

2018-2019

Parent Handbook



**“Train up a child in the way he should go, and
when he is old he will not turn from it.”**

Proverbs 22:6

Mission:

The mission of the Ball Camp Baptist Church Parents' Day Out & Preschool Program is to provide quality childcare in a safe and healthy environment, which promotes social, emotional, physical, and spiritual development. Through the use of developmentally appropriate curriculum, we strive to create learning experiences that will be meaningful to all students.

Philosophy & Goals:

The philosophy of our program is to create an environment that is caring, safe, respectful, and free of gender and racial biases. We also recognize that each child learns differently; therefore, we strive to adapt to each child's individual needs.

In addition, our goal is to serve the entire community without reference to the church affiliation of you and your child. Our program is Christian without apology, but will not stress the traditions of one sect or denomination over another.

The goals of our program are to:

1. Teach children about God's love.
2. Provide an environment that is fun, caring, and respectful.
3. Provide developmentally appropriate activities.

4. Provide real-life experiences from which the children can learn.
5. Cultivate independence.
6. Acknowledge students and their individual needs.

Curriculum:

We know that children develop differently, so we work on developing skills at each child's individual pace. The skills we concentrate on are: cognitive, language, self-help, social skills, math, science, gross, and fine motor.

The curriculum is designed to increase a child's imagination through life experiences and play. The children will be involved in developmentally appropriate activities and will express their own creativity. The curriculum is child-centered and flexible. We will use informal as well as formal assessments to track children's progress.

Bible Curriculum:

Through stories, crafts, and movement, your child will hear about God's love through a specific Bible story each week. These Bible stories are meant to uplift, encourage, and teach each child that they are loved, treasured, and made by God for a great purpose! We want our children to leave our program knowing three basic truths: that God made us, God loves us, and Jesus wants to be our friend forever! For preschoolers, it is that simple!

Hours of Operation:

Tuesday and Thursday 9:00 am-2:00 pm

Classes (subject to change due to enrollment)

Under Twos

Young Twos

Older Twos/Young Threes

Threes

Fours

Tuition and Fees:

Registration Fee- \$100

*This is non-refundable and will be prorated for any parents enrolling his/her child after March 1st 2019.

Activity Fee- \$25

*This is a one-time fee due at registration. This covers snacks/craft/cleaning supplies and such for the duration of the school year.

Tuition- \$150 a month

*Tuition will be due on the first school day of each month. We do offer a grace period until the 10th of each month.

Any tuition not paid by the 10th will result in a \$25 late fee added to your account. If you have extenuating circumstances concerning tuition, you must inform the

director before the 10th of that particular month. If tuition is not received by the first of the next month your child will be subject to be dropped from the program.

*Please make all checks payable to Ball Camp Baptist Church and write the student’s name in the memo line. There is a box marked “Tuition” in the hallway across from the main office.

Deductions/Reimbursements:

Since we operate the program on funds provided by the tuition fees, we cannot make deductions for sickness or absences of any kind. Months with breaks or holidays will have the same rates as other months.

We do however offer a sibling discount. There is a \$15.00 deduction per child, per month, for having more than one child in the program.

It is a very rare occasion that we come across multiple days or weeks of inclement weather. If such thing should occur, please be aware that we do not offer reimbursements or discounts for missed school days.

Change of Enrollment Status:

Enrollment in the program is for one school year. If you drop from the program we require a two-week notice. If you withdraw your child from the program before the 10th of the month, you may be reimbursed for half of that

month's tuition. If after the 10th, that month's tuition will not be reimbursed. The \$100 registration fee and \$25 activity fee are non-refundable.

Early or Late Care:

We may be able to offer early or late care for parents that have a need to drop children off before 8:50 am or pick them up later than 2:00 pm. The cost is \$5.00 per time frame (Early drop off can be early as 8:00 am and late pick up is until 3:00 pm promptly). This will be done on an as needed basis. Please allow at least 24-hour notice if you have a need for this.

Opening and Closings:

We follow Knox County School System for all holidays, breaks, and potential bad weather changes. We will notify parents of all holidays and breaks. During inclement weather and the winter season, please pay attention to your local television or radio stations for changes in the Knox County School schedule.

If Knox County issues a one-hour delay, our program will also run on a one-hour delay.

If Knox County issues a two-hour delay or a complete closing, our program will also be closed for the day.

Arrival and Departure:

Arrival- Children should be dropped off no earlier than 8:50 am. Our teachers use the mornings as a time to finish planning and preparing for the day. Each parent is responsible for signing their child in and leaving a contact number for the day.

