



Parent Handbook

Toddler-1, Toddler-2, 3-Day and 5-Day

2023-2024

Rev. Howard Dudley-Pastor

Ranae Strickland-Director

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910-892-4121(church office)

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Mission Statement

The First Presbyterian Preschool has been preparing preschool children for Kindergarten for over 50 years. We work to give children a strong foundation for the future, so that they may grow up to be the best servants of God and our world they can possibly be.



General Preschool Information

Hours of Operation

**The first week of school we will release all classes at 11:00pm.*

Tuesday, September 5th – Friday, September 8th.

- Toddler 1 Class meets from 9:00 am to 12:00 pm on Monday and Wednesday
- Toddler 2 Class meets from 9:00 am to 12:00 pm on Tuesday and Thursday
- 3-Day Class meets from 8:30 am to 12:00 pm on Monday, Wednesday and Friday
- 5-Day Class meets from 8:30 am to 12:00 pm Monday-Friday

Teachers need time to prepare their classrooms for the day therefore, preschool doors will not be opened before 8:30 am for 3-day and 5-day and 9:00 am for Toddler classes.

Toddler parents if you arrive before 8:45 am please park in the grass parking lot behind the church until 3-day and 5-day carpool has ended. You can then park in the paved parking lot by the side door.

Start and End Dates

Toddler 1 Class:

Start Date: Wednesday, September 6, 2023

End Date: Wednesday, May 22, 2024

Toddler 2 Class:

Start Date: Tuesday, September 5, 2023

End Date: Thursday, May 23, 2024

3-Day Class:

Start Date: Wednesday, September 6, 2023

End Date: Friday, May 24, 2024

5-Day Class:

Start Date: Tuesday, September 5, 2023

End Date: Friday, May 24, 2024

Supplies

All of your children's supplies (pencils, crayon, paper, etc.) for the school year will be purchased by the preschool through the two supply fees you will pay, one at the time of registration and the second in January. Please provide your child with a standard size book bag to bring daily.

