

Parent Handbook

Metro Baptist Preschool

322 East Cedar Street
Goodlettsville, TN. 37072

A Ministry of Metro Baptist Church

Revisions: 09/2020

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**WELCOME and INVITATION FROM THE PASTOR OF
METRO BAPTIST CHURCH**

We count it a privilege to minister to you and welcome your family to our preschool. We would like to extend an invitation for you to join us in worship on Sundays and Wednesday evenings at Metro Baptist Church. If the church staff can minister to you spiritually, please do not hesitate to contact the church office. It is a joy to have your family as a part of our preschool ministry.

Ryan Hill

Pastor Metro Baptist Church

Metro Baptist Church - Schedule of Services

Infant/Toddler Child Care Available at All Services

Sunday School (Small Groups)	9:30 a.m. – 10:15 a.m.
Sunday Morning Worship	10:30 a.m.
Sunday Evening Worship	6:00 p.m.
AWANA (ages 4 thru 5th grade) Sunday	p.m.
Wednesday Night Services	7:00 p.m.
Includes:	Adult Bible Study – Fellowship Hall Children’s Program – Upstairs Island Teen Services – Upstairs gym building

**Metro Baptist Church
322 East Cedar Street
Goodlettsville, TN 37072
615-859-1184 ext. 120 Main Office/615-859-5562 Fax/
615-859-1184 ext. 116 Phone/Voice Mail in Preschool Wing**

WORD OF WELCOME FROM THE DIRECTOR

We are excited about the opportunity to minister to your family through Metro Baptist Preschool. We believe that quality education and childcare from a biblical perspective are a priority. I think you will see growth and joy developing in your child as they advance through our preschool programs. We look forward to serving and working with you this year.

We ask that you familiarize yourself with the policies of our preschool, which are contained in this handbook. If you have any questions concerning our policies please feel free to call the preschool office.

*In His Service,
Cyndi Augustin
Preschool Director*

PRESCHOOL HOURS

Metro Baptist Preschool is open: 7:00 a.m. - 6:00 p.m.
The office is open from: 7:30 a.m. - 4:00 p.m.
Monday through Friday.

Children will not be accepted earlier and cannot stay later than the above preschool hours. In case of an emergency that delays a parent from picking up their child by 6:00 p.m., parents should call the preschool. (The phone call is a courtesy and does not cancel the late fees.) There is a fee of \$15.00 for any portion of each 15 minutes of the first half hour after 6:00 p.m. that a child remains at preschool. After 6:30 p.m. this fee doubles to \$30.00 for any portion of each 15 minutes that the child remains at the preschool. Please, plan your day so that your child is picked up by 6:00 p.m.

LICENSE

Metro Baptist Preschool is licensed through the Tennessee Department of Education in cooperation with the Tennessee Association of Christian Schools. Metro Baptist Preschool meets the standards outlined in the Summary of Child Care Approval Requirements of the Tennessee Department of Education. A copy of the summary is included in the admission packet.

CLASSROOM GOALS

The overall program at Metro Baptist Preschool is based on these fundamental beliefs about children:

1. Children are a gift sent from God. James 1:17
2. It is the responsibility of the parents to make sure their children are trained in academics and in the ways of God. Proverbs 22:6
3. Because of the fall of Adam, each child is born with a sinful nature and therefore must be carefully taught to obey God, their parents and others that are in authority over them. Romans 3:23
4. Children are made by God with unique personalities, talents and strengths. Psalm 139:14

Because of the above beliefs we have established our goals as follows:

1. To treat each child with the dignity, love, and respect that a gift sent from God would be afforded.
2. To work in partnership with parents to train their precious children in academics and the nurture and admonition of the Lord.
3. To train each child in proper obedience and respect to those in authority.
4. To encourage each child to grow in areas that are their individual strengths and help each child to become stronger in the areas where they struggle.
5. To make going to school and learning FUN!

ADMISSION AND WITHDRAWAL INFORMATION

ADMISSION REQUIREMENTS

Metro Baptist Preschool is open to children who are three years old by August 15 for K3, four years old by August 15 for K4, and children who are five years old by August 15 but parents do not want them to start kindergarten. No child shall be excluded on the basis of race, color, national origin, or ancestry. All children are required to be toilet trained and able to use the bathroom independently without adult assistance on a regular basis. Children must be ready for group involvement and be able to function in the classroom at a level similar to other children their own age. Children should be healthy and free of contagious disease each day that they attend preschool.

AGE REQUIREMENTS FOR CLASS PLACEMENT

K3 Students: Can be from 30-47 months and must be fully potty trained. K3 students who are not three years old by August 15th will stay in K3 or repeat K4 until they can meet the age requirement for going to K4.

K4 Students: Must be four years old by August 15th. (A child may complete two years of K4 if they are waiting to meet the age requirement for kindergarten. This will be decided on a case-by-case basis between parents and administration.)

Five-year-old students: Students who are five years old, but have a late birthday or it is the parent's desire for the child to delay entering five-year-old kindergarten, are welcome to attend our preschool program. The parents of these children must sign a waiver that states they understand that preschool cannot take the place of state mandated kindergarten. **We do not advance students to classes above their chronological age level.**

REGISTRATION-CHECKLIST

Registration for the following school year is open for students that are presently enrolled in Metro Baptist Preschool in February. Registration for new students begins on March 1st of each year. Registration and enrollment during the school year are subject to availability. Registration is not complete until the following steps have been accomplished:

- Complete the Student Application packet.
 - All pages require a parent signature.
- Pay the registration fee

These first two steps will reserve a place for your child until the fall term begins or for two weeks if the school year is in progress. The following must be done prior to your child attending preschool.

