



# Parent Handbook 2020-2021

*“Children are a heritage from the LORD” Ps. 127:3*

## **Creative Beginnings Christian Preschool**

Hendersonville Presbyterian Church

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# HENDERSONVILLE PRESBYTERIAN CHURCH

699 North Grove Street • Hendersonville, NC 28792-3729 • (828) 692-3211

Dear Parents,

It is with great joy that we welcome you to the Creative Beginnings preschool program this year. Under the direction of Michele Revis, and through the instruction and support of the wonderful teachers and assistants in this program, we believe your children will be nurtured and taught with excellence and great care. We continually hear and see reasons to give thanks for the quality of the Creative Beginnings program. We hope your experience this year will be right on target for the needs of your children.

We extend a warm Hendersonville Presbyterian Church welcome to our new Creative Beginnings families. We cordially invite you to become involved in all aspects of our church life. We have three worship services each Sunday at 8:30am, 10:00am (King Street Contemporary service), and 11:00am, and we offer a professionally staffed nursery that serves newborn through Kindergarten-aged children. The 10:00 and 11:00 services offer a children's worship program option for those through Kindergarten. Sunday school for all ages begins at 9:00am each Sunday. During the year, we offer many ways for families, youth, and children to engage with God and with the community on Wednesday afternoons, from worship through art to community service and outreach events. Dinner is served for the whole family at 5:25pm. The family-friendly dinner is a great way to meet other members and families of the church. Thank you for being a part of our Creative Beginnings family!

The Staff of Hendersonville Presbyterian Church

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# Hendersonville Presbyterian Church

## Creative Beginnings Christian Preschool

### STATEMENT OF PURPOSE

The purpose of Creative Beginnings Christian Preschool is to provide the community with a center where early childhood learning and development can take place in a Christian environment. Children ages two through five are taught about God's love and His concern and care for our world. Teaching is done through age-appropriate math, science, music, art, and dramatic play activities. Through the teaching of the children and having special programs for the parents, we encourage families to grow in the knowledge of Christ and to have understanding and love for one another.

### GOALS

Since the early years of childhood are of great importance, Creative Beginnings strives to provide programs to develop the whole child in a Christian atmosphere. The development of the whole child is achieved by

- 1) Creating good self-concepts,
- 2) Developing gross and fine motor skills,
- 3) Providing age-appropriate stimulating activities,
- 4) Ensuring a safe and loving environment,
- 5) Encouraging positive social skills, and
- 6) Teaching about God's love.

Our goals include:

- Teaching children that they are a part of a special world God has created—that God loves and cares for them.
- Providing Christian nurture through weekly themes and appropriate development activities—spiritual, cognitive, social, creative, and self-help.
- Including parents in the education of their children as much as possible and giving them a Christian support system.
- Including non-member families in all First Presbyterian Family Ministry programs.
- Offering scholarships of reduced tuition for those in need of assistance—at the discretion of the advisory board (names kept confidential with the executive personnel).
- Encouraging staff members to further their education through workshops, seminars, conferences and study.

“The Creative Beginnings Christian Preschool of Hendersonville Presbyterian Church admits students of any race, color, national or ethnical origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It doesn't discriminate on the basis of race, color, national or ethnical origin in administration of its educational policies, admission policies, scholarship and other preschool administered programs.”

## OBJECTIVES

The staff wants your child to be exposed to a variety of fun learning experiences. We want your child to have a positive attitude toward learning. The habits, ideas, interests and attitudes being acquired will influence the remainder of a child's life.

### Spiritual

I am special! God made me! God is my heavenly Father and Jesus is my Friend and Savior. The Holy Spirit is with me always. Bible stories and Bible verses are offered as well as prayers and blessings. We share a special Chapel Time once a month..

### Emotional

Children adapt to separation from parents, and trust is built with the caregiver as they offer love and comfort to the child. We encourage the children to show their emotions and be verbal (language skills) about how they feel—angry, happy, and sad, etc. Dramatic play is a useful tool in acting out emotions. We want the child to feel secure in his surroundings and become more self-confident and reliant.

