



HandBook

**Hillcrest Baptist Church
Little Blessings Preschool
500 Alberta Street
Enterprise, AL 36330
(334) 347-2518**

Little Blessings

Preschool



“And the child grew and became strong in spirit, filled with wisdom; and the grace of God was upon him.” Luke 2:40

Mission Statement

Little Blessings Preschool strives to provide an early understanding and appreciation for God's word. Children will learn through the active exploration of the Bible and interactions with other children to develop social skills for everyday life. We seek to encourage a positive sense of self, encourage individual success and nurture the love of learning. Little Blessings Preschool believes in the importance of sharing the Gospel and God's love as a vital part of the ministry at Hillcrest Baptist Church.

Non-Discriminatory Policy

Little Blessings admits students of any race, color, religious belief, gender, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religious belief, gender, nationality or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Program Information

Who:

We accept ages 6 weeks to 5-year-olds who have yet to complete Kindergarten (Pre-K 4 students must be fully potty trained). Little Blessings Preschool program follows the Alabama Schools' age policy on promotion. A child's class placement will be determined by their age on September 1st of the current year.

When:

Mondays, Tuesdays, Wednesdays and Thursdays

-Little Blessings follows the Enterprise City School System's calendar for holidays. (If they are out, then we are out.)

Hours:

Regular Day: 8:30-12:30

Early Care begins at 7:45

Extended Care ends at 2:30

Regular day drop off begins at 8:20 each morning (7:45 for Early Care). **Do not** leave a child unless a teacher is there to receive your child. Children must be picked up no later than 12:30 (2:30 for Extended Care). **A late fee of \$1.00 per minute will be charged for late pick-ups.**

Tuition & Fees:

- Registration Fee-\$60.00 per school year (**non-refundable**)
- Snack/Supply Fee (3 Days)-\$80.00 per school year (**non-refundable**)
- Snack/Supply Fee (4 Days)-\$100.00 per school year (**non-refundable**)
- Tuition (3 Days)-\$190.00, each additional child-\$145
- Tuition (4 Days)-\$235.00, each additional child-\$180
- Early Care-\$25
- Extended Care (3 Days)-\$75.00, Combo for Early & Extended Care, \$90.00
- Extended Care (4 Days)-\$95.00, Combo for Early & Extended Care, \$110.00

*****monthly rates are based upon the 10-month school year; therefore, it is 10 FULL payments for tuition*****

Tuition payments are due the **first** of each month. Tuition is the same amount each month (10 full monthly payments). Months that are shorter are **NOT** prorated. **You are obligated to pay, even if your child is absent. No refunds or reductions in tuition are given for closures due to a school-wide outbreak, individual illness, vacations, or bad-weather days.** Little Blessings must charge tuition, regardless of attendance, in order to retain your child's slot. A late fee of \$15.00 per child will be assessed if tuition is paid after the 10th of the month.

Payment Methods:

We accept cash (**correct amount in a sealed envelope with your child's first & last name written on front of envelope**) or check (**payable to Hillcrest Baptist Church**) for tuition. There will be a \$25.00 fee for any returned checks. The amount of the returned check plus the \$25.00 fee must be paid in **CASH** as soon as you are notified that a check has been returned. If a 2nd check is returned, we reserve the right to revoke your privilege of paying by check. If your account is not paid in full by the 15th of the month, your child may not attend Little Blessings until the account has been paid.

Enrollment Process:

A child is actively enrolled in the program when the following items have been received by the Preschool Director:

1. Completed Registration Form
2. Non-refundable Registration Fee of \$60.00 & non-refundable Snack/Supply Fee of \$80.00/\$100.00

*****no child shall be discriminated against based upon race, religion, color, gender, nationality/ethnic origin*****

Withdrawal Policy:

A minimum of **one-month** notice is required to withdraw a child from Little Blessings. A “withdrawal form” will need to be filled out and turned in for the notice to be complete. You will still be responsible for paying tuition for the time during the **one-month** notice. This notice begins on the date that the Director receives the form. Please see the Preschool Director for a withdrawal form.

Immunization Records:

An original copy of the Alabama Certificate of Immunization is required for all enrolled students. These shot records **MUST** be on the official Alabama form; turned in and up to date on or before the start of school as this is required by the Alabama Department of Public Health. You can obtain this form from your pediatrician or at the local Health Department.

Curriculum:

We seek to provide an environment that emphasizes Christian values and the principles of faith as the foundation for spiritual growth. We have chosen the *Wee Learn* and *ABC's through the Bible* curriculum. This program provides opportunities for the children to learn about God, the Bible, the church, family, self, and the world around them.

Music:

Music will be offered to all children at our program twice a week. They will have an opportunity to learn new songs, motions and play a few instruments. The children will participate in two musical programs; one at Christmas and one at the end of the year. These programs will give your child an opportunity to share what they have learned throughout the year.

