

**PRESCHOOL**

PARENT HANDBOOK

Intermediate and Pre-Kindergarten

**Table of Contents: Parent Handbook**

Intermediate and Pre-Kindergarten

Vision

Mission

Goals

Admission

School Operating Hours

Discipline & Behavior Management

Registration

Tuition

Referral Program

Vacation and Illness

Withdrawal, Suspension and Dismissal

Addresses and Telephone Numbers

School Day

Student Arrival and Departure

Rules for Vehicles while on School Grounds

Weather & Emergency Policy

 Notification

 Delay

 Early Closing

Fire & Other Safety Drills

Before and After School

Staffing

Curriculum

 *Links to Learning* Curriculum

Child Progress

Health and Safety

Medical Policy

 Illness

 Medication

Healthy Food Policy

 Lunch

 Birthdays & Snacks

Child Abuse and Neglect

Dress Code

 Uniform Information

 Dress Down Day Information

Personal Belongings

Parent Teacher Organization (PTO)

Parent Communications

 School Website

 Classroom Communication

Teacher Websites

 Email

 Parent-Teacher Conferences

Drug/Weapon Free Policy

Cleaning Procedures

Suggestions and Concerns

Appendix A: Parent Notification-Crisis Management Plan

Summary of the NC Child Care Law for Child Care Centers

Parent Acknowledgement Form

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##### VISION

Chesterbrook Academy-North Raleigh is a professional learning community where staff, students, and parents collaborate in providing a positive learning environment to maximize student achievement, to promote character education, and to encourage effective home-school communication and involvement.

##### MISSION

Within a nurturing safe environment, Chesterbrook Academy, in

partnership with our students, families, and community, is committed

to providing a academically rigorous, standard based curriculum that

teaches students to use creativity, critical thinking, problem solving

and leadership skills to be successful in the 21st Century.

**MISSION** (Spanish)

Dentro de un ambiente acogedor, la Academia Chesterbrook de Raleigh Norte, en colaboración con nuestros estudiantes, familias y comunidad, se compromete a proporcionar un currículo académico riguroso basado en estándares que enseña a los estudiantes a utilizar la creatividad, el pensamiento crítico, resolución de problemas y habilidades de liderazgo para tener éxito en el siglo 21.

**VALUE STATEMENT**

In order to achieve our shared vision, we have made the following commitments:

* We will actively engage all students, parents, and staff in the learning process.
* We will align curriculum and instruction to promote student achievement.
* We will provide an inviting classroom environment with clear expectations and specific academic goals.
* We will implement and monitor preschool activities to foster growth and learning.

### We will provide parents and stakeholders with pertinent educational activities and information to assist with helping children achieve growth in the classroom.

**SCHOOL OPERATING HOURS & CONTACT INFORMATION**

**Hours of Operation & Office Hours:** 8:00am to 6:00pm

**School Hours:** 8:30am to 3:30pm

**Extended Day Hours:**

**AM:** 7:00-8:15

**PM:** 3:30-6:00

**Teacher Hours:** 8:00am to 4:00pm (Meetings available by appointment.)

**School Address:**

10200 Strickland Road, Raleigh, North Carolina 27615

**School Phone: 919-847-3120 School Fax:** 919-847-2120

**Principal’s Contact:**  mike.williams@nlcinc.com

**Assistant to the Principal’s Contact:** pamela.baroody@nlcinc.com

### **ADMISSION**

Admission opportunities will be offered in the following order:

1. Students currently attending Chesterbrook
2. Current student siblings
3. Families within the Nobel Learning Community
4. Open to public

Admission is considered complete upon receipt of the completed registration form and the non-refundable admission fee.

NLCI schools are non-sectarian, private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin. Students should be the age for their class (ex. age 3 or 4) by October 16 of the year the child is admitted.