- Take a pre-enrollment tour of the facilities.
- Turn in your child's immunization record. This form can be obtained at a local pediatrician or the Health Department. If you have recently moved here from out of state you can take your existing

- shot record to these locations and have your shot record transferred to the TN Immunization Form.
- ❑ Turn in a copy of your child's Birth Certificate.
 - ❑ Pay the Comprehensive fee, and the first week or month's tuition. (Must be paid by the day your child begins preschool.)
 - ❑ Copy of legal custody paperwork concerning your child (when applicable).
 - ❑ If starting in the fall: Attend the orientation meeting. Each parent must view a film or attend a discussion on child abuse at our mandatory orientation meeting at the beginning of each year.

ORIENTATION

Each fall the preschool classes are reset for the beginning of a new academic school year. Most returning students advance to the next level of preschool classes at this time. Class placement is based on the age of the child (SEE AGE REQUIREMENTS). If there is more than one class per age group, parents may request a teacher; however, the final decision about class placement lies with the administration of Metro Baptist Preschool.

Teacher turnover at Metro Baptist Preschool is very low, but we do not guarantee that all of the teachers you meet prior to the Fall Open House will be returning to the preschool for the fall session. Parents will be able to visit their child's fall classroom and meet with their child's teacher during the Fall Open House.

All parents are required to attend the orientation meeting in August. A handout on child abuse will be given and policy and procedures for reporting suspected child neglect or abuse will be discussed. Person Awareness curriculum will be discussed, also. There will be a sheet to sign that you have received information on these two subjects.

WHAT DOES MY CHILD NEED FOR THE FIRST DAY OF SCHOOL

- ❑ A complete change of clothes to keep in their cubbies (Please place in a large zip lock bag and label with your child's name.)
- ❑ A box of tissues
- ❑ A box of wet wipes
- ❑ A plastic file folder in their class color (July email/mail-out will have class colors)
- ❑ **Only if needed: A box of wet toilet wipes, for helping with potty time. Please make sure they are flushable.

All other preschool supplies are bought by the preschool with the supply fee that each family pays before entering preschool.

PROBATIONARY PERIOD

All new students are given a two-week period of adjustment. During this time, the parents, teacher, and director will determine if our program is a good fit for your child. If during this time period it is determined that your child is not adjusting well to our preschool, you will be given the opportunity to seek care for your child elsewhere. We expect some children to have a potty accident or two during this time; however, if a child persists with weekly potty accidents, we will give two more weeks to get the issues worked out. If they are still having accidents, you will need to remove him/her until independently potty trained. If there is an opening, you may bring them back.

VOLUNTARY WITHDRAWAL

For patron initiated / voluntary withdrawal of a student, the preschool asks that patrons give a two-week notice in writing. Please notify the preschool office so they can make arrangements to fill your child's spot.

NON-VOLUNTARY WITHDRAWAL

The school may request withdrawal of any student at any time, when it is the opinion of the preschool administration that the student does not fit the spirit of the preschool ministry or parents are not willing to support the preschool ministry. The following are examples (but not all inclusive) of reasons a child would be dismissed from our preschool: 1. Severe discipline problems that are not improving after all resources have been exhausted to help the child improve. 2. A child that repeatedly bites after parents have attempted to resolve the issue. 3. A child whose parents are repeatedly unwilling or unable to come to the school to discipline or who do not support the school by reinforcing the behavioral expectations of the preschool. 4. A child whose behavior repeatedly interrupts the classroom teaching so that other students in their class are unable to learn. 5. A child who has a consistent problem with hurting their classmates or their teacher. 6. Non-payment of the preschool tuition for an extended period of time (See financial agreement sheet).

RE-ENROLLMENT

We are a year-round preschool. Because of this, the registration fee is only charged one time per year except to children whose parents have withdrawn them and then re-enrolled them. We do not "hold" spots during the school year. Parents withdrawing their children should be aware that their spot might be filled if they decide to return at a later date. Any student who has been asked to withdraw by the administration is not eligible for re-enrollment to the preschool.

Registration for the following school year is open for students that are presently enrolled in Metro Baptist Preschool in February. Registration for new students begins on March 1st of each year. Registration and enrollment during the school year are subject to availability.

ACADEMIC INFORMATION

CURRICULUM

Our preschool uses a Christian-based curriculum that is published by Abeka Books in Pensacola, FL. This curriculum introduces your child to a phonetic approach to reading and lays the general foundation for numbers. It also includes a daily Bible lesson that is taught along with Bible verses, songs, and basic Bible doctrine. Our preschool is run for the purpose of teaching young children the basics of reading, writing, and math, along with a biblical perspective of right and wrong. All of these goals are accomplished through Bible lessons, chapel time, and daily classroom training.

THREE-YEAR-OLD PROGRAM

Basic Skills

The children work on listening skills, following directions, basic classroom obedience and behavior, hand-eye coordination, sharing, kindness, telling the truth, and being a helper. The children also learn a variety of finger play poems, fun songs, and poems.

