



Highland Baptist Preschool

Parent's Handbook

2025-2026

Revised 07/29/25

Highland Baptist Church Preschool Mission Statement: To foster a happy and healthy environment to encourage the preschool children to learn and experience God's love.

"Train up a child the way he should go; even when he is old, he will not depart from it. "

Proverbs 22:6

One of the benefits of our preschool setting is the ability to group your child in a class that meets his/her social, emotional, and academic needs. Our staff will work along with you to find just the right setting for your little learner. Although our classes are generally labeled by age there is a big difference between a "just turned 2-year-old" and an "almost 3-year-old". We work hard to be sensitive to the needs of all children.

Curriculum:

A Christian based curriculum was developed for Highland Baptist Preschool.

- Weekly Bible Story
- Weekly Chapel with Pastor Danny for the 3s & Pre-K classes
- Monthly Bible Verse
- Different Theme every week

Our goal is to get the children ready for kindergarten. Weekly themes are discussed at an age-appropriate level. We also review letters, numbers, colors and shapes in all the classrooms.

Communication:

Communication is especially important! It is important that we all work together in the best interest of each child.

- Monthly Calendars sent home by the Teacher
- ClassDojo is used to communicate with Parents. Please download the free app.
- Daily Pictures are posted on our Private Preschool page. Parents must be invited to the page by the Director or Assistant Director.

Program Schedule and Fees:

Our Programs are offered Monday through Friday from 9 am – 1 pm. Your child's designated schedule is requested by the parents however the schedule is approved based upon availability in the classroom. Please let us know your preference.

Registration Fees:

- Child \$95; Multiple Children of same family \$85 each
- Registration fees are non-refundable and due at the time your child is registered for the program.
- Online Registration will open for current Preschool families and church members in Mid-March.
- Online Registration for new students will open the 1st week of April.

Tuition is due during open house in August.

Monthly Fees for 1 to 4-year-old classes

Monday through Friday	\$340.00
4 Days a week	\$300.00
3 Days a week	\$250.00
2 Days a week	\$190.00
Drop in	\$35.00

Discounts:

- \$20 sibling discount.
- \$20 Tuition discount to members of Highland Baptist Church.
- One time \$20 discount if you refer a child to our Preschool and they register to our preschool program.

Tuition must be paid **by the 7th of each month** or on the first day of your child's attendance for that month. Please pay on time. Payment reminders are not always given. It's the parent's responsibility to remember to pay tuition on time. **A Late Fee of \$50 is charged to any person paying tuition past this deadline. No exceptions. You will be charged a fee of \$35.00 for any returned checks.**

Tuition Payments:

- Online (link on Dojo and Private Facebook group)
- Check (payable to Highland Baptist Church Preschool)
- Money order, cashier's check
- Cash (in an envelope labeled with your child's name.)

No refund or credit will be given for missed class days or for dates the preschool is closed.

To stay enrolled in the Preschool program, the monthly tuition must be paid (September-May). If tuition is not paid, the Director will understand the family has withdrawn from the program.

Preschool Doors open at 9am. Please have your child here on time so they can have snack and participate in morning academic activities.

If your child needs to be picked up before 1:00 pm, please let the Director and/or teachers know ahead of time. Once you arrive, please ring the doorbell. We do not want to upset the other children and we are currently following new protocols.

Your Vacations and Special Trips:

We understand that many of our families take vacations during the school year, but unfortunately, we are unable to adjust tuition because of this.

Late Pick-Up:

There is a penalty for picking your child up late. After 1:05 pm there is a charge of \$1.00 per minute. If you have an emergency, please call the Director or your child's teacher to make arrangements. Late fees must be paid the next school day.

Parking:

- Park in the Parking lot only. Do not block any cars in.
- **NO parking on the grassy area.** This area does not belong to the Church.

Drop-in Service:

- Current students can drop in If space is Available. Please reach out to your child's Teacher or the Director.
- Drop-in fee is \$35 per a day, per a child. Must be paid the day of the drop in.

