

northwest
preschool
Growing in God's Truth



**parent
handbook**
2019-2020



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Operating Policies are listed in alphabetical order.

Arrival/Departure

Arrival:

Please check your child in at one of the two computers in the outer hallway by scanning your barcode or entering your name. Print a tag for your child each day and escort your child to his/her classroom at 9:00am. (Prior to 9:00, parents and children may wait in the outer hallway). If the door is closed please allow a teacher to open the door and assist you. Sign-in your child at the door.

We do not accept children before 9:00 a.m. Our teachers are diligently working to make sure your child's classroom is ready.

To make drop-off transition easier:

Upon arriving, exhibit a confident, happy attitude. Bring your child to his/her room, make a positive statement about their day, and reassure them that you will pick them up at the end of the day. Try not to enter the classroom except for the first few days of school. Leave them immediately and do not let them see you linger around. Please make every attempt to have your child here on time each day. Children arriving late miss activities that are important for their day and often feel left out.

Departure:

Children are to be picked up by 2:00 p.m. Remember to collect your child's belongings and sign them out each day. If you have not picked up your child 10 minutes after the scheduled pick-up time, your son/daughter may be waiting for you in the office. A late charge of \$15.00/child may be charged.

Calendar of Operation/Weather Policy

Northwest Preschool operates on scheduled Tuesdays and Thursdays from September through May. Our hours of operation are 9:00 a.m.-2:00 p.m. You can view our annual calendar at www.northwestbible.org/preschool.

Our calendar has been developed to coordinate as much as possible with local school districts.

Celebrations/Birthdays

Party experiences will be planned during the year. Please see your child's teacher to sign up to help with these parties. Parents may volunteer for any or all of these parties; your children love to see their parents in action.

If your child wishes to have a birthday celebration at school during the snack time, we ask that you consult with the teachers in advance and keep the refreshments simple. Our teachers will not pass out party invitations unless every child in the class is invited.

Clothing/Dress Code

Children should wear clothing that is comfortable and appropriate for daily preschool activities, such as painting, climbing and running. Our children play outside when the weather is above 40°; please send appropriate clothing during winter months. Please label all clothing.

SHOES: Tennis shoes are recommended. INFANTS & ONES: If your child is walking, shoes are required. Socks are required for children not yet walking.

EXTRA CLOTHES: Send your child to preschool with a complete change of clothes (including socks) in case of spills or accidents. Children who are potty training could need more than one change of clothes.

Confidentiality

Within Northwest Preschool, confidential and sensitive information will be shared only with employees of Northwest Preschool who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Northwest Preschool strives to protect everyone's right of privacy.

Parents may observe children who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). Parents may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Northwest Preschool are strictly prohibited from discussing anything about another child with parents.

Curriculum

We are constantly assessing our curriculum to make sure it meets the needs of all age groups. One and Two-Year Old classes will be using The Toddler Experience, along with Bible stories and activities for these age groups. This curriculum offers children choices in learning centers, provides opportunities for problem solving, strengthens social skills, and will give strong biblical foundations. Our curriculum is also supplemented by additional age-appropriate suggestions supplied from teacher training sessions and other resources. All teachers are required to turn in monthly lesson plans to the Preschool office.

Activities planned around the unit will include dramatic play, blocks, puppets, music, books, puzzles, nature, games, art, outdoor play, and much more. The activities are taught to the children through learning centers and group time. The center activities will contain toys, manipulatives, teaching games, and materials relating to the current unit of study. The learning centers provide the children the opportunity to practice decision making, following directions, working independently, sharing supplies with peers, and learning to respect property and care for materials. Daily group time provides your child the opportunity to learn in a large setting. The daily activities will include Bible stories, music and movement, language experience and discussion of the current unit of study.

Additionally, Three and Four-year old classes will use a thematic curriculum along with Zoo Phonics, which provides a kinesthetic approach to learning the lower case alphabet and letter sounds.

All age groups attend a weekly Music class which will introduce them to different types of music, encourage music and movement, as well as prepare them for our annual Christmas Nativity and Graduation programs.

Twos, Threes and Fours will attend a weekly Chapel. This time offers an interactive Bible story with activities. Chapel will help the Bible come alive for your child.

Discipline/Guidance

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If there is a reoccurring disciplinary problem, we will schedule a conference with the parent to discuss possible solutions. Northwest Preschool reserves the right to request withdrawal of a child who is unable to adapt to a group situation.

Emergency Preparedness

Fire, tornado and emergency drills are routinely practiced. Evacuation maps are located in every classroom and the teachers have been trained to address with emergency situations. Please see the Preschool Director if you have any questions about these procedures.

