



## **PARENT HANDBOOK**

Hudson Memorial Preschool  
4921 Six Forks Road  
Raleigh, NC 27609  
Phone: 919-787-1792  
Fax: 919-341-767  
Web Page: [www.hmp-preschool.org](http://www.hmp-preschool.org)

Dorothy Roche, Director  
E-mail: droche@hmpe.org

Joyce Hawkins, Asst. Director  
E-mail: jhawkins@hmpe.org

Emily Cobb, Chairperson  
Board of Directors  
c/o Hudson Memorial Preschool  
4921 Six Forks Road  
Raleigh, NC 27609

E-mail: Etcobb@nc.rr.com

## Table of Contents

<b>Welcome Letters</b>	
From the Director.....	4
From the Pastor and Board Chairperson.....	5
<b>Program Overview</b>	
Hudson Memorial Presbyterian Church Mission.....	6
Hudson Memorial Preschool Mission, Vision and Values.....	6
Program Options.....	7
Program Dates and Hours of Operation.....	7
<b>Daily Routine</b>	
Arrival and Dismissal.....	8
Clothing.....	9
Belongings.....	9
Nutrition.....	10
Healthy Snack Sign Up.....	10
Lunch.....	11
<b>Educational Program</b>	
Preschool Educational Approach.....	12
Weekday Chapel.....	13
Music & Movement Class.....	13
Spanish Class.....	13
Discovery Class.....	13
Art Class.....	13
<b>HMP Policies</b>	
Enrollment.....	14
Tuition Information.....	14,15
Early Drop-Off/Late Pick-Up.....	15
Sick Policy.....	16
Medication.....	16
Vaccinations.....	16
Potty Training.....	17
COVID-19.....	17
COVID-19 Staff Vaccination Policy.....	17
Conferences.....	17
Birthdays.....	18
Together In Education.....	18
Scholarship Fund.....	18
POPS.....	18
<b>Safety and Security</b>	
Philosophy of Discipline.....	19
Guidelines Regarding Potential Suspension and Termination of Enrollment.....	20, 21
Statement Regarding The American with Disabilities Act (ADA) and Policies for Caring for Special Needs Children.....	22
Fire Safety.....	23
Child Abuse.....	23
Vehicle Safety.....	23
Cell Phone Policy.....	23
Inclement Weather Policy.....	24
<b>Communication</b>	
Newsletters/E-blasts.....	24
Channels of Communication.....	25
Parent Handbook Acknowledgement.....	26

## **Message from the Director**

Hello Hudson families,

Welcome to Hudson Memorial Preschool! We are looking forward to begin a new school year with you and your child. For some of our friends it will be their first introduction to preschool and for others it is a time to reconnect with old friends. There is so much to discover in the world around us and our teachers can't wait to get started exploring and guiding your children.

As we begin another school year, it remains true that HMP is more than just a school - it is a community. We are committed to building relationships with each and every family regardless of the physical obstacles we face. We will continue using 'My Classroom Connection' (MCC) - an online program which gives our teachers and parents the ability to stay connected on a daily basis. Our teachers will post their class lesson plans, artwork, photographs as well as school wide announcements. As parents, you will simply login to your child's class site to stay up to date on all activities.

We have been busy preparing for your child and are looking forward to a successful, nurturing and fun school year!

Sincerely,

Dorothy Roche  
Director

## Message from the Pastor and Preschool Board Chairperson

Dear Hudson Memorial Preschool Families,

We are so excited to begin the school year with you. Thank you for entrusting your preschooler's education to us. Hudson Memorial Presbyterian Church has over 50 years of experience in providing excellent early childhood education to families in Raleigh. We are thrilled you are a part of this tradition.

Once again the staff, teachers and board have worked hard to adapt to the current conditions of the pandemic: Modified drop off and pick up procedures, mask requirements for staff and older children, encouraged social distancing whenever possible, enhanced cleaning procedures and more frequent hand washing by children and staff.

