



Albemarle School

"Inspiring excellence and character in a nurturing environment"



2025-2026 Enrollment Contract

In consideration of having your child enrolled in Albemarle Preschool, the undersigned jointly and separately promise to pay Albemarle Preschool the sum hereinafter stated.

Preschool Programs

\$150.00 Weekly Rate

Annual Enrollment and Materials Fee: \$100.00

The Annual Enrollment and Materials Fee is charged at the time of enrollment and renewed on August 30th of each year.

*Albemarle Preschool does not offer part-time care Tuition will not be prorated for absences, facility closings, weather closings, holidays, vacations, sicknesses, or any other foreseen reasons. In the event of a closing, the child's spot will be held until we reopen again but your tuition balance must be paid up to date in order to maintain the child's enrollment. A calendar of holiday closings is provided to parents upon enrollment. Our parent handbook has further information about financial responsibilities. We do charge extra fees for late pick ups, late payments and declined credit cards.

Name of Child: _____ Date of Birth: _____

Printed Name of Parent/Guardian Parent Social Security # Parent Date of Birth

Mailing Address City State Zip Code

Parent/Guardian Cell Phone # Parent/Guardian Cell Phone # Email Address

Albemarle Preschool provides breakfast, lunch, and afternoon snacks included in your tuition.

By signing below, I am agreeing to the following: Each payment is due on the first day of the week until the child is withdrawn by submitting a written two-week notice of withdrawal. Monthly payments are also acceptable and should be made at the beginning of each month. Accounts past due over 3 weeks will be subject to dismissal. Re-enrollment will only be allowed if space is available and financial obligations have been met. Accounts in default of payment are subject to collection action. **Credit cards that are put on file must be enrolled in automatic payments.** Cash or check are also options. If you are signed up for automatic payments, and the above amount is different from the amount we are already charging you each week, we reserve the right to change the automatic payment amount to reflect the most up to date contract. **Parents are responsible for keeping the most up to date card on file to avoid declining cards.**

Parent Signature: _____ Date: _____

CHILD'S APPLICATION FOR ENROLLMENT*To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually***CHILD INFORMATION:**

Date of Birth: _____

Full Name: _____

Last

First

Middle

Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____

Home Phone _____

Address (if different from child's) _____

Zip Code _____

Work Phone _____

Cell Phone _____

Mother/Guardian's Name _____

Home Phone _____

Address (if different from child's) _____

Zip Code _____

Work Phone _____

Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached? Yes No

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____

Office Phone _____

Hospital preference _____

Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian _____

Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____

Date _____

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____

3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____

4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___; diabetes No ___ Yes ___; convulsions No ___ Yes ___; heart trouble No ___ Yes ___; asthma No ___ Yes ___.
If others, what/when? _____

6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.
Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed: _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____



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Emergency Medical Attention Authorization

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature Parent/Guardian: _____ Date: _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of an emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator: _____ Date: _____

Albemarle Preschool Photo Release

I understand that my child may be photographed and/or videotaped while at preschool. These photos/video clips can be used for placing photos of children within the classroom or in arts and crafts hung on doors, in the hallways, etc. I also give my permission for Albemarle Preschool and their associates to use photographs/videos of my child for the purpose of:

Please check all that apply:

- Promotional purposes, on our preschool website, on flyers.
- On our Albemarle School Facebook page.
- To create a video collage or DVD for families of enrolled children (end of the year remembrance video)
- For school grants and grant requests.
- For newsletters to be dispersed to currently enrolled families.

I also understand that if I change my mind, I must request to fill out another photo release form.

Name of Child: _____

Signature of Parent/Guardian: _____ Date: _____



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Albemarle Preschool Toilet Training Policy

Effective August 31st 2023 and Revised May 20, 2024

Children interested in enrolling for Albemarle Preschool must be toilet trained before attending. Children must be wearing underwear, not pull-ups or diapers. A child having accidents daily would not be considered toilet trained.

Why are we requiring children to be toilet trained before beginning preschool?

1. There are strict state requirements for diaper changing that involves the diaper changing procedure to take up to 5 minutes or more per child. This means it takes over an hour to change all 14 students during each round of changes.
2. When a teacher is busy changing a child it removes one adult from the direct supervision of the other students. It is also taking away from instructional time and interaction with the other children.

