Pisgah Collective Fall 2019

Parent Handbook

Operating at Allison-Deaver House Property
2753 Asheville Hwy
Pisgah Forest, NC 28768
info@pisgahcollective.com
7/26/2019

Philosophy and Curriculum

Our philosophy is simple: individuals develop through intentional interaction with and within their environment.

We are inspired by nature in our recognition of the freedom that can be achieved when operating within natural limits. Connection with nature translates into self-actualization and social responsibility.

Everyone's unique developmental arc is determined by their environment and experiences therein. By providing a safe, outdoor environment for our children, we are providing them with the utmost exposure to the diversity of our world. They will have the freedom to move, explore, discover, learn, teach, plan, and otherwise determine what interests them most about their world.

Our mission is to empower children through positive and child-centered programs which foster the cultivation of autonomy, belonging, respect, and curiosity.

Our Curriculum

Each day will bring new discoveries and our curriculum will develop along with the group's evolving interests.

We will encourage these interests with planned lessons, activities, and demonstrations as we learn not only each child's interests, but also their limits and areas of resistance. By interweaving free time with these specially tailored activities we will be able to turn each moment of the program into a cross-curricular opportunity for learning.

Our programs meet each child where they are and encourage growth in the realms of physical, social/emotional, cognitive, language, and sensorial development.
The outdoors provides endless opportunities for movement, teamwork, discoveries, discussions and is the ideal environment for inspiring the smiles that come from feeling connected with our surroundings.

Positive Discipline Policy

Pisgah Collective provides a positive and safe learning environment for each of our children. Our programs foster self-control, respect for others, and recognition of the benefits of communal efforts.

The adults of Pisgah Collective will always model positivity and empathetic conflict resolution. By carefully preparing the environment for safety and discovery we direct, and redirect when necessary, each child's activity to foster success.

When conflicts arise, we will observe and assess each situation to determine the minimum level of adult intervention, always providing any 'victim' with comfort and closure.
Every child develops their own techniques for regaining composure and we will always take into account the individual's norms, strengths and weaknesses when determining appropriate and ***always natural*** consequences (i.e. conversation, hug, changing an action with an object or switching to the proper tool for a task, etc). We will always promote self-discipline and allow children who are ready to resolve their own conflicts.

If a certain behavior persists that interrupts a positive group dynamic, Pisgah Collective reserves the right to request a parent conference with the goal of reaching an agreement on appropriate consequences as well as at-home encouragement to address the behavior.

Repeated severe problems could result in Pisgah Collective recommending that the family choose an environment better suited to their child's needs. We aim to work with every family who has an interest in partnering with Pisgah Collective in their child's development.

If you have even a slight concern about your child's experience at Pisgah Collective please do not hesitate to contact the director immediately.

Confidentiality

Pisgah Collective takes confidentiality seriously. We make every effort to protect your family's privacy. Conversations about a child should happen away from both the child as well as other members of the Pisgah Collective community. If you ever have a question or concern about your child or the program, please arrange a time to discuss.

Communication

Communication between home and Pisgah Collective is vital to a successful education program.

Program (Non-emergency) Information:

Pisgah Collective communicates with parents through multiple avenues:
- Email (info@pisgahcollective.com or altheadunn@pisgahcollective.com
- Telephone (828-388-8675)
- Pisgah Collective Website (Parent Info Page)
- Notices sent home in children's backpacks

Please be sure to check the contents of your child's backpack after each program so that you can find important notes, art projects, snack remnants, and replace extra clothes when necessary.

Child-Specific Information:

During pickup and drop-off windows, staff members must dedicate full attention to all of the children. Circumstances will dictate whether short conversations are appropriate. If you need to communicate specific information, a written note or email is preferred during these short windows.

If you have special concerns please feel free to contact the director and schedule a meeting.

During program hours, staff cannot accept phone calls. If you have an urgent message for the staff during program hours, please call and leave a voicemail or text the Pisgah Collective phone (828-388-8675), or send an email to info@pisgahcollective.com and it will be checked at the earliest possible time.

Please communicate any changes at home or within the family (i.e., family member in the hospital, parent(s) on a trip, sick pet) with the director. These changes can affect your child's demeanor and presence, and it is useful for staff to be aware of these developments. Pisgah Collective will always respect your privacy.

If your child is going to be out of school for any reason, please let the director know as soon as possible. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. Children and teachers miss a child when they are absent and would like to be informed that the child is okay.