We know that all of you have had to deal with unexpected burdens due to COVID-19. We wish to remove as much uncertainty as possible when it comes to your child's safety while at HMP. Your children are a precious gift and we are committed to their welfare.

We ask for your cooperation and commitment to keeping each other safe. We ask that you strictly adhere to our Health/Sick Policy. Let's work together to keep our school healthy.

Blessings,

Mac Schafer  
Pastor & Head of Staff  
Hudson Memorial Presbyterian Church

Emily Cobb  
HMP Board Chairperson

## **Hudson Memorial Presbyterian Church**

### **Mission:**

To know, love and serve God in Jesus Christ

## **Hudson Memorial Preschool**

### **Mission:**

Guide, educate and nurture children in a creative Christian environment.

### **Vision:**

Children will confidently engage in enthusiastic learning and meaningful relationships.

### **Values:**

Loving  
Creative  
Nurturing  
Christian  
Educational  
Joyful

## **Program Options**

Hudson Memorial Preschool offers a wide variety of ages and schedules. Currently we offer classes for the following age groups (all ages are as of August 31, 2022).

**Infants** 3 months – approx. 12 months of age  
Tue/Thur, Mon/Wed/Fri or Mon – Fri

**Toddlers**  
approx. 13 months – 23 months of age  
Tue/Thur, Mon/Wed/Fri or Mon – Fri

**Two-year-olds**  
Tue/Thur, Mon/Wed/Fri or Mon – Fri

**Three-year-olds**  
Mon/Wed/Fri or Mon – Fri

**Four-year-olds**  
Mon – Thur or Mon - Fri

## **Program Dates and Hours of Operation**

Hudson Memorial Preschool's regular school year for 2022-23 will start on September 6, 2022 and end on May 26, 2023.

School hours are 9:00am to 12:30pm. An optional Early Drop-Off (EDO) Program is available from 8:30am - 9:00am. and Late Pick-Up (LPU) from 12:30pm - 12:55pm.

Two four-week sessions of Summer Program during the months of June and July are offered yearly.

## **Arrival and Dismissal**

Preschool hours are from 9:00am until 12:30pm. Children registered for Early Drop-Off (EDO) may enter the building at 8:30am. Children registered for Late Pick-Up (LPU) may stay until 12:55pm.

For security, all entrance doors will be always locked electronically.

For morning drop offs, children will be greeted by staff at the Preschool entrances and brought to their respective classrooms. Detailed drop off locations will be emailed to each class before the start of school.

Pick up starts at 12:15pm. The entrance doors will be unlocked for parents to come into the building and pick their children up from classrooms.

If you would like someone to pick up your child (other than the person who normally does) please send a note or email to that effect to the teacher. The teacher will ask that person for picture identification at pick up time.

## **Clothing**

1. Play clothes such as shorts, T-shirts and play dresses are advised. Every effort will be made to keep the children clean, however, they may still get food, drink or paint on their clothes, so dress ready to play and send an extra set of clothes (including shoes) just in case.
2. Please do not let children wear jewelry to school. Chains are a safety hazard on the playground. Jewelry is often lost during a busy day and results in tears when a 'special' item cannot be found.
3. Preschool play is active play. For the safety of the children only shoes that cover the foot and stay secure should be worn. No sandals, flip-flops, clogs, crocs or dress shoes. Athletic- type shoes are preferred.
4. Every child should have a bag to bring home papers and art projects. Open topped canvas tote bags are ideal. Children tend to scrunch up art projects to make them 'fit' into small backpacks or small parts of cumbersome backpacks. Please be sure to send the bags to school empty, to avoid loss of items or, ruined projects due to an overstuffed bag.
5. Please check the bags for notes from school and projects daily.
6. Be sure that everything your child wears to school is clearly labeled with his or her name.

## **Belongings**

The children's names should be on all clothing and items that are brought to school. Coats, sweaters, raincoats, backpacks, book bags, lunch boxes and face coverings/masks all need names clearly and permanently affixed.

