



EPworth preschool

PARENT HANDBOOK

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Epworth Beliefs, Policies and Philosophy

Purpose

Epworth Preschool is a community of children, teachers and parents where children's cognitive, emotional, social, and physical growth is fostered in developmentally appropriate ways. We believe that preschool children learn best through play and when they are fully and actively engaged in open-ended exploration.

A Statement of Epworth Preschool's Philosophy

Epworth Preschool's goal is to foster the cognitive, emotional, and social development of the child in a developmentally appropriate way. To achieve this goal, we provide a warm, accepting, and stimulating environment. Learning situations are set up so as to enable the child to experience mastery and a sense of competency and good self-esteem. There are opportunities for children to express themselves verbally, musically, artistically, emotionally, and physically. Children are encouraged to explore, think, and create. Play is valued as children's real "work," and teachers provide opportunities to enhance and extend quality play.

Our classrooms are organized in centers, which are set up with activities to realize these goals. Centers found in most rooms include Blocks, Manipulatives, Art, Dramatic Play, Books/Language, Sensory Table and Science/Discovery. Additionally, we have a weekly music program and many of our classrooms conduct frequent cooking experiences. Classroom curriculum is structured around the use of themes (holidays, dinosaurs, seasons, the rain forest, and community helpers are some of our favorites) to foster a sense of home, family, school, and our broader world. Children ages three through five take field trips, which allows them to develop an awareness of other environments. Daily circle or group times allow the opportunity for self-expression and sharing with others. Socializing, specifically sharing and caring, is a major emphasis in all aspects of our program.

Our classrooms are each self-contained and our low teacher-student ratios provide the opportunity for teachers and the children to develop a warm, strong relationship. We structure our days with a balance of teacher- and child-initiated

activities. This balance allows children to gain a sense of security from the regular routines in their daily schedule while exploring their environment through free-choice activities.

As part of our philosophy of respect for the dignity and worth of each individual child, family member, and colleague, we at Epworth have long observed the practice of using first names for teachers as well as children. At Epworth, children are respected as whole human beings in their own right and seen as unique, incomparable individuals developing along a continuum that really never ends, rather than seen as incomplete pre-adults. Childhood is not seen as merely preparation for the “real world” of mature adulthood, nor is it merely a series of developmental stages that are only as good as the one that follows. At Epworth, teachers and children work as partners in the learning process and share decision-making, thereby supporting children’s autonomy and sense of competency. We have a basic commitment to helping children and adults achieve their full potential through relationships that are based on trust, respect, and positive regard for one another.

Our objectives are:

1. To provide a warm, respectful, caring and stimulating environment that provides opportunities for self-expression verbally, musically, artistically and emotionally.
2. To develop a sense of respect for self and others and to foster a sense of trust and respect between child and teacher.
3. To provide a variety of experiences in art where process, not product, is the main goal, allowing for creative, original and independent exploration by each child.
4. To increase language skills and vocabulary by providing a stimulating, active and diverse linguistic environment through dramatic play, story time, peer interactions, social experiences, field trips, and other enriching activities.

5. To expose children to numbers through open-ended exploration of spatial reasoning, puzzles, blocks, measurement, shape and form, classification, and sorting.
6. To provide opportunities for problem solving and experimentation through the use of scientific methods of questioning and predicting.
7. To provide frequent exposure to various forms of music, musical instruments and rhythms.
8. To convey these objectives to the parents and caregivers of our children.

Program

Our objectives are achieved by a daily plan that is balanced across cognitive, social/emotional and fine and gross motor skills. We foster the development of gross motor skills daily through movement activities, rodeo riding days and use of our playground equipment. All classes have playground time for at least 30 minutes per day. Fine motor skills are fostered through use of scissors, glue, markers, crayons, pencils, puzzles, beading, play dough and other manipulative materials.

We foster an environment where children and teachers are treated with respect, and children learn to play and work with others, share, take turns and adapt to a group environment. We utilize positive recognition of expected behaviors as well as strategies for developmentally appropriate classroom management including calming techniques, self regulation, redirection, flexibility with routines and schedules, assisting children in dispute settlement, and modeling appropriate language and behavior. No form of physical punishment is ever employed.