Inclement Weather Policy:

Our teachers will message you on ClassDojo and we will post a message on the Highland Baptist Church Preschool Facebook pages.

WE WILL FOLLOW THE CUMBERLAND COUNTY SCHOOL SCHEDULE FOR CLOSINGS AND DELAYS UNLESS COMMUNICATED OTHERWISE.

Inclement Weather Closing policy is when school is closed for more than 3 consecutive school days by the administration, there will be make-up days or discounts given for the days ***in excess of 3 consecutive school days***. (i.e., if school is closed for 5 consecutive school days; 2 days will be made-up or discounted).

Students that attend school 2, or 3 days a week will be assigned make-up days, this is to ensure that we are not over our student to teacher ratio. If you do not attend on your scheduled make-up day(s) you will forfeit those make-up day(s). Students that attend 4 or 5 days a week will receive a \$15 per day discount on the following month's tuition.

Health and Safety Requirements:

Parents must provide the preschool with a copy of their child's current shot record that has been signed by a physician within the first month of school

Children who cannot participate in every activity, due to illness or sleepiness, should be kept at home until they feel well enough or rested to participate in all activities.

Children may return to school after:

- The absence of fever for 24 hours (without the use of Tylenol or other non-prescription drugs)
- The absence of other symptoms (i.e., Diarrhea, vomiting, etc) for 48 hours (without the use of non-prescription drugs)
- Please be considerate of other children and keep your child home if he/she is not well or feeling themselves.
- If a sibling is ill with something contagious, i.e. stomach bug, pink eye, etc., Please consider keeping them home so the illness does not spread at Preschool. Thank you!

The Director/Assistant Director has the authority and discretion to send home any child they feel may be sick or contagious to help prevent a sickness from spreading to other students and staff.

The Director or teachers will not dispense medicine to your child.

Hand, Foot & Mouth – if your child has been diagnosed or you feel they have Hand, Foot & Mouth he/she is unable to return to school ***until all blisters have healed.***

Flu – If your child has been diagnosed or you feel they have the Flu he/she will need to be completely symptom free for over **48 hours** before being able to return to school.

Pinkeye – If your child has been diagnosed with Pinkeye, they are unable to return to school until they have been on their antibiotic for over 48 hours and the eye is no longer producing goop.

Highland Baptist Church Preschool will follow the N.C. Child Care Standards on illness. Children will be excluded from care at Highland Baptist Church Preschool if they have the following:

- Two episodes of diarrhea
- One episode of vomiting
- Red eye with white or yellow discharge until 48 hours after treatment.

- Scabies
- Lice. The child can return once the child is nit free and has a note from their doctor that treatment has been given.
- Chicken Pox or rash suggestive of chicken pox.
- Unexplained rash. A doctor's statement stating that the rash is not contagious will be required for admittance.
- Tuberculosis, until a health professional states that the child is not infectious.
- Strep Throat, until 24 hours after treatment has started.
- Pertussis, until five days after appropriate antibiotic treatment.
- Hepatitis A virus infection, until one week after onset of illness or jaundice.
- Impetigo, until 48 hours after treatment
- Free of fever for 24 hours **without** the aid of fever reducer.

COVID-19 – Highland Baptist Preschool will follow guidelines mandated by the state health department. The students are not required to wear a mask. Wearing a face mask will be optional for Teachers and Staff.

Highland Baptist Preschool cannot guarantee absolute protection against COVID-19; however, the following steps have been implemented to greatly diminish the risk of exposure of COVID-19:

- Modification of daily drop off and pick up
- Reductions in class size
- Daily disinfecting and cleaning of the facility to include all classrooms and their contents.
- Running of Ultraviolet Germicidal Lamp daily in all rooms
- Professional cleaning if warranted.

Negative Covid Test-

If a child has had a negative COVID-19 test, they can return to school once they are fever free (no fever-reducing medications) for 24 hours. Proof of negative test must be provided.

