



Parent Handbook

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A Welcome from Our Preschool Director

Dear Preschool Friends & Families,

Welcome to the New Vision Weekday Preschool Program. We are blessed that you have chosen New Vision to be a part of your child's early education and care during these precious preschool years. New Vision Weekday Preschool is a place of nurturing the WHOLE child—Socially, Spiritually, Cognitively, Emotionally, and Physically. New Vision Baptist Church and all its ministries are Biblically based and seek to honor Christ in every way. Our preschool program is no exception. We will strive to treat every child with respect and give each of them the best opportunity to grow and learn in a Christian environment.

Beginning preschool is a big step for children. Talk to your child to help prepare them physically and emotionally for the challenge and excitement that awaits them! As an educator and a mother, I am aware of the emotions you may be juggling at this time. Please know that my door is always open, and never hesitate to reach out with any questions or concerns. I pray your child's learning experience will be happy and wholesome. Exciting things are happening at New Vision, and we are honored to partner with you as your child grows and thrives.

In His Love,

Brandi Bontrager

Weekday Preschool Director



**Our
Promise**

I promise you every day your child will learn something.

Some days they will bring it home in their hands.

Some days they will bring it home in their heads.

Some days they will bring it home in their hearts.

A Welcome from Our Preschool Minister

Dear Parents,

We are thankful that you have chosen New Vision Weekday Preschool for your child's first structured early learning experience. We realize the tremendous responsibility we have in helping your child grow in wisdom and stature and in favor with God and man (Luke 2:52). We are excited about this year and all God has in store.

If you and your family do not have a church home, we would love for you to worship and connect with us. Sometimes the hardest part about coming to church is just walking through the doors for the first time. We can help you. Let us know you're coming and we'll meet you and walk you through the process so you feel at ease from the moment you arrive. You can visit NewVisionLife.com for worship times and information about programming for preschoolers through adults. We look forward to this year and all God has in store. You and your child are important to us.

Paige Robinson

Preschool Minister



Educational Philosophy

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing Biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff. A child's growth and development is a process, not an event. We believe the most important part of learning is the process, not the final product.

The Program

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, nature, music, and dramatic play. Our curriculum provides guidance and activities to help children develop language, reading, writing, and math skills appropriate to their stage of development. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts and verses are included in each teaching unit.



CHILDREN ARE A GIFT FROM THE LORD.

– Psalm 127:3

Regulatory & Licensing Information: *The Tennessee Department of Human Services does not require that Preschools/Mother's Day Out/Parents Day Out programs be licensed. Because of this exemption this facility, New Vision Weekday Preschool is not a licensed child care facility.*

Weekday Preschool Policies

Enrollment & Financial Policies

ELIGIBILITY

Children must be at least one-year of age by August 15th. All required forms & fees must be submitted prior to the child's first day of school.

REGISTRATION FEE

There is a \$100.00 non-refundable registration fee, per child, which must accompany each application. This reserves a place in the program for your child. No child will be placed on a class list without the registration information and fee.

WITHDRAWAL INFORMATION

New Vision Weekday Preschool reserves the right to request withdrawal of any child if the child or their parent/guardian needs such attention or supervision that the class/preschool is unfavorably affected. Through a process of observation and consultation, the decision will be determined with input from the Preschool Teachers & Preschool Directors. Families requesting withdrawal of their child from the program, for any reason, must give two weeks' notice to the director and pay tuition accordingly for the entire month which includes those two weeks.

TUITION

Monthly tuition for the 2026-2027 school year is \$210.00 per month.

Tuition is based on a yearly cost divided by ten months (August-May). The first tuition payment is due in August. All tuition payments are due on the first of the month, August through May. If tuition is not paid by the 10th, the account is considered delinquent. Unless other arrangements are made with the director, the child will not be allowed to continue classes until the tuition fees are paid. A \$10.00 late fee, per child, will also be assessed.

Payment Options

1. Preferred Method: Online Payment via TouchPoint

Available on the New Vision website under the “Give” tab. We are happy to assist you with setup if needed. You may pay monthly or enroll in auto-pay.

2. Check or Cash

May be paid at the preschool desk.

LATE FEE

Preschool dismisses at 2:00 pm and children should be picked up at that time. There will be a ten-minute grace period prior to late fee charges being assessed.

Late Fee Charges:

2:10 – 2:30 = \$10.00

2:30 – 2:50 = \$20.00, etc.

A late fee assessment form for the month will be distributed, and the fee must be paid by the 10th of the following month.

Program Overview

SCHEDULE

Our preschool program meets every Tuesday and Thursday from 9:00 am to 2:00 pm beginning August 11th and continuing through May 13th, unless otherwise noted on the calendar (i.e., Fall, Spring, Christmas breaks, etc.) Preschool doors will open at 8:50 am for morning drop off & again at 1:50 pm for afternoon dismissal.

TEACHER PUPIL RATIO

Each classroom is staffed with **two** teachers.

