



# 2023-2024

# Parent Handbook

## **TBC Preschool Parent Handbook 2022-2023**

Thank you for choosing TBC Preschool to care for and educate your child. We strive to provide a safe and loving environment that will promote spiritual, physical, and mental growth in your child. This handbook is designed to answer any questions you may have about TBC Preschool's program and policies. After you have read through each page, we ask that you sign a Parent Handbook Agreement form stating that you agree to the policies and procedures of TBC Preschool.

*The director reserves the right to amend this handbook at any time. Parent will be promptly notified in writing of any such changes.*

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## Goals & Purpose

- ❖ To provide an academic atmosphere where children are encouraged to be creative learners.
- ❖ Develop an appreciation for education and a love of learning.
- ❖ Educate the child spiritually, cognitively, emotionally, and socially.
- ❖ Develop quality friendships in a safe and comfortable environment.
- ❖ Develop a sense of responsibility and independence by teaching developmental skills and strengthening decision-making skills.
- ❖ Develop the ability to work and play in groups, as well as independently, and promote healthy relationships with peers and adults.

## Curriculum & Bible Time

### Curriculum:

We use the A Beka program. We strive to equip students with Kindergarten readiness skills that are required to begin school.

### Bible Time:

Bible Time is a fundamental part of our learning at TBC Preschool. The children will have Bible time throughout the week. They will participate in music, worship, and a Bible lesson.

## School Policies

**Admission Policies:** TBC Preschool serves children six weeks through five years of age. To enroll, registration forms must be completed and an annual registration fee paid. This fee will hold your child's spot at the preschool and is NON-refundable. All remaining fees, as well as the first week's tuition, are due by the first day of the child's attendance.

**All forms are required to be completed and returned to the director prior to the child's first day of attendance.** Children with special needs will be evaluated and considered for admission by the director and child's teacher. If it is felt the child will be able to participate in and benefit from the type of care and daily program that TBC Preschool offers, the child will be accepted.

**Tuition:** Tuition is to be paid on a weekly basis. However, if you would like to pay bi-weekly or monthly, you may do so. Payments are due in advance of service and all tuition is due on the Friday of the upcoming week. Any other arrangements need to be made with the director.

**Tuition not paid on the due date will begin incurring a \$10 per week late fee and will incur an**

**additional \$10 for every week thereafter that the payment is late. A child will not be allowed to attend class when their account is 2 weeks past due.** Please see the director to discuss payment arrangements to bring past due account current. We accept cash, checks, and credit cards. We also offer recurring billing system. We highly recommend that you place a card on file for recurring payments. Please see the front desk for more information.

If your child is sick or stays out for any reason, tuition is still due. No credit will be given as a result of student absence. We must plan to have all staff here even if your child does not attend.

### **Tuition Rates:**

Ages 2 Years & under: Weekly fee- **\$150**

\*Once they turn 2, their weekly fee will drop.

Ages 2 Years -5 Years: Weekly fee- **\$140**

Summer Camp Weekly Fee- **\$130**

Summer Camp Registration Fee- **\$50**

Infant-1 Year Registration Fee- **\$50**

1 Year- K4- **\$85**

1 Year Curriculum Fee- **\$20**

K-2 Curriculum Fee- **\$30**

K-3 Curriculum Fee- **\$55**

K-4 Curriculum Fee- **\$90**

**\*These rates are subject to change**

**Returned Check Fee:** Any checks returned for insufficient funds will incur a \$30 fee. After 3 returned checks, you will be placed on a cash only account for 1 year.

**Sibling Discount:** We offer a discount for families with more than one child enrolled at our center. The discount is ten percent (10%) off each ADDITIONAL child. The 10% will be deducted from the oldest child's tuition.

**Changing Enrollment Status:** In the event you plan to change your child's enrollment status for any reason, a two-week written notice is required. If we do not receive proper notification, you will still be responsible for two weeks' tuition for the neglect of notification.

**Daily Operations/Schedule/Holidays/Weather Closings:** TBC Preschool operates Monday through Friday, 6:30 A.M.- 5:30 P.M. Drop off in the mornings end at 9:30 A.M. This is to ensure that all children are accounted for lunch count, staff ratios are met, and they are not missing curriculum time. All lessons, classwork, crafts, etc. will begin at 8:30 A.M. each morning. To

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ensure your child can participate in all of the class activities, we ask that you keep this in mind when arriving late, scheduling appointments, etc. **ANY CHILD ARRIVING AFTER 9:30 A.M. MUST HAVE AN EXCUSE TO ENTER.** If there is an emergent need to drop off your child after the drop off time, please call the preschool and speak with the Director.