Admissions

Pisgah Collective is a nonsectarian early education program. Pisgah Collective admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

Procedures for Enrollment and Withdrawal

Enrollment:

Registration for enrollment begins upon initial sign-up. The first step is to fill-out the online form on our website. www.pisgahcollective.com
You will either receive notification with details on securing your spot or with your status on the waitlist.

Enrollment priority is given to current students, their siblings, and alumni families. After that, applications are taken on a first-come, first-served basis.
Once you pay the **deposit of $50,** your spot is secure.
The deposit is a **$25 supply fee** and a **$25 non-refundable deposit.**

Withdrawal:

Pisgah Collective asks to be notified at least two weeks prior to any change in enrollment. We hope to keep our programs as full as possible and ask for as much time as you can provide us to allow space for other families.

If a child is withdrawn, there will be no refund after session tuition has been paid. In general, tuition is expected to be paid whether or not the child is in attendance.

Pisgah Collective understands that there are extenuating circumstances and will use our discretion on a case-by-case basis.

Tuition

SPROUTS

Tuition is determined by how many days a week to which you commit, for the full 15-week semester or remainder of the semester if starting late. To qualify for the tuition discount you must commit to the full 15-week semester and **pay a $50 deposit** by June 28.

$50 Deposit is due by June 28 to receive discount and ensure spot

***If you sign-up after June 28, or do not make this deadline, a $50 deposit will still be needed to complete enrollment. This also includes the supply fee.**

See charts below for detailed payment options

- You can pay electronically with Venmo (a free, easy app). Send payment to @pisgahcollective.
- We can also accept cash or checks.
- **Please email altheadunn@pisgahcollective.com to let us know how and when you make a payment**, with any questions, or for special arrangements.
- A late fee of $25.00 will be charged if payment is late.
- There will be a $40.00 fee for any returned check.
- We charge **$1/minute for late pick-up.**

  **We will use our discretion as to apply this fee on a case-by-case basis. This decision will be partially based on chronic lateness.
- **Tuition is expected to be paid whether or not the child is in attendance.**
- If Pisgah Collective has to close due to inclement weather we will be unable to reimburse for missed days. We will make every effort to provide make-up days.

SPROUT PROGRAM *These are the costs after the $50 deposit has been paid

Days/Week	15-Week Rate	**Discounted 15-Week Rates**
5	$950	**$900**
3	$660	**$625**
2	$540	**$512**

15-Week Sprout Semester Payment Plan (regular/**discounted rate**):

Days/Week	**Due by Aug. 23**	**Due by Sept. 20**	**Due by Oct. 18**	**Due by Nov. 15**	**Due by Dec. 20**
5	$190/**$180**	$190/**$180**	$190/**$180**	$190/**$180**	$190/**$180**
3	$132/**$125**	$132/**$125**	$132/**$125**	$132/**$125**	$132/**$125**
2	$108/**$102**	$108/**$102**	$108/**$102**	$108/**$102**	$108/**$102**

Drop-in

SPROUT Drop-in Rate: **$25/program block**

The drop-in option is only available to families currently enrolled with us. We must be contacted by 6 p.m. the day before to schedule a drop-in. **Payment is due at drop-off.**

SEEDLING AFTER SCHOOL

Tuition is determined by how many days a week to which you commit, for the full 10-week semester or remainder of the semester if starting late. The **$50 deposit** is due upon enrollment.

$50 Deposit is due by AUGUST 30 to ensure spot.

***If you sign-up after August 30, or do not make this deadline, a $50 deposit will still be needed to complete enrollment. This also includes the supply fee.**

See charts below for detailed payment options

- You can pay electronically with Venmo (a free, easy app). Send payment to @pisgahcollective.
- We can also accept cash or checks.
- **Please email altheadunn@pisgahcollective.com to let us know how and when you make a payment**, with any questions, or for special arrangements.
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SEEDLING PROGRAM

Days/Week	10-Week Rate
3	**$480 = $4.6/hr**
2	**$370 = $5.3/hr**
1	**$210 = $6/hr**

Drop-in

SEEDLING Drop-in Rate: **$25/program block**

The drop-in option is only available to families currently enrolled with us. We must be contacted by 6 p.m. the day before to schedule a drop-in. **Payment is due at drop-off.**

Required Forms for Enrollment Agreement

The first step in joining our programs is to fill out the sign-up form on the Program Info page of the website. After this form is completed you will receive an email with the Enrollment Agreement and more information.

The Enrollment Agreement outlines the details of the relationship between your family and Pisgah Collective. It states you have read, understand, and agree to the contents of the Parent Handbook, as well as provides us with essential information.

These forms must be on file before a child attends any program.