The ratios are as follows:

- 1-year-old classrooms: 8-10 children
- 2-year-old classrooms: 12-13 children
- 3-year-old classrooms: 14-15 children
- Pre-K classrooms: 15-16 children

INCLEMENT WEATHER

We will follow the Murfreesboro City School system for closings and delayed openings due to inclement weather. If Murfreesboro City Schools operate on a delayed schedule, we will follow the same delay (for example, if city schools open at 10:00 am with a two-hour delay, preschool will open at 11:00 am). Classroom teachers will notify families of any schedule changes so that appropriate arrangements can be made in the event of inclement weather closures.

The State of Tennessee temperatures for outdoor play are between 32 degrees and 95 degrees. Teacher discretion can be used within those temps. Please make sure you send adequate clothing for your children for outdoor play.

Arrival, Dismissal & Security

SIGN-IN AND OUT

All children must be signed in when they arrive at preschool and signed out when they are picked up. When signing in, please make goodbyes very brief. Some children may experience separation anxiety the first few days. The longer you stay, the harder it is for them when you leave. Children seldom cry for more than a few minutes after parents leave. Our teachers will engage them in fun, learning activities and this phase will pass.

If someone other than the parent is dropping the child off, they must sign-in and leave a contact number where a parent or relative can be reached as well as their own contact information.

Children will NOT be released to anyone not listed as authorized. If someone other than the parent is picking up, the individual must initially present ID.

SECURITY

In an effort to keep your children safe, the doors into the building will be locked between 9:10 am and 1:50 pm. If you need access, please call the preschool desk.

Health & Safety

SAFETY

We strive to provide a safe environment for your child. Hopefully accidents will not occur, but children are active. Despite close supervision, incidents may occur that could result in an injury. If your child sustains an injury while at preschool, appropriate first aid measures will be taken.

Depending on the type of injury some or all of the following first aid measures may be taken:

- Soap and water to clean the injured area
- Ice pack for swelling or pain
- Adhesive bandage

If your child receives a minor injury, you will be informed via an incident/accident report. If the injury is of a serious nature, you will be contacted immediately. For safety purposes, we cannot apply first aid ointments, diaper rash creams, sunscreens, or any other type of medicated topical creams.

DIAPERS AND POTTY TRAINING

Diapers: Parents are responsible for providing diapers and wipes. Please check to make sure your child has enough for the day.

Potty Training: Parents need to send two full changes of clothing for children who are potty training. Children in our 3-year-old classes must be fully potty trained in order to return to the classroom after Winter Break. We will do our best to support you in the potty training of your child, but please be sensitive to the fact that the teachers have a room full of children.

PARKING LOT SAFETY

The preferred preschool entrance is the WELCOME 3 (back parking lot) behind the preschool wing. You may enter through the double doors at the end of the walkway. IF you choose, you may also park in the Welcome 1 parking lot located near the town square. Please do NOT enter or exit the building through the door located by the playground. Only utilize the Handicap Parking spots if you have an authorized handicap parking placard, decal, or license plate.

Classroom Policies & Expectations

CLOTHING

Washable play clothes and closed-toed shoes are the most suitable for preschool. Children will be going outside on hot and cold days so appropriate dress is required. It is also a good idea to send your child with a jacket or sweater just in case they are needed.

EXTRA CLOTHING

Please send a complete change of clothes in a Ziploc bag, in case they are needed.

LABEL ALL ITEMS

Please clearly label all of your child's belongings (coats, hats, lunchboxes, backpacks, diaper bags, etc.). This helps prevent mix-ups and ensures items are returned to the correct child.

SNACKS/LUNCHES

Parents are responsible for providing their child's snack and lunch including a drink. Please try to select items for snacks/lunches that will be healthy as well as appealing. Please send food that does not need to be heated or refrigerated. We encourage using freezer packs or an insulated thermos.

ALLERGIES

All allergies should be noted on the registration forms and we must have a written food management plan as well as a documented emergency care plan. All allergies will be managed on a case by case basis. Certain allergies may require a classroom to become allergy free for the safety of our children.

SIPPY CUPS

Parents whose children are still using 'Sippy Cups' are responsible for providing 'Sippy Cups' for their child. If a child does not have a 'Sippy Cup' a small disposable cup will be provided.

BOTTLES & PACIFIERS

Bottles will not be given to any child. Pacifiers may be used in one-year-old classes ONLY. We would prefer to only use these during nap time if possible.

MATS

Mats for napping are needed for the one- & two-year-old classes ONLY. These mats may be plastic or cloth/fabric and must be taken home daily. Blankets & comfort items are permitted.

SPECIAL TREATS AND BIRTHDAY CELEBRATIONS

If it is your child's birthday, we encourage you to bring in a special treat to celebrate this occasion. However, be sure to let your classroom teachers know in advance so they can prepare as well. Please check with the teachers for any food allergies in your child's classroom before bringing snacks. Occasionally there will be a classroom sign-up sheet for special holiday celebrations.

NO BALLOONS

We do not allow balloons in the preschool classroom. They can cause potentially life-threatening situations if a child pops one, and a piece of the balloon gets in his/her throat.

