

“TRAIN UP A CHILD IN THE WAY HE SHOULD GO: AND
WHEN HE IS OLD, HE WILL NOT DEPART FROM IT”

Proverbs 22:6



Ocilla Baptist
Church

Pre~School
2017~2018
Handbook

Ocilla Baptist Pre-School

PO Box 101

Ocilla, GA 31774

Pre-School Phone (229) 468-4037

Church Phone (229) 468-5307

Scarlett Royal (229) 424 4522



Miss Scarlett Royal– Director/Teacher

Miss Nancy Gibbs– Teacher

Miss Lindsey Wilson~Teacher & Volunteer

Welcome to Ocilla Baptist Pre-School. Thank you for allowing us to be a part of your child's preschool experience.

Our Mission: The purpose of our Pre-School is to serve first and foremost our Lord Jesus Christ. It is the mission of the OBC Pre-School to provide each child with a positive learning environment through a Christian-based curriculum. We will enrich your child's life spiritually, morally, socially and educationally thru playing and a structured setting.

Registration/Tuition:

- 1) Registration fee is \$90.00. The fee must be paid in order to hold your child's spot.
- 2) Tuition is due on the 1st of each month (Sept-April). The monthly payment will be \$100 (The tuition is \$90.00 plus a \$10 snack fee)
- 3) If payment has not been received by the 10th of each month, there will be a \$10.00 service charge added to the monthly bill.
- 4) Please make your checks payable to Ocilla Baptist Pre-School.
- 5) The clear binder you purchase will be sent home at the first of each month for tuition & snack money.
- 6) Unfortunately, due to past circumstances, if a check is returned due to insufficient funds we will have to ask you to pay cash for remainder of the year.

Holidays: We will follow the Irwin County Board of Education Schedule for school holidays. We will notify you if the Pre-School has to close because of inclement weather.

School Hours: *Instructional time* 8:15 am to 11:15am.

Early Drop off 7:30-8:00.

Normal Drop off 8:00-8:15

Pick up time 11:15-11:30

All students must be picked up by 11:30. There will be \$5.00 fee for each late pick up.

Drop off and Pick Up:

1) Both Drop off and Pick up should follow the route north off 5th street into the alley behind the church. Children should enter the school through the door with the drive through awning. The school will provide signs, with your child's name in large print. Please display this in the windshield of your car when picking your child up the first two weeks of school.

2) Children may only be picked up by someone on your pick up form, unless we have a written note or phone call from you.

3) All children must be picked up by 11:30am. There will be a \$5.00 fee for each late pickup, which will be added to next month's tuition. (If circumstances prevent you from picking your child up on time, please call ahead of time to help avoid this additional charge)

Important Messages: All messages sent to the Teacher must be in writing and signed by a parent/guardian. Verbal message by a child CANNOT be accepted. PLEASE SEND A NOTE PINNED TO THE OUTSIDE OF CHILD'S BAG. Always, please call the Pre-School phone or my cell in case of an emergency.

Illness and Health: PLEASE keep your child home FOR AT LEAST 24 HOURS FOLLOWING any of the following symptoms...

- *Sore throat
- * Runny nose (with green or yellow discharge) or Persistent Coughing
- * Fever (Must be fever free without fever medication for 24 hours)
- * Skin Rash
- * Open, draining wounds
- * Head Lice (Must be cleared by doctor/nurse to return to school)
- * Diarrhea, Nausea or Vomited within 24 hours
- * Earache or Headache
- * Pink eye/ inflamed eyes/ drainage from eyes



Parents are to notify the Teacher when a child is out due to a communicable illness.

All Parents will be asked to pick up sick children at the time of an illness, if we are unable to reach the parents we will call the next person on your list.

Refreshments: We are asking each child to pay \$10.00 in CASH each month in addition to tuition. We would like to provide your child with healthy snacks, such as, fruit, cheese, toast, cereal, grits, eggs, milk and juice.

Birthdays: Your child will be honored on his/her birthday. You may want to serve refreshments on that day, for example: Mini cupcakes, ice cream, chips and a drink. If their birthday comes during the summer, they will have a pretend birthday during school. We will let you know the day if your child has a summer birthday. If you don't want to have a birthday party, this is okay. Your child will still blow out the candle on the cake and it will be his/her day to hold the flag.

Birthday Books or Puzzles: Parents can help celebrate their child's birthday by donating a puzzle or book of any price, with suitable inscription inside, to be used by all students. Also, we love when our parents read this special book aloud to the students the day of the birthday party.

Holiday Parties: We will celebrate 5 Holiday's during the year. Halloween, Thanksgiving, Christmas, Valentine's Day & Easter. Each child's parent will be asked to sign up to help with one of these parties.



Behavior/Discipline: Discipline in our school consists of positive reinforcement and time out. In order for all children to have the best possible learning environment appropriate behavior will be encouraged and rewarded.

In case of uncontrollable behavior, it may be necessary for the teacher to request that the child be picked up and taken home for the remainder of the day. If this type of behavior becomes a recurring event and cannot be changed within a reasonable amount of time, OBC Pre-School reserves the right to dismiss the child from the program. I plan to send home a weekly behavior chart that needs to be signed and returned on Monday. This will be done so you will always know how your child's week went.

Clothing: We will be learning thru playing and movement A LOT during Pre-School. This will include many fun and messy crafts, art projects and even some outside exploration. Please always keep this in mind when dressing your little ones for school.

Change of Clothes: Please send a change of clothes in a gallon size Ziploc bag. If there is an accident, I will send the clothes home in a bag. Please then return an extra set of clothes.

Show & Tell: Each child will bring an item from home on Thursday's to show & tell their classmates about. Most weeks it can be any item the child would like to bring but on occasion, I will "assign a themed item" (such as something that starts with letter A)

Class Work: During the early days in school, we devote much time to establishing routines. The children are learning to put away their toys, raise their hand, to wait their turn, and to follow directions. As these routines become habitual, the children are given all the freedom they can handle. In this way, they are learning to be more independent. Thus, they will grow progressively more self-directed as they mature into the next developmental level. Your child needs to leave their work at home, but encourage him/her to bring their bag to school each day.



School Calendar:

September 5.....	Pre-School Starts
October 9-10.....	School Holiday (Fall Break)
November 16.....	Thanksgiving Party
November 20-24.....	Thanksgiving Holidays
December 19.....	Christmas Party
December 20– January 8.....	Christmas Holidays
January 15.....	School Holiday (MLK Day)
February 14.....	Valentines Party
February 19.....	School Holiday (Presidents Day)
March 15-16.....	School Holiday
March 29.....	Easter Party
April 2-6.....	Spring Break
April 26.....	Last Day of School

(All party dates are tentatively scheduled)

Pre~School Schedule 2017~2018

7:30~8:00 Centers/Table time

8:15~8:20 Roll Call

8:20~8:50 Circle time

(Flag, Prayer, Bible lesson, Calendar, Letters, Shapes, Colors, Weather)

8:50~9:00 Prepare to eat

(Prayer and wipes)

9:00~9:30 Eat snack/Clean up

9:30~10:00 Toy Room/ Centers/Bathroom

10:00~10:30 Flex time

(Crafts, Movement & Show & Tell (Thursday))

10:30~11:00 Outside Time

11:00~11:20 Water & Book bags

11:15~11:30 Parent Pickup

