



Transylvania County Schools

Audrey Reneau, Director
Federal Programs/Early Learning/AIG

Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712
(828) 884-6173
Email: areneau@tcsnc.org

Dear Parents,

Thank you for your interest in our preschool program. Transylvania County Schools Preschool has four locations: Brevard Elementary, Pisgah Forest Elementary, Rosman Elementary, and T.C. Henderson Elementary.

Children are served if they are three or four years of age on or before August 31, 2022.

Along with the completed child intake form and permission form, we must have a copy of the following items in order for your child to be considered for enrollment:

- Official Birth Certificate
- Adoption or Custodial Orders if applicable
- Immunization Record
- Proof of Family Income (copy of the 2021 income tax return or W2 forms)
- Health Assessment/Physical
- Proof of Residency in Transylvania County (a recent utility bill with a street address, a rental or lease agreement, a residential property tax, or another legal residential document.)

*We will also accept a notarized statement from a landlord, family member, or other person/s you may be residing with along with a copy of their proof of residency.

The above items are the responsibility of the applicant and appointments cannot be scheduled until all are returned.

Child Intake Forms will be reviewed and you will be contacted for an enrollment appointment. At that time, additional paperwork may be requested.

Completed applications must be returned to:

**Transylvania County Schools
225 Rosenwald Lane
Brevard, NC 28712**

Sincerely,

Audrey Reneau

Audrey Reneau, Director

Please contact us with questions about our program or the enrollment process at (828) 884-6173.



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Audrey Reneau, Director
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Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712
(828) 884-6173
Email: areneau@tcsnc.org

Dear Parents,

Thank you for your interest in the NC Pre-K Program. NC Pre-K is a free high quality pre-kindergarten program for eligible four year olds that supports children's development and literacy skills and enhances kindergarten readiness.

Please make sure that the application is completed along with the supporting information. Incomplete applications or applications without signatures, dates, or requested documentation will not be considered.

If you have any questions or concerns, please feel free to contact me.

We look forward to serving your child in our Pre-K Program this 2022-23 school year.

Sincerely,

Audrey Reneau

Audrey Reneau, Director

Please contact us with questions about our program or the enrollment process at (828) 884-6173.

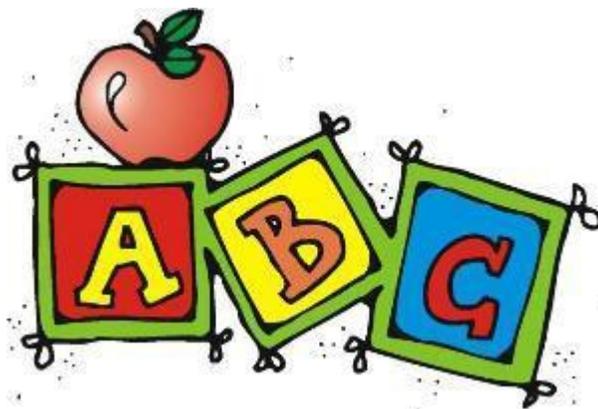


Transylvania County Schools

Pre-Kindergarten

2022-2023

Parent Handbook



Parent Handbook

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Resources

- NC Child Care Laws and Rules**
- Pedestrian and Bus Safety**
- Healthy Eating**
- Community Resources**
- About Lead Poisoning**

General Information

- Reporting Child Abuse and Neglect Pamphlet**
- Shaken Baby Syndrome/Abusive Head Trauma Pamphlet**
- Child Safety Seat/Seat Belt Information**

Important Numbers

To contact your teacher, please call your school office.

School	Phone Number	Principal	Pre-K Teacher
Brevard Elementary School	(828) 884-2001	Mr. Michael Kirst	Ms. Keli'i Krueger
Pisgah Forest Elementary School	(828) 877-4481	Mrs. Tonya Treadway	Ms. August Hall
Rosman Elementary School	(828) 862-4431	Mr. Bob Dinsdale	Ms. Jennifer Collins
T.C. Henderson Elementary School	(828) 862-4463	Mr. Patrick Chapman	Ms. Samantha Jones

The teacher may be able to return your call before school, during rest time, or after school. If you need to contact the teacher immediately, tell the office staff and they will get a message to her.

