



Garber Preschool Parent Information Guide 2025-2026

Garber Preschool is an active ministry of Garber Methodist Church. We offer Christ-centered academic programs for children 3 months to 5 years old. Nestled in the heart of Trent Woods, Garber Preschool has been operating for decades and has always enjoyed a reputation of excellence. The preschool is operated on a nine-month schedule from the end of August through the middle of May.

Garber Methodist Church
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preschool@garberchurch.org
www.garberchurch.org

ENROLLMENT INFORMATION

Registration for the next school year begins in February with a 4 day registration period. The first two days of the registration process are set aside for currently enrolled families to finalize pre-registration. On the third day, priority is given to Garber Church members for registration. Registration is open to the community on the last day.

Registration proceeds until all classes are filled. Waiting lists are started for classes once they are filled. Applications for enrollment are taken on a *first-come-first-served basis*. This method is used for both currently enrolled families registering their child for the next school year as well as for newly enrolling families when enrollment is opened to the community.

A child must reach the minimum class age by August 31 of the current year to be eligible to enroll in that class for the next preschool year.

We encourage parents who are considering enrolling their children in our preschool to come by for a visit. Please call to arrange a tour, so we make sure that the class you want to visit will be on the grounds that day.

A Child Safety Form must be completed, notarized, and returned to the preschool before the child can attend. This form can be found on the Preschool website and will be available at the Parent Meeting prior to the start of preschool.

Health Statements must be completed and returned to the school by the end of the 2nd week of school.

FINANCIAL INFORMATION

The school is managed on a non-profit basis. Annual tuition is based on actual operating costs involved in providing the program. It can be divided into 10 equal payments for your convenience. You should indicate on your Preschool Tuition Contract which payment option you prefer. A yearly registration fee is due when the child becomes enrolled for the preschool year. The preschool has a discounted registration fee for families with more than one child enrolled in our program. This registration fee is NON refundable unless the class in which the child is enrolled is canceled or the family moves from the New Bern area before the school year begins. A current tuition and registration fee schedule is available on the Preschool website.

Tuition Fee Schedule & Information

- The **annual and non-refundable supply fee is due July 1st** of the current year.
- If choosing to pay **one annual tuition payment (A)**, your check or cash is due to the office on July 1st.
- If choosing to pay **two semi-annual payments (SA)**, your check or cash is due to the office on July 1st and January 1st.
- If choosing to use the **installment plan**, your payments are due on the first of the month from August through May.
- A \$10 late fee will be assessed if tuition payments are not received by the fifteenth of the month.

Payment Options

- Checks should be made payable to **Garber Preschool**. Please note the child's name in the memo of each check. They may be left in the black box outside the Director's office or mailed to the church address. Please do not give tuition payments to your child's teacher as this may delay recording your payment. Due to banking fees imposed on the preschool, there will be a \$20.00 fee for each check returned for nonsufficient funds.
- Cash payments should be given directly to the Director. Please DO NOT leave cash payments in the box. A written receipt will be issued for cash payments.
- Annual and Semi-Annual payments must be made by check or cash by July 1 (A and SA) and January 1 (if SA) of the school year. The Payment Portal at our website, www.garberchurch.org, is an option for payment of monthly tuition, Early Risers, and Lunch Bunch fees.

Absence & Withdrawal Information

- Tuition payments must be made regardless of the absence of the child, such as for illness, family vacations, or scheduled school holidays or vacation periods. Parents must keep current with payments or it may be necessary to discontinue services.
- Parents must give the school a **four weeks notice if withdrawing from Garber Preschool** so that the child and the class can be prepared for the change and another child can be enrolled. If a four weeks notice is not given, parents are responsible for tuition through the four week notice period.

PROGRAM INFORMATION

Daily Schedule:

- Transitional Kindergarten class begins at 8:00 AM
- All other Preschool classes begin at 9:00 AM
- All Preschool Classes end at noon each day.
- It is important that your child arrives on time to avoid missing or disrupting any planned activities that have begun. It is equally important that your child is picked up on time. Your child will become anxious if picked up late, and our staff members have other obligations after school.

Safety:

- Help us keep the children safe by **always** walking your child to and from the classroom. When walking through the parking lot and courtyard, please make sure that you **hold your child's hand** or have visual contact on them at all times. Make sure that the teacher knows when your child arrives and leaves the school. Please park in the designated parking spaces in the church parking lot and NOT by the curb.
- Written authorization is required if your child is to go home with anyone other than you.
- Please dress your child appropriately for play and weather conditions. Creative art experiences and outdoor play can be messy. Pants, jeans, shorts, easily laundered tops and closed-toe shoes are preferred for both boys and girls. Please clearly **LABEL** all outer garments with your child's name.
- Our classrooms are equipped with security cameras. These have been installed as a safety precaution for our staff and your children. At no time will these recordings be made available for viewing on the internet or on websites. However, they may be viewed by staff and parents for anecdotal observations.
- Please leave your child's toys at home. If a lovey is needed to ease the transition from home to school, we ask that you leave your child's lovey in his or her backpack during the preschool day.
- We do not allow toy weapons, money, gum, and candy at school.
- Books and items related to the theme being studied are always welcome. Check with your child's teacher. Please label such items, plan to make them available for more than one day if possible, and be aware that many little hands will want to touch and share any objects brought from home.

