



Highland Baptist Church Preschool

Parent's Handbook

2019-2020

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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.

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 and others to visit the facilities at any time, unannounced.

Program Schedule and Fees:

Our Programs are offered Monday through Friday from 9 am – 1 pm. The arrangement of days is up to parent as long as we have availability. 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.

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 each new Preschool School Year is held the 1st week of February for returning students, children of church members, and the 1st week of March for new students. A non-refundable registration fee of \$75.00 is due when the child is registered. 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 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 or cash. 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.

In order to stay enrolled in our program, the monthly tuition will be paid (September-May). If tuition is not paid, the Director will understand the family has withdrawn from our 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. Please stop by the Director's office to pick up your child. We do not want to upset the other children.

Please make sure to park in the parking lot only and do not block another parents in. Part of the grassy areas around the preschool does not belong to the church and we do not want to upset out 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 WhatsApp and we will have a message on the Highland Baptist Church Preschool Facebook and Instagram pages.

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

Approved by Administration - Effective 9/12/18 the new 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 class limits. 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, and 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 going around the school.

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 2 weeks 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.

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. Please also keep in mind that you are responsible for bringing your child to and from the classroom. 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. For the safety of your child(ren), we cannot refrigerate nor heat their food. 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 classroom calendar each month. Soft cookies, graham crackers, vanilla wafers, fruit, 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 of our children. We encourage you to put your name on the container of snacks that you're 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 very hard to stretch a snack for five days for 10-15 children. Please be mindful of this.

What your child should wear to school:

1. Children should wear comfortable play clothes that they can fasten and unfasten easily by themselves.

2. 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.
3. 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.
4. Children must be dressed in clothing they can independently handle when going to the bathroom.
5. Please provide an extra change of clothes in a Ziploc bag labeled with your child's name to be kept in his/her cubby, including socks and underwear.
6. 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.
7. 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 are able to 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 require a criminal background check on every volunteer. Please see the Preschool Director to get the form.

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 mistakes 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 in order 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.
3. Document all incidents and provide the parent with a copy.
4. Hold a conference with parent and request the parent to sign the documented discipline report. Provide the Director with a signed copy within 24 hours of the incident.
5. 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 the 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:

Note: The Biting Policy will be followed in all classes.

1. 1st Incident: Parents will be notified by telephone.
2. 2nd Incident: Parents will be notified by telephone. The Director will go in the classroom and monitor the behavior for the remainder of the day. Prior to the child’s return to the class, parents of the biter will be asked to come in for a conference with the Director and the teachers to develop strategies to prevent further biting accidents.
3. 3rd Incident: In order to provide a safe environment for all children, it is mandatory for the parents to provide at their expense a professional resource to monitor the child’s behavior and offer feedback to cease the behavior. Examples of a professional resource are child development specialists, behavior management consultant, child psychologist, etc. A follow up conference will be held with the Director, professional resource, teacher and parents prior to the child’s return to class.
4. 4th Incident: If biting continues to occur after attempting to solve the behavior, the parents will supply an assistant at their expense to shadow their child while in the classroom for the duration of the year.
5. If the behavior ceases for a period of time and then returns between steps one and three, it will be necessary to return to step one and continue through the steps.

Celebrations:

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

Communication:

Communications is very 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.

3 and 4 Year Old Classes:

4 year olds must be potty trained and have the ability to 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.

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.