**Daily Schedule:**

6:30- 8:30 A.M. Arrival

8:30-10:30 A.M. Learning Time

10:30-11:30 A.M. Play Time

11:30 A.M.- 12:30 P.M. Lunch Time

12:30-2:30 P.M. Nap Time

2:30- 3:30 P.M. Snack Time

3:30-5:30 P.M. Dismissal

A morning snack is provided at 9:30 A.M., so make sure that your child has eaten breakfast before arriving. You may bring your child breakfast until 8:00 A.M. Anything brought in after 8 A.M. will be given to them at snack time. ANY BREAKFAST BROUGHT FROM HOME MUST BE IN A DISPOSABLE CONTAINER. NO GLASSWARE WILL BE ALLOWED. *\*If your child has a food allergy, please make us aware of them.*

**TBC Preschool will be CLOSED on the following dates (these dates are subject to change each year): September 4<sup>th</sup>, November 23<sup>rd</sup> & 24<sup>th</sup>, December 25<sup>th</sup> & 26<sup>th</sup>, January 1<sup>st</sup>, March 29<sup>th</sup>, May 27<sup>th</sup>, July 4<sup>th</sup> & 5<sup>th</sup>, and August 2<sup>nd</sup> for Open House.**

**\*Summer Camp Wait List** will begin the **THIRD MONDAY of each January**. Your child must have completed kindergarten to qualify for the summer program. **Summer Camp is for children in Kindergarten to 5<sup>th</sup> grade.**

**Inclement Weather:** Our preschool will use the Cullman County School policy AS A GUIDE during inclement weather conditions. TBC Preschool reserves the right to follow or not to follow the Cullman County Schools opening/closing dates and times.

Please note that when county schools are delayed a certain amount of hours, we will open one (1) hour before they do. For example: If schools open at 10:00 A.M., we will open at 9:00 A.M.

If the schools dismiss early, we will close (1) one hour after they close. For example, if they close at 1:00 P.M., we will close at 2:00 P.M.

**Parking:** Please allow time when dropping off your child to park and enter with your child. Extreme caution and safety should be exercised in the parking lot. The parking lot can become a

dangerous place for children who may run ahead of their caregiver. **MAKE SURE TO HOLD YOUR CHILD'S HAND AT ALL TIMES.**

**Dropping Off/Picking Up:** The parent or guardian must check the child in/out upon arriving and departing the preschool. There is a centralized electronic system for signing in and out your child, located at the front desk. This system is used to take attendance and the accuracy of the list is imperative for your child's safety. Parents who routinely fail to check in and check out their child will be charged a \$10 fee each week. We require each guardian/caregiver to physically drop their child off with their teacher. **Please do not send your child to their classroom alone. A parent or guardian must accompany their child to their classroom.**

When picking up your child, please be respectful of the classroom schedule and activities. Nap time is staggered for classes between 11:30 A.M. and 2:30 P.M. If you need to pick up your child early, please do so before or after these hours. If an emergency comes up, please call the preschool on your way therefore we are able to remove your child from the classroom without disturbing classmates.

*\*ONLY adults who have been authorized on your child's enrollment forms will be allowed to pick up. If you have made arrangements to have a friend or other family member pick up your child, please be sure to inform the preschool. No adult will be allowed to pick up any child if the adult appears unable to safely drive and/or safely take care of the child.*

**Late Pickup Policy & Fees:** There will be a late charge of \$5.00 per minute if your child is picked up past 5:30. The late fee will be added to your child's account. The electronic sign in system will be used to determine late fees. If there is an emergency and you cannot pick up your child before closing, please try to make other arrangements for your child to be picked up. If that is not possible, contact the center immediately.

### **Teacher-Parent Communication**

Frequent communication between staff and parents is essential in providing quality care for your child. We encourage parents/caregivers to communicate regularly with their child's teacher. The best way to contact your child's teacher is through GroupMe. Times can be scheduled to discuss your child's class participation, progress, etc. by calling the preschool at 256-347-6777.

Teachers should be informed about any changes in home life, i.e., parents going out of town, illness or death of a relative or pet, new sibling, etc. Such situations may cause changes in a child's behavior and an informed teacher can respond more sensitively to your child's needs.

**Messaging Services:** Any updates on important information regarding delayed opening, closings, and other information will be posted on our Facebook page, [www.facebook.com/tbcpreschoolcullman](https://www.facebook.com/tbcpreschoolcullman), as well as through the TBC Preschool text messaging services- Thryve and classroom GroupMe.

