St. Alban's Weekday Preschool

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Family Handbook
26/27 School Year

Mission Statement

St. Alban's Weekday Preschool, a ministry of St. Alban's Episcopal Church, encourages our children's development through interactive experiences and play in a Christian environment. We promote the development of the whole child, focusing on opportunities to broaden language, social, problem solving, fine motor, gross motor, self-help, and cognitive skills.

Philosophy of Education

At St. Alban's Preschool, we pride ourselves in providing age appropriate, concrete experiences to meet developmental needs in the lives of young children. We believe that learning is an interrelated process, with each area of development overlapping with and affecting other areas of development. We will provide opportunities that nurture the development of the whole child.

Using the essential knowledge of how young children learn and grow as our framework and knowing that learning takes place as experiences are relevant and meaningful to children, we will prepare an environment that takes advantage of what children do naturally, explore and make sense of the world around them through play. Through these real, "hands on" experiences, children are learning higher order thinking skills; problem solving, critical thinking, cause and effect. With teacher as facilitator, children will be guided to work and play together, learning to make decisions, take initiative, cooperate with others, follow instructions and think of themselves as capable persons.

Our total school program will include the following: stories, reading, role playing and drama, a print rich environment to support emerging language and literacy, age appropriate math and science experiences, music, sensory experiences, movement and outdoor play, lunch, and monthly enrichment experiences.

We know that each child comes to us with his/her individual background, experiences, interests, strengths, needs and learning style. We will respect and celebrate differences in children, creating a nurturing, caring community within each classroom. We will be a safe place for children to learn to express themselves in appropriate ways and love others. We will value each child as a precious gift from God.

Program Overview

Hours and Days of Operation

St. Alban's Weekday Preschool begins the school year in September and runs through most of May. Within our nine months of operation, the preschool calendar is very similar to the Charlotte Mecklenburg School year calendar with a few exceptions. Please refer to the school calendar for detailed information regarding the school year.

Our school day runs from 9:00 a.m. until 12:30 p.m. for all classes each day. Children will provide their own lunch and eat at school daily.

Classes Offered

Two-year-olds: Monday/Wednesday or Tuesday/Thursday
Three-year-olds: Monday/Wednesday/Friday or Tuesday/Thursday/Friday
Four-year-olds: Monday through Thursday or Monday through Friday

Student/Teacher Ratios

Two-year classes – 10 students/two teachers
Three-year classes – 12 students/two teachers
Four-year classes – 14 students/two teachers

Please note that the Weekday Preschool Board or Director reserves the right to adjust class size if deemed necessary.

Requirements for Attendance

The following items must be returned to the preschool by August 1st:

1. Enrollment Forms
2. Physician's Statement (with office stamp or seal)
3. Food Allergy Action Plan (if applicable)
4. Proof of up-to-date Immunizations (please note that we are no longer able to accept religious exemptions, medical exemptions or alternate schedules will still be accepted)

School Supplies

Each family will need to supply the following items for their child on a daily basis:

- A backpack or tote bag (large enough to fit their lunchbox if possible)
- A lunch box and a reusable water bottle
- A complete change of clothing including underwear and socks, packaged in a gallon size freezer bag and labeled with your child's name

- Diapers/Pull Ups and changing supplies if your child is not toilet trained

Each family is asked to supply the following on or before the 1st day of school:

- 2 rolls of paper towels
- 1 box of tissues
- 1 container Clorox Wipes
- All Twos – 1 package of baby wipes
- All Threes - 1 box quart size freezer bags
- All Fours – 1 box of gallon sized freezer bags

Beginning Our Year

In an effort to provide each child with a positive school experience and smooth transition into the school year, we will provide several introductory activities. With this schedule, we can gradually acquaint children with their environment, teachers, classmates, and the length of their school day.

- **Mandatory Parent Meeting –** we will have 2 options this year, you can come at 12 pm on Thursday, September 3rd or at 6:00 in the evening. If you are unable to attend one of these meetings, we will need you to do a makeup session.

- **Individual Family Visits**- We will offer individual family visits at St. Alban's on September 1st and 2nd. It is our goal to reassure children about their new school experience by introducing them to their teachers in advance. You will receive a call/message to arrange this visit. It is optional and is also limited to the days/times offered to you by the teachers. If you are unable to meet when the teachers are available, we'd be happy to speak with you by phone. There will be an additional opportunity to meet the teachers at the Open House prior to school starting.