The ages of the children served in the preschool at Chesterbrook Academy-North Raleigh are as follows:

Intermediate Students: Age 3 years

Pre Kindergarten I: Student: Age 4 years

Pre Kindergarten II: Student: Age 4 years

Enrollment Forms needed to complete registration are as follows:

* Application
* Emergency Contact/Parental Consent
* Health Assessment
* Tuition Agreement
* Fee Schedule
* Discipline and Behavior Management Policy
* Parent Handbook Acknowledgement
* Photo/Video Release Form
* Uniforms Purchased
* PTO Membership
* Child Care Laws

Upon enrollment students may opt for a “CBA Discovery Day.” Students may enjoy a morning, usually, 9-11 becoming familiar with the classroom prior to the students first official day of school.

**DISCIPLINE AND BEHAVIOR MANAGEMENT**

At Chesterbrook Elementary & Preschool, discipline is approached with a positive attitude and is based on the premise that children, parents and staff respect and care for themselves, respect and care for others, and respect the school and others’ property. The goal is to solve behavior concerns by using modeling, redirecting behavior, and positive reinforcement through attention, praise and reasonable outcomes for desired behaviors. Positive class and school rules allow children to know what is expected of them. Circle time and other appropriate group meetings are used as a time for children to experience praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

For younger children, teachers focus on modeling behavior and redirecting the child to a more appropriate behavior. For older children, a discussion of reasonable outcomes is used individually with children before “think time” is used. That is, first, the behavior of concern is discussed with the child, second, a plan of action is set, and third, an in-class “think time” is employed. The purpose of “think time” is to give the child an opportunity away from the group to think about his/her behavior and to plan with the teacher how to regain control of his/her behavior.

When difficult behaviors are consistently observed in the classroom a plan is designed to work with parents in reaching a resolution. Parents are kept informed as to the behavior concern. If the behavior concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior to ensure the health and safety of all children and adults at the school.

##### REGISTRATION

When your child is enrolled, an Application, **Pre-Enrollment Modification Form,** Tuition Agreement, Emergency Contact Form, Health Assessment Form (including updated immunization records) must be on file. This information must be kept current throughout your child’s enrollment.

There is an annual non-refundable Admission Fee including the registration, deposit and activity fee due at the time of enrollment and renewable each August. Upon enrollment, a deposit of one equal payment (out of ten equal payments for each school year made September through June) tuition must accompany the application and will be applied to the final tuition payment for that school year (usually applied on June 1st). This deposit may be applied to your final month of tuition (if earlier than June) provided a 30-day notification has been given in writing.

Students must be actively enrolled in order to participate in any school event (ex. graduation, concerts, Field Day, etc.).

##### TUITION

The annual tuition includes a non-refundable Admission Fee including registration, and activity fee, and deposit. All tuition is due and payable in advance on the 1st of each month, as noted in the tuition agreement. Ten equal payments are made beginning in September through June of each academic year. Summer camp fees for June through August are a separate payment plan from the 10-payment (September-June) school year plan.

We also offer an Automatic Payment Program that will allow us to collect tuition payments from your bank account each month. Please see the Front Desk for the necessary forms to enroll in this program.

**REFERRAL PROGRAM**

Share the great things going on here at CBA! For every new child you refer who enrolls at our school full-time for three months, your oldest child will receive $150.00 off your tuition payment. Please just let the Front Office know when you have referred someone, so we can give credit where credit is due.

##### VACATION AND ILLNESS

Tuition is continuous throughout the school year and guarantees a reservation for your child. There are no deductions in tuition for absences, illness, inclement weather or holidays that are observed throughout the year. For specifics regarding holiday schedules and other contractual arrangements regarding absences to school please consult your Tuition Agreement.

##### WITHDRAWAL, SUSPENSION AND DISMISSAL

Parents who wish to withdraw their child must give written one month notice prior to leaving. We reserve the right to suspend or dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child’s educational, medical, or other needs, for violations of our policies, or if for any reason, we determine it to be in the best interest of the school.