Text “preschool” to **(833)-507-0157** and follow further instructions to join our messaging service. Please be sure that your email/phone number is up to date and that you download the GroupMe app. This will be a vital tool in communication with parents/teachers.

### **Parent Participation/Responsibilities**

Parents may visit at any time. Certain periods of the day may be restricted to insure smooth operation of the preschool. These times include nap time **(12:00-2:30 P.M.)** or times when the children are involved in educational activities.

- A parent/guardian must sign the child in and out of the preschool each day.
- The parent/guardian must contact the preschool if their child will be absent for the day.
- The parent/guardian will provide and maintain at least one change of clothing including socks, underwear, and shoes, for their child at the program.
- The parent/guardian will abide by all of the aforementioned rules and regulations in this handbook for Temple Baptist Church Preschool.

### **Home & Center Cooperation**

**Clothes:** Children should be dressed and ready for preschool in appropriate clothing suitable for indoor and outdoor play. No pajamas unless it is a special event. Girls with dresses should have shorts on underneath their dresses. **Due to the nature of children’s activities and for safety reasons, we require CLOSED TOED shoes to be worn but every walking child at TBC Preschool.**

**Each child must have a complete change of clothing, including socks, shoes, and underwear, at the preschool at all times, in case of an accident.** The clothing should be labeled with your child’s name.

If your child is potty training, please provide **AT LEAST** three **(3)** complete changes of clothing. These items will be left at the preschool in the child’s cubby. We ask that any outfits that are difficult for your child to get in and out of when using the restroom not be worn. For example: rompers with buttons on the back or overalls.

**Personal Belongings:** Please label all of your child’s belongings. We ask that all children’s toys be kept at home. We cannot be responsible for lost or broken toys. We do not allow toy guns, toy knives, toy swords, or any toys of destruction which may encourage violence or aggressive play.

**Toileting & Toilet Training:** All children must be completely potty trained prior to enrollment in our 3-year old classes. Also, any child who is three years old by **September 1<sup>st</sup>** must be placed in our 3-year old classroom, unless the child has been previously granted a developmental and/or medical exemption from the director. **We will not be able to enroll or re-enroll your child for our three-year old classroom if they are not potty trained.**



TBCP defines a potty trained child as a child who can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash & dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the restroom or if we are outside and away from the restroom.

We ask that you begin the training at home, preferably over a weekend or holiday. We can then discuss a plan to coordinate similar efforts and methods while your child is in our care. Team work and daily communication will provide the consistency necessary for effective results. The preschool staff will work together as partners with you, the parents, in assisting each child achieve the skills that are necessary for independent potty time and hygiene.

### **Food Service**

**Snack:** TBC Preschool provides a morning and afternoon snack every day. Please make sure your child has eaten breakfast before arrival. We realize from time to time you may have to drop off early or may be running late. If you need to bring breakfast for your child, you may do so until 8:00 A.M. any breakfast brought from home must be in a disposable container. **NO GLASSWARE WILL BE ALLOWED.**

**\*IF YOUR CHILD HAS FOOD ALLERGIES, PLEASE MAKE US AWARE OF THEM\***

**Lunch:** We ask that you provide your child with a lunch. It can be hot or cold. We will have a microwave to heat any items that need warming up. Please be sure your child's lunch containers have their names on them.

### **Classroom Invitations/Celebrations**

**Birthday Celebration:** Birthdays can be celebrated during class time. Parents may bring PRE-PACKAGED treats for the children's snack. Please make arrangements with your child's teacher or the director for any specific class rules or dietary limitations.

**Classroom Invitations:** If your child is planning on inviting friends to a birthday party and wishes to give out invites, you must either make invites for each student in the classroom or make other arrangements for them to receive their invitation.

## **Health & Safety**

Our preschool is cleaned and sanitized on a daily basis to help control germs and bacteria. We have also installed Wave-R air purifiers to help keep TBC Preschool as clean and healthy as possible. To help us maintain a healthy environment for your child/children and to protect your child's health, as well as the health of others, please follow the ILLNESS POLICIES in this handbook.

TBCP should be called if a child will be staying home due to illness. The staff needs to be aware of illnesses which may be present among the children and it is important to notify the preschool if you suspect your child may have an infectious disease. These include, but are not limited to: **COVID-19; conjunctivitis (Pink eye); chicken pox; strep throat; scarlet fever; stomach bug/flu; hand, foot, and mouth; ringworm; and bacterial diarrhea.** If your child may have been exposed to one of those illnesses at the school, we will distribute a notice to you.

