



Parent Handbook 2023-2024

“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 Katrina Bowen, 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 a contemporary worship service at 9 am (King Street Contemporary service) on Sunday mornings, and a Traditional service at 11am on Sunday mornings. During the year, we offer many ways for families, youth, and children to engage with God and with the community. Please check Class Dojo for ongoing activities each month. Thank you for being a part of our Creative Beginnings family!

The Staff of Hendersonville Presbyterian Church

Table of Contents

WELCOME HENDERSONVILLE PRESBYTERIAN CHURCH.....	2
TABLE OF CONTENTS.....	3-4
STATEMENT OF PURPOSE	5
GOALS.....	5
OBJECTIVES	6
Spiritual.....	6
Emotional	6
Social Skills.....	6
Intellectual.....	6
Musical	6
Physical	6
REGISTRATION AND TUITION.....	7
Enrollment.....	7
Registration	7
Tuition Rates.....	7
Late Payments.....	7-8
Withdrawal	8
SCHOOL HOURS, DROP-OFF/PICK UP, CLOSINGS & DELAYS	8
Shool Hours of operation.....	8
Drop Off Procedures.....	8
Pick up Policy	9
Pick up Procedures.....	9
Late Pickup	9
Early Dismissal.....	9
Inclement Weather Closings.....	10
HEALTH & SAFETY.....	10
Immunization Policy.....	10
General Preparedness and Planning for the Preschool	10-11
Handwashing.....	11
Medications.....	11
Allergies.....	11
Head Lice.....	11
Biting.....	12
Special Needs.....	12
CLASS DOJO.....	12
CURRICULUM	12
Examples of Monthly Topics of Study.....	13

Parental Involvement.....	13
Conferences.....	13
ITEMS TO SHARE	13
BIRTHDAYS	13
CALENDARS	14
SUMMER PROGRAM.....	14
DAYS APART	14
CLOTHING.....	14
SNACKS AND FOOD	14
TOILET TRAINING	14
DISCIPLINE.....	15
HELPFUL HINTS	15
PETS AND ANIMALS	15
STUDENT CALENDAR.....	16
BOARD OF DIRECTORS	17
STAFF ROSTER	18
PARENT/STAFF LIAISON LETTER.....	19
PARENT/CENTER AGREEMENT.....	20

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 twenty months through five are taught about God's love and His concern and care for our world. Teaching is done through age-appropriate math, literacy, 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 appropriate developmental 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 Hendersonville Presbyterian Family Ministry programs.
- Offering scholarships of reduced tuition for those in need of assistance—at the discretion of the advisory board (names are 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 ethnic 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 ethnic origin in administration of its educational policies, admission policies, scholarship and other preschool administered programs.”

OBJECTIVES

The staff encourages your child to be exposed to a variety of fun learning experiences. We encourage your child to have a positive attitude toward learning. The habits, ideas, interests and attitudes being shaped at this age 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 children to feel secure in their 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

Various daily 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, phonological awareness, numbers, counting, colors, shapes, and the pledge of allegiance to the American flag are incorporated into the day's activities. Centers offer child directed play in blocks, literacy, math, science, art, and dramatic play. Children are taught how to follow directions for gaining successful steps at independence and learning.

Musical

Songs, finger plays, and bell ringing are introduced. Programs are presented to give parents an opportunity to see their little ones perform. 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

Enrollment

The program is open to all children from the ages of 20 months of age (on or before August 31) to 5 years of age (on or before December 31). 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.

Registration *Revised February 8, 2023*

The current non-refundable registration fee of \$100 and all completed forms listed below are necessary to reserve a place for your child in our program: (1) Registration Form, (2) Health Form, (3) Immunization Record, and (4) Medical Consent Form. 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. To register for a five-day spot (M-F) you must pay the registration/materials fee and the tuition for the month of September at the time of registration to secure your spot. **Return all forms to the Hendersonville Presbyterian Church office or the Director of the preschool.**

Tuition Rates and Payments *Revised February 8, 2023*

In the spring current tuition rates for the following fall will be announced.

All checks must be made payable to Hendersonville Presbyterian Church and marked "Creative Beginnings" in the "for" space on your check. You may also make online payments through the Church website. <http://www.hendersonvillepc.org/youth/creativebeginnings.cfm>

Five-day registration requires payment of September tuition at the time of registration.

If tuition for the entire year is paid in full at the time of registration, there will be no registration fee.

There is a 10% discount for a second child from the same family for the regular school year (not summer). The full \$100 registration fee is paid for each child.