Preschool Staff:

Christine Brown, TCS Preschool Programs Coordinator

Audrey Reneau, Director of Federal Programs, Early Learning, and AIG

Transylvania County Schools has 4 preschools of which accept children from 3-5 years of age. The Beehive Learning Center at Brevard Elementary School, The Ranger Station at Pisgah Forest Elementary School, The Cubhouse at Rosman Elementary School, and The Cubs' Den at TC Henderson. Information and registration forms are available at each site and on the website. Hours open are as follows:

Monday through Friday:

Centers are open from 7:30 am to 4:30 pm

DD Slot hours are 7:30-2:30

NC Pre K hours are 7:30 to 2:30

Private Pay is \$600.00 per month - 7:30 to 4:30 with no additional fees

If DD slot children or NC Pre K children need care after their program hours, until 4:30, this would be considered Wrap Around Services and a fee of \$200 a month will be charged.

*To apply for NC Pre K consideration and slots or wait list placement, please call Audrey Reneau at 828-884-6173 or one of Pre-K locations.

Transylvania County Preschool Philosophy

In partnership with families and communities, the goal of the Transylvania County Schools Pre-Kindergarten Program is to provide children with a high quality, developmentally appropriate early childhood experience that leads to a positive educational start. Children are placed in a blended classroom by qualifying for Exceptional Children's Program, NC Pre K or tuition payment.

Transylvania County Schools run inclusive preschool programs in order to provide optimal learning opportunities in the least restrictive environment.

Comprehensive Services

Our preschool program offers comprehensive family support services. Our staff includes individuals with experience in social services, health, and child development. An interpreter is available to assist our Spanish-speaking families. Some of the services offered are:

- Home Visits and Conferences
- Family Engagement Activities
- Referrals to community agencies to assist with individual needs
- Transportation assistance for parents to attend meetings if not otherwise able
- Developmental Screenings
- Hearing and Vision Screenings
- Dental Exams
- Medical Services Support
- Kindergarten Transition



In compliance with federal, state and local laws, the Transylvania County Board of Education administers all education programs, employment activities and admissions without discrimination against any person on the basis of race, color, national origin, sex, religion, age, disability or genetic information.

- All Transylvania County Public Schools are Tobacco Free Zones.



Curriculum and Assessments

The HighScope Curriculum is a comprehensive educational approach that helps children make progress toward meeting School Readiness goals. This is accomplished by supporting children so they can:

- Learn through active involvement with people, materials, events, and ideas.
- Become independent, responsible, and confident; ready for school and ready for life.
- Learn to plan many of their own activities, carry them out, and talk to others about what they have done and what they have learned.
- Gain knowledge and skills in important academic, social and physical areas.

Assessment and Planning

- Assessment of children is an ongoing process.
- The teacher and teacher assistant gather information about children by observing them, talking and interacting with them, and taking daily notes about children's skills and knowledge based on what they see and hear.
- Parents are asked to share information about their children on an ongoing basis through home visits, conferences and informal communication.
- Assessment information is organized using TSGold, an online assessment program. With this information and parent input, teachers are able to support and build on the children's interests and strengths.
- Using all information gathered, the teacher plans daily activities for the children.

Screenings:

You will be notified of any concerns. Family Services Staff are available to assist with follow-up concerns. Screening tools include:

- Dental (within 30 days for those who have not seen a dentist within six months)
- Vision and Hearing (within 30 days if not done at the Health Assessment)
- Height and Weight (within 30 days if not done at the Health Assessment)
- Developmental - DIAL-4 (within 30 days for all children)



Emergency Information

Parents must complete the Permission/Emergency information form prior to the first day of school. This information is necessary in the event of an emergency involving your child. **This information must be updated immediately if changes occur.**

Safe arrival and departure procedures

Upon arrival and dismissal, a parent or guardian must accompany all children into and out of the classroom.

- Parents must sign children in and out for the day, leaving a contact number each morning.
- Children must never be left unattended.
- Please park in the designated areas specific to your school. Do not pass a stopped school bus; this includes buses that are in the parking area loading and unloading children.

