

Metro Baptist Preschool Parent Handbook

Updated 07/2026

METRO BAPTIST PRESCHOOL PARENT HANDBOOK

TABLE OF CONTENTS

PART 1: INTRODUCTION

Page 3	Invitation to Metro Baptist Church and Service Times
Page 3	Word Of Welcome from the Pastor and the Director
Page 4	Preschool Hours
Page 4	License
Page 4	Classroom Goals

PART 2: ADMISSIONS/WITHDRAWALS

Page 5	Admissions Requirements
Page 5	Age Requirements for Class Placement
Page 5	Registration – Checklist
Page 6	Orientation
Page 6	What Does My Child Need for the First Day of School
Page 6	Probationary Period
Page 6	Withdrawals-Voluntary and Non-Voluntary
Page 7	Re-enrollment

PART 3: ACADEMIC INFORMATION

Page 8-9	Curriculum Overview/Three-Year-Old Class Synopsis/Four-Year-Old Class Synopsis
Page 10	Chapel Program
Page 10	Preschool Missionary
Page 10	Extracurricular Activities
Page 11	Recess and Daily Schedule
Page 12	Meals/Snacks

PART 4: ABSENCES AND ILLNESS AT PRESCHOOL

Page 13	Illness That Exclude Your Child From Attending Preschool
Page 13	Medications
Page 14	Tardiness
Page 14	Your Child's Adjustment

PART 5: COMMUNICATION AND PARENTS

Page 15	Communication and Class Dojo
Page 15	Parent Teacher Conferences and Progress Reports
Page 15	Procedures for Expression Concerns

PART 6: GENERAL INFORMATION

Page 16	Birthdays and Parties
Page 16	Change of Clothes
Page 16	Dress Code
Page 17	Drop Off/Pick up Procedures
Page 17	Emergency Evacuation
Page 17	Lost and Found
Page 17	Motor Vehicle Guidelines
Page 17-18	Parent Visits to the Preschool
Page 18	Personal Property at Preschool
Page 18	Property (Church & Preschool)
Page 18	Records (Change of address or phone number)
Page 18-19	Special Activities
Page 20	Holiday Closings
Page 20	Weather Closings
Page 21	Safety at Preschool

PART 7: DISCIPLINE

Page 22	General Discipline Information
Page 22-23	Specific Classroom Policies

PART 8: FINANCES

Page 24	Finances
Page 24	Weekly Payments
Page 24	General Payment Information
Page 25	After Hours / Late Pick Up Charges

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.

Wednesday Night Services

7:00 p.m.

(Adult Choir Practice meets at 6:00 p.m.)

Includes:

Adult Bible Study

Children's Program

Teen Services

Metro Baptist Church

322 East Cedar Street

Goodlettsville, TN 37072

615-859-1184 ext. 120 Main Office/615-859-5562 Fax

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.

For Him,

Sarah Mattingly

Preschool Director

PRESCHOOL HOURS

Metro Baptist Preschool is open: 7:00 a.m. - 6:00 p.m.
The office is open from: 7:45 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 \$25.00 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 \$50.00 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. See age requirements for five-year-old children. 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 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: Must be three years old by August 15th.

K4 Students: Must be four years old by August 15th.

Five-year-old students: Students who are five years old by August 15th, but the parent's desire is for the child to delay entering five-year-old kindergarten, are welcome to attend our preschool program. The parents 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. Complete the following steps to finish registering:

- ☐ Complete the Student Application packet.
- ☐ 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 it transferred to the TN Immunization Form.
- ☐ Turn in a copy of your child's Birth Certificate. (The mother's copy can be submitted until the actual Birth Certificate arrives.)
- ☐ Pay the classroom fees and the first week's tuition. (Due before the 1st day your child attends.)
- ☐ Copy of legal custody paperwork concerning your child (when applicable).
- ☐ If starting in the fall: Attend the fall meeting, listen to the child abuse discussion, and sign that you received the handout.