Late Payments

Tuition money is due on the first of the month. If not received by the 5th of the month, there will be a \$50.00 penalty imposed.

Exact change, checks payable to HPC and online payments will be accepted.

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. Special circumstances may be discussed with the Director.

There is a \$30 returned check fee.

No deductions are allowed for illness, vacations, quarantines, or closures mandated by the health department or the NC governor. Full payment is expected for each month of the school year. No deductions are made for holidays or snow days. It is at the discretion of the Board of Directors as to if, how and when makeup days will be scheduled.

CBCP is required by the local health department to contact them immediately if we are aware of confirmed Covid-19 cases among staff or children. They will provide guidance on when the infected person can return to the facility and if the facility needs to close. Decisions about closures due to infectious illnesses at CBCP may be dependent on status of outbreak in community, number of infected within the program, staffing availability, and NC governor orders that mandate the entire state. Monthly tuition will not be refunded in the case of these events. If the preschool is not able to reopen due to NC governor orders that mandate the entire state, monthly tuition will be waived thereafter, until the orders are lifted. It will be at the discretion of the Board of Directors as to if, how, and when a make-up time will be offered.

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, and payments that fall within the 30-day notice of withdrawal are still expected. A letter of withdrawal must be written to the director to notify the child's last day of preschool.

School Hours, Drop Off/ Pick up, Closings, and Delays *Revised August 11, 2020*

School Hours

Our school hours are from 8:15-11:45 AM. CBCP will be following all CDC guidelines at drop-off. Our drop-off time begins at 8:15am and ends at 8:40am. It is imperative, except for emergencies or medical appointments, to have your child in class no later than 8:40 a.m. 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. Doors will close at 8:40am. If the child arrives after 8:40, he/she is to wait outside with a parent until the doors re-open at 9. This is to minimize the disruption to circle time for the students already in class.

Drop-off Procedure *Revised August 18, 2022*

1. All families will park their cars and enter the Creative Beginnings main door.
2. Children will be screened for health issues at drop-off.
3. If the child/ren is showing any symptoms of illness, he/she will not be able to participate.

CBCP will follow CDC and NC state guidelines regarding quarantine and returning to school after illness.

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.

Pickup Procedure

Children will be picked up at their classroom doors. Please enter and exit the building using the main Creative Beginnings entrance. If you need to do early pickup, please call or inform your child's teacher at drop-off. For safety purposes, enter the parking lot only from King Street and exit only to Grove Street.

Late Pickup

A late fee will be charged at the rate of **\$5 per 5-minute increments after 12:00 pm**. We encourage you to call if you are going to be late and arrange a back-up person to pick up your child. The back-up person's name must be on the *Authorization to Release Form*. You are to notify your back-up person in plenty of time. Late charges are still applied if your back-up person arrives past 12:00 pm. Late fees can be paid in cash directly to the teacher.

Early Dismissals

Inform your child's teacher or call the Church office, or director, if you need to pick up your child early. Ring the doorbell at the Creative Beginnings Door for early dismissal.

Inclement Weather Closings and Delays

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 **9:15 am – 11:45 am** with regular pick-up time: **11:45 am-12:00 pm**
(a late fee will be charged after 12:00 pm; \$5 per 5-minute increments)

For a 2 hr delay: School hours are from **10:15 am-12:00 pm** with pick-up time: **12:00 pm – 12:15 pm**
(a late fee will be charged after 12:15 pm; \$5 per 5-minute increments)

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

Please check Class Dojo for inclement weather announcements.

If school is closed for more than **five** 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.

Health and Safety *Revised August 12, 2020*

Immunization Policy

Children in childcare settings should be immunized to protect themselves and others from diseases such as measles, whooping cough, meningitis and chicken pox. North Carolina law requires all children in the state to receive certain immunizations for entry into North Carolina schools. Creative Beginnings Christian Preschool, at Hendersonville Presbyterian Church, is a private school on private property. All students/children enrolled at CBCP are required to be immunized according to the State of North Carolina immunization schedule. Religious and/or personal exemptions are not permitted. If an immunization record is incomplete, the Preschool must notify the parents in writing that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice, or enrollment will be terminated.

General Preparedness and Planning for the Preschool

*CBCP has revised the protocols and General Preparedness and Planning due to the Covid-19 pandemic. We continue to follow safety and health measures provided by the DCDEE and the Department of Health and Human Services. We reserve the right to update and revise any Safety and Health measures. A local contact at the Henderson County Health Dept. will advise the preschool of any quarantines that might be necessary.