1. Child Information
2. About your Child
3. Health Information
4. Over-the-counter Medication/Insect Repellent/Sunscreen/Photo Permission
5. Tuition Agreement

Below is a brief description for each form:

1. **<u>Child Information</u>:** Basic information sheet. Please list emergency contacts that live within a reasonable distance from the Allison-Deaver House, who your child is familiar with, and who would be willing to pick-up your child in case of an emergency. Please be aware that if your child is sick and needing to be picked up we may call the persons listed if you cannot be reached. The list can be updated at any time. **It is the parent's responsibility to keep emergency information up to date.**

   Unless we have a note or an email from a parent, a child will only be released to person(s) listed on the Child Information Form. Please advise the director, in a signed note or email (email altheadunn@pisgahcollective.com only please), each time your child is to be picked up by someone not previously authorized. **We will not release your child without this prior written notice.**

2. **<u>About your Child:</u>** This page is important in helping us get to know your child as well as your family. Please fill this out as thoroughly as possible.

3. **<u>Health Information:</u>** Fill out thoroughly.

   Document ALL allergies and medical problems. In the event of an emergency, this information is critical. **It is the parent's responsibility to keep health information up to date.**

   There are circumstances that make it necessary for a child to receive medication during our programs. Pisgah Collective staff can give prescription and nonprescription medication under certain circumstances with **prior written permission** from the child's parent/guardian. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen®, or over-the-counter medicine for allergies and pain. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Nonprescription medications must be in the original container labeled with directions for dosage.

   If needed, parents must provide an EpiPen that stays with us at school, medicine spoon or cup for administering medicine.

4. **<u>Over-the-counter Medication/Insect Repellent/Sunscreen/Photo Permission:</u>** This form authorizes Pisgah Collective staff to administer certain over-the-counter medications as well as apply insect repellent and sunscreen to your child. It also has a photo release section.

5. **<u>Tuition Agreement:</u>** This form outlines the details of tuition options, commitments, and procedure.

School Clothing

Circumstances may arise that your child comes home wearing Pisgah Collective labeled clothing. If they go through their 2 extra sets from their daily bag, this may be necessary. When this occurs we ask that you **wash and return these items by the end of the week or the following Monday**.

What to Bring

Please remember to label each item that your child brings to our programs (backpack, clothing, shoes, water bottle etc.).

Dress

Your child should be dressed for active and participatory outdoor play. Pisgah Collective does not want a child's creativity inhibited because he/she is wearing clothing that is restrictive or should not get dirty.

Your child should wear sturdy, protective, **close-toed shoes** which will enable him/her to run, climb, and be active outdoors comfortably.

A **rain jacket** is an imperative asset to your child's participation in our programs. We wish to empower children to be comfortable in a variety of nature's conditions. We will spend time outdoors in all safe weather.

In the warmer months, we suggest a long sleeve/long pants option so the kiddos are more protected from the sun and bugs.

In the winter, hat and gloves are needed every day. Snow pants and wam boots are important whenever there is snow or ice on the ground. We will spend time outdoors in all safe weather.

Backpack

At Pisgah Collective we create an environment that allows children to be independent. Therefore, we require a backpack that is easy for your child to manage when putting away their own things.

Each day your child needs to bring a backpack, clearly marked with your child's name, to hold his or her **snack, water bottle, 2 extra sets of clothes, diapers and wipes** if needed, treasures, and any other necessities.

If your child is using diapers, we request no less than 4 extras in their backpack along with a pack of wipes.

Please let us know if your child is potty training and we will encourage it at the farm as well. During this time we request **no less than 3 changes of clothes** in their daily backpack to ensure they stay comfortable.

Please be sure to check the contents of this bag each night so that you can find important notes, **Pisgah Collective clothing that needs to be washed and returned**, view art projects, replace personal soiled clothing/diapers, and so forth.

If you are providing any of the following, please hand them directly to a teacher, rather than sending in your child's backpack: sunscreen, insect repellent, and daily or special medication.

Snack

Parents are required to pack a snack for their child each day they come to a program. Please ensure that you are packing enough food for your child's needs. We want them to be engaged and nourished to get the most out of our program.

See below our Food Policies as well as a list of suggested snacks.

NO NUT POLICY

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. We have a **"No Peanuts or Tree Nuts"** policy. We ask that parents carefully monitor foods being packed for snack.

Please avoid snacks that contain the following: peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This list includes snacks with almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almonds," "Manufactured in a plant that processes peanuts," and so forth.

Rule of thumb: if unsure, make another choice.