Science/Sensory Labs and PE:

Science/Sensory labs and PE will be offered to all of our 1-year and above classes. They will attend this class on Wednesdays, alternating weekly between the two specialties. They will view, touch, and learn about science through different types of sensory learning opportunities. They will also participate in physical activities to promote the benefits of exercise and advancement of several gross motor skills.

Chapel:

Preschool Chapel is offered to all of our 2-year-old and above classes twice a month in the church sanctuary. Appropriate Bible stories, praise music and prayer are all part of the chapel experience. We seek to tell the good news of God's love and encourage the children to ask questions and respond within their comfort level.

Library:

Preschoolers love books! The 2-year-old through PreK 4 classes will have an opportunity to check out a book from “Scooter” our traveling book cart each Monday. They are allowed to check out a new book each week, as long as the previous book is returned prior to library day.

Field Trips and Specific Events:

A parent or an adult is REQUIRED to attend any field trip or event that specifies this requirement!

Personal Items:

Parents are asked not to send toys from home; they often cause conflict with other children or have the potential to be lost. If your child does bring a toy or personal item to school, we will not be responsible for these items if they are left at school or lost.

Birthdays:

Birthdays are a special time for children. If your child is having a birthday feel free to send cupcakes or cookies to share with his/her class. Please make sure your child's teacher is notified that you will be bringing a special snack. Also, please keep in mind that some classes may have allergies, so be sure to check with your child's teacher.

Holidays & Scheduled Breaks:

Little Blessings will observe the same holidays and scheduled breaks that the Enterprise City School System observes.

Weather Days:

In the event of inclement weather, Little Blessings will observe the same weather delays and cancellations that the Enterprise City School System observes. The Preschool Director will also post a weather announcement on the Little Blessings' Facebook page and your teacher will send communication in your class group text.

*****NOTE*****

We reserve the right to close Little Blessings if we feel the threat of the forecasted weather compromises the safety of our students and staff regardless of the decision made by Enterprise City Schools.

Emergency Drills:

We will participate in fire, tornado, and active shooter (lockdown) drills throughout the school year. This is to familiarize your child and the staff with emergency procedures.

Illness:

To ensure a healthy environment for all children and staff members, parents should take responsibility for making sure that their child is in good health each day before bringing them to school. If your child exhibits any signs of an illness within 24 hours before class, please do not bring him/her to school! When in doubt, please apply the "**Golden Rule!**" These signs include such symptoms as a cough, cold, upset stomach, diarrhea, rash, fever, sore throat, discolored runny nose, earache, etc. A child who arrives at Little Blessings noticeably ill will not be accepted for that day. If your child often has a runny nose due to allergies or non-infectious sinus drainage, obtain a doctor's statement affirming this is the case. If your child presents signs of illness while at school, you will receive a call from the teacher or Preschool Director informing you of your child's condition. Depending on the symptoms, you may be required to pick up your child and keep them home for a 24-hour period. Children with fevers 100.0* or higher will be sent home (even if no other symptoms are present) and will not be able to return until they are fever-free for 24 hours without the use of fever-reducing medication.

Medications:

No medications will be given for fevers or infectious illnesses. If your child requires medications due to allergies or other non-infectious illnesses, please see the Preschool Director to complete a medication dispensing form. The Preschool Director or child's teacher will administer any/all medications in the presence of a witness to verify the correct dosage is given. **Please do not place medication in a child's bottle or sippy cup.** All medication will be kept at the front desk, locked in a cabinet. Medication **must** be in the original container.

Emergencies:

In the event of an emergency which requires immediate medical attention, every reasonable attempt will be made to contact the parent or person(s) listed as emergency contacts. If the parent cannot be reached in such emergency, the Preschool Director will then make the decision of how to best handle the specific situation. Minor cuts and scrapes will be cleaned and bandaged by a Little Blessings staff member. Bumps to the head or any swelling due to injury will be treated with ice, and parents will be notified to pick up their child if deemed necessary.

Teachers **must** have a record of how to reach parents in the event of any type of emergency. Each parent will provide this emergency contact information which will be stored and easily accessible in your child's classroom in case it is needed.

Discipline:

Discipline consists of encouraging positive behaviors. Little Blessings uses time out when necessary; physical punishment is **NEVER** allowed. We strive to use positive reinforcement whenever possible, but some actions will result in an immediate time out. This includes, but is not limited to: hitting, biting, kicking or throwing objects. The time out is to take place in the room using an isolated spot away from ongoing activities. If the time out does not bring an acceptable change in behavior, the child will be brought to the Preschool Director's desk. The Director will have a conversation with the child about their behavior and if she feels further reinforcement is needed, parents will be contacted.