We understand that toilet trained children can still have accidents and we will help the child change their clothes while also encouraging as much independence as possible. By definition, "accidents" are unusual incidents and should happen infrequently.

A toilet trained child is a child who can do the following:

- Communicate to the teacher that he/she has to use the bathroom
- Alert him/herself to stop what they are doing and go use the bathroom
- Pull down his/her clothes and pull them back up without assistance
- Wipe him/herself after using the toilet (minimal assistance for 3 year olds and up)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone from going if they must wait on someone else to come out or we are not near a bathroom
- Wake up during nap time if they have to use the bathroom

Your child will be asked many times throughout the day if they have to use the bathroom. There are scheduled bathroom times before and after meals, before and after nap, and before going outside.

Children who are fully potty trained will sometimes have small setbacks when placed in a new environment, our team is fully aware of this and will help anyway we can. We will give the child 4 weeks to adjust, if the child is still having accidents after week 4 a meeting will be set up with the director and the parents to discuss further options and develop a plan of action..

Please understand that this policy was put in place so that the teachers can focus on safely supervising and teaching the children in their care. It was also established to provide a secure and happy learning environment for the children and our team.

Thank you for your cooperation and your understanding.

By signing below, you indicate that you have reviewed and understand this policy. A copy will be placed in your child's file.

Child's Name: _____

Parents/Guardian Signature: _____ Date: _____



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Albemarle Preschool Acknowledgement of Receipt of Policies and Information

Name of Child: _____

Date of Enrollment: _____

I, the parent or guardian of the child named above, confirm by my signature that the following documents have been provided to me and reviewed with me (an electronic copy is acceptable). I understand that I will receive notice at least 14 days before changes made to these documents go into effect. Please initial besides each item below.

____ Parent Handbook

____ Discussion of Parent Participation Plan (located in the handbook)

____ Summary of NC Childcare Law

____ Discipline Policy

____ Policy for Shaken Baby Syndrome and Abusive Head Trauma (up to 5 years old)

____ I am aware that my child may be transported by a personal vehicle of an employee in the case of an extreme emergency. I will not hold Albemarle School or the driver(s) of the vehicle responsible for any damage or injuries, which may occur as the result of any unforeseen accident.

____ I am aware that smoking, the use of tobacco products, or other products such as e-cigarettes is prohibited on the premises, which includes cars in the parking lot.

Name of Parent/Guardian: _____

Signature: _____ Date: _____

Playing outside of fenced areas:

We sometimes offer activities that require leaving the fenced-in play area. Examples include taking a nature walk around the premises, visiting a fire truck in the parking lot, and playing in the back soccer fields. During this time, we maintain close supervision and required staff/child ratios at all times. *Please note that during fire and other emergency drills, or real emergency situations, we are required to safely evacuate children outside the fenced area.

____ I will allow my child listed above, to participate in activities outside the fenced area.

OR

____ I will not allow my child, listed above, to participate in activities outside of the fenced play area.

Signature: _____ Date: _____

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

Additional Staffing Rule Information:

Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be cited for violations of child care requirements and may be issued an administrative action, fined, and/or may have their licenses suspended or revoked. Administrative actions must be posted in the facility.

If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.



Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development
and Early Education

North Carolina Department of
Health and Human Services
1915 Health Service Way
Raleigh, NC 27607

Child Care Commission
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised November 2025

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

ELIGIBLE CHILDREN

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resources and Referral agencies can provide help in choosing quality care. Check the telephone

directory or use the www.childcare.gov website as a

Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: <https://ncchildcare.ncdhs.gov/> For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: <https://ncchildcare.ncdhs.gov/>

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Licensing Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

Criminal Background Checks

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every five years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

Prevention of Shaken Baby Syndrome And Abusive Head Trauma

Belief Statement

We, Albemarle Preschool and Child Care Center, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure /Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
- Call 911 immediately upon suspecting SBS/AHT and inform the director. o
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: (252) 338-2126

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within the first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth

- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

- The Director, Cheyanne Walters, will provide support to staff and families when needed.

