

northwest  
**preschool**  
Growing in God's Truth



# Parent Handbook



## **Operating Policies are listed in alphabetical order.**

### **Arrival/Departure**

#### *Arrival:*

- Parents will walk inside the building and drop their child off at the classroom each school day. The doors to the Preschool entrance will be opened at 9:00 each morning. Please strive to have your child here on time each school day.
- Teachers will inform you how best to drop off your child's belongings. The Blue Belongings Bag can be dropped off next to your child's name in the hallway outside their classroom.
- Parents will select their child on the classroom tablet and enter their 4-digit code which will complete the check-in process.

#### *Departure:*

- Doors to the Nursery/Preschool hallways will be opened at 1:45 p.m. Children should be picked up at their classrooms by 2:00. Remember to collect your child's belongings and check them out with their teacher through Brightwheel 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 pick-up charge may be assessed.

### **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](http://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 or bring items to these parties. Parents may volunteer for bigger parties like Thanksgiving and Christmas. Valentines and Easter are smaller in class parties.

If your child wishes to have a birthday celebration at school during the snack time or at the end of the school day, 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. ONES CLASSES: If your child is walking, shoes are required. We wear shoes to keep our feet safe.

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.

### **Communication**

We will continue using the Brightwheel app for parent communication. Brightwheel will allow you get daily communication from your child's teacher along with pictures and videos of your child. Watch a video about Brightwheel [HERE](#).

You can message your child's teacher directly through the app with any questions or reminders about your child. Messages sent will also be able to be viewed by the Director and Assistant Director. We highly value clear and frequent communication with parents and teachers and will continue to make this a priority.

We will do our best to make sure you are informed of all school events through the Brightwheel app. 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, you will be notified in writing. Each parent must sign off upon enrollment that they have read and will comply with items in our Parent Handbook. If you have any questions or concerns regarding the policies in this handbook, please schedule a time to discuss them with the Director.

### **Confidentiality**

Within Northwest Preschool, confidential and sensitive information will be shared only with employees of Northwest Preschool who have a "need to know" to care for your child most appropriately and safely. 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.

### **Curriculum**

We are constantly assessing our curriculum to make sure it meets the needs of all age groups. One and Two-Year Old's use The Toddler Experience, along Trueway Kids for Bible stories and activities. This curriculum offers children choices in learning centers, provides opportunities for problem solving, strengthens social skills, and will give a strong Biblical foundation. Our curriculum is also supplemented by additional age-appropriate suggestions supplied from teacher training sessions and other resources. All teachers will be uploading lesson plans to Brightwheel for each school day. You can view your child's lesson plan in the Learning tab on Brightwheel.

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.

PK-3 and PK-4 classes use a thematic curriculum along with Zoo Phonics, which provides a kinesthetic approach to learning the alphabet and letter sounds.

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

PK-3 and PK-4 classes attend a weekly Chapel. Two classes begin attending Chapel in November. This time offers an interactive Bible story with activities. Chapel will help the Bible come alive for your child. Chapel is taught by Ms. Kathryn Morris who is one of our Lead PK-4 teachers.

### **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

*If there is a reoccurring disciplinary problem, we will schedule a conference with the parents 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

- **Preventative Health Measures - Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms of illness. We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy. It is important for each family and staff member to be as vigilant as possible in monitoring symptoms and communicating with the Preschool Office if or when they start to feel 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.
- 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.
- **If a Child is or Becomes Sick at Preschool**  
If a child should become ill while at school, a staff member will remain with the child while isolating them from the other children in their class. A parent will be contacted so that the child can be picked up. Upon picking up please come to the Preschool Check-In desk unless directed otherwise. Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.
- 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 administration retains the right of refusing a child who does not appear to be capable of performing the activities of the day.

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

- **Procedures for handling Medical Emergencies**

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

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

- **Emergency Forms:**

Keep your child's Emergency Information current in our Preschool Records and on their Brightwheel Profile. 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) If your child develops a fever above 99 degrees while at school and is not able to participate in normal class activities we will isolate them and call you to pick them up as soon as possible.*

- ◆ 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. 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 or a notarized Affidavit for Exemption form. 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](http://www.northwestbible.org). As soon as a closure is announced we will alert you through the Brightwheel app. 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 the Preschool day the teacher present at the incident will complete an Incident Report on Brightwheel. If the incident is serious, you will receive a call from the Preschool Office.

## **Lunches/Snacks/Nutrition**

- **Nut-Free**

Please be mindful that our school is Nut-Free. Do not send snacks or lunch items that contain nuts or were processed in a facility that processes nut products (read all labels).

- **Snacks**

Snacks will still be provided by parents through our Snack Friend program. Parents can bring a box or large container of snacks, or snacks that are individually packaged. Teachers will wear gloves to help distribute snacks. If your child has a severe allergy, you might consider sending them an individual snack to school each day, speak with their teacher if you plan on doing this.

- **Lunch**

- We are asking that EACH serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime. For safety reasons, teachers cannot leave the classroom to warm children's food in the microwave or store it in a refrigerator.
- 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. *Oranges should be peeled, apples sliced, grapes and hot dogs should be sliced lengthwise.*

- **Water**

Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off.

### **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 arrangements with the Director to bring the medication and administer it yourself.

If your child requires an Epi Pen for severe allergies, please speak with the Director about this issue so that an Allergy Plan can be put into place for your child.

### **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 PK-3 and PK-4 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 immediately following lunch to avoid waking up the children who are napping at school. Check with your child's teachers for the best time for early pick-up.

### **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.

### **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.

### **Potty Training**

All students entering PK-3 classes must be potty trained prior to the start of school.

### **Ratios (Maximums)**

*12-17 Month Old's: 8 children to 2 teachers*

*18-23 Month Old's: 9 children to 2 teachers*

*Two-Year-Old's: 10 children to 2 teachers*

*PK-3: 12 children to 2 teachers*

*PK-4: 14 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 confirm that the individual has been added to Brightwheel as an Approved Pick-Up person. This individual will need to have the Brightwheel app downloaded and be able to see your child on the app before picking them up from school, they will also need to know their 4-digit code to check them in or out. Please contact the Preschool Office to confirm that those individuals are listed on your child's account or add them through your child's Brightwheel profile.

\*\*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.

## **Tuition/Fees**

Tuition is due on the first of each month and collected through the Brightwheel App. A \$20 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. Holidays observed during a month will cause no change in the amount due.

You can set up an autopayment type in Brightwheel for ease of payment. You can pay by credit card or ACH. Invoices are sent monthly unless you notify the director that you would prefer to pay for the semester or full school year.

A \$200.00/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 \$150/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).