We provide intellectual stimulation to 1) encourage each child to think for themselves and 2) furnish information that challenges each child and encourages them to draw their own conclusions.

Religion at Epworth Preschool

Epworth Preschool is a private, non-profit organization that is organized under the jurisdiction of the Epworth United Methodist Church. We welcome all families regardless of race, ethnicities, disabilities, and gender or sexual orientation. We are a community where all children are celebrated and seen as unique and precious.

Epworth Preschool is a ministry of Epworth United Methodist Church, the mission of which is: 1) To provide an inclusive, nurturing Christian environment which enables each child to grow to their fullest potential and develop a positive self image, 2) To provide an enriching experience for the preschool years through a planned program appropriate for each child's stage of development, and 3) To provide an engaging and stimulating setting which encourages creativity and initiative.

Epworth Preschool trusts that all children are children of God, and should know of God's love. Twice a month, a short Gathering Time connects Epworth's pastors with the three-year-old through five-year-old children of the preschool. Age appropriate songs and stories are shared during Gathering Time.

Epworth United Methodist Church welcomes the families of its preschool students and is enthusiastic about sharing information about worship, church programs, and family/children related activities with interested parents.

Day-to-Day Operations

Arrival and Departure

Epworth Preschool cannot legally have children under our supervision for longer than four continuous hours a day and is therefore unable to open the doors to accept children before 9am. Please do not enter the building until that time.

Parents may either park and walk children into the classroom or drop them in a car line where staff is on duty to assist. Please make every effort to bring your child on time. It is very important to the success of the day!

- When dropping children off, parents are asked to form a car line, driving in the Oxford Drive entrance and driving out the University Drive exit (right turns only) with the children exiting the car only at the appropriate door. Car line operates between 9:00 and 9:15. Car line is single file only—never pass another car. When advancing in car line, please do not block the church driveway. If you arrive after 9:15, you will need to park and bring your child into their classroom.
- Parents who park and walk in should park in the middle parking areas of the lot and exit using only the exit by the picnic shelter. This facilitates flow of traffic with the car line.
- Parents who park should walk from their car to the brick sidewalk by the picnic shelter. Proceed to the bike rack and wait for a staff member to tell you when to cross the carline. Do NOT walk across the grassy yard to cross by the playground and do NOT cross between cars in the carline. Hold your child's hand at ALL times.
- When picking up children, all parents are asked to come to their class's designated area, which may be outdoors. When you arrive, enter and exit from Oxford Road. Please use extreme caution at all times in the parking lot, and remember to pay special attention when backing up your car. Park only in designated parking spaces in the lot and not against curbs or other non-designated areas.

Important parking lot guidelines:

- No cell phone use during drop-off or pick-up. Please focus on your child for safety and connection.
- All persons coming to Epworth for the preschool should make all entrances and exits via Oxford Road. The Hope Valley entrance is reserved for church staff, congregation and visitors only.
- Drive slowly in the neighborhood and our parking lot to keep our children, families, and neighbors safe. We have preschool families who walk to school- please give them space and pass with caution.
- Bring all children into the building with you, even if they are not enrolled in our program. Do not leave any child in a car unattended for any reason or for any amount of time.
- Always hold your child's hand in the parking lot—remember that preschool children are impulsive by nature. Do not gather to talk to other parents in the parking lot while allowing children to play – there are areas that are more suitable on our campus.
- Lock car doors when you come into the building.

Teachers have other responsibilities and duties after school and children must be picked up on time. Dismissal occurs from 11:50-12 and 12:50-1, depending on the class. We charge a \$10 late fee for any child not picked up on time. If you encounter an unavoidable delay, contact us to inform us of your circumstances. If a parent is continually late, further action may be taken at the discretion of the Preschool Director.

If your child plans to go home with another child after school, they must have written permission from home. Children will not be released to anyone that is not on their approved pick-up list without written permission. Someone who is unfamiliar to a teacher will be asked for identification before the child is released. Please also notify the teacher when the child is staying for Lunch Bunch.

