



A ministry of

**SOUTH NEWPORT BAPTIST
CHURCH**

**23344 U.S. HIGHWAY 17
TOWNSEND, GEORGIA 31331
912-242-6096**

**PARENT
HANDBOOK**

LIVING AS MY BIBLE SAYS

PURPOSE AND GOALS OF LITTLE L.A.M.B.S. PRESCHOOL

Little L.A.M.B.S. Preschool (hereafter referred to as “the preschool”) is a ministry of **South Newport Baptist Church** and is dedicated to reflecting a love for children as exemplified by Jesus Christ our Lord. Jesus said, “Let the children come to me; do not hinder them, for to such belongs the kingdom of God.” (Mark 10:14 ESV)

Not only do we desire to provide loving care for little children, but it is our genuine desire to help them discover how to think, grow, know and live “God’s way.” We will strive to instill in each child a love for God and a thankfulness to Him for the gift of His Son.

We believe that effective teaching takes place when learning experiences are presented to a child at an appropriate age and on the child’s developmental level. We are committed to this guideline in our teaching method. Research has proven that “play” fills a child’s life with satisfaction and is important in order to give the child a positive self-concept. Play organizes bits and pieces of what a child is learning and releases feelings that a child has no other way of expressing.

To achieve the Purpose and Goals of the preschool, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values.

All employees of the preschool are required to comply with state regulations in regard to training in Early Childhood Education, Child Development, Infant and Child CPR, First Aid, disease control, cleanliness, basic hygiene, illness detection and disposition, childhood injury control, identifying, reporting and meeting the needs of abused, neglected and deprived children, and various other

WELCOME

We at the preschool are happy that you have chosen to place your child in our care. It is our desire to provide you with confidence in our program thereby supporting you in performing your daily work responsibilities unhindered and without distraction. We understand that this is a very important and impressionable time in your child’s life. We pledge ourselves to making it a safe, happy time and a productive experience.

The preschool is housed in the Family Life Center of the church with one main entrance. There is a security lock on the entrance door. **PARENTS ONLY** will receive the security code in order to gain access to the building. This system provides an important added measure of security for your child while he or she is present at the preschool.

ORGANIZATIONAL STRUCTURE

In order to provide a program that functions smoothly and is beneficial to all concerned, Little L.A.M.B.S. Preschool utilizes the following framework of administration and employees:

Senior Pastor, South Newport Baptist Church
Preschool Committee
Preschool Director
Designated Employee in Charge
A.M. & P.M. Teachers
Support Employees

**ANYTIME CHILDREN ARE PRESENT IN THE PRESCHOOL, THE DIRECTOR,
OR A DESIGNATED EMPLOYEE IN CHARGE WILL BE ON THE PREMISES.**

PURPOSE OF THE HANDBOOK

This handbook has been developed for the purpose of making parents initially aware of all of our policies and procedures, and as a source of reference as time goes by, when questions and concerns arise as to the correct policy or procedure in a certain instance. Please read the parent handbook carefully, keeping in mind that it has been developed for the benefit and well-being of ***all*** of the children. We do not expect it to cover every situation that may occur; however, we feel that it is as comprehensive as it can possible be in areas of everyday operation. If you have any questions or suggestions on any areas not addressed in the handbook, please feel free to share them with us.

ENROLLMENT INFORMATION:

The preschool accepts children six (6) weeks old through four (4) year olds who miss the deadline for the public school pre-K program. Space is available by age on a first come, first served basis. However, children with siblings already enrolled in the preschool will be taken into consideration first.

You have received within this Enrollment Packet the following forms:

- Enrollment Application
- Medical Information Form (for physician)
- Parental Agreements
- Allergy Action Plan
- Authorization for Photos
- Fee Schedule*
- Parent Handbook
- Infant Feeding and Care Plan (infants only)
- Yearly Calendar (A new Yearly Calendar will be available the first week of January each year)

*The fee Schedule lists all current fees – fees are subject to cost-of-living increases on a yearly basis.

IN ORDER TO COMPLETE THE ENROLLMENT PROCESS YOU MUST COMPLETE THE FOLLOWING FORMS AND RETURN THEM TO THE PRESCHOOL OFFICE.

- Enrollment Application (a copy will be returned to you)
- Developmental Profile
- Medical Information Form (must be completed by a physician)
- Infant Feeding Plan (infants only)

In addition to the above forms, a current Immunization Certificate (form #3231) must be submitted to go on file in the preschool office. (for more information on this form, see item #2 under Health, on page 6 of this Parent Handbook.)

ENROLLMENT DATE:

The first day your child attends the preschool is officially considered “the enrollment date.”

CHILDREN’S FILES:

An up-to-date file is maintained on each child enrolled. State law requires that each child’s file must be current at all times. Please keep the Director closely informed of ***any changes*** in your child’s “Enrollment Information.” (E.g. Telephone numbers at work, home and cell, addresses, parent’s employment, emergency contacts, etc.)

PARENT ACCESSABILITY:

It is very important for the preschool office to be able to locate parents at a moment’s notice. We ask for names of emergency contacts on the Enrollment Application for that very reason. If we are unable to reach you, it’s possible that one of you emergency contacts would know your whereabouts and could reach you. However, we ***prefer*** to reach you ourselves if at all possible. If you are going to be away from your work, on a trip, etc., please inform the preschool office (***in writing***) how you can be reached.

INFORMATION PERTAINING TO NEWLY ENROLLED CHILDREN

FIRST DAY:

Your child's first day may be easier if you consider it a "get acquainted" day. If possible, you will want to bring your child for a short period of time in the morning. During that time you will get to meet your child's morning teacher and begin to get to know her. Your child will also have the opportunity to begin to become familiar with the teacher, the other children, and the classroom. Later in the afternoon, if you can return with your child again for a short period of time you will be able to meet the afternoon teacher as well.

ADJUSTMENT PERIOD:

Starting to attend a preschool is an exciting experience for a young child, but on occasion in the beginning, it *can* be difficult. Whatever the personality of your child, and no matter how eager he or she may seem to be for the new experience, there *will* be an anxious moment when he or she realizes that **you** are going to leave. You may also feel anxious about the separation. These feelings are quite normal. We have found that after the first day it is better for you to say to your child, **"I am going to leave you for a little while and I will be back soon."** Then, it is best if you leave without hesitating. Our experience has been that most children seldom cry, or continue to cry, for more than a minute or two after the parent is out of sight. However, we want to assure you that if your child continues to cry, and does not adjust after a reasonable amount of time, we will contact you and ask you to come back. In most cases, after a short period of time, the interesting daily routine and the special care of the teachers will dispel any and all fears that your child may have and will bring about full adjustment.