### Social Skills

A very important part of preparing for the school years is getting along with others. Sharing and taking turns is encouraged as well as interaction with others, self-control, and self-expression. We want the children to leave us with a spirit of confidence and healthy independence. Children are taught good nutrition, health and hygiene habits.

### Intellectual

A myriad of activities are offered to challenge your child, such as problem-solving through manipulatives and puzzles. Hand-eye coordination is encouraged for fine motor skills. Alphabet recognition, phonics, numbers and counting, colors, shapes, and the pledge of allegiance are incorporated on a daily basis. Centers offer blocks, books, home living, manipulatives, nature, science, creative art, and dramatic play. Following directions and listening skills are also taught.

### Musical

We appreciate the time and talents of our church Music Director in offering of music Monday through Thursday. Programs are offered to give the parents an opportunity to see their little ones perform. Songs and finger plays and bell ringing are also introduced and led by Gayle Stepp, Hendersonville Presbyterian Church Director of Music. Children are introduced to the beauty of classical music.

### Physical

Outdoor play and the use of large motor skills are important. Rhythmic movement is used for coordination. Jumping, running, swinging, balance and climbing are all essential in mastering large motor skills.

## REGISTRATION AND TUITION

### Registration

To register your child, please complete the 1) *Registration Form* and 2) the *Health Form*, attach the 3) *Immunization Record* and 4) *Registration Fee*, and return them to Hendersonville Presbyterian Church or the Director. The registration fee of \$75 is necessary to reserve a place for your child in our program, and is due

with the forms. **The registration fee is non-refundable. If you are registering for M-F the September tuition must be paid at the time of registration.**

The *Medical Consent Form* must be filled out by a parent or legal guardian, **notarized**, and returned to us before the child may begin the program. The North Carolina Department of Health requires that all children have certain standard immunizations. We must also have a copy of his/her Immunization Record.

### Tuition Rates

**All checks must be made payable to Hendersonville Presbyterian Church (HPC)** and marked "Creative Beginnings" in the "for" space on your check.

Two days per week	\$160 per month
Three days per week	\$190 per month
Five days per week	\$270 per month
Bilingual Transitional K	\$280 per month (only option 5 days per week)

This is one year's fee broken down into 9 payments. You may pay by the semester if you choose to. You are responsible for the years tuition unless you withdraw from the program with a 30 day notice.

There is a 10% discount for a second child from the same family for the regular school year (not summer). The full \$75 registration fee is paid for each child. No deductions are allowed for illness or vacations. Deductions are made if the child is **hospitalized**. Full payment is expected for each month of the school year. **No deductions are made for holidays or snow days. In the event that school is closed for more than 5 days, due to inclement weather, it will be at the discretion of the Board of Directors as to if, how, and when a make-up time will be offered.**

### Late Payments

Creative Beginnings Christian Preschool Board of Directors has adopted the following policy:

- Tuition money is due on the first business day of the month.
- If not received by the 5<sup>th</sup> business day of the month, there will be a \$5.00 per week penalty imposed, retroactive to the first of the month for every week payment is late.
- There is a \$30.00 returned check fee.
- If full payment is not received by the first day of the next month, the child will be denied access to the school until the account is brought to current fully paid status (month past due and current month paid in full).
- Special circumstances may be discussed with the Director.

### Withdrawal

It is required that parents give the Director **thirty** days' notice if it becomes necessary to withdraw a child. **No refunds are made within the tuition paid period.**

## School Hours, Drop Off, Closings, and Delays

Our school hours are from 8:30-11:45 a.m. **All Creative Beginnings families should enter and exit the Creative Beginnings Door at drop-off.** Children of the 2 yr-old class will be picked up at their classroom door. Children of the 3 & 4 yr-old class will have car line pick-up at the portico, near the Fellowship Hall. Our door will open at 8:25 a.m. (no earlier). Prior to 8:25 is a time for prayer and preparation for the teachers to gather materials for your child's classroom for daily activities. **It is imperative, except for emergencies or medical appointments, to have your child in class no later than 8:45 a.m. It is our preference that he/she arrives in the class at 8:30.** It is difficult for children and teachers to regroup after interruptions. Please let the Director know that you will be running late so that she can arrange entrance to the classroom.