Enrollment Procedures

Online registration for our school year is held each January/February. Priority is given to our currently enrolled students, followed by Northwest Bible Church members, then

the outside public. A current copy of your child's immunization record must be on file for them to attend Preschool.

Health Information

If your child becomes ill at school, you will be contacted to pick up your child at the Preschool office as soon as possible. Please call the Preschool office to let us know on days that your child will be out due to illness.

The spread of communicable diseases is best controlled by common sense. A child should be free from fever 24 hours before returning to school. The Preschool office retains the privilege of refusing a child who does not appear to be capable of performing the activities of the day.

The best way for you to keep your child and other children free of childhood diseases is to avoid exposing the children and teachers to a child who is sick. Children are more comfortable at home during illnesses. Also, before returning after an illness, your child needs to be well enough to play outside.

Universal precautions are taken with all children. Parents will be notified if their child has been exposed to a contagious disease.

If your child has been taken to the doctor for colds, infections, allergies, etc. and the doctor releases the child into a group setting, please bring in a written note. This will eliminate a "judgment call" being made by the Preschool Office and will eliminate any confusion as to whether the child is infectious.

Procedures for handling Medical Emergencies

In the event of a medical emergency, Northwest Preschool will:

1. Contact emergency medical services or take the child to the nearest emergency room;
2. The child will be given first-aid treatment, or CPR when needed;
3. Contact the physician identified in the child's record;
4. Contact the child's parent; and
5. Ensure supervision of other children in the group.

Emergency Forms:

Keep your child's Emergency Information current in our Preschool Records. Call or stop by the Preschool Office if there is a change in your child's pediatrician or person-to-contact in case of an emergency.

If your child becomes ill, we will notify you immediately.

Health Policy

We welcome your child to our program if he/she is **clear** of the following symptoms:

- ◆ Fever-100 degrees or over
(must be FEVER FREE for 24 hours, with no medication, before returning to a group activity)
- ◆ Vomiting or Diarrhea
(within the past 24 hours)
- ◆ Rash
- ◆ Inflamed Throat and/or Mouth
- ◆ Colored Discharge from Eyes or Nose
(even associated with allergies)
- ◆ Pinkeye or any other Eye Infection
(All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- ◆ Excessive Coughing or Sneezing
- ◆ Unusual Irritability or Fatigue
- ◆ Head Lice
(or known exposure to head lice)
- ◆ Open Wounds without Proper Bandages
- ◆ Childhood Diseases
(Chicken Pox, Mumps, Strep Throat, Flu, etc.)

Immunization Requirements

Each child enrolled or admitted to Northwest Preschool must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children enrolled in our program. All immunizations required for the child's age must be completed by the date of admission or have a written note from the pediatrician explaining the delay. Please help us keep our records updated by bringing in a copy of your child's immunization record each time they receive additional immunizations.

Inclement Weather Policy

For updated information on school closing, please go to the main church website at www.northwestbible.org. You can also call the church at 469-453-7777 for a pre-recorded message regarding any weather closures.

Incident/Injury Reports

When there is an incident involving a child during Northwest Preschool care, either the lead teacher or the Director will telephone the parents, informing them of the incident. The teacher observing the incident will complete a written report. Once the Director has signed the report, it is given to the parent to sign. This original report is filed in the child's file. A copy of the report is available to the parents upon request.

Lunches/Nutrition

Children attending our program are to bring their own lunch and drink. Food should be cut into the appropriate size bites ahead of time; this will prevent your child from waiting for their food to be prepared. For safety reasons, teachers do not warm children's food in the microwave.

Please do not bring your child's breakfast to Preschool, make sure they have eaten it before coming to class.

Northwest Preschool strives to be a Nut-Free facility. Please do not send nuts or nut butters in your child's lunch. When providing a food item for a party or snack, please check the nutritional facts to ensure that the item does not contain nuts or has not been prepared in a facility that produces items containing nuts. Thanks for your help in keeping our children safe!

Medication

Northwest Preschool does not administer medications. Please do not put medication of any kind in your child's bag; other children could potentially be harmed. Should your child need medication during the Preschool day, you will need to make plans to bring the medication and administer it yourself.

Naptime

All children will have a rest time each afternoon. Lights will be lowered during this time and children in our Ones and Twos classes are expected to rest/sleep. Children in our Threes and Fours classes take a shorter rest time and end the day rotating through learning stations set-up by their teachers. Each child will need to bring their own nap/rest mat.

Should you prefer for your child to nap at home, you will need to pick up your child no later than 12:30 p.m. to avoid waking up the children who are napping at school.

Parent Involvement

Parents are a vital part of our ministry here at Northwest Preschool. Parents are welcome to visit Northwest Preschool at any time during our hours of operation to observe your child, program activities, the building, the grounds, and the equipment without having to secure prior approval.