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Albemarle Preschool

Parent & Student Handbook

2025-2026

Revised August 18, 2025



Purposes and Objectives of the Program

Albemarle Preschool is here to provide enriched learning experiences to individual children within a group care setting. We aim to help children improve and expand their ability to think, reason and speak clearly about each day's activities. We are here to help children become competent individuals and to naturally experience learning through play as they seek to satisfy their natural curiosity. We are to help children form relationships with adults in a setting that fosters respect and develops good healthy habits.

Educational Programs

We have chosen to base our lesson plans and classroom ideas on the Kaplan Learn Every Day curriculum. The curriculum is a research based, year round program that incorporates play into learning to enhance a child's growth and development. Research shows that high quality instruction and high quality play do not have to compete for time in the classroom, doing both well makes each one richer.

Enrollment

The following must be completed and submitted to the Director in order to enroll your child into the program:

- Albemarle Preschool Application
- Child's Information Form
- Physical Examination Report
- Immunization Record
- Signed Discipline Statement
- Signed Permission for Field Trips
- Emergency Information
- Authorized Pick up Form
- Signed receipt of Summary of NC Laws
- Signed receipt of Parent Handbook
- Emergency Action Plan (Asthma, Diabetic, Allergic Reaction)

Annual Enrollment Fee and Tuition: A non-refundable enrollment fee is charged to cover the paper work and other costs involved in enrolling each child, each year. The current ***annual*** enrollment fee is \$100.00, and is due in August for the upcoming school year.

Tuition is billed on a weekly basis and includes breakfast, lunch, and an afternoon snack. The tuition is as follows:

Child's Age (Room)	Available Hours	Weekly Tuition Rate
3 (Purple)	6:30 AM-6:00 PM	\$150
4&5 (Green)	6:30 AM-6:00 PM	\$150
4&5 (Red)	6:30 AM-6:00 PM	\$150

Enrollment fees and tuition will be reviewed on an annual basis. Current enrollees will be given a 30 day notice of any increase in annual registration fees and/or weekly tuition.

*Please note that the prices for enrollment will not change if you choose to opt out of our meal program.

Childcare Services and Payment Contract: The billing period is from Monday to Friday; billing is completed on Monday for the current week. Payment is expected in full on Monday. No reminders will be sent home. If payment is not received in full by Friday, the child will be discharged from the program until payment is received. Children on the waiting list will be given the opportunity to fill the spot at that time. There will be a late fee of \$20 charged on Friday. There is a \$25 fee if the card on file declines as of July 1st 2021.

Payment for weeks in which holidays occur will remain the same as all other weeks, so please plan accordingly and pay in advance if needed. We will always notify you in advance of any board-approved change to weekly tuition rates and you will be asked to sign a new enrollment contract. If you are signed up for automatic payments from your debit or credit account when your contract amount changes, we will automatically adjust the billing amount to your card.

Discharge Policy: Your child may be discharged if:

- A problem continues which negatively affects other children in attendance at Albemarle Preschool.
- There has been no payment for the current week by close on that Wednesday
- Failure to meet Albemarle Preschool policies
- Continuous late drop off or late pick up

Withdrawal: If you desire to cancel enrollment you must give two-weeks written notice to the Director or the finance department located in the main office. If a notice is not given as described, you will be charged for two-weeks of fees, based on average week or at the Director's discretion.

Waiting List: In an event that an age group should be full at any time, the child's name would be placed on a waiting list. As vacancies occur, pre-registered children would have first priority.

Child/Staff Ratios: The following child/staff ratios are used at Albemarle Preschool:

Age of Children	Minimum Staff/Child Ratio
If ANY child in the room is 2	1/10
If ANY child in the room is 3	1/15
4 to 5 Years	1/20

Days and Hours of Operation

Albemarle Preschool is open year round Monday through Friday from 6:30 a.m. to 6:00 p.m. We will plan to close for holidays, one full week in the summer and one full week for Christmas. We will release a calendar each year announcing those days in advance. Families are still financially responsible for their weekly tuition, and tuition will not be prorated for holidays.