- **Open House**- An Open House will be offered on September 8th, to allow families to see their child's preschool classroom and talk with teachers. Times are as follows:
    - 9:00 -10:15 – MW2s, MWF 3s,
    - 10:30 – 11:45 – TTh 2s, TThF 3s,
    - 11:00 -12:15 – Fours

- **Easing In**- Two-year old classes will have a short easing in period at the beginning of the school year. For the first two weeks, two-year-olds will attend either 9:00-10:30 or 11:00-12:30. Having small groups of 5 children attend for short periods of time will support students in their transition to preschool.

Educational Program Goals

A specific set of age level goals is handed out at the beginning of each school year. Goals in each preschool classroom reflect developmentally appropriate practices. This approach recognizes age and individual differences in a child's development and includes opportunities to develop the following:

- a growing awareness of and connection with God's love
- appropriate social skills
- a sense of trust and security
- personal care skills
- decision making skills
- appropriate expression of self and feelings
- problem solving skills
- participation in individual, small, and large group activities
- pre-literacy and pre-writing skills
- small and large muscle skills
- basic math concepts

St. Alban's Preschool will provide opportunities for your child to fully participate and interact in a positive, age-appropriate program.

Enrichment Experiences

Each school year, we strive to offer enrichment activities from outside agencies for each classroom. These may vary from one age group to another and from year to year. Some of the monthly enrichment experiences offered may include health/nutrition/movement, drama and science. A nominal, one-time activity fee of $125 will be charged with September tuition to help subsidize these special programs. All two and three-year-old classes will participate in Wiggle Worship every other week. All four-year-old classes will participate in Wiggle Worship weekly.

Registration Process

St. Alban's Preschool offers classes for children ages two through five years old. Placement in classes is based on your child's birthdate. Our cut-off date for admittance is that of the Charlotte Mecklenburg School System which is August 31st (i.e. two year old students must be 2 years of age by August 31, 2026 to enter a two-year-old class for the 26/27 school year, 3 year old students must be 3 years of age by August 31, 2026 to enroll in the threes program, etc.).

Registration begins each year in January for the following school year. To register, families should submit completed enrollment forms along with the registration fee and last month's tuition. Registration fees are non-refundable. The first tuition payment is

only refundable with a 30-day notice and a move of greater than 50 miles from St. Alban's Weekday Preschool.

Currently enrolled families are guaranteed a seat for the following school year. For families not currently enrolled, placement occurs in the following order: church members, alumni, and the general public. A child may register as a church member if the family is recorded in the church office as being a member, pledging to the church and participating in the life of St. Alban's as of January 1, 2026. Church membership will be verified with the parish administrator. A lottery will be held when there are more applicants than available seats.

Children that we are unable to place in a class due to space limitations or who do not receive their first choice for class placement are placed on a waiting list. Waiting lists are dissolved at the end of each school year, and do not roll over to the following school year.

Children generally register for one class only (i.e.; Monday/Wednesday or Tuesday/Thursday Twos, etc.) unless there are spaces that are not filled during the initial registration period. Children are not accepted on a drop-in basis or for temporary child care needs.

Financial Policies

Tuition

For your convenience, tuition may be paid in its entirety or broken into 9 monthly payments. Tuition and fees are as follows for the 2026/2027 school year:

Monday/Wednesday Two-Year-Old Class-$278/month
Tuesday/Thursday Two-Year-Old Class-$292/month
Monday/Wednesday/Friday Three-Year-Old Class-$360/month
Tuesday/ Thursday Friday Three-Year-Old Class-$376/month
Monday through Thursday Four-Year-Old Class-$431/month
Monday through Friday Four-Year-Old Class-$530/month

Additional Fees

- Registration Fee-$100
- Enrichment Fee-$125

Payment Schedule

Tuition may be paid by the year or by the month. If tuition is paid on a monthly basis, please follow the payment schedule as follows:

At Registration	Registration Fee and Last Month's Tuition (May 2027 prepayment)
September 1st	1st Tuition Payment and Enrichment Fee due
October 1st	2nd Tuition Payment due
November 1st	3rd Tuition Payment due
December 1st	4th Tuition Payment due
January 1st	5th Tuition Payment due
February 1st	6th Tuition Payment due
March 1st	7th Tuition Payment due
April 1st	Final Tuition Payment due for the current school year

The first tuition payment of each school year is a prepayment for the following May and is only refundable with a 30 day-notice and a move greater than 50 miles from St. Alban's Weekday Preschool.