After Christmas, all **four year-olds** will walk down the hall alone to his/her class and hang up his/her backpack. Parents are to watch until the child is safely in class. This is a necessary skill to be self-assured and ready for kindergarten.

***Under no circumstances should a child be left if a member of our staff is not present.***

### Closings

In case of snow or severe weather, **CBCP will follow Henderson County Schools Inclement Weather Closings or Delays.**

**Closed:** When county schools are closed, or have a 3 hr delay, we will be **CLOSED.**

**For a 1 hr delay:** School hours are from **9:30am – 11:45am** with regular pick-up time : **11:45am-12:00pm**  
*(a late fee will be charged after 12:00pm, \$1/minute)*

**For a 2 hr delay:** School hours are from **10:30am-12:00pm** with pick-up time: **12:00pm – 12:15pm**  
*(a late fee will be charged after 12:15pm, \$1/minute)*

**\*\*If the county schools have already started their day in the morning and a closing is called, we will also be closing.\*\***

Please sign up with WLOS School Closings **Text Alerts** at:

<http://wlos.com/mobile/features/text-alerts/#textalerts>

Go to **"Private Schools"** and choose **"Creative Beginnings Christian Preschool"**.

If you see the WLOS scroll at the bottom of your screen make sure it says:

**Creative Beginnings Christian Preschool!**

There are other schools that begin with the words Creative Beginnings.

With the text alert you will definitely know it is your child's school and you don't have to watch TV.

Creative Beginnings follows the traditional Henderson County School schedule **in regard to weather closings only. We will be open on most Henderson County teacher workdays, and some holidays.** We will be closed during our Annual Teacher Conference Day. *(Please see Student Calendar for all closings and special events.)*

In the event of an emergency closing, parents will be contacted by phone. If the parent cannot be contacted, the person(s) on your emergency contacts will be called immediately.

## POLICIES AND PROCEDURES

### Enrollment

The program is open to all children from the ages of 2 years (on or before August 31) to 4 years of age. The program admits children of any race, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in scholarship and other school-administered programs.

### Health and Safety

In case of an emergency, we will call the parents immediately. If we are unable to reach the parents, we will call the child's physician or EMS to transport him/her to an emergency room if necessary. The parent assumes full responsibility for any expense. Please keep Creative Beginnings personnel advised on all emergency information and any number where you may be reached, even if it is on a daily basis.

As a safety precaution, please do not dress your child in any clothing with drawstrings. Drawstrings pose a danger for choking, especially on playground equipment. Please remove all drawstrings from your child's clothing prior to bringing him/her to school. **Please have your child wear tennis shoes or shoes with grips on the bottoms and a back strap for climbing on our playground equipment. Shoes that are slick on the bottom are very dangerous for outdoor play. No flip-flops are allowed.**

### Sickness

Our staff will make every effort to protect the health and safety of your children. Cooperation of the parents in helping prevent the spread of communicable diseases is of great importance. **Please notify the school if your child contracts an infectious illness or disease.** Some children may be on medications that they cannot continue to take once exposed to certain diseases. Please wait **24 hours** after the child is free from fever, vomiting or diarrhea before bringing him/her back to the class. **Antibiotics or anti-virals, if prescribed should also be administered for 24 hours before returning to school.** In addition, after an illness, a child should be able to participate in all activities before returning to the program. **We do not have special provisions for keeping a child inside during scheduled outside play time.**

When your child is ill, it is an occasion to allow your child to rest at home due to the illness: *illnesses include suspicious rashes, constant sneezing or coughing, colored or cloudy discharge, vomiting, or diarrhea.* If in doubt, please consider how you would react if you noticed a child at school displaying similar symptoms. Also, please follow the recommendations of the CDC for incubation period of infectious diseases and illnesses. If someone in the immediate family has an infectious illness, we ask that you keep your preschooler home during the recommended incubation period before returning to school.

