exemption Statement". If the physician feels that there is a medical contraindication that is not listed on the Medical Exemption Statement, then the physician must complete the "Physician's Request for Medical Exemption" describing the contraindication and the proposed length of time, and have the documents required sent to the State Health Director, Department of Health and Human Services, Immunization Branch. In this case for a contraindication/precaution not generally recognized as valid, there must be documentation that the State Health director has granted exemption from the vaccine(s) in question.

Waypoint Preschool does not allow religious or philosophical exemptions.

# Lunch Bunch

Lunch Bunch is an extension of the school day and provides a time when children can enjoy lunch, friends, and play. Each child must provide his/her own lunch, drink, and eating utensils. Please label the outside of the lunch box and any individual containers. Simple nutritious lunches are appreciated. Children will be encouraged to eat their healthier options before any sweets. Lunch Bunch is offered for all completely potty-trained children Monday-Thursday from 12:15 until 1:15 p.m. You will need to sign your child up in advance for Lunch Bunch for each semester, and payment will be due in 2 installments. There will be no Lunch Bunch on teacher meeting days. We reserve the right to change days that Lunch Bunch is offered based on staff availability and student demand.

Pick-up time for Lunch Bunch is 1:15 pm. You must come in and personally sign your child out. Late fees for Lunch Bunch pick-up are as follows:

- 1<sup>st</sup> time: warning
- 2<sup>nd</sup> time: \$5.00 for the first five minutes and \$1.00 for each additional minute

Late fees are to be paid to the director by the next class day.

*\*In the case of severe weather or school closing unexpectedly, lunch bunch will not be made up.*

# Illness

In case of illness at school (i.e., fever or vomiting), parents will be contacted. If unavailable, person(s) listed on the emergency contact form will be notified (in the order given). Please make sure we have updated numbers for you and others authorized to pick up your child.

In the event of a serious injury or illness, the parent(s) and designated pediatrician will be contacted immediately. The child will be transported by rescue squad/911 to the emergency room at the hospital you specify on the emergency form.

Any child with fever, vomiting, or diarrhea should not come to school and must wait 24 hours after such illness before returning to school. A child on antibiotics may return to school after 24 hours of treatment. Contact your child's teacher if your child contracts an infectious illness (pink eye, strep throat, chicken pox, lice, etc.) and follow your physician's advice as to when your child can return to school. If your child does have lice, they may not return to school until their hair and scalp are lice and nit free. The director will notify all parent(s) in a classroom when your child has been exposed to a contagious illness.

If your child will not be attending school due to illness, please call or email the director or your child's teacher.

# Discipline

Our teachers plan a busy day filled with all sorts of formal and informal learning. Some of the best tools your children will leave here with will be the tools they acquire in the inevitable unplanned moments of conflict between students or teachers in the classroom. Navigating life is complicated, and we as teachers feel it is our role to model appropriate strategies for coping with the ups and downs that come our way throughout the day.

At Waypoint Preschool, teachers reinforce acceptable behavior by praising the child for what he/she is doing. Positive reinforcement encourages good behavior and makes the child feel good about him/herself.

For the child who is behaving inappropriately, redirection is attempted. The child is encouraged to do something different. Along with this, the teacher will explain the natural consequences of the child's behavior, for example, "If you throw the blocks, you may hit someone and hurt them. Why don't you stack them instead?" If these efforts are unsuccessful, we will ask the child to "take a break" until they are ready to calmly talk. Typically, the teacher will listen, seek further understanding asking the child how we can "solve the problem." After a time of processing, the teacher will prompt the child with two choices to help guide their engagement in whatever activities that are appropriate for that time.

If a situation arises where a child is unable to adjust to the preschool setting or classroom guidelines, a conference with the teacher, parent(s), and preschool director will be scheduled. At this conference, a plan, including a timetable, will be developed to help the child adapt to the classroom. This may involve having a parent stay with their child in class throughout the morning to assist in his/her adjustment. If the child does not respond to repeated and various strategies, is a threat to other children, or is a serious disruption to the classroom, the director may require that the child be dismissed from the program.

# Inclement Weather Policy

Whenever inclement weather/events cause a change in our normal operating hours a text message will be sent to all families who choose to sign up for our Remind texting service.