Staff will check for the following signs of illness periodically throughout the day: changes in behavior or mood; looking different from normal; complaining of not feeling well; pulling at ear(s); runny nose or eyes; cough; unusually warm skin; eating or drinking more or less than usual; vomiting; having abnormal stools, diarrhea, or unusual odor; not urinating; being off-balance or walking unevenly.

Staff will be monitored for sickness, also, and follow the same guidelines for illness.

In case of an emergency, 911 and the parents are called immediately. If we are unable to reach the parents, we will call the next local emergency contact. The parent assumes full responsibility for any expense. 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.

Medications

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.

Allergies *revised August 18, 2021*

Child Medical Action Plan 10A NCAC 09 .0801(b) [Centers] and .1721(a)(4) [Family Child Care Homes] Updated January 2021; If a child has health care needs that require specialized health services, the child's health care professional or parent must complete a medical action plan and attach it to the child's application. This plan must be updated both annually and anytime there are changes to the child's health status or treatment plan. It is recommended that parents do not complete or change the plan without guidance from the child's health care professional. The medical action plan must be attached to the application, included in the facility Ready to Go File, and accessible to the staff caring for the child. Children with asthma, diabetes, seizures, or allergies should have medical action plans specific to those conditions. If an epi-pen is required for medical treatment, an epi-pen will be stored in a high cabinet (5' above the floor) and the medical action plan will be posted on the front of the cabinet door covered with a first aid cover sheet and the word "allergies" written on the cover sheet. A child will not be allowed to attend school without this allergy action plan and the epi-pen.

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 their class. If a child is sent home because of head lice (nits), they must report to the Director's office for examination before returning to class.

If a child is sent home again with head lice (nits), they 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. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. 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 their 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*. When we experience ongoing biting in a classroom, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. This may include sending the child who has repeatedly bitten others home. This written plan is shared with all parents in the room.

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 challenges. The preschool will make every effort to provide appropriate referrals to help parents/guardians in these situations.

If the child's challenges 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.

Class Dojo

Class Dojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom through photos, videos, and messages. It can be downloaded on smart phones, tablets, and laptops. If you do not have access to a smart device contact the director and we will include you on our e-mail blast to inform you of school-wide or class announcements. All parents are asked to sign a "Release Approval for Media" in the registration packet.

Curriculum

Children have a strong disposition to explore and discover. Our play-based curriculum builds on natural curiosity, enabling children to interact, question, connect, problem-solve, communicate, reflect, and more. This kind of authentic learning extends beyond the classroom to each student's home, community, nation, and the world. It essentially makes learning the stuff of real-life fun. Children are active participants and shapers of their worlds. 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, with our daily prayer, Bible stories, and monthly Chapel. Our daily routine also includes activities geared toward the development of language acquisition, gross and fine motor skills, and emotional and social development. Music and art are provided each day. Children are introduced to the beauty of classical music and other expressions of fine arts.

Examples of Monthly Topics of Study

The Beginning of the Year

In September all classes will study safety, health, and orientation to school.

Bible Story—Jesus is My Friend

Harvest Time—Story about Ruth

Trees, Seeds, Flowers, Apples

Bible Story—The Sower and His Seeds

Thanksgiving—God Gives His People Bread to Eat

Recycling, Clothing, Community Helpers

Bible Story—Joseph’s Coat of Many Colors

This is only an example of topics we will cover September through May. Classes may vary the topics and length of time spent on each topic. Please refer to your child’s classroom calendar each month.

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.**

Conferences

A parent/teacher conference is held each year in January. However, we welcome opportunities to speak with you about your child all year. Please use the Class Dojo to communicate all matters with your child’s teacher. Specific dates for conferences will be determined later.

Items to Share

Children may bring books at any time to share. We encourage parents to send in something that will enrich our topic of the week. ***Parents are not to send toys with small pieces. If the toy will fit through a toilet tissue roll, it is a choking hazard and should not be sent to school. Toys that are not age-appropriate are not to be sent, as well as violent toys such as knives or guns. To avoid conflict, special toys that the child is not sharing with the class should be left at home or in the car. CBCP is not responsible for items that are brought from home.***

Birthdays

We can set aside a special time for each child on or around his/her birthday. If a parent would like to celebrate his/her child’s birthday in the classroom, the teacher should be notified for arrangements. Food ***must be store-bought*** and in the original sealed container. Birthday invitations or thank you notes for parties outside the preschool may be handed out ***only if all children in the classroom are invited. Invitations should be given to the teacher to hand out.***

Calendars

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 from time to time for both the children and their families. Everyone is welcome to attend!