## **Nutrition**

The Infant Room teachers follow the feeding schedule that you provide them. Please pack an additional bottle of juice or milk, an extra set of clothing, diapers and diaper wipes. No glass bottles, please.

Please label all items including clothing, bottles, cups, plates, spoons and food containers with your child's name. All used dishes will be returned rinsed but not cleaned. Please be sure to wash items thoroughly at home.

## **Healthy Snack Sign Up**

Snacks are provided daily for each class. Be sure to alert the teacher to any food allergy. If your class has a sign-up sheet for snack, please note if anyone in the class has a food allergy, and make the snack healthy and nutritious.

Below are suggested snack items:

Fresh fruit  
Cheese

## Lunch

Each child brings his own lunch, **including a drink**. Please be sure to pack any utensils necessary to eat the lunch and a napkin. This is one time when we do not encourage the children to share. We encourage good table manners with 'please' and 'thank you', and a blessing before lunch. Make sure that all food is 'child' friendly.

The National Health and Safety Performance Standards identifies certain food as choking hazards to young children. These foods are round, hard, small, thick and sticky, smooth or slippery. Therefore, children in our **three-year-old classes and younger** should not bring the following foods:

- Hot dogs and sausages – whole or sliced
- Grapes or cherry/grape tomatoes – except cut at least in half
- Hard candy
- Popcorn
- Peanuts or other nuts
- Raw carrots unless shredded
- Fruit seeds
- Apple chunks
- Marshmallows
- Spoonfuls of peanut butter

### **Some alternatives:**

Bite sized slices of luncheon meats	Quick breads
Ham, egg, or tuna salad	Cheese spread sandwiches
Bananas	Peas
Small meatballs	Thin cucumber slices cut in quarters
Slices strawberries, peaches	Blueberries
Small melon pieces	Mini bagels
Small sandwiches	Mini muffins
Deviled eggs	Asparagus tips
Rice cakes	Small pineapple pieces
Orange slices	

## **Preschool Educational Approach**

The Hudson Memorial Preschool Board endeavors to assure a high quality preschool program.

The following standards be applied to the choice of this educational approach:

- Specific concepts to be taught should correlate with the early learning standards for pre-kindergarten published by the North Carolina Department of Public Instruction entitled *Foundations*.
- How a child develops is based on a combination of factors, such as characteristics they are born with, the culture they live in, and their experiences within their family and in other settings. Each of these factors is important in a child's growth and development, so it is important that teachers and caregivers pay attention to all aspects of a child's life in order to support his/her development and learning.
- The system should include an assessment of behavioral objectives for teacher's planning and evaluative use and resources to include parents in this process.
- In-service training practices and methods should meet the standards of the NAEYC.

This center based approach draws on the most current scientific research on how children learn best and fosters development of the whole child: cognitive, physical (fine and gross motor), social-emotional, and language/pre literacy abilities.

## **Weekday Chapel**

All Threes and Four classes attend a weekly Chapel service. This is a time of fellowship through song and Bible stories. All families are welcome.

## **Music & Movement Class**

Children in the Twos, Threes and Fours classes attend Music & Movement class weekly with our Music & Movement teacher. In addition, music is part of everyday routines, games and learning in the classroom.

## **Spanish Class**

All of our Threes and Fours classes experience Spanish in language and songs with our Spanish teacher. Exposure to a second language in preschool aids in the development of English language skills and a beginning of global awareness.

## **Discovery Class**

Children in our Threes and Fours classes attend Discovery class once a week. Here they will experience the world of nature and begin exploring scientific principles including experimentation, cause and effect, and logical reasoning.

## **Art Class**

Threes and Fours classes attend weekly art class. During this time, they creatively express their thoughts and feelings. It helps reinforce fine motor skills and concept development in areas such as colors, shapes and size relationships.

