

Parents Handbook

Dear Parents,

Welcome to the Pleasant Grove Baptist Church Preschool Program. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its' mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our preschool program.

(Preschool Director)

(Pastor)

Educational Philosophy of the Program

A child develops mentally, physically, spiritually, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to develop in these areas at his/her own level of ability while enjoying the feeling of success. This is primarily done through hand-on activities in learning centers and positive Christlike role modeling of the staff. Parent's newsletters will keep you informed about each unit designed for your child's class.

School Calendar

Opening Date: August 13, 2018

Holidays: Labor Day (September 3)
Fall Break (October 15 – October 19)
Wednesday before Thanksgiving (November 21)
Two weeks at Christmas, including New Years Day
(December 24-January 4)
Martin Luther King Day (January 21)
President's Day (February 18)
Easter Monday (April 22)

Preschool will close due to weather issues when public school closes.

Closing Date: Following public school schedule.

The Program

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles, manipulatives, nature, and dramatic play. Appropriate field trips are taken in the community, and you will be notified in advance of any field trip. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories and verses are included in each teaching unit.

Policies

Age of Child – Pleasant Grove Baptist Church Preschool Program enrolls children ages three to four or depending on entrance to kindergarten. Your child must be potty trained to enroll in preschool. There will be a \$35.00 registration fee that will cover for their curriculum and supplies.

Health and Safety – Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up him/her immediately.

In the event of exposure to a contagious disease within the group, you will be given written notice.

The preschool staff administers only prescription medication. Complete the medication forms that are available in the preschool office and leave the medication with office personnel.

The medication must be prescribed for the child to whom it is to be given.

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, the judgment of the teacher or director, necessary for the welfare and safety of the child until a parent can be reached.

Arrival and Departure – Parents will sign the Child’s Sign In/Sign Out Sheet when bringing or picking up a child. Persons bringing or picking up a child will need to confirm that a staff member is aware of the child’s arrival or departure. (Preschool doors will be locked after arrival in the morning for security purposes.)

Authorized Pick-up – Your child will only be released to persons listed on the Enrollment Form under Release of Child.

Food – A snack will be provided but lunch is the responsibility of the parents.

Records – Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

Clothes – Washable play clothes are recommended for weekly activities. Parents are encouraged to bring an extra set of clothes labeled with the child’s name for emergency purpose. Please send in with your child an oversized shirt to be used as the child’s paint apron.

Toys – No toys may be brought from home unless requested by a teacher in writing.

Outdoor play – The children at Pleasant Grove Baptist Church Preschool Program go outside everyday, weather permitting. Dress your child appropriately to enjoy God’s beautiful world.

Progress Reports – Written development progress reports are provided twice each year. Parent conferences are scheduled as needed.

Fee – Weekly tuition is \$28.00 per week payable by Wednesday of each week.

Withdrawal – Two week notice, in writing, is required for withdrawal and is to be submitted to the preschool program.

Parent Agreement

I, _____, whose child _____ is enrolled in the _____ school year of the Pleasant Grove Baptist Preschool Program, have received a copy of the *Parents' Handbook*. I have read and understand the policies and guidelines as described in the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)