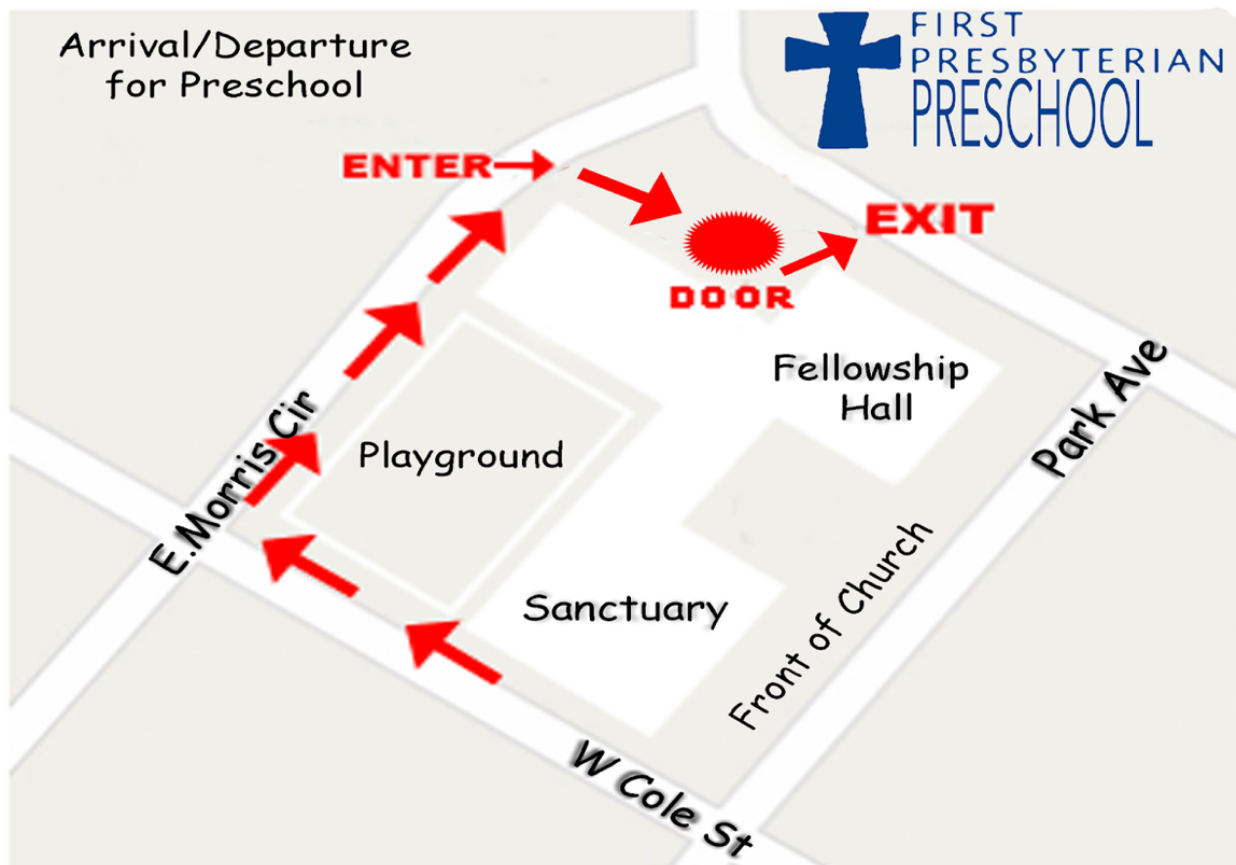
Arrival and Departure

**3-day and 5-day parents: Parents/guardian please display the number tag on the rearview mirror of your car so the teacher can read the tag clearly as soon as you arrive in the carpool line until we have time to learn all the children and parents.*

**** There will be no passing another car in the carpool line. This is a safety hazard for the child, parent and teacher.**

Arrival

Preschool (**3-day and 5-day classes**) morning carpool line is from 8:30am to 8:40 am. The carpool line begins in the half circle parking lot behind the church. You will pull into the parking lot and put your car into park just in front of the solid glass door. As the line gets beyond the parking lot, the line of cars will need to stay alongside the curb next to the playground (E. Morris Circle). Cars will pull forward and stay in carpool line with children remaining buckled inside the car until the parent unbuckles them and walks them to the teacher/assistant waiting for them. **Children may not exit vehicles without adult assistance.**



- Parents will arrive at the door in the circular driveway at the side of the church.
- The parent will open the car door and unbuckle the child from their seat and walk your child to the teacher/assistant waiting for them.
- The teacher/assistant will walk child into the building and to their teacher/assistant.
- The teacher/assistant will be in the classroom to receive the child.

Toddler Classes: Parents will park after 3/5-day carpool is finished (8:45) and bring their child into the building (9:00) via the side door. Parents will walk their child to the classroom door and drop their child off and then exit the building via the same door. All Toddlers parents must exit the building by 9:10 am.

Departure

*Please note that if you do not have your carpool tag displayed in your car at pick up you will be asked to park and wait until carpool is completed. This will give us time to verify that you can pick up the child. This is for parents as well; we may have new teachers that are not familiar with you and we will not release any child without a carpool tag.

Dismissal carpool line is at 12:00 pm each day. All children should be picked up on time.

- Parents/guardian please display the name tag on the rearview mirror of your car so the teacher can read the tag clearly as soon as you arrive in the carpool line.
- The teacher/assistant will remain with the children.
- As a parent arrives the child's name will be called to the appropriate teacher/assistant for the child to be dismissed from the classroom.
- The teacher/assistant will walk your child out to the car. Parent will receive the child from teacher/assistant and buckle them into the car. Please make sure your child's car seat is on the passenger side so we will have easy access.
- Each child will be released only to the parent/guardian or a person designated by the parent/guardian. Names of carpool drivers and relative must be listed on carpool permission sheet that will be given to you at your parent/teacher conference.