## Enrollment

Priority for registration is given to children who are already enrolled in one of the programs at Hudson Memorial Preschool, their siblings, and to children of HMPC church members. The order of registration priority is as follows:

1. Current students
2. Siblings of current students
3. Children of church members not currently enrolled (born or unborn)
4. Alumni
5. Alumni siblings
6. General public

A completed registration form with the registration fee must be submitted to ensure placement. Placement or termination in our programs is at the discretion of the Director. The registration fee is in addition to the tuition fee and is not refundable unless parents are transferred out of Wake County before the program begins. To enroll, parents need to provide verification that their child is physically, mentally and emotionally capable of participating in the Preschool program.

## Tuition Information

A non-refundable registration fee equivalent to one month's tuition must be submitted for placement.

**Yearly tuition may be paid in one payment or divided into nine equal payments.**

For your convenience, we offer '**Funds Transfer Draft**' where you are able to authorize monthly drafts/debits from your bank account for tuition payments. If you would like to take advantage of the Funds Transfer Draft please mail in or drop off your completed form and voided check in order to start the process. Please see charts below for tuition fees. Your monthly drafts will take place the 5<sup>th</sup> of each month August 2022 through April 2023.

If you prefer to pay by check, the first payment is due August 1, 2022 with successive payments due the first of each month thereafter. The last payment is April 1, 2023. A twenty-five dollar fee is charged for returned checks. After **two** returned checks, remaining tuition must be paid by money order or cashier's check.

There will be no refunds or credit given for days missed for any reason including sickness, vacation or the closing of school for inclement weather.

Checks are to be made payable to Hudson Memorial Preschool. Please put your child's name on the check to assure proper credit. Payments may be dropped off in the mailbox at church parking lot or mailed to:

**Hudson Memorial Preschool  
4921 Six Forks Road  
Raleigh, NC 27609**

One month's written notification is required for withdrawing a child. Tuition payments are due through this time.

**2022-23 Infants & Toddlers Monthly Tuition:**

Tue/Thur	\$275.00
Mon/Wed/Fri	\$345.00
Mon - Fri	\$440.00

**202-23 Preschool (Twos, Threes & Fours) Monthly Tuition:**

Tue/Thur	\$255.00
Mon/Wed/Fri	\$320.00
Mon - Thur	\$365.00
Mon - Fri	\$395.00

HMPC Church members receive a 10% discount in tuition

**Early Drop-Off/Late Pick-Up**

Hudson Memorial Preschool offers Early Drop-Off (EDO) and Late Pick-Up (LPU) programs for every age group. Children registered for EDO are welcome at 8:30am. Children registered for LPU may stay until 12:55pm.

For regulatory compliance, each child may only be enrolled in either EDO or LPU (not both).

Early Drop-Off and Late Pick-Up are not available on Teacher Workdays or on Parent-Teacher conference days. There will be no refunds or credits given for days missed for any reason including sickness, vacation or the emergency closing of school (as in inclement weather).

The fees for Early Drop-Off or Late Pick-Up Programs are as follows:

Days Enrolled	Monthly Fee
Tue/Thur	\$25.00
Mon/Wed/Fri	\$35.00
Mon/Tue/Wed/Thur	\$45.00
Mon/Tue/Wed/Thur/Fri	\$55.00

Hudson Memorial Preschool will also offer an option for daily EDO/LPU participation at \$5.00 per child per day for families who do not require monthly enrollment (a class day cannot exceed 3 hours 55 mins per child).

## **Sick Policy**

In order to keep everyone healthy and happy we must insist that sick children do not come to school. A teacher may refuse to admit a child to school who is, in their opinion, not well enough to be in school, or they may ask that a parent wait until the Director is consulted before leaving their child at school.