##### ADDRESSES AND TELEPHONE NUMBERS

It is *very important* that all students’ Emergency Contact cards are up-to-date at all times. If you have moved or have changed your home or work telephone number or email address**,** please *notify the office immediately* about the changes. Also, please inform us if there are changes in the emergency contact names, numbers or driver’s license numbers of people to contact if you are not available.

##### SCHOOL DAY

Chesterbrook Elementary & Preschool is open Monday through Friday from 8:00am to 6:00 pm excluding the holidays observed during the year. A late fee of $15.00 per 15 minutes is charged to your account if a child is not picked up and out of the school building at the close of the business day by 6:00pm.

Your child’s schedule may vary from day to day based on his/her needs and will include stimulation appropriate to his/her individual needs. The preschooler’s morning schedule may include snack, free choice activities, circle time, language development/reading readiness activities, math readiness activities, learning centers, motor movement and other activities, such as Spanish, Music, P.E. or computers. The afternoon schedule may include activities such as art, cooking, language experience, stories, music, and learning centers. Rest time, two snack times (morning and afternoon),lunch and outside activities are provided for all preschoolers during the course of the day.

**STUDENT ARRIVAL AND DEPARTURE**

All children must be signed in and out daily when arriving and departing from school. Parents can sign in and out on the daily attendance log located in each classroom. You must escort your child to his/her classroom daily. Parents, please note that the school's website calendar contains pertinent information regarding school events and announcements. It is also the parent’s responsibility to check your child’s cubby by the sign-in/out book each morning and afternoon for student work and important information.

So that we may properly supervise your child, a parent or an authorized representative (18 years of age or older) must sign the “in and out” record when bringing and picking up children. No child will be released to anyone other than his/her parent without prior written (email, handwritten note or fax) authorization from the parent. No phone calls will be accepted on this matter, but in an emergency, we will accept authorization by fax or email.

**RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS**

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

* Please enter the school parking lot.
* All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
* Parents are asked to park in designated parking spaces only.
* While on school grounds, pedestrians always have the right of way.
* Vehicles ignitions MUST be turned off, and the keys removed, while parked on school grounds.
* Children (including siblings) may NOT be left unattended in a vehicle at any time or for any reason.

Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number for a report to the local police.

**WEATHER & EMERGENCY POLICY**

Chesterbrook Academy-North Raleigh will close for any weather emergency as determined by the federal, state or local government that only allows emergency service personnel to drive.

**NOTIFICATION**

Any day that we close or open late due to circumstances by hazardous weather conditions, we will notify WRAL-TV 5 (website: [www.wral-tv.com](http://www.wral-tv.com)) by 6:30am. Our school is listed as Chesterbrook Elementary. We will be listed separately from the Chesterbrook Academy preschools. As long as there is power, we will also leave a message on the school’s voice mail (919-847-3120).

**DELAY**

A 2-hour Delay means all programs are delayed 2 hours with no Before School care available. School start times are as follows:

* Preschool students may be dropped off beginning at 10:15am.
* Elementary students should be dropped off by 10:30am for the start of the delayed school day, with carpool running from 10:15am-10:30am.

**EARLY CLOSING**

Parents will be notified through an Enotify from the Front Office and should call the school with any question regarding our schedule for the day. All parents are required to have their child picked up before the designated emergency closing time.

An emergency contact form containing contact information for parents and designated persons to pick up your child in case of emergencies must be on file and up-to-date at all times.

This policy cannot cover every possible situation. In an emergency, immediate decisions must be made. Please see Appendix A for the Parent Notification of our Crisis Management Plan. We will make every attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify whoever will be in charge of your child as to these policies and be sure that we will know whom to contact, and how to reach that person, should an emergency arise. Students will ONLY be released to those persons listed on the emergency contact form, and then only after presenting valid photo identification to a school representative.

Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents or authorized responsible persons will be informed of these decisions.