Summer Program

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

Annual Days Apart

Each year two Days Apart are planned for the 3-5-year-old classes. One day is in the Fall, and one is in the Spring. Children meet as a group, with their parents or caregivers bringing them to the designated location. These are special days for the children, their parents, and the teaching staff. Notification will always be given well in advance so that parents can make plans for their children to attend. Annual Days Apart are paired with ongoing curriculum in the classroom.

Clothing

Parents are advised to dress their children appropriately for painting and playing outside. A change of clothing, underwear, and socks will be kept for each child. No drawstrings or open-toed shoes are allowed. Boots and rain jackets will be provided for children's use on the playground on rainy days.

Snacks and Other Food

Parents are expected to send a light snack of finger foods that are easy for a child to handle, including a beverage in a container that is simple to use. The food should be healthy snacks of fruit, vegetables and whole wheat or bran breads. Healthy eating habits are encouraged. **No candy or soft drinks are permitted.** Parents should not send items that may cause choking, such as popcorn, or raisins. All grapes should be cut in half. **No nut products are allowed. 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. Contact your child's teacher about other allergies that may be present.**

Toilet Training

While Creative Beginnings makes every effort to support the parental role in toilet training, CBCP will not initiate or conduct toilet training. Therefore, staff members are to “follow the lead” of the child. At the appropriate time during the day, staff members in those classes with the children who are “toilet training age” (Twos) 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 classroom and older must be potty trained and able to wipe and wash their own hands with little assistance before the start of the school year.** If you have any questions or concerns in this area, please discuss them with your child's 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-in" approach may be used within the classroom. A child will be allowed to sit and think about when they want to rejoin the class activity. This helps the child with critical thinking and problem-solving.
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.

Helpful Hints

We encourage parents to talk with their children about school prior to the beginning of school:

1. Talk about new things that will be shared in the classroom, such as books, music, puzzles, toys, and new friends.
2. Feed the child a breakfast that includes a protein.
3. Always allow enough time so that the child does not feel rushed.
4. Label **everything**.
5. Arrive at school on time.
6. Reassure the child that you will return to pick up him or her and ensure that you will not be late.
7. Let the teacher know where you can always be reached by phone .
8. If there are any contact information changes during the year, be sure to advise the teacher.

Pets and Animals

Some children are terrified or allergic to pets. Pets and animals may not be brought onto school grounds or to school sponsored events without prior written permission given by the Director.

MARK YOUR
CALENDAR!

PLEASE NOTE:** No deductions are allowed for illness, vacations, quarantines, or closures mandated by the health department or the NC governor. Full payment is expected for each month of the school year. No deductions are made for holidays or snow days. It is at the discretion of the Board of Directors as to if, how and when makeup days will be scheduled.

June 9 th	Church Family Picnic Jackson Park 5:30pm Shelter 4
July 10-21 M-F	Summer Art Camp
July 29 th	Family Movie Night 8:15pm on Playground
August 31 st	<u>Meet the Teacher</u> in the classrooms
September 5 th	<u>First Day of School</u>
September 28 th	Fall Day Apart at Jeter Mt
October 10 th	Dance Party 6pm
November 1 and 2	Fall photos (Make up Nov 6 th and 7 th)
November 3 rd	Harvest Program and Luncheon
November 10 th	Veterans Day- No Classes
November 22-24 th	Thanksgiving Break- No Classes
December 19	Christmas Program
December 20 th -Jan 2 nd	Christmas Break- No Classes
January 3 rd	Classes Resume
January 15 th	Martin Luther King Holiday-No Classes, Teacher workday
January 26 th	Parent Teacher Conferences- No Classes
February 6 th	Family Literacy Night 5:30pm
March 22 nd	Spring Program/Egg Hunt
Spring Day apart	TBA Carl Sandburg
March 25-April 1 st	Spring Break- No Classes
April 9 th	Family Math Night 5:30pm
May 9 th	Mother's Day Tea for 2's
May 10 th	Mother's Day Tea for 3-5 (No class for 2's and nonattenders)
May 22 nd	Last day of classes
May 23 rd	Graduation and Promotion, Picnic to follow

CREATIVE BEGINNINGS CHRISTIAN PRESCHOOL
BOARD OF DIRECTORS
2023-2024

Preschool Director

Katrina Bowen
692-3211
cbcpforkids@gmail.com

Session/Discipleship Ministry Rep

Carol Mobley

Parent Liaison

Sherri Jones

Decan Rep.