Classrooms and Conferences

- Parent/guardian conferences are scheduled before school starts each year but may be scheduled through the year as needed.
- Special problems or occurrences affecting the child will be brought to the attention of the parent/guardian.
- Any changes in the family home environment should be communicated to the teacher and shall be dealt with professionally and confidentially.
- During the beginning and the dismissing of school, teachers are busy with procedures and cannot speak with parents. Please make an appointment to discuss your child.
- Please refrain from contacting the teachers during school hours unless there is an emergency or urgent matter. This allows the teachers to keep their focus on the children.
- If you have an emergency and you need to get in touch with your child's teacher please contact Lesia in the church office at 910-892-4121.

Attendance Policies

Attendance

Please email your child's teacher if your child is not attending on a regularly scheduled day, for illness or other reasons.

- Precautions will always be taken to safeguard the health of the group. The school will notify the parents/guardians if there is a possibility of exposure to a communicable disease. It is the responsibility of the parent/guardian to inform the school of any know illness.
- No child may stay in the school if he/she has a forehead temperature of 100 degrees or if he/she is exhibiting symptoms vomiting, diarrhea, rash, runny nose or runny eyes. After an illness, a child may be admitted back to school if he/she has been fever-free (non-medicated) and symptom-free for a minimum of 24 hours. This policy protects children and staff form unnecessary exposure to viruses and illnesses. Parents or emergency contact persons will be called and asked to pick up the child immediately.
- If a child becomes ill at preschool, all efforts will be made to reach the emergency contact listed in the office. If the emergency contact cannot be reached, and the child appears to be very ill, the preschool teacher will call 911.
- Teachers may administer medication on an emergency basis only. A medical form was included with your child's admission letter. This form must be completed prior to attendance.
- If your child is sent home with a fever, he/she may not return until they have been fever free for 24 hours.
- If your child is sent home with possible pink eye or another communicable virus, we will need a doctor's note saying they are not contagious.

Absence Due to Illness/Returning to School after Illness

Children should not attend school if the child shows any signs of illness. Please keep your child at home when he/she is sick. **This includes having a persistent cough, or cold.** Our first priority at First Presbyterian Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 100 or greater until 24 hours symptom free without fever reducing medication
- Diarrhea (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not infectious by a licensed health care professional.
- Vomiting- (one instance)-the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not a danger of dehydration.
- Rash- until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye- (conjunctivitis) after treatment has been initiated for 24 hours.
- Head Lice- from the end of the day until after first treatment.
- Hand Foot and Mouth-sores have dried and crusted and no fever.
- Strep Throat- until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken Pox- until all sores have dried and crusted (usually 6 days).

This policy protects children and staff from unnecessary exposure to viruses and illnesses.


**** If your child is sent home with a fever, he/she may not return until they have been fever free for 24 hours. If your child is sent home with possible pink eye or another communicable virus, we will need a doctor's note saying they are not contagious before they can return.**

Harnett County Academic Calendar

Schedules

First Presbyterian Preschool follows the Harnett County Schools calendar, except the following dates (start date is Tuesday, September 5th, Christmas Holiday is Thursday, December 21-Wednesday, January 5th, End Date is Friday, May 24th). Remote learning days on regular school days will be a teacher workday. Remote learning due to inclement weather the preschool will be closed.

**Please know this is subject to change. If HC changes this calendar, I will notify you as soon as possible of the change.*



Harnett County Schools
2023-2024 Calendar
Adopted 3/6/2023

July							August							September						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October							November							December						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						

January							February							March						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30

April							May							June						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6*	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11		13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

First Day of School

Teacher Vacation

Progress Reports

9-12 Progress Report

HS Last Report Card

Last Day of School, End of HS Six Weeks, End of K-8 Nine Weeks, K-8 Report Cards Issued

Mandatory Workday

9-12 Report Cards

K-8 Report Cards

9-12 End of Six Weeks

Workday

K-8 End of Nine Weeks *

Holiday

K-8

Covid-19 Procedures

What Happens If There's A Positive Case of Covid-19?

We no longer have to contact trace. You will receive a letter from your child's teacher stating that there has been a confirmed case of Covid in your child's class. At that time, you will watch for symptoms in your child but they are still allowed to come to school as long as they are not showing **any** of the listed symptoms.