After children are picked up at the end of their school day, they should not be on preschool property without adult supervision. Teachers are cleaning up, planning for the next day, and/or having conferences, and cannot be responsible for

unsupervised children. Our big playground is open after school and we encourage you to play there. The building will be unlocked to use the restroom until 1:30pm.

One of the most important goals of preschool is the growth of independence in all areas of development. Issues of separation are some of the hardest for parents to deal with, but learning to separate comfortably from parents is so crucial to your child's learning and growth. When children arrive at their classroom in the morning, parents should offer a reassuring good-bye and leave. When parents linger, a number of problems can develop – most of all, it can make it harder for children to acquire the skills necessary to navigate a smooth separation and transition. Children can be confused by mixed messages and unclear limits, and a parent's continued presence may convey the idea that there is something to worry about. Your child's teacher will work with you to develop strategies to ease any on-going separation anxiety.

Two Day one and two-year-old classrooms will observe a transitional schedule during the first few weeks of school. It is our philosophy that very young children adjust to school best by gradually lengthening the time that they are separated from parents and other caregivers.

Parent/School Communication

Epworth Preschool strives to establish good, consistent communication with parents, regarding it as a necessity for creating a partnership to ensure student success. To achieve this, we utilize a number of different communication methods.

For the 2023-2024 school year, we are using a preschool management software that will enable us to streamline billing, forms, communication and more. You will receive invoices for payments due and can use the software to print financial receipts. We also will be using messaging through Procure to communicate school news, class information, class photos, and emergency information like inclement weather. Procure should be the first line of communication. At times, you may also need to use email or text messages. If the message is not urgent, please allow at least 24 hours for teachers or administrators to respond. If you need to communicate during the school day, please contact Leigh or Amy as classroom teachers will be focused on the children and teaching. Our teachers are happy to discuss your children with you and can set up a meeting or phone call if you need to discuss more than passing brief information or asking a quick question. We will not discuss children in front of children. At times, we will clip information to your child's bag. Please look out for notices and papers clipped to your child's bag and read them as they come.

In addition to these regular postings, the preschool observes several special opportunities to check in with parents. Before school starts, your child's teacher will either call or email you to introduce herself and her teaching partner(s) to you and to give you information you need about school starting. Additionally, the Preschool hosts a Parent Orientation Night the week prior to the start of the school year. During this time, there is a school-wide session to review general policies and procedures, as well as a time for parents and teachers to gather in the classrooms for more specific information. Later in the fall, starting in mid-October, your child's teacher will call you to discuss how the child is adjusting thus far to the classroom setting and to receive any feedback. More formal parent-teacher conferences will take place in late January/early February when school will be closed. You may also request a conference at any other time you see a need.

The Preschool Office also will communicate regularly through Procure and email and will send communication periodically to inform you of school-wide activities

and news. If your contact information changes, or if you are not routinely receiving emails from the office, please notify the director or assistant director.

Lunch Bunch

Children who are enrolled in 2-year-old classes and up that dismiss at Noon may stay for Lunch Bunch until 1pm if they are fully potty trained. Lunch Bunch will begin on the Monday of the first full week of school. Students in the two-day class will be able to start staying for lunch after the conclusion of their introductory transitional schedule and with the approval of their classroom teacher. Students in the one-year-old class are not eligible for Lunch Bunch.

You may sign up for Lunch Bunch by putting your child's name on the sign-up sheet in the Preschool Office or via our website by 9:30am. We do have a maximum capacity of 25 each day. Children will need to bring a lunch in a labeled lunch box when staying for Lunch Bunch.

The cost for Lunch Bunch is \$10 per day. Families who would like their children who attend Lunch Bunch every day they are at school can sign up for "Permanent Lunch Bunch" for a discounted flat fee – see the office about this option. You will be invoiced on monthly basis with tuition. If paying by check, please label your payment appropriately to ensure proper crediting.

Lunch Bunchers will be grouped with those from other classrooms within the preschool. After children eat lunch, there is free play outside, weather permitting. If it is raining, they will be playing, reading, watching a movie, etc. inside. Children must be picked up from Lunch Bunch between 12:50 and 1pm, and late pickup fees will be charged. Again, if something unavoidable or unforeseen occurs, alert the school as soon as possible. Keep in mind that we are not permitted to care for children more than four hours a day.