Positive Covid Test-

If your child is diagnosed with COVID-19 by a medical professional or **does not get a COVID-19 test but has symptoms** (fever, throwing-up, persistent cough, shortness of breath, loss of smell and/or taste), they cannot be at school and must stay home until they (or parent/guardian if younger child) can answer YES to the following questions:

- Has it been at least 5 days since the child first had symptoms?
- Has it been over 24 hours since the child had a fever (without using fever reducing medicine)?
- Have your child's symptoms improved, including coughing and shortness of breath?

Highland Baptist Preschool will notify local health authorities of confirmed COVID-19 cases among children as required by North Carolina General Status 130A-136.

If a child has been diagnosed with COVID-19 they must remain out of school 5 days since the date of their first positive COVID-19 test. The Day of the Positive test is Day Zero.

Close Contact to Covid-19:

In the event someone at Highland Baptist preschool is diagnosed positive for COVID-19, the following will occur:

- Families will be notified that a child or Teacher has tested positive for Covid.
- The child or Teacher diagnosed with Covid will be required to quarantine for 5 days.
- For the children who were exposed we will encourage Parents to monitor their child/children for Covid symptoms.

****Covid-19 Protocols can be updated or changed as needed****

School Needs:

- Backpack (no small ones)
- Poly Folder for in Backpack
- Packed lunch (Please pack it to keep it warm or cold) No Mac-n-cheese microwavable cups packed in lunches please. Thank you.
- Water/ Juice cup (no open tops to help prevent spills)
- Extra set of clothes in a Ziploc bag (please label all pieces)
- 1s/2s Classes: Diapers/ Pull-ups (must have side tabs) If needed.

Please make sure everything is labeled with your child's name to prevent mix ups. Thank you.

Snack Buddy:

Parents will provide snacks for their child's class on a rotational basis. Assignments for snack buddy are made on your child's monthly classroom calendar by the Teacher. Please note the number of children in your child's class and bring enough snack for 5 days.

Examples of Snack ideas that can be stored in the classroom:

Soft cookies, graham crackers, vanilla wafers, goldfish, chips, cereals, etc.

What your child should wear to school:

Highland Baptist Preschool dress code is designed to serve as a guide to parents and students on the proper attire for our students. The biblical principles of Christlikeness, modesty, purity, obedience, and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us.

“Whatever you do, do it all to the glory of God.” I Corinthians 10:31

“Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” I Timothy 4:12

“Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind.” Romans 12:2

- Children cannot wear any clothing that is clearly against Christian values. (I.e., racism, gay pride, transgender.)
- Wear comfortable clothes that are easy to unfasten/ fasten.
- Clothes that are easy to handle during bathroom use/ diaper changes.
- **Wear clothes that can get dirty, we have lots of fun at school!**
- Bring a Jacket labeled with your child’s name.
- Extra set of clothes in a Ziploc bag (I.e., shirt, shorts/pants, underwear, socks)
- Children potty training: Pull-ups **with** side tabs.
- Please remember to **Label** all your child’s clothing items.

Parental Involvement:

- Volunteering all day will require a criminal background check from Cumberland County.
- Volunteering for a party day in your child’s class will not require one. Please reach out to your child’s teacher to see if one is needed.
- If you have a special talent and would like to be a “Special Guest” Please reach out to the Director.

Toys from Home:

Please leave toys at home/ in the car. They can be a distraction, become lost or broken. Thank you.

Disciplinary Measures:

We use a positive and loving approach to discipline. Positive reinforcements and praises are used to help change any unacceptable behaviors. Teachers will always encourage children to make good choices by being aware of their actions and how they can affect them and those around them. Teachers will always get down on the child's level and discuss the choices they have made.

Children will never be mishandled. There will be no corporal punishment, humiliating or frightening techniques.

Teachers will set

- Clear, consistent limits for classroom behavior.
- Get on their level and encourage appropriate behavior
- Redirect children to a more acceptable behavior or activity
- Deflect problems before they become conflicts
- Modeling appropriate and acceptable behavior
- Listening and acknowledging the feelings and frustrations of children with respect.

