



# Parent Policies & Procedure Handbook

## Weekday Early Education

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### Parkview Baptist Church

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305 Beltline Place S.W.  
Decatur, AL 35603

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Church Phone:  
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Director:  
Carla Jackson

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PromiseLand Preschool

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Messaging through  
Brightwheel app

## Our Purpose and Learning Objectives:

- To provide the best opportunity for children to discover God's love for them
- To provide educational opportunities to help prepare the children for kindergarten readiness.

We will do this in a safe, caring, Christ-centered environment.

### Spiritually

- Grow in the knowledge of God as Creator, God's love, and God's care
- Know that Jesus is God's Son; feel that Jesus is a special friend; know that Jesus helped people; and desire to be like Jesus
- Understand that the Bible is God's Word through Bible lessons and memorizing Scripture.

### Mentally

- Develop language skill activities that promote eager readiness for reading
- Learn about people and the world around us
- Grow in creativity
- Experience readiness skills that will lead to success in mathematics
- Develop reasoning, thinking, and

problem solving skills

### Physically

- Develop gross and fine motor skills
- Establish good health habits
- Learn and follow simple rules of safety

### Emotionally

- Build healthy God-esteem and feeling of self-worth because they are loved by God
- Build mutual respect, trust, and love between children, teachers, and parents
- Develop a love of learning through daily activities that allow each child to experience success
- Develop personal attributes of self-control, responsibility, honor, initiative, and independence

### Socially

- Grow in ability to work and play with others
- Respect personal rights of others
- Develop an attitude of kindness, cooperation, and helpfulness
- Experience a positive introduction to an educational environment

## Policies, Procedures, & Information

<h3>Registration</h3> <ul style="list-style-type: none"> <li>• Registration for fall begins in February each year. Current families will have 1 week to enroll at a discounted rate. Registration will then be at regular rate and opened to the public.</li> <li>• Registration is non-refundable unless we can't provide a class.</li> <li>• We accept children 6 weeks-5 years of age.</li> <li>• A registration form must be filled out completely for each child. Days must be chosen at registration. Changes will only be allowed if available.</li> <li>• Admission will be granted on a first-come basis. Promiseland will not discriminate in the admission of children based on race, gender, or religion.</li> </ul>	<h3>Withdrawal and Re-enrollment</h3> <ul style="list-style-type: none"> <li>• A written two-week advanced notice is required when a child is to be withdrawn from the program. Otherwise, the following month's tuition is due.</li> <li>• In order for a spot to be held for your child, you will need to pay 1/2 tuition per month for up to 3 months. The other option would be to re-enroll and pay the \$50 registration fee with no guarantee of space being held.</li> </ul>	<h3>Curriculum &amp; Other Learning Opportunities</h3> <ul style="list-style-type: none"> <li>• Our main curriculum is the Bible. What greater book to teach our children from than the one that God breathed life into and has been with us from the beginning of history. We teach values and life lessons from this divine book not to mention arts and crafts, math and science.