Toileting:

Toddlers and 2-year-old:

Parents of a child who is in diapers or pull-ups are expected to supply the school with two disposable diapers/pull-ups each day the child attends. For those who are out of diapers, but prone to an occasional "accident", it is a good idea to leave a complete set of clothes at school or include them in a backpack with your child each day. Remember socks!

3, 4, and 5-year-olds:

Children in the 3, 4, and 5-year-old programs are expected to be toilet trained. These classrooms are not equipped with changing areas. A child will not be denied enrollment because he/she is not toilet trained as long as the Director is informed of the *medical reason or developmental delay*. Remember, for an occasional "accident", it is a good idea to leave a complete set of clothes at school in a backpack with your child each day. Remember socks!

Snacks:

Parents are asked to provide nutritious snacks for their children each day.

- We provide water for every child daily.
- Please label all belongings (lunch box, snack bag, etc.)
- If your child is attending Lunch Bunch, please label their snack and lunch individually.

(continued on the next pages)

PROGRAM INFORMATION (continued)

Birthdays:

Birthdays are celebrated during snack time. Please speak with your child's teacher about ways you can make it special with a snack, napkins, cups, hats, etc. Your child's teacher will add stories, songs, and extra TLC to make this time special for your child.

Field Trips:

Garber Preschool incorporates field trips into the curriculum in order to broaden each preschooler's hands-on experiences. The frequency and duration of these excursions are determined by the age and maturity of each class.

- Parents/guardian or an authorized adult must accompany their child(ren) on field trips.
- Transportation to and from field trips must be provided by the parent/guardian accompanying the preschooler.
- All children are expected to have an appropriate car restraint system (including any necessary locking clips for car seats). The law now reads that all children under 5 or weighing less than 40 lbs. must be in a car seat.
- Parents are encourage to **not to bring siblings** or other children on the field trip. These trips are designed to be classroom-type experiences, in which the children learn to function and move as a group.
- A Parent must sign a permission slip or their child will not be allowed to go on the field trip. Children not attending class field trips should be kept at home.

Drive Through Drop Off:

Our drive through drop off is available from **8:50 to 9:05am**.

PLEASE NOTE: Drive Through Drop Off is not available for children in our Mother's Morning Out and Young Toddler program.

Please use the following procedure for drive-through drop-off:

- Enter the last entrance of the parking lot and make your way around the back of the education building. A teacher will direct you where to stop.
- Staff will be available at the rear entrance just before the playground and at the Conderman Building to assist your child in exiting the car.
- Additional staff will be available to direct your child into the building and to the appropriate classroom.

What you need to do to participate:

- Your child's belongings should be beside him or her in the seat or on the floor directly beneath his or her feet.
- You are to stay in your car.
- If possible, seat your preschooler on the **rear passenger side**.
- If your child is capable, encourage him or her to unbuckle from the car seat while you wait for assistance.
- When you enter the parking lot please stay alert, drive slowly, and do not use your cell phone.

Tardy Pick Up Policy:

Families picking up children after dismissal (Noon) from Preschool or Lunch Bunch (1:30pm) will be charged a late fee of \$5 for 1-5 minutes per child and \$1 for each additional minute per child.

Closings:

Typically, whenever Craven County Public Schools close for inclement weather, the Preschool will close. If Craven County Public Schools have a two-hour delay due to inclement weather, we will open at 10:30am. If Craven County Public Schools open one hour late, the preschool will open on time. The final call on all closings/delays will be determined by the Preschool Director and church staff. You will be notified through Class Dojo and with an email from the Preschool Director in the event of calendar changes. In the event that the Preschool has to be closed in excess of 20 consecutive days due to damages to our building, tuition will be refunded for days exceeding the 20-day threshold.

Early Risers:

Early Riser children can arrive from 7:50-8:30 a.m. Monday-Friday in the Conderman Building drop off area. Early Risers is available for children in our Older Toddler class and above. There are two staff members working each day in our Early Risers program, and the cost is \$5.00 per morning per child (regardless of drop-off time). There will be a roster in the Conderman Building and each child must be signed in upon arrival.

A child may arrive with a simple nutritious breakfast and drink. Please make sure all belongings are clearly labeled.

Participating families will receive a statement after the 15th of each month with payments due by the following 15th for Early Risers. You may include payment with your tuition check. Simply note the amount and purpose in the memo line.