Children must be picked up from the preschool by 6:00 p.m. Our operational state license dictates that we must legally close at that time. A late fee is applied on all occasions beginning at 6:01 p.m. and is \$5.00 for every 5 minutes past 6:00 p.m. Late fees must be paid within 2 business days of the late pick-up or you will be asked to keep your child home until you are able to pay the late pick-up fee. If you excessively pick up your child after 6:00 p.m. a meeting will be held with the Director and your child may be dismissed from the program.

Incident Weather Policy

Weather cancellations and delays will use the FACTS calling system for official announcements for school cancellations/early closing. Teachers will also send our Remind messages. The absence of an announcement means that school will open as usual. Please remember your personal safety when making a decision to come to school. If the school does make a decision to close, families are still responsible for child care costs. Tuition will not be prorated for any reason.

Health and Wellbeing

The State of North Carolina requires that there be a medical form in your child's file. Medical examinations must be signed and dated by your physician. The Albemarle Preschool Medical History report must be completed, updated, and signed by the physician and parent. These forms are intended to protect your child, and we appreciate your cooperation in keeping them current.

Illness: We strive to prevent the spread of illness and ask that you keep your child home if he/she is experiencing any of the following symptoms:

- A fever of 100° F or greater before child care, accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the Preschool.
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat until 24 hours after an antibiotic started
- Diarrhea; runny, watery, or bloody stools within the last 12 hours
- Vomiting in the last 24 hours
- Rash with fever or behavior change
- Scabies or other infestations
- Impetigo 24 hours after treatment has began
- Chicken pox 5-7 days after blisters appear
- Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
- Hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without hurting the health and safety of other attending children
- Respiratory illness-RSV- until 1 week after diagnosed

Your cooperation is greatly appreciated! Please be aware that if you are asked to pick up your child because we feel that they are sick or uncharacteristically irritable and require more attention than we can realistically and safely provide, it is a requirement that you do so. This judgment call is left to the Director.

Your child may return when:

1. The above suggestions are met.
2. He/she is fever or symptom free for at least 24 hours before returning to preschool.
3. He/she has been treated by a doctor or a doctor permits them to return to preschool.

We ask that our parents provide the doctor's release to the Director as soon as possible. If your child becomes ill while at the center, then you will be called to pick up your child **within 2 hours**. Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms. The center will notify parents when a child has been exposed to an infectious disease.

Head Lice: Albemarle Preschool has a no nit policy. No exceptions will be made. Head lice are difficult to prevent and control in settings where children and their personal items have such close contact. The ages of the children we care for make it necessary for the staff to have very close physical contact with children. Head checks will be done any time the staff feels necessary.

Any child found to have live lice or nits is to leave Albemarle Preschool immediately. The child's parents will be informed and asked to pick up their child immediately. The staff member who detects the lice or nits will attempt to provide the parent or authorized person who picks up the child with proof of the lice or nits found.

If a parent finds the lice or nits please inform the director and take your child to seek treatment immediately.

Children who have been found to have lice and/or nits must be treated and be nit free before they may return to Albemarle Preschool. A doctor's written note or evidence of treatment must be given to the director before your child may return to Albemarle Preschool.

Any time lice or nits are detected, the classroom will be thoroughly cleaned and toys that could harbor lice will be sealed in plastic bags for at least 24 hours.

Medical evaluation and opinions will be considered; however, Albemarle Preschool Administration has the final say regarding when your child can return.

Student's Medication:

The Albemarle Preschool DOES NOT administer ANY medication, EXCEPT for EMERGENCY medications, which we are required to by law.

I. Procedures for to apply over-the-counter, topical ointments, gels, lotions, creams, or powders:

1. To apply over-the-counter, topical ointments, gels, lotions, or creams, such as sunscreen, insect repellent, when needed.

i. Valid for as long as the child is enrolled:

Standing authorization to administer an over-the-counter to apply over-the-counter, topical ointments, gels, lotions, creams, or powders to be used as directed on permission form by the parent or guardian. This permission will include a statement that the authorization is valid until withdrawn by the parent/guardian in writing.

ii. At any time:

1. A parent/guardian may withdraw his or her written authorization for the administration of applying over-the-counter, topical ointments, gels, lotions, creams, or powders at any time in writing.

a. All medications brought into the center will be given to the Director for review and approval. If the Director is unavailable, the medications can be given to the Front Office.

b. Medication will be stored at the temperature recommended for that type of medication.

d. Emergency medication may be left unlocked so long as it is stored out of the reach of children at least 5 feet above the floor.

e. Non-prescription over-the-counter, topical ointments, gels, lotions, creams, or powders shall be stored out of reach of children at least 5 feet above the floor, but not required to be in locked storage.