Art

Texts:

Arts and Crafts with Amber Lamb, by A Beka Book

Child Art, by A Beka Book

The children work on recognizing their colors and shapes. They also work on their fine motor skills using coloring, finger painting, gluing, tracing, and cutting with scissors projects.

Bible

A Beka Preschool Bible Curriculum

Basic Bible stories are told by the teacher on a three-year-old level using large flashcard story pictures. Some of the Bible stories that are taught include creation, Moses, David, and the Life of Christ. Bible memory time includes learning short Bible verses by memory. Music and finger plays are incorporated into the Bible time with the children learning Bible songs and poems. They have chapel once a week, which has an emphasis on different character traits and Bible stories that reinforce those character traits.

Phonics

Text: Letters and Sounds N, by A Beka Book

The children are introduced to the name and sound of each letter of the alphabet, both upper and lower case. Some tracing of the letters is done in the second half of the year. Many are able to recognize the letters by name by the end of the year.

Language

Language Development Cards and Curriculum, by A Beka Book

Along with working on the phonetic side of language the classes work on vocabulary development, the concept of opposite-same, following simple verbal directions. Language development includes 76 different topics including science, health, safety, manners, community helpers, geography, history, family, colors, and shapes.

Numbers

Text: Number Skills with Button Bear, by A Beka Book

The students' work on counting, number concepts 1-15, number recognition 1-15, and do dot-to-dot projects.

FOUR-YEAR-OLD PROGRAM

Basic Skills

Text: Readiness Skills - K4, A Beka Book

The children work on listening skills, thinking skills, following directions, basic classroom obedience and behavior, hand-eye coordination, writing readiness, visual perception, sharing, kindness, diligence, self-control, paying attention, contentment, telling the truth, love of God and people, courage, thankfulness and being a helper. The children also learn a variety of finger play poems, fun songs, and poems.

Bible

A Beka Preschool Bible Curriculum

Basic Bible stories are told by the teacher on a four-year-old level using large flashcard story pictures. Some of the Bible stories that are taught include creation, Moses, David, and the Life of Christ. Bible memory time includes learning short Bible verses by memory. Music and finger plays are incorporated into the Bible time with the children learning Bible songs and poems. The children are given an introduction to basic Bible doctrines. They have chapel once a week.

Phonics

Text: ABC - 123, by A Beka Book

The children learn the name and sound of each letter of the alphabet, both upper and lower case. They are taught the difference between vowels and consonants. They begin blending vowel and consonant sounds together, and then adding other letters to make one-vowel words. They are introduced to two-vowel words at the end of the year. Most of the children are reading blends and one-vowel words by the end of the school year. Some are reading two-vowel words and short sentences.

Reading

Text: Little Books 1-10, by A Beka Book

Reading is taught as a continuation of phonics. In reading groups, they practice letter sounds and sounding out blends and small words. This is done in the small group setting to better individualize the process of learning to read.

Writing

Texts: ABC Writing Tablet, by A Beka Book

Writing with Phonics – K4, by A Beka Book

The students begin the process of learning how to write their manuscript letters and numbers correctly. They work on proper formation, the proper way to hold a pencil, and spatial placement. Writing is taught in conjunction with the phonics. They learn to write the letter during the same time that they are drilling the name of the letter and the sound of the letter. Special tablets are used to simplify the writing process.

Numbers

Text: ABC - 123, by A Beka Book

The students work on counting (1-50), number concepts 1-20, number recognition 1-20, number formation 1-20, dot to dot and sequencing. They also work on counting objects and separating them into groups.

Art

Text: Arts Projects-K4, by A Beka Book

They work on improving their fine motor skills using finger painting, gluing, tracing, and cutting with scissors in simple art projects. Coloring with the appropriate colors and coloring in the lines is emphasized. They work on following the teacher's directions and correctly putting projects together.

CHAPEL

Each week the preschools have chapel time. We meet together for a Bible story, songs, prayer, and a time of worship. Each month we have a different character trait theme on which our chapel is centered. The preschool director and the teachers help with this chapel time.

PRESCHOOL MISSIONARY

The preschool supports a missionary on a monthly basis year-round. We try to help preschoolers to begin to understand about helping others in our world through our missions' support. The world and missions are a concept that is not easily understood by young children. We reinforce the concept of helping our missionary year-round during chapel and in the classroom. We believe this helps them to better understand that other countries have so much less than ours and that those countries also need to learn about Jesus and His love.

Metro Baptist Preschools supports Miss Grace in Thailand through organizations that help missionaries that are native to different third world countries. This young lady is trying to reach her own people for the Lord. An outsider would have to work for many years to become accustomed to the language and culture of these countries. This program works to specifically help support national pastors and workers that are already showing results in working for the Lord in their own local churches.

The "preschoolers" every year have been very generous. Each classroom collects change in a bank. At the end of each quarter we collect all of the money and send our offering to the missionary board. **Participation is on a voluntary basis and we do not expect children to participate every day.** We ask that you consider occasionally sending in some pocket change for your child to donate. The children really get excited about sending money to the missionary.

EXTRA CURRICULAR ACTIVITIES

Computers

An outside company contracts with MBPS to provide short computer classes for the children here at the preschool. This program compliments what we are doing in the classroom while teaching computer skills. Should you choose to allow your child to attend this class, "Giggle-bytes" collects their monthly fees separately from your preschool fees and tuition.

