



**EXCELLENT EDUCATION
FOR ETERNITY**

800 W Grand Avenue Rainbow City, AL 35906
256-547-9578
Preschool.12th.co

MAINSTREET KIDS



You may have seen this logo around; it's kinda plastered everywhere. Well there is a good reason for that. The Preschool shares its space with the kid's ministry of Twelfth Street, which so happens to be called Mainstreet Kids. They do a ton of stuff here and in the community.

Here at 12th Street we put families first. You can see it in our facilities, our staffing and it is one of the great reasons why we started the Preschool in the first place. What we do as a church for our families is vast. We want to partner with you to help lead your kids in truth. We offer small group classes for ages from 2yrs-6th grade. And amazing activities for all of our ages including their own worship, a choir & bible skills time, and their very own mission time; which they do some amazing things in. Below is a fall & spring schedule, but every summer Mainstreet does it's own field trip calendar. So be on the look out around summer time and snag you one before they are all gone!

Schedule	Times
1 st Service	8:30am
Sunday School	9:30am
2 nd Service	11:00am
Prayer Meeting/Missions	6:00pm

THE HANDBOOK

TABLE OF CONTENTS

Page 2
Welcome & Admission
Page 3
Withdrawal, Dis-enrollment
Page 4
Preschool Tuition, Preschool Arrivals & Departures
Page 5
Daycare Tuition, Daycare Arrivals & Departures
Page 6
Releasing Children, Bad Weather Conditions, Snack, Rest Time
Page 7
Lunch, Curriculum, Discipline
Page 8
Discipline (continued), Biting Policy
Page 9
Biting Policy (continued), Illness
Page 10
Health & Medical Info., Administering Meds, Allergies
Page 11
Clothing, Parties
Page 12
Mainstreet Kids

FIND MORE ONLINE AT PRESCHOOL.12TH.CO



HEALTH & MEDICAL INFORMATION

Parents must keep current the name of the child's doctor and the names of other adults to contact in the event a parent cannot be reached. In the event of an accident or illness requiring medical attention, the child's parent will be called immediately.

POLICY FOR ADMINISTERING MEDICATION

Medication will be administered only in extreme cases; such as severe allergies, asthma, chronic illness, etc; as prescribed by the child's doctor.

ALLERGIES

Notify the director and your child's teacher in writing of any allergies your child has (bee stings, Band-Aids, food, flowers, etc). Please specify signs of reaction, procedures to follow in case of a reaction, and any medication needed for a reaction. We also need a letter from the doctor stating what the allergy is.

WITHDRAWAL POLICY

Parents are required to submit a one-week notice when a decision has been made to withdraw from the program. Please see the director to fill out proper paperwork. Since we do monthly billing, if you need to withdraw your child, we suggest all withdrawals take place at the end of the month, so you will not be billed for the following month.



DIS-ENROLLMENT

We reserve the right at any time to permanently dis-enroll a child from the program for the following reasons:

- Non-payment of tuition and fees
- If the Director and/or Teacher feel that the needs of the child or the needs of the program are not being met
- If the parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc.... toward staff members, other parents, or any child/children on the premises
- If parents or guardians fail to follow the policies of the preschool/daycare
- Excessive behavioral problems persist with a child and/or parent

PRESCHOOL TUITION

Preschool tuition is due by the first of each month. Payment is considered late if not paid by noon on the 15th, and a late charge of \$15.00 will be applied. If tuition plus late charges are not paid within 7 days, the child's spot will be forfeited. Should a check to our program from your bank be returned for nonsufficient funds, you will be charged a \$30.00 handling fee. Once a check has bounced all future payments must be made with exact cash.

Monthly tuition remains the same with no deductions made for absences or scheduled vacation days, such as Thanksgiving, Christmas break, Spring Break week, etc. **There will be no discount for weather days.** All checks should be made out to Twelfth Street Baptist.

Parents will receive a discount for every sibling after the first child that they enroll to our center.

Parents of children who are enrolled only in our morning preschool program may leave their children in our daycare program providing we have space in our afternoon classes. Arrangements must be made in advance. The cost will be \$20.00 extra per day/per child. We will allow this 5 times in a school year.

PRESCHOOL ARRIVALS & DEPARTURES

Preschool hours are 8:30 – 11:30. All children need to be here by 8:30 and in their classrooms. If an emergency arises which delays you, please call the director @ 256-547-9578 and inform us of the problem. Anyone picking up children may be asked to show identification at the time of pickup. Parents must escort their child/children to their classrooms. It is required that parents sign their children in/out each day on the sign in sheet located outside the office.

BITING POLICY (continued)

After 2 times of biting in one day, a parent will be called to pick up the child for the remainder of the day.. After 4 times total, the child will receive a one week dismissal from the facility. Upon returning, the process will start over. If the child bites 4 more times, a conference will be called with the parents to discuss the possibility of permanent dismissal from the facility.

ILLNESS

Please call 256-547-9578 if your child will not be attending school due to illness. You will be called to pick up your child if he/she becomes ill while at the center.

