



# Parent Handbook

*Our purpose is to offer families in our community a program that combines the highest standards in early childhood education within a safe Christian environment where children can grow spiritually, physically, emotionally, intellectually, and socially.*

# Tabernacle Baptist Preschool

This handbook is designed to give parents an overview of our program and the policies necessary for providing a safe and loving learning environment. Our policies and procedures are reviewed every year and are revised as needed to align with research-based best practices. This handbook is made available to parents each year; it is posted on the preschool website and a hard copy will be provided by request. These policies and procedures are used in conjunction with the rules and regulations set forth by the Georgia Department of Early Care and Learning to govern the operations of Tabernacle Baptist Preschool.

## Contact Information

Mailing Address: Tabernacle Baptist Preschool  
ATTN: Weekday Preschool Director  
150 Tabernacle Drive  
Carrollton, GA 30117

Office Hours: 8:15 AM – 1:00 PM

School Hours: 8:30 AM – 12:00 PM  
Early Room – 7:45 AM – 8:15 AM  
Lunch Bunch – 12:00 PM – 3:30 PM

School Tours: By appointment only

Telephone: 770-834-4611

Director: Pam Smith Contact: [pam.smith@tabernacle.org](mailto:pam.smith@tabernacle.org)

Administrative Asst. Lisa Edison Contact: [lisa.edison@tabernacle.org](mailto:lisa.edison@tabernacle.org)

Website: [tabernaclebaptistpreschool.org](http://tabernaclebaptistpreschool.org)

Facebook: @tabbappre



Dear Parents and Guardians,

We are excited to be able to serve you and your family through our Weekday Preschool at Tabernacle Baptist. We are committed to meeting the needs of your preschooler through a caring, nurturing environment. Our goal is to build relationships and partner with families to provide an excellent and exciting early childhood experience. With God at our center and parents as our partners, our goal is to nurture the whole child to grow in physical, emotional, social, creative, cognitive, and spiritual areas of development.

Our program is based on the philosophy that children learn by actively participating, exploring and discovering. Our classrooms invite children to choose from activities that capture and hold their interest. Our incredible staff will work diligently to provide a balance of playtime with structured learning experiences that include pre-reading and writing, pre-math, science, social studies, music, art, literature appreciation, gross and fine motor development, and spiritual development. We are committed to fostering a learning environment of love and understanding for each child, where children can work and play together, express themselves, learn responsibility, and discover the joy of learning.

If you are not currently involved in a local church, we would like to invite you to Tabernacle Baptist Church. We have discipleship and worship on Sunday mornings and Wednesday night programs for adults, children, and youth. If there is any way we can minister to you, please let us know.

We look forward to partnering with you in your child's early education and beyond. We value how the preschool years are one of the most exciting times of your children's lives, especially how much he/she can grow during these early years. We will pray for your children and with your children daily and thank you for the opportunity of serving your child. If you have any questions please feel free to contact me.

Blessings,

*Pam Smith*

Director of Weekday Preschool

Tabernacle Baptist Preschool (TBP) is a weekday program for toddlers and children ages 2-5 years; the school is open Monday through Friday from 8:30 AM- 12:00 noon. An early arrival room is offered daily beginning at 7:45 AM-8:15 AM. The Lunch Bunch program, which is a state-licensed program, provides extended care every day from 12:00 noon until 3:30 PM.

Admission to TBP is made without regard to race, color, creed, sex, or national origin. The preschool follows the State of Georgia age cutoff for enrollment in classes. The cutoff is currently September 1<sup>st</sup>. A child must be the age of the enrollment class on or before September 1<sup>st</sup> for the child to be eligible for that age-level class. This practice allows the opportunity for progression each year through the end of preschool and into the public elementary schools.