TOT'S: Teams of Tomorrow (preschool basketball)

An outside company contracts with MBPS to provide a time for students to engage in physical activity as they enhance their listening skills and hand-eye coordination. Should you choose to allow your child to attend this class, TOTS collects their monthly fees separately from your preschool fees and tuition.

RECESS

K3 and K4 both have two recesses in the morning and one after they get up from nap as part of the after-school care program. The policy of the preschool for cold weather is to go outside for short periods as long as the temperature is above 40 degrees. We will use discretion during cold weather; however, we do feel that the children benefit greatly from going outside, even if it is just for 10-15 minutes. For this reason, please send cold weather gear with your child on cold days.

DAILY SCHEDULE

This is a general schedule for all of the preschool classes. For an exact schedule you will need to see your child's individual schedule that is sent home at the beginning of each school year.

7:00-8:30 Early Stay-Playtime

8:30 Academic class time begins

Teaching time is completed by 12:00 noon. It is in your child's best interest to have your child at school by 8:30 AM when academics begin. Promptness and regular attendance help your child to keep up with their classmates. This is especially true in K4.

9:00-9:30 Morning snack & Morning Recess falls somewhere in this hour

10:00-11:00 Academic teaching continues-See curriculum section for an overview of our academic teaching.

11:00-1:00 Naptime Prep / Lunchtime / Recess / Restroom

1:00-2:45 Naptime

2:45-3:15 Wake Up / Restroom / Afternoon Snack

3:15-5:15 or 5:30 Late Stay – Play time

5:15 or 5:30-6:00 Late Stay – Movie time

MEALS AND SNACKS

Breakfast

The preschool does not serve breakfast; however, breakfast brought to the preschool by parents can be eaten by no later than 8:30 a.m. After 8:30 a.m., students will need to save the breakfast until morning snack time. Dishes/cups sent to preschool need to be labeled with your child's name and taken home daily. After a week, any dishes not taken home from the preschool will be discarded due to storage and sanitation regulations.

Snack Time

The morning snack is served between 9:00 a.m.-10:00 a.m. and is a breakfast type snack. They eat things such as muffins, Pop Tarts, cereal, and milk. The afternoon snack is served after they wake up from naptime around 3:00 p.m.-3:30 p.m. The afternoon snacks vary with such things as fruit snacks, chips, cheese and crackers, and granola bars.

Lunch

Lunch is provided as part of the preschool fees. A lunch menu is sent home by the 1st of each month. Your child may bring a lunch if they do not care for the food on the menu. (This is a packed lunch that does not require heating or cooking.) If your child will not arrive at school before 10:00 a.m., you must call to arrange for lunch. If your child arrives at school after 10:00 a.m. and you have not called ahead, you will need to send a lunch. To prepare properly, our cafeteria must have an accurate lunch count by 10:00 a.m.

ABSENCES AND ILLNESSES IN THE PRESCHOOL

ILLNESSES THAT EXCLUDE YOUR CHILD FROM ATTENDING PRESCHOOL

It is the responsibility of the parent or guardian to inform the school of any serious medical condition or continuing communicable disease upon enrollment of a new student or at the time of diagnosis for a current student.

Your child's health is of major importance to us. For this reason, no child with the following symptoms of illness will be admitted to or allowed to remain at the preschool:

1. A child that has a fever (100° or above) or has had a fever in the last 24 hours. If you pick up your child from school with a fever, please be reminded of our policy stating that a child cannot return to school until they have been fever free without medication for 24 hours. This will mean they cannot return the next day.
2. Repeated episodes of nausea, vomiting and/or diarrhea (more than once in a 24-hour period.)
3. Complaints of a sore throat with severe redness or white patches in the back of the throat. Note: Children with strep throat must be on antibiotics for 24 hours before returning to preschool.
4. Any child with an infection or illness that requires antibiotics must be on the antibiotics for a full 24 hours before returning to preschool. Exceptions will be made only with a doctor's note that states the child is not infectious.
5. Rash of any kind without a doctor's consent.
6. Severe redness and drainage from the eyes. Children with "pink eye" or conjunctivitis are required to take antibiotics for at least 24 hours. In severe cases and in classroom outbreaks, 48 hours may be required. This will be at the discretion of the administration.
7. In cases of lice, no child may return to the preschool without an examination by the preschool office. We maintain a "nit free policy" which means that no child may return to the preschool unless they are completely free of lice and nits (eggs). This is determined by the office and may mean that even with a note from a doctor, your child may be sent home if nits are found.

Parents will be notified in writing of the occurrence of any reportable communicable disease among the preschool's children. Minor illness or childhood infections will not be reported to parents, except at times when the preschool sees the repeated occurrence of these minor illnesses among the children.

MEDICATIONS

The following procedures must be followed in order for your child to receive medications at the preschool:

- (1) Medications must be in the original bottle or container. If it is a prescription medication, pharmacies will give two containers on request. *Medication that is not in the original container or packaging will not be given.*
- (2) The parent or guardian must complete a medication form with the medication instructions completed and signed.
- (3) Please include a spoon or medicine dispenser with the medication.
- (4) Medications must be given to a teacher on arrival for the purpose of keeping medications locked up and out of the children's reach.