If your child is exposed outside of the classroom-

According to the CDC for PreK-12 you only have to quarantine for 5 days be tested (if negative) return to public while wearing a mask at all time for the next 5 days.

CDC still requires 5-days but the preschool council agreed on 1/13/21 on 5 academic days. So, when you are counting your days, weekends are not included in the count.

Students Toddler, 3-day and 5-day classes-

If your child has been directly exposed to Covid within the last 48 hours- (this means 48 hours of a positive test or 48 hours of someone presenting symptoms that later test positive in the home. Or, if they have been with the positive person outside of home for more than 10 minutes) they are to quarantine for 5 academic days AFTER the 5th day they can be tested if it is negative, they can return to school.

If you have questions, please call Ranae Strickland at 910-892-4121 or email her at fpcdunnpreschool@gmail.com

Weather Safety

In the event of imminent danger due to severe weather conditions, the safety of children will be our priority. First Presbyterian Preschool has emergency procedure in place for the following occurrences.

- Emergency Fire Procedure
- Emergency Tornado Procedure
- Intruder or Dangerous Adult

Snacks

Your child will receive a daily snack. All snacks will be purchased by the preschool. The Toddler classes need to bring a sippy cup each day to use with their snack.

Food Allergy

First Presbyterian Preschool does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The Preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

For the safety of your child with food allergies of any kind, please provide a detailed list of all food causing your child a reaction.

Medical Management

Each student at risk of a life-threatening allergic reaction must have a Food Allergy Action Plan, complete annually by a physician, on file with the classroom teacher. Please download the form from our website. One copy should be stored with each of the student's Epi-pens/Twinjects.

The parents of a child with food allergies are responsible for alerting the teacher in writing of the food allergy and making plans together for how to best accommodate the student based on guidelines presented in this policy.

Any student who has been given epinephrine, either manually or via an auto-injector device such as an Epi-pen, must be transported to the hospital via emergency services personnel.

Student's Epi-pens or Twinjects must be stored in a secure but unlocked location easily accessible by the Preschool School Director or classroom teacher to ensure prompt availability in the event of an allergic emergency at school.

Should a child have a known allergy to specific foods, every precaution will be taken by the staff to ensure the health and safety of that child. Snack options will be discussed with the parent. An Allergy Action Plan must be on file for the student.

Birthdays

Keep birthday parties simple. Notify the teacher in advance if you plan to have a party. If at all possible if you are bringing cupcakes, we request white icing. If a child wishes to pass out invitations for a home party, all children in the class should be invited. Otherwise, invitations should be delivered outside of school.

Personal Belongings/Clothing

Please mark all clothing and personal belongings with your child's name.

- Please have your child wear appropriate shoes for participation in games and rhythmic activities both inside and outside. Cowboy boots, flipflops and clogs are dangerous on steps and playground equipment.
- Please consider weather conditions and the high level of activity when dressing them for school.

Toddler 1 and Toddler 2 Classes:

- Children may bring personal items at the discretion of the teacher.
- Children should have an extra set of clothing in their bags each day.

3-day and 5-day Classes:

- Science materials and any nature specimens you and your child find may be brought to the school at any time if it is pertinent to the theme that week. Please check with child's teacher about other items that he/she may want to share. **Guns, holsters and money may not be brought.**
- All children should bring an extra set of clothing to be kept at school. Remember to switch clothing when the seasons change.

Toilet Training Policies

A child entering the 3-day and 5-day classes at the beginning of September should be sufficiently potty-trained to spend three hours in class without having continual “accidents” and should be cooperative when asked to use the rest room at periodic intervals.

The 3-day and 5-day classrooms are not equipped to handle children still in diapers or pull-ups. If your child requests your help with hygiene, we encourage you to teach them proper techniques, as they should handle these tasks independently while at school.

All children in the 3-day and 5-day classes must be fully potty-trained at the beginning of the school year to attend class. Each child should be wearing underwear, not Pull-Ups or diapers, at school.