THREE-WEEK ADJUSTMENT:

Each child is accepted into the preschool on a three-week trial basis. During this time, your child will be observed closely for the possibility of any developmental, emotional, behavioral or physical problem. If there seems to be a problem, we may refer you to your family physician or the proper community agency for assistance. There will be continued evaluation of the child's growth, development, and behavior to ensure his or her happiness and well-being. If we determine that we are unable to meet your child's needs, we will ask you to withdraw your child.

GENERAL INFORMATION PERTAINING TO ALL ENROLLED CHILDREN

SECURITY CODE:

We ask that only custodial parents utilize the security code to enter the building. **PLEASE DO NOT GIVE THE CODE TO ANYONE WHO MAY OCCASIONALLY PICK-UP YOUR CHILD.** Relatives and friends must ring the doorbell. We also ask that you exercise increased awareness when entering the building as to anyone who may be waiting outside the door. If they act as if they don't know the procedure, please alert the office immediately.

TIME CLOCK:

The preschool utilizes a time clock in order to comply with state regulations that require tracking children's attendance. Your child's time card will be filed alphabetically in a tray on the counter in the main hallway of the Family Life Center. **The time clock is an important piece of equipment that is also utilized by preschool employees for payroll purposes, therefore, we ask that you not allow your child to play with the time clock.**

DAYS AND HOURS OF OPERATION:

The preschool is open Monday through Friday weekly. Hours of operation are 6:30 A.M. to 6:00 P.M.

HOURS OF ATTENDANCE:

The preschool strives to provide a happy, healthy environment for children; however, we cannot be a substitute for the home. For this reason, in addition to state law, we must limit the number of consecutive hours that a child may be present in the preschool. The tuition fee covers a period of time of **up to 10 hours per day**. Routine use of the preschool for more than 10 hours a day will require approval by the director and an additional fee. If, on occasion, you have an emergency and you need the use of the preschool for more than 10 hours, please contact the director in advance for approval.

VARYING FROM YOUR REGULAR SCHEDULE:

On your child's Enrollment Application you will indicate, or have already indicated, the hours that your child will attend the preschool each day. (example – arrive 7:30 A.M. and depart 5:00 P.M. We ask that you **adhere to the hours you gave us**. We make schedules for employee work hours based on ratios and it is very important that we know how to plan. If you see that you are going to vary from your regular hours, please let us know as far in advance as possible.

ABSENCES OR ARRIVING LATE:

If your child is going to be absent or arriving later than 10:00 A.M., **please notify** the preschool as early as possible – **by 9:00 A.M.** This helps us to be more efficient in food preparation and accurate in staffing for the day. Regular tuition fees remain due when your child is absent; this assures that your child's space will be retained.

ARRIVAL AND DEPARTURE:

When arriving at the reschool, no child may be dropped off at the front door. Older preschool children must be accompanied inside their classroom door just the same as the younger children. It is important for the teacher in the classroom to become aware of and acknowledge your child's presence. Likewise, when picking-up your child it is important for you to make the teacher aware of your child's departure.

It is equally important for parents to remember that in arriving and departing, it is best, as it relates to the continuity of the class, and to the behavior of the children, and to the control of the class by the teacher, if you will do the following:

(1) Bring your child into the room, help him or her to get settled as quickly as possible, and leave without giving the child too much time to become upset. The longer the separation takes, the more upset the child will become.

(2) Bring your child to the preschool early enough to participate in some of the most interesting and educational activities of the day. Most of the classes become involved in their planned (structured) activities **between 8:15 and 9:15 A.M.** during which time important *new* concepts are introduced. Other important activities continue throughout the day; however, if your child misses the early morning activities and/or arrives in the middle of the activities, he or she doesn't benefit and the disruption keeps the other children from benefitting.

PLEASE DO NOT BRING YOUR CHILD IN DURING THE TIME PERIOD SCHEDULED AS "REST TIME." IT DISTURBS THE OTHER CHILDREN AND CAUSES THEM TO AWAKEN TOO EARLY.

RELEASING CHILDREN:

The preschool makes a concerted effort to protect the safety and well-being of all the children in our care. You are required to complete a Pick-Up Slip any/every time your child is being picked up by anyone other than you. This slip confirms parental approval for release of your child to another individual. Upon arrival, the approved individual will be required to present identification with his or her picture on it. If the approved individual comes to the preschool to pick up your child and we have reason to believe that your child's safety will be in jeopardy, we will make every effort to delay your child's departure in order to contact you.

CUSTODY ISSUES:

If a parent's name (other than your own) is listed on the Enrollment Application, we cannot prohibit that parent's right to pick up your child. However, if we have legal documentation on file that either denies custody or specifically prohibits that parent from taking your child from the preschool, we will refuse pick-up. Nevertheless, It must be stated that the preschool is not legally bound to physically withhold the child. We will notify you immediately, and we will notify the authorities if you request us to do so. (This policy also applies to legal guardianship situations.)

LATE PICK-UP:

All children and parents are expected to leave the preschool by 6:00 P.M. We understand that emergencies do occur and we are sensitive to important emergency situations, however, we must pay someone to stay after 6:00 P.M. On occasion it makes it necessary to pay employees overtime. We cannot afford to pay overtime salaries to our employees on a regular basis, therefore, Late Pick-Up Fees are charged as follows:

6:01P.M. to 6:15 P.M. = \$15.00

6:16 P.M. to 6:30 P.M. = \$30.00

6:31 P.M. to 6:45 P.M. = \$45.00

THE LATE PICK-UP FEE IS A PER CHILD FEE, AND MUST BE PAID WITHIN THE WEEK.

Correct time is judged by our time clock which is equipped with an automatic back up system, which keeps the correct time.

If you feel that you are going to be late in picking up your child, we ask that you make every effort to contact the preschool **before** 6:00 P.M. so that our difficulty in making arrangements will be kept to a minimum. Being habitually late will be cause for termination of services.

