



**Parent  
Handbook  
2011-2012**



Our goal at North Side Christian Preschool is to provide children with opportunities to grow physically, mentally, spiritually, and emotionally and to have fun in the process. We also strive to teach children about God and His love for us.

### **REGISTRATION GUIDELINES**

North Side Christian Preschool enrolls children who are 15 months old by September 1st through 5 years old. Registration occurs each spring with children currently enrolled in the program given first choice and others registered as space permits. We do maintain a waiting list as children occasionally are unable to attend after registering.

#### **Registration requirements - these must be on file by 1<sup>st</sup> class day**

- Completed admission form for each child – includes signature of compliance with Parent Handbook (updated yearly)
- Child Assessment Form – this gives the teacher helpful information on your child's likes/dislikes and behavior (updated yearly)
- Health Statement signed by physician stating that your child is physically able to take part in our preschool program (first year only)
- Current Immunization record (updated as needed)
- Registration fee – this holds a spot for your child

Your child will not be allowed to attend his/her class without these documents on file. Tuition will not be prorated or refunded for days missed due to incompleteness or lack of submission of these forms. This is a state requirement.

### **SCHEDULE**

We operate during the school year; September through May, and in the summer; June and July. During the school year children may attend Monday and Wednesday, Tuesday and Thursday, or Monday through Thursday. In the Summer we operate Tuesdays and Thursdays only. Our hours are 9:00 a.m. to 2:30 p.m.

### **INCLEMENT WEATHER**

During the school year NSCP follows the same calendar as Weatherford ISD for all holidays and closings. In cases of bad weather, listen to KYQX 89.5 FM. If the Weatherford Public Schools are closed, we will also be closed. If the Weatherford ISD has a late opening, we will open 30 minutes later. For example, if WISD opens at 10 a.m., we will open at 10:30 a.m. We will remain closed for any WISD late openings AFTER 11:00 a.m.

### **TUITION**

2 days/week \$140/month    4 days/week \$280/month

The third child of the same family in the same household receives a 50% discount.

Tuition is paid monthly, and is due on the first class day of each month.

### **TUITION cont.**

Tuition fees are charged regardless of the attendance of the child. If your child is unable to be in class (illness, vacation, etc) tuition is still due and late fees will be assessed. You are always welcome to mail payments in advance if you know your child will be out.

A fee of \$2/business day will be assessed for any late payments.

Prompt monthly payment is necessary to ensure your child's continued enrollment in the program.

There will be a \$25 reprocessing fee for all returned checks. After two returned checks, only cash will be accepted.

Payment by check is preferred. Checks should be made payable to North Side Baptist Church (NSBC) and should include the child's name at the bottom of the check.

Tuition for December will be half price since we are closed for two weeks. Full tuition is due all other months regardless of closures for bad weather or holidays.

### **ADDITIONAL FEES**

A non-refundable Registration fee of \$25/child is due upon enrollment for Summer and \$50/child for Fall. Half of the Fall Registration fee will go toward the first month's tuition payment.

A Supply fee of \$40 for 2 day enrollment or \$80 for 4 day enrollment is due at the beginning of each semester

Once a week we offer a pizza lunch for \$2 per child (pay the teacher that day)

Pick up time is between 2:00 and 2:30 p.m. A late fee will be assessed for failure to pick up your child by 2:30 p.m. The fee is \$5 for each 15 minutes after 2:30 p.m. that your child is left at NSCP.

### **ARRIVAL AND DISMISSAL**

Children must be dropped off at each classroom door. We ask that you do not enter the classroom when dropping off children or linger at the doorways to talk to teachers. If a teacher conference is needed we ask that you call the office to schedule an appropriate time to meet.

School begins at 9:00 a.m. Late arrivals often create a distraction for the class when activities have already begun.

In the afternoons our doors will be unlocked at 2:00 p.m. Pick-up time is between 2:00 and 2:30 p.m. Unless necessary, please do not pick up children early as this will interfere with classroom activities.

