

**Mt. Vernon Baptist Church
Preschool
Student Handbook**

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Diana Walker, Director
2650 Pine Street Albertville, AL 35950
preschool@mountvernonbc.org
256.298.5045

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2.1 Operation Dates/Times

- Year-round; Monday – Friday
- 6:30am – 5:30pm (late pick up fee applies – see fees and tuitions)
- Holiday closings: New Year’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day
 - If holiday falls on a weekend, it will be observed either the Friday before or the Monday after.

2.2 Enrollment

- Ages 6 weeks to 4 years
- Children will be placed in classes based on age as of September 1.
- Applications taken on an ongoing basis.
- \$100 non-refundable registration fee per child paid when application is submitted.
- Up-to-date immunization form from the physician or health department is required for enrollment.
- Parents are responsible for keeping children’s records current. Please come by the office to make changes of address and phone numbers.

2.3 Fees and Tuition

- Registration Fee (**non-refundable**).....\$100
 - One-time fee for students with continuous enrollment. Students with a break in enrollment/tuition payment must re-submit application with registration fee if space is available.
- Weekly tuition for 1 child 2 years and older.....\$90
- Weekly tuition for 1 child under 2 years old.....\$100
- Weekly tuition for 2nd, 3rd, 4th child etc.....\$65
- (Multi-Child Discount is applied only when both children are 2 years of age or older)
- Please see director for monthly rates.
- Fall Supply Fee (due August 8th).....\$40
 - Does not apply to students paying \$100 registration fee
- Spring Supply Fee (due January 2nd).....\$40
- Late pick up fee.....\$5 for every 5 minutes
 - Late fees waived only in case of emergency – please contact office as soon as possible.
- Returned check fee.....\$25

- Weekly payment is due every Thursday of the week. Monthly payment is due the 1st day of the month.
- No reduction in tuition will be made for absences, even those due to illness.
- All payments need to be made in the director's office.

3.1 Late Payment and Past Due Payment Policy

- 1) If paying by the month, payment is due on the 1st of each month. A late fee of **10 dollars** will be assessed if payment is 10 days past due.
- 2) If paying by the week, payment is due Thursday of each week. A late fee of **10 dollars** will be assessed if payment is 10 days past due.

If a student account is **6 weeks** past due, **SERVICES WILL BE DISCONTINUED UNTIL FULL PAYMENT IS RECEIVED***. In the event services have to be discontinued for non-payment, the student(s) will be placed on the classroom's waiting list. Once full payment is received, the student(s) will be able to return to their classroom, **IF SPACE PERMITS**.

There is no provision for partial or installment payments to bring accounts current. **Payment must be made in full when due.**

*Mt. Vernon Preschool reserves the right to use legal means to collect past due accounts.

3.2 Arrival and Departure

For the safety of our children, please follow the guidelines below for bringing and picking up your child.

- Enter and Exit through the main preschool entrance. This door will be locked at all times.
- Each family will receive one key fob to unlock the main entrance. Additional fobs are \$5. Key fobs must be returned when your child is no longer enrolled. Teachers are not allowed to leave classrooms unattended to answer the door – please use your fobs.
- A parent or person designated by the parent must accompany the child to the classroom each day.
- The parent or designated person should sign the check in/ check out form that has been preprinted monthly for each child. This is located outside the director's office.
- Children will be released only to the properly identified persons whose names have been listed in the release section of the child's registration form. If the person picking up a child is unfamiliar to the teacher a picture ID may be required.
- Names for persons designated by the parent to drop off or pick up a child must be kept current by the parents at all times. Please advise the director of any changes.
- In order to receive the full benefit of curriculum older children should arrive by 8:00am.