In programs where children have potentially life-threatening sensitivities, Pisgah Collective may consider additional safety measures and address the situation on a group-by-group basis.

Thank you for your support in keeping the food-allergic children safe from having a life-threatening allergic reaction.

Pisgah Collective Suggested SNACK LIST

No popcorn is allowed at our programs.
All globe-shaped food must be cut in half or it will not be given to your child.

Healthy snack options include:

Fruits/Vegetables:

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce/fruit cups
- Raisins, Craisins, and other dried fruits
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes (cut in half), cucumber slices, broccoli, pepper strips, etc.)
- Hummus for dipping

Cheese/Dairy:

- Yogurt in individual cups or tubes
- String cheese or other cheeses
- Drinkable yogurt or smoothies

Grains/Seeds:

- Sunflower butter is a great spread alternative!
- Seed variety: sunflower, pumpkin, chickpeas, etc.

Other snack ideas:

- Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
- Trail mix with seeds and dried fruit are great!
- Cereal bars/yogurt bar
- Buckwheat balls
- Rice cakes
- Potato Soy Crisps
- Muffins
- Unsweetened Cereals

Arrival and Dismissal

Never leave your child alone or unattended in a vehicle.

We encourage carpooling and will help facilitate as needed. If you are interested, please be in touch with the director.

SPROUT PROGRAM

Arrival & Drop-Off:

Our first activity each day will be a group circle, this is a very important part of our program and facilitates a positive group dynamic. Therefore, on time arrival is integral to your child's experience at Pisgah Collective.
If you are running late, please email or text the Director so that the group can plan to receive your child once you do arrive.

We are operating at the Allison-Deaver House property:

2753 Asheville Hwy
Pisgah Forest, NC 28768

Drop-off time is a difficult transition for kids and parents alike, which makes it important to minimize distraction for the teachers and children who have already begun their day.

Please read the following closely so that our drop-off and pick-up can run as smoothly as possible.

Our drop-off window is from **8:30 a.m. - 9 a.m.** If you have a time sensitive drop-off need, we highly suggest arriving as close to 8:30 as you can. We ask that goodbyes are said quickly. The teachers will help your child find their cubbies and start their day.

There are two drop-off/pick-up options at this location:
Option 1- Turn in the parking lot as if you were going to Walmart or Belk. If you park on the far end of the lot closest to Taco Bell you will see the Allison-Deaver House sign and behind it, a wooded trail. You may take this path to walk towards the barn space where we will meet you.

Option 2- There is a sign that says Allison-Deaver House on 280 where the turn is. If coming from town you will be taking a left turn from the left lane so please be cautious. Stay right and park in the main circle parking area in the lower lot of the Allison-Deaver House property. You may walk towards the house and head over the hill and on the other side will see the barn.

There is a hill that obstructs your view from the parking lot and the barn is down on the other side.

Please prepare your child for the drop off routine. Discuss what to expect when you get to the barn. Your excitement for them to come to school will help them feel more comfortable with you leaving. The quicker the goodbye, the easier it is for children to start their day with us. We know you are eager to share the classroom experience with your child and you are invited to do so at pick-up each day.

Please familiarize anyone dropping-off/picking up of these procedures.

Dismissal & Pick-Up:

Our pick-up window is between **11:45 a.m. - 12:15 p.m.**. We know you want to share the school experience with your child. You can enjoy seeing them working and playing with their friends, ask about their day, and help us gather their belongings!

1$/min late pick-up fee due upon pick up

**We will use our discretion as to apply this fee on a case-by-case basis.

Pisgah Collective asks that you respect our time as much as we respect your children. We have many additional duties to plan and prepare for our programs and late pick-ups severely hinder our ability to use our time in that regard. If you know you will be running late, please call and let the Director know as soon as you do.

If you desire to pick your child up early please let Pisgah Collective know at drop-off or the earliest time possible.

Authorized pick-up:

Anytime someone other than the typical pick-up person picks up your child, please let the Pisgah Collective director know.

If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child (listed in your child's enrollment packet), you must provide written notification via note or email (please only email altheadunn@pisgahcollective.com from your email provided in enrollment packet) to Pisgah Collective in each instance. Give the person's full name and inform this person that Pisgah Collective will require proof of identification before releasing your child.

In the event that Pisgah Collective believes the adult picking up a child is authorized but is angry/disgruntled, under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, Pisgah Collective may have cause to refuse to release the child. If so, Pisgah Collective will request that another adult be called to pick up the child or call the numbers listed on the child's Information Sheet.