Health Policies

Prior to the start of school, all children are required to have 1) a current medical examination (within the last 12 months) and 2) an Immunization Record, certifying that up-to-date vaccinations have been administered as required by North Carolina law. Parents may submit forms provided by their physician's office or utilize the forms provided by the Preschool Office. For more information on immunization requirements, please visit

https://www.immunize.nc.gov/schools/ccf_requirements.htm. Epworth

Preschool does not accept religious or philosophical exemptions to immunization requirements.

If a child develops a fever, they must stay home until they are **fever free for 24 hours** without the help of medication. If a child has any of the following symptoms: 1) Vomiting, 2) Diarrhea or 3) Two or more stools in a 12-hour period that are inconsistent with the child's normal pattern, the child must stay home until they are symptom free without the use of medication for **48 hours**.

Parents are asked to notify the director of exposure to contagious diseases, head lice, signs of cold, fatigue, or changes in the family dynamics. In the case of a communicable infection that requires antibiotics (strep throat, pink eye, etc.), the child must be on medication for **at least 24 hours** and fever free with symptoms resolving before returning to school.

A child should stay home from school if they are unable to comfortably and fully participate in all school activities or if they have symptoms that result in a need for care that is greater than the staff members can provide without compromising the health and safety of other children. We are not staffed or equipped to care for sick children and cannot make special arrangements if your child is not well enough to participate in all activities.

In the event that a child becomes ill at school or there is another emergency, the following procedures will be followed: 1) We will attempt to contact parents by phone. 2) If parents cannot be reached, the emergency contacts will be called in the order listed on their confidential enrollment form. 3) In the event of extreme emergency, the Director will call 911 and contact parents.

COVID-19 Health Policies:

COVID-19 vaccinations are available for children ages 6 months and older. We recommend that every child, staff member, and family member get their vaccination and boosters if eligible.

The presence of any of the following symptoms suggests a person may need to be tested for COVID-19 to attend preschool. Individuals with the virus that causes COVID-19 may experience any, all, or none of these symptoms.

- Fever of 100 degrees or higher or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Children and staff who have any of the COVID-19 symptoms listed above need to stay home and test for COVID-19. If they test negative two times, 24 hours apart, the person may return to school once symptoms are improving and the individual is fever free without the use of fever reducing medications for 24 hours.

If a child or staff member tests positive for COVID-19, they may return to school 10 days after symptoms began or a positive test. If they are asymptomatic or symptoms resolve quickly, a person may return 5 days after symptoms began or a positive test IF 1) they have been fever free without the use of fever-reducing medicine for 24 hours, and 2) they can consistently wear a mask during for the full school day. If the child or staff member tests negative on two antigen tests 48 hours apart, they may return to school without a mask.

Individuals who have been exposed to COVID-19 and have not developed symptoms should:

- Wear a mask indoors and test on day 6 after exposure. CDC offers a clear explanation of exposure and understanding how days are counted after exposure. You can read it [here](#).
- If the person develops symptoms, they should stay home and test immediately.
- If it is a household exposure and the person who tested positive isolates from the family, the student may return to school if they are able to wear a mask for the full school day. If family member is unable to isolate or the child is unable to mask for the full school day, they will need to stay home until they can test on day 6 after the last exposure.

Masks are optional indoors and outdoors unless: 1) a person has tested positive for COVID-19 within 10 days or 2) a person has been exposed to COVID-19 and has not tested negative.

If a staff member or student develops symptoms of COVID-19 while at Epworth Preschool, we will immediately isolate the person who develops symptoms and send them home as soon as possible.

Dress Code

Daily activities include active and sometimes messy play, and we want our children to feel comfortable enough to enjoy themselves without worrying about messing up their clothes.

- We ask that children wear comfortable play clothes and sneakers or other closed-toe shoes. Flip-flops are not permitted, as they are dangerous for active outdoor play and climbing on playground equipment.
- Easy on, “do it myself” clothing choices are always best for school.
- Please send an entire extra change of seasonally appropriate clothing to be accessible to staff throughout the year, so your child can change if needed.
- Label all belongings with your child’s name to prevent them from getting lost or misplaced.

