

PARENT HANDBOOK



Parkway Baptist Preschool
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314.434.5811

weekdaypreschool@parkwaybaptist.net

The Scriptural Philosophy of our Program

"Train up a child in the way he should go and when he is old, he will not turn from it." Proverbs 22:6

The Mission Statement and Purpose of Parkway Baptist Preschool and Mother's Day Out

To minister to boys and girls and their parents in the name of Jesus Christ by lovingly helping to develop the total personality of each individual child - emotionally, socially, spiritually, and academically.

Our program is designed to serve "parents who want early Christian training and education for their children prior to kindergarten." We strive to "provide an atmosphere and environment for young children that will help them begin life in happy, healthy, caring surroundings." (WEE Administrative Guide, Robert A. Couch, Convention Press, Nashville, TN)

Preschool Committee

The Preschool is a committee run organization made up of six lay members of the church, the Treasurer, and the Preschool Director. The committee meets regularly to discuss school-related issues and to review the finances (except during the summer months).

LEARNING OBJECTIVES AND EXPECTATIONS

General

Working within the framework of our stated Christian philosophy and purpose, our objective is to stimulate creative thinking and provide an environment in which children can grow and develop in a way pleasing to the Lord. "And Jesus grew in wisdom and stature and in favor with God and man." (Luke 2:52)

Spiritual

- * To be aware of Jesus and His love
- * To learn to pray
- * To learn the Bible is God's Word
- * To learn God made everything including me
- * To learn God's values for each person

Social, Emotional, Personal

- * To learn to function in the classroom environment
- * To learn to separate happily from parents
- * To be able to care for personal needs
- * To feel worthwhile
- * To reach out to others

Physical

- * To learn to perform gross motor and fine motor skills to the best of their abilities
- * To learn God wants them to take care of their bodies

Academic

- * To be able to perform the tasks of learning as well as their minds and bodies will allow them, when they are developmentally ready to do so
- * To recognize the accomplishments of others in the right spirit

DISCIPLINE PRACTICES

"Love one another, for love is of God." (1 John 4:7) The teachers at our school are all Christian teachers who model Christian behavior in an enthusiastic manner. They exhibit love for one another and for the children and their parents. This positive spirit generates positive feelings within the children most of the time, causing them to do what they know is right.

At the beginning of the school year, children are introduced to daily routines and shown positive ways to get along happily in the classroom. Rules are set forth for classroom behavior, and are carefully reinforced positively by the teachers, until they become habits. If a child continues to willfully disobey, the parents are notified so they can reinforce our discipline at home. It rarely becomes necessary, but sometimes a child will be asked to sit out of the activity in progress. When this occurs, parents are informed of this. The child is helped to re-enter the group after a few minutes. It has been our experience that this action does not need to be repeated very often, for children do not like to be removed from the group. Parents have been incredibly supportive of this type of discipline. Corporal punishment is never used in our school.

MODIFICATIONS to MEET CHILDREN'S INDIVIDUAL NEEDS

- * We recognize that each child develops at his/her own rate; therefore, we offer experiences we feel are developmentally appropriate.
- * There is no attempt to force any child to perform a task he is not developmentally ready to do.
- * Most academic tasks are offered in play situations and are designed to be appealing to the child.
- * Not all children do the same activity at the same time giving children an opportunity to make choices. A teacher will help a child who has difficulty making choices.
- * The teachers recognize that children have a shorter attention span at the beginning of school. Group times are kept short and gradually lengthened as the year passes.
- * Children who have a shorter attention span than the group benefit by having a teacher in close contact to guide, encourage, point out, and otherwise try to help lengthen the interest time.
- * Some children need less stimulation through color, activity level, sound level, etc. When possible, this can be controlled.
- * We work to see that each child feels good about himself/herself and his/her accomplishments.

GENERAL INFORMATION FOR ALL PARENTS

Child Abuse Report Requirements

Missouri Law requires us to report known or suspected incidents of child abuse to state officials.

Clothing

Please provide disposable diapers and wipes, if needed, and a change of clothes. Please label all clothing including coats for outside.