Tuition checks can be placed in the box marked "Weekday Preschool Tuition" in the Preschool area when school is in session. Please make checks (**no cash please**) payable to St. Alban's Preschool and include your child's name on your check. Payments may also be made through the preschool's Brightwheel App using your bank account or credit card. Processing fees do apply.

For those choosing to pay directly by check, we encourage you to set up electronic bill pay through your bank. These payments are set up automatically by you and checks are mailed to the Preschool by your bank. Since your bank will physically mail us a check, please be sure to back up your payment date so that it arrives at the Preschool by the tuition due date. A word of caution: if you are using electronic bill pay for the first time, you may not be aware that as soon as you authorize the check to be issued, funds are deducted from your account. This is **not** an indication that we have received the check.

We ask that checks not be given to teachers or sent with children. If payment of your tuition becomes more than two weeks in arrears, the Preschool Office will contact you to make arrangements for payment. An account more than two weeks in arrears could result in your child's dismissal from the program.

You will receive an automatic statement balance/reminder from our Brightwheel app approximately five days prior to the payment due date, the day the payment is due, and until the payment is made.

Refunds

Refunds are not given for time missed. We know that families may choose to take vacation time and that children will miss days due to illness. Because of the small, non-profit nature of our program, tuition must still be paid in full in order for the preschool to meet its financial obligations. For our policy regarding snow days please see the inclement weather section

Late Payments

A late payment charge of $25.00 will be automatically added to your child's account if payment is received after the 5th of any month.

Returned Check Fee

There is a returned check fee of $25.00.

Withdrawals

Families are asked to give a 30-day notice if there is a need to leave the program. Tuition payments are not refundable. Any attendance during a given month will require payment in full for that month.

Tuition Assistance

St. Alban's Preschool sets aside a limited amount of funding each school year to assist families who have established financial need. These funds are specifically designated for families who have circumstances that would prevent their child from attending St. Alban's Preschool without financial assistance. Requests for tuition assistance are reviewed by the Weekday Preschool Board and held in the strictest of confidence. Applications for assistance can be obtained from the Preschool Office and should be returned by April 1st for maximum consideration. Applications must include a copy of the previous year's tax return and pay stubs from the last two months.

Communication

As mentioned throughout the Family Handbook, the Preschool uses an app called Brightwheel. Through this app you will receive copies of the weekly lesson plans, the monthly calendar, a weekly newsletter from your child's teacher, and information from the preschool. You'll see pictures of your child and check in/check out through this app.

Each parent will receive an invitation to join Brightwheel via a text message. We ask that families new to St. Alban's wait for this invitation before attempting to join.

You will also be able to message anyone that works with your child (teachers, administration) in real time. Keep in mind that the teachers are often unable to respond immediately during the

school day. If you need to pass on a message urgently, please send an admin message or call the preschool and the admin will relay the message to the teachers. Please understand that our entire staff is part-time. We will respond to messages within twenty-four hours and ask for your patience and respect of our boundaries.

Each parent and each person that picks up your child will be required to download and use the Brightwheel app. Parents will be given access to all features while other family members/childcare providers will be given access to sign in and sign out features.

Daily Procedures

Arrival

Please enter the parking area for the preschool from the circular driveway side of St. Alban's and exit by the driveway alongside the community gardens. This one-way/clockwise traffic flow ensures safety for all.

The doors to the Preschool wing will open at 8:55 a.m. Upon arrival parents should sign in using our Brightwheel app. Whoever is dropping off will need to have their own Brightwheel account and sign the child in with that account. Please do not sign a child in for your spouse/grandparent/babysitter, we are happy to assist in setting up accounts for all who drop off or pick up your child on a regular basis. Children will then place their belongings in assigned cubbies and enter the classroom to wash hands.

The exterior door is locked at 9:15 a.m. each morning. Families will need to use the Brightwheel app or call the preschool office to notify us if you have arrived after the doors have been locked. We ask that all late arrivals enter through the main door and not the classroom doors.

Dismissal

To eliminate congestion in the preschool, dismissal will occur directly to the outside from the exterior classroom doors for all three- and four-year-old classes. Two-year-old families will start the year by picking up their child at the interior classroom door. All parents should sign their child out using the Brightwheel app.

