

**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 which 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 towards school and acquire a lifelong love for learning.*

Welcome to our Pre-School Program! We are happy to have your children in our program. Our goal is to provide a safe and loving environment for all of our children while they are in our care. Your children 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.

Younger Two's: Tuesday - Friday Ages 18 months - 36 months. You **Must** have at least a 2 day minimum.

Older K2's: Tuesday - Friday Ages 2 1/2 to 3 years old.

Must turn 3 between Sept. 1<sup>st</sup> - Dec. 31<sup>st</sup>

K3: Tuesday - Friday **Must** be 3 by September 1.

K4: Tuesday - Friday **Must** be 4 by September 1.

**\*\*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.**

**Fees & Tuition**

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

\*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 Open House. This is a onetime fee for the year.

\*Tuition is due 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.

\*Younger 2's and Older 2's tuition is **\$25 per day** 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.

\*Preschool tuition is **\$185 per month**. There are no discounts for holidays or partial months.

\*All tuition should be placed in the gray lock box labeled "tuition" on the front desk or given to the director.

\*Please be 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** and may result in a "cash only" payment plan for future payments.

### **Day and Hours of Operation**

\*Tuesday - Friday 8:30 a.m. - 1 p.m.

\*Dismissal: 12:50 pm

\*There will be late charge of \$10 (15 minute increments) to be paid at the time of pick-up.

### **Morning Drop Off**

\*The doors will open at 8:20 am

\*Please come to the front desk to sign in your child

\*Please say your goodbyes outside and allow your child to walk to his/her classroom. We have teachers assigned to monitor the hallways and help children get to their rooms. If you need to take something to the classroom, please see one of the teachers at the desk.

\*Classes start as soon as the children arrive. Please be on time so your child will be ready to start the day.

## **Afternoon Dismissal**

- \*Younger K2, Older K2, K3, and K4 All Classes dismiss at 12:50 pm
- \*We have 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. Someone will bring your child to your car. You may walk up and get your child if you do not want to wait in the car line.
- \*Please form 2 lines in the back drive-through area. (one under the covered area and one on the outside of the covered area)
- \*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 on the morning 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 you need to pick up your child early, but please do so before 12:30.

## **Lunch**

- \*Please send a 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 handle 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 refreshments for birthdays. Please send enough for all the children in the class. Please make arrangements 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 of 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 of time in the classroom.
- \*For continued misbehavior, a child may have loss of play time or time out in the director's office.
- \*Each child in the preschool program will bring a folder home in their backpacks 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 within the child the 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 in order 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 Pre-School Program, you are required to give a two week 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

\*Original birth certificate with seal required. A copy will be made for the preschool to keep on file.

\*Certificate of Immunization form prepared and signed by 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 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 36 hours before returning to school.

\*We are not allowed to administer any medication to a child while in 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 child's teacher.

## **Security**

\*We will observe all holidays and inclement weather days for the Jefferson County School System.

\*On bad weather days, please listen to the radio/TV for closures of JefCoED schools. Also parents who sign up for Remind 101 will also receive notices about weather closings. We will post on facebook page too.

\*We will try to post our closings on TV stations. However, that is not always possible.

\*In the event of a severe thunderstorm or tornado, we will follow the 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.

\*In the event that the building must be evacuated, all children will be taken across the street to the Christian Family Life Center (across from Dairy Queen). Parents will be notified where to pick up.