</li> <li>• Our teachers are provided with several curriculum options so they are well equipped to meet the many individual learning styles in their classroom. Your child's teacher will be happy to show you samples on "Meet Your Teacher" day.</li> <li>• Chapel—the children will enjoy age-appropriate Bible stories, games, songs and prayer during our daily chapel time.</li> <li>• Enrichment classes: <ul style="list-style-type: none"> <li>◇ Monday-Music</li> <li>◇ Tuesday-STEM</li> <li>◇ Wednesday-Arts &amp; Crafts</li> <li>◇ Thursday-Geography</li> </ul> </li> </ul>	<h3>Birthday Lunch</h3> <ul style="list-style-type: none"> <li>• The last Wednesday of the month will be Birthday Pizza Lunch.</li> <li>• Each child that is participating will need to bring \$2 and 2 drinks. This fee can be paid monthly on pizza day, added to your monthly payment, or paid at "Meet Your Teacher" day.</li> <li>• If it is your child's birthday month, you may bring cupcakes or another special treat for the class. Please let us know ahead of time if you plan to send something.</li> </ul>
	<h3>Naps</h3> <ul style="list-style-type: none"> <li>• Bed babies will be able to sleep according to their schedule. Cribs are provided in their classroom.</li> <li>• Extended care children may bring a small blanket or comfort item for rest time.</li> </ul>		<h3>Clothing</h3> <ul style="list-style-type: none"> <li>• Each child should be dressed for active play in simple, washable, practical play clothes with convenient fasteners for self-help. Girls should wear shorts or leggings under skirts/ dresses.</li> <li>• The children play outdoors when weather permits. Each child should be dressed accordingly with an appropriate coat or jacket.</li> <li>• If your child is in diapers, please send them in clothes that do not require complete undressing to change the diaper.</li> <li>• If your child is in pull-ups, please send them in the type that has Velcro on the side so that the teacher doesn't have to undress the child to change them.</li> <li>• A complete change of clothes should be kept in a gallon zip bag in your child's backpack. Label baggie and all items in the bag.</li> </ul>
<h3>Class Placement</h3> <ul style="list-style-type: none"> <li>• Your child's placement is determined by his/her age as of September 1st of the current school year. There will be no exceptions for moving to an older class. Please discuss with the director if there is a need for moving to a younger class.</li> <li>• We reserve the right to transfer your child to another class based on the needs of the child, space availability, and staff availability.</li> <li>• In the event that more than one class is offered for the same age group, on the same day, children will be randomly placed.</li> </ul>	<h3>What to Bring</h3> <ul style="list-style-type: none"> <li>• Please be sure that <b>every item</b> that your child brings from home has his/her name on it. If items are not labeled, then teachers may label them.</li> <li>• Each child needs a backpack.</li> <li>• Please check with your child's teacher before allowing your child to bring items from home.</li> </ul>		
	<h3>Snacks</h3> <ul style="list-style-type: none"> <li>• Each child will be asked to bring a package of individually wrapped treats to stock our snack cabinet.</li> <li>• Your child's teacher may occasionally ask you to supply a special snack for the class. All snacks must be prepared in a commercial kitchen.</li> </ul>	<h3>Graduation</h3> <ul style="list-style-type: none"> <li>• Fee: \$15 per graduating child in order to help cover expenses.</li> <li>• Each child will receive a stole, tassel, and diploma.</li> <li>• Each child will have a table that they may decorate for the reception.</li> </ul>	