No medication or treatment will be administered to children while they are at school, unless it is a life-threatening emergency. We cannot apply lip balm, lotions or sunscreen. Please do not send them.

There might be an occasion when both of your child's teachers contract an infectious illness (ie. flu), and several children are out of the classroom. We reserve the right to cancel class for your child to ensure their health and safety. Ample notice will be given to you in order to find an alternate caregiver.

## Head Lice

CBCP reserves the right to check your child's hair for lice at anytime that there is an outbreak. Our policy is to keep any incident private and confidential. You will be called and instructed to pick your child up, and be given a hand-out of how the NC health dept. recommends treating your child's hair.

A child attending school must be nit-free before returning to his class. If a child is sent home because of head lice (nits), he must report to the Director's office for examination before returning to class.

If a child is sent home again with head lice (nits), he may not return for **two weeks** and must again report to the Director's office for examination before returning to class.

If head lice (nits) are found a third time, the parents will be asked to remove the child from the program with no refund of tuition.

## Biting

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children in our program are bitten, and we recognize how upsetting it is for parents. When biting occurs, we have three main responses:

1. To care and help the child who was bitten.
2. To help the child who bit learn to change his behavior.
3. To work with the child who bit and examine our program to stop the biting.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of our *Incident Report Form*. Biting is always documented on our standard incident report form. It is completed and signed by a teacher and an administrator. The parent must also sign it. One copy is given to the parent; the other copy is kept in the child's record folder and is logged on the Incident Log.

## Special Needs

Given the size and scope of Creative Beginnings Christian Preschool, the school is unable to accommodate certain special needs of children and their behavioral problems. The preschool will make every effort to provide appropriate referrals to help parents/guardians in these situations.

If the child's problems are so significant that the child is disruptive to other children's learning or welfare, the parent/guardian will be asked to seek a more appropriate learning environment for the child.

We want to make our learning environment a safe and healthy place for your child and our employees. We appreciate your cooperation.

## Notes and Fees

Please **hand-deliver** all notes or checks to the Teacher or the Director. Time does not allow the staff to check all backpacks for these items. Please check your child's backpack daily for school notes.

## Curriculum

Our curriculum is designed to aid in the development of the whole child, assisting in the physical and mental needs that are unique to these ages. We stress Christian principles in our every effort, in addition to our daily prayer, Bible stories and monthly Chapel. Our daily routine also includes activities geared to the development of language acquisition, gross and fine motor skills, kindergarten readiness, and emotional and social development. Music and art (or a craft) are provided each day. Children are introduced to the beauty of classical music, poetry and other expressions of fine arts.

## Parental Involvement

We encourage parental participation in our program. Parents are encouraged to help by assisting in special projects, sharing talents or sending special treats and items needed. Please speak to your child's teacher about your interests if you wish to share and become involved. We also encourage parents to serve on our **Fundraising and Hospitality Committees**. You may sign up at Open House or speak with the Director.

## Items to Share

Children may bring books and cds to share if they have something that will enrich our topic of the week,. ***A special note about toys: Please do not send toys with small pieces. If the toy will fit through a toilet tissue roll, it is a choking hazard. Do not send it to school. Please do not send toys that are not age-appropriate. Do not send violent toys such as knives or guns.*** To avoid conflict, special toys that the child is not willing to share should be left at home or in the car.

## Birthdays

Birthdays are a special time. We will set aside a special time for each child on or around his/her birthday. If you would like to celebrate your child's birthday in the classroom, please notify the teacher for arrangements. Food sent in ***must be store-bought*** and in the original sealed container. Birthday invitations or thank you notes for parties given outside the preschool may be handed out ***only if all children in the classroom are invited. Please give invitations to the teacher to hand out.***

## Newsletters and Calendars

Newsletters and calendars provide a written communication of upcoming classroom and program activities. They are distributed the first week of every month. Please refer to them for classroom topics that will enable you to reinforce current activities within the class. In addition, programs at Hendersonville Presbyterian Church are posted for both the children and their families. Everyone is welcome to attend!