TARDINESS

To reap the full academic benefits, all children need to be in their classrooms by 8:30 a.m. Please remember that our program is a structured teaching program. If your child arrives later than 8:30 a.m., he/she will miss part of the teaching time and they may disturb the class. If you drop your child off late and the teacher has begun teaching, she will need to continue with her lesson. If you need to leave the teacher a message, and you have arrived late, please drop by the office and leave the message with the office or write down a short note for the teacher and simply hand it to the teacher so that she may continue teaching.

YOUR CHILD'S ADJUSTMENT

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes of starting school as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do.

If this is the first time your child has been separated from you, it is natural for the child to be hesitant. After preparing your child for preschool in the time prior to attending, a short stay by a parent, a cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is what we have found works best on your child's first day. Our caring staff will take it from there. Please do not "sneak out" while your child is not looking. Usually if a child is upset when a parent leaves, they will settle down within a short period of time. Feel free to call the preschool office when you arrive at work and see how your child is doing. Chances are that your child will be busy playing and you can relax and concentrate on your job.

Depending on their age, children will sometimes act out their feelings about being left at preschool by:

1. Clinging to you and refusing to let go.
2. Having tantrums.
3. Forgetting their toilet training.
4. Not eating.
5. Waking up at night or having bad dreams.
6. Thumb sucking.
7. Bed wetting.
8. Expressing a desire to stay at home.

Usually these problems are temporary. If both you and the staff at Metro Baptist Preschool treat your child lovingly, but firmly, this behavior should resolve itself in short order. If YOU are enthusiastic about your child going to preschool, chances are your child will be also. If the parent is fretful and reluctant to leave, the child will most likely react by being fretful and reluctant to let you leave.

COMMUNICATION

COMMUNICATION AND PARENTS

Daily Reports- "My Day Reports"

Each day parents will view a report of how your child's day went at preschool. This will include information concerning naptime, eating habits, academic progress, and behavior. This note is to keep you informed of your child's daily progress and struggles. This page may be copied at the end of the week at your request. (See below)

Telephone Calls

Please remember that your child's teacher is teaching a class. The preschool office will take a phone message to the teacher if you need a message sent to them. The teacher can then call you back when she has a break from her class. Only in emergencies will a teacher be brought to the phone.

Parent Teacher Conferences

Parents are welcome to have a conference with the teacher or director at any time during the school year. Please set up an appointment time for conferences. It is very hard for a teacher to address questions or concerns during class time or first thing in the morning without arrangements being made for someone to watch her class.

Progress Reports

Progress reports will be sent home twice a year: Once in January and once in May.

Expressing Concerns and Asking Questions

Our preschool has an open-door policy. If you have any questions or concerns about our preschool, please let your concerns be known. We want to hear your ideas, answer your questions, and allow you an opportunity to express your concerns. By following the correct line of authority, you can get your questions answered and concerns expressed. All concerns and questions should be expressed in a polite, respectful manner. Repeated failure on the part of a patron to be polite and respectful to Metro staff may result in a patron being asked to find a new school for their child. The correct line of authority is: 1) Talk to your child's teacher. 2) Talk to the assistant preschool director or preschool director, Cyndi Augustin. 3) Talk to the business manager, Dewayne Coleman. 4.) Contact Dr. Charles Walker at TACS (423) 622-7310 5.) Contact DOE at 1-800-462-8261.

DAILY REPORTS

Each day parents will view a report of how your child's day went at preschool. This note is to keep you informed of your child's daily progress and struggles. We will not include minor discipline problems that the teachers are able to handle in the classroom. Discipline problems that are reported are problems that have been dealt with multiple times or when a child defiantly disregards instructions that are given. We believe the best way for the preschool to handle discipline is to have the help of our parents on a daily basis as problems arise. This daily report is kept in your child's sign in/out book and is available to be copied for you at the end of the week at your request.

GENERAL INFORMATION

BIRTHDAYS AND HOLIDAY PARTIES

Birthdays are special days that you may wish your child to share with their classmates. You may wish to bring refreshments for a special dessert or a snack time treat for that day. Please speak to your child's teacher in advance for special birthday arrangements.

On holidays such as Thanksgiving, Christmas, Valentine's Day and Easter the classes have parties and you may be asked to provide a portion of the party needs.

CHANGE OF CLOTHES

Preschool children are asked to have a complete change of clothes appropriate for the current weather conditions in their bin at all times. This will help you to avoid a trip to the school to bring a change of clothes if your child has an accident or spill. This should include outerwear, underwear, and socks. Placing the clothes in a zip lock bag will help prevent them from being lost and keep the clothes together. Please replace this extra set of clothes as soon as possible after they are used or when the weather warrants a different type of clothes.

DRESS CODE

Metro Baptist Preschool has no structured dress code or uniform. We do ask that you send your children in "potty friendly" clothes. This means clothes your child can get in and out of to go to the bathroom without assistance. For the protection of your child and our teachers, the preschool workers are not allowed to assist your child with body suits. They will assist your child with snaps at the waist; however, it would help us and minimize frustration in your child, if they would not wear clothes that are hard for them to button. Please avoid clothing with inappropriate pictures or violent words.

Shoes at Preschool

For safety reasons, we ask that the children not wear open toed shoes. This is for the protection of your child's toes and feet. The small, uncoordinated feet of our preschoolers often step on others and may do damage to uncovered feet. We require that all shoes have some type of back or strap on the heel area. (No flip-flop type shoes.) Open backed shoes can be a safety hazard in cases of an emergency exit. (Most preschoolers are not able run well in flip-flop shoes.)