Waypoint Preschool will defer to Durham Public Schools decisions, for the most part, in regard to closing, though we frequently return back to school sooner after weather events due to our lack of complication with transportation. In general, when the Durham Public Schools operate on a delay, we will begin our day at 10:15.

If the weather turns threatening while school is in session and Durham Public Schools announces an early closing, Waypoint will close early as well. You will need to come for your child as soon as possible. In the event of an early closing, a text message will be sent through our Remind service. If you are in doubt about early closing, call the director. When school closes early there will be NO Lunch Bunch.

No tuition refunds will be given in the event of days missed due to bad weather or any other emergencies causing school to close. If more than 3 days are missed by a given class, make-up days for that class will be added to the end of the school year or built into our calendar with a max of 5 added days. No other days will be made up.

## Birthdays

Birthdays are very special, and your child's birthday may be celebrated here at Waypoint Preschool. You may want to sign up to provide a special snack (we prefer, whole fruit popsicles or a favorite snack rather than cupcakes), bring special plates and cups for their normal snack time, or lead an activity on the week nearest your child's birthday. Please make arrangements with the teacher ahead of time.

Parents should be considerate when extending birthday party invitations for home celebrations. Please extend invitations either to the entire class or mail invitations to invited children.

## Show & Tell

Some classes will have a specified time for sharing items or news with classmates. Items that tie in with the week's theme are especially appropriate and encouraged. Please do not send the following items to school at any time:

- Fragile items
- Items with small pieces
- Weapon toys
- Action figures

Please check with your child's teacher before sending any toys to school other than those for show and tell or "lovies" that ease separation.

## Directory

You will receive an electronic directory of all class names, addresses, phone numbers, and emails. This is published for the convenience of school parents and teachers. Please protect the privacy of our families and refrain from using this as a mailing list to solicit for any product, service or cause. Any mass-communication must be pre-approved by the director.

## Contacting the Preschool Office

The preschool office hours are 9:15 to 12:15, Monday through Friday. Please feel free to call us at 919-489-5889 during those hours.

The office can also be reached via email at [preschool@waypointrdu.com](mailto:preschool@waypointrdu.com).

In the case of an emergency, you can reach Amy directly at 919-599-0676.

# Clothing

Please send a complete change of clothing (including socks and underwear) in the labeled zip- lock bag you received at Open House. These clothes will be kept at school in case your child has a spill or accident. Clothes will be sent home when the weather changes to be replaced with appropriate clothing.

Dress your child comfortably and appropriately for the weather. We will be going outside daily, so make sure your child has a jacket, hat, mittens, etc. when necessary. Label your child's outerwear. Children unable to put on their footwear by themselves, should only wear gym shoes or other appropriate outside footwear. Younger children frequently remove sandals and flip-flops outside and cannot put them back on. We want to make sure that the children's feet are always protected.

Save your child's best clothes for other occasions. Children feel freer to explore, to create, and to be physically active when they do not have to worry about keeping their clothes clean. Also, consider clothing that fastens easily to make it easier for your child to use the bathroom independently.

# Snacks

## **1s and 2s Classes:**

Parents sign up to provide snack for the entire class on a rotating basis. Sign-up sheets are posted in your child's classroom. All parents are expected to participate. Water will be served to accompany snack.

## **3s and 4s Classes:**

Please send in your child's snack daily. Please label the container for easy recognition.

Healthy snack suggestions: graham crackers, cheese cubes, cheese crackers, fruit slices, yogurt, cottage cheese and fruit, mini bagels, pretzels, cereal snack mix, applesauce, veggies and dip, granola, edamame, hard-boiled eggs etc. Please save the cookies and sweet treats for special occasions.

**PLEASE DO NOT SEND POPCORN (a choking hazard) OR NUTS. WE ARE A NUT-FREE FACILITY.**

The 1s classes are asked to provide a sippy cup with a lid labeled with child's name for use during snack time. The rest of the classes will need to bring labeled water bottles for snack and outside play time.

# Communication

You will receive a weekly email from the director including upcoming dates, reminders, and school news. If you do not have access to email, please request that a hard copy of the weekly update be sent home with your child. In an effort to reduce paper waste and consumption, we will share the majority of our information electronically. Notices and messages from your child's teacher may also be sent by e-mail, but please be on the lookout for monthly calendars and other communication that are likely to be sent home in your child's bag. You will also have the opportunity to join a one-way texting alert system, Remind, to receive quick reminders or updates throughout the year.