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. Personal 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

- Backpack (big enough to fit a standard-sized folder)
- Clorox Wipes (K3 only)
- All Purpose Cleaning Spray (K4 only)
- 1 pack of Copy Paper
- A roll of Paper Towels (K3 only)
- A box of Kleenex (K4 only)
- A box of Band-Aids
- A complete change of clothes in a gallon Ziploc bag (top, bottom, underwear, socks, shoes)
- (Optional) Sunscreen and Bug Spray

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 daily/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 not draft your account as well as 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 (August to August) 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, Florida. 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 number sense, 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

A Beka Child Art for 3s

As 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 activities.

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, 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 1-20, number recognition 1-20, and number matching 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 where they concentrate on a character trait each month.

Phonics

Text: ABC - 123, by A Beka Book

The children work on many pre-reading skills as they 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. Many of the children are reading blends, one-vowel words, and even small sentences by the end of the school year.

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 (1-100), number concepts 1-20, number recognition 1-20, number formation 1-20, and sequencing. They also work on counting objects and separating them into groups. We also work on the concept of left and right as well as before and after.

Art

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, 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.

EXTRA CURRICULAR ACTIVITIES

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.

Toes of Grace (preschool ballet/dance)

An outside company contracts with MBPS to provide a time for students to engage in dance/physical activity as they improve their listening skills and gross motor skills during first semester. Should you choose to allow your child to attend this class, Toes of Grace collects their monthly fees separately from your preschool fees and tuition.

Stretch-n-Grow: Fitness Stars or Yoga Stars

An outside company contracts with MBPS to provide a time for students to engage in physical activity as they enhance their listening skills and gross motor skills.

RECESS

K3 and K4 both have recess in the morning, after lunch, and 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. We will play inside when the outside temperature is over 95 degrees, too.

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 and morning snack.

8:30 Academic class time begins

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.

8:30-10:45 Academic teaching and morning recess occurs during this time.

10:45-12:45 Naptime Prep / Lunchtime / Recess / Restroom

12:45-2:45 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 lunch 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. Water bottles with a spout that other hands can't touch is recommended. Please label them and take them home weekly.

Snack Time

The morning snack is served between 8:00 a.m.-8:15 a.m. and is a breakfast type snack. They eat things such as muffins, Pop Tarts, and cereal. The afternoon snack is served after they wake up from naptime around 3:00 p.m.-3:15 p.m. The afternoon snacks vary with such things as fruit snacks, chips, cheese crackers, cheese sticks, and pretzels. In addition, we give time at 4:30 for them to have a snack from home.

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 8:30 a.m., you must call to arrange for lunch. To prepare properly, our cafeteria must have an accurate lunch count by 8:30 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. Rash of any kind without a note explaining what it is and that it is not contagious.
5. 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 will disturb the class. If you drop your child off after 8:30, you will take your child to the exterior classroom door. If 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 after 8:30, 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. **No child will be accepted after 9:00am** without a doctor's note and a previous notification to the teacher.

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 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

Class Dojo -preschool communication app

At any time parents can view your child's day in the Class Dojo app. This will include information concerning naptime, eating habits, academic progress, and behavior. This is to keep you informed of your child's daily progress and struggles. Teachers will post pictures and message parents privately through the app.

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 respond immediately.

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

To help keep you informed of your child's growth and development, comprehensive assessments are completed for all K3 and K4 students at the end of both the first and second semesters. These assessments provide a snapshot of your child's progress across key developmental and academic areas. In addition, K4 students participate in a Kindergarten Readiness Assessment around the beginning of March to help evaluate their readiness for kindergarten and identify any areas where additional support may be beneficial before the end of the school year.

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 to the director. 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 preschool director, Cyndi Augustin. (3) Talk to the business manager, Dewayne Coleman. (4) Contact Dr. Brian Walker at TACS (423) 622-7310 (5) Contact Tennessee Department of Education at 1-800-462-8261.