INFORMATION PERTAINING TO TEACHERS

CONFIDENTIALITY:

Teachers and employees of the preschool are required to maintain strict confidentiality in regard to information about, or any discussion of, children and families that we serve. We also ask parents to refrain from discussing or disclosing any information to teachers and employees of the preschool about other parents, children or other employees of the preschool. This policy is in accordance with federal confidentiality laws.

EMPLOYEE RESTRICTIONS:

Within the terms of employment, teachers and employees of the preschool are **not** allowed to baby-sit children who are enrolled in the preschool, nor are they allowed to transport enrolled children to and from any location in the employee's personal vehicle. **Ignoring this policy may have legal ramifications.**

CHILD ABUSE/NEGLECT:

Teachers are required to report to the director, and the director is required by state law to report to the local county Department of Family and Children Services any suspected cases of child abuse, neglect or deprivation.

FEEES

REGISTRATION.....	\$100.00
WEEKLY TUITION.....	\$125.00
WEEKLY LUNCH.....	\$7.00
CREDIT CARD PROCESSING (per transaction).....	\$3.50

REGISTRATION FEE:

The registration fee is an annual (yearly) fee that covers educational materials, building and ground maintenance, consumable supplies and equipment replacement. The registration fee is due when your child's enrollment application is submitted to the preschool and subsequently, each year thereafter on the child's anniversary date of enrollment. There will be no refunds of registration fees under any circumstances.

WEEKLY TUITION FEE:

The weekly tuition fee is due and payable each **Monday Morning ONE WEEK IN ADVANCE**.

If the tuition is not paid on Monday, it is considered **DELINQUENT ON TUESDAY MORNING**.

ON TUESDAY MORNING, THE TUITION, AND A \$10.00 DELIQUENT FEE WILL BE REQUIRED TO BE PAID before the child will be allowed to attend.

ON WEDNESDAY MORNING, THE TUITION AND A \$30.00 DELIQUENT FEE, WILL BE REQUIRED TO BE PAID before the child will be allowed to attend.

AFTER WEDNESDAY MORNING, if the tuition remains due, a re-instatement fee will be required for the child's enrollment to continue.

If you wish to pay the tuition fee on a bi-weekly or monthly basis you may do so; however, the ONE WEEK IN ADVANCE policy remains a requirement.

PAYMENT OPTIONS:

Little L.A.M.B.S. Preschool accepts Checks, Cash, Credit Card transactions.

THE DIRECTOR WILL BE AVAILABLE IN THE OFFICE ON MONDAY MORNINGS TO RECEIVE PAYMENTS.

CASH

If you make a cash payment, the Director will write a cash receipt at the time of payment.

CHECK

Personal checks are accepted. Please include the student's name on the check to ensure the payment is made to the correct student. Please note there is a \$25.00 service fee for returned checks. This covers the charge to us from our bank.

CREDIT CARD

We utilize "Square" credit card processing which accepts your Visa, MasterCard, American Express, and Discover Cards. There is a \$3.50 service fee for each transaction.

ALL FEES ARE SUBJECT TO COST-OF-LIVING INCREASES ON A YEARLY BASIS AS NECESSARY.

VACATION:

One week of vacation may be taken with a two-week notice after your child has been enrolled for six months. A second week of vacation may be taken with a two week notice after your child has been enrolled for one year. Vacation Notification Forms are available in the office. Your child may not be in attendance at the preschool while taking vacation week.

HOLIDAYS:

The preschool is closed for the following holidays: (if they occur on a week day)

New Year's Day*
Martin Luther King Day
St. Patrick's Day
Easter (Friday before)
Memorial Day
Independence Day (4th. of July)
Labor Day
Veteran's Day
Thanksgiving (Thursday and Friday)
Christmas* (2 days)

*We close at 3:00 P.M. on Christmas Eve and New Year's Eve

NO ADJUSTMENT IN TUITION CAN BE MADE FOR THE HOLIDAYS THE PRESCHOOL IS CLOSED.

TERMINATION OF SERVICES:

The preschool reserves the right **to** terminate service to the parent for the following reasons:

- If the parent does not keep the child's records current and/or accurate
- If the parent is disruptive and destructive to the program, including physical and/or verbal abuse of a child or employee of the preschool
- If the parent keeps the child out of the program for three or more days without properly notifying the preschool.
- If the parent is not supportive of the preschool's policies and procedures
- If the parent does not cooperate with the director and teachers in addressing unruly and disruptive behavior by the child. (This policy includes excessive biting.)
- If the parent does not keep fees current and paid according to written policy

WITHDRAWAL:

Two weeks written notice is required prior to withdrawing your child. No fees will be refunded for early, voluntary withdrawal of your child.

HEALTH:

In order to promote the good health of each child and employee of the preschool, and to provide the most effective infection control, the preschool adheres to the following policies:

1. **Medical Information** – As an important part of the enrollment process, you are required to have your child’s physician complete our “**Medical Information form**”, giving us up-to-date medical information on your child. The completed form must be returned to the preschool within the first week of your child’s enrollment. The completed form will be maintained in your child’s file. We request that you inform us of any important changes in the information on this form that may take place in order for our files to be accurate and up-to-date.

2. **Allergies** – It is imperative for us to be aware of any allergies that your child has been diagnosed with. A “**Food Allergy Action Plan**” must be completed and submitted to the director to be maintained in your child’s file. The director will ensure that all employees working with your child are informed and alerted as to any possible reaction that might take place. Allergies to insects and plants will be noted by the child’s physician on the “**Medical Information form**” and will be communicated to all employees working with your child in the same way as that of the food allergy information.

3. **Immunizations** – State law requires the preschool to maintain a current “**Certificate of Immunization**” in your child’s file in our office. You will need to furnish this certificate within the first week of your child’s enrollment. Thereafter, you will be required to furnish a new certificate each time the current certificate expires. On the certificate there is a space near the top that reads “**DATE OF EXPIRATION.**” It is important for you to take your child to receive the needed immunizations **before** that date of expiration **and to request a new certificate from the physician at that time.** It is also very important for you to bring the new certificate to the preschool to replace the expired document. Failure to keep a current certificate on file in the preschool office may cause your child to be excluded from attendance until it is furnished. The preschool does not furnish blank forms. The physician has the forms as does the county health department.