For the purpose of clarification, our definition of fully potty-trained is:

The child recognizes when he/she needs to go to the restroom.

The child verbally informs an adult of the need to go to the restroom.

The child enters the restroom on his/her own.

The child manipulates his/her clothing off and on with little or no assistance.

The child sits or stands at the commode and handles own cleaning (wiping) needs.

The child washes his/her hands and rejoins the class.

If a child is not sufficiently potty-trained to consistently perform the task listed above while at school, he/she may be asked by the teacher to remain at home until potty-training is complete. While we understand accidents do occur occasionally, repeated “accident’ or uncooperative behavior may result in a parent being called to remove the child from the classroom for the remainder of the class day.

On the second incident of wet or soiled pants within the same day, we will call the parent or caregiver to take the child home for the remainder of the day. Depending on frequency, the second time a parent is called to pick up, you may be asked to keep the child home for an extended period to complete training.

This is not a punishment but rather an opportunity for the child to develop and grow in their potty-training, we recommend Positive Discipline for Preschoolers.

Animals in the Classroom

For the safety and hygiene reasons, animals are not permitted inside the buildings of First Presbyterian Church.

- *Service animals are the only exception to this policy.*

Discipline

Discipline at preschool is a positive way of teaching children how to manage their own behavior. Aggressive or other unacceptable behavior (including but not limited to hitting, biting, pushing and inappropriate language) must be addressed immediately. Our goal is to help them learn to express emotions in respectful and courteous ways and to help them solve problems by making good choices. As needed, we will redirect the children to areas of play where they can be successful. We also establish classroom rules and teach children the process for following those rules. If necessary, we will give a child time to sit and think quietly away from others. If unsuitable behavior become problematic, the teacher will complete an incident report form and make every effort to work with parents/guardians to reach a resolution that is helpful to the child. Persistent behavior of an inappropriate nature may result in discontinuing the child's enrollment in our preschool. Such decisions will be at the discretion of the Preschool Director and weekday school council.

Our teachers will handle behavior in a positive and loving matter.

- Teacher will talk with the child about behavior.
- Teacher will use a thinking time.
- Teacher will contact the parent.

The teachers, Preschool Director and the Preschool Council together determine if a child is not adjusting. We will contact you if your child's needs cannot be met by our weekday school. The aim of our program is to meet the well-being of both the individual child as well as the group.

Social Media

Personal web sites, blogs and other forms of social media such as Twitter, Instagram and Facebook have become prevalent methods of self-expression and community interaction in our culture. In our effort to safeguard children, it is essential to maintain the privacy and security of all our families.

Posting of other people without their permission may violate privacy laws therefore parents are advised not to upload pictures or videos related to the preschool with children other than their own in them. A permission form is to be included in the preschool parent portal seeking authorization for the preschool to use child's photos in official materials. This form does not grant permission to anyone other than the preschool/church staff.

Parents are encouraged to contact the teacher first regarding any classroom concerns. If that is not effective to alleviate the concerns, parents should contact the director of the preschool. If that is not effective to alleviate the concerns parents should contact the moderator of the preschool council at First Presbyterian Church. It is not appropriate to hold public discussions on social media regarding our preschool, children, staff or preschool business that could more readily be handled as outline above. Any such public comments or discussion with are deemed to be offensive or negatively impact the preschool reputation, the church, church staff, preschool staff, or preschool family member may result in the following actions:

1. Request the information to be removed;
2. Discontinuing a child's enrollment in our Preschool program.

Self Help Skills

One of the goals we have as teachers and parents is to teach our children to be self-sufficient. Meeting such a goal does not happen overnight. It is a process we will guide our children through from their earliest years on into young adulthood. It is important to know that even very young children are ready to start taking some responsibility for themselves. It is also important to know that children feel empowered and capable when we trust them to do things for themselves. When we do everything for our children, they can feel we don't trust them to do it right or that they can't do it. In light of this, our teachers have compiled a list of five self-help skills your child should have at each age level.