Release of students from school

- Students will not be released to any person who is not on their contact list.
- In the case of divorce or separation, a student may be released to either parent unless the school has been provided with a copy of a court order or agreement that specifies otherwise.
- In an emergency parents must make arrangements to have a different friend/relative pick up their child that day. Person designated by the parent will be asked to show a picture ID.



Emergency School Closing

The Superintendent or designee is responsible for determining the need to close schools due to inclement weather or emergency situations. Information concerning school closing may be obtained by visiting our web site www.tcsnc.org. A phone notification system is used for emergency closings and messages, along with Facebook, Twitter, and news outlets. If the school system is closed or delayed, Preschool classes are closed or delayed as well.

Outdoor Play and “Weather Permitting”

It is important that children spend time outdoors every day, weather permitting. "Weather Permitting" means almost every day, unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution, extreme cold or heat that might cause health problems.

Procedures for Reporting Suspected Abuse

- 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: (828) 884-3174.

Emergency Evacuation Plan

Each site has a site specific emergency evacuation plan with a map. Please inquire with your child's teacher for this information as needed or interested.

What do I need to bring for my child?

- **All children will need a change of clothing!**
- If your child is not yet toilet trained, you will need to provide the school with diapers and baby wipes or pull ups as appropriate.
- If your child requires a special diet, you may need to provide for their needs: for example, almond milk as opposed to regular milk, gluten free snacks etc. . . . Please be sure to talk to your child's teacher about their individual needs.
- Having a second set of shoes and socks for your child at school is always a good idea! A raincoat and rainboots are beneficial to have as well!
- Please do not allow your child to bring toys with them to school. This can cause difficulties with other children who want to share your child's special toy and cause hard feelings and distract from the cooperative nature of the classroom. Thank you for understanding!



Transylvania County Schools Preschool Program Discipline and Behavior Management Policy

Our program believes the most effective methods of behavior management are praise and positive reinforcement. Children develop good self-concept, problem-solving abilities and self-discipline when they receive positive, non-violent, understanding interactions from the adults in their lives. Because we believe this is how children learn best, we will practice the following discipline and behavior management strategies:

We:

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

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children.
3. DO NOT shame or punish children when bathroom accidents occur.
4. DO NOT deny food, rest or outdoor time as punishment.
5. DO NOT relate discipline to eating, resting, toileting or sleeping.
6. DO NOT leave children alone or unattended.
7. DO NOT place children in locked rooms, closets or boxes as punishment.
8. DO NOT allow children to be disciplined by other children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

"Time Out" - Time out is defined as the removal of a child from a situation due to misbehavior for a short period of time (1 minute per year of age) when the child has not responded to other behavior management strategies. The time out space is located away from classroom activity but within the teacher's sight. During time out the child has time to think about their misbehavior. Before returning to play, the

teacher discusses the incident briefly and helps the child understand other appropriate behavior choices that could have been made.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Transylvania County Schools

Belief Statement

We at Transylvania County Schools 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 death. According to North Carolina Child Care Rule 10A NCAC 09 .0608, each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

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.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR.

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.
- 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

Resources

- Parent may request a list of print and web resources

Application

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

Participation

Attendance Policy

- The preschool program is a full-time program and children are expected to attend the same days as grades K through 5.
- If your child will be absent or late, please contact the teacher by 8:30am.
- If a child is unexpectedly absent and the teacher has not heard from the parent within one hour of the school start time, the teacher must attempt to contact the parent to make sure the child is OK.
- If a child is consistently absent or tardy, the teacher and/or Program Coordinator will contact the family to discuss the issues that may be causing the child to be late to school and assist as needed.
- Children who do not attend regularly or are consistently tardy may be dismissed from the program so that we may serve children on our waiting list.

Pre-enrollment visitation procedures

- To schedule a visit to see the classroom please call the school you would like to visit (each site's number is located on page 2 of the handbook). Parents are invited to attend "Meet the Teacher" night at each site before school starts in the fall.