Here are some other suggestions about dressing your child:

1. We recommend that you **not** send your child in clothes that are “dressy” and “special”. It is hard for children to function properly at preschool if they are worried about their clothing. Comfortable play clothes are best.
2. Please do not send your child in clothes or shoes that require the teacher to change your child out of them, in order to play outside. This is hard on the teacher and delays the class play schedule. Please send them in clothes they can wear all day. (An exception for this is on class picture days.)
3. Tennis shoes work best for playing comfortably.
4. Please send a coat, sweater, or other appropriate cold weather gear when the weather is cold.

DROP OFF PROCEDURES

All preschool children must be signed in each morning. Only the time the child arrived is needed for the morning sign in on the sign in sheets.

Preschool students are dropped off in the gym lobby from 7:00 a.m.-8:30 a.m.

Students should not be left without adult supervision in the gym or preschool building to find their own way to his or her class.

On days when there is bad weather, the children play in the gym playroom instead of on the playground.

EMERGENCY EVACUATION

In the case of an emergency (such as fire, chemical leak etc.) that requires an immediate evacuation of our campus, the children would be taken to a safe location until a responsible adult could pick them up. In the event of such an emergency, the parents of each child will receive a call informing them of their child’s well-being and location.

LOST AND FOUND

All supplies, clothing (especially coats and jackets), mats, and other personal belongings should be labeled with a permanent marker. Items found that are not labeled will be placed in the Lost and Found. Lost and Found is periodically emptied and laid out for parents to check. All items left at the preschool for extended periods are bagged up and sent to charity.

MOTOR VEHICLE GUIDELINES

7:00 a.m.-8:30 a.m.

Drop off in the morning between 7:00 a.m.-8:30 a.m. should be at the gym lobby that is on the rear parking lot side. Parents may park along the curb for short drop offs. The sign in books are located inside the gym lobby.

8:30 a.m.-6:00 p.m.

Patrons may use the covered drop off area by the main preschool door short term for the purpose of drop off and pickup during other times of the day. Ring the bell and someone will release the security lock on the door so you can enter. (If the covered drop off area is full or you are expecting an extended stay at the preschool, please park in the visitor parking lot outside the preschool entrance.)

PARENT VISITS TO THE PRESCHOOL

Classroom Visits

Parent visits to our school are welcome. We do ask that parent visits are only occasional and that they are prearranged for a time that is the least disruptive to our academic class time. We ask that you let the teacher or the preschool director know at least a day in advance if you desire an extended visit or observation in a classroom. All parent visitors (this does not include drop off or pick up) need to check in at the office. Parents will be given a visitor badge to be worn conspicuously for identification purposes. We ask that, if after visiting your child's class you have concerns or questions, you address them first to your child's teacher, and then to the preschool director. Insurance and state licensing do not allow extended visits by children not registered at the preschool.

Parent Lunch Visits

We welcome parents to come occasionally (due to space, not twice a month) and share lunch with their child. Once again advance notice is requested. Please make a request for an extra parent lunch when you drop your child off at preschool if you would like a lunch from the lunchroom.

PERSONAL PROPERTY AT PRESCHOOL

Metro Baptist Preschool asks that children not bring toys from home for playing with at school during the academic school year. We keep our students busy with a variety of academic and fun activities and the classrooms are well stocked with toys for the children. We have found that personal items can inadvertently be lost, broken, or mistaken for something that belongs to a different child. Personal items also tend to cause strife between the children due to immature social skills in the area of sharing. The exception for this would be if a teacher sets up a "Show and Tell" program or on special days that the preschool might ask the students to bring personal items that might be helpful for a certain activity.

Sleep toys and blankets are not a problem for naptime. They will be stored in your child's cubby until naptime. Pacifiers are not allowed at preschool due to the health issues of germ collection and the spread of infectious disease.

Metro Baptist Preschool is not responsible for personal items brought to preschool. The children will be reminded and assisted in keeping up with personal items; however, the teacher's main responsibility is supervising students.

PROPERTY (CHURCH & SCHOOL)

School and church property are to be treated with care. Any damage should be reported. A student will be required to pay for any maliciously damaged property.

RECORDS

Please keep the office informed of any change of address, telephone numbers, or place of employment (both the mother and the father). So, your child's records may be accurate, this should include current phone numbers, names and addresses of those to be called in case of an emergency, all changes which affect your child, should be made in the office as soon as they become effective.

SPECIAL ACTIVITIES

AUGUST

Orientation - Open House / Beginning of Fall Academic Session/First Day of School.

SEPTEMBER

Grandparent's Day/Open House – Come see what your grandchild is doing already in preschool. Program included. (Not every year.)

OCTOBER

Fun at the Fair – The last Friday of October. Fair type games are set up and children get to wear their costumes and get candy as prizes.

Missions Conference at MBC - Present the idea of missions around the world to the children by having missionary speakers from different areas of the world.

NOVEMBER

Thanksgiving – Emphasize the need to be thankful for all God has done for us. We also learn about the Godly heritage our country has through the story of the Pilgrims. Some years we may do a Thanksgiving Program.

Thanksgiving Project – The preschools join with the Academy to provide food baskets families in connection with our various ministries. Teaching children to share with those who don't have as much as they do is best done when it is lived out before them as we make them a part of it. What a blessing!