**FIRE AND OTHER SAFETY DRILLS**

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

**BEFORE AND AFTER SCHOOL**

**Chesterbrook Preschool Students**

The before and after care program is separate from your tuition payment. Students may be dropped off as early as 7:00am and picked up by 6:00pm. Before and after school program activities usually include free play both inside and outside, arts and crafts, games, and additions clubs and activities offered by staff or outside vendors.

##### STAFFING

Our employment criteria for teaching staff adheres to or exceeds all state requirements for licensed early childhood facilities, including the established child/teacher ratios. NLCI teachers are hired according to their education and experience in the field of early childhood education.

Our teachers and educational specialists continue to seek professional growth experiences either by continuing their formal education, by attending teacher professional development activities or through other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

**CURRICULUM**

In NLCI’s early childhood schools, children are assigned to the following programs based on age and development progress:

Intermediate

Pre-Kindergarten

###### Links to Learning Curriculum

Links to Learning is an integrated series of programs for children ages six weeks to five years that engages the young learner’s senses, mind and body. The components of each program are integrated to enhance learning in logical, fun and entertaining ways.

The program draws from the collective expertise of renowned early age educators such as Dewey, Piaget and Vygotsky. The Links to Learning Curriculum builds new learning on past experiences and encourages each child’s interest in discovery and hands-on learning.

Links to Learning takes advantage of a child’s readiness to learn with fun, easily understood, challenging and meaningful activities. It gives a child the freedom to discover in a supportive loving and nurturing environment.

Links to Learning was created by the Nobel Learning Education Department, a group of highly trained educators with a vast knowledge of early age education. This team is guided by our National Advisory Board, which ensures that our curriculum reflects the latest early education techniques.

The Links to Learning Curriculum integrates the following components:

* Language and Literacy
* Mathematics
* The World and Me
* Wellness
* Music
* Art
* Spanish
* My Community and Environment

Specialty classes included in the Preschool Program:

* Physical Education (twice a week)-SPARK Program
* Music
* Technology (starting with the Pre-Kindergarten classes)

CHILD PROGRESS

We support the development of the whole child and of individuality among children. It is expected, therefore, that the rate and pattern of development in young children will vary as they grow and develop. Parents are encouraged to review their child’s development at the parent teacher conferences and maintain an open dialogue with the teachers and principals.

Chesterbrook Academy offers a personalized learning environment to its students, Intermediate -5th grade**.** This is accomplished through the instructional program being geared to the individual child’s learning ability. Children are placed according to developmental progress and may continue in a placement or repeat that placement if their developmental needs warrant such a decision. Appropriate continuation procedures and forms are used when recommending that a child repeat a program level and decisions are discussed with parents.

##### HEALTH & SAFETY

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted prior to the start of each school year or entering into a program.

Staff members are trained in first aid and CPR. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent’s notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as described on the *Medical Information* section of the child’s Application Form filed in child’s personal file. Every effort will be made to contact parents, guardians, or authorized family members or friends.

Student health is an important factor at CBA. Observation and supervision of the health of students during school hours is the responsibility of each teacher. We reserve the right to refuse admittance to any student who shows signs of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up an ill child within one hour of notification.As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician if in our judgment there is insufficient time first to contact your child’s physician. You also authorize us to make the decision of when an emergency exists.

The annual Admission Fee includes the cost of student accident insurance. If an accident does occur at school and medical treatment is necessary, please see your Principal for information regarding the process of submitting a claim to the insurance company

**MEDICAL POLICY**

##### Illness

The purpose of our sick policy as it applies to children is as follows:

1. To reduce the spread of illness from the sick child to other children.
2. To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.

3. To prevent the constant spread of colds, flu and diarrhea so common among

 small children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with the Principal.

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school**.**

These symptoms are as follows:

1. A fever of 101 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school).

4. A heavy nasal discharge indicative of infection.

1. A constant cough or sore throat.
2. Fussy, cranky behavior, and generally not himself/herself.
3. A skin rash, excluding diaper rash.
4. Head lice.
5. Symptoms of a communicable disease.

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. A doctor’s clearance may be requested.

