



Highland Baptist Preschool

Parent's Handbook

2020-2021

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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.

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.

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.

We endorse and encourage an open-door policy that allows parents to visit the facilities at any time, unannounced. However due to the COVID-19 pandemic Highland Baptist Preschool has implemented stringent safety measures therefore unannounced visits have been suspended until further notice. Highland Baptist Preschool will inform parents of any changes.

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. If you need to make a change with certain days, please let us know and we will look over the classes to check for available spots on those days.

Communication:

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

In each class, the teacher is responsible for sending home a monthly calendar and newsletter informing the parent of upcoming classroom activities.

Our classes use ClassDojo to communicate with parents. Please download the app and you will be added to your child’s class chat.

Registration Fees:

- Child \$75; Multiple Children of same family \$65 each
- Registration fees are non-refundable and due at the time your child is registered for the program.
- Registration for new students is held the 1st week in March.
- Registration for each new Preschool School Year is held the 1st week of February for returning students and children of church members.

Tuition is due during open house in August. We give a discount if you are registering multiple children of the same family. We also give a \$10 tuition discount to members of Highland Baptist Church. If you refer a child to our Preschool and they are registered for our Preschool Program, we will reward you with a \$10 discount on your registration or one month of tuition.

Monthly Fees for 1 to 4-year-old classes

Monday through Friday	\$290.00
4 Days a week	\$250.00
3 Days a week	\$200.00
2 Days a week	\$140.00
Drop in	\$25.00

Tuition must be paid by the 7th of each month or on the first day of your child’s attendance for that month. **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 must be paid by a check, money order, cashier’s check, cash, or online. You may hand it to the Director in a marked envelope or your child’s teacher. Please make checks payable **Highland Baptist Church Preschool.**

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.

Children may be dropped off no earlier than 9:00 am to allow our teachers time to prepare for the day’s activities. We ask that the children arrive on time so they can participate in all the day’s scheduled 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, call the preschool and a staff will walk your child out to you. We do not want to upset the other children and we are currently following new protocols.

Parking:

Please make sure to park in the parking lot only and do not block other parents in. Part of the grassy areas around the preschool does not belong to the church and we do not want to upset our neighbors.

Drop-in Service:

Drop-in service is available to currently enrolled students and siblings of enrollment students, on a space available basis. Arrangements must be made with the teacher or Director prior to the school day. The fee for drop-in service is \$25 per child, per day, and is payable when the child is dropped off. Drop-in service is also available to unregistered students for a maximum of five days before a registration fee is due. Drop-in fee is due the day of the drop in.

Inclement Weather Policy:

Our teachers will text 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 the 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 days**. (i.e. if school is closed for 6 days; 3 days will be made-up or discounted). Students that attend school 1, 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 that make-up day(s). Students that attend 4 or 5 days a week will receive a \$10 per day discount on the following month's tuition.

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.

Health and Safety Requirements:

Children who cannot participate in every activity, due to illness, should be kept at home. Children may return to school after they have been on prescription medication for at least 24 hours, or after an absence of fever or other symptoms i.e. diarrhea, vomiting, etc. for 48 hours **without the use of Tylenol or other non-prescription drugs**. Please be considerate of other children and keep your child home if he/she is not well. If your child's health seems questionable during the day, we will contact you to come and pick him/her up.

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 at least 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 at least 24 hours.

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.

Each child enrolled at Highland Baptist Church Preschool must have a current health form/shot record on file signed by a physician. Parents have 30 days

from the start of school to turn health form/shot record in.

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:

1. Two episodes of diarrhea
2. One episode of vomiting
3. Red eye with white or yellow discharge until 24 hours after treatment.
4. Scabies
5. Lice. The child can return once the child is nit free and has a note from their doctor that treatment has been given.
6. Chicken Pox or rash suggestive of chicken pox.
7. Unexplained rash. A doctor's statement stating that the rash is not contagious will be required for admittance.
8. Tuberculosis, until a health professional states that the child is not infectious.
9. Strep Throat, until 24 hours after treatment has started.

10. Pertussis, until five days after appropriate antibiotic treatment.
11. Hepatitis A virus infection, until one week after onset of illness or jaundice.
12. Impetigo, until 24 hours after treatment
13. Free of fever for 24 hours without the aid of fever reducer.

COVID-19 –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
- Daily temporal (forehead) thermometer checks
- Reductions in class size
- Daily disinfecting and cleaning of the facility to include all classrooms and their contents.
- Professional cleaning if warranted

If a child or staff has had a negative COVID-19 test, they can return to school or work once they are fever free (no fever-reducing medications) for 24 hours.

If your child or staff 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 been at least 10 days since the child/staff first has symptoms?
- Has it been at least 3 days since the child/staff had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child/staff's symptoms have improved, including coughing and shortness of breath?

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

If a child or staff has been diagnosed with COVID-19 but considered Asymptomatic, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms.

If a child or staff that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, **they are required to have medical documentation to clear them for return to school/work.**

If a child or staff has been in close contact with someone diagnosed with COVID-19, they must remain out of school/work for 14 days since the last day of exposure. They must complete a full 14 days of quarantine, even if they test negative.

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

- The Preschool will be closed for 48 hours for professional cleaning of the entire facility.
- The classroom exposed must complete a full 14 days of quarantine beginning the last day of contact with the individual that tested positive before returning.
- For the classroom exposed, a credit for the missed school days will be applied towards the next month tuition.

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.