Inclement Weather Policy

Epworth Preschool may close from time to time due to weather and road conditions. In general, if Durham Public Schools are closed or delayed, the Preschool will close or delay as well. The school system has resources that we do not have in making decisions about school closings and delays, so that is our general guide. There are times when DPS will be closed due to road conditions in another part of the county or due to bus issues. In these instances, Epworth may make the determination that we can open.

Look for emails from the director informing you of the decisions about closures and delays. We always advise parents to heed their own sense of caution and assess road conditions in their own neighborhood before driving children to school.

Food and Nutrition

NO PEANUTS OR TREE NUTS: Due to the increasing prevalence and severity of peanut and tree nut allergies among our students, we ask parents to observe a no peanut or tree nut policy for snacks and lunches. This means no peanut, almond, or cashew butter or spreads like Nutella in addition to no actual nuts or peanuts. Granola bars, trail mixes, or special treats must not include nuts (e.g. Reese’s

cups, Peanut M&Ms, or other such candies or cookies). Sunflower seeds and butters are good substitutes for peanut butter and peanuts.

In classes that have a snack time, parents provide snacks daily for their individual children. Classes that dismiss at 1pm may opt not to observe a snack time since they eat lunch during the four-hour period that the children are at school. Your child's teacher will provide information regarding their classroom's snack policy.

We value good nutrition in our school, and we encourage healthy snacks and lunches. Please include at least two food groups when you pack your child's snacks and lunches.

Please note: During lunchtime at Epworth, teachers will support and coach healthy eating. We will encourage your child to eat the "grow" foods first, but we will not function as the "food police". We cannot regulate the order in which your child eats the food in their lunch box. In general, we discourage sending candy and sugary drinks and treats, but we trust that you know best what your child's nutritional needs and habits are.

Playground Use

We are very proud of our wonderful playground and enjoy sharing it with our children and their families. All classes will have at least 30 minutes on the playground as part of their regular, daily schedule. Children will go outside every preschool day unless we experience very heavy rain or other inclement weather that necessitates staying indoors. Most classes use the picnic shelter for outside time even when it is raining, so please always dress your child appropriately for outdoor play. It is never too cold to go outside for at least a little while! Please also label jackets, hats, and mittens so that teachers can help your children keep up with their outerwear.

Epworth children and their parents are welcome to use the playground before and after our 9am to 1pm preschool hours. Parents and children who are waiting to use the playground at 1pm should stay away from the gate and stairs until all the Lunch Bunch children and teachers are off the playground. We ask that parents observe the same rules on the playground that teachers use during the school day:

- Children must be accompanied by an adult at all times.
- Climb only on appropriate play structures (not the gazebo, fences, tables etc.)
- Please play with sand in the sand area and do not dump it around the playground to mix with the safety layer of mulch.
- No throwing sand or mulch or carrying it up onto structures.
- Do not carry things on equipment when climbing or swinging—shovels, balls, trucks, etc.
- No pets are allowed on the playground at any time.
- Food should be kept to a minimum and is restricted to the bench area and gazebo. Please clean up any spilled food and trash.
- Please throw away all trash in trash cans. No glass is allowed on the playground.
- Do not walk, sit or otherwise play on the concrete retaining wall.
- The Epworth Critter Garden is for looking only—not playing. These critters are folk art sculptures graciously donated by local folk artist, Clyde Jones. Do not climb or sit on the critters or play in the Critter Garden.

Rodeo

During this favorite time for children, we bring out the big wheels, little wheels, tricycles, scooters, and various other age appropriate riding toys for the children to use in the picnic shelter or driveway. This is a great way to develop large motor skills and exert some extra energy.

To ensure their safety while participating in Rodeo, children are required to bring helmets to school and wear them during Rodeo time. This requirement is in accordance with recommendations from the American Society of Pediatrics. Children can either bring helmets on their assigned Rodeo day each week or they may leave a helmet to be stored at school for the year. Parents should properly fit the helmets and adjust them periodically for growth.