Students at Chesterbrook Elementary School will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The school is not equipped to accommodate the needs of a sick child.

##### Medication

The administration of over the counter medications is an area of operations that involves multiple layers of permissions, current expiration dates, and other statutory requirements which present a risk to our continued safe, fully compliant operation of our schools.

Accordingly, as of October 10, 2007 all schools in North and South Carolina operating under Nobel Learning Communities will cease to administer over the counter medications (with the exception of sunscreen) to children in our care. This includes all Chesterbrook Academies. These items will include, but are not limited to, acetaminophen, cough and cold medicines, antihistamine, lotions of any kind, lip balm, powders and other common items that may not be considered medication at home, but are classified as such by state statute.

This policy does not apply to prescription medication for chronic or life threatening conditions with all required documentation such as Epi pens and nebulizers. All programs must be prepared to respond to emergency situations for children with such conditions, and we will continue to be prepared for such situations. Exceptions to this policy will only be made as required by law and with the review and approval of senior management in our company.

**Approved prescription medications for chronic or life threatening conditions (as stated above) must follow the following procedures:**

1. **Parent must fill out a Modification Form and submit it to the Front Office** with a Physician Order Form for any medication. **All medications must be approved through our ADA Compliance Officer before administration of the medication can be given by the school staff.**
2. **Once the medication has been approved, it should be turned in to the school administration** in the original container and should be labeled with the full pharmacy label including the child’s name and expiration date. Prescription medication shall be used only for the child named on the label.
3. A Medical Alert Form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.

CBA will not administer any medication without a parental medication release form and the physician’s prescription on the medication.

**NOTE:** In circumstances requiring specific skills or prior medical training to administer medicines, or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

##### HEALTHY FOOD POLICY

**Lunch**

A nutritious lunch must be provided from home. The school will provide milk or water at lunchtime. All preschool lunches must follow the USDA Food and Nutrition Service regulations noted below. Every preschool lunch should include:

* 1 serving of milk (provided by the school)
* 2 servings of fruit/vegetable (1 serving = ½ cup)
* 1 serving of grains/bread
	+ Bread (1 serving = ½ slice)
	+ Cornbread, biscuit, roll or muffin (1 serving = ½ serving)
	+ Cold dry cereal (1 serving = 1/3 cup)
	+ Pasta, noodles or grains (1 serving = ¼ cup)
* 1 serving of meat/meat alternative
	+ Meat, poultry or fish (1 serving = 1 ½ oz)
	+ Cheese (1 serving = 1 ½ oz)
	+ Egg (1 serving = ¾ of an egg)
	+ Cooked dry beans or peas (1 serving = 3/8 cup)
	+ Yogurt (1 serving = 6 oz)

All preschool lunches will not be checked until lunch time when the children take out their lunches to eat, so it will be imperative that all students bring a healthy lunch, following the above regulations, every day.

Lunches will still need to be brought to school in an insulated lunch bag with a re-freezable ice pack.Please note that there is no microwave or refrigerator access for students.

Every morning, when signing in your child in his/her classroom, please remember to mark their lunch box with the date. Materials to mark the lunches will be available near your child’s sign in/out book.

**WE ARE A NUT FREE FACILITY!**

**Birthdays & Snacks**

At Chesterbrook Elementary & Preschool, we offer children nutritious mid-morning and after school snacks including juice. If your child has special diet concerns or allergies please speak with the Principal about your child’s needs.

Birthdays are important to children and they enjoy sharing them with their friends. We normally celebrate children’s birthdays at morning snack time. Parents are welcome to attend these celebrations and they should be limited to 30 minutes in length. Please notify your child’s teacher or Principal if you plan to bring a snack for your child’s special day. Please remember to always check food labels for peanut content. Many of our students have food allergies, so parents should always communicate the party plan with the child’s homeroom teacher BEFORE making or purchasing a snack.**.** Latex balloons are not permitted in the school due to choking hazard.

Teaching staff is not responsible for distributing party invitations. We urge you to distribute them outside school to avoid the hurt feelings among the uninvited.