TOYS FROM HOME

Toys from home are not allowed at preschool. The preschool provides age-appropriate toys and manipulatives for each classroom, which allows children to learn to share and work together cooperatively. It is difficult for children to share "their" toys and it is hard for the staff to keep up with which toys belong to whom.

Parent Code of Conduct

We expect parents to observe a certain standard of conduct at all times on New Vision Campus. The following items are not acceptable while on our campus:

- Threatening or disrespectful behavior towards staff, parents, or children.
- Inappropriate language, gestures or behaviors.
- Inappropriate attire and clothing. Please practice modesty at all times on New Vision campus.
- Not following policies designated to protect the safety and security of everyone at the school. Any violation of this policy will result in the immediate withdrawal of the family.

Illness Policies

I. General Statements

1. For the protection of your child and other children, any child who is or appears ill cannot be accepted in preschool.
2. Please use common sense when considering sending your child to preschool. If in doubt, please contact your child's physician prior to sending your child. Remember that exposure to illnesses at preschool represents a leading cause of illness in children, as well as an increasing number of antibiotic resistant organisms.
3. Any child who becomes ill during preschool will be isolated and his/her parents will be contacted immediately to come and pick up the child.
4. No medications will be given at preschool.
5. Please notify preschool of any chronic illnesses, i.e. asthma, seizure disorder, allergies, etc.

II. Exclusion Criteria

Children may not come to preschool with the following:

A. FEVER

Must be fever-free for the past 24 hours. A fever is defined as a temperature of 100.4°F or higher. *Please do NOT give anti-fever medicine (i.e., Tylenol, Advil) to a child with a fever and then send them to preschool.*

B. HAIR AND SKIN

1. **Head lice:** May return after treatment with anti-lice shampoo and when there are no lice or nits present.
2. **Scabies (body louse):** May return after treatment.

C. VIRAL EXANTHEMAS (RASHES)

1. **Chickenpox:** May return after all lesions are crusted over—usually about 5 to 7 days after lesions appear.
2. **Shingles:** May return after 7 days.
3. **Roseola:** May return after the rash disappears.
4. **Hand-Foot-Mouth Syndrome:** May return after all lesions heal.
5. **Impetigo:** May return after oral antibiotics for 24 hours or a topical antibiotic for 48 hours.
6. **Boils/Abscess:** Cover the lesion and return after antibiotics for 24 hours.

D. FUNGAL INFECTIONS

1. **Scalp:** May return after oral medication for 24 hours.
2. **Skin:** May return after occlusive dressing and cream for 48 hours.

E. EYE INFECTIONS

Bacterial Conjunctivitis (Pink Eye): May return after using prescribed eye drops for 24 hours.

F. NOSE / LUNGS

1. **Upper Respiratory Infection / Common Cold:** May return when fever-free for 24 hours.
2. **Bronchitis:** Use fever and ease of breathing as keys to determine when to return.
3. **Croup:** May return 3 days after the onset of illness, or after being fever-free for 24 hours.
4. **Influenza:** May return after being fever-free for 24 hours.

G. MOUTH/THROAT

1. **Thrush:** May return after treatment has started.
2. **Strep Throat:** May return after being on antibiotics for 24 hours.

H. LUNGS

1. **Pneumonia**
 - a. **Viral:** May return after being fever-free for 24 hours.
 - b. **Bacterial:** May return after being on antibiotics for 24 hours and fever-free.

I. ABDOMINAL

- Vomiting / Diarrhea:** may return 24 hours after no vomiting or diarrhea.

J. COVID

- Positive Test:** If your child tests positive for Covid, he/she may return after 5 days if they are completely symptom-free.

Emergency/Disaster Plan

IN THE EVENT OF A FIRE

Teachers/staff members will exit the preschool and proceed to a designated location. For security purposes, the location will not be disclosed. We will remain there until we have an “all clear” from the appropriate authorities.

IN THE EVENT OF A TORNADO WARNING

Teachers/staff members will take all children to the restroom areas in the front of the chapel area. We will remain there until the tornado warning has expired. Children will not be allowed to leave the campus during this time. Should parents arrive for pickup, they will need to remain on campus until the warning has expired.

IN THE EVENT OF VIOLENCE OR THE THREAT OF VIOLENCE

Security procedures have been established. However, for security purposes, these procedures are confidential.

Contact & Communication

PRESCHOOL ADMINISTRATION

Weekday Preschool Director

Brandi Bontrager

brandi.bontrager@newvisionlife.com

Weekday Preschool Assistant Director

Kristi Layne

kristi.layne@newvisionlife.com

PRESCHOOL OFFICE HOURS

Monday–Thursday: 8:30 am–2:30 pm

Friday: Closed

PHONE NUMBERS

Preschool Direct Line: (615) 206-7456

Church Office: (615) 895-7167

MAILING ADDRESS

New Vision Baptist Church

1750 North Thompson Lane

Murfreesboro, TN 37129





**Yet to all who did receive Him, to those
who believed in His name, He gave the
right to become children of God.**

– John 1:12