A child should be kept home if he or she is not able to fully participate in daily activities or if any of the following symptoms are present:

1. Fever within the last 24 hours, or fever that has been reduced to normal with medication within the last 24 hours
2. Vomiting or diarrhea within the last 24 hours
3. Sore throat or earache
4. An unidentified or contagious rash
5. Chicken pox until all sores are scabbed over – usually about 7 days after original breakout
6. Head lice
7. Chronic cough and congestion
8. Red, watery eyes that are emitting a discharge
9. Excessive mucous from the nose

Should a child become ill at school, he will be removed from class and the parent will be contacted. If the parent cannot be reached, the preschool will contact the person(s) listed on the emergency form. Please make certain emergency numbers and cell phone numbers are always current.

Children may return to school when cleared by a physician, have been on prescription medication for at least 24 hours, or there is an absence of any fever or other symptoms for at least 24 hours without the use of Tylenol or other non-prescription drugs. If a child has obvious symptoms but has been cleared by a physician to return to school, please bring a note from the physician. Parents are requested to inform the school as soon as possible if a child is diagnosed as having a contagious disease so that other families may be alerted to a possible outbreak.

## **Medication**

Teachers may administer prescription medication upon receiving an 'Individualized Emergency Protocol' or 'Food Allergy Action Plan' completed by the parent and physician. Medication must be in its original pharmacy-labeled bottle.

## **Vaccinations**

All children must be vaccinated according to the North Carolina state law schedule upon enrollment. Religious exemptions will NOT be accepted.

## **Potty Training**

The expectation is that all children in the Three and Four-year-old classes will be potty trained, but we will work with parents to ensure this milestone is reached, if needed. We ask that you discuss any concerns about potty training with the Director.

Children in the younger classes must bring their own supply of diapers. Only non-allergenic, non-perfumed wipes will be used.

## **COVID-19**

The preschool will follow the recommendations of the local public health department if someone has tested positive for COVID-19.

## **COVID-19 Staff Vaccination Policy**

Effective October 1, 2021 all employees of Hudson Memorial Preschool were required to provide proof of their COVID-19 vaccination to the Director.

## **Conferences**

Parent-teacher conferences may be arranged at any time by contacting the teacher or the director. Parents will attend conferences twice per school year. Scheduled conference dates are included in our calendar. Should a child require special observation or help, the school will work with parents to obtain assistance.

Changes at home can affect a child's behavior at school. Please share with us any information that will make us more sensitive to your child's needs.

## **Birthdays**

Your child's birthday will be observed at school on or during the day nearest the actual date. You may send in a 'special treat' but please check with your child's teacher about any allergies of children in the class. The 'special treat' should be store bought, unopened with a clear label of all ingredients. Please do not send 'goody bags', balloons or candles. If you would like to provide a 'gift' to the class, please consider donating a copy of your child's favorite book to our library or an item from the teacher's wish list. Check with your child's teacher for details of birthday celebrations.

Invitations to parties outside of school may be distributed by a parent into backpacks, only if all children in the class are invited. If all children are not invited, please mail invitations to the children's home. If your child has a summer birthday, please schedule with your child's teacher a special day for him/her during the school year.

## **Together In Education**

Harris Teeter offers this program in that parents can link their VIC cards with Hudson Memorial Preschool account number and we will receive at least 2% of the cost of the Harris Teeter brands that you buy. **Our account number is 4291.** Parents must re-link every August.

## **Scholarship Fund**

We provide scholarships to families with financial hardships as needed, when funds are available. If you would like to make a contribution to this fund in honor or memory of someone, it would be greatly appreciated. Make your check to Hudson Memorial Preschool Scholarship Fund, including a note stating who is being honored/remembered by your donation. Applications for scholarships are available from the Director or Assistant Director.

## **POPS Mission Statement**

"POPS mission is to support our teachers, strengthen relationships between families and faculty, and promote the Preschool with the church and community."

As a parent of a preschooler here at Hudson Memorial Preschool, you are a member of POPS. If you would like more information or would like to become an active part of a certain committee, please contact the POPS Chairperson.

## Philosophy of Discipline

One of the purposes of preschool is to foster the development of self-control and self-discipline. We believe positive methods of guidance contribute more to the development of self-discipline than do negative ones.

