



THE DEEP END
PRESCHOOL

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Welcome to Our Classroom

Hello parents and welcome to Deep End Preschool at Living Water Church. We are excited to work with you and your child to develop the foundation of your child's future academic success. We strive to offer a quality program that recognizes each child's unique traits and potential.

A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, and hands-on experiences.

This handbook is designed to acquaint you with our program policies and procedures.

Our Philosophy

At Deep End Preschool we believe that children learn and develop when exposed to a rich and stimulating environment. This requires experienced teachers, child centered curriculum and age appropriate educational materials and equipment. Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical, creative, and spiritual development.

CONTACT INFORMATION

**Deep End Preschool
Living Water Church
1284 Sugarloaf Road
Hendersonville, NC 28792
828.698.4664**

**Preschool Administrator
Mr. Kyle Fowler**

**Preschool Director
Mrs. Crystal Fowler**

SCHOOL CALENDAR & HOURS

Our school calendar will run from August 28th through June 8th. We will follow the same schedule as the 2017 - 2018 Henderson County traditional school calendar.

We will operate on snow/ice delay days in conjunction with Henderson county schools. If all Henderson County public schools are closed due to inclement weather, heavy snow, or ice Deep End Preschool will be closed.

If Henderson County schools are delayed Deep End Preschool will follow the schedule below.

1 hour delay	9:30am Drop Off	12:00 Pick Up
2 hour delay	10:30am Drop Off	12:30 Pick Up

Deep End Preschool will announce school information on WLOS Channel 13, through the Facebook page, and the Living Water app. We will strive to make up snow days as best we can.

SCHOOL HOLIDAYS

SEPT 4	LABOR DAY	JAN 15	TEACHER Work Day
OCT 27	TEACHER Work Day	JAN 22	TEACHER Work Day
NOV 10	VETERAN'S DAY	MAR 30 - APR 8	SPRING BREAK
NOV 22 - 24	THANKSGIVING	MAY 8	TEACHER Work Day
DEC 20 - 31	CHRISTMAS	MAY 28	MEMORIAL DAY
JAN 1	NEW YEARS		

PAYMENT SCHEDULE

Tuition is for reserved places for your child; it is not determined by days of attendance. Your child may only attend on his/her assigned days. Adjustments cannot be made due to illnesses or made for snow days. Deep End Preschool is not subject to the 180 day rule.

Tuition is due on the 15th of every month. Tuition not paid by the 15th is considered past due. A **\$10.00** late fee will be assessed after the 20th of each month. Any account two months past due is subject to dismissal of student. Please contact the director when financial difficulties arise.

The first payment for the 2017 - 2018 school year is due August 15.

There are three payment options.

- Checks: Place the check in your child's daily folder on the due date. A \$25 fee will be charged for all returned checks.
- Online: Pay with credit card or debit card online at www.mylivingwater.cc . Go to the Deep End Preschool page and click button saying pay tuition. Click the drop down box for Preschool. You can set up automated monthly payments on this screen also
- Text: Pay with your smart phone using a credit or debit card. Text the amount and the keyword "Preschool" to 828.581.4259 (ie. 50 Preschool). You will receive a confirmation text letting you know your payment has been processed.

ILLNESS AND SICKNESS POLICY

Symptoms such as a cold with fever, severe coughs, vomiting, diarrhea, fever of 101 degrees, and skin rashes are causes to keep your child home. If symptoms arise at school, a parent or caregiver will be notified to pick the child up. An ill child will be isolated and given appropriate care until parent/guardian arrives.

A sick child can return to school after he/she has been 24 hours symptom free. Parents will be notified when a child has been exposed to a communicable disease within the center. Parents should notify the school when children are exposed to an illness outside the center.

No staff member may administer any medications to a child. Please do not ask your child's teacher to give over-the-counter or prescription medication.

Please help us to maintain a healthy school environment by monitoring your child and keeping him or her at home in case of illness.

DROP OFF AND PICK UP

All parents are required to park and walk their child to his/her classroom and check them in with the classroom teacher. Teachers will begin receiving children into the classroom at 8:30. Please do not bring your child before 8:30. Our teachers need an appropriate amount of time to prepare in the morning.

Children must be picked up promptly at 12:00 from the classroom. Children will be dismissed only to those persons given permission on the registration form. All changes must be given in writing to the teacher. Also please inform the teachers of absences known ahead of time.

CURRICULUM

Deep End Preschool will follow the North Carolina Early Learning and Development standards. Deep End Preschool will use multiple resources and materials to teach your child the standards for Kindergarten Readiness. Our goal is to help your child make progress in their social, emotional, health, cognitive, and language skills.

The teaching staff will use the early learning standards to guide and inform their planning and facilitation of comprehensive, developmentally appropriate, high-quality prekindergarten learning experiences for the child and in their work with families.

DAILY SCHEDULE

8:30 - 8:40	Check In & Desk Fun
8:45 - 9:00	Circle Time Learning
9:00 - 9:15	Worship/Music
9:20 - 9:55	Learning Stations
10:00 - 10:20	Snack & Bathroom Break
10:20 - 10:50	Recess
10:50 - 11:00	Rest time
11:00 - 11:30	Sight Words & Letter of the Week
11:30 - 11:50	Arts & Crafts
11:50 - 12:00	Clean up & Pack up
12:00	Check out

CLASSROOM RULES

WE ARE NICE TO EACH OTHER.

WE LISTEN TO OUR TEACHERS.

WE HELP KEEP OUR CLASSROOM CLEAN.

WE PLAY SAFELY.

These rules will be explained and taught the first week of school and continue to be revisited throughout the year. Each day we will work on learning ways to work with our frustrations and making good choices.

Any behavior incidents will give us opportunities to develop your child's social and emotional skills. If there are any behavior concerns, our teachers will contact and work with the parent and child.

DAILY FOLDER

Each child will have his/her own folder that will go home each day in his/her backpack. In this folder you will receive any notes about your child's day, such as learning skills, behavior, preschool needs, and any events.

Please take the folder out each day and review it. This will allow us to have great communication between parent and teacher and give your child the best chance for success.

This is also a great place to request a conference with the teacher. During morning drop off or afternoon pickup is a difficult time for the teacher to discuss any private information or concerns about any children.

SNACKS

We will have a designated snack time each day. Please send your child's snack in his/her backpack. It is important to send in a good nutritional snack. It will be a busy and fun day at Deep End Preschool and the children will definitely be ready for a good snack.

SNACK SUGGESTIONS:

100% FRUIT JUICE	APPLESAUCE	MUFFINS
MILK	YOGURT	DRIED FRUIT
WATER	GRANOLA BARS	DRY CEREAL
PUDDING	PRETZELS	GOLDFISH
1/2 A SANDWICH	FRESH FRUIT	CUT UP VEGGIES
1/2 A BAGEL	CHEESE STICKS	CHEESE CUBES

PERSONAL BELONGINGS

Each child will need a SMALL backpack containing their snack and room for their daily folder. The back pack will need to be labeled in order to identify to whom it belongs.

Please send in a complete change of clothes (and undergarments) in a labeled Ziploc bag on the first day of school. We will keep these items at school for your child in the event of a spill or accident.

Toys and unnecessary items from home should be left at home, unless it is for a planned show-n-tell scheduled by the teacher. Please do not send in any items in a glass container. Valuable items and toy weapons are not allowed.

The preschool will make every effort to protect belongings brought by the children, however we will not be responsible for lost or broken items.