

# Pleasant Ridge Baptist Church Mom's Day Out/Preschool

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## Mission Statement

Our mission is to provide every child with a quality early childhood experience. We strive to create a safe, nurturing, and developmentally appropriate environment that leads each child to learn to make decisions and solve problems. It is our goal that each child will be academically prepared for the next age level as well as develop a positive outlook toward school and acquire a lifelong love for learning.

Welcome to our Preschool Program! We are happy to have your child in our program. Our goal is to provide a safe and loving environment for all our children while they are in our care. Your child will be given new and challenging experiences to work through each day. He/She will be allowed to work at his/her own pace without feeling pressured into doing something they are not ready to do. However, we are not equipped to provide the necessary support for children who may require special accommodations or have special needs. Children with English as a second language must be able to communicate their basic needs and understand basic commands in English.

- **Toddlers:** Tuesday - Friday Ages 15 months – 23 months. Must be 15 months by September 1 and walking.
- **Older K2s:** Tuesday - Friday Must be 2 by September 1.
- **K3<sup>1</sup>:** Tuesday - Friday Must be 3 by September 1.
- **K4:** Tuesday - Friday Must be 4 by September 1.

All students must have a full-size backpack and a complete change of clothes.

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<sup>1</sup> All K3 & K4 preschool children must be potty trained. This includes going to the bathroom on their own and being able to use proper hygiene. K3 & K4 children are not to wear pull-ups. We understand there may be an occasional accident but should not be a recurring issue. If multiple accidents occur, a plan will be discussed with parents which may include the child remaining at home until potty training is mastered.

## **Fees & Tuition**

We are a non-profit organization. All the fees and tuition are used to give your children the best care.

- An \$80.00 non-refundable registration fee is due at the time of registration. This is necessary to guarantee your child a place in the class.
- A Supply Fee of \$50.00 is due at the Open House. This is a one-time fee for the year. Tuition is due by the first school day of the month. After the 10<sup>th</sup> day of the month, a late fee of \$15 will be applied and your child may not return to school until the balance is paid in full.
- There will be No makeup days for absences or holidays. We have a full class schedule each day and must follow our schedule accordingly. You will be charged for the days your child is scheduled to attend even in the case of absence.
- **Toddlers and K 2's tuition is \$230.00 per month** (4 days a week) to be paid monthly. You will receive a calendar each month with a total for your child's tuition according to the days your child is scheduled to attend. You will not be charged for holiday closings that fall on one of your child's scheduled days.
- **K3 and K4 tuition is \$215 per month.** There are no discounts for holidays or partial months.
- All tuition should be placed in an envelope with your child's name and placed in his/her folder or given to the director.
- Please make sure your child's name is on the check to receive proper credit to your account.
- If paying with cash, please put the money in a sealed envelope with your child's name on the front.
- Receipts will be sent home in folders/backpacks at the end of the week. \*There will be a \$30 returned check fee which may result in a "cash only" payment plan for future payments.
- Paying through PayPal/Brightwheel you must add a \$5.00 fee per transaction.

## **Day and Hours of Operation**

- *Tuesday – Friday 8:20 a.m. – 12:50 p.m.*
- Dismissal: 12:40 pm (see dismissal)
- A late charge of \$10 (15-minute increments) will be paid at the time of pick-up.

## **Morning Drop Off**

- The doors will open at 8:20 am
- Please sign your child in. \*Please say your goodbyes outside and allow your child to walk to his/her classroom. \*Classes start as soon as the children arrive. Please be on time so your child will be ready to start the day.
- DO NOT block the left outside lane until doors open so teachers can get in the parking lot.

## **Afternoon Dismissal**

- Toddlers and K2 will dismiss at 12:40; K3 will dismiss at 12:45 and K4 will dismiss at 12:50 pm. If you have K3 or K4 and a younger child, please wait for the later pick-up. We have a pick-up line for parents to drive through. You will be given a car tag at registration to put on your car mirror with your child's name on it. You may walk up and get your child if you do not want to wait in the car line. If you walk up, please bring your tag with you.
- Please form 2 lines in the back drive-through area (one under the covered area and one on the outside of the covered area)
- Parents/Guardians must put their child in his/her car seat.
- In case of rain, please form 1 line under the covered drive-through. \*Children must be picked up at the end of the day by someone who is on your child's "pick up" list. If your child must be picked up by someone not listed, please make arrangements with the director in the morning when your child is dropped off. In case of an emergency, and this is not possible, please call the preschool office to make arrangements (434-9990). This person will be required to provide a picture I.D. to the director before the child can be released. This is for your child's safety!! \*Please pick up your child on time. \*We understand there are times when you need to pick up your child early, but please do so before 12:30.

## **Lunch**

- Please send lunch with your child each day.
- No glass containers are allowed.
- We are not allowed to heat or refrigerate food.