All parents should arrive for pick up by 12:30 p.m. Parents will receive a written reminder for the first late pick-up. There will be a charge of $1.00/minute starting at 12:35 for additional late pick-ups. Late fees will apply to each child being picked up if in a carpool. We understand that occasionally an emergency situation may arise that will prevent a parent from reaching the school by pick-up time. Please call the Preschool Office (704-892-8955) or notify us via the Brightwheel app if you have an emergency. We will pass information along to teachers so that they may reassure your child.

If you need to pick up your child early for any reason, please contact us through the Brightwheel app or by calling the Preschool office to let us know that you have arrived.

Children must be signed out daily on the Brightwheel app. It is always helpful to receive a note/Brightwheel message when someone other than the parent/regular childcare provider is to pick up a child. To ensure each child's safety, only those persons listed on each child's pick-up list (and subsequently entered into the Brightwheel app) will be allowed to pick up a child unless other notification is given to the Director by the parent. Parents should inform any person picking up a child that we will ask for identification if that person is not known to our staff.

Entering and Exiting the Building Safely

For the safety of your child and for the safety of others coming in and out of the building, please be sure your child uses "walking feet" and is always within your reach. We encourage families to keep their children in their line of sight at all times.

General Policies

Dress for Children

Please dress your child in comfortable play clothes for school. Our curriculum includes many messy activities. We want children to feel free to participate without fear of soiling good clothes.

As children grow, we encourage independence as much as possible (toileting, etc.). Please be mindful of your child's choice of clothing in this regard.

Children will go outside each school day that weather permits. **Be sure that your child has a warm jacket, hat and gloves/mittens for outside play on cold days and arrives at Preschool with sunscreen applied on sunny days.**

It is important that children wear closed-toe, rubber-soled shoes to school for both indoor and outdoor play for safety reasons. Open-toed shoes, crocs, jellies, patent leather shoes, and cowboy boots are not good choices for school. We ask that these shoes not be worn to school.

Change of Clothing

Each child should have a seasonally appropriate change of clothing stored in a zip-loc bag inside their tote bag. Preschool play is often messy and if your child should need to change for any reason, we want to be sure they have the opportunity to do so. The zip-loc bag will then be returned with the dirty clothing and should be replaced for the next school day.

Things from Home

Your child should not bring to school:

- Personal toys (excluding a "comfort toy" for younger children). Teachers in each class will designate days for sharing special toys.
- Guns, war toys, or any toy that promotes aggression should be left at home.
- Money
- Any small jewelry (rings, bracelets, necklaces) that can be easily lost at school

Parent/Teacher Conferences

The staff at St. Alban's Preschool encourages all parents to communicate openly with teachers. It is in each child's best interest for parents and teachers to work as a team, addressing each child's strengths and areas targeted for growth. Teachers will make "formal" contact with parents two times during the school year to report on each child's progress (once in the fall and again in the spring).

If, at any time, a situation develops that needs attention, please feel free to contact your child's teacher or the Director, as we are eager and receptive to communicate with you. We ask that you please remember that drop off and pick up times are generally not the best times to speak with teachers about concerns.

Toilet Training

The toilet training process is different for each child. However, we have some general guidelines:

Twos Class: Teachers in two-year-old classes are happy to work with parents as the decision is made to begin this process. Parents should speak with teachers as they begin toilet training their child as it is our goal to maintain consistency between home and school. As this process begins with your child, we suggest one of the following underwear options in order to help us keep a clean and healthy environment and cut down on time needed for changing underclothes: thick cotton training pants (with or without rubber pants) or pull ups that have side closures.

Threes Class: Children entering three-year-old classes should be toilet trained or working on the process and close to fully toilet trained. If there are particular developmental challenges for your child we are happy to work on these with you.

Fours Class: Children in four-year classes must be toilet trained. This class requires independence in this area so we can offer and encourage children in the many other ways that four year olds are developing.

Inclement Weather

In the case of severe weather, please check media outlets for school closings. In general, if Charlotte-Mecklenburg Schools (CMS) are closed, the Preschool will most likely be closed as well. However, we have found in recent years that there have been quite a few cases where our discretion has differed from CMS. If CMS has a delayed opening, it does not impact the preschool schedule.