Because we are working to maintain a relaxed atmosphere, we set limits based upon the maturity of the children to define acceptable behavior. As teachers take the responsibility for consistently enforcing these limits safely, consideration for others and self-discipline are encouraged.

Techniques of behavior management in use in our preschool include the following:

- Positive re-enforcement
- Redirecting the child to other areas of the room or to a new activity
- Ignoring unproductive behavior that is not destructive to people or property
- Reflective time

By using these techniques, children learn to re-direct their energies into constructive outlets and to take responsibility for their own actions.

We:

1. DO praise, reward, and encourage the children
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short supervised periods of "time-out."
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

## **Guidelines Regarding Potential Suspension and Termination of Enrollment**

Every child is valued, and it is the mission of Hudson Memorial Preschool to teach children in a loving, safe, caring, and intellectually stimulating environment.

Suspension is a significant action which is carried out only when the Director determines that such action is in the best interests of the child in question or other children enrolled at the preschool. This is even more of a concern when dealing with termination of enrollment. If the preschool is unable to meet the needs of the child and/or family, reasonable efforts as determined by the preschool will be made to refer the parent to a more appropriate program for their child or children.

It is also critically important to understand that, as preschool operated by a religious institution, Hudson Memorial Preschool is not subject to the requirements of the Americans with Disabilities Act. Please see our separate, specific policy regarding caring for special needs children which follows these guidelines.

Some circumstances under which children may be suspended or their enrollment may be terminated are explained below. This list is not intended to be comprehensive, as we recognize different circumstances may exist which require consideration of suspension or termination of enrollment.

1. The child exhibits aggressive behavior which endangers other children and/or staff.
2. The child's health and safety, or the health and safety of other children and/or staff, at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
3. Unwillingness of the parent(s) to work with teachers in the management of their child's behavior, and/or refusal to follow the preschool's recommendations for outside support services.
4. The child's developmental needs are not being met at the preschool.
5. The child has individual special needs which require accommodations causing a burden which the preschool is not able or willing to meet.
6. If suspension or termination is due to the child's behavior, Hudson Memorial Preschool will give specific examples of such behavior. Parents will receive a written explanation of the reasons why, and the circumstances under which, the child may return.

7. Hudson Memorial Preschool will prepare the child being suspended or terminated with sensitivity and consideration of their developmental ability. Children in the preschool program would be informed in an age appropriate manner that the child will be attending another school, however, the preschool reserves the right to inform the staff, the HMP Board & the church Session as to the reason for suspension or termination.

8. Parents' and/or caregivers' display of inappropriate behavior towards staff or children. May include: disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.

9. Falsifying information on child enrollment forms.

These guidelines are designed to help establish expectations for parents and for the teachers and staff of Hudson Memorial Preschool. They are NOT intended to be an exhaustive list covering every possibility. Further, it should be understood that any event which involves violent, abusive, or unlawful behavior of any sort, whether by a child, parent or caretaker, may be grounds for immediate suspension and/or termination, and an incident of this nature may be sufficient grounds for such action if the preschool determines that such conduct may compromise the safety of any children, parent(s), staff, teacher(s), or anyone else affiliated with the preschool or Hudson Memorial Presbyterian Church.

## **Statement Regarding The Americans With Disabilities Act (ADA) and Policies For Caring For Special Needs Children**

Every child is valued, and it is the mission of Hudson Memorial Preschool to teach children in a loving, safe, caring, and intellectually stimulating environment. However, parents should be aware that, as this preschool is affiliated with a religious institution, Hudson Memorial Preschool is NOT subject to the requirements of the Americans with Disabilities Act.

If a child has some level of special needs which can, in the preschool Director's determination, be accommodated within the preschool's existing program, then the school will endeavor to make reasonable and practical efforts to do so. However, if the child's needs cannot be met by the preschool, then the preschool will work the parents as far as is reasonable and practical in order to help find another program for the child in question, but is under no obligation to make programming, staffing, architectural, or other changes which might be mandated for a preschool which would be subject to the ADA.