DECEMBER

Christmas Party - Each class has a party to celebrate Jesus' Birthday. During Christmas we emphasize Jesus birth instead of focusing on the secular holiday traditions. These holiday traditions are not ignored, but are simply not the focus of our celebration.

Christmas Holiday - We remain open during the holiday season, except for the days listed in the holiday closings. We do not do academics during the weeks of Christmas and New Year's.

JANUARY

We may have a special assembly for the preschoolers with entertainment such as a Magic Show or a science experiment demonstration.

Look and See Program – The K4 students are invited to visit in the classroom of our K5 program one day in January or February at Metro Christian Academy.

FEBRUARY

Valentine card exchange - on Valentine's Party Day.

Valentine Sale – you will have the opportunity to buy balloons and sweet treats to be delivered to your child in class with a personal note from you.

MARCH

Easter (sometimes in April) – Class Easter Egg Hunt- We emphasize the true reason for the Easter celebration, the resurrection of Christ, but have a traditional activity as well.

APRIL

Possible Spring Program – Some type of spring program is an option each year, but not done every year.

Field Day - Each April or May the preschools have a field day where the children run, and play games. It is lots of fun. Parents are encouraged to come and participate with their child.

MAY

K4 only-Participate in the K5 Academy graduation program.

JUNE-JULY

(See Summer Program)

HOLIDAY CLOSINGS

Though the preschool is a part of Metro Christian Academy, we do not close for standard "school closing days" as listed on the Academy or public school calendar. The preschool follows the calendar listed below for school closing days. Please note the two-day closing before the start of our new fall term.

Metro Baptist Preschool will observe the following holidays and will not be open on these days:

- New Year's Day
- Easter Holiday (Good Friday prior to Easter)
- Memorial Day
- Independence Day (July the 4th)
- One Friday in July (For our TACS Preschool Teacher's Convention)
- The two days before the fall Preschool Program starts in August (These two days are used for teacher in service and Open House/Orientation day.)
- Labor Day
- Thanksgiving Day & the day after Thanksgiving
- Christmas Eve & Christmas Day

WEATHER CLOSINGS

General Information

Your child will not be missing any lessons by not attending on days we are closed due to bad weather. Their attendance is at your discretion if you feel that travel conditions are unsafe.

Metro Baptist Preschool is not automatically closed if Metro-Davidson County Schools or Metro Christian Academy is closed for weather.

For the safety of our workers, we may have to operate under "Snow Care" hours. These hours are from 9:00 a.m. to 5:00 p.m. Consult the TV stations for more specific daily information.

TV Listings

On days when there is snowfall, parents should watch the TV on channel 5 for possible preschool closures.

- **On Channel 5** has more than 60 options to choose from. It will say "Metro Baptist Preschool" then the option. If it says "opening one hour late, we will open at 8:00 a.m. instead of 7:00 a.m. We will choose the clearest options to communicate to you and **this is by far the best channel for information on school closings as we can be more specific.**
- **Check on the academy website** www.mcaeagles.com
- **Check on the Metro Christian Academy Facebook page**
- **Check Sycamore**

SAFETY AT PRESCHOOL

During morning drop off, the I65 side of the gym doors by the bus remains unlocked from 7:00 a.m.-8:30 a.m. After 8:30 a.m., all doors on our campus are locked.

Patrons that come to drop off **or** pick up between the hours of 8:30 a.m. to 6:00 p.m. should use the main preschool entrance. This is the door in the hall of the preschool under the drive through awning. There should be a sign on the door to tell you where the preschool students are. This door has a magnetic release safety system. In order to gain entrance to the preschool, please follow these instructions:

- 1. Please ring the doorbell.** A teacher will respond, if one of them is in their room and able to hear the doorbell.
- 2. If there is no response from the doorbell, please go to your child's outside classroom door and knock for your child's teacher.** These doors are located on the playground for the classrooms on your left as you come in the main entrance door in the drive through area. The classrooms on the right side have outside doors on the opposite side of the preschool building in the grassy area close to I-65.
- 3. If the children are not in their classroom,** they are usually on the playground or in the gym or indoor playroom.

These procedures are in place for the safety of the children and not as an inconvenience to the adults.

DISCIPLINE

GENERAL DISCIPLINARY INFORMATION

Metro Baptist Preschool believes that proper discipline is necessary for the welfare of the student as well as the entire preschool. It is impossible for learning to take place in a classroom unless control and order are maintained. We are committed to maintaining discipline and godly standards for all students who are in our school. However, we believe the ultimate responsibility of a child's discipline belongs to their family. Because attendance at Metro Baptist Preschool is a privilege and not a right, any student who does not conform to the standards and regulations of the preschool may forfeit the privilege to attend MBP. Our love for you and your child is God-given. However, our commitment to the students and families of our preschool as a whole, takes precedence in our decision-making. If reasonable classroom/office discipline has been administered and improvement in a child's behavior has not occurred, a parent will be asked to come to preschool and deal with their child. Metro Baptist Preschool does not administer corporal punishment. If the administration feels that all avenues of discipline have been pursued and a child's behavior continues to be a major disruption in the classroom, they will be asked to withdraw from the preschool.

SPECIFIC CLASSROOM DISCIPLINE

Each classroom teacher has their own style of discipline/order and rewards they have found works best for them. Each class uses a system of basic classroom rules with consequences and rewards for obeying or disobeying these rules.