## Summer Program

We do offer an arts program during the summer months for children ages 2 through 6, if there is enough interest. Registration forms will be distributed in early spring.

## Days Apart

Two special Days Apart are planned for the 3's, 4's, and TK classes and their parents, one in the fall and one in the spring. Children and parents meet the teachers at the designated location.

## Conferences

A parent/teacher conference is held each year. However, we welcome opportunities to speak with you about your child. Please set aside a time other than during school hours or at pickup time to speak with the teacher if you have concerns. There is no school on our Annual Parent/Teacher Conference Day. Child care is only provided during your scheduled conference time. This date will be announced in ample time for you to acquire another caregiver if needed. (See Student Calendar)

## Clothing

Washable play clothes are most suitable. A change of clothing, underwear, and socks should be kept in reserve. Please label your child's sweaters, jackets, coats, hats, gloves, etc. Young children often forget what they wore to school. When marked properly, clothing items are easier to distribute for play and going home. Outside play is a daily activity, so please send appropriate outerwear according to the weather. Children should wear clothing that is easily removed for diaper changing, potty training, and restroom times.

## Snacks and Food

Please send a light snack of finger foods that are easy for your child to handle. Include a light beverage in a container that is simple to use. Please send in healthy snacks of fruit, vegetables, a protein and whole wheat or bran breads. Healthy eating habits are encouraged. No candy or soft drinks are permitted. Do not send items that may cause choking, such as grapes, popcorn, or raisins. Cut all grapes in half. **No nut products or those manufactured with nuts are allowed. CBCP is a "nut-free zone." All shared snacks and food sent in for special projects or parties must be store-bought, not processed with nut products, and in their original sealed containers.**

## Toilet Training

While Creative Beginnings makes every effort to support the parental role in toilet training, it is not for us to initiate or conduct toilet training. Therefore, staff members are to "follow the lead" of the child and the discretion of the parent. At the appropriate time during the day, staff members in those classes with the children who are "toilet training age" (Two- or Three-Year classes) will offer to take the children to the toilet. If any child refuses to go, or seems uncomfortable about the concept of using the toilet, the staff member will change the child's diaper or pull-up, if necessary, and try again at the appropriate time. **Children in the 4's and TK classrooms must be potty trained and able to wipe and wash their own hands.** If you have any questions or concerns in this area, please discuss them with the teacher.

## Discipline

We use the following procedures:

1. Our school uses a positive reinforcement approach with redirection. On occasion a child may need to be removed from a situation. An explanation is given with Christian nurture as to why the behavior is not allowed (such as safety issues that may hurt him/her or friends).
2. If need arises, a time-out approach may be used within the classroom. One minute for every year of the child's age is appropriate. The Director may be informed if the behavior is ongoing and may talk with the child. Redirection is always tried first.
3. Parents may be contacted in the case of ongoing problems. Staff members need to be informed of changes in the child's life to better understand why the child may be acting out.
4. Henderson County offers local resources to meet the needs of children, and our center utilizes these services. If the staff feels that the child's needs are not being met due to the behavioral issues, then a parent conference will be held to discuss these issues and the possibility of Behavioral Interventionist Services being utilized at the school's discretion.

## Pickup Policy

Except as provided below, only the parents of a child enrolled in Creative Beginnings Christian Preschool shall be entitled to pick up the child from Creative Beginnings. In the event the parents wish for any individual to be allowed to pick up the child, the parents will have to provide, in advance, written authority for such individual(s) to pick up the child. A phone call to the director from a parent or guardian ONLY, will be accepted in emergency situations.

Unless there is a valid court order that provides otherwise, either custodial parent of a minor child enrolled at Creative Beginnings shall be authorized to pick up the child from Creative Beginnings. If at the time of enrollment or any time thereafter, either parent of the child contends that he or she has authority to restrict or prohibit the other parent from picking up the child, a copy of the court order providing for that authority or otherwise prohibiting the other parent from picking up the child must be delivered to Creative Beginnings for our records. Without that documentation, Creative Beginnings is unable to prohibit either parent from picking up the child from preschool.