THE REQUIRED CERTIFICATE OF IMMUNIZATION IS # 3231

3. **Daily Health Check** – Your child’s health status will be checked each morning upon arrival at the preschool and periodically throughout the day. Although this check may be informal, if your child appears to be showing signs of illness; a more formal evaluation will be completed. If the teacher determines that your child is ill, you will be contacted and asked to come for your child.

4. **Injury or Illness Log** – Each classroom maintains a notebook “**Injury or Illness Log.**” The purpose of this log is for the teacher to document any sign of injury or illness that she observes when your child arrives in the classroom. If she notices anything out of the ordinary, she will ask you to comment. She will record your comment in the log. This procedure enables the preschool to be sensitive to any situation that may intensify during the day. It also keeps any other teacher informed as she comes on duty with your child later in the day.

5. **Illness** - Certain symptoms of illness may necessitate the temporary removal and/or exclusion of your child from the preschool for a period of time. They are as follows:

Diarrhea – If your child experiences diarrhea while at the preschool, we will check his/her temperature. If fever is present, you will be contacted to pick-up your child right away. If there is no fever and no further diarrhea, your child will be allowed to stay. If diarrhea continues, you will be contacted to pick-up your child right away.

If your child is sent home with diarrhea (with or without) fever, he or she may not return to the preschool until 24 hours after the diarrhea has ended. A Physician’s Release may be required.

THE PRESCHOOL DOES NOT ADMINISTER MEDICATION FOR DIARRHEA

**IF YOUR CHILD BEGINS EXPERIENCING DIARRHEA AT HOME,
PLEASE DO NOT BRING HIM OR HER TO THE PRESCHOOL
UNTIL 24 HOURS AFTER THE DIARRHEA HAS ENDED.**

Temperature Elevation (fever) – State law prohibits children with fever (indicating infection) to be present in the preschool. If your child’s teacher suspects that your child has fever, she will take your child’s temperature right away. If your child’s temperature is 100 degrees and continues to be 100 degrees after 15 minutes (it will be taken twice), you will be contacted to come for your child. When you arrive, your child’s temperature will be taken the third time for our records. We use the Braun Thermoscan No Touch + Forehead Thermometer.

Your child may return to the preschool after being free of fever for 24 hours.

A Physician’s Release may be required for your child to return.

THE PRESCHOOL WILL NOT ADMINISTER MEDICATION FOR FEVER FOR ANY REASON OTHER THAN IMMUNIZATIONS.

On the day your child receives immunizations, the preschool will administer Tylenol with a physician’s instructions (in writing). If your child seems to continue to experience extreme discomfort after receiving medication, and the fever continues, we will contact you to come right away.

Communicable (Contagious infection) Disease – When any case of contagious infection is suspected, you will be contacted to come for your child and take him or her to their physician right away. Your child may be isolated (in the preschool office) until you arrive. If the physician determines that your child **does**, in fact, have a contagious infection, **WE REQUEST THAT YOU CONTACT THE PRESCHOOL IMMEDIATELY.** This allows us to notify parents of “**exposed**” children, if necessary.

A Physician’s Release will be required for your child to return

Body Rashes – Suspicious rashes are considered contagious until a physician indicates (in writing) otherwise. When a rash is noticed, you will be contacted to come for your child as soon as possible. If fever is present, you will be required to come right away and your child may be isolated (in the preschool office) until you arrive.

A Physician’s Release will be required for your child to return.

Congestion and Discharges – Serious chest congestion and/or a purulent discharge from the nose (thick, milky or green mucus) will necessitate your child’s absence. If your child is present at the preschool when symptoms are noticed. You will be contacted to come for your child right away.

A Physician’s Release may be required for your child to return.

Conjunctivitis (Pink Eye) – is **EXTREMELY CONTAGIOUS.** If it is suspected that your child is infected, he or she will be isolated (in the preschool office) and you will be contacted to come for your child right away. Please check your child carefully for this infection before bringing him or her to the preschool.

A Physician’s Release will be required for your child to return.

Vomiting – If vomiting occurs while your child is at the preschool, an evaluation will be made to determine if it is truly vomiting or just a onetime episode of “spitting-up.” If the vomiting happens again, you will be contacted to come for your child right away.

Your child’s temperature will be checked.

Your child may return to the preschool after vomiting has stopped for 24 hours.

A Physician’s Release may be required for your child to return.

If your child experiences several episodes of vomiting at home before coming to the preschool, he or she should be kept home for 24 hours after the vomiting has stopped.

Skin Infections and Lesions – If your child has ring worm, impetigo, or pin worms, he or she will not be allowed to be in attendance in the preschool. The condition must be treated for 24 hours before returning. In the case of impetigo, the child may return after the lesions has “crusted” and are no longer “oozing.” If there is a contagious skin lesion that is not a threat when covered or “dressed” adequately (as per a written note from the physician), the child will be allowed to attend after 24 hours of treatment. Due to the nature of the infection, if the dressings come off or become saturated, you will be contacted to come for your child right away. Staff will not change dressings.

A Physician’s Release will be required for your child to return.

Head Lice – This is a condition that requires immediate attention in consideration of how quickly it spreads. If it is determined that your child is infected, he or she will be isolated and you will be contacted to come for your child right away. Treatment will be necessary (and may need to be repeated) as a requirement to return to the preschool. All eggs (Nits) must be removed from the hair.

PHYSICIAN’S RELEASE

THE PRESCHOOL REQUIRES A PHYSICIAN’S WRITTEN RELEASE FOLLOWING THE TREATMENT OF ANY SERIOUS ILLNESS, HOSPITALIZATION, VIRAL OR BACTERIAL INFECTION, MEDICAL PROCEDURE, EVALUATION OR CONSULTATION, AND CERTAIN COMMUNICABLE DISEASES. THE RELEASE MUST:

- **STATE THE NAME OF THE ILLNESS OR CONDITION**

AND RESPOND TO THE FOLLOWING QUESTIONS:

- **IS THE ILLNESS OR CONDITION CONTAGIOUS?
(IF YES)**
- **WHEN WILL THE CHILD BE ABLE TO RETURN TO
THE PRESCHOOL WITHOUT RISK TO OTHERS?**

THE PHYSICIAN’S STAMP MUST BE AFIXED TO THE RELEASE TO CONFIRM AUTHENTICITY.