Lunch Bunch:

Lunch Bunch is available on Monday, Tuesday, Thursday and Friday from 12:00 noon to 1:30pm for children in the Older Toddler Class and above. There are two staff members working each day for the Lunch Bunch program, and the cost is \$7.00 per day per child.

Participating families will receive a statement after the 15th of each month with payment due by the following 15th for Lunch Bunch. You may include payment with your tuition check. Simply note the amount and purpose in the memo line.

Lunch Bunch children must bring a packed lunch and drink with them in order to participate. Make sure your child's name is clearly marked on the outside of the lunch box. We will not provide refrigeration so be sure to include an ice pack if one is needed.

For each day your child participates in Lunch Bunch, please notify your classroom teacher at drop off or via the Class Dojo app. Any children left at preschool after 12:10pm will be taken to lunch bunch unless we hear from you. If you run into an unexpected situation, we will provide lunch for your child at an additional fee of \$2.00/per lunch. Pick up will be in the Conderman Building no later than 1:30pm. Weather permitting the children may be on the playground.

HEALTH AND SAFETY INFORMATION

- Please be sure to indicate on the Health Form any known allergies or other health concerns that your child has. We also appreciate hearing about these concerns directly, so please mention them to your child's teacher.
- All children should be up to date on vaccines to enroll in Garber Preschool. All students are to have a *Statement of Child's Health* form signed by a physician and an up-to-date shot record on file for the current school year.
- Your child may be sent home if they appear to have symptoms of illness during the morning. In such cases, your child will remain in the preschool office, and you will be contacted.
- It is very important to keep all home, doctor, and emergency phone numbers current. Contact the Preschool Director with any changes immediately.

We expect you to keep your child at home if there are signs of:

- a cold (especially the first few days)
- a heavy non-clear nasal discharge
- a constant cough
- an elevated temperature (without fever-reducing medication during the past 24 hours)
- vomiting or diarrhea episodes in the last 12 hours
- inability to participate fully in the daily preschool activities
- a communicable disease

Please inform us if your child does have a communicable disease so that our staff can and parents can watch classmates for symptoms.

In case of an accidental injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call the child's doctor. If necessary, we will also call an ambulance. The Preschool Director will be in charge and will make all decisions about the care of your child. You will be expected to assume all financial responsibilities as a result of the injury.

DISCIPLINE INFORMATION

The goal of discipline in our program is to help children develop self-control. We intend to provide a secure and comfortable environment where children are guided by fair, clear, and consistent limits that are calmly maintained.

The child's emotional needs and feelings are respected and, therefore, we use techniques that are positive and are based on appropriate developmental practices. Techniques such as distraction, redirection, and modeling of appropriate responses are used with the youngest children we serve. As children mature, we add more language to these approaches, helping them label their feelings and learn to express these feelings using words appropriately. Problem-solving, discussion, and implementation of natural and logical consequences for inappropriate behavior are incorporated as children's cognitive abilities reach this level. Other techniques we use are noticing positive behavior, preparing a safe and stimulating environment, preventing inappropriate behavior, offering choices, and helping children gain control in a non-threatening and non-humiliating atmosphere. Discipline is handled on an individual basis, and we attempt to match the technique we use to the child and the situation. In our efforts to guide and help children understand their behavior, we encourage the development of respect, trust, honesty, and empathy.

GARBER PRESCHOOL GRIEVANCE GUIDELINES

The objective of this section is to establish Biblical guidelines for the resolution of disputes and grievances in the operation of Garber Preschool. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Garber Preschool's operations between any two parties connected in a direct way to the school. This includes parents, staff, volunteers, administration, and the Preschool Board.

Parents/Guardians to Teachers:

1. All concerns **about the classroom** must first be presented to the teacher by the parents. At any point in the process, parents and/or staff may request the Preschool Director be present at the meeting.
2. If the concern is not resolved, the parents may bring the concern to the Preschool Director.
3. If needed, a meeting will be set up between the parent/guardian and Preschool Director to discuss concerns, proposals, or comments.

Parents/Guardians to Preschool Director:

1. If a parent/guardian has a concern **about the general operation of the preschool** (apart from the operation of the classroom), they should bring their concerns, proposals, or comments in writing to the Preschool Director.
2. If needed, a meeting will be set up between the parent/guardian and Preschool Director to discuss concerns, proposals, or comments.
3. If the concern is not able to be resolved, the parent/guardian should request in writing a meeting with the Senior Pastor and Preschool Director.

It is appreciated that grievances be handled in the manner above; please do not use anonymous letters, social media or other public platforms to air your grievances.

I AM a
CHILD
OF GOD
JOHN 1:12

God in Heaven
hear my prayer.

Keep me in
thy loving care.

Be my guide in
all I do.

Bless all those
who love me too.

Amen.

We pray for a wonderful year for
you and your family.

Thank you for choosing Garber Preschool.