Roy Hathaway

Chair

Judy Van Wagoner

Priscilla Haynes

Mary Lavery-Perry

Maria Hernandez-parent

Kaitlin Neal-parent

Staff Roster 2023-2024

Katrina Bowen, Director
692-3211
cbcpforkids@gmail.com

Twos Class Teacher
Ms. Lyndsey Davis

Twos Class Assistant
Ms. Sarah Burnham

3's Class Teacher
Ms. Michaela Candler

3's Class Assistant
Ms. Melissa Coryell

4's Class Teacher
Ms. Grecia Hernandez

4's Class Assistant
Ms. Christine McMurray

Pre K Teacher
Ms. Anie Vincent

Pre K Assistant
Ms. Janet Burtnett

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 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 Katrina Bowen. 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 their 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 CBCP 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
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 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.

Parent/Staff Liaison for Fall session 2023-2024:

Sherri Jones

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

Creative Beginnings Christian Preschool
Hendersonville Presbyterian Church

Creative Beginnings Christian Preschool

2023-2024 Tuition Payment Schedule

Tuition rates for the year are broken into monthly payments for your convenience. Payment is due at the first of each month. There is a 5-day grace period before late fees are charged. Please use the following schedule to find the payment due dates for each month.

<u>Payment</u>	<u>Due Date</u>	<u>Late fees charged</u>
1	Friday, Sept 1, 2023	Wednesday, Sept 6, 2023
2	Sunday, Oct 1, 2023	Friday, Oct 6, 2023
3	Wednesday, Nov 1, 2023	Monday, Nov 6, 2023
4	Friday, Dec 1, 2023	Wednesday, Dec 6, 2023
5	Monday, Jan 1, 2024	Saturday, Jan 6, 2024
6	Thursday, Feb 1, 2024	Tuesday, Feb 6, 2024
7	Friday, March 1, 2024	Wednesday, March 6, 2024
8	Monday, April 1, 2024	Saturday, April 6, 2024
9	Wednesday, May 1, 2024	Monday, May 6, 2024

<u>Cost per month</u>		<u>10% per month sibling discount</u>	
2 Days T/Th	\$235	2 Days T/Th	\$211.50
3 Days M/W/F	\$270	3 Days M/W/F	\$243.00
5 Days M-F	\$345	5 Days M-F	\$310.50

Your full tuition payment must be made on or before the 1st of each month. There is a grace period of 5 days. If tuition is received after the 5th of the month, the late fee will be \$50 and will need to be paid **at the time of tuition payment**. Although the first of the month may fall on a weekend or a date that your child does not attend, tuition is still due on or before the 1st of each month. 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 fully paid status. 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, and payments that fall within the 30-day notice of withdrawal are still expected. A letter of withdrawal must be written to the director to notify the child's last day of preschool.

Creative Beginnings Christian Preschool 2023-2024 Tuition Agreement

Child's Name _____

All families attending Creative Beginnings Christian Preschool must agree to the terms and conditions set forth below.

- Tuition rates for the year are broken into monthly payments for your convenience.
- Payment is due on or before the first of each month.
- All fees and payments are non-refundable and non-transferable.
- Late payments will incur a fee. Payments made after the 5th of each month will have \$50 fee added. 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 fully paid status.
- Payments are made via the school website, check, money order or exact cash.
- All checks and money orders must be made payable to **Hendersonville Presbyterian Church** and marked "Creative Beginnings" in the "for" space on your check.
- There is a \$30 returned check fee.
- No deductions are allowed for illness, vacations, quarantines, or closures mandated by the health department or the NC governor. Full payment is expected for each month of the school year. No deductions are made for holidays or snow days. It is at the discretion of the Board of Directors as to if, how and when makeup days will be scheduled.
- 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, and payments that fall within the 30-day notice of withdrawal are still expected. A letter of withdrawal must be written to the director to notify the child's last day of preschool.
- Payments are the responsibility of the parent/guardian enrolling the child.

I _____, the parent/guardian of _____ understand and agree to all the payment and withdrawal policies of Creative Beginnings Christian Preschool as stated above.

Signature _____

Date _____

Please contact the Director with any questions you may have at 692-3211

**Parent-Center Agreement
between Parent/Guardian and
Creative Beginnings Christian Preschool
Hendersonville Presbyterian Church**

By registering your child for enrollment in the "Creative Beginnings Program," you agree to be bound by the Creative Beginnings Policies and Procedures which you have received and read in the **Parent Handbook**.

The policies of the "Creative Beginnings Christian Preschool" involved in the care of

_____ *child's name* _____
are understood and agreed between "Creative Beginnings" and the undersigned.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Guardian's Signature _____

_____ Date _____