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. **(Please do not bring cookies or cupcakes with red icing. It stains the gym floor and we cannot get it out. Thanks.)**

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 cubby 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

Preschool students are dropped off in the gym from 7:00 a.m.-7:25 a.m. and at the preschool “drive under” from 7:25 a. m.-8:30 a.m. After 8:30 a. m., you will take your child to their exterior preschool class door. No child will be accepted after 9:00a. m. without a doctor’s note and previously notifying the teacher.

All preschool children must be signed in each morning on the iPad provided. Codes are issued at Open House.

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 or discarded.

MOTOR VEHICLE GUIDELINES

7:00 a.m.-9:00 a.m.

Parents may park along the curb for short drop offs. The sign in iPad is located in the foyer area of the gym. Please be aware that the speed limit is 10 miles per hour on campus.

9:00 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 short 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 48 hours 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 does not allow extended visits by children not registered at the preschool.

Parent Lunch Visits

We welcome parents to come occasionally (due to space, not more than 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. Stop by the office and pay for your lunch and pick up a visitor's pass when coming for lunch.

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 is to be treated with care. Any damage should be reported. A student will be required to pay for any maliciously damaged property. (Our biggest problem is children picking at and peeling paint off the wall.)

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/Luau Day

September

Missions emphasis at Metro Baptist Church

OCTOBER

Fam Fest – The last Friday **evening** of October. A family fair type event with games, bounce houses, face painting, and food trucks are set up in the church parking lot. Children can wear their costumes, but it is not required. Families play free, and the only cost is what you choose to purchase from the food trucks.

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 preschool joins with the Academy and Church to provide food baskets to families in connection with our various ministries or in our community. 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 close for the week of Christmas (you are not charged for that week) but we remain open during the rest of 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

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 or flowers 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

Grandparents' Day– A small program and a time of refreshments and pictures with your grandchild(ren) is how we celebrate grandparents.

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 and the one Friday closing in the summer for our Preschool Convention.

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

- ☐ New Year's Day
- ☐ Easter Holiday (Good Friday only, prior to Easter)
- ☐ Memorial Day
- ☐ Independence Day (July 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
- ☐ Thursday and Friday of Metro Christian Academy's fall break
- ☐ Thanksgiving Day & the day after Thanksgiving
- ☐ One full week during the week of Christmas
- ☐ Thursday and Friday of Metro Christian Academy's Spring Break

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 News Channel 5 for more specific daily information.

TV Listings

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

- **News 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 Metro Christian Academy Facebook page**
- We will email it as soon as a decision is made.

SAFETY AT PRESCHOOL

All doors on our campus are locked at all times.

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, in the gym, or in the 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, positive Dojo points, 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. The child is redirected by other students being praised for obeying right away.

1 st Offense		Redirection of child personally (Minor problem- 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 Dojo)
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 that they leave.) (Times coincide with each child's age.)

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.

WEEKLY PAYMENTS

Weekly Payments

Preschool families are all required to be on the automatic draft system. All accounts are drafted on Mondays for the current week of care.

VACATIONS: Each student has a week of "free" vacation 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, after the requested week is taken, your account will be credited for the vacation days.

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.

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 \$30.00 service charge on all returned ACH (automated checking account withdrawals).
- We cannot "hold spots" during the school year. In order to keep your child enrolled, the tuition must be paid.
- Metro Baptist Preschool does not have multiple child discounts.
(If you have a child in the preschool and the Academy, the Academy's multi-child discount will be applied to the academy student's account.)

AFTER HOURS/LATE PICKUP CHARGE

If your child is picked up between 6:00 p.m. - 6:30 p.m., there will be a \$25.00 charge per any portion of a quarter hour.

At 6:30 p.m., the charge doubles: \$50.00 charge per any portion of a quarter hour.

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 draft payment.

Thank you for giving us the opportunity to partner with you in your child's care and educational foundation and serve your family.