4.1 Key Fob Policy

- 1) **If you have been issued a key fob, you will be required to use that key fob to enter the facility.** If you forget your key fob, **YOU WILL BE REQUIRED TO SHOW A PICTURE ID TO STAFF AND HAVE YOUR NAME VERIFIED BEFORE YOU MAY ENTER THE FACILITY.** Please be aware, this is for the safety of our staff and students. Persons who have not been authorized to pick up a child and whose name is not listed on the child's pick up authorization form, will not be allowed entrance into the facility. To avoid delays picking up your child, please be sure to bring and use your issued key fob when either dropping off or picking up your child. If you have lost your key fob and need a new one issued, please contact our Director, Diana Walker for assistance.
- 2) To assure that our classes function with minimal disruption and distraction, **PARENTS, GUARDIANS, RELATIVES AND FRIENDS OF OUR STUDENTS WILL ONLY BE ALLOWED IN THE CLASSROOMS AND GYM/PLAY AREAS FOR PICK UP AND DROP OFF OF CHILDREN. AT NO TIME WILL ANYONE BESIDES PRESCHOOL STAFF BE ALLOWED TO REMAIN IN THE ROOMS FOR EXTENDED PERIODS OF TIME.** Please understand, extended non-staff visits are a distraction and disrupt the regular functioning of the classroom. **IF A PERSON TRIES TO REMAIN IN A ROOM BEYOND THE TIME NECESSARY TO PICK UP AND/OR DROP OFF A CHILD OR JUST WANT TO DROP IN AND HANG AROUND A CLASSROOM, THEY WILL BE POLITELY ASKED AND REQUIRED TO LEAVE.** This is for the safety and convenience of all our students and our staff.

4.2 Emergency Closing Policy

The daycare will not follow any school system for emergency closings. We will be closed or have a delayed opening due to inclement weather based on the safety of the roads in Marshall County. Our plan, as always is to put the safety of the children first. Most importantly please note that we will be closed if a state of emergency is declared. Please watch for closings on the local news and radio stations. In addition, you will be contacted by text/e-mail as soon as a decision is made by the director and preschool board.

If snow begins falling during the school day with accumulation on sidewalks and streets, parents are requested to pick up their child(ren) as soon as possible to ensure that staff members may also leave before roads become too hazardous. All children will be cared for until parents or emergency contacts arrive to pick them up from preschool.

4.3 Health and Safety

1) Sick Children

Please keep your child at home if:

- Child has had a fever within the past twenty-four hours.

- Child has vomited or had consistent diarrhea within the past twenty-four hours.
- Child has pinkeye, unexplained rash, any contagious virus or bacterial infection such as strep, measles, chicken pox or head lice.
- All communicable diseases should be reported to the center so that other parents can be notified.
- If your child becomes ill during the day you will be called to pick up your child.
- If your child takes medication on a daily basis, the medication will not be given to your child unless it is in the original prescription bottle and accompanied by a completed medication authorization form. All medications should be turned in to the director's office.

2) Head Lice Policy

Our responsibility is to have a safe, clean, and healthy environment for your children. Therefore the following procedures will take place:

- Children will be checked once a week for lice.
- If lice or nits are found the child will be sent home to receive treatment.
- The child will be checked when they return to school. The child must be nit free.
- When a child has lice in a classroom, all nap articles will be sent home to be washed in hot water and dried for 20 minutes.

5.1 Curriculum

During the day your child will participate in an age-appropriate program. The program for one through four year olds focuses on academics, play, Bible focus, and socialization. This program includes art and crafts, children literature, blocks, puzzles, nature walks, music, and dramatic play. For our four year olds it also includes pre-reading, reading, language arts, and appropriate math skills. Zoo Phonics curriculum will be utilized in each classroom. Social skills will be developed through sharing, taking turns, thinking, reasoning, problem solving, and interaction with other children. Bible stories will be read to all children daily. Older children will also attend chapel each week that will be led by our church pastor.

5.2 Meals and Snacks

Breakfast: Children arriving early (**prior to 8:00**) can bring simple breakfast foods. If your child arrives after 8:00 a.m. **they will need to be fed breakfast at home.**

Snack: The school will provide a midmorning and an afternoon snack. A drink will be served with each snack. If your child has an allergy of any kind, please let his/her teacher know so she can document the allergy.

Lunch: Each child is to bring a sack lunch each day with his/her name on it. If anything should be refrigerated let the teacher know and she will place it in the refrigerator.

6.1 Nap Time

Infants will rest according to their individual schedules. Toddlers through 4 year olds will rest or nap during a set time each day. This nap will last 1 ½ hours. Each child should bring a nap mat with their name on it. If the child would like to bring a blanket and/or pillow that will also be fine. The blanket and pillow will be sent home each Friday to be washed. The nap mat will stay at the preschool/daycare and will be wiped down and cleaned each day.