Please keep your child home if:

- He/she had a fever of 100 degrees Fahrenheit or higher during the previous 24 hour period.
- He/she has vomited in the previous 24 hour period
- He/she has had diarrhea (2 or more loose stools) during the previous 24 hour period
- He/she has had discolored mucus from the nose for three days or more (could be a sign of infection)
- He/she had symptoms of contagious infection (strep, conjunctivitis, etc....) or infestation (head lice, scabies, fleas, rash, etc....)

Children **MAY NOT** return to the center after a communicable disease until the doctor has released the child and/or all symptoms have disappeared for 24 hours. If your child is sent home with lice, they may not return until they are nit free for 24 hours. Once they return they must be checked by the teacher and/or director before going to the classroom." Parents shall report any illness or exposures to communicable diseases outside the center to the director so that she may alert other parents. The staff shall inform parents when the child has been exposed to communicable diseases at the center.

DISCIPLINE (continued)

In any of these instances, we use the following disciplinary measures:

- Verbal/physical redirection
- "Time Out" – one minute per year of age. If time out is used, it is important to explain to the child in a calm manner why he/she is in time out and what the appropriate behavior should be
- In extreme cases, the director will be notified and the incident will be documented in the child's file
- Conferences with the parents/guardians
- It is always inappropriate to use corporal punishment, ridicule, or harshness of any kind when disciplining a child in our care
- Behavior is learned through example: therefore, teachers need to be aware of their role as a model for the child at all times. Children need structure and consistency to know their limitations, as well as to feel secure in a loving environment.

All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parents to attempt to correct the situation. Withdrawal is always our last choice.

We reserve the right to withdraw a child if disciplinary problems or other considerations warrant withdrawal.

BITING POLICY

Biting is a common behavior that occurs in toddlers. While we acknowledge that biting is largely a developmental phase, we will be proactive in our attempt to prevent biting incidents and require the cooperation from the parents in addressing this behavior. Attention and care will be given to both students involved in any biting incident. Both sets of parents will be notified that an incident occurred through a report sent home.

DAYCARE TUITION

Daycare tuition is due by the first of each month. If at least ½ of your monthly tuition is not paid by noon on the 15th, a \$15.00 late charge will be applied. If full payment is not paid within 7 days, you will forfeit your child's spot. Also, you cannot carry a balance from one month to the next or a \$15.00 late fee will be added. Should a check to our program from your bank be returned for nonsufficient funds, you will be charged a \$30.00 handling fee. Once a check has bounced all future payments must be made with exact cash.

Monthly tuition remains the same with no deductions made for absences or scheduled vacation days, such as Thanksgiving, Christmas break, Spring Break week, etc. **There will be no discount for weather days.** All checks should be made out to Twelfth Street Baptist.

Parents will receive a discount for every sibling after the first child that they enroll to our center.

If your child is not signed up for 5 days a week, you can add a day for \$20.00 per day/per child. We will allow this 5 times in a school year."

DAYCARE ARRIVALS & DEPARTURES

Childcare services begin at 7:00 am. All children need to be here by 8:30 and in their classrooms. It is required that parents sign their children in/out each day on the sign in sheet located outside the office. Childcare ends at 5:30 pm. A late fee of \$3.00 per minute will be charged to your account beginning at 5:35 pm. The clock located on the sign in table will be used to monitor pick up times.



RELEASING CHILDREN

Children at the school will not be released to any adult other than the parent or adults listed on the enrollment form without written permission from the parent or legal guardian. A driver's license of the person picking up the child will be checked.

BAD WEATHER CONDITIONS

We will follow the Etowah County School System concerning closings/delays due to weather conditions. **This means if Etowah County Schools are closed, so are we. If they delay, so do we.** Please watch or listen to local media for updates. We utilize a phone tree similar to the ECBOE. Please make sure all contact information is kept current with the director.

SNACK

Morning snack time is a good time for parents to send special treats for birthdays or other special events. Please see your child's teacher ahead of time to schedule a date and time if you wish to send a special snack for all the children to share. We provide a snack along with water to each child every morning. Children who stay for daycare will also have an afternoon snack after naptime. This snack is also provided by the daycare.

REST TIME

Rest time is from 12:00 – 2:00 pm each day for every child. Please send a cloth nap mat for your child to rest on daily. You must leave this at the center throughout the school year. We wash the sleep mats weekly. **EVERYTHING** that enters the center must be labeled with the child's name.

LUNCHES

You will be responsible for sending a ready to eat lunch for your child daily. We cannot heat any meals; they must be ready to eat from their lunch box. We will provide milk for them to drink, but you may send something else if your child will not drink milk. Any lunch container not disposable must be labeled.

CURRICULUM

The A BEKA curriculum will be used in the preschool program to teach age appropriate activities to children in the two, three, and four year old classes. This is a Christian based curriculum. If a child misses a day, the work pages will be given to them on their return.

DISCIPLINE

We strive to maintain a stimulating environment, which helps in preventing negative behavior. Discipline shall be based on understanding the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. We ask that teachers seek to redirect behavior or problems and teach the child to respect the rights of others and to work within defined limits.

Brief supervised separation from the group will be used when appropriate. When the following behavior problems occur; the child is told "no" and placed in a timeout setting. Should the problem continue, the parents could be asked to withdraw the child if:

- Continually disrupts the class
- Endangers another child or himself (biting, scratching, hitting, throwing toys, etc.)
- Destroys equipment or property of others
- Is Defiant to authority