



MISSION STATEMENT

To first, love, serve, and honor our Lord and Savior, Jesus Christ. To instill into each and every child the love that Christ has for them and to be role models of Christian values, as well as provide children with basic skills necessary to excel in their elementary education.

“Train a child in the way he should go and when he is old, he will not turn from it.” Proverbs 22:6

“Let the little children come to me and do not hinder them, for the Kingdom of Heaven belongs to such as these.” Matthew 19:14

DAILY SCHEDULE OF ACTIVITIES

We know that consistency gives children security. We have a daily schedule of activities that help build trust between children and teachers. The daily schedule includes a balance of activities to help each child grow physically, emotionally, socially, intellectually, and spiritually. The daily schedule will be determined by your child's classroom teacher. You will receive classroom specific documents on our Overflow Preschool Orientation Day.

MORNING PLAY / TABLE ACTIVITIES

Morning play offers an opportunity, as the children arrive, to enhance their ability to socialize, share and take turns. During table activities, the children are offered a variety of hands-on activities and manipulatives to help with fine motor skills and organizational skills like sorting, counting, matching, shape recognition, etc. These activities are based on your child's age.

MUSIC TIME

We meet in the Fellowship Hall each day for music and worship time. This is when morning prayer and pledges are done, followed by music and movement time. This time is used to teach songs and introduce the children to musical instruments. They are taught Christian songs as well as a variety of other songs by a designated Music Teacher.

SNACK

Snack time is determined by your child's teacher. If your child has an allergy or other health issue please inform your child's teacher. If you are planning on sending in a special snack to celebrate a birthday please be sure to contact your child's teacher in advance so that food allergies or sensitivities may be addressed.

CIRCLE TIME & MORNING MEETING

Circle time is a large group activity that the children participate in each day. The children listen to stories, share experiences, sing songs, and listen to music that will supplement the topics they are learning every week. During this time, they will discuss the weather, seasons, calendar concepts, counting, letter/s of the week, and review.

OUTDOOR FREE PLAY

A fenced-in playground with swings, slides, and toys are provided during free play. Daily free play is important for social, emotional, and intellectual growth. The outdoor free play allows students to get out some extra energy and increases attentiveness in the classroom.

SPECIAL ACTIVITIES

Children love learning things when it is hands-on and includes food! In addition to our regular curriculum, we also include fun experiences and special holiday activities.

CLASS/CENTER TIME & BIBLE TEACHINGS

Throughout the day, children will be provided with hands-on learning activities using themed units to introduce colors, shapes, number recognition and values, letter recognition and sounds, days of the week, months, seasons, music, art and holidays. Through the use of centers students will learn how to work independently and in a small group to complete a task. There is also an emphasis on social adjustments. A Bible story will be shared/taught and discussed with the children each day. They will participate in a weekly craft and daily teachings from an age appropriate Bible.

LUNCH

Parents will need to send a finger food lunch including a drink in a thermos or a juice box. Please make certain that your child's drink container is leak-proof. Also, please do not send any foods that need to be heated. Remember to send a fork or spoon if needed. Please remember to make us aware of any allergies for food sensitivities.

POLICIES FOR OPERATION

We follow the same holiday and vacation schedule as the Johnston County Public School Traditional Calendar. Parents will be notified of any workdays, early release days, or closings prior to the next scheduled class time. When Johnston County Schools have an early release day, Overflow Preschool's early release time is at 12:00pm.

AGE GROUP	DAYS OF THE WEEK & TIME
2-YEAR OLD Program	Mon/Tues. or Wed/Thurs. 9am-1pm
3-YEAR OLD Program	Tuesday-Thursday 9am-1pm
4-YEAR OLD Program	Monday-Thursday 9am-1pm

INCLEMENT WEATHER

In the event of inclement weather, we will follow the same procedure as Johnston County Public Schools. If Johnston County Public Schools announces that they are closing early due to inclement weather, you should pick up your child IMMEDIATELY from the preschool. This is to avoid confusion and to ensure the safety of every child and the staff of Overflow Preschool; and to ensure that our staff children can be picked up and transported from their schools in a safe and timely manner.

TUITION & FEES

Checks are to be made payable to Overflow Church Preschool, OCP, or Overflow Preschool. There is a non-refundable annual registration fee for each program. Tuition varies according to the program in which a child is enrolled. The registration fee and tuition payment for each program is listed below:

REGISTRATION FEE & TUITION

AGE GROUP	REGISTRATION FEE	TUITION
2-YEAR OLD Program	\$100.00	\$190.00 / per month
3-YEAR OLD Program	\$100.00	\$240.00 / per month
4-YEAR OLD Program	\$100.00	\$300.00 / per month

Tuition is due by the first of the month. Tuition will be considered late after the 5th day of the month (unless date is moved due to holidays) and a **\$20 late fee** will be charged. Our tuition is not prorated due to any illness, vacation, personal reasons, or school closings in accordance with the Johnston County School Calendar. A note will go home as soon as tuition is late and a response to the Director must be made within two school days. If there are ever personal hardships or extenuating circumstances please make arrangements with the office for late/future payments. If you have not paid for your child's tuition and not spoken to the Director by the 10th of the month your child will not be able to attend until tuition has been paid in full. We will accept cash or check as a form of payment. All checks must be made out to Overflow Church Preschool, Overflow Preschool, or OCP. Failure to pay tuition may result in dismissal from our preschool.