A. Example of Basic Classroom Rules

1. Follow directions the first time.
2. Raise your hand for permission to talk.
3. Stay in your seat and face the front during teaching time.
4. Keep hands, feet, and objects to yourself.
5. Be kind and have good manners.
6. Walk quietly inside the buildings.

These rules are taught and practiced throughout the year. The children are expected to follow each rule on the level that they should be in their age appropriate stage of maturity. We do not expect the children to be little adults; however, we do expect them to be able to behave on a level that is acceptable for their age group. One of our discipline goals in the classroom is to teach the children first-time obedience (responding on the first request).

B. Rewards

Each class has a system in place for positive reinforcement. This is done either as a class project or on an individual basis. Examples of this include group contests or goals. General rewards vary from class to class. Some examples of positive reinforcement include praise, good notes home, stickers, treats, and special privileges in the classroom.

C. Consequences

The consequences are fitted to the offense. An example of a commonly used system of consequences is outlined below. These are not exclusive, but are the general sequence of actions.

First, instruction is given to the class or the individual. If a child chooses to disobey, the following sequence may begin.

1 st Offense		Verbal Warning	(Minor problem- usually not reported)
2 nd time	name recorded	3,4,5 minutes time out	(Minor problem- usually not reported)
3 rd time	✓ (by name)	3,4,5 minutes time out	(Parents notified of problems on daily note)
4 th time	✓✓ (by name)	3,4,5 minutes time out	(Parents notified of problems by text)
5 th time	✓✓✓ (by name)	time out in office	(Parents notified of problems by phone)
After 5 th time	Sent to Preschool Director's Office Discipline slip sent home and recorded in the office and parent called to come and deal with issues. (Child finishes the school day on campus unless director recommends they leave.)		

The school, teachers, and director do not **at any time** use corporal punishment. If all avenues of classroom and school discipline have been attempted and the behavior of a child continues to disrupt, the school will request that a parent come to the school to handle the situation in the way that works for their child.

SEVERE CLAUSE

Students that are harmful to other students or to the teacher, disruptive to a classroom for extended periods, a consistent problem, or display severe misbehavior will be sent directly to the preschool director. Children that bite are talked to by the preschool director on the first offense to make sure they know that this is not acceptable. The administration will require a parent to come to the school to handle the situation if the child continues to bite. Lack of a reasonable resolution to the biting would require the parent to find other child care arrangements.

FINANCES

FINANCES-GENERAL

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” (Col. 3:23)

Metro Baptist Preschool is a non-profit organization. We pay our bills and our teachers with your tuition money. We do not receive state or private funding. We strive to be good stewards of our finances and because of this we need our patrons to stay current on their financial obligations to the preschool. Our tuition is figured on the basis of our yearly budget needs and not on a per day charge. That yearly amount is then divided into monthly or weekly payments for your convenience. Because of this, there are no fee reductions for holidays or preschool closures.

All billing is handled in the MCA billing office. For billing questions, please call 859-1184, ext. 120.

FULL TIME PATRONS

Weekly Payments

Preschool families who are paying for full time care make payments weekly, bi-weekly, or monthly as long as the upcoming week is paid for in advance. Payments are due the Friday before the desired week of care.

VACATIONS: Each student has two “free” vacation weeks (10 days for full time and 6 days for part time) during the year (from August to August). The child may not attend Metro Baptist Preschool during vacation days. There will be no fees for vacation days, as long as written notice is given on a vacation request form. You will initially be charged for that week; however, two weeks after the requested week your account will be credited for the vacation days taken.

SICK WEEK: Year-round/ full-time students have a sick week benefit. The weekly fee will be reduced by 50% when children are absent an entire week (five consecutive days) due to illness. The business office requires a doctor’s excuse be sent to the business office in order for this discount to be applied to your account. There is no reduction of fees offered if your child is present any part of any day during the week.

WHERE TO MAKE YOUR PAYMENTS

Payments may be dropped off either in the school office / business office, or in the preschool area. Payments made in the preschool should be given to a preschool teacher. Cash payments need to be given to a teacher or dropped off at the business office so that a receipt can be written.

GENERAL PAYMENT INFORMATION

- A late fee will be assessed for late payments. Any patron with an account that is two weeks behind will be expected to bring that account current or withdraw their child.
- There is a \$25.00 service charge on all returned checks and returned ACH (automated checking account withdrawals).
- Please do not ask us to "hold" post-dated checks for you.
- We cannot "hold spots" during the school year. In order to keep your child enrolled, the tuition must be paid no matter what days your child is present.
- Metro Baptist Preschool does not have multiple child discounts.
(If you have a child in the preschool and the academy, the multi-child discount will be applied to the academy student's account.)
- Checks should be made out to Metro Baptist Preschool or MCA (Metro Christian Academy).

AFTER HOURS/LATE PICK UP CHARGE

If your child is picked up between 6:00 p.m. - 6:30 p.m., there will be a \$15.00 charge *per any portion of a quarter hour*. At 6:30 p.m., the charge doubles: \$30.00 *per any portion of a quarter hour*. *There is a \$15.00 per quarter hour late pick up charge beginning at 1:15 p.m. for half-day students. **The pick-up time recorded for late pick up calculations is what the time is when you exit the building so that the late stay worker is able to leave. (If you call to let us know you are going to be late, understand that we appreciate the courtesy, but the call does not cancel the late charge.)*** This must be paid with your next tuition payment.