II. Documentation:

a. No documentation shall be required when over-the-counter, topical ointments, gels, creams, such as sunscreen, or insect repellents- are applied to children. No aerosol cans will be allowed in the classrooms.

Child Accidents and Incidents

Child Accident Forms: Our staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. In case of that event, an accident form will be completed by Albemarle Preschool staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into the program with injuries may require an accident form, so that both the parent and staff are aware that they did not occur at the Preschool.

Parents will be notified immediately in case of a serious accident. If you cannot be reached, Albemarle Preschool will attempt to notify the physician listed on the emergency information form. In the case that the physician cannot be reached, an assigned member of the staff will secure the medical attention they deem necessary in accordance with the Albemarle Preschool Emergency Medical Plan.

Behavior Form: A behavior form will be completed by Albemarle Preschool staff if your child exhibits behavior that is not acceptable and does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child's file.

Biting Policy: Here at the Albemarle Preschool we work to redirect the behavior of biting and figure out what the trigger is for the biting. However, if the biting persists there will be a meeting with the parents, director and teachers. Following the meeting, a child who bites twice will be sent home for the day. We will try this technique for 2 weeks, and if the biting continues a two-week notice for dismissal will be given.

Dress Code and Personal Belongings

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. We also ask that parents provide an extra set of clothing, including shoes for their child that will remain at the facility. Should a child damage their shoes during an accident, and another set of shoes is unavailable, parents will be notified to pick up their child. Clothing should be marked with the child's name. Children should wear shoes that are comfortable, yet sturdy. No flip-flops or open toed shoes are allowed. Parents are asked to provide a crib size fitted sheet, blanket and pillow or small stuffed toy for naptime. These linens are to be taken home on Friday, laundered and returned the following Monday. **No toys should be brought from home as this can become a liability.**

Emergency Plans

Emergency plans for fire are posted in each classroom and are practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of an actual fire, the children will be escorted out of the building according to the Emergency Action Plan and parents will be contacted immediately, if phone lines are operable.

Emergency plans for tornado and intruder are practiced quarterly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of an actual tornado or intruder, the children will remain in place until released by administration. Parents will be contacted immediately, and will be able to pick up their children when it is safe to do so.

In the case of a medical or dental emergency the parent of the child will be notified.

Tornado Procedures

- **Tornado Watch:** All classes will be notified in person or over the intercom of the tornado watch. School will be dismissed at the normal time in the regular manner.
- **Tornado Warning:** The tornado warning signal will be the repeated sounding of a sound producing device (bell, air horn, etc.) or intercom, if we still have power. Teachers are to take their classes to the designated shelter areas and have their students assume the protective, curled position and cover their heads and eyes. There should be absolutely **NO TALKING** so that important information can be passed efficiently and effectively to everyone, on the premises.
- **A tornado is sighted, approaching school, NO WARNING!** If time permits, go to an interior hallway. If time does **not permit, go to** the inside wall farthest away from doors and windows. Get out of places with WIDE, FREE-SPAN ROOFS. Get under any heavy furniture. Assume the protective, curled position and cover your head and eyes.
- **Tornado Shelter Plan:** Go to the main hallway facing interior walls, two rows deep in a protective curled position.
- *Any student or staff member should go to the closest available shelter if they are not in their regular location.*

Bomb Threat Procedures

- **With time-** checklist personally delivered and picked up by the Headmaster or designee.
- **No time-** evacuation-fire drill route/plan **EXCEPT** move to areas at least 300 feet from the buildings.
- Teachers will see that windows are **opened** and the door is left **opened**.
- Teachers will take roll and notify the Headmaster/Director if someone is missing.
- If someone is missing, the Headmaster/Director will immediately organize a search among classes outside the building **ONLY** and will notify the on-scene law enforcement commander immediately.
- Students and staff will **NOT** return to the building until it has been declared safe by competent police authority.