Serious or Life-Threatening Illness – In the event that your child suffers serious or life-threatening illness while at the preschool, you will be notified immediately. If we are unable to reach you, emergency numbers in your child’s records will be called. If no one can be contacted, your child will be taken by the director or the employee in charge by ambulance to the hospital you have requested in your child’s records. Every effort will continue to be made to contact you.

Medication – “Authorization for Medication” forms are available in the preschool office. In order for your child to receive medication, you must complete all questions on the form and sign it. You are required to include:

- Your child’s name
- The name of the medication
- The prescription number
- The purpose of the medication
- The time the medication is to be administered.*
- The amount of the medication

***Writing 2, 3, or 4 times a day will not be accepted.** The form must state specific times; however, please do not specify a time between 11:30 A.M. and 1:30 P.M. – this is rest time and your child may be asleep.

If the medication is to be administered more than one day, the dates of each day must be specified. The form must be renewed weekly. If the medication is to be continued through the following Monday, a new Authorization for Medication form must be completed.

The teacher who administers the medication will record the date, time and amount of medication given on the bottom of the form and she will sign the form. She will also watch for and record any adverse reaction that your child may have to the medication. **If there is an adverse reaction, you will be notified immediately.**

STATE LAW REQUIRES THAT ALL MEDICATIONS (PRESCRIPTION AND OVER-THE-COUNTER) BROUGHT TO THE PRESCHOOL MUST BE IN THEIR ORIGINAL CONTAINER. THE INFORMATION ON THE CONTAINER MUST INCLUDE THE PRESCRIPTION NUMBER, PHYSICIAN’S NAME, THE DATE, NAME OF THE CHILD, AND MEDICATION DIRECTIONS.

The date on the medication container cannot be more than two weeks old.

The prescription cannot be for a previous illness or for have another child’s name on it.

Long-Term Medication – is an ongoing medication for a chronic condition. In this case, a physician’s note is required, stating the reason for the medication and the expected length of time for the medication to be administered. A **Long-Term Medication** form is available in the preschool office and must be completed and maintained in the child’s records.

State law prohibits bringing medication mixed (disguised) in any substance to the preschool for your child. Ex. Medication mixed with formula or milk in a baby bottle.

Non-prescription Medications – will only be administered with a written (or phone) order from your child’s physician. The original bottle must be clearly tagged with your child’s name, and the date. An **Authorization for Medication** form must be completed.

ALL MEDICATIONS BROUGHT TO THE PRESCHOOL MUST BE PLACED DIRECTLY IN THE TEACHER’S HANDS OR THE DIRECTOR’S HANDS.

STATE LAW SPECIFIES THAT NO MEDICATION MAY BE LEFT IN AN INFANT’S DIAPER BAG OR A CHILD’S TOTE BAG.

PLEASE NOTIFY THE DIRECTOR IN THE PRESCHOOL OFFICE OF ANY MEDICATIONS THAT YOUR CHILD IS TAKING AT HOME. WE WILL ADVISE THE TEACHERS TO WATCH FOR ANY ADVERSE REACTIONS THAT YOUR CHILD MAY HAVE WHILE AT THE PRESCHOOL. WE WILL NOTIFY YOU IMMEDIATELY IF ANYTHING OUT OF THE ORDINARY IS NOTICED.

Accidents – In the event of an accident that causes minor injury (cuts, scrapes, bumps and bruises) to your child, we will apply first aid. The circumstances of the injury will be reported to you at the end of the day (or earlier at the discretion of the director or the employee in charge). An **“Occurrence Report”** is our official form for reporting minor injuries.

Serious or Life-Threatening Accidents – In the event that your child suffers a serious or life-threatening injury while at the preschool, you will be notified immediately. If we are unable to reach you, the emergency numbers in your child’s records will be called. If no one can be contacted, your child will be taken by the director or the employee in charge by ambulance to the hospital you have requested in your child’s records. Every effort will continue to be made to contact you.

AS VERY IMPORTANT SAFETY MEASURES, AS WELL AS, INFECTION CONTROL MEASURES, WE ASK THAT YOU REMOVE YOUR SHOES WHEN YOU ENTER THE INFANT CLASSROOM.

IN ADDITION, IT IS OUR POLICY THAT OLDER CHILDREN AND SIBLINGS ARE NOT ALLOWED TO BE TAKEN INTO THE INFANT CLASSROOM.

ALL POLICIES ON ILLNESS, MEDICATION, ACCIDENTS, AND INJURIES HAVE BEEN DEVELOPED TO PROTECT THE HEALTH, SAFETY AND WELL-BEING OF ALL CHILDREN AND EMPLOYEES IN THE PRESCHOOL.

WE ASSURE YOU THAT , IF YOUR CHILD BECOMES ILL OR SUFFERS INJURY WHILE AT THE PRESCHOOL, WE WILL EXHAUST EVERY EFFORT TO GIVE HIM OR HER THE BEST OF CARE AND ATTENTION UNTIL YOU ARRIVE.

CLOTHING:

While at the preschool, children who are old enough will dig, run climb, paint paste, color and be involved in a wide variety of very “active” and “messy” projects from which they will gain many developmental skills.

PLEASE DRESS YOUR CHILD COMFORTABLE, APPROPRIATE CLOTHES, AND PLEASE BE SURE THAT YOU DO NOT MIND IF THE CLOTHES GET DIRTY, STAINED AND POSSIBLY RUINED.

A complete set of extra clothes is very important to be kept in your child’s tote bag or diaper bag each day. Accidents can and do happen. A change of clothes consists of: underwear, outerwear and socks. Please check your child’s bag daily to be sure a complete set of clothes is available. Please remember that when the clothes stay in the bag over a period of time your child outgrows them so please be sure that the clothes still fit your child. For infants we ask that you bring several sets of clothes **and** a supply of **bibs.**

In the fall and winter, please dress your child in layers in order to adjust for changes in the weather from early morning, to midday, to late afternoon, and be sure to keep an extra sweater or jacket in your child’s bag in case the weather turns colder unexpectedly. Please remember to furnish hats and gloves or mittens for outside play.

If your child is in diapers, you will need to provide an adequate number of disposable diapers daily. You will also need to provide diaper wipes and any ointments that you want used in your child’s cleansing routine.