## **RELEASE OF CHILDREN**

Parents must sign their children in each morning and sign them out each afternoon. No child will be released to anyone other than a parent/guardian or persons listed on your child's information sheet unless the Director is contacted by a parent/guardian.

Picture identification will be requested if anyone other than the parent/guardian picks up the child. I.D. will be requested from all persons picking up children until the teacher/sub is familiar with them. If the scheduled pick-up person for a particular day changes please call the NSCP office.

## **FOOD**

Children should be fed breakfast prior to coming to class each morning. Please do not drop your child off with food in hand as this can create problems with the other children.

A midmorning snack is provided.

Lunch is provided by parents and should be sent in a separate container labeled with your child's name. There are no provisions for refrigerating or heating food. Finger foods are recommended and NO red drinks please.

Once a week, pizza will be served. Parents are asked to bring \$2 to cover the cost (children may bring their own lunch that day if they don't want pizza).

Please make sure your child's teacher is informed of any food allergies.

## **CLOTHING**

Infants and toddlers need to bring labeled diaper bags. Kids actively potty training must come to school wearing pull ups – not diapers. Until fully potty trained, all children must bring at least 4 diapers/pull-ups and 2 full changes of clothes each day; all of which must be labeled with their name.

When dressing your child for school, please remember that he or she may be participating in outdoor activities and art projects that may include paint. Please select clothing and shoes that are appropriate for all activities.

## **PERSONAL ITEMS**

All children need to bring a 1 inch thick plastic fold up mat for rest time. These will be left at school and cleaned by the teachers daily. Our storage limitations do not allow for larger mats. Cloth mats are allowed but must be taken home each day.

Please do not allow your child to bring toys as they may get misplaced or damaged. A small item for naptime is acceptable. Please be sure that all of your child's possessions are clearly labeled.

## **ABSENCES**

Please inform the office at 817-596-9808 if your child is going to be absent for the day. We occasionally have drop-ins and it is important that we know how many (if any) spots we have available.

## **ILLNESS**

Children may not be brought to our Preschool if any of the following conditions exist or have existed in the previous 24 hours:

Temperature of 100 degrees or higher	Head Lice
Undiagnosed rash	Vomiting or Diarrhea
Pink eye	Severe coughing
Open skin lesions	
Any symptoms of infectious childhood disease	

If a child shows any of these symptoms while at school, they will be isolated from the rest of the class and parents will be called to come get the child. If a child is under a physician's care, it is up to that physician as to when the child can safely return to school. If your child contracts a communicable disease, please call our office immediately so we can notify other parents.

## **MEDICATION**

If a child requires medication during school hours the parent must sign and date a Medication Authorization Form giving the Director permission to administer the medication.

Medications must be in the original container and labeled with the child's full name and date the medication was brought to NSCP.

All medications will be kept in the Director's office.

## **MEDICAL EMERGENCIES**

In the event of a life threatening medical emergency, 911 will immediately be called first, and then the parents will be called. In a non life threatening emergency, every effort will be made to contact parents before emergency medical attention is sought.

## **VISION AND HEARING SCREENING**

Per state requirements: Children four years of age or older (as of September 1) must be screened for possible vision and hearing problems by December 31.

## **DISCIPLINE POLICY**

It is our policy to discipline children in a Christian manner using positive guidance instead of only focusing on the undesirable behavior. A copy of our Discipline Policy is attached.

## **EMERGENCY PREPAREDNESS**

We have fire and severe weather drills periodically throughout the year. Emergency plans are posted in each classroom. In the event of an actual emergency, parents will be notified as soon as children are safe and accounted for.

## **TERMINATION OF ENROLLMENT**

A two-week notice prior to withdrawal is requested so that the child's place may be filled.

Actions which may constitute termination of your child's enrollment in our Preschool are:

- Chronic absences or failure to attend eight or more times in any semester
- Non-payment or late payment of fees
- Failure to follow written or posted rules/policies
- Recurring disciplinary problems and disruptive behavior of a child

## **DROP-INS**

We will accept drop-ins of currently enrolled children only and only when space is available. The drop-in rate is \$20/day.