Lockdown Procedures

- If you hear, "We are in Lockdown" over the intercom or an administrator announces this quote in person:
Everyone is to stay where they are.

Classroom teachers are to:

- § Quickly glance outside the room to direct any student or staff member in the hall into your room immediately.
- § Lock your door
- § Lower or close any blinds
- § Place students against the wall, so that the intruder cannot see them. Look for the "Safe Corner"
- § Turn out lights and computer monitors.
- § Keep students quiet

Albemarle Preschool will practice Fire Drills, Tornado Drills, and Lockdown Drills throughout the year.

Arriving and Leaving the Center

Attendance: Children will not be able to attend preschool for the day if they are not dropped off by 9:00 a.m. If your child has an appointment and will be later than 9:00 a.m., the Director must be notified at least one day in advance. Due to classroom schedules, children who are dropped off after 9:00 a.m. may not be included in meal counts, and are disruptive during naptime. Lunch is served at 11:15 a.m. and when children arrive after 9:00 a.m. they are not hungry for lunch, we may not have made enough food, and they may have excess energy that they would not have been able to use before nap. Also, due to ratio counts, students need to be counted present to ensure the correct number of staff are in each room.

Arrival: A parent or other authorized adult must take the child inside the classroom daily and sign in. A child should arrive no later than 9:00 a.m.

This allows the child to take part in preschool activities and the preschool curriculum. If later arrival is indicated, please contact the Director.

Authorizing Individuals to pick up your Child: On the enrollment form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. You must leave a written note in the morning if a situation arises that requires someone not authorized on the list to pick up your child. For the safety and protection of your child they will not be allowed to leave with an unauthorized person. This is for the safety and protection of your child. We will check the ID of the person listed to pick up your child, so please make sure that the name you provide us with on paper will match the driver's license of the person picking up the child. Please remember to keep this form updated with your current phone number and address changes.

Checking In and Out: It is required that all children be escorted inside the center and the arrival time is recorded on the attendance sheet in your child's classroom. When picking up your child please communicate with a staff person and record the departure time on the attendance sheet. Please notify the center **before 9:00 a.m.** if your child will not be coming for the day.

A parent or authorized adult must notify the teacher before taking the child from the Preschool. A child will only be released to those authorized by written permission from the parent. Parents must notify the center if anyone other than themselves will be picking up their child. The center will require a picture ID of anyone picking up a child other than the parents.

Late Fee Policy: Children must be picked up from the preschool by 6:00 p.m. A late fee is applied on all occasions. This will begin immediately at 6:01 p.m. and is \$1.00 for every minute past 6:00 p.m. late fees need to be **paid in cash to the teachers on staff that day at the time of pick up.** If you excessively pick up your child after 6:00 p.m. a meeting will be held with the Director. If a child has not been picked up by 7:00 p.m., the child will be considered abandoned. A child protective services worker will then be notified to pick up your child. If an emergency occurs and you anticipate a problem with picking up your child, please notify the center immediately.

Meals

Menus will be posted in each of the classrooms. All meals served at the Preschool meet the nutritional guidelines set by the Department of Human Services. We follow specific requirements for the kinds of foods served and the way they are served. Breakfast, lunch, and snacks are provided daily for your student and included in their tuition.

If your student has **special meal needs or requirements** and a note from your physician on file you may bring your student's meals. Meals from home must be labeled with the student's name and date. Meals from home may only be eaten during scheduled eating times. Please do not send anything that needs to be refrigerated or reheated, as students do not have access to a refrigerator or microwave. Albemarle Preschool does not allow any restaurant outside foods (i.e. fast foods) and we do not allow sodas or candies to be eaten during the school day. If your child will be arriving after 9:00 a.m., please notify the Director. Special treats (birthday parties and special holidays) are allowed and need to be scheduled prior to an upcoming event.