## Policies, Procedures, & Information

Health	Tuition and Fees	Emergency	Discipline
<ul style="list-style-type: none"> <li>• Each child <b>MUST</b> have a current immunization form &amp; medical release on file.</li> <li>• If your child is injured at school, an incident report will be sent through Brightwheel. For more serious injuries, parents will be notified immediately. The school will take all necessary steps to see that the child is assured proper medical attention.</li> <li>• We do <b>NOT ADMINISTER MEDICATION.</b></li> <li>• If your child is exposed to a communicable disease, the parent should notify the teacher or director. Parents will, in turn, receive notice of any possible exposure at school.</li> <li>• If your child becomes sick at school, we will notify you to come pick them up immediately.</li> </ul> <p>Please keep your child at home if your child has any of these:</p> <ul style="list-style-type: none"> <li>• Fever greater than 100°</li> <li>• Impetigo</li> <li>• Green runny nose</li> <li>• Active chicken pox, measles, mumps</li> <li>• Questionable rashes</li> <li>• Sore/ strep throat</li> <li>• Diarrhea/ vomiting</li> <li>• Severe colds (onset thru 1 week)</li> <li>• Conjunctivitis (Pink Eye)</li> <li>• Unable to go outside with class</li> </ul> <p>For a sick child to return to school they must be:</p> <ul style="list-style-type: none"> <li>• Fever free—24 hours</li> <li>• Symptom free— 24 hours</li> <li>• On antibiotics for 24 hours (if antibiotics are required).</li> </ul>	<ul style="list-style-type: none"> <li>• As a church-related ministry, Promiseland is a non-profit organization and operates on income provided by registration and supply fees and tuition.</li> <li>• Each child will be required to pay a non-refundable registration fee at the time of application to the program. In the event that we are unable to provide a class for that child the fee will be refunded promptly.</li> <li>• Once registered, tuition is due for the entire August-May session. The fees are based on the overall cost for the program divided into 9 monthly payments (August-April; There will be no fee in May if your child attends the full school year.). There are no discounts for days missed from school. Fees may be paid monthly, by semester, or annually.</li> <li>• Tuition is due on the first day of school of each month. A late fee of \$15 will be charged after the tenth of the month.</li> <li>• Payments can be made by cash (in an envelope with the child's name on it), check (payable to Promiseland Preschool or by bank draft through the Brightwheel app.</li> <li>• Promiseland reserves the right to dismiss a child from the program for non-payment of tuition and fees for extended absences without payment. Please speak with the director if unusual financial difficulties prevent you from making your payments.</li> </ul>	<ul style="list-style-type: none"> <li>• Routine fire, tornado, and other emergency type drills will be conducted periodically.</li> <li>• We observe Decatur City School closings. If there is a one hour delay we will open at regular time. If there is a two hour delay then we will open at 10. If there is a 3 hour delay we will close for the day. If they dismiss early for weather then we will dismiss 30 minutes before.</li> <li>• If warnings are issued during school hours the children will be evacuated to the safest designated area in the building. For everyone's safety we will not release children until the warning is lifted.</li> </ul>	<p>Our positive guidance policies and procedures will help children learn appropriate behavior. Children are presented with positive models of acceptable behavior and then given redirection as needed. Through discipline we want to help your child grow, mature, and develop self-control. Limits and rules will be few, and they shall be understood by the children to whom they apply. Every classroom will have the same basic rules:</p> <ul style="list-style-type: none"> <li>• Do not run in the building.</li> <li>• Use your inside voice.</li> <li>• Keep your hands and feet to yourself.</li> <li>• Do not push or shove.</li> <li>• Listen to your teacher.</li> </ul> <p>Acceptable behavior will be based and set according to the child's age level.</p> <ul style="list-style-type: none"> <li>• No corporal/ physical punishment will be used.</li> <li>• Discipline will be consistent and fair.</li> <li>• No threats or derogatory remarks will be used. A firm, kind voice will be used.</li> </ul> <p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> <li>• 1st offense: Child will be given a warning.</li> <li>• 2nd offense: Child will be placed in "Time Out".</li> <li>• 3rd offense: Child will be taken to the Director's office.</li> <li>• 4th offense: Parent will be notified of unacceptable behavior and asked to help with correcting the problem.</li> <li>• If the behavior continues to be a problem and the child is unable to respect and obey authority or is demonstrating destructive or harmful behavior towards others, Promiseland reserves the right to dismiss the child.</li> </ul>
		<h3 style="margin: 0;">Food</h3>	
		<ul style="list-style-type: none"> <li>• Each child needs to bring a lunch &amp; drink in an <u>insulated lunch bag with cold pack</u> if items need to be kept cold.</li> <li>• Pack food items in containers that your child can open, eat and dispose of with minimum assistance. Leftovers can only be sent home if packages can be resealed.</li> <li>• Do not send items that require over 1 minute to heat.</li> <li>• Each child needs a refillable drink cup. They may bring pouch or box type drinks in addition to the cup.</li> <li>• Hot dogs and grapes must be cut in quarters for every child under 3. They will not be served if they are not.</li> <li>• Please label everything.</li> <li>• <b><u>Please be sure to notify us of any ALLERGIES.</u></b></li> </ul>	