## **POTTY TRAINING**

Children who are actively potty training must wear pull-ups (not diapers or "big kid pants") daily until the teachers determine that he/she is fully potty trained. Though a child may be "fully" trained at home, it often takes a little longer at school where there are more distractions and more children in care. Teachers will discuss with parents when it is appropriate to bring their child in panties/underwear. If children are not quite ready for "big boy" or "big girl" pants and have accidents in the classroom it not only requires the teachers to provide extended one on one time with that child cleaning them up but it presents a health concern when the rooms are contaminated. Accidents are understandable and expected at first, but these measures will help benefit both the child and the teachers.

The following are the signs to look for in determining a child's readiness:

- Your child stays dry at least two hours at a time during the day or is dry after naps
- Bowel movements become regular and predictable.
- Facial expressions, posture or words reveal that your child is about to urinate or have a bowel movement.
- Your child can follow simple instructions
- Your child can walk to and from the bathroom and help undress
- Your child seems uncomfortable with soiled diapers and wants to be changed
- Your child asks to use the toilet or potty
- Your child asks to wear big-kid underwear

## **PARTY SCHEDULE**

All parties will be held in the classroom and will be for children only. Parents are asked not to attend since this often causes disruption and distraction for the kids. Our schedule allows for Monday/Wednesday kids to have two parties, Tuesday/Thursday kids to have two parties, and all kids to have a Christmas party.

The schedule for classroom parties is as follows:

Monday October 31 – Fall Party

Monday November 21 – Thanksgiving Feast

Tuesday and Wednesday December 13 and 14 – Christmas Parties

Tuesday February 14 – Valentine’s Party

Thursday April 5 – Easter Party

## **PARENT INFORMATION**

Parents will be notified in writing of any changes regarding the policies and procedures of North Side Christian Preschool.

Parents are welcome to visit our school at any time. Please call from the phone in the Welcome Center to be let in.

Parents are encouraged to discuss any questions or concerns relating to these policies and procedures with the Director.

Parents may be asked periodically to review all emergency information on their children and either initial that is still correct or update it. This will be done at the door when children are signed in.

Parents are responsible for notifying the office of any change of information throughout the year such as phone numbers, address, shot record updates, or changes in the Approved Pick-Up List.

Parents – under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **PARENT RIGHTS**

Parents are entitled to see any of the following information (please see Director):

- The Minimum Standards for this Licensed Childcare Center (also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us))
- The most recent Department of Family and Protective Services Inspection/Investigation Report
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal’s Inspection Report
- The most recent Health Department’s Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- Local Licensing Office 817-321-8604
- DFPS Child Abuse Hotline 1-800-252-5400

## **DISCIPLINE AND GUIDANCE POLICY**

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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **NORTH SIDE CHRISTIAN PRESCHOOL BITING POLICY**

When Biting occurs:

- Care for the child who was bitten by comforting him/her and treating the wound:
  - a. If the skin is not broken, use an ice pack.
  - b. If the skin is broken, clean the skin with soap and water and apply a bandage to keep it clean. Ointment is not necessary.
  - c. If the skin is broken on top of the hand (where germs are more prone to be), we recommend that the child be seen by their health care provider.
- Advise the Director.
- Call the parents of both children – the one who was bitten and the one who did the biting – and inform each of the situation. Staff will not give out the name of the other party involved to either parent. If parents are not reached by phone, please discuss the situation with them privately when they pick up their child.
- Fill out an “Ouch” Slip for the child who was bitten and a Discipline Form for the child who did the biting. Please make a copy of each slip and give to the Director to be kept in each child’s file. Please note on the Slips that parents can schedule a time to discuss the matter further if needed.
- Respond to the child who did the biting by showing him/her that you strongly disapprove of the action. Discipline the child appropriately according to policy.
- If biting continues to be an issue with a child, the Director and parents will collectively decide which course of action is in the best interest of all children.