Departure- Children should be picked up promptly by 2:00 pm. A parent must sign their child out. If someone other than the parent is picking up your child, they must be on the registration form as an authorized person to pick up and be above the age of 18. If they are not on the list we ask that you send a note or speak directly to the director allowing us to release your child to that person. The adult must be able to provide a photo ID to the teacher and/or director. This is for the safety of your child. Each teacher has an approved pick up list for their classroom.

Late Pickup- A fee of \$5 per every 10 minutes a child is cared for after 2:10 will be charged.

Divorce or Separation:

We cannot legally refuse either parent access to their child unless we have a legal document from the court. Such documentation should be given to the director

Medications:

All medications should be given before or after school. If meds are to be administered during school hours, parents must return to do so.

Lunch and Snack Information:

Because of the seriousness of nut allergies, we are a peanut/tree nut free environment. There are few nut free alternative butters such as Soy Butter and Sun Butter. Please make your child's teacher aware if you do send one of these alternatives. If a child brings a nut based butter or what we think could be, we will not take it out of their lunch box.

We provide one snack for your child during the school day. As the beginning of the year you will be asked to fill out a list of approved snacks for your child.

Lunches must be sent with your child each day. Please label your child's lunch box with first and last names. Finger foods are usually best. Please try to steer clear of things that need to be heated or refrigerated. We cannot prepare foods for each child. Please don't forget to include a drink as well. Soft drinks are not permitted.

Outside food may be brought in the classroom for celebrations after approval. All students must be notified a week prior to the food being brought in the classroom.

Diapers and Potty Training:

If your child is in diapers or pull ups, we ask that you send in a full pack as well as a container of wipes to keep at school. We will notify you if your child is running low.

Potty training is an important developmental step. We want to work with you and your child during the process. Please discuss schedules with your teacher so we can be of help during the process.

Due to space restrictions, we do require that your children be potty trained before entering into our 3-year-old class.

Absences/Illnesses:

Please send your child to school every day if he/she is well. This is important in establishing routines within the classroom. If your child is sick, please call or text the director or teacher and let us know of your child's absence. If your child is sick, please keep them at home. We don't want to risk making the other children and/or teachers sick.

When to keep your child home:

1. Fever
2. Vomiting or diarrhea within last 24 hours
3. Sore throat
4. Croup
5. Any symptoms of usually childhood disease (chicken pox, flu, etc.)

6. Any unexplained rash
7. Any skin infections
8. Pink Eye
9. Live lice/knits in hair

It is always better to take caution. If your child comes to school sick, you will be called immediately. In the event of head lice, please notify the school so that we may take the proper precautions in the classroom. This information will remain confidential.

A parent will be notified to pick up a child with a fever of 99.9 and higher.

Lice Policy

If live lice or knits are found in a child's hair a parent/guardian will be called to pick the child up. Once the child is treated and is knit free, the child may return to school. Upon the child's return, the child's head will be checked by a trained staff member before the child can return to class.

Birth Certificates and Immunizations Forms:

Before your child can enter our program, we must have a current up to date copy of their immunization record on file, as well as a copy of your child's birth certificate. You may obtain the immunization form from your child's pediatrician or local health department.

Bringing Things to School:

We ask that children leave personal toys at home. If a child needs a "security" item such as a lovey or blanket, it must be small enough to fit into their backpack. Children are asked to keep that item in their backpack during school hours.

Guidance/Discipline:

Guidance consists of direct and indirect actions by adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long-term goal of guidance is inner self-control. Teachers provide a respectful, supportive, environment in which children are helped to make their own decision, observe the consequences of their actions, and take responsibility for their own behavior.

Abuse Reporting:

All staff members are instructed by law to report any suspected cases of neglect or abuse to the Department of Children's Services. This information will be reported to DCS and their investigation procedures will be followed.

DHS Licensing:

Our program is not licensed through the Dept. of Human Services. This is not required since children are not in our care for more than 12 hours per week. We do however, attempt to closely comply with the procedures of TN Dept. of Human Services.

Emergency Disaster Plans:

Fire- Staff and children will become familiar with procedures of both primary and secondary plans. Students and teachers will develop a meeting place and system to account for all students.

Tornado- In the event of a tornado, children will be taken to the basement of the building. Children will sit on their knees bent over with their hands over their heads. They will stay there until safe.

Bomb Threat- Students will be taken outside away from the building. The police will be notified. A calling tree will be put into place and all parents will be notified to pick up children at the designated location.

Intruder- Teachers will immediately be notified by a code word and they will immediately lock their doors, cover their window and take children to a safe place away from doors and windows.

Students will practice drills for all the above incidents once a quarter.

From the Director:

I am so excited that you have chosen Ball Camp Baptist Church Parents' Day Out and Preschool Program for your child. Thank you for allowing us to invest in your child! I am excited to get to know each and every one of our students. If you have any questions, comments or concerns, please feel free to contact me.

Katie Stamps

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