Opportunities for Parent Engagement

- Monthly Newsletters
- Home Visits will be scheduled by your teacher two times during the school year. Conferences will be scheduled twice yearly as well. Please call your child's teacher if you need a conference at any time.
- Classroom visits by parents in order to participate in classroom activities.
- Parent education through special events, newsletters, informal meetings
- Fun parent/child activities throughout the year.
- Parents are encouraged to volunteer in their child's classroom and/or on field trips. See your child's teacher about a volunteer application.
- **New Requirement:** We are asking that all parents register for Ready Rosie. This is a program that will engage your child in extending learning activities beyond the classroom.

Meals and Snacks

Meals Served at School:

Breakfast, lunch, and a snack are served. Meals must meet USDA requirements for preschool children.



Lunch from Home:

Some families choose to send lunch. Student's lunches will be supplemented if USDA meal requirements for preschoolers is not met.

Nutrition Opt-Out Form

- If a parent does not want the Pre-K program to supplement their child's meal with school food when USDA meal requirements are not met, they must sign an "**Opt-Out Form**".
- In this case a child would not be served any school food. Parent must send food and beverage for breakfast, lunch and snack every day.
- If the parent signs "Opt-Out Form" and fails to send food or a drink for meals or snacks on a particular day then the child will be served school food.

Other Food Items

- Foods and beverages with little or no nutritional value served as a snack such as sweets and fruit drinks, will only be available for special occasions.
- Food brought to school that is intended to be shared by all children must be commercially prepared. Please talk to your child's teacher before bringing in treats for your child's classmates.

Family Style Meals

Meals that are served family style are meant to encourage socialization and to encourage children to try new foods as they eat with classmates. Because of this, preschool families are encouraged to have their children eat the food that is served at school.

Special Dietary Needs

A medical statement form should be completed by your child's physician if your child has special nutritional needs due to food allergy or any other medical condition. See form attached.

Cleaning

Each school has a janitorial staff that cleans our rooms daily! Lead teachers and assistants are also responsible for cleaning throughout the course of the day. If you have specific questions or needs in this area, please contact your child's teacher or the school principal to discuss- we're here for you!

Family Services

The preschool staff and teachers are available throughout the year to assist families with any needs or goals they may have.

Services Available

- Staff is trained to identify a crisis situation and respond accordingly. The staff will support the family during crisis periods through phone and/or face-to-face contact as needed, while encouraging self-reliance and self-sufficiency.
- Parents will be educated as needed about counseling programs concerning mental health issues such as at-risk programs, support organizations, substance abuse treatment programs, and domestic violence resources. Education may be provided at parent meetings, one-on-one contact with parents, distribution of brochures, and/or parent bulletin board postings.
- Staff will provide parents with information about employment services and continuing education, such as GED/ESL classes and college enrollment upon request.

- Parents will be encouraged to participate in trainings offered by the preschool staff and other community agencies in order to gain beneficial job skills.
- Staff will encourage parents to participate in Parent Committees and other community groups.
- Have a concern? Contact your child's teacher to request a meeting. After meeting with your child's teacher, if you continue to have concerns or complaints, please call Audrey Reneau at (828) 884-6173. If you feel you need to file a formal complaint, please contact Audrey Reneau at the above number. You may also contact the Department of Health and Human Services as follows:

Call the Division at (800) 859-0829 (In-State only) or (919) 814-6300. Ask to speak to someone in Intake Unit (calls can be made anonymously).

Note: The Division has no authority over areas such as operational policies about payment, hours or days of operation, if a program chooses not to administer medication, or enrollment or termination policies. If you have any concerns about operational policies, please talk to the child care center operator.

Transylvania County Schools Preschool Tuition Procedures

Tuition is \$600 per month for the 10-month school year. Each month a statement will be mailed out as a reminder of payment due. The payment is due on the first of the month with a 10-day grace period.

The monthly rates remain the same regardless of school holidays, emergency closings, inclement weather, family plans, or short illnesses that take the child out of school.

If payment is not received by the 10th of the month, a 5% late fee will be charged for every month it arrears. Children may be dismissed from the program due to non-payment.