## Preschool Program Goals

TBP offers a balanced program that engages children in knowing and showing Jesus' love, in developing age-appropriate social and emotional skills, and in learning the Georgia Early Learning and Development Standards (GELDS). Our Preschool is a member of the Georgia Preschool Association and follows the guidelines of Bright from the Start: GA Dept. of Early Care and Learning. Teachers create positive, nurturing learning environments through circle time, small group time, learning stations, Big church, the arts (visual and dramatic), music, movement, and outdoor/indoor play. The goals of TBP are to help all children to:

- Grow in the knowledge of God and His love and care
- Experience success and failure, gain self-confidence, and develop independence and personal responsibility
- Become more aware of the world around them and how they relate to it
- Feel accepted and loved
- Learn to accept, understand, and articulate their feelings
- Learn to focus and speak with confidence
- Learn to express self by exploring and using many different modes and styles of communication
- Care for their physical needs and develop good attitudes about healthy living
- Learn to solve problems
- Have confidence that an adult other than their parent will take care of them, show them affection, and fulfill their needs
- Gain an understanding of age-specific, developmentally appropriate concepts and ideas
- Develop a love of learning in order to become lifelong learners.

Because we are partners in developing children's love of learning and school, parents are encouraged to prepare their children for preschool each day by setting the stage for a positive attitude about learning. Please promote the following actions:

- Be on time to school and expect regular attendance
- Share your child's enthusiasm and anticipation of going to school every day
- Show interest in their work and encourage them to give their best efforts
- Attend meetings and events whenever possible. Parents are welcome at school!
- Read or tell stories to your children every day. Encourage conversation, word play, creativity, and imagination.
- Create opportunities for your child to become self-reliant; allow plenty of time for them to do common, everyday tasks on their own.
- Help your child create easy morning and nighttime routines. A good night's sleep and breakfast are important for learning.
- Have fun and enjoy your child! The days may be long, but the years are short.

## Safety

TBP is dedicated to providing a safe environment in which all children can learn. There are many safety procedures in place. Those procedures are outlined in detail in the appropriate sections throughout this handbook. There are procedures in place regarding the following:

- Student morning drop-off
- Student afternoon pick-up
- Visitors
- Medical information
- Health and wellness
- Communication

**TBP staff are mandated reporters. This means that we are required by law to report any suspected child abuse, neglect, exploitation, or deprivation of a child to the proper authorities and the Department of Children and Family Services.**

### **Safety Drills**

Practicing safety procedures is very important for children to feel confident about their physical safety. TBP will regularly conduct fire drills; there is an evacuation plan in place should it be necessary to evacuate the premises in the event of a fire. There will also be severe weather drills as well as lockdown drills. Parents will be notified after a drill has been conducted so that they can have conversations with their children about the importance of being safe and knowing what to do in case of an emergency.

### **Severe or Inclement Weather**

In the event of a tornado or other weather emergency, children will exit the classroom to go to the safest places in the facility. There is an emergency plan in place for inside shelter from storms. We will not dismiss children during times which are not safe. If a weather emergency occurs during drop-off or pick-up times, children will be secured in the facility until the danger passes.

If there is lightning, hail, or extremely heavy rain during drop-off or pick-up times, the car rider line will not open as normal. If the line is delayed for any reason, signs will be posted outside to notify parents. For the safety of TBP staff, normal procedures will not resume until the weather conditions improve and are determined to be safe.

If local school systems close due to inclement weather, TBP will close also. If school start time is delayed, TBP will close as it is a half-day program. If snow or ice occurs during school hours, please listen to local radio stations for school closing. Please check the TBP Facebook page for current information. TBP does not make up any inclement weather days; no fees are reduced due to inclement weather days.

### **Security**

Outside doors are locked for security at all times. If you arrive later than 9:00, you will need to park in the parking lot and walk your child to the preschool entrance and ring the doorbell. A staff member will give you access inside and they will walk children to their classrooms ( If a child is going to the early morning room, please ring the bell and look into the camera; preschool staff will open the door. You will sign your child in, and walk him or her to the Early Morning room. When picking up their children from Lunch Bunch, parents will ring the bell and look into the camera. Preschool staff will escort children outside and have parents sign out their children. All children will be signed out by an adult.

If there are custody issues regarding your child, please discuss this situation with the preschool director. It is imperative that TBP is aware of any potential conflict so that a plan to safeguard the child is put in place.

Only people listed on registration forms and in the Brightwheel site will be allowed access to your child. There is no exception to this rule. It is the parents' responsibility to provide the names of any adult who might be called upon to take responsibility for the child. TBP staff will require picture identification (DL) from anyone with whom we are not familiar.