## Car Pickup Procedure

**Two and Three**-year-old's will be dismissed at 11:40 a.m. and will be picked up at their classrooms. **Four and Five**-year-old's will be dismissed at 11:45 a.m. Four and Five-year-old's will be taken to parking lot doors by their teachers and escorted by the teachers to the parent's car as the parents drive up. Parents are responsible for buckling their children into their car seats. If you must come in to pick up your Four and Five-year-old child, please come in prior to 11:35 a.m. ***For safety purposes, enter the parking lot only from King Street and exit only to Grove Street.***

If you have more than one child attending the preschool, you may stop by the older child's classroom for pickup also. Parents must enter and exit through the **Creative Beginnings Door**. **Late fees will be charged for pickup after 12:00 noon, unless it is a 2hr delay schedule. (See School Hours, Drop Off, Closings, and Delays)**

## Late Pickup

**Please be on time to pick up your child. A late fee will be charged at the rate of \$1.00 per child for every minute after 12:00 p.m.** Our teachers are paid a daily rate, so be considerate and call if you see that you are going to be late, or better still, have a back-up person to pick up your child. Be sure the back-up person's name is on the *Authorization to Release Form*.

## Early Dismissals

Inform your child's teacher or call the office to have your name put on a list for an early pick up. If your name is not on the list you may have to wait for someone to come to the front office to bring you back to the preschool.

## Pets and Animals

Pets and animals may not be brought into the school or to school sponsored events without prior written permission given by the Director.

## Helpful Hints

Talk with your child about school prior to the beginning of school. Talk about new things that will be shared in the classroom, such as books, music, puzzles, toys, and new friends. Feed your child a breakfast that includes a protein. Go easy on simple carbohydrates. Always allow yourself enough time so that your child doesn't feel rushed. Arrive at school on time. Please label **everything** or the teacher will have to do it. Reassure your child

that you will return to pick him or her up, and please don't be late. Give a hug and a kiss at the classroom door and say a quick good bye. This is reassuring to the child that you trust the caregivers. Let the teacher know where you can be reached by phone at all times. If you have any phone number or address changes during the year, be sure to advise the teacher immediately.

### Dear Parents,

We are here to support your child's growth and partner with you to make his/her time at Creative Beginnings a memorable time of learning. We ask that if you have any concerns about your child or the school, please talk to your child's teacher first. If you feel that you need to involve the director, please contact Ms. Michele Zaragoza. If a situation arises, that you feel cannot be resolved after speaking with the teacher and the director, the preschool has a Parent/Staff liaison available, and her information is below:

### Parent/Staff Liaison

The Parent/Staff Liaison serves as a special communication bridge between:

- The parents of children enrolled in Creative Beginnings Christian Preschool and its Director, Staff and Board of Directors
- The Creative Beginnings Staff and/or the Board of Directors

The Parent/Staff Liaison is one who discreetly and, in a timely manner, knows how and to whom to direct concerns or grievances to the CBCP Director and/or CBCP Board of Directors Chairperson.

### Qualifications

1. Is a member of Hendersonville Presbyterian Church of Hendersonville
2. Is not a parent of a child enrolled in the CBCP program
3. Will maintain regular attendance at CBCP Board of Directors meetings
4. Has the ability to maintain confidentiality

### Duties

1. Serve as the liaison/communicator to whom parents and/or staff concerns or grievances are brought for directing to the proper source for resolving – Director, Board of Directors Chairperson, or both
2. Ensure that the Director and/or Board of Directors are immediately aware of concerns and potential problems. Determine whether the problem or concern is a matter for the Director or the Board of Directors. Usually the Director should be consulted first. The Liaison is to avoid gossip and stick to the facts. Good documentation of the concern or problem is essential.

Mr. John Van Wagoner (2020-2021 Parent/Staff Liaison)  
(832) 647-7880  
jcvanwag@gmail.com

Thank you for allowing us to be a part of your child's life,  
Sincerely,

Creative Beginnings Christian Preschool  
Hendersonville Presbyterian Church