#####  CHILD ABUSE AND NEGLECT

All staff will comply with the provisions of the Child Abuse Act by bringing suspected cases of abuse and neglect to the attention of the school Principal. The Principal will report the suspected case to the County Department of Social Services under the guidelines of the Act.

##### DRESS CODE

Students are required to wear uniforms. We believe that a student’s appearance reflects upon the manner in which he/she approaches the daily work in the classroom. For safety reasons, clogs, flip flops, high heels and slick soled shoes should not be worn at school.

**Uniform Information:**

Uniforms are available for purchase at Educational Outfitters located at 1331 Buck Jones Road, Raleigh, NC 27606; Phone 919-804-5437 **OR they may also be purchased through The Queensboro Shirt Company online OR Lands End.**

Uniforms are required for all students.

* Preschool students may wear sneakers every day.
* Regardless of purchase location, uniforms must look identical to items sold at Educational Outfitters, **The Queensboro Shirt Company, or Lands End** in color, style and fabric. **Anything with the Chesterbrook logo on them may only be purchased at Educational Outfitter, The Queensboro Shirt Company, or Lands End.**
* Shorts, skirts and jumpers should be NO SHORTER than two inches above the knee.
* Sweaters worn inside must be a solid navy, forest green or white color with no design or printing (with the exception of the *Educational Outfitters* **or Queensboro** CBA crest).
* Students who continue to violate the dress code will be denied their “Dress Down” days.\
* Tights may be worn but need to be navy, forest green, white, or cream.

##### Dress Down Day Information:

* The Chesterbrook uniform is not required on designated “Dress Down” days.
* Students may wear sleeveless shirts; however, spaghetti straps and wide-open arm holes are not permitted for sleeveless attire.
* Shorts, skirts and jumpers should follow same guidelines as on uniforms days (see above notation).

##### PERSONAL BELONGINGS

Children are encouraged to bring a favorite child size blanket or small stuffed animal for use at naptime. These items will be stored in your child’s cubby until rest time. Please keep in mind that all items must fit entirely within the cubby in order to be allowed to stay at school per sanitation guidelines. Pillows and large stuffed animals are not allowed at school.

Candy, gum, war toys, toy weapons, jewelry, cell phones and money are not allowed at school. Toys should be sent only on designated share days. Please be sure your child does not put any of these items in his/her pockets or book bag. Medication is not allowed in cubbies or book bags.

An extra set of clothing is required to be kept at school at all times in case of accidents.

##### PARENT TEACHER ORGANIZATION

Chesterbrook Academy welcomes parent involvement. The PTO is committed to bringing about a closer relationship between home and school, so that parents, faculty and administration may cooperate in enrichment and social opportunities for the students. In addition to enrichment activities, the PTO organizes and supports fundraising activities for the improvement and development of the Chesterbrook Academy program. The PTO encourages parents to take an active role both in the PTO as well as individual classroom activities. Any vocation, hobbies, or special interest you have and would like to share with our students is greatly appreciated. PTO meetings are held every other month. Please reference **our online calendar on the school’s website** for specific dates and times.

**PARENT COMMUNICATIONS**

# Chesterbrook Academy encourages the establishment of open channels for the parents or legal guardians of the children in the school to communicate with the school. Parents or legal guardians not subject to a restriction (such as a court order) are able to interact with their child’s teacher, and other staff members involved with their children, on a regular, daily basis during the school’s normal hours of operation (subject to any applicable procedures of the school, such as those relating to security, or those imposed by the school to ensure the effectiveness of teaching and classroom management).

# In addition, parents or guardians are able to interact with their child’s principal on a regular basis, and can make an appointment to meet with their child’s principal (or, on an as-needed basis, the Executive Director to whom such principal reports) at a mutually convenient time. If these parents or guardians believe that they have not been able to communicate successfully with the foregoing individuals, they are also able to communicate with the Divisional Vice President or Regional Manager for the school, on an as-needed basis. Finally, if these parents or guardians believe that they have not been able to communicate successfully with the Divisional Vice President or Regional Manager for the school, they are able to communicate with the Chief Operating Officer of Nobel Learning Communities, Inc., the owner of Chesterbrook Academy, also on an as-needed basis.