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Our Faculty	Communication	Field Trips												
<p>We employ caring and responsible Christian people who have a genuine love for preschoolers, and knowledge of child development. Teachers will provide age-appropriate learning experiences and opportunities for each child. Teachers follow Parkview Baptist's guidelines concerning the safety and well being of children. We follow staff qualifications as set forth in the State of Alabama Minimum Standards for Daycare Centers.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Age</th> <th style="text-align: center; padding: 5px;">Ratio</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">0-18 months</td> <td style="text-align: center; padding: 5px;">1:5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">18-30 months</td> <td style="text-align: center; padding: 5px;">1:7</td> </tr> <tr> <td style="text-align: center; padding: 5px;">24-36 months</td> <td style="text-align: center; padding: 5px;">1:8</td> </tr> <tr> <td style="text-align: center; padding: 5px;">30 months up to 4 years</td> <td style="text-align: center; padding: 5px;">1:11</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4 years &amp; older</td> <td style="text-align: center; padding: 5px;">1:18</td> </tr> </tbody> </table>	Age	Ratio	0-18 months	1:5	18-30 months	1:7	24-36 months	1:8	30 months up to 4 years	1:11	4 years & older	1:18	<ul style="list-style-type: none"> <li>We will make every effort to keep parents informed. We will do so through monthly class newsletter/ calendar, weekly school email, Brightwheel messaging &amp; calendar, and our Facebook page. Written communications will be found in the left pocket of your child's folder. Please use the folder to send written communication to the school. Please use Brightwheel messaging to communicate with your child's teacher. For private communication feel free to make contact through the director's phone or email. We count on parent feedback and communication, so please feel free to contact us. The director's information is on the front of this handbook.</li> <li>Teachers need to be able to focus on the children during class time. Parents may schedule a time outside of class time to speak with your child's teacher about progress or behavior. The director will be happy to speak with parents anytime except during chapel time from 9:15-9:45.</li> </ul>	<ul style="list-style-type: none"> <li>Each child must have a signed permission slip form before being allowed to go on field trips. If a child cannot go on an outing and Promiseland cannot make arrangements for the child to be kept at school, then the child should be kept home on that day.</li> <li>Children 2 and under must be accompanied by an adult.</li> <li>Children under the age of five are required by the State of Alabama to use car seats and booster seats until age six in cars, pick-up trucks, SUVs, and vans (10 or less passengers). If the church van is used then car seat/ boosters will be required. If the church bus is used then Alabama's seatbelt law does not pertain and booster seats are not recommended.</li> <li>Parents will be notified in advance of scheduled field trips and method(s) of transportation.</li> </ul>
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### Arrival and Departure

#### ARRIVAL (Monday-Thursday)

- We ask that you not arrive before 8:50, as the teachers are busy preparing for your child's day.
- Children will be received between 8:50-9:05 in the drive-through line under the awning at the preschool entrance. The director and teachers will assist you in unloading your child safely. The child will be checked in through the Brightwheel app.
- If you wish to walk your child in **please park in the marked spaces**, so as not to block the drop-off line. Transitions are smoother if parents do not linger at drop-off.
- Preschool entrance doors will be locked from 9:15 until 12:50. The director is often busy with things in other parts of the building and may not be available to open the door. If you arrive during the times the doors are locked, it may be necessary to enter through the church office doors at the front of the building. You will have to ring the bell and the church secretary will let you in. We are sorry for any inconvenience this may cause, but the children's safety is our top concern.

#### DEPARTURE

- We will only release a child to those listed on the authorized release form. If someone not authorized on the form is to pick up the child, the parent is to call or send in a note informing the teacher of the change. For the safety and protection of your child, the person picking up a child should always be prepared to show picture identification.
- Departure will begin at 12:50. Parents are asked to use the drive-through line where the children will be brought to the car. Parents must buckle their own children in their safety seats. Children will be checked out through the Brightwheel app.
- The car name signs **MUST BE DISPLAYED** in the front window to speed up the pick-up process.
- Parents are **NOT** to leave their cars unattended in the drive-through line. If you need to come in then you should park in the marked parking spaces.
- A late fee of \$1 per minute will be charged for every minute that parents are late after 1:05. **Please be in the pick-up line no later than 1:00.** This amount will be added to your monthly statement. **Excessive or frequent late pick-up will result in the dismissal of the child.**
- Extended Care children should be picked up by 2:30. Car line for extended will run from 2:20-2:30. A late fee of \$1 per minute will be charged for every minute that parents are late after 2:35. **Excessive or frequent late pick-up will result in the dismissal of the child.**