For minor disruptive behaviors, Highland Baptist Preschool Staff will:

1. Observing and listening to prevent conflict by anticipating any unacceptable behavior.
2. Redirecting the child to another activity.
3. Talking to the child one on one about their behaviors.
4. Have the child take a break in the classroom or office.
5. If problem continues after those steps, we will reach out to the parents via phone call or Dojo.

If after the above steps, the child continues with disruptive behaviors, Highland Baptist Preschool Staff will:

1. Start documenting and utilize a daily behavior sheet. The sheet will be sent home daily for review. Parents are to sign/ return to Preschool the next day.
2. Refer the issue to the Director.
3. Have conference with the Parents.

The Director may follow one or more of the following options:

1. Speak to the child individually and explain why his/her behavior is unacceptable.
2. Schedule a conference with the parents.
3. Ask parents to shadow/ observe their child.

4. Work with the Teacher, Parent and child to create a plan of action on how to encourage acceptable behavior.
5. Dismiss the child from the Program if no improvements are made. The child will not be eligible for re-enrollment.

“Physical Harm” policy for 3 and 4-year-old classes:

If any child physically harms or seriously threatens to harm another child or staff member, destroys church property or personal property, the following steps will be implemented by Highland Baptist Church Preschool:

1. A behavior report will be completed by staff members and signed by the parent. A copy will be given to the Highland Baptist Church Preschool Director within 24 hours of the incident.
2. The child will be immediately suspended from the program for a minimum of 24 hours from the time of the incident with no refund of fees.
3. A mandatory conference will be held with the lead teacher, Director, the child, and the parents before the child will be readmitted to the program.
4. A second incident of violent behavior, threatening behavior, or destruction of property may result in a longer suspension or permanent dismissal from the program.

Biting:

The Biting Policy will be followed in all classes.

Biting is never tolerated; however, we understand the students are children. When a child is bitten the area is inspected and cleaned if needed by the teacher or Director. At that time, the following protocols will begin.

1st Incident: Parents will be notified by telephone.

2nd Incident: Parents will be notified by telephone and the Director or Assistant Director will go in the classroom and monitor the behavior for an amount of time or parents will be contacted and asked for child to be picked up for the day.

3rd Incident: Parents will be notified by telephone and parents of the biter will be asked to come in for a conference with the Director and the teacher to develop strategies to prevent further biting accidents.

4th Incident: If biting continues to occur or becomes more severe after attempting to solve the behavior, the parents will be asked to come in for another conference with the Director and teacher to discuss if our program is the best fit for the child.

If the child shows improvement and biting subsides, but then returns at a later date we will begin as if it was the 1st incident.

Celebrations:

We love celebrating Birthdays! Reach out to your child's Teacher about bringing in a special store-bought treat. All treats MUST be **STORE BOUGHT**. This includes celebrations for all the different Holidays throughout the school year. You can also double check with your child's teacher about any allergies they might have in their classroom.

Potty Training:

Three-Year-Old Class:

- Must be using the potty on their own.
- Children need to understand how to unbutton, button, zip, pull down and pull up pants and to wipe themselves.
- Pull-ups (with the side tabs) can be used until Dec.15th of the school year. However, if not fully potty trained in underwear by that date they will be moved down to the younger class.
- Exemption may occur if there is a documented medical reason as to why your child is not potty trained.
- One teacher is taking 10 or more to the restroom at one time. It is not a one-to-one ratio.

Four-Year-Old Class:

- Four year - old's must be potty trained and can use the restroom on their own. No pull ups.

Security:

Safety is very important to us!

- During school hours, the doors will remain locked. Doors open at 9am for drop off and will be shut/locked at 9:15.
- We have the ability to exit the school but no one has access to enter.
- Staff also have walkie-talkies for instant communication.
- Pick up begins at 1pm. We will let 10-15 parents in at a time to pick up their child from their classroom.

In the event of an Incident which is made public, the Director will be the only person authorized to speak to reporters, television crews, or any member of the media. All staff are required to direct any questions the Preschool Director. In the event of a formal investigation, we would respect the privacy of all those involved by ensuring compliance with our confidentiality policies.