Involvement

Parent & Staff Communication: Albemarle Preschool strives for open communication between parents and staff. The teaching staff will be available to greet the children and parents upon arrival daily, as well as visit with parents at the end of the day. Parents are encouraged to share information about their child with the teacher and to feel free to discuss and ask questions. Notes, letters, notices and newsletters will be sent to parents to keep them up-to-date about what is happening in the center and with their child. Parents should check their child's folder daily.

Volunteers (Parent Participation Plan): Albemarle Preschool encourages volunteers! Volunteers are important and can often serve as a mentor in your child's life. All volunteers are required to have a criminal records check. On occasions there are students who are in need of training for required courses. These students will be supplementing your child's learning day with activities such as reading stories, art activities, and helping with your child's development. We welcome parents and grandparents to observe at any time. They may even share an interest with the children such as a hobby or a book.

Fundraisers: From time to time Albemarle Preschool may do fundraisers to raise money for needed toys, supplies, and educational materials. These fundraisers are a positive way to show community and family support for early childhood education.

Transportation

Albemarle Preschool does not provide transportation to and from school. In the case of an emergency, a licensed staff member will transport children. Children will only be transported with the written consent of the parent or legal guardian.

Field Trips

Field trips are at the discretion of the director. One parent **must** accompany their student on any field trip taken throughout the year. A parent/student form must be signed and returned in a timely manner before the field trip.

Procedures for Resolving Classroom Concerns

During the school year, situations may occur where concerns regarding classroom procedures, instruction, curriculum, discipline, etc. may arise. In order to facilitate a rational and measured resolution, the following steps/procedures will be followed:

- Schedule a discussion with your student's teacher to talk about specific concerns. Please have available dates, times, and specific instances regarding your concerns so the teacher can address them and relate them to class activities and procedures.
- If a conference with your student's teacher does not resolve your concern, then schedule a conference with the Director to discuss the original concern and evidence that the original concern was not satisfactorily resolved. Please provide all documentation of your original concern and notes from the teacher conference.

- If, after having met with the Director the concern is not resolved, the Director will, at the request of the parent/legal guardian, schedule a meeting with the Headmaster of Albemarle School.
- If having met with the Headmaster the concern is not resolved, the Headmaster will, at the request of the parent/legal guardian, schedule a meeting with the Albemarle School Board. Requests will be made in writing and addressed to the Chair of the Albemarle School Board of Directors. The decision of the Albemarle School Board of Directors is final.

Classrooms

Balloons: Out of concern for the safety of our children, the center does not permit balloons and they may not be a part of party bags brought for special occasions.

Items to be provided by parents:

- Crib-sized sheet
- Blanket
- 2 Extra sets of clothing
- Optionally, you may provide a small stuffed animal comfort item for your child to use at nap time as long as it fits in their cubbies.



Albemarle School

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Albemarle Preschool Discipline and Behavior Management Policy

Praise and positive reinforcement are highly effective methods of behavior management with young children. When children receive positive, non-violent, and understanding interactions from adults and others they develop good self concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We will:	We will NOT:
<ul style="list-style-type: none">o Praise, reward, and encourage the childreno Reason with and set limits for the childreno Model appropriate behavior for the childreno Modify the classroom environment to attempt to prevent problems before they occuro Provide alternatives for the inappropriate behavior to the childreno Provide the children with natural and logical consequences to their behaviorso Treat the children as people and respect their needs, desires, and feelingso Ignore minor misbehaviorso Explain things to children on their levelo Use short, supervised periods of time out sparinglyo Stay consistent in our behavior management programo Use effective guidance and behavior management techniques that focus on a child's development	<ul style="list-style-type: none">o Spank, shake, bite, pinch, pull, slap, or otherwise physically punish the childreno Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the childreno Shame or punish children when bathroom accidents occuro Deny food or rest as punishmento Relate discipline to eating, resting, or sleepingo Leave the children alone, unattended, or without supervisiono Place the children in locked rooms, closets, or boxes as punishmento Allow discipline of children by childreno Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups

"Time out" is the removal of a child for a short period of time (1 minute for each year of the child's age) from a situation in which the child is misbehaving and has not responded to other discipline techniques. This "time out" space, usually a chair, is located away from classroom activity, but within the teacher's sight. During time out, the child has a chance to think about the misbehavior which led to his/her removal from the group while they attempt to calm their body and mind. After that brief time, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to other children.



