



## Welcome to Union Baptist Church Preschool

We are so excited that you will be joining us for preschool this year. We are making plans for an incredible year. One exciting change for this school year will be the addition of class space. We are setting up a room that will be used each day and will be filled with hands on activities in all subject areas. This room will allow the children to learn at their own pace and will make it possible for them to explore new skills while building both fine and gross motor skills. We are also adding a time each day specific for gross motor development. We will include outdoor activities to help develop those areas.

This year, our hours of operation will be from 9-12 Tuesday, Wednesday and Thursday. We will open the doors at 8:45 for students to be dropped off. Students will be brought to the Narthex for Dismissal. Our monthly rates for this school year will be \$150 per month due at the beginning of the month. You can make your payments monthly (9 payments) 2 semester payments, or pay your tuition in full at the beginning of the year. A late fee of \$10 will be added to any payment not received by the 10<sup>th</sup> of the month. There will be a \$15 charge for returned checks.

Union Baptist Church Preschool offers a program for 3 year olds and one for 4 year olds. Enrollment is limited to 12 with one teacher for each age group. We will have many activities throughout the year that will require some extra help. We encourage volunteers. A background check is required for anyone helping in the classroom. All students must be 3 or 4 by August 1<sup>st</sup> as Boone County regulations state. All children must be potty trained before the first day of school as well.

A current Kentucky Immunization Certificate, signed by your child's physician, must be on file before the 1<sup>st</sup> day of school. In case of an emergency, parents will be contacted immediately. If parents cannot be reached we will contact someone on the registration form.

Medications may be administered only with a daily handwritten request from the doctor, parent, or guardian. All medications must be in their original containers. Please do not bring your child to school if he/she is ill (fever, bad cold, diarrhea, etc.) or recovering from an illness. If your child becomes ill at school, we will contact you. The child may return to school when they have been free from symptoms for 24 hours.

Union Baptist Church Preschool strives to provide a loving, encouraging environment where correct behavior is rewarded with positive re-enforcement. Misbehavior could result in a time out or a note sent home. We believe that it is a cooperative effort between home and school. We plan to work together with you to make this a positive experience in school.

We will communicate throughout the year by email and notes sent home. I will also assess each student a minimum of 3 times throughout the year. I am always available to answer questions or concerns you might have and love your input.

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I have read, understand, and agree to abide by the policies and procedures outlined here.

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Parent Signature

Date