# Parent Involvement

Parent involvement is encouraged and welcomed. What gifts or special talents do you have that you can share? Might you have a gift or area of expertise you could share with our staff? Do you play a musical instrument or have a knack for art, gardening, or drama? Do you have a unique job/travel experience? If you answered YES to any of the above questions, please talk with the director about how you might share these gifts with our preschool family.

Waypoint Preschool has strict policies in place to protect children and staff. As a result, parent helpers are never left alone with a child(ren). At all times your children will be supervised by a Waypoint Preschool staff member who has undergone a criminal background check. If you would like to become a regular volunteer at our school, we would ask that you fill out an application and provide permission to perform a criminal background check. The safety of all our children and the adults who work with them is important to us. If you have any questions, please see the director.

# Suggestions/Concerns/Complaints

This policy is written as a guideline to parents in the event that a concern or complaint arises. In such an instance the parent should do the following:

1. Speak to the person with whom there is a problem. If you are unable to speak directly with this person about your concern or your concern is not resolved after this conversation, please contact the director.
2. If your complaint/concern involves the director, please contact the Pastor of Waypoint (see page 4).

# Parent Committee

The Parent Advisory Committee at Waypoint Preschool is made up of parent representatives from each class as well as other parent-led offices. These parents help out with general preschool needs as well as lead our school in 4 primary roles:

1. Teacher appreciation
2. Mission / community service
3. Fundraising
4. Fellowship

If you are interested in a position on the committee or attending one of our monthly meetings, send Amy an email at [preschool@waypointtrdu.com](mailto:preschool@waypointtrdu.com) for more details.

# Children with Special Needs

At Waypoint Preschool, we do our best to maintain an inclusive environment which serves all children without discriminating against those with disabilities, diagnosed or suspected, whether they are physical, mental or any other. We attempt to work with the parents to the best of our ability to accommodate any special needs our students might have. We work with parents and therapists as well as invite therapists to join students in the classroom setting if that is helpful for families. We recognize, however, that our training in certain areas is limited. Situations might arise where we are not equipped or qualified to meet the needs of some children who could be better served by attending a program that is geared toward addressing their specific needs. In instances that exceed our capacity to meet the needs of a child in our care, Waypoint Preschool reserves the right to require a child to be withdrawn from the school. We will make every effort to assist the parents in finding a more appropriate learning environment. All information regarding your child is strictly confidential.

## Parent/Teacher Conferences

While direct and open communication is encouraged all year long, we will hold formal parent teacher conferences for our three and four-year-old classes twice a year. The fall conference is very informal and is a great way for us to learn more about your child and any concerns that you may have. The spring conference is a time to check in, as well as for your teacher to go over your child's assessment.

Our one and two-year-old classes will offer 2 informal check-ins over the course of the year. You may choose to sign up for one or both of these, or simply choose to check in when something comes up.

If at any time you want to talk at length with your child's teacher and or the director, please schedule an appointment, as pick up and drop off time are not conducive for this time of conversation.

## Referral Fee Policy

If you need a referral form for your child's application/admission to another school, please be advised of the following:

Referral forms will be completed for a fee of \$15 each, paid directly to the teacher at the time the referral is requested. You must include a pre-addressed, stamped envelope for the completed form to be submitted by your child's teacher. Please allow ONE WEEK for the form(s) to be completed, plus mailing time.

Expedited referral forms (to be completed in fewer than 7 days) will be completed for a fee of \$30 each, paid directly to the teacher at the time the referral is requested. Two business days (minimum) are still required for the form to be completed. You must include a pre-addressed, stamped envelope for the completed form to be submitted by your child's teacher.

## Contacting the Teachers

While we are always glad to speak with you regarding your children, please keep in mind that we also have responsibilities outside of the preschool. Each staff member may direct you as to their preferred time and mode of contact. Please respect their requests on times of contact.

## Waypoint Preschool Scholarships

Limited scholarships are available. Please see the director for more information.

## Director's Hours

The director will be available during class hours (9:15am-12:15pm) Monday through Thursday. If the director is unavailable, you may leave a voicemail box and your call will be returned on the next business day. If you desire to speak with the director at length about your child or other issues, please call or email to schedule an appointment.

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