Discipline Plan:

1. *Redirection occurs at first offense*
2. *Redirection and warning of consequence at second offense*
3. *Time out*
4. *Conversation with the Director*
5. *After multiple time outs for the same offense: a call to the parents (this is done at the Teacher's and Director's discretion)*
6. *Meeting with parents, teacher, and director*

Biting Policy:

While biting is a very serious matter, it is anticipated with children. The teachers will work with the child and the family to omit this behavior by explaining that it hurts their friends. Time out will be utilized for frequent biting incidents. If biting continues, a child may be subject to dismissal from the program at the discretion of the Preschool Director.

Security:

We want every parent to feel that their child is safe and secure at school.

The front doors will be locked at 9:00 each morning and will remain locked for the remainder of the school day. If you arrive after 9:00, you will need to use the call button that is located at the front door and a staff member will come to the door to assist you. This allows us to know who is in our building at all times and ensure the safety and security of your child.

If someone other than a parent/guardian should pick the child up, the teacher and the Preschool Director should be notified in advance. No child may be released to siblings less than 16 years of age.

Snacks:

A small morning snack (i.e. Goldfish, Veggie Straws, cookies, etc) will be provided for your child each day. A labeled sippy or spill-proof cup (filled with only water) for them to use must be sent each day. Throughout the school year your child's teacher will provide several opportunities for parents to bring "special themed" snacks for the class.

Lunches:

Infants: Please provide plastic bottles or sippy cups, spoons, bibs, and appropriate food with feeding instructions. Remember to label all items!

Toddlers/Children: Please send in healthy lunches daily! Finger foods (such as sandwiches, sandwich meat, cheese, yogurt, fruit, or veggies) are ideal. **DO NOT** send food that needs to be heated or any carbonated drinks. Include an icepack for any items that need to be kept cool. Remember to label everything!

Potty Training:

All children must be completely potty trained before entering the Little Blessings' PreK 4 program. In the case of a unique circumstance, the decision to waive the policy is at the discretion of the Director and may require a doctor's note. Please see your child's teacher for specific age range potty training expectations.

What to Bring Each Day:

- Backpack (Regular Size)
- Complete change of clothing (each piece labeled with the child's name) placed in a gallon-size Ziploc bag and clearly labeled with the child's name.
- Lunch in a Lunchbox, all things MUST be labeled.
- Sippy cup or spill proof cup labeled with the child's name, with only water.

Teacher Qualifications:

All teachers for this program are CPR certified and have had an extensive criminal background check before they are employed.

The teacher must have the ability to:

- Plan and conduct effective child development activities to meet the spiritual, social, emotional, physical, and cognitive needs of each child.
- Ensure the safety of the children through constant supervision and regular practice of fire drills and other emergency procedures.
- Provide guidance of the children within the framework of the school's policy of discipline.
- Create an inviting classroom environment in which the children feel comfortable and secure.
- Effectively communicate with parents.
- Cooperate with other teachers and the Preschool Director in activities involving the whole program.
- Follow all guidelines as listed in the Little Blessings Handbook.

Complaint Policy:

If you have a complaint or concern:

1. **Pray about it.**
2. Express your concern regarding any classroom situations promptly and clearly to the teacher, if at that time you feel the results were not satisfactory; you may then contact the Preschool Director.
3. Concerns about Little Blessings' policies should be addressed directly to the Preschool Director. These issues will be put into writing and resolved at once.

Child Abuse and Neglect:

In an effort to protect the well-being and safety of the children attending Little Blessings Preschool, the State of Alabama requires anyone who suspects child abuse and neglect to report it to the proper authorities. All staff members have been trained to identify and document the signs and symptoms of abuse and neglect. Little Blessings is required by law to cooperate with any investigation conducted by a state official.

Child Custody Issues:

It is Little Blessings' intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. The school cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless legally filed, executed, and current official documents have been submitted to the school. Please **DO NOT** put Little Blessings Director or Staff in the middle of your personal conflicts. In case of conflicts, the proper authorities will be contacted.

Enrolling for the Following School Year and Summer Program:

Little Blessings will have open enrollment for the School Year and Summer Program in mid-February. Your spot is reserved once you have completely filled out and turned in the registration form, along with paying both the registration and snack/supply fees. The registration & snack/supply fees are **non-refundable**. It is understood when all the above is completed and turned in that you are committing to a 10-month contract with Little Blessings Preschool. You must continue to abide by the same withdrawal process that is stated in the "Withdrawal" section of the handbook.

Handbook Form

I, _____, the parent/guardian of _____, have read, understood, and will comply with all that is stated in the Little Blessings Preschool Handbook of Policies and Procedures.

Parent's Signature

Date

Parent's Signature

Date

Guardian's Signature

Date

Little Blessings