Mail Payments to:

TCS Preschool Programs
Attn: Micki Guinn
225 Rosenwald Lane
Brevard, NC 28712

You may also make payments to the school secretary. A receipt for payment will be provided at the time of payment.

ATTENTION CHECK WRITERS!! We gladly accept your check. When you provide a check as payment, you authorize us to use information from that check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid. A \$25 fee is charged for all returned checks.

All checks must include:

- *Driver's License #*
- *Full Name*
- *Street Address*
- *Phone Number*
- *Child's Name*

If your financial status has changed since your enrollment into the program, please contact the preschool office at (828) 884-6173.

Staff Development

Over the course of the year, your child's teacher will receive trainings on health and safety such as NC Foundations of Learning, and other topics. Wonder what we are learning these days? Ask your child's teacher for more information.

Our teachers and staff continue to be lifelong learners. These trainings are held on specific training days and do not take away from scheduled student days. A school calendar is included in this handbook.



Health and Illness

Well Child Care

The health form must be completed and turned in by the first day of school. A report of yearly well child check-ups are expected for preschool age children.

Health Concerns

Please inform the preschool staff or teacher of health concerns such as asthma, diabetes, or severe allergic reactions.

Illness Policy

If symptoms of illness occur after a child's arrival at school, the child must be separated from the other children and the parent will be notified of the child's condition.

Children with any of the following must be excluded from school. (NC Child Care Manual)

- Temperature of over 100 degrees (**child may not return until fever free without medication for 24 hours**)
- Two or more episodes of vomiting within a twelve-hour period
- More than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents
- Transylvania County Schools has a no-nit policy regarding lice. If your child is determined to have lice, they must be picked up immediately and may not return without a note from Transylvania County Health Department indicating treatment has been administered.
- Strep throat, until 12 hours after treatment has started
- Scabies
- Chicken pox or a rash suggestive of chicken pox
- Impetigo, until 24 hours after treatment
- Tuberculosis, until a health care provider provides written statement that the child is not contagious
- Pertussis, until five days after treatment started
- Hepatitis A virus, until one week after onset of illness or jaundice
- When a physician or other health professional issues a written order that the child is to be separated from other children.
- In addition, excluded if
 - ★ Symptoms prevent the child from participating comfortably in activities, as normal
 - ★ Symptoms result in a need for care that is greater than the staff members can provide without compromising the health and safety of the other children.
 - ★ Health care Provider recommend exclusion

For any other health or medication concerns, please call Amy Parker or April Owenby at Transylvania County Health Department at (828)884-3135.

Transylvania County Schools Illness Guidelines

Dear Parents,

As the school nurse, my priority is to keep all of our students healthy and in school. One way that we can all work together to do this is to prevent the spread of illness. If your child is not feeling his/her best, please use the following guidelines to determine whether or not he/she should be in school.

	Child should <u>not</u> be at school or in contact with other children:	If child feels well enough, he/she may attend school:
Runny Nose	Cloudy or yellow/green discharge with congestion, fever	Clear drainage as with allergies
Cough	Frequent or uncontrollable, producing mucous or accompanied by fever	Infrequent, no mucous is being coughed up and/or child has been on antibiotics for at least 24 hours before returning to school, no fever
Fever	If temperature is above 100.0 or if symptoms of headache or cough accompany any elevated temperature	If temperature is below 100.0 for 24 hours without taking a fever-reducing medication and there are no other symptoms
Diarrhea or Vomiting	One episode of vomiting. More than one occurrence of diarrhea	Single incident of diarrhea and no other symptoms such as fever or vomiting; must be 24 hours after the last episode of vomiting.
Strep Throat/Scarlet Fever	Sore throat, headache, nausea, fever (children do not always have fever or complain of sore throat) The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours without fever-reducing medications
“Pink Eye”, Conjunctivitis	Eye is red with complaint of burning or itching; crusty, white or yellow drainage is occurring	Bacterial Conjunctivitis: after 24 hours on antibiotics Viral Conjunctivitis: with a note from the doctor stating no longer contagious
Rash/Skin	Infection	
Chicken Pox	Itching with pink/red spots with blister- type center, fever	Lesions crusted over and dry, no fever

Flu	Fever with temperature above 100.0 accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting, or diarrhea	If temperature is below 100.0 for 24 hours without taking a fever-reducing medication, or release from physician if diagnosed with any type of flu
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If you think that your child might have a fever, please check his/her temperature before sending him/her to school. Your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication such as Tylenol or Ibuprofen.