### **A CHILD MUST BE KEPT AT HOME IF HE/SHE HAS:**

- A fever. A child should stay home until a normal temperature has been maintained for 24 hours without the aid of fever reducing medication such as Tylenol or Motrin.
- An unusual rash that may be a symptom of a contagious disease.
- A contagious virus such as measles, mumps, chicken pox, ringworm, or roseola.
- An eye infection with discharge. After being examined and placed on medication, the child may return when they are no longer contagious.
- An ear or throat infection. Once the child has been examined, placed on medication, and made comfortable, he/she may return to school when no longer contagious.
- A cold. A child should stay home until the symptoms of a cold such as coughing, sneezing, watery eyes, and thick green mucus secretions have subsided without medication.
- Diarrhea and/or symptoms of flu. A child who has been vomiting and/or complaining of a headache may get even worse at school.
- A persistent, hacking cough
- Difficulty breathing

### **A CHILD WILL BE SENT HOME: when any of one of the following conditions exist:**

- **Temperature:** tympanic (ear) temp of 100° or greater until the child is fever free, un-medicated, for 24 hours since preschools detection.

- **Hand-Foot & Mouth Disease:** a child should not return to school until lesions are no longer visible, unless health care provider or health official determines the condition is non-infection.
- **Head lice, scabies, ringworm, or other infestation:** until 48 hours after treatment is initiated and the child is nit free as determined by TBC Preschool Staff. TBC Preschool Staff will do random checks.
- **Symptoms and signs of severe illness:** such as unusual lethargic, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs until medical evaluation indicates inclusion.
- **Diarrhea Illness:** **three episodes of loose stool at school, watery stools within a 24-hour period**- until diarrhea stops or until a health care provider determines illness to be non-communicable and the child is not in danger of dehydration.
- **Vomiting Illness:** One episode of vomiting at school- until vomiting resolves or until a health care provider determines illness to be non-communicable and the child is not in danger of dehydration.
- **Strep Throat or other Streptococcal Infection:** until 24 hours after antibiotic treatment and cessation of fever as above.
- **Chicken Pox:** Until 7 days after onset of rash or until all sores have dried and crusted and no new sores have appeared.
- **Mouth Sore:** Unless a healthcare provider or health official determines the condition is non-infection.
- **Rash with Fever or behavior change:** Until healthcare provider determines the symptoms do not indicate a communicable disease.
- **Purulent conjunctivitis (Pink Eye):** Or red conjunctiva with white or yellow discharge until 24 hours after treatment has been initiated.
- **Tuberculosis:** Until a healthcare provider or health official states that the child can attend childcare.
- **Impetigo:** Until 24 hours after treatment has been initiated.
- **Pertussis:** Until 5 days of appropriate antibiotic treatment to prevent an infection has been completed.
- **Mumps:** Until 9 days after onset of parotid gland swelling.
- **Hepatitis A Virus:** Until 7 days after onset of illness or as directed by the health department when passive immunoprophylaxis, currently immune serum globulin has been administered to the appropriate staff and children.
- **Measles:** Until 6 days after onset of rash.
- **Unspecified Respiratory Illness:** Ill children with common cold, croup, bronchitis, RSV, pneumonia, and otitis media, whose symptoms require special staff attention until symptoms subside.
- **Herpetic Gingivostomatitis (Herpes Simplex):** With uncontrollable secretions, until symptoms subside or until the recommendation of a healthcare provider.

- **COVID-19:** Improvement in respiratory symptoms (e.g. cough, shortness of breath, and at least 5 days have passed since symptoms first appeared or a negative COVID-19 test.

**\*If a child is unable to come to the preschool or is sent home because of one of the above listed conditions, a healthcare provider note releasing the child to come back to the school will be required for our records.**

**Closing Due to COVID-19:** In the event that a child or staff member contracts COVID-19, all parents and staff members will be contacted immediately, and the class with direct exposure will close for a minimum of 2 days to ensure the space can be professionally cleaned and disinfected. Any child or staff member who reports a diagnosis of COVID-19 will be suspended for the current CDC recommended self-isolation period or until notice that there is no risk of contracting the virus is provided by a medical official.

**In Case of Minor/Dental Accident:** Parents will be contacted upon injury. If the parents are unable to be reached, the persons listed on the child's Emergency Contact Sheet will be contacted. The parents/emergency contact may then decide whether or not to pursue further medical treatment with a healthcare provider. If the injuries are life threatening, 911 will be contacted immediately to see emergency medical care.

**Emergency Contact Information:** In the event of an emergency involving your child, it is imperative that we be able to reach you in a timely manner. Please make sure that the preschool has the correct information for any emergency contacts on file.