Toddler 1 and Toddler 2 Classes:

1. Learning to carry his/her own schoolbag and walk into classroom in the mornings (not be carried by a teacher)
2. Wash and dry own hands
3. Clean up toys and understand simple directions "put away the toys"
4. Be able to communicate basic needs to a teacher
5. Feed himself/herself and learning to drink from an open cup

3-Day

1. Be fully toilet-trained (see Toilet-Training Policy)
2. Wash and dry own hands
3. Feed himself/herself snack and drink from a cup (not a sippy cup)
4. Put on coat/take off coat by themselves-put backpack on their back
5. Be able to wipe their nose with little assistance needed

5-Day:

1. Be able to wipe their nose with no assistance needed
2. Working on buckling themselves in the car
3. Recognize name in print
4. Put outerwear on independently (teachers will work with students on zipping and buttoning)
5. Transition smoothly from different activities and through the school

Staff Training and Safety

Teachers will receive CPR training.

- In the event a child is injured while at preschool, an accident report form will be completed by the preschool staff within twenty-four hours.

Tuition and Fees

Tuition 2022-2023

CLASS	DAYS OF THE WEEK CLASS TIME	TUITION PAYMENTS (9)
Toddler 1 Class (age 18 months by 8/31)	Monday & Wednesday 9:00 a.m. - 12:00 p.m.	\$150/month
Toddler 2 Class (age 18 months by 8/31)	Tuesday & Thursday 9:00 a.m. - 12:00 p.m.	\$150/month
3-Day Class is for older three-year-old and young four-year-old (age 3 by 8/31)	Monday/Wednesday/Friday 8:30 a.m. - 12:00 p.m.	\$185/month
5-Day Class is for children who will attend kindergarten the following year (age 4 by 8/31 and 5-year-old)	Monday - Friday 8:30 a.m. - 12:00 p.m.	\$220/month

Application Fee-non-refundable

All classes: \$40.00 due upon registering

Supply Fee-non-refundable

All Classes: \$45.00 due upon registering and in January

Payment Policies

One months tuition is due with application, this will cover September's tuition. You will always pay a month ahead. All other payments are due the first of each month, beginning in September and ending in April, by the first each month If payments are not received by the 5th of the month, a \$20 late fee will be applied to your account. If payment is not made by the 15th of the month, an additional \$30 late fee will be applied. Late fees will continue to accrue until the account has been made current.

When are Monthly Payment Due

DESCRIPTION	PAYMENT DEADLINE
Registration Fee	Due Upon Registration
Supply Fee	Due Upon Registration and in January
Tuition Payment 1	Due Upon Registration (September's Tuition)
Tuition Payment 2	1st Student Start Day in September (October's Tuition)
Tuition Payment 3	October 1 st (November's Tuition)
Tuition Payment 4	November 1 st (December's Tuition)
Tuition Payment 5	December 1 st (January's Tuition)
Tuition Payment 6	January 1 st (February's Tuition)
Tuition Payment 7	February 1 st (March's Tuition)
Tuition Payment 8	March 1 st (April's Tuition)
Tuition Payment 9	April 1 st (May's Tuition)

- If payment is not received by the end of the month and arrangements have not been made with the weekday school council, the child will be withdrawn from the program.
- If a child is not present, but signed up, payment is still due.
- Tuition may be raised with a thirty-day notice from the Preschool Council.
- If a child is withdrawn from First Presbyterian Preschool before the academic year begins the tuition paid in advance will be refunded if the school is notified before Thursday, June 15, 2023.

How to Make a Payment

Payments may be made in the following ways;

- E-payments may be made through the online Parent Portal.
- Lesia Evans in the church office will be able to take cash or check payments. Please make these payments with Lesia and do not send them in your child's bookbag.

Issues with past due collections will be reported to and managed by the preschool council.

Enrollment

Children entering the Toddlers classes must be 18 months old by August 31st

Children entering the 3-Day class must be three by August. 31st

Children entering the 5-day class must be four by August 31st

All children entering the 3 or 5-day classes must be completely potty-trained. This does not apply to Toddler 1 nor Toddler 2 classes.