If your child is being potty trained, you will need to provide an adequate number of pull-ups daily. Please consider your child’s toileting skills as you choose the clothes he or she will wear each day. Clothes should be easy for your child to pull up and down. There should be no difficult snaps, hooks and buckles to prevent your child from managing the clothes with a minimum of help. Being able to do things for him or herself will promote your child’s independence.

Shoes should be sturdy, safe, and easy to get on and off. Shoes with Velcro are recommended. Shoes that are not appropriate and can be dangerous are open-toed sandals, flip-flops, dress shoes, and cowboy boots. We strongly urge you to **not allow** your child to wear them.

PERSONAL BELONGINGS:

Toys, coins and small items, food (candy, gum, etc.) should **not** be brought to the preschool. Toys may be lost or broken, and they cause arguments when other children want to take them. Coins and other small items can be dropped where smaller children can get them and choke on them or swallow them.

Children may bring a small stuffed animal to snuggle with at rest time. The stuffed animal must stay in their basket or cubbie at all other times.

Appropriate books, CD’s and DVD’s may be brought and used at story time. All such materials must be approved by the director in keeping with our Christian perspective. Please keep in mind that the items may become damaged or destroyed.

LOST AND FOUND:

Anything that your child brings to the preschool; clothes, personal belongings, as well as sweaters, jackets and coats, are **required to be labeled with your child’s first initial and last name on the items.** Please check in the preschool office for anything you are missing. Unmarked items will be donated to the Light House if not claimed within a week.

The preschool cannot be responsible for any lost, misplaced or damaged items.

PROGRAM PHILOSOPHY (CURRICULUM AND TRAINING):

Developmental learning programs are planned for each level of development in each classroom. The programs are designed with a basis in Christian principles to promote maximum intellectual, physical, emotional, social and spiritual growth. Activities in the curriculum are structured around daily experiences in art, science, music, language development, pre-math skills, social studies, large and small muscle coordination, self-help skills, and socialization, all using Christian principles as a foundation.

The preschool utilizes **The A Beka Curriculum** which consists of educational material produced by the A Beka Book publishing company. Located in Pensacola, Florida, it is associated with the Pensacola Christian Academy. In addition teachers will draw from **The Peabody Language Development** materials as well as other well-known **Scholastic Educational Materials and "Innovations - The Comprehensive Curriculum for Infants and Toddlers."**

INFANTS:

This unique program offers a delightful array of activities to teach your child about him or herself, other, their surroundings and the outside world. It makes daily routines such as diapering, bathing, dressing, and eating, special times. Teachers will use the simple but effective activities, (such as showing your child objects while diapering, explaining colors and articles of clothing, and filling a spoon and letting your child feed him or herself) to make learning essential skills exciting and allow your child to experience a sense of success. Your child will also be taught the Christian principles of trust, security and love by being cared for with warm loving patience; by being treated with respect; and by being given hug and being told he or she is special.

Teachers will read to your child, show pictures, sing songs and repeat Bible verses that relate Christian principles to your child.

TODDLERS AND TWO YEAR OLDS:

This notable program gives excellent ideas on how to encourage your child to become more independent as it builds on previous skills already learned. This program introduces problem solving skills, skills related to real life situations (which are the beginning of understanding abstract concepts), toileting and cooperation. Your child will have the opportunity to explore many types of materials used for art and other creative activities. He or she will also begin to practice and experience self-help skills, which is critical in the development of your child's healthy self-image. Activities will include, and be enhanced by, simple prayers, Bible thoughts and stories, pictures and the Christian example of the teachers.

Toilet training will begin during this time as your child indicates readiness. It is a simple and normal developmental process. However, we are aware that problems may arise when training is started too early or too late or when a child is being pressured for success. A child needs to have neuro-muscular maturity to be able to control his or her bladder and bowel and must indicate a "readiness" for the task in order to be successful. Once toilet training is begun, the home and the preschool must work together to accomplish this task. You and the teachers caring for your child need to agree on the initial starting time and the words to be used in this process. Please remember to dress your child in clothes that are easy to remove as well as providing extra clothes as accidents will occur while your child is being trained.

THREE AND FOUR YEAR OLDS:

This comprehensive program emphasizes the structure of language as well as its usage, meaning, and importance as a tool for reasoning. It stimulates learning that includes associative thinking, creative thinking, classification, vocabulary development skills, and connected speech. It also strengthens visual/motor coordination and sharpens perceptual skills and memory. Your child will exercise physical energy to explore and interact using manipulative materials. Your child will be encouraged to take part in dramatization of Bible stories, memorization of verses, singing songs, saying prayers, and discussing pictures which are all important parts of learning and reinforcing Christian principles. Teachers will seek to motivate each child by demonstrating their Christian enthusiasm.

All facets of our curriculum are predicated on play. Play is a powerful means of learning for young children. To children, play is their work. Objects that we call “toys” are “textbooks” to children and toys yield information that they use to practice skills, experiment, discover, imagine, create, solve problems, and express themselves.



DIETARY PROGRAM:

The Dietary (or nutritional) program of the preschool is designed to provide your child with a nutritious lunch each day as well as a healthy A.M. and P.M., snack in order to foster the good health and energy of your child. All varieties of foods prepared and served at the preschool meet and exceed federal guidelines in quality and quantity. Lunches and snacks are prepared in the commercial kitchen of the church and are served in the fellowship hall dining area.

Weekly menus are posted on the parent bulletin board of the preschool

**Children with special dietary needs must have their food provided by the parent.
A physician's note is required as verification.**

Food for infants and toddlers who are not yet eating table food must be furnished by the parent, as well as formula or milk, juice and water. Only unopened jars of baby food may be brought in for use. Formula or milk, juice and water must be prepared and in bottles or cups before being brought in and ready for use. Bottles and cups must be unbreakable. Baby bottles must have caps over the nipples.

State law requires that the caps, bottles and cups must be marked (or labeled) with the child's first initial and last name on them. In addition the current days date must also be on the above items.

State law prohibits mixing medication with formula or milk in baby bottles.

State law requires a written "Infant Feeding and Care Plan" for children under the age of one year. Parents complete this form and it is posted in the classroom. The plan must be updated by the parent each time the types and amounts of food change. Teacher will be happy to work with parents on introducing new baby foods and table foods as the child is ready for them.

Arrangements will be made to accommodate nursing mothers in the preschool office upon request.

Please do not allow your child to come into the classroom in the morning with breakfast from home or a fast food restaurant. It creates a problem for the teacher as other children want the food. You may accompany your child to the dining area and assist them until they are ready to come to the classroom.