Parental Notifications/Communication/Policy Changes

Communication is extremely important for all of us. We will do our best to make sure you are informed of all school events by emails and notes home. The classroom teacher will provide daily schedules and information as needed. In return, we would ask you to inform your child's teacher of any severe changes in your child's daily routine, such as a family illness, death or separation anxiety.

A copy of our Parent Handbook will be available for your review on our website. If there is any change to our Parent Handbook and enrollment agreement, you will be notified in writing. Each parent must sign and date one copy of the updated Parent Handbook, and this form will be kept in your child's record. If you have any questions or concerns regarding the policies in this handbook, please schedule a time to discuss them with the Director.

Personal Items

Please have all personal items clearly labeled with your child's name to prevent loss. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified.

Placement

Northwest Preschool uses September 1 as our cutoff date for each age group.

Ratios (Maximums)

One-Year-Olds: 8-9 children to 2 teachers

Two-Year-Olds: 10 children to 2 teachers

Three-Year-Olds: 12 children to 2 teachers

Four-Year-Olds: 12 children to 2 teachers

Release of Children

If a child will be picked up by someone other than his/ her parents, you will need to submit to the teacher, in writing, the name of the person picking up your child. The teacher will then notify the office. The teacher will ask to see that person's driver's license. In the event of an emergency, please call the Preschool Director.

****Written notification of any person who may pose a threat to your child's safety or well-being must be submitted to the office and kept on file.**

Sign-In Sheets/Daily Attendance

Parents must bring children to their assigned location and teacher each day and must sign their child in on the assigned teacher's Daily Sign-In Sheet. The parent must note the time of arrival and sign their name or initials at drop off. Parents use the same procedure at pick-up, writing the time of pick-up and providing the parents full signature.

Tuition/Fees

Tuition is due on the first school day of each month. Unless prior arrangements have been made with the Director, a \$15 late fee will be incurred if payment has not been made by the 10th of the month. If payment has not been received by the end of the month, your child will be suspended from the program until payment is made.

Monthly tuition is based on the number of days we are open during the year. This allows you to pay the same amount each month (September through May), eliminating higher costs in those months with more days in them. Tuition is set on the

basis of the program's needs. Holidays observed during a month will cause no change in the amount due.

Children will not be allowed to skip months. When a child skips a month, it inhibits our ability to buy necessary supplies, afford special programs, as well as meet our salary obligations. Under this policy, children who miss a month or more will no longer be enrolled in our program. You may re-enroll your child at any time, provided there is availability. When re-enrolling, the enrollment fee must be paid again. Special consideration may be granted to persons in extreme situations; however these matters must be worked out with the Director in advance.

Payments of cash, check, money orders or online payments through our website are accepted. You can make checks payable to Northwest Preschool. Please note your child's name on the form of payment you submit. A fee will be charged for returned checks. After receiving two returned checks, Northwest Preschool will accept tuition payments only if made by cash or money order.

A \$175.00/per child registration fee per child will be charged for each school year. The registration fee is non-refundable. The registration fee guarantees your child a spot in the age-appropriate classroom.

The Supply Fee of \$100/per child is due on or before the first day of school with the September tuition payment. This fee will cover the supplies that your child uses at Northwest Preschool.

Withdrawing Your Child

Northwest Preschool requires a 30 day written notice of withdrawal. You may write a short letter or email to inform us that your child will be withdrawing from the program. If tuition is due during the 30 day withdrawal period, it must be paid. (For example: if you notify us after the first of the month, you will owe tuition for that current month and the following month, because it falls within the 30 day withdrawal period).

Northwest Bible Church

Neil Tomba, Senior Pastor
Patricia Martell, Northwest Preschool Director
Philip Biles, Family Minister
Lida Lindley, Early Childhood Director

We welcome you and your child to the Nursery and Preschool Ministry of Northwest Bible Church through our Mother's Day Out Program.

Some of the programs available for preschoolers and families include:

Sunday Morning Worship Services	9:00 & 10:35 a.m.
Sunday Morning Bible Study Classes	
Birth -5 th Grade	9:00 & 10:35 a.m.
6 th -12 th Grade	10:35 a.m.
Wednesday Evening Program (ages 3-5 th Grade)	6:30 p.m.
Wednesday Evening Adult Bible Study Classes (child care provided for children under 3) Classes are offered for Fall and Spring sessions, see list of classes online at www.northwestbible.org	6:30 p.m.
Thursday – Women's Bible Studies (child care provided)	9:30 a.m.
Thursday – Recovery for Life (child care provided)	7:00 p.m.