Curbside Drop Off and Pick Up

A drop-off area is set up outside the playground gate. We ask that you park your car and bring your child to this area for a morning greeting. Teachers will be present to meet your child and then take him/her into class.

At dismissal, a teacher will bring each child back outside for pickup. You may come up to the same area to pick up your child.

For the safety and security of the preschoolers and the teachers, the preschool wing doors will be locked for the majority of the school day. You may call 314.434.5811 for admittance to the preschool at any time.

Dates

A complete school calendar is provided on a separate paper. Each month a calendar will be sent home that will also include any important dates.

Forms

Enrollment Form: This form asks for identifying information, details agreements concerning enrollment, illness, emergency medical care, digital images, and electronic communication. It also includes release authorization for those individuals who may pick up your child from school on a regular basis or in case of an emergency.

Child Medical Examination Report: A completed health form signed by the physician and listing all the immunizations is required by Missouri law on or before the first day of school.

Notice of Parental Responsibility: In order to comply with the laws of the State of Missouri, parents are required to read the portions of the handbook regarding discipline and philosophy, sign and return a copy for each child to be placed in their record.

Health and Exclusion

Please check your child carefully before sending him/her to school. Anyone who has a fever or other signs of illness will not be admitted. If he has had a fever in the last 24 hours or has signs of a fresh cold or other illness, please keep him at home.

Individuals should be fever free for **at least 24 hours, without the use of fever reducing medications (Tylenol® or Advil®)** before returning. **Reducing the symptom of fever does not protect others from viruses.**

Let us know with a phone call if your child will not be in school due to illness or if an illness is contagious so that we can keep everyone informed of any contagious diseases in the school. By working together, we can keep illness to a minimum.

Communicable Disease Guidelines are on file in the Director's Office.

An isolation room or area will be used to isolate a child who becomes sick at Preschool until a parent/guardian can come to pick up the child. We will clean and disinfect surfaces in the isolation room after the sick child has gone home. **Children experiencing symptoms will be sent home. Parents are expected to plan to have their child picked up as quickly as possible should they exhibit symptoms during the school day.**

Inclement Weather—Closures and Delays

In the event of severe weather, Mother's Day Out and Preschool may delay starting or cancel classes if necessary. Generally, we will follow what the Parkway School District issues.

In the event of a "snow schedule" or delayed start, school will begin at 10 a.m. to allow the teachers and children to arrive safely at school and end at its regular time, 2:30 p.m.

Closures or delayed starts will be listed on local television stations (look for the Parkway School District), and families will be notified via email, through our Parent Communication app or on the school's Facebook page. In the event the school exceeds its maximum snow days, make-up days and/or tuition reductions will be decided upon in coordination with the calendar, teachers, director, and WEE Committee.

Allowable snow days are equal to the number of days a child attends per week. For example, if your child attends one day per week, one snow day of the same day is allowed.

Injury at school

If a child is injured, we will apply first aid and notify the parents if necessary. If the injury is serious, we will call for an ambulance and supply them with the emergency release authorization. A faculty member will accompany the child. We will notify the parents as soon as possible.

Late Policy

It is necessary to adhere to the dismissal times for Preschool, Extended Day, and Mother's Day Out so that parents and faculty can plan accordingly. Your child/children need to be picked up at the proper ending time to ensure a smooth transition throughout the day. A late fee will be assessed in the amount of \$1 per minute past the designated dismissal time for the program in which your child is attending and payment will be expected at the time you pick up your child or will be billed to you.

Outdoor Play

We go outside if the temperature is above 40 degrees and it is not raining. We have no way to keep individual children inside. Please keep this in mind when you send your child to school by having them wear appropriate clothing.

Security Items

We attempt to discourage such items unless a child really cannot function without it. Please talk with your child's teacher ahead of time if you anticipate your child will really need it. Most children see that others do not have these items and are willing to leave them at home or at least in their cubbies. Please do not bring toys from home.