You may bring a snack or treat provided it is enough for the entire class. The director must approve any snacks or treat, preferably the day before – 24 hours in advance.

REST TIME:

Each day children will take part in a quiet, restful time as part of the daily schedule. A comfortable cot will be provided by the preschool for your child.

You will need to bring a ***small*** blanket from home for your child to use at rest time. The blanket should be no larger than a beach towel, in fact, a beach towel is recommended. Your child's blanket should be taken home ***every Friday***, laundered, and brought back the following Monday.

Pillows are PROHIBITED for rest time (to sleep on) for ALL children unless prescribed in writing by the child's physician. If a pillow is prescribed, it must be "child-sized" and not a standard adult pillow.

Boppy Pillows are allowed for infants when they are playing on the floor. (The pillows provide extra protection and support when infants are learning to sit-up). They may not be used in the crib.

A foam wedge may be used in an infant's crib (under one end of the mattress) if the physician requests it in writing.

State law prohibits putting an infant down to sleep in his or her crib on their stomach. Blankets and pillows are also prohibited in cribs. Infants should be dressed in clothing that will maintain their comfort during sleep.

Older infants will be gradually trained to develop the sleep habits of the children who have an established rest time. Younger infants will follow their own natural sleep pattern.

During rest time each day, quiet music will be played and the lights will be dimmed throughout the preschool. If a child does not go to sleep after a reasonable amount of time, he or she will be allowed to do some quiet activity until rest time is over.

OUTSIDE PLAY:

Your child will have the opportunity to participate in outside play every day. Fresh air and sunshine are very important to the child's good health. Your child will run, climb, stretch, crawl, slide, swing jump, lift, pull, dig, pour, push, throw, kick, roll, balance, ride, build, share experiences, discuss objectives, and develop ideas. The playground is a wonderful place to foster all of these developmental skills. The preschool is designed with classrooms that all open out to small playgrounds with age appropriate equipment, and in addition a larger playground is available for the older preschoolers providing even more opportunities for variety. An even more special feature of the preschool is the fact that we have a climate controlled gymnasium that can be used by all age groups. It will be utilized when the weather outside is too extreme (either too hot or too cold) and it just also affords the special opportunity for a change of scenery from the classroom.

State law requires that infants have 1 hour outside daily, and all other children have 1 ½ hours outside daily. However, the weather will be assessed before taking the children outside. The temperature will be between 50 degrees and 90 degrees. Otherwise, the gym will be utilized.

DISCIPLINE:

Discipline is a very important part of our total program; it is the **second** most important thing that we **must do for the children**. The **first** and **most important thing is, of course, is loving them unconditionally**.

Discipline is prevention, redirection, guidance, consistency, and training. Correction may be necessary as in time-out and even punishment such as withholding a reward from time to time, but our main approach to discipline is helping children to develop self-discipline and self-control over their actions. We utilize the following approaches:

1. Teaching the child the difference between right and wrong
2. Establishing good routines
3. Setting limits
4. Clearly stating the rules
5. Establishing a caring, loving atmosphere

Our methods are as follows:

- Watching for actions that could lead to possible conflicts or negative behavior and being ready to divert attention to positive actions.
- Talking to the child about his or her negative feelings or behavior. Explaining the right way to act or behave, and asking the child what he or she thinks we should do.
- Allowing the child to express his or her personal feelings, and giving the child freedom to develop his or her own personality.
- Providing the child healthy outlets to vent his or her anger and frustration.
- Assessing each action of the child in an individual manner in regard to the circumstances surrounding the action.
- Regarding each set of circumstances as new and different.
- Realizing that no single approach will work successfully every time with every child.
- Helping the child to learn self-control in order to become self-directed.
- Giving the child time-out away from the group (1 minute for each year of age) until he or she agrees to have acceptable behavior back with the group or decides to play alone for a while.

Any continuing or re-occurring negative behavior will be reported to the director and she will bring it to the attention of the parents and ask for assistance. If there is a problem between two children, the other child will not be identified when discussing the problem with the parents. (Federal Confidentiality Law)

TEACHERS ARE INSTRUCTED THAT UNDER PENALTY OF LAW, ANY PHYSICAL OR VERBAL ABUSE OF A CHILD WILL NOT BE TOLERATED. NO CHILD WILL BE DENIED FOOD, REST, OR BATHROOM PRIVILEGES OR THREATENED WITH SUCH AS A MEANS OF DISCIPLINE.

FIRE DRILLS:*

Fire drills are held periodically at the preschool. A "Fire Drill Log" is maintained in the office showing detailed information as to the safety and expediency with which each fire drill is carried out. A Fire Exit Plan is posted in each classroom as well as all other areas to which the preschool has access. During fire drills and in case we have a real fire, all infants will be placed in an evacuation crib outside their exterior classroom door and the crib will be rolled to a designated area away from the building. Children who are walking will hold onto the "Lifeline" that they have been trained to hold onto and they will be lead from the building out of the exterior doors of their classrooms by their teachers.

TORNADO DRILLS:*

The preschool holds periodic tornado drills during which time children are taken into the corridors with no windows. The older children are assisted by employees in a kneeling position facing the walls with their heads down and covered with blankets. Infants are placed on blankets with crib mattresses propped over them at an angle against the wall and employees holding the mattresses in place with their bodies to form a tunnel.

*The above drills are required to give employees and children the necessary training needed in order to act quickly and appropriately to affect the safety of everyone.

The preschool utilizes a weather radio as an important part of our overall readiness for any weather related emergency situation.

IT IS EMPHASIZED TO ALL EMPLOYEES THAT AVOIDING INJURIES AND SAVING LIVES MUST TAKE PRECEDENCE OVER ALL OTHER ISSUES IN TIMES OF EMERGENCY.

HURRICANE:

If a hurricane watch is issued during our operating hours, the preschool will begin to monitor weather conditions as reported on regular radio, weather radio, television, internet and by phone with civil defense. Considering the fact that we are able to know the details of a hurricane threat well in advance, we feel that we can plan ahead and let parents know if/when we will be closed and when we will re-open. If we make a decision during our normal closed hours, we will notify parents by internet (face book, email, and text) and recorded voicemail messages on our phone. If you have questions at any point in time, and have not heard from us, please feel free to call us.