Medication Guidelines:

- All prescription and over-the-counter medications require written medical and parental authorization.
- Written authorization *must* include: the child's name, name of the medication, dosage instructions, the parents signature, the provider's signature, and the date signed.
- Prescription medicine *must* be in its original container bearing the pharmacist's label
- Over-the-counter medicines *must* be in the original container, unopened, labeled with the child's name
- **Parents may be required to come to school and give medication if the above requirements are not fulfilled**
- Medication is valid for the length of time the medication is prescribed or one year whichever comes first.
- Parents must sign written approval for chronic/emergency medications every six months.
- **DO NOT** send medication in child's backpack. Hand medication directly to your child's teacher.

Questions or Concerns:

Please call your child's teacher with any concerns.



Transylvania County Schools Preschool

Receipt of Parent Handbook

- Important Numbers
- Preschool Philosophy & Curriculum
- Curriculum and Assessments
- Safety and Emergency Procedures
- Discipline Guidelines
- Shaken Baby Syndrome Information
- Participation
- Meals and Snacks
- Cleaning
- Family Services
- Tuition Payments
- Staff Development
- Health and Illness
- Medication Guidelines
- Preschool Agreement

*** Original Copy Signed by Parents and Pre-K Staff is located in the child's folder***

Parent Signature _____

Date _____



Dear Parents,

Transylvania County Schools and the Transylvania County Library are partnering to support students' ongoing education. We share the belief that a love of books and learning is a strong foundation for student success and we are working together to provide every Transylvania County Schools student access to books and resources found at their public library.

Beginning **September 23, 2022**, all Transylvania County Schools students will be able to use their Student ID number to access and borrow public library books and resources. We call this initiative **StudentAccess**.

Question: *What can a student do with a student ID account?*

Answer: Student ID accounts allow students to borrow many e-resources and access library databases just like any other Transylvania County Public Library card. Students can also borrow up to 10 print or audio books from the Transylvania County Library collection.

Question: *How will a student use their student ID account?*

Answer: Students will use their school ID number and PIN/Password to borrow books, renew, place holds, or access the library's services like e-books and online research. The default PIN is the last 4 digits of the student ID number

Question: *Is the student account free?*

Answer: Yes, the student account is free. There are no overdue fines for student accounts, but students are responsible for any fees on lost or damaged books.

Question: *How do I sign my child up for a student ID account?*

Answer: You don't need to take any action to get a student ID account for your child. All Transylvania County Schools students from pre-kindergarten to grade 12 will automatically be enrolled in this program.

Question: *What if I don't want my child to have a student ID account?*

Answer: If you do not want your child to have access to library materials, you may opt out. See the back of this document for an opt-out form you can sign and return to the Transylvania County Library at 212 South Gaston Street, Brevard or to the Transylvania County Library Bookmobile. Be aware that students who opt out of Student Access will not be able to participate in classroom use of library resources unless they **already** have a valid Transylvania County Library card and know the full card number and PIN.



Student Access Parent Opt-Out Form

If you want your child to participate in Student Access in the 2022-2023 academic year, then you do not need to do anything. Your child will automatically be enrolled.

If you **DO NOT** want your child to participate, then please complete this parent opt-out form and return it to the Transylvania County Library, 212 South Gaston Street, Brevard, NC 28712 or to the Transylvania County Library Bookmobile.

Child's Name (Please Print)

School

Grade

Student ID Number

Parent or Guardian's Name (Print)

Phone Number

By signing this form, I understand that my child **WILL NOT have a student ID library account** and will not be able to participate in classroom use of library resources unless they **already** have a Transylvania County Library card and know the full card number and PIN.

Parent/Guardian Signature

DATE