Inclement weather days are generally not made up. If any one class misses more than one week total, it will be at the discretion of the Preschool Board to look at both the school calendar and staff availability to determine if time will be made up.

Birthday Parties

We welcome you to celebrate your child's birthday at school. This is a special time for your child. Our program includes many children who have special dietary needs or food allergies. With this in mind, we ask that you celebrate your child's birthday with the class in a more creative way. Here are some suggestions: bring in a favorite story to read, an outdoor game to play, an art experience for the children to enjoy, etc. Children may also bring non-food goodie bags to pass out to his/her friends at dismissal. Per St. Alban's church rules, we cannot allow birthday parties on the playground.

Holiday Celebrations

Holiday celebrations will be held in each classroom with the help of our parents. At least 2 parents will be asked to sign up to help/provide activities for one of their child's classroom parties at the beginning of the year. Special classroom celebrations will be held in the fall and spring. We will also have an all-school celebration at Christmas time and will ask for parent volunteers then as well. We ask that parents either sign up to help with the class parties or the all-school celebration.

Parent Participation

Parent participation is invaluable to St. Alban's Preschool. We are able to offer many opportunities to our children because of the support we receive from our wonderful families. We welcome you to participate in the following ways:

- Share any special talent you may have
- Classroom support in the form of cutting, making playdough, etc.
- Serve on one of our committees:

  Room Parents - The role of the room parent is to be a link between your child's teacher and the other families in the classroom for any special requests your child's teacher or the Preschool may have. Room parents help foster a sense of community in the classroom and preschool.

Teacher Appreciation Committee – This committee helps to plan fun ways to show appreciation for the preschool staff on a school-wide level.

- **Preschool Board-** This committee helps to support, guide, and carry out the mission of the preschool. Board members are recruited in the spring for the following school year. Board members serve from August – July.

Safe Church Policies

Safe Church policies are in place throughout the church for the protection of all children and youth at St. Alban's. All Preschool staff have been through Safe Church training, background checked, and reference checked. Two adults are present with children at all times. No child will be alone with one adult at any time. If there are extraordinary circumstances that necessitate one of the teachers being absent from the room temporarily; the door will remain open so as not to restrict the view to the room.

Spiritual Life

Children will have many opportunities to experience God's love through daily prayers and blessings, visits from church staff, Bible stories, songs and music, and regular Wiggle Worship times. During Wiggle Worship, preschoolers will have the opportunity to sing, dance, pray and learn lessons from the Bible. Each week children hear a new Bible story and follow up with activities in their classroom throughout the week. Wiggle Worship is a positive, up-beat, and child-friendly opportunity to learn about God, His amazing love for us, and how we can show love to others. We currently use Frolic Curriculum to support our teaching.

Health and Safety

For the safety and well-being of all children, the following will be strictly enforced:

- All students must wash hands immediately upon arrival to Preschool, before and after eating, and after using the restroom.
- If your child shows any of the following symptoms he/she should be kept at home: fever, shortness of breath, body aches, sore throat, headache, new cough, fatigue, new loss of taste/smell, diarrhea, nausea, and vomiting.
- The Preschool will follow the current guidelines set forth by the CDC regarding exclusion and return to school when a child has symptoms, has been exposed to, or has been diagnosed with COVID-19.
- A child should be 24 hour clear of diarrhea, vomiting and fever free.

Other instances when a child should remain home:

- Your child has a runny nose or cough that interferes with normal play or is such that we cannot keep toys and materials in the classroom clean.

- Your child is experiencing pink or red eyes with drainage. Your child should be kept at home until eyes are clear and free of drainage or until prescription eye drops have been started.
- Your child has head lice. Children may return to school after treatment.
- Your child has a new rash.
- If your child is not well enough to play outside or fully participate in classroom activities, your child is not well enough to attend Preschool and should remain at home.

Any child who develops any of the symptoms mentioned above while at Preschool will have his/her parents contacted and the child will be sent home. Parents are expected to promptly pick up their children in cases of illness.

Administration of medicine while at Preschool will not be common practice except in the circumstance of a medical emergency or necessity communicated by a physician. Please administer all medications prior to arrival at preschool.

Parent/guardians assume all responsibility for their children when they are on Preschool property (i.e.; before/after school, when dropping off/picking up, when attending a Preschool function, holiday celebration, etc.). Teachers assume all responsibility when the parent/guardian is not present.