**Classroom Communication**

Teachers communicate daily through a “Today” note as well as through a monthly newsletter emailed to the parent and posted on the teacher’s website. *Links to Learning* folders are also sent home monthly to communicate what the students have learned in the last month and what they will learn in the coming month through the early childhood program.

**Teacher Newsletters**

Preschool teachers send home a classroom newsletter weekly to notify parents of upcoming events.

**Email**

Both teachers and school administrators will utilize the email venue frequently to notify parents of upcoming events or special reminders. Parents may find a listing of all staff with their email addresses on our school website under the “Faculty Directory.” Please verify your email address with the Front Office if you are not receiving email notifications. You usually receive at least one email a week from the Front Office. Please unblock the Administrators’ email addresses in order to receive these important email notices without interruption.

##### Parent-Teacher Conferences

Formal parent-teacher conferences will be scheduled twice during the school year. Because the teacher’s hours of availability are limited, it is advised that parents schedule these meetings as soon as they have been notified of such a conference. Appointments will be scheduled on a first-come, first-serve basis. The parent, teacher or an administrator may request the participation of administration at such meetings. Additional conferences may be scheduled in advance by a parent or teacher at any point throughout the year.

##### DRUG / WEAPON FREE POLICY

The Chesterbrook Academy is a drug and weapon free zone. The use of cigarettes, alcohol, narcotics or other restricted drugs is strictly prohibited on the school campus. No weapons or explosives of any kind including toy weapons will be allowed on campus. Any violations of theses rules will result in suspension or dismissal, and, if appropriate, notification to the local police.

**CLEANING PROCEDURES**

An outside cleaning service cleans all areas of the school each week. An on site maintenance person performs day to day cleaning to include bathrooms, drinking fountains, garbage removal, mopping and emergency clean up. Classroom teachers perform regular cleaning to include disinfecting of all tabletops, desks, and toys, vacuuming carpets, and spot clean up. Napping linens and/or blankets and toys are sent home every Friday for parents to wash and return each Monday.

**SUGGESTIONS AND CONCERNS**

We want Chesterbrook Academy to be the best educational experience possible for your child. We are constantly striving to improve our programs and services for students. If you have any suggestions or concerns, as well as positive feedback, we want to hear from you.

**Appendix A**

**Parent Notification-Crisis Management Plan**

It is our goal to assure student safety no matter what situation arises. Therefore, in our CBA Crisis Management Plan we are ready to accommodate securing the students in four main areas depending on what occurs.

1. **Secure Students in Classrooms**
	* Suspicious person, missing person, hostage situation, terrorism situation, death, serious injury
2. **Secure Students at Assembly Point**

(Safe locations on site, but away from the building)

* + Bomb threat, fire drill/evacuation
1. **Secure Students in Natural Disaster Locations**
	* Tornado, Hurricane, Severe Ice Storm, Earthquake
2. **Secure Students Off Site**
	* Major electrical issues, ruptured gas/water lines, hazardous/toxic material release, chemical spill, road access issues
		+ Chesterbrook Academy—Millbrook

2215 W. Millbrook Road, Raleigh, NC 27612

919-782-7568



**Parent Acknowledgement Form**

Preschool Parent Handbook

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Please Print)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Academy.

The information in this Parent Handbook applies to all activities occurring on school grounds and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it with admission paperwork. It will be added to your child’s permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of Chesterbrook Academy.

I have read and understand the policies and procedures in the 2012-2013 Preschool Parent Handbook. I agree to abide by them as will my child.

I have read and understand the summary of the North Carolina Child Care Law for Child Care centers presented by the Division of Child Development.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Please sign and return to the school office
with admission paperwork.