**The number one priority is to keep all children safe while in the care of this preschool. TBP appreciates parents' understanding, support, and adherence to all security policies.**

## **Medical Information**

TBP is very interested in the physical health of all children and we want to be advised of any medical conditions your child may have. In order that your child may be healthy and happy in school, we require the following documents:

- Current immunization record (form #3231) filled out and signed by your child's doctor or the Health Department. This document must be on file at TBP prior to your child's first day of school. This is required by the state of Georgia and must be up-to-date. This form must be updated as immunizations come due.

- Emergency Contact information must be current and correct. TBP expects to be able to reach a parent or someone on the emergency call list in a timely manner. Emergency contacts must have local phone numbers and be available immediately to pick up your child at school should they be called. In case of emergency, every effort will be made to contact you or an emergency contact. If no one can be reached, TBP will call 911 and take immediate necessary medical action. Please notify the director or administrative assistant of any changes of information.
- A safety plan will be in place if your child has allergies or special needs that endanger his or her life. Initial information should have been provided in your child's registration packet. If TBP or the parent determines that the safety plan needs review or revision, a conference will be scheduled.

### **Allergies and Medications**

It is imperative that parents notify TBP of their child's allergies or dietary restrictions. If your child has an allergy, please notify the preschool in writing; there is a designated form that requires a doctor's signature. This information will be posted in the classroom for the benefit of the director, teachers, staff, and substitute teachers. If your child is at risk for an allergic reaction, please contact TBP to complete the required forms for the use of Epi-pens or Benadryl should the case arise.

TBP requests that parents or guardians dispense prescription or over-the-counter medications prior to coming to school. However, TBP recognizes there will be situations where medications must be administered during the school day. Written permission from the parent or guardian is required for medicines to be given by TBP staff. Written permission must include specific dosage instructions, and be dated and signed by the parent or guardian. The medicine must be in its original container and include the child's name, doctor's name, date, and dosage instructions. This includes over-the-counter medication as well. All medication must be given to the teacher, administrative assistant, or director; it should never be left in the child's backpack.

### **Illness**

If your child becomes ill during the day, we will call you. If you are unavailable, we will call one of your emergency numbers. **Please Keep all phone numbers up to date and current.**

**TBP appreciates your consideration of the other children and teachers by not sending your child to school if you suspect illness.**

If your child gets sick at school, he or she will be isolated with adequate supervision; this practice allows for a child's comfort and well-being as well as the reduction of exposure to other children.

Children should be able to participate in every activity of the school day; if your child is not well enough to play outside, please do not send him or her to school. Please keep your child at home if:

- Your child has been taking an antibiotic for less than 24 hours.
- Your child has a fever (above 100.4) or has had a fever within the previous 24 hours (your child must be fever free of symptoms without the aid/use of medicine for 24 hrs. before returning to preschool).
- Your child has a cold that is less than four days old.
- Your child has colored nasal discharge.
- Your child has a sore throat.
- Your child has a frequent cough.
- Your child has unidentified rashes, head lice, or pink eye.
- Your child has any skin infection – boils, ringworm, impetigo, hand-foot-and mouth
- Your child has vomited or had diarrhea two or more times in the past 48 hours.
- Your child has been exposed to a communicable disease such as chicken pox.
- Your child is fussy, cranky, tired, or just generally not him/herself.
- Your child has an unexplained itchy scalp.

\*After an absence, please notify your child's teacher if the absence was due to an illness. If necessary, TBP will notify other parents of the possibility of a contagious disease. Additionally, please communicate to the teacher any information about rashes, cuts, bruises, bug bites, and so forth that the teacher might notice and question.

## Incident Report

TBP makes every effort to provide a safe environment for all children, but accidents will occur from time to time. It may be necessary at times to document such cases; incident reports are completed and parents are notified. Depending on the seriousness of the injury, TBP will either call a parent immediately, seek emergency treatment, or simply send home the incident report at the end of the day. If an incident report is sent home, parents are asked to sign, date, and return to confirm notification. In the case of a head injury, parents will always be contacted immediately.