Potty Training and Diapering

Epworth Preschool accepts young children who are not yet potty-trained. We do not believe that it is developmentally appropriate to expect all children under the age of three to be potty-trained. We do believe, however, that it is developmentally appropriate that three-year-old children should be working toward independence in this critical self-help area, even if they are not quite there yet. Therefore, we have established the following guidelines:

- Diapering occurs at regular times and as needed in our one year old and two year old classes. Diapering is handled with standard sanitary protocols.
- As children start the process of potty-training, teachers will work with parents to make sure everyone is on the same page.
- Diapering is not a routine part of the three-year-old classrooms. It is our expectation that children in our three-year-old classes are potty-trained or are in the process of being trained.
- In our experience, we have found the most important aspect of training is consistency. We discourage the use of “pull-ups” (which are a form of diaper) because their use sends the child a mixed message.
- Parents are encouraged to talk with their child’s teacher or the director if they have questions or concerns. In addition, information on various techniques and strategies are available through the Preschool Office.

“Accidents” are a normal part of the preschool world, and they will be handled with tact and diplomacy. We view such events as part of the learning process! Please make sure your child always has a seasonally appropriate complete change of clothing on hand at school for such occurrences. Even if you feel your child is very reliable, most children feel most comfortable changing into their own clothes, and events other than a potty accident may prompt the need for a change of clothing.

Tote Bags

We ask that every child carry a two-handled tote bag to and from school. Tote bags are much more accommodating than a backpack for both teachers and children. A lunch box fits nicely in the tote bag, and it is much easier to get artwork and other materials home in it. Teachers will attach your child’s name to

their bag as well as a clip to deliver notes or other correspondence back and forth between home and school. For your convenience, you may purchase an Epworth Preschool bag with our school logo, but any sort of two-handled tote will do.

Birthdays and Other Special Occasions

We welcome special treats at school for birthdays or other special occasions as long as parents make arrangements with their child's teacher in advance. Please be considerate of those in your class that may have food allergies or other restrictions. All arrangements for parties held outside of school should be made outside of school, including invitations. It is very upsetting when a child observes other children receiving invitations to a party if he/she is excluded. Please contact other families outside of school unless you plan to invite everyone from the class to the occasion.

Parental Involvement

Parents are always welcome in our classrooms, and we work to maintain a collaborative partnership with families through on-going two-way communication; through opportunities for families to share interests, customs, and talents; and through an over-all atmosphere of mutual respect, cooperation, and shared responsibility. We do ask that the parents in our youngest classes give the class a month to settle in before coming in to volunteer or share an activity.

Different classrooms structure opportunities for parents to be involved in different ways: special projects, cooking activities, field trips, etc. Your child's teacher will provide information about such activities. In addition, we hope that you will consider adding your name to the list of people who can be called upon to substitute when a teacher needs to be absent. If you or someone you know would be interested in substitute teaching, please contact the director.

Our teachers observe strict confidentiality guidelines, and we need you to know that when you are volunteering in a classroom, we expect the same from you. This means that whatever you observe or hear from or about any child is never to

be shared with anyone other than the director and/or the teacher with whom you are working.

Please know how very grateful we are to you for the time and talents you share with us!

Children with Activity Limitations or Participation Restrictions

Epworth Preschool welcomes all children and has a limited capacity to serve children with activity limitations or participation restrictions, including physical, mental, behavioral, or learning delays and/or disabilities. Epworth Preschool partners with families whose children receive early intervention services to ensure that their children benefit from a high quality, developmentally appropriate preschool program. This partnership includes sharing necessary information, attending Individual Education Planning (IEP) meetings, Individualized Family Service Plan (IFSP) meetings, or other conferences. All information between parents, staff members, and the director is confidential. Epworth Preschool staff will work with therapists (speech language, occupational, physical) as well as early intervention specialists and facilitators to create an inclusive plan for services.

Parents who are aware that their child has a developmental delay or disability should discuss those needs with the director prior to enrollment. At times during the school year, we may recommend that a child visit their pediatrician or receive an evaluation from a trained professional to determine if additional support would be beneficial. We ask that parents share the results of all evaluations with the Preschool in order for us to meet the needs of the child appropriately. If parents choose not to pursue a recommended evaluation, it can affect the Preschool's ability to fully and safely support the child as well as the other children in the class. In such cases, withdrawal of the child may be necessary.