When your child is absent from school we would appreciate notification to the Preschool Office. If your child becomes sick with a contagious disease (chicken pox, pink eye, etc.), please notify the Director so we, in turn, can notify parents of children exposed.

Classroom teachers are not allowed to administer medication at school including over the counter medications or topical over the counter products (diaper cream, sunscreen, lotion etc.). If you have an extreme circumstance requiring your child to need medication/over the counter product while at school, please notify the Director. St. Alban's has a process in place requiring the completion and submission of specific forms in order for medication or over the counter topical products to be used at school. If your child is taking medication that alters his or her behavior, please make sure teachers are aware of these changes.

Allergen Awareness Policy

St. Alban's Preschool ("St. Alban's") recognizes the potentially serious consequences of children with allergies. Certain allergies may result in a severe, potentially life threatening allergic reaction known as anaphylaxis, that can be brought about by exposure to certain foods or other substances. In order to fulfill its continuing mission as a preschool, and in order to provide an environment that is as safe for all children as possible, St. Alban's designates our program as "Allergen Aware." This simply means that we will promote allergen awareness to staff, parents and students. This also ensures that staff and parents understand their respective responsibilities in relation to food/allergen safety. Supervisory responsibility of food allergic children, including

medical management and risk reduction, is the responsibility of the allergic child's parents and Preschool staff.

St. Alban's does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy. As such, St. Alban's has designated the Preschool as "peanut free". Items containing peanut butter or actual peanuts are strictly prohibited.

1. ***Medical Management***

- In addition to the standard Emergency Care Information form, each student at risk for a life-threatening allergic reaction must also have a Food Allergy Action Plan completed annually by a physician and on file with the school Director. Copies will be stored with each of the student's Epi-pens or other medications, in the classroom, and with each child's emergency information.
- All teachers will know how to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to administer an Epi-pen. The school Director will be responsible for assuring that appropriate training of staff members is given at the beginning of each school year.
- Students' Epi-pens will be stored in a secure but unlocked location easily accessible by the Director or classroom teachers to ensure prompt availability in the event of an allergic emergency at school. Parents are responsible for providing St. Alban's with the appropriate prescription medication(s) called for in their child's Food Allergy Action Plan. Children with life threatening allergies cannot begin school without their current, prescribed medications turned in to the Preschool Office.
- Any student who has been given epinephrine, either manually or via an auto injector device such as an Epi-pen, *must* be transported to the hospital via emergency services personnel.

2. ***Risk Reduction - Classrooms***

- St. Alban's Preschool is peanut free. All items containing peanuts or peanut butter are strictly prohibited. Parents must understand and accept the risk that when other classes or groups are using the classroom outside of preschool hours, products containing these restricted foods/substances may be present. Part of the daily routine will be to clean and sanitize the classroom tables before and after use. Students will be required to wash their hands upon entering the classroom and both before and after lunch as well.
- Any food brought into the classroom for class parties or special events must be peanut/peanut butter free for all children and include full labeling information. Students with food allergies may wish to keep a supply of safe treats at school for special occasions. No student with a food allergy will be allowed to eat any food not specifically supplied by or served by his/her parent.
- All classrooms will post notice regarding the presence of students with food allergies in their class, as well as the location of the appropriate

medications. This will enable anyone who comes into the classroom as a Substitute Teacher to be prepared for an allergic emergency.

3. *Risk Reduction – Lunch*

- Lunches for all children must be peanut/peanut butter free. A special table may be used when children have allergies to other common foods in order to provide a safe space for the child with allergies. We teach the children that no food sharing is allowed at any lunch table.
- For children with food allergies other than peanuts, a meeting will be set up (either in person, by phone, or through email) with the Director prior to the child's attendance to determine how to keep the environment as safe as possible for that child.
- As stated in Section 2, tables will be cleaned and sanitized before and after lunch each day. Students will be required to wash their hands upon entering the classroom and both before and after lunch.

4. *Staff Training*

All school staff will be trained in how to recognize life threatening allergic reactions. The school food allergy emergency plans include coordination with local EMS on emergency response in the event of anaphylaxis. Access to epinephrine must be ensured in plans for emergencies that require leaving the St. Alban's facility/grounds.