## Communication

Communication between preschool and home is essential in creating a positive school experience for children. It is also vital to maintaining a partnership for children's well-being, development, and learning. TBP encourages parents to be involved as much as possible in their children's education and activities. Some people say that communication is the monster one never defeats, but TBP believes in communicating information multiple times, in multiple ways, to multiple people. Methods of communication include, but are not limited to:

- Classroom newsletters, calendars, folders or notebooks
- **Tabernacle Baptist Preschool** public Facebook page
- Private classroom Facebook pages\*
- **Tabernacle Baptist Preschool** website – [tabernaclebaptistpreschool.org](http://tabernaclebaptistpreschool.org)
- Individual student notes
- Phone calls, texts, and emails
- Parent/Teacher conferences
- Meet & Greet, Parent Orientation

**Please send all messages in writing; TBP cannot accept verbal statements from children.**

### **\*Classroom Facebook Pages**

- Classroom Facebook pages are PRIVATE, and all pictures and information shared on the page is PRIVATE. Please do not post class pictures or group pictures to your personal page because parents do not want their children's pictures posted on pages they cannot control.
- Classroom Facebook pages are the primary mode of communication between the teacher and parents about the classroom. It is not a forum for personal opinions or conversations.
- If there are family members that are essential in supporting parents in the daily care of the children, they may be added to the private group, but please communicate that with your teacher so she is aware of their name and the role that person plays in your child's daily life.
- Failure to participate within the guidelines set in this handbook and by the teacher may result in removal from the private group.

**Please note that the purpose of the listed methods of communication is the dissemination of information, not conversation.** TBP staff value your input; we encourage you to call or schedule a meeting to discuss your concerns, ask questions, or give feedback. It is imperative that you advocate for your child. However, there is a right way to do so, a way that communicates concern as well as respect and a desire to work together.

## Financial Information

TBP is a vital ministry of Tabernacle Baptist Church, but is a financially independent preschool program. Tuition, registration fees, and early room/lunch bunch fees are used for payroll, supplies, events, and any other expenses the program incurs.

**Parents should use one of the following methods to make tuition payments:**

(call Lisa Edison, Administrative Assistant, 770-834-4611 or email at [lisa.edison@tabernacle.org](mailto:lisa.edison@tabernacle.org) for questions about credit or debit card payments through Brightwheel)

- Put payment in an envelope and put it in your child's book bag.
- Put payment in the provided locked drop box next to the preschool entrance.

## **Registration and Tuition**

Registration fees cover insurance and supplies. The registration fee is NON-REFUNDABLE. Tuition is an annual fee divided into nine equal payments for your convenience. Payment is due by the 5<sup>th</sup> of every month; payments made after the 10<sup>th</sup> of the month will be subject to a \$20.00 late fee, which is due with the tuition payment. A \$20.00 charge will be applied for any check returned by the bank. No refunds will be given for absences, holidays, or weather-related school closings.

There is a \$10.00 discount on each month's tuition for the second child of any family having two or more siblings enrolled in TBP.

At the end of the preschool year, any registration fees paid for the next school year will be applied toward any unpaid balance and the child's enrollment in next year's preschool will be forfeited.

## **Withdrawal**

It is understood that a child who is enrolled in TBP is to be so for the entire school year. A written two-week notice of withdrawal is required from parents. Written notice of withdrawal should be sent to the director. Tuition must be paid in full for this time. Should your child stop attending TBP without notice, we will make three (3) attempts to contact you. If we receive no response within 10 days, your child's enrollment will be terminated and the spot filled. TBP reserves the right to withdraw a child upon a one-week notice for non-payment of fees. TBP also reserves the right to dismiss any student or family whose presence in the school is considered detrimental to the best interest of the student him/herself, fellow students, or to the school in general. Most students adjust well to classroom routine within a few weeks; however, students with serious behavior problems will be withdrawn.

## **Early Arrival Room and Lunch Bunch**

TBP provides extended care sessions for children in 2, 3, 4, and 5-year old classes. The early room is available every day beginning at 7:45 AM. There is a daily charge of \$5.00. Lunch Bunch is available from 12:00 noon until 3:30 PM. The daily fee is \$15.00. Parents may use the Lunch Bunch program on a regular basis (meaning your child regularly attends on specific days each week) or on a drop-in basis. 24-hour notice is advised for drop-ins because there might not be space available. Children staying on a regular basis have first priority on space availability. When a child is added to the Lunch Bunch list, there will be a \$15.00 charge for that day.