While Epworth Preschool provides continuing education training for staff each year that often includes meeting the needs of all learners, it is important to remember that Epworth Preschool staff members do not have formal training in early intervention or special education. If a child needs more support than a class can safely provide, we will require the child to have a student aide to participate in the program. If this is the case, the child's parents are responsible for working

with the director and teachers in hiring a student aide and for the aide's financial compensation. Both parents and the director will sign an agreement for such accommodations.

Security

For the safety of our students, staff and visitors, Epworth UMC and Epworth Preschool utilize camera surveillance equipment for security purposes. While the cameras will be on 24 hours a day, footage will not be viewed synchronously. Only authorized staff will have access to video footage.

Surveillance cameras will be equipped only in public areas where there is no "reasonable expectation of privacy." Public areas may include building entrances, hallways and parking lots. Surveillance cameras are not, and will never be, installed in "private" areas such as restrooms, private offices or classrooms.

Financial Matters

Tuition payments:

- We calculate tuition as a yearly amount based on the total number of days in the school year and divide that into 9 equal monthly payments for convenience. Therefore, the amount due each month is the same regardless of the length of the month.
- Each family will receive an invoice for tuition on the 1st of each month, and payment is due on the 7th. A late fee of \$30 will be assessed for any tuition payments not received by the 7th of the month.
- Families may pay tuition by 1) credit card or checking account through Procure, 2) online bill pay through your bank, 3) personal check, or 4) cash. Credit card payments will be charged a 3% transaction fee.
- Please do not send any payments with your child or clipped to your child's bag. In addition, please do not hand tuition payments to a staff member during car line.
- If using **online bill pay** through your bank – address your payment to: Epworth Preschool, 3002 Hope Valley Rd., Durham, NC 27707. Please use your child's name as the account number. Be aware that your bank has to

physically mail a check to us, so be sure to allow enough time for your check to reach us by the 7th of the month.

- If paying with a personal **check** – place your check in the payment box located inside the Preschool Office near the bulletin board. Please write your child’s name and the month you are paying for in the memo line. You may also mail your check to the Preschool Office.
- If paying with **cash** – please place cash payments in an envelope labeled with your child’s name and payment details (tuition, lunch bunch, etc.). Submit cash in person to the Director or Assistant Director so that we can create a receipt for your records.
- Payments may include multiple items: Tuition, Lunch Bunch, etc. Please identify what your check covers in the memo line (for example: *Mary Smith – October tuition + Lunch Bunch*).
- If a family is encountering financial difficulties, the Preschool Director and Financial Director can work out a payment plan if given sufficient notice. If tuition payments are significantly in arrears, Epworth Preschool reserves the right to un-enroll a student.

Lunch Bunch Payments:

- The fee for Lunch Bunch is \$10 per day. Children who attend Lunch Bunch every day they attend school can sign up for a discounted flat fee – contact the office about this option.
- Lunch bunch payments should be submitted monthly.
- Lunch Bunch fees may be included with your monthly tuition payment. Please label payments so that we can credit your account appropriately.

Withdrawal Policy

- If a family is planning to withdraw their child from preschool, we ask that parents notify the Preschool Director 30 days prior to the date of withdrawal.
- If a family withdraws their child after the first of the month, full tuition is due for the current month and the following month. For example, if a child is withdrawn on October 10th, full tuition is due for both October and November.

Fundraising at Epworth Preschool

Epworth Preschool is a wonderful place for children, families and teachers, and we are constantly striving to improve our programs and offer new and enriching experiences. We have several fundraisers here at the preschool with the following goals in mind: 1) to help keep our tuition affordable, 2) to assist in providing scholarship funds and 3) to acquire new equipment and make facility improvements.

A fundraising committee made up of parents and teaching staff members will be organized at the beginning of the school year, and this group will work to establish plans for the year. There will be many opportunities for participating in fundraising throughout the year, and we encourage you to get involved and support the school as you are able.

Our hope is that we can raise funds to improve our program by offering parents opportunities that are fun, easy, and beneficial to families. We will never ask or expect children or parents to be involved in any forms of selling. We thank you for your support and investment in your child's school!