There is an additional curriculum fee charge for all students. **This is due at your child's orientation along with the first month of tuition.** This fee will be for the purchase of supplies and curriculum (OCP created) based needs for the classroom. This fee is based on the number of days your child is enrolled.

CURRICULUM FEE

AGE GROUP	CURRICULUM FEE
2-YEAR OLD Program	\$60
3-YEAR OLD Program	\$75
4-YEAR OLD Program	\$120 (includes the Graduation Fee)

INSUFFICIENT FUNDS

In the event a check is returned to Overflow Preschool due to insufficient funds, immediate payment is required to keep your child's account up to date. Paying the amount due in full (plus a \$25 NSF fee) in the form of cash or a cashier's check. After two returned checks, future payments must be in the form of cash or a cashier's check for the remainder of the school year. ***In order to register for the next school year, ALL accounts must be in good financial standings.***

WITHDRAWALS

Parents/Guardians are required to give a one month notice in writing prior to withdrawing a child from the program. This will allow the Director time to fill the space from a waiting list. If a one month notice was not provided parents are required to pay a fee equal to two weeks of tuition.

HEALTH

We will call you to pick up your child if he/she has a fever, rash, vomiting, diarrhea, or evidence of a contagious illness. Any child with a communicable disease must have a doctor's note stating it is safe for them to return to preschool. If your child becomes sick with ANY communicable disease (Covid, RSV, flu, chicken pox, measles, etc.) please notify the Director immediately. This is for the protection of the other children in the preschool program as well as the staff. This information is important in helping prevent the spread of further infection.

Please **DO NOT** send your child to preschool if he/she has:

- Vomiting or diarrhea within the last 24 hours
- "Pink eye" or red eyes accompanied by a discharge not clear in color
- Lice or nits from lice, OC Preschool has a 'No Nit' Policy
- A condition that is diagnosed by a doctor as being contagious
- Fever within the past 24 hours

IMMUNIZATIONS

Children must have current immunizations and a copy must be provided to Overflow Preschool upon registration. Immunizations must be current according to state regulations for your child's age. If your child is in the process of getting their immunizations current, then please provide a note from the physician.

MEDICATIONS & HEALTH CONCERNS

Overflow Preschool does not dispense medications on a daily basis except for special cases where a child may have asthma and/or allergies. Parents must discuss any information regarding reactions that a child may have with their teacher. We want to make sure all preventative measures are in place in case of a reaction. We will need a signed doctor's note/plan of care turned into the office along with any medication(s) that may need to be administered while your child is at school.

EMERGENCIES

In the event of a major accident, 911 will be called first and then we will contact the parents. If the parents cannot be reached, the individual named in the Emergency Information section of the child's registration will be contacted. In the event of a minor accident (bump, bruise, scratch, etc), the teacher will complete an Incident Report and a copy will be sent home with the child explaining the situation.

CLOTHING

Any clothing (coats, hats, etc.) to be removed at school should be clearly labeled with the child's name so that it is easily identifiable. ***Each child should bring a complete change of clothing (shirt, pants, underwear and socks to remain at the preschool in the event of an accident.*** (Accidents can be other than potty accidents – such as juice spills, etc.) The clothes need to be replaced as the seasons change. Also, please keep in mind that we will be coloring, painting, using markers, glitter, etc. as well as playing outside, so dress your child appropriately for these activities and weather conditions.

TOYS

Toys can get lost and cause distraction, so we ask that no child brings toys from home into the school/classroom. There may be times that teachers allow them for show and tell in the classroom but the parent will be notified in advance.

DISCIPLINE

We practice positive behavior support, as well as, redirecting the negative behavior. Inside your child's daily folder their conduct sheet will indicate their behavior for the day, and an explanation will be written on their contact sheet. Each classroom will have a procedure in place that is age appropriate, and some classrooms may adjust their conduct system as needed.

DISMISSALS

OC Preschool has the right to dismiss a child from our preschool program if the teachers and office find that the child is not adjusting to the classroom environment and causing disruptions due to negative behavior. We also may call to have a child picked up early if they are being defiant, disrespectful or using physical violence towards teachers and/or students.