**Immunizations:** All children enrolled in TBC Preschool must have an up-to-date immunization record on file at the preschool. Children not yet age eligible for immunizations are exempt from this requirement.

**Handwashing:** Children will be required to wash their hands upon arrival, before eating snacks or lunch, after playing on the playground, before leaving for the day, and after sneezing or coughing in them. Children who have sensory challenges with handwashing will have modified handwashing routines which are individualized to them. If you have concerns about specific products used for handwashing, please reach out to the front desk. If you would like to have your child use hand sanitizer, we must have a signed authorization form on file.

**Administering Medication:** Medication that needs to be administered to a child can be done by TBC Preschool Staff only under the following conditions:

\*A "medical authorization form" filled out by and signed by the parent that is on file at the preschool.

\*The medication is kept in a container with an unaltered label.

\*The container's label has the child's name, medication name, dosage, and date.

\*Medication shall be administered only when approved by the child's parent and in accordance with label directions.

\*A log will be maintained indicating time of administration, amount, receipt, and staff.

### **Handling Classroom Concerns:**

If you ever have concerns about your child's care or education, please schedule non-classroom time for a private discussion with the teacher to discuss and to partner in resolving any concerns. If the issue is unresolved, please contact the preschool director via preschool phone or email.

### **Discipline:**

Unfortunately, there are some reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child/children in order to prevent this policy from being enforced.

### **WHEN A CHILD IS HAVING A BEHAVIOR PROBLEM IN THE CLASSROOM:**

- 1) Staff will have a behavior chart to monitor and keep track of daily negative behavior. When negative behavior becomes consistent & does not seem to be resolved, we will then send home a Behavior Form giving the parent details of the day and where the behavior started. This is strictly for communication and documentation purposes.
- 2) Staff will try to redirect child from negative behavior.
- 3) Staff will reassess classroom environment, appropriate of activities, supervision.
- 4) Staff will always use positive methods and language while disciplining children.
- 5) Staff will praise appropriate behaviors.
- 6) Staff will consistently apply consequences for rules in the handbook and posted in classroom.
- 7) Child will be given verbal warnings.
- 8) Child will be given time to regain control based on developmentally appropriate standards.
- 9) Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally.
- 10) Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

### **Biting:**

As with any behavior, biting is dealt with according to the age of the children involved, the reason for biting (if it can be determined), the frequency of the biting, and other circumstances.

#### General guidelines for biting include:

- Helping the bitten child feel better and providing appropriate first aid.
  - Completing a Bite Report for the parents of the bitten child as well as for the parents of the child who bit.
  - Discussing the situation with the biter's parents.
  - Carefully observing the involved children to identify any events or occurrences to prevent further biting.
  - Maintain a log to track the behavior.
- \*After every effort has been made to prevent the child from biting, children who bite three times in the same day will be sent home. In the case of extreme repetitive occurrences, a child may be dismissed from our program.

### **CHRONIC DISRUPTIVE BEHAVIOR:**

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary. **After 3 written disruptive behavior notes are sent home within a month, the following Chronic Disruptive Behavior Policy will be enforced.**

**Initial meeting:** If a child's extreme uncontrollable behavior continues to physically or emotionally endanger staff or other children at our center, a parent meeting will be requested by the management staff and the child's teacher. **The problem behavior will be discussed and recorded, and goals for correction will be established.** If the behavior has not been resolved within 4 weeks, a second meeting will be scheduled.

**Second meeting:** If, after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested by the management staff. The behavior correction goals will be discussed again and a new behavior plan will be defined.

**Suspension/Dismissal:** If no progress occurs within the established timeline, a week suspension will result. Parents will be responsible for payment during the length of suspension. Dismissal of the child will occur after 3 suspensions, or immediately if the child's behavior severely injures a staff member or another child.

**PARENTAL ACTIONS FOR CHILD'S SUSPENSION/DISMISSAL:**

- 1) Failure to pay- more than 2 weeks behind.
- 2) Failure to complete required forms including the child's immunization records.
- 3) Verbal abuse to staff, including but not limited to yelling or threatening any TBC Preschool Employees.

**CHILD'S ACTIONS FOR SUSPENSION/DISMISSAL:**

- 1) Uncontrollable tantrums/angry outbursts.
- 2) Ongoing physical abuse/aggression to staff or other children (e.g. hitting, biting, kicking, hair-pulling).
- 3) Willful destruction of property.
- 4) Repeated use of profanity.
- 5) Failure to be potty trained before enrollment into the 3-year-old class.