The preschool reserves the right to request withdrawal of a child whom the school feels is not ready for the preschool program. This is done with the best interest of the child in mind. The child may be accepted back into the program at a later date.

Classes are filled giving priority in the following way:

1. Members of First Presbyterian Church
 2. Children currently enrolled
 3. Siblings of children currently enrolled
- Waiting lists are compiled as needed.

Required Forms

- A copy of each child's medical form/immunization record must be provided before the beginning of each school year. Each child must be current on vaccinations to be eligible to attend preschool.
- Parent Handbook acknowledgement. This is a form that will be given to you at your parent/teacher conference. This is to acknowledge that a copy of the parent handbook has been given to you and that you are aware there is a copy on the preschool website. This form must be provided the first week of school.

Please see required forms on the next two pages.

Child Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

The parent/guardian must submit a certificate of immunization on child's first day of attendance or within 30 calendar days from the first day of attendance.

Child's full name:	Date of birth:
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Enter the date of each dose received (Month/Day/Year) or attach a copy of the immunization record.

Vaccine Type	Abbreviation	Trade Name	Combination Vaccines	1 date	2 date	3 date	4 date	5 date
Diphtheria, Tetanus, Pertussis	DTaP, DT, DTP	Infanrix, Daptacel	Pediarix, Pentacel, Kinrix					
Polio	IPV	IPOLE	Pediarix, Pentacel, Kinrix					
Haemophilus influenzae type B	Hib (PRP-T) Hib (PRP-OMP)	ActHIB, PedvaxHIB **, Hiberix	Pentacel					
Hepatitis B	HepB, HBV	Engerix-B, Recombivax HB	Pediarix					
Measles, Mumps, Rubella	MMR	MMR II	ProQuad					
Varicella/Chicken Pox	Var	Varivax	ProQuad					
Pneumococcal Conjugate*	PCV, PCV13, PPSV23***	Prevnar 13, Pneumovax***						

*Required by state law for children born on or after 7/1/2015.

**3 shots of PedvaxHIB are equivalent to 4 Hib doses. 4 doses are required if a child receives more than one brand of Hib shots.

***PPSV23 or Pneumovax is a different vaccine than Prevnar 13 and may be seen in high risk children over age 2. These children would also have received Prevnar 13.

Note: Children beyond their 5th birthday are not required to receive Hib or PCV vaccines.

Gray shaded boxes above indicate that the child should not have received any more doses of that vaccine.

Record updated by:	Date	Record updated by:	Date

Minimum State Vaccine Requirements for Child Care Entry

By This Age:	Children Need These Shots:						
3 months	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
5 months	2 DTaP	2 Polio		2 Hib	2 Hep B	2 PCV	
7 months	3 DTaP	2 Polio		2-3 Hib**	2 Hep B	3 PCV	
12-16 months	3 DTaP	2 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
19 months	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years and older (in kindergarten)	5 DTaP	4 Polio	2 MMR	3-4 Hib**	3 Hep B	4 PCV	2 Var

Note: For children behind on immunizations, a catch-up schedule must meet minimal interval requirements for vaccines within a series. Consult with child's health care provider for questions.

Updated August 2019



Children's Medical Report

Name of Child _____ Birthdate _____	
Name of Parent or Guardian _____	
Address of Parent or 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 #** _____



Acknowledgement of Parent Handbook

It is the responsibility of each parent to read the Parent Handbook, which one paper copy has been given and is located on our webpage at: <https://fpcdunn.org/pre-school-handbook>.

I know the information in the handbook as it relates to the policies and procedures of First Presbyterian Preschool. Although my child's Teacher, Preschool Director and Preschool Council will provide guidance, it is my responsibility to take the initiative in seeking information and assistance.

Signature

Date

Printed Name

Teachers and Assistant Teachers

Toddler 1 Class: Yolanda Geddie and Jennason Torres

Toddler 2 Class: Yolanda Geddie, Jennason Torres and Crystal Weller

3-Day Class: Ana Miguel and Lisa Ennis

5-Day Class: Ranae Strickland and Ashley Sealey

Contact Information

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