School Needs:

Please place your child's name on everything you provide for school. If your child needs diapers, bottles, extra clothes, or special "comfort" while in our care, you will need to provide them. To ensure nothing is lost, please make sure your child has a bag to put his/her work in at the end of the day. Please do not leave children unattended in your vehicle. Label, Label & Label!

Lunch and Snacks:

Children will need to bring their own lunch. Please pack your child's lunch in a manner that will keep their food warm or cold. If your child attends the one or two-year-old class, please bring 2 cups with lids with juice/milk in them.

Parents need to provide snacks for their child's class on a rotational basis. Assignments for snack are made on your child's monthly classroom calendar. Soft cookies, graham crackers, vanilla wafers, cheese sticks, and goldfish are good options. Please check the calendar for noted allergies in your child's class, so we can be sensitive to the needs of all our children. We encourage you to put your name on the container of snacks that you are contributing so that we can let your child be a part of passing out the treats to his/her friends. Please also note the number of students in the class; it is extremely hard to stretch a snack for five days for 10-15 children. Please be mindful of this.

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

1. Children cannot wear any clothing that is clearly against Christian values i.e. racism, gay pride, transgender.
2. Children should wear comfortable play clothes that they can fasten and unfasten easily by themselves.
3. Please do not dress your child in anything that would upset them or you, should it become soiled. Keep in mind that children will use messy art materials and will participate in other messy activities; please provide clothing that is washable.
4. Children will play on our playground; make sure to provide clothing that is sturdy. Please provide a sweater or jacket, even on the first sunny days of fall. It is much easier to remove an unneeded item than to be without.
5. Children must be dressed in clothing they can independently handle when going to the bathroom.
6. Please provide an extra change of clothes in a Ziploc bag labeled with your child’s name to be kept in his/her bookbag, including socks and underwear.
7. Children who are in the potty-training process are required to wear pull ups. Pull ups with tabs on the side only, to make it easier on teachers.
8. Label, Label, Label! Please label all clothing and jackets.

Parental Involvement:

Parents are encouraged to volunteer to assist the staff in any way possible! If you have a special talent that you can share with your child’s class or if you are able to spend time as a “classroom visitor” sharing your occupation, please let your child’s teacher know.

We love parent involvement however, for the safety of all our students if a parent is wanting to volunteer and be at the school all day with all students, they will need to provide to the school a criminal background check from Cumberland County to be allowed to stay. If you are just

volunteering for a party and will only be here for a couple hours in your child's class, the background check will not be needed.

A calendar will be sent home at the beginning of each month to let parents know what to expect in their child's class.

Toys from Home:

Except for items needed in the first few opening days of the preschool year to help ease your child's transition from home to our preschool, we ask that you leave your child's toys at home or in the car. Special items often get lost or broken during our busy morning and result in tears. We are not responsible for replacing them.

Disciplinary Measures:

We use a loving approach to discipline. Children will not be mishandled. There will be no corporal punishment, humiliating or frightening techniques. If a problem arises, we will use a "time out" chair. If there is still a need, we will speak with the child's parents. Our approach to disciplining a child is to get down on their level and discuss the decisions they have made.

Teachers will facilitate the development of responsibility, self-regulation, and self-control in children by:

1. Setting clear, consistent, and fair limits for the classroom behavior.
2. Encouraging appropriate behavior, patiently reminding children of the rules.
3. Using children's mistakes as a learning opportunity.
4. Eliminating potential problems.
5. Redirecting children to a more acceptable behavior or activity.
6. Deflecting problems before they become conflicts.
7. Modeling appropriate and acceptable behavior.
8. Listening and acknowledging the feelings and frustrations of children with respect.

Minor disruptive behavior by a child will be handled by using one or more of the following techniques:

1. Observing and Listening to prevent conflict by anticipating any unacceptable behavior.
2. Redirecting the child to another activity.
3. Talking to the child individually and discussing alternative behaviors.
4. Separating the child from the group.
5. Discussing the situation with the parent.

If after the teacher has explored the options of behavior modifications, positive reinforcement, rewards, redirection, and modeling desired behavior with the child, and if the child continues to disrupt the learning environment for others, the following steps will be used:

1. Speak to the child individually and explain why his/her continued behavior is unacceptable.
2. Separate the child from the group for 5 minutes
3. Talk with Director and or Assistant Director
4. Document all incidents and provide the parent with a copy.
5. Hold a conference with parent.
6. Refer a continuing discipline problem to the Director who has one or more of the following options:
 - a. To provide the parent with professional resources in the community to assist the child. The parent will be financially responsible for any charges incurred.
 - b. To transfer the child to a different age appropriate classroom, if a vacancy exists, in order to provide a different environment and continue behavior modification.
 - c. To request that the parent stay with his/her child or pay a responsible person to assist the child with positive behavior modifications.
 - d. To dismiss the child from the program if there is no significant sign of improved behavior after the initial parent/teacher conference.
 - e. If dismissed from Highland Baptist Church Preschool, a child will not be eligible for re-enrollment for the current year.

“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 for the remainder of the year.

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 will go in the classroom and monitor the behavior for an amount of time.

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:

Birthdays are a special day for each child. We encourage you to work with your child's teacher to coordinate celebrations.

3 and 4-Year-Old Classes:

4-year-olds must be potty trained and can use the restroom on their own. 3-year-olds should be using the potty, must wear underwear or pull away pull-ups and need to understand how to use the restroom on their own. Children need to understand how to unbutton, button, unzip, zip, pull down pants and pull up pants and how to wipe themselves. When one teacher is taking 10 or more to the restroom, she needs as much additional help as she can get.