SECURITY & SAFETY

The staff is constantly aware of security in our preschool and we have security cameras in place throughout the building. The designated preschool entrance is the door downstairs at the rear of the sanctuary building. Due to carpool traffic, please DO NOT use the side entrance for walking in and out. **School doors are locked at all times. Should you arrive at preschool after 9:15am, please knock or ring the doorbell at the preschool entrance (back door) to bring your child inside.**

When children are on the playground, crossing the paved area between the church and the playground, or participating in any activities outside the fenced area of the playground, caution cones will be placed in the driveway

to **prevent** cars from passing through the area. If cones are in place please do not remove them. Turn around and go out the other entrance. Please remember to always drive with caution through the preschool area.

CARPOOL DROP OFF & PICK UP

We have established a carpool procedure for child drop-off and pick-up area for your safety and convenience. Each morning and afternoon, staff members will be in place to assist children getting into and out of their vehicles. Carpool will begin daily at 9:00am and will end at 9:15am. **If you arrive at preschool after 9:15am, you must walk your child to the back door and wait for a teacher or office member to get them.** Do not leave your child unattended to find his/her own way to the classroom.

Our staggered dismissal will begin in the afternoons at 12:50pm with our two year olds. Please do not begin the carpool line before your designated time because this blocks the drive for parents who have come to pick up their child. When the driveway is blocked, it creates unsafe movement around our children and we do not want to have anyone injured. If you arrive before 12:30pm, please park in the parking spaces beside the church (near the cemetery) or in the parking lot across the road until time to line up.

Due to the amount of children we have enrolled here at our preschool we have implemented a safe carpool pickup procedure. The twos, threes, and fours will have a designated pick up time to help eliminate congestion. As you pick up your child **you must buckle your child in prior to moving your vehicle onto NC Highway 50.**

DISMISSAL TIMES

2-YEAR OLD Program	12:50pm
3-YEAR OLD Program	1:00pm
4-YEAR OLD Program	1:10pm

Siblings will be released with the sibling who has the earlier time

If you arrive at preschool after 1:20pm, you must come to the back door to pick up your child and pay a late fee of \$5.00. An additional \$5.00 will be charged for every fifteen minutes after 1:30pm. This policy will be strictly enforced.

Due to liability issues, **it is your responsibility as the parent or guardian, to buckle your child into a car safety seat.** Your child will be given a carpool card with his/her name on it. Please have that card hanging from the rearview mirror or sun visor so that it can easily be seen by the staff person in carpool. Please leave the tag hanging until your child is in the car, because we rotate our duties and each staff member may not know every child and parent. In the event that someone other than yourself should pick up your child, please send a written authorization to your child's teacher. Telephone authorization will be allowed in the event of an emergency. All authorized individuals listed on your child's registration form should be advised that identification will be required and will be checked. We apologize for any inconvenience but the safety of the children will remain our first priority.

If there are any custody situations that we should be made aware of please send in a copy of the court order. If there are any changes that are made regarding custody please make us aware and provide a current copy of the custody agreement. We also reserve the right to NOT allow the child to leave preschool with the person picking them up if they are obviously, visibly impaired by alcohol and/or drugs. We may refuse to release a child at any time if proper identification isn't provided.

If YOU do not transport your child to preschool, **PLEASE** make sure that family members or babysitters doing so are aware of these rules and have the appropriate carpool tag displayed in their vehicle! Please be sure to inform them of the appropriate pick up time. Thank you!

EARLY CHILD PICK UP

If you are picking up your child early, prior to our normal release time, please be sure to email, text, write a note or call your child's teacher. Please be sure to provide the time of pick up so we can have your child ready to go. Early pickup must occur before 12:30pm. We cannot authorize early pickup after 12:30pm because it then interferes with our afternoon carpool release times. We thank you for your cooperation and understanding.

AUTHORIZATIONS

The following authorizations must be read and understood by the parent or guardian of the child enrolled. Please return the written statement verifying that you have read and understand the contents of the parent handbook, the financial agreement, as well as the following authorizations.

- I will allow my child to participate in activities Overflow Preschool conducts outside the fenced in playground area of the church.
- I will allow Overflow Preschool to use pictures of my child on bulletin boards, in classroom activities, crafts, newsletter and social media platforms (this includes our private Facebook pages and Class DOJO).
- I will allow Overflow Preschool to secure medical treatment for my child in the event of an emergency and to furnish any required medical or insurance information known to the preschool staff to the appropriate medical providers.
- I understand that in the event of a life-threatening emergency, 911 will be called prior to parent contact to ensure the first response of medical providers in a timely manner.
- All information in this handbook is subject to change at the discretion of Overflow Church and/or the Director of Overflow Preschool. I understand that I will be notified of such changes.

SOCIAL MEDIA RELEASE

Overflow Preschool will be using a Facebook page to communicate with parents and show what the children are doing inside and outside the classroom, as well as posting reminders and announcements. This release allows us to upload pictures of your children to this private Facebook account to share with parents of OC Preschool. If you authorize this, you will sign off on the 2024-2025 Preschool signature page.

We look forward to working together with you and your family this year!

“Children are a gift from the Lord.” - Psalm 127:3