**\*A late fee of \$1.00 will be charged for every minute your child is here after 3:30.**

## **Morning Arrival and Afternoon Dismissal**

Morning drop-off and afternoon pick-up times can be stressful times of the day for students and parents. It is important to remember that these times are important in setting a positive mindset for the day as well as allowing for happy reflection on a great day at school. Equally important is the understanding that morning drop-off and afternoon pick-up times can be dangerous if safety procedures are not followed. **For the safety and security of every child, TBP asks that all parents comply with the following guidelines:**

**Parents are never allowed to park along yellow curbs or in the roadway between the preschool entrance and the playgrounds. First and foremost, it is an extreme safety hazard. Secondly, it is an obstacle to ensuring the lines flow smoothly and without incident. Be prepared to be asked immediately to move your car if you choose not to follow this procedure. Maps for morning arrival and afternoon dismissal are provided in this handbook for your convenience.**

### **Morning Arrival for EARLY ROOM -- 7:45 AM- 8:15 AM**

- Parents will park in a provided parking space and walk their children to the preschool door. The door will be locked; if preschool personnel are not waiting at the door, ring the bell for assistance.
- Parents will complete the student check-in process.
- Parents will walk children into the preschool and to the early morning room.
- Please send breakfast with your child if he or she hasn't already eaten breakfast at home.



### Morning Arrival for ALL CHILDREN -- 8:30 AM

- TBP will place orange traffic cones outside every morning. When the cones are removed by TBP personnel, we will begin taking children into preschool. There will be staff members outside ready to greet children and help them to their classrooms.
- All parents and children will remain in their vehicles in the drop-off line.
- **Class sign should be clearly visible through the front windshield.**
- Designated personnel will walk children into the preschool and to their classrooms.

### Late Morning Arrival

- If you arrive after TBP staff have closed the drop-off line after 9:00, park in a provided parking space and walk your children to the preschool door. The door will be locked; if preschool personnel are not waiting at the door, ring the bell for assistance.
- Preschool personnel will complete the student check-in process.
- Designated personnel will walk children into the preschool and to their classroom.

\*Punctuality Matters, thus, the director can enforce late fees for tardiness after 3 or more tardies unless a specific situation has been discussed with the teacher or director. If tardiness continues, the director also can dismiss a student from the program if the situation is not rectified after discussion of the matter.

### Afternoon Dismissal for TODDLERS (Butterfly Classes) – 11:15 AM - 11:30 AM

- Parents can pull up to the curb near the circular drive or park in a Parking Lot A and walk to the preschool door. The door will be locked. Ring the bell, we will answer, & get your child to you outside the main doors. Toddlers must be checked out using the Brightwheel app & QR code located beside the buzzer outside.
- If the parent has an older child attending the preschool, personnel will walk that child from his/her classroom and complete the sign-out protocol.
- Toddlers should be picked up no later than 11:30; **a late fee of \$1.00 per minute will be charged.**

### Afternoon Dismissal for children ages 2 and older – 11:30 AM - 12:00 PM

- Children who are two (2) and older will be dismissed at 11:30 AM.
- Please remain in the pick-up line with your required window sign clearly visible. This practice allows teachers to keep the line flowing smoothly and quickly.
- No one is allowed to approach the building during pick-up time; TBP must be able to properly identify the person to whom your child is being released in a safe and orderly way.
- Please pull your vehicle up to the designated marker. Teachers will walk children to the white line.
- Please exit your vehicle to meet your child and his/her teacher at the line.
- If your child rides in a carpool, please send the teacher the names of all carpool members.
- Every child should be picked up no later than 12:00 noon. **A late fee of \$1.00 per minute will be charged.**

## **General Preschool Information (listed alphabetically)**

The following information provides clarity and consistency of practice that protects the learning environment and promotes a positive school culture.

### Attendance

Regular and punctual attendance is essential for children. A child who is frequently absent misses opportunities for developing social skills and academic readiness. If your child will be out for more than two days, please notify the teacher in advance. Regular attendance is expected throughout the school year; if a child consistently misses school, the director will contact the parents to schedule a conference.

Tardiness to school negatively affects your child and the classroom environment. When a child arrives late, other students may be disrupted, and the late arriving child may have more difficulty joining in the routine of the day. Children are considered tardy after 9:00 AM. Punctuality is expected as it is important to establish good life habits

for children; if a child is habitually tardy to school, the director will contact the parents in order to resolve the issue. If your child is not at TBP by 9:30 AM, his or her place in Lunch Bunch will be made available to those children on the waiting list.