Snacks

We suggest that you send a water bottle with your child each day they attend school. This will give your child easy access to a drink whenever they need it. Snacks are welcome for birthday and holiday celebrations. We ask parents to provide these by volunteering to bring a snack. All snacks must be purchased from an approved and inspected place and cannot be homemade. Occasionally, classrooms will make a snack as it relates to lessons that are being taught.

Tuition

Our program is a non-profit, church-related organization funded entirely through tuition. Rates are based on the yearly operating costs of the program. Tuition is based on the entire school year and divided into nine equal payments for your convenience. No credit or refund on tuition is given for scheduled holidays, sickness, or inclement weather. Monthly payments are not affected by the number of school days each month. Making up days for absences is not possible since all days are filled to capacity. Families traveling for a consecutive month or more may discuss payment options with the director.

Tuition **IS DUE THE FIRST DAY OF EACH MONTH. Cash or check payments are the preferred payment method.** Please make checks payable to Parkway Baptist Preschool. The school also accepts MasterCard, Visa, or Discover payable through our online payment portal. Tuition rates are available on request. **If tuition has not been received by the start of the following month, enrollment for the child can be suspended until all accounts are paid in full.** Any returned checks will be charged a \$15 charge-back due to bank fees.

Visits

Visits may be made to the school anytime; however, we ask that you make arrangements with the director or teacher if possible. Call 314-434-5811.

Ways Parents Can Help

- Place the same importance on Preschool and Mother's Day Out that your child does.
- Please do not discuss your child's abilities/inabilities in his/her presence when speaking to the teacher.
- Listen to your child and be interested in what he/she has to say.
- Please park and bring your child directly to the drop off area each day and pick him/her up there promptly at the end of the class session. This is a valuable time to exchange brief bits of information between parents and teachers.
- Please watch your child carefully in the parking lot.
- We request that you do not park in the handicap spaces or the fire lane.
- Dress your child comfortably in play clothes and shoes to climb in. For older children, we request that they wear clothing that they can fasten and unfasten since we are trying to teach self-reliance. Paint is washable, but you may need to pretreat. We do wear smocks, but sometimes there are messes.
- Please label all outer clothing and help to teach older children to put on, take off, and hang up their own coats and other belongings.
- Please have your child bring a book bag and label it plainly on the outside. After the first week, teachers may label it for you. Younger Mother's Day Out children can use a diaper bag for any notes or papers.

INFORMATION for MOTHER'S DAY OUT PARENTS

Lunch

Parents must provide lunch for their child. **Please send non-perishable foods, as lunches will not be refrigerated.** We will provide water or you may provide a drink also. If your child needs a special cup, please send it with your child's name written plainly on it. Teachers may label an unmarked cup in order to prevent it from being lost or used by another child.

Rest Time

Rest mats will be provided for quiet time. Those children who are in need of a nap may also bring a favorite sleep toy/animal if needed to help with transitioning to quiet time. There are five cribs available for rest time also. Sheets are provided by the school and are laundered after each use.

INFORMATION for PRESCHOOL PARENTS

Bathroom Routine

Some children regress in their toilet habits when encountering a new situation, such as starting school, or when he/she is excited. We handle these times calmly, so the child does not become overly upset. Some extra clothing is kept in the school. We recommend keeping an extra set of clothes in your child's backpack as some children prefer their own clothing.

Extended Day

Extended day will be on Monday, Tuesday, Wednesday, and Thursday from 12:00 p.m. to 2:30 p.m. We will begin Extended Day the first week of school. We suggest that if you feel your child needs time for adjustment that you do not sign up right away. To sign up for Extended Day, please inform the Director at drop-off or pick-up or email the school. Children need to bring lunch (we will provide a drink if you wish). **Please send non-perishable foods, as lunches will not be refrigerated.** A rest mat will be provided for your child.

Parent Conferences and Meetings

We begin the school year with an Open House/Preschool playtime. A progress report may be sent home during the school year, and a Parent-Teacher Conference may be scheduled as needed.

Always feel free to confer with the teacher concerning the growth of your child or about any problems. Please plan to attend any meetings or conferences in order to help all of us meet the needs of your children.