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Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Parent or guardian acknowledgement form

I, the parent or guardian of _____
Child's Name

acknowledge that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy give/explained to the parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian



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Prevention of Shaken Baby Syndrome and Abusive Head Trauma

July 21, 2021
Effective Date

This policy was approved by: Michele Light 2/27/24
Owner/Director (recommended) Date

Michele Light 2/27/24
Director's Signature Date

DCDEE Child Care Consultant (recommended) Date

Childcare Health Consultant (recommended) Date

2/27/25 2/27/26 _____
ML Annual Review Dates



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Hello Parents,

Handwashing is a big deal here at The Albemarle Preschool. Here in preschool we wash our hands several times a day.

- When entering the classroom in the morning.
- After each time using the restroom
- After outside play
- Before and after breakfast, lunch, and snack
- When we blow or wipe our noses
- If we are putting our hands in or near our mouths

In an effort to have all the children learn the STATES handwashing procedure we are asking all parents to practice this at home with their students. Below you will find a step by step list of our handwashing procedure. Thank you.

Handwashing Procedure:

1. Turn on water and wet hands
2. Put soap on your hands
3. Wash hands for 20 seconds OUTSIDE of the water (sing ABC's or another song you know). Wash palms, tops of hands, in-between fingers, "scratch" finger nails on palms gently to clean under nails, then rub your hands together in a circle.
Note: This is sometimes difficult because the students want to place their hands under the water right after they place the soap on their hands. They must wash their hands with the soap outside of the water for 20 seconds, not under the water.
4. Rinse off your hands (do not turn off water until the last step)
5. Get a paper towel and dry off your hands.
6. Use the paper towel that you used to dry off your hands to turn off the faucet and throw it away. (Do not re-dry hands with the paper towel after you have touched the faucet with it. Get a new paper towel if your hands still feel wet.)

Albemarle Preschool teachers are thankful for your help in this learning process as it can take a long time for our students to retain these handwashing steps. When we all work together we can learn this procedure a bit quicker and have a cleaner environment for all of us.

Thank you for aiding us in this process for our new school year,

The Albemarle Preschool Team ☺



Albemarle School

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Albemarle Preschool

Transition Plan at Time of Enrollment

Upon enrollment at Albemarle Preschool, parents and students are offered a scheduled preschool tour and enrollment interview. The tour includes visits to the classrooms, bathrooms, lunchroom, gym, courtyard, and playground. This process allows families to become familiar with the school environment and provides an opportunity to share important information and ask initial questions.

Families enrolling at the beginning of the school year are invited to attend a one-hour Open House. During this time, parents and students may meet teachers and classmates, explore the classroom, and engage in center-based play activities. Parents are also given ample time to ask questions and discuss any additional information not covered during the enrollment process.

Families who enroll after the school year has already begun, and therefore are unable to attend an Open House, are offered one hour of interactive classroom time prior to the student's first day of school. This visit helps ease the child's transition and supports a positive start.

Transition Between Preschool Classrooms

When students transition to a new preschool classroom at the beginning of a school year, families are offered the same Open House opportunities described above. If a student transitions to a new classroom after the school year has already started, the student will be offered one hour of interactive time in the new classroom prior to their first day. This transition period may include up to five days of one-hour visits during the week leading up to the classroom change, as appropriate.

Transition from Preschool to Kindergarten

As children prepare to transition from preschool to kindergarten, they are assessed three times throughout the school year to ensure readiness for kindergarten. Parents are encouraged to attend scheduled conferences to discuss their child's academic and emotional development, as well as to set goals for the upcoming school year.

Each rising kindergartener is invited to participate in the Albemarle Preschool graduation ceremony. This celebration marks the completion of their preschool experience and helps children recognize and feel confident about moving on to the next stage of their academic journey. Families are also encouraged to attend their child's kindergarten Open House at the school they will be attending to support a smooth and familiar transition.

Family Feedback and Individual Needs

Families are provided an opportunity to offer feedback on Albemarle Preschool's transition plans and to share information related to their child's individual needs. While accommodations cannot be guaranteed, we will make every effort to support each student's successful transition whenever possible.