Final determination as to whether the child's needs can be accommodated will be left to the sole discretion of the Director of Hudson Memorial Preschool, and shall include consideration of the best interests of both the child in question and of the other children, staff and teachers of the preschool.

While every child is valued, the preschool recognizes that sometimes the best way to care for and love a child is recognize our own limitations and allow the child to find another environment where their needs can be more fully served.

## **Fire Safety**

Monthly fire drills are held so that children and staff in all programs will be familiar with escape routes and safe behavior. Maps highlighting planned exit routes and alternatives are posted in each class.

## **Child Abuse**

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted teacher will report it to the Preschool Director before reporting it to the authorities.

## **Vehicle Safety**

Please do not leave unattended children in vehicles at any time.

## **Cell Phone Policy**

We want to ensure that our children are safe and secure at all times. Safety is our top priority. We want the transition to and from school focused on the children – our children deserve our undivided attention during this time.

We ask that once you enter the church/preschool parking lots, your cell phones should not be used unless for an emergency.

This allows us all – teachers and parents – to be alert, undistracted and focused on our children in the parking lots and in the building.

## **Inclement Weather Policy**

- If Wake County Public Schools are **closed** because of inclement weather, we will be **closed**.
- If Wake County Public Schools are delayed for **one hour**, then we will be delayed for **one hour**.
- If Wake County Public Schools are delayed for **two** or **three** hours, then we will be delayed for **one** hour.

It is our policy that the first four inclement weather days missed will not be made up. After four days, make-up days will be planned when possible. There will be no refunds due to days missed because of inclement weather.

## **Newsletters/E-blasts**

Teachers for all classes will post pictures and update their newsletters on My Classroom Connection (MCC) weekly. It is designed to keep parents informed about daily activities, themes and special events. happenings at school. The 'HMP Weekly' is the e-blast sent out on Fridays to keep parents informed of special events, the calendar, as well as articles and information of more general interest. Please read all communications carefully.

## **Channels of Communication**

- **Parents**

In the event that a parent has a concern regarding their child or the preschool program policies or procedures, the issue should first be raised with the child's lead teacher. If the parent is not satisfied with the first attempt at resolution, the parent should meet with the director. If the parent remains dissatisfied with the resolution, the parent should meet with the HMPC Head of Staff or his/her designee. The final option for assistance in the resolution process is the Hudson Memorial Preschool Board of Directors. The parent should present the unresolved issue to the board in writing.

- **Director/Assistant Director**

In the event that a parent or teacher has a concern regarding the director or assistant director, the issue should first be raised with the director or assistant director. If the parent or teacher is not satisfied with the first attempt at resolution, the parent or teacher should meet with the HMPC Head of Staff or his/her designee. The final option for assistance in the resolution process is the Hudson Memorial Preschool Board of Directors. The parent or teacher should present the unresolved issue to the board in writing.

- **Hudson Memorial Preschool Policy**

In the event that a parent or teacher has a concern regarding Hudson Memorial Preschool policy, the issue should first be raised with the director. If the parent or teacher is not satisfied with the first attempt at resolution, the parent or teacher should present the issue to the board in writing.

# HUDSON MEMORIAL PRESCHOOL PARENT HANDBOOK ACKNOWLEDGEMENT

**Please sign and return to your child's teacher.**

Dear Families,

HMP's Parent Handbook is available on our website:  
**[www.hmp-preschool.org](http://www.hmp-preschool.org)**

Please read the handbook and familiarize yourself with the policies and procedures of our school, sign this acknowledgement form and return it to your child's teacher.

My signature below verifies that I have read the HMP Parent Handbook and that I fully understand and agree to HMP's policies and procedures.

Child's Name (Please print).....

Child's Name (Please print).....

Child's Name (Please print).....

.....  
Signature of Parent or Guardian

.....  
Date