### Chapel

All 2, 3, 4, and 5-year old classes will go to the chapel several times each month for worship. They will learn about God and His Son, Jesus, listen to and talk about Bible stories, sing songs, and learn Christian values. This is a fun, special time in which children can grow in their knowledge of and relationship with God. The Preschool Director, Church Childrens' Minister, Clergy of the Church, and special Church or Community Volunteers will lead Chapel time.

### Clothing

TBP recommends that children wear play clothes that are practical, comfortable, washable, and easy to get on and off. Please consider the following information:

- Some shoes such as flip flops, CROCS, boots, slide on or loose shoes might cause avoidable accidents. Tennis shoes that tie or have Velcro are best for safety and comfort.
- Please dress according to the weather as children will play outside every day. If your child's skin is sensitive, please apply sunscreen before coming to preschool.
- Daily activities include active and messy play; children should feel comfortable enough to enjoy themselves without worrying about staining or messing up their clothes.
- Children should be dressed in a way that they can go to the restroom with as little help as possible. Be aware of buttons, zippers, hooks, belts, and suspenders.
- Please put your child's name in all clothing, especially jackets/coats, to prevent items from going home with the wrong child. Consider using a black, permanent marker.
- Please keep an additional, seasonal outfit or two in a Ziploc bag in your child's backpack.
- Children are required to wear shoes at all times for safety and hygiene purposes.

### Discipline

Our goal in discipline is for each child to develop a positive self-image while learning to exhibit self-control. The aim of discipline is not punishment, but guidance. We know the word "discipline" comes from the word "disciple" and the definition of disciple is "to teach." We believe that providing a variety of developmentally appropriate activities will prevent the frustrations that often lead to inappropriate behavior. We also believe that modeling appropriate behavior offers an example for children to imitate.

TBP staff believe in positive guidance for all children in all situations. When intervention is necessary, TBP staff uses positive redirection, logical age-appropriate consequences, and time-out as a consequence for misconduct. We also help children verbalize or "name" their feelings by encouraging them to "use their words." If more direct guidance is needed (i.e. harming themselves, others, or their environment), the child will be directed to a quiet place where we will talk with him or her and give a replacement behavior.

Should a child's behavior continue to disrupt the learning environment, the child may be taken to the director for a discussion on proper classroom behavior. Parents will be made aware of the child's misbehavior and the disciplinary action taken. If necessary, a conference will be scheduled to discuss the behavior. The parents and teacher will work together to come up with recommendations to support the child. If any behavior becomes harmful to the child or others or it is detrimental to the atmosphere of the classroom, the parent may be asked to come pick the child up from school for the remainder of that day.

**Biting and/or spitting are not permissible at TBP as both have the potential to lead to serious health concerns.** If children bite or spit at preschool, it is our policy that the biter be taken aside by the teacher to talk about the incident and a note will be sent home to their parents. The teacher will help determine whether the bite was out of frustration, territorialism, or provocation. The teacher will work on giving the child the words to use in future situations. We will be very clear that children are not allowed to hurt their friends at preschool. If the incident happens again, it may reflect a child's inability to function in a group setting. In this case, it may be necessary to remove the child from the classroom and their parents will be contacted to pick them up from preschool. If biting

or spitting continues, the director will contact parents for a conference along with the teacher to determine the best interest of the child and if all developmentally appropriate techniques have been tried before ever considering removal from school for a few days or removal from the program.

**Disruptive Behavior** If a child exhibits consistent inappropriate behavior that is disruptive to the preschool class as a whole, further measures will be taken to help your child learn and engage in appropriate behavior. The director will contact parents for a conference. Please understand that while TBP will work to provide resources, guidance and support to the child, we reserve the right to withdraw a student from enrollment at any time for any reason. Our preschool is not staffed to provide a one-on-one learning experience for your child.

Any inappropriate behavior by a parent directed towards any TBP staff at any time will result in immediate dismissal of their child from the preschool program.

### **Field Trips – Four and five-year old classes**

To ensure the safety of the children, a permission form will be required for each field trip.

### **Lunch Bunch**

This is a state-licensed program and must follow the required rules and regulations. The Lunch Bunch program is evaluated every fall by state leaders from the Bright from the Start program. This program is available daily from 12:00 noon until 3:30 PM. The group will be divided into age groups and will enjoy art activities, center time, rest and relaxation, free play time, movies, and outside play.