THE PRESCHOOL WILL, IN MOST CASES, USUALLY MAKE THE SAME DECISIONS AS THE PUBLIC SCHOOL SYSTEM IN RELATION TO CLOSING AND RE-OPENING.

Other emergencies that could necessitate the closing of the preschool include a power outage, broken water pipes causing flooding, fire, or any other physical damage to the building or grounds. In such cases, the preschool will notify you as to our closing and our re-opening.

ENRICHMENT EXPERIENCES:

When opportunities for enrichment experiences are offered to the preschool, such as music lessons, gymnastics, sports, etc., you will be made aware that they are available. Some experiences may require a fee, others may be available at no charge. Participation is strictly voluntary.

PARTIES:

Parties are held in the classrooms usually in the afternoons after the children have finished their rest time. On occasion parties may be held in conjunction with lunch.

When preschool sponsored parties are being planned, teachers will post a list on their classroom doors and give you an opportunity to sign-up for any items that you wish to contribute. Homemade goodies are acceptable and welcomed. Healthy treats are preferred. Children enjoy small cupcakes rather than a large cake. They are easier to handle. The preschool invites you to come to the parties when possible, and you are encouraged to lend a helping hand. Parties and guidelines are listed below:

1. **Valentines Day** – The children bring cards that are signed, but not addressed to any particular child. This makes distributing the cards easier. Your child will need to bring a card for each child in the class. The children will enjoy party foods at their afternoon snack time and then open their cards.
2. **Easter** – An Easter egg hunt will be held during the morning and the party will be incorporated into the lunch time.
3. **Thanksgiving** – The children will take part in a “Pretend Feast” during the afternoon snack time. They will dress as Pilgrims and Native American Indians and the party foods will be the “feast.”
4. **Christmas** – Each class will celebrate in their classroom with their decorated Christmas tree during afternoon snack time. They will have delicious party foods, sing Christmas songs, and wrap a family gift (handmade by them earlier) to take home to their family.
5. **Birthdays** – You may want to celebrate your child’s birthday at the preschool. If so, please let us know one week in advance. We will furnish your child with a birthday crown and certificate and sing Happy Birthday at lunch time. **No gifts are exchanged at the preschool.** If you plan to have a party for your child at home (or another location) and are planning to invite some children from the preschool, please do not give out invitations in the presence of those children who are not invited. Children are heartbroken when they are aware that they are being left out.

SPECIAL OCCASIONS:

The preschool plans a variety of special occasions throughout the year. In addition to the regular classroom parties, we host occasional open houses, and programs, etc. We always do something special for Mother’s Day and Father’s Day.

PARENT/PRESCHOOL COMMUNICATION:

Communication is the basis of understanding and cooperation between parents, teachers, and the administration of the preschool. Communication bridges the transition from the home to the preschool for the child. Your comments, concerns, and suggestions are always welcomed. For your convenience, opportunities to communicate are as follows:

Parent Visits and Observations – You are encouraged to visit and observe any time your child is present at the preschool. There are small windows in the doors of the classrooms where you may be able to get short glimpses of your while he or she is participating in class activities. You may sit-in in the classroom if you wish; however, we ask for you to not disrupt the classroom activities if your child is sensitive and easily upset or has difficulty separating from you if you need to leave.

Family or Friends Visiting – If your relatives or friends wish to visit the preschool to see your child, you must notify the director and the teacher **in advance**. Also, in preventing disruption of the class, visitors must abide by all preschool policies. Visitors are **not** allowed in the infant room at **any time** or classrooms during **rest time**.

VISITORS MUST RING THE DOORBELL

Parent Bulletin Boards – There is a bulletin board in the hallway as you come into the building. This bulletin board is to keep you and employees of the preschool informed of policies and state and federal laws. There are bulletin boards in each of the classrooms. These bulletin boards are to keep parents informed about classroom schedules, Lesson Plans, upcoming events, etc.

Parent Conferences – The preschool welcomes parental involvement at all levels. We want to hear from you as to how we may be of assistance to you and your child. We want to hear about any concerns you may have. We cannot address your concerns unless you personally inform us of them. If you need to talk with the teachers who work with your child and/or with the director, a conference can be arranged through the preschool office at any time.

SUPPORTING YOU IN PARENTING:

We at the preschool desire to be supportive to all of our parents and children. We know that parents are their children's first and most important teachers. And we know in addition to parents, children's teachers are of primary importance in their young lives. Children's initial experiences with adults are critical in determining how they will relate to others, how they feel about themselves, and how they will perform academically. All children deserve to be in an environment where they are safe, loved, and learning. We believe that being involved in the lives of young children and their families through teaching is an enriching and stimulating experience and we, therefore, will strive to support you in every way we can.

We feel that the following suggestions are important for you use at home to extend and enhance the experiences had by your child while at the preschool:

1. Become acquainted with the teachers who are working with your child and get to know your child's friends.
2. Be sure that the teachers working with your child are aware of your child's likes and dislikes.
3. Share your ideas and concerns about your child's activities with the teachers who are working with your child.
4. Contribute your time, if possible, to read to the class or to help with classroom activities or with special activities. If you have a talent you would like to share, such as, musical, drawing, culinary skills, or carpentry, etc., please let us know. Not only will your child benefit from it, but other children will also.
5. Read your child's Daily Reports for helpful information in talking with your child about his or her day at preschool.
6. Display your child's artwork or special projects and discuss them together.
7. At the appropriate age, allow your child to dress and feed him or herself. Give your child the opportunity to help at home. Ex. Setting the table, emptying the trash, folding clothes, and picking up toys, etc. This will encourage independence and establish a basis for many other readiness skills.

THIS PARENT HANDBOOK HAS BEEN DEVELOPED AS A TOOL TO INFORM YOU AND ASSIST YOU AS WE WORK TOGETHER FOR THE BENEFIT OF YOUR CHILD.

WE ASK THAT YOU KEEP IT HANDY AS A REFERENCE WHEN YOU HAVE QUESTIONS AND/OR WHEN YOU NEED TO REFRESH YOUR MEMORY REGARDING THE POLICIES AND PROCEDURES OR THE PRESCHOOL.

THANK YOU FOR READING THIS HANDBOOK AND ABIDING BY IT.

IT IS REVISED AND UPDATED PERIODICALLY AS NEEDED.