SEEDLING PROGRAM

Arrival & Drop-Off:

The drop-off window for our afterschool program is flexible. We are happy to work with your schedule. Feel free to drop-off anytime after 1:45 p.m.

We are operating at the Allison-Deaver House property:

2753 Asheville Hwy
Pisgah Forest, NC 28768

Please read the following closely so that our drop-off and pick-up can run as smoothly as possible.

There are two drop-off/pick-up options at this location:
Option 1- Turn into the parking lot as if you were going to Walmart or Belk. If you park on the far end of the lot closest to Taco Bell you will see the Allison-Deaver House sign and behind it, a wooded trail. You may take this path to walk towards the barn space where we will meet you.

Option 2- There is a sign that says Allison-Deaver House on 280 where the turn is. If coming from town you will be taking a left turn from the left lane so please be cautious. Stay right and park in the main circle parking area in the lower lot of the Allison-Deaver House property. You may walk towards the house and head over the hill and on the other side will see the barn. There is a hill that obstructs your view from the parking lot and the barn is down on the other side.

Please prepare your child for the drop off routine. Discuss what to expect when you get to the the barn. Your excitement for them to come to school will help them feel more comfortable with you leaving. The quicker the goodbye, the easier it is for children to start their day with us. We know you are eager to share the classroom experience with your child and you are invited to do so at pick-up each day.

Please familiarize anyone dropping-off/picking up of these procedures.

Dismissal & Pick-Up:

Our pick-up window is anytime before 5:15 p.m. We know you want to share the after school program experience with your child. You can enjoy seeing them working and playing with their friends, ask about their day, and help us gather their belongings! Please ensure you have your child and their belongings with you by 5:15 each day.

1$/min late pick-up fee due upon pick up

**We will use our discretion as to apply this fee on a case-by-case basis.

Pisgah Collective asks that you respect our time as much as we respect your children. We have many additional duties to plan and prepare for our programs and late pick-ups severely hinder our ability to use our time in that regard. If you know you will be running late, please call and let the Director know as soon as you do.

Authorized pick-up:

Anytime someone other than the typical pick-up person picks up your child, please let the Pisgah Collective director know.

If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child (listed in your child's enrollment packet), you must provide written notification via note or email (please only email altheadunn@pisgahcollective.com from your email provided in enrollment packet) to Pisgah Collective in each instance. Give the person's full name and inform this person that Pisgah Collective will require proof of identification before releasing your child.

In the event that Pisgah Collective believes the adult picking up a child is authorized but is angry/disgruntled, under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, Pisgah Collective may have cause to refuse to release the child. If so, Pisgah Collective will request that another adult be called to pick up the child or call the numbers listed on the child's Information Sheet.

Illness

Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. We use enrollment form information to contact parents or another designated adult if your child develops symptoms of illness while in our care.
If one or more of the following symptoms is present in your child, we will call you to pick up your child from Pisgah Collective:

- temperature higher than 99.5^{o}F
- nausea or vomiting
- red, pink, or crusted eyes
- diarrhea
- rash/infections
- sore throat
- change in regular behavior

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF OUR PROGRAMS, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND PROGRAMS.

Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school

Parent(s) must notify us immediately if a child:

- Is diagnosed with any ***communicable diseases*** including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that Pisgah Collective can inform the parents within your child's program to be on the lookout for symptoms. Please remember that we will not release the name of the child or family involved. We simply post "There has been a case of _____ reported ...."
- Has any **allergies** or if you have any concerns about any aspect of your child's health.
- Is taking **medication**, as medicine may affect your child's demeanor/behavior
- If a child is absent for three days or more due to illness, the parent must provide an explanation to Pisgah Collective

Inclement Weather Policy

School closures and delays are made to assure the safety of your children.

You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so.

Pisgah Collective will generally follow Transylvania County School closures.

In the event of snow or other emergency, please note the following:

- If TCS are closed, Pisgah Collective will likely be closed.
- If TCS close early due to snow or another emergency, Pisgah Collective will likely close early.
- **Pisgah Collective reserves the right to close regardless of the TCS decision, because local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to contact all parents by phone and through email.**

Emergencies

Our priority is the safety and well-being of your children. Our very low teacher/student ratio allows us to do this effectively and efficiently. Pisgah Collective will use common sense when responding to the vast array of possible emergencies. We will contact parents to inform them of our plan should an emergency arise. If parents cannot be reached, we will use the list of emergency contacts on the child information sheet provided upon enrollment. We are grateful to operate in a community where the likelihood of anything necessitating concern is so low. Please email the director for specific procedures and operations.