- Children staying in Lunch Bunch must be enrolled in the preschool program.
- Emergency contact information and current phone numbers must be on file.
- Children should be at least two (2) years old.
- Children must be completely toilet-trained. Wearing diapers or pull-ups is not allowed.
- Children must bring a sack lunch, preferably with nutritious foods. Canned or bottled soft drinks are not permitted. Milk will be provided if a drink is not sent.
- Children must bring two (2) covers for their nap, one to cover the cot and one to cover the child.
- Upon pick-up, parents will park in a designated parking space, ring the bell and wait for entrance. All children will be signed out by an adult.

**\*\*A late fee of \$1.00 per minute will be charged if your child is here after 3:30 PM – this fee is added to your child's monthly tuition. If regular late pick-up is noted, the Preschool Director will contact the parent and Lunch Bunch availability could be lost.**

**Music and Mighty Motor Class** All Toddlers, 2, 3, 4, & 5 yr. olds will go to music once a week. Activities include singing, dancing, body movement designed to strengthen and enhance coordination of large muscles, listening, and rhythm play. Children will also learn and play with musical instruments, as well as exposure to loud/soft, high/low, fast/slow, and many other simple music concepts. Our music classes also reinforce what children are learning in their classrooms with a special focus on Bible Stories, counting, letters, seasons, holidays and performances at Christmas and end of the year activities.

### **School Celebrations**

Celebrations are very important in preschool. Children love celebrating themselves and each other; they love being creative and using their imaginations. We have many opportunities to celebrate at preschool, some of which include parents. We invite parents to attend the following events:

- Birthdays -- If you would like to celebrate your child's birthday at school, please follow these guidelines:
  - Birthday celebrations should be scheduled in advance with your child's teacher.
  - Up to four adults may attend the birthday party, however, siblings will not be allowed to attend a class birthday party at the Preschool.
  - If you are sending a snack or treat, please confirm with the teacher any possibility of food allergies and plan accordingly.
  - Store-bought food is recommended and must be sealed in its original container.

- o Do not ask the teacher to hand out invitations for a private party unless ALL students will receive an invitation.
- Costume Parade
- Thanksgiving Feasts
- Christmas Play and parties
- Easter Egg Hunt and parties
- End-of-the-Year parties

Parents will have the opportunity to sign up to provide food and/or decorations for classroom celebrations. Please look for information on your child's classroom private Facebook page.

### **School Pictures**

Individual pictures will be made in the fall and in the spring. Class pictures will be made in the late spring. Teachers will also provide candid pictures throughout the year via the class Facebook page.

### **Snacks**

Nutritious snacks and water will be served every day. All snacks are planned with regard to identified food allergies in each classroom. Children will create or cook their own snacks several times during the school year.

### **Students with Special Needs**

Tabernacle Baptist Preschool will accept all children into our program as long as our program can provide an optimum educational and social-emotional experience for every child. We realize children have different needs and therefore, at any point it becomes evident that our program cannot meet the child's needs, the teacher, director, and parents will meet to determine options that are in the best interest of the child.

### **Toilet training**

Tabernacle Preschool has appropriate diaper changing stations for our Toddlers and 2yr. old children. It is recommended that any child who is wearing a pull-up due to transitioning to using the potty, use the pull-ups with velcro on the sides. We ask for your assistance in using the velcro pull-ups as it takes a lot of time out of your child's day if we have to completely undress him or her (including removing shoes) in order to properly remove a pull-up and get a new pull-up back on them. You are welcome to provide a supply of diapers or pull-ups with your child's name on them for us to keep at the Preschool or you can provide enough each week in their book bag. When children are completely toilet trained they are able to recognize the need to go, tell the teacher they need to go, remove clothing, wipe themselves, and replace clothing. **It is expected that all children in our three (3)-year old classes to be potty trained or in pull-ups transitioning and older children should be toilet trained prior to the beginning of the school year** because those classrooms are not properly equipped with designated diaper changing stations. TBP recommends that children who recently turned three (3) wear a pull-up with velcro sides during the transition weeks of their training (please communicate to the teacher during Open House if your child is still in transition). TBP will work with a parent in allowing tuition to be paid for holding your child's spot in certain situations (please be sure to communicate any special circumstances to the teacher/and or the director). We realize children have periodic "accidents," for this reason, all parents are asked to keep a change of clothes in their child's backpack. If your child requires a diaper or pull-up, please remember to include extras and wipes in the backpack.