- Try to send foods that your child can easily manage while feeding themselves.
- Please do not send candy or things with high sugar content.
- Food suggestions include sandwiches, chips, pretzels, fruit, crackers, cheese, raw vegetables, dip, Jell-O, pudding, etc.
- You may want to use a thermos or heat/cold pack to keep food fresh.

### **Parties/Birthdays**

- Teachers will schedule parties for specific holidays. You will receive information regarding parties and things needed.
- Other children and siblings are not permitted to attend class parties. \*Parents may provide prepackaged refreshments for birthdays. Please send enough for all the children in the class. Please plan with the teacher in advance. Teachers will not pass out party invitations unless the entire class receives an invitation.

### **Clothing**

- Please dress your child in comfortable clothes and shoes for play. \*Tennis shoes or other soft-soled shoes are necessary for your child's play safety during indoor/outdoor playtime.
- We will go outside every day that weather permits. Please dress your child appropriately for the weather. Layers are good during cold weather. If your child needs sunscreen or bug repellent, please apply before coming to school. \*Please keep a complete change of clothes in your child's bag every day. You may put the clothes in a large zip-lock bag to keep in your child's bag.
- Please label all your child's belongings (jackets, sweaters, hats, bags, etc.).

### **Discipline Policy**

- Our program uses positive discipline techniques.
- Discipline and guidance will be consistent and based upon the understanding of your child's needs and development.
- We strive to promote self-control and acceptable behavior.
- Children will be counseled on the reason for the disciplinary action. \*If the behavior is repeated, the child will be sent to time out for a brief period in the classroom.
- For continued misbehavior, a child may have a loss of playtime or time out in the director's office.
- Each child in the preschool program will bring a folder home in their backpack each day. Please check these folders daily. This is how your child's teacher will

communicate with you about behavior and important classroom news. \*No child will be allowed to use physical abuse toward other children or adults. If this behavior occurs, the child will be sent to the director and the parent will be notified. This can result in the child being sent home until further notice by the director.

- The staff is committed to working with parents in correcting discipline problems while instilling in the child feelings of love and self-worth. \*If problems cannot be resolved, the child will be terminated from the program. \*Please talk to your child about appropriate behavior and respect for others. \*These guidelines are necessary for us to provide a safe and positive learning environment for every child in our program.

### **Withdrawal Notice**

- If you wish to withdraw your child from the Preschool Program, you are required to give two weeks' notice in writing to the program director, or you will be charged for the full month. If your child is absent more than two weeks, and we have not been notified, your child may be withdrawn from the program.

### **Health & Safety**

- An original birth certificate with a seal is required. A copy will be made for the preschool to keep on file.
- Certificate of Immunization form prepared and signed by the child's physician (Not a copy). This form must be kept current throughout the year as changes may occur.
- An emergency release form must be completed (included in the registration packet). In case of an emergency, every effort will be made to contact the parent or guardian. However, if we are unable to reach you or the emergency contacts on your child's list, the medical release form gives us the authority to seek necessary medical treatment.
- Please do not send children to school sick.
- Your child must be "fever-free" for 24 hours with no medication before returning to school.
- We are not allowed to administer any medication to a child while under our supervision.
- If a child becomes ill while at school, he/she will be isolated (with supervision), and a parent/guardian will be notified. Arrangements must be made for someone to pick up your child as soon as possible.

- Please notify the director or your child's teacher if your child is known to have or has been exposed to a communicable disease outside the preschool so that we can take the appropriate precautions to notify parents and disinfect toys and classrooms.
- Children will not be allowed to attend class if any of the following conditions exist: fever, pink eye, vomiting, diarrhea, head lice, skin infections, chicken pox, measles, or any other contagious disease. If a child is sent home with suspicion of any of these conditions, a release form from the doctor may be required before your child is allowed to return to school.
- Please see, how sick is "**Too Sick**" to attend school? This will be sent home by the child's teacher.

### **Security**

- **To ensure the safety of each child who attends our program, please make sure you have a car seat that is installed properly and in proper working condition.**
- We will observe all holidays and inclement weather days for the Jefferson County School System. We will be open on E-Learning Days that fall on our regular school day.
- On severe weather days, please listen to the radio/TV for the closures of JefCoED schools. Also, parents please sign up for your classroom Facebook group to receive notices about weather closings. We will post on our Facebook page too.
- In the event of a severe thunderstorm or tornado, we will follow severe weather procedures.
- All children will be taken downstairs to the back part of the Fellowship Hall. It is a designated tornado shelter.
- In the event of a power failure, the church is equipped with emergency lighting. In case of smoke or fire, the fire evacuation plan will be followed. Fire extinguishers are mounted on the walls and are inspected regularly by the fire marshal.
- If the building must be evacuated, all children will be taken to the upper playground. Parents will be notified where to pick them up.
- Pleasant Ridge Baptist Preschool staff are required by law to report any suspicion of abuse or neglect. All information will be reported to the proper authorities.