Guidance/Discipline Philosophy

Our goal as we guide children through situations that involve conflict or danger is to help each child learn acceptable behavior and self-control, as children are not born knowing how to behave in appropriate ways. Because children learn acceptable behavior from those around them, it is very important that teachers and parents communicate and work together as children learn to interact with others.

In an effort to prevent unacceptable behaviors our staff will:

- Provide a safe environment
- Prepare the classroom environment with careful consideration given to the developmental characteristics and interests of children, and in a way that offers and promotes acceptable choices
- Set clear and reasonable limits according to the age of the child
- Model behaviors and language that are appropriate, giving children a choice of ways to handle different situations
- Help children recognize, label, and understand their feelings
- Praise and encourage children for making acceptable choices
- Be active listeners as children express themselves

In response to inappropriate behaviors our staff will:

- Treat each child with respect, using each situation as an opportunity for growth
- Consistently enforce reasonable limits that have been set
- Listen to and coach children through dangerous or conflict situations, patiently giving them good words and logical explanations they are able to understand
- Ignore an inappropriate behavior if it does not involve a dangerous situation

- Redirect the child to a more appropriate activity
- Model for the child a better way to handle the situation
- Make a change to the current activity to distract attention from the situation
- Allow children to experience the logical consequences of their choices/actions when appropriate
- Evaluate and make changes to the physical environment if necessary
- Use short periods of time away from the group for the child to calm himself/herself if needed
- Talk with parents, seeking information that may help us understand and address the behavior accurately

General Policy Regarding Biting

Toddlers thrive on exploration, using their senses to investigate their world. They will "explore" other children and adults with their senses just as if these people were objects. At times a healthy toddler's exploration of the social world will involve conflicting feelings. They may react impulsively, displaying aggressive feelings and behaviors. This may include biting. This is all part of typical development. When a child bites, it is our policy to follow this procedure:

- The aggressive behavior is stopped with a firm no!
- The aggressor is addressed immediately and told that biting is not a good choice, that biting hurts and that it is not ok to hurt our friends. The biter may be enlisted to help in the care and comfort of the child who was bitten.
- The teacher will wash the bite with anti-bacterial soap and water, and give reassurance.
- When children are calm, they will be "talked through" more acceptable ways of dealing with situations that may involve conflict.
- Parents will be notified through the Incident reporting feature on the Brightwheel app if their child was involved in a biting incident.
- Teachers will evaluate the environment, as well as any patterns that arise with the biting, and make adjustments as needed.

Children with Special Needs

For the best possible preschool experience, we ask that you let us know if your child has any special needs. Information provided by parents and child development specialists (developmental and educational assessments) is key to setting your child up for success.

If a child with special needs should require additional resources for care during the preschool day (such as a one-on-one assistant), it will be the parent's responsibility to provide that care. Decisions regarding the need for additional resources will be made by the Director in consultation with the Preschool Staff involved and the Preschool Board.

Dismissal from Program

The Preschool reserves the right to dismiss a child from the Preschool program for behavior deemed detrimental to the safety of others, for behavior that is disruptive to the learning of others, or for the inability of family members to comply with the policies set forth by the Preschool.

A conference will be held prior to the dismissal of a child from Preschool and a plan put in place in an attempt to address the situation. If, at any time, the Director feels as though the health or safety of the child or others at the Preschool is in danger, immediate withdrawal may be requested.

St Alban's After-Hours Playground Use Policy

After school hours, we welcome the community to use the playground, with adult supervision, "at your own risk".

We love seeing the community children and families enjoying time together on the playground as it's a wonderful way to build community and foster friendships beyond the classroom. We cannot, however, have private events (such as birthday parties) on the playground.

St Alban's takes the safety and well-being of our families seriously. As a Christian community, we expect safe and respectful words and actions by all children and adults on the playground. Occasionally, children will need loving and kind redirection for unsafe or unkind behavior towards others. For this reason, we request appropriate adult supervision at all times.

Should questions or concerns arise, please bring them to the preschool director during normal school hours (Monday through Friday, 9:00 AM–12:30 PM) or to the church office.

Thank you for helping us maintain a safe and respectful environment for all.

Emergency Procedures

Emergency procedures that were developed in consultation with the Davidson Police Department are in place for fire, inclement weather, a nuclear power plant emergency, and lockdowns. Staff and students practice these emergency procedures regularly. Emergency Procedures are not published on our website for safety reasons. Parents will be provided with a copy of our emergency plans per request.