### **Toys/personal items**

TBP discourages children from bringing their personal toys, money, and so forth to school. There are toys, games, blocks, and art supplies for them to use while they are in school each day. Please leave all toys and personal items at home or in the car.

### **TBP Staff**

All of the TBP staff are dedicated Christians actively involved in their church. They have proven abilities to work with and care for preschoolers and their families. They are hired on the basis of their educational background, training, experience, interview, and references. All prospective staff must obtain a satisfactory comprehensive background check and drug screening. The staff is required to follow a plan of continuing education and training by attending workshops, conferences, lectures, and seminars focused on early childhood education. They must

earn a minimum of ten (10) hours every year of state-approved training to ensure professional growth. Training also includes first aid and CPR.

### Visitors

To protect the general health of our students and staff, TBP will limit visitor access to the preschool. Because the facility remains locked during the school day, visitors requesting entrance must ring the bell, look into the camera, and request entrance. Preschool personnel will determine if entrance is necessary. Health professionals who support children with special healthcare needs, intervention service coordinators, and itinerant teachers and related service providers for children with Individual Education Plans (IEPs) working in compliance with their agency will be allowed entrance.

### Getting Prepared for the First Days of School

We all want the beginning of school to be a positive experience, but we also know that the adjustment is not the same for everyone, so here are a few helpful strategies to consider:

- Develop a schedule before school starts that will help them be rested, not rushed, fed, and ready to go.
- Set the tone for your child; make sure they can tell you are happy about it and that you know they will have a good time. Choose encouraging words that you know your child will understand about their first day. Your child will sense your own insecurity or any anxiousness you are feeling so think ahead about what words you will say.
- Start using your child's teacher's name and talking about specific activities he/she will be doing and how you can't wait to hear about it and see what they bring home.
- It is important to know that we will allow all parents to walk in on the first day of school and get that first day of school picture etc.... But please know we will be encouraging you to not hang around and for any parents wanting to visit with one another, we ask you to go outside to do that so your child can go ahead and begin getting acquainted with the classroom and the teacher. After the first day, we should see everyone in the carpool line and this will eventually begin to help with separation or any anxiety issues. Be assured our teachers will comfort and calm your child's fears and anxieties. Many times it is more difficult for the parents to leave than it is for the child.
- We encourage you to talk with your child's teacher if you feel the preschool adjustment may be difficult to start and many times teachers can give some helpful suggestions on how to make the transition easier. Please feel free to share any concerns or special traits about your child with the teacher during Open House. This can be very helpful for you, your child, and the teacher.
- Think about creating a special goodbye routine for your child.
- Try not to run back to the room if you hear your child crying. Many times if the parent comes back that sends the message that they are only ok if you are there. Our teachers are prepared for those first days and they have many experiences with helping families make the transition.

**We are excited to get this school year started!**

### **Morning Arrival and Afternoon Dismissal**

While in the drop-off/pick-up line:

- Display class sign in front windshield in the afternoon.
- Pay attention and stay close to the car in front of you;
- Pay attention to keep parking lot driveways clear;
- Pay attention to keep Tabernacle Drive clear of traffic;
- Follow directions marked by orange cones (first few weeks);

- Follow traffic pattern for entrance and exit from church campus (volunteers will be present);
- Monitor cell phone use and keep traffic flowing;
- Once stopped in drop-off and pick-up lines, put vehicle in PARK;
- Pay attention to children getting out and into vehicles;
- Follow directions of preschool personnel; if problems, address them with the Director;
- When in doubt, PAY ATTENTION.

### Traffic Route Map ↓

This picture shows where you enter for our Morning Drop-off and Afternoon Pick-up lines. You will be entering from the backside of the church off of Cottage Hill Rd. This is located behind the Goodwill Store & Hobby Lobby.

Our Drop-off line in the morning forms into a double line once you get close to Parking Lot B near the entrance that says “Worship” but our afternoon Pick-up line at 11:30 will only be one single-file line until a Preschool Staff member moves the line down near the playground, then we will place cars into 3 different lanes in which you will park and exit your car to meet your child at the white line for pick-up from their teacher.