6.2 Babies

Parents need to supply wipes, diapers, formula, and baby food sufficient for a full day. Every jar should be labeled and open jars **will not** be acceptable. All cups and bottles should be labeled with your child's name. You will also receive a card each day about your child's daily routine, such as when they ate, what they ate, how many diapers they used, and how long they napped.

6.3 Birthdays

As a parent you are more than welcome to come to the preschool/daycare to bring your child's class a special treat for his/her birthday. We ask you to communicate with your child's teacher and let them know when you are coming. The teacher will let you know when your child will have snack time.

6.4 Potty Training

Teachers will be willing to work with parents on potty training. If your child is already potty trained we request they wear regular underwear. If your child experiences numerous accidents, we ask they wear a diaper or a pull up. At all times they should have an extra set of clothes in their backpack/diaper bag.

6.5 Guidance and Discipline Policy

At Learning for His Glory we will provide and teach responsible rules and appropriate consequences for unacceptable behavior. We will also recognize and reward for admirable behavior. Corporal punishment will not be used in any situation. We will be using the time out/sad seat technique. For inappropriate behavior the child will get a verbal warning. If there is a second occurrence of the same behavior, the child will sit in time out for a few minutes. If behavior continues to be a problem, and is extreme, there will be a parent, teacher, and director meeting. With love and concern, we will explore possible causes and solutions to the problem.

The preschool has a right to discontinue enrollment at any time for any of the following reasons:

- 1) All efforts by teachers and parents have failed to correct the problem.
- 2) Other children in the class are being negatively affected.
- 3) The child becomes a danger to him/herself or others.

In some cases, when all other options have been exhausted, a child may be suspended from the preschool for a period of time, to be determined by the director. If a child is suspended for behavioral issues, there will be no refund of tuition.

7.1 Dress Code

Dress your child in comfortable, washable play clothes that allow freedom to participate in all activities, inside and outside. Children should wear clothing that is easy to manage for the child and for the teacher. This is especially helpful when potty training. Tennis shoes are recommended for running and playing on the playground. All children go outside when weather permits. Please send appropriate outerwear depending on the season. Children will be painting, using markers, etc., so children should be dressed appropriately.

7.2 Personal Items/Supplies/Toys

- Backpack/diaper bag
- Extra change of clothing including underwear and socks to be used in the event of an accident. Place in a zipper bag with the child's name his/her backpack/diaper bag.
- Nap mat (blanket/pillow if wanted)

Please mark jackets, lunch boxes, backpacks, and car seats with the child's name.

Supplies

The cost of classroom supplies is partially covered by your child's registration and supply fee. If you would like to make a donation for classroom supplies, toys, books etc. at any time during the school year, it would be greatly appreciated. Please speak with the teacher and/or director about individual classroom needs or joint daycare needs.

Toys

Our classroom is equipped with toys and games for the children. If a child brings a toy from home, they may play with it, but are required to put it away when the lessons begin. **Mt. Vernon Preschool is not responsible for lost or damaged toys that have been brought from home.**

7.3 Records

The preschool/daycare will keep records of attendance, health, and identification of each child. A current immunization record must be provided each year.

7.4 Communication/Notification of Concerns

Parents are encouraged to talk with the teacher or director about any problems. Parent, teacher and director conferences can be scheduled as needed to discuss any concerns you may have. Parents are welcome to observe their children at work and at play in our care. We encourage parents to become involved in our program by assisting with educational experiences, holiday activities and more.

Please try to address any concerns with the teacher and/or director first. If after all efforts have been exhausted or if you do not feel comfortable addressing an issue with an employee, you may contact a member of the board by contacting the church office or using the attached **Parent/Guardian/Comment Form**.

**Parent/Guardian Preschool Concern/Comment
Form**

Your satisfaction with the Mt. Vernon Preschool is very important to us! If you have a concern and/or a comment, please write it on this form and mail it to:

Mt. Vernon Preschool
2650 Pine Street
Albertville, AL 35950

Your comment/concern will be forwarded to the Preschool Board, which will review your concern/comment and respond to you by phone as soon as possible. Any concerns regarding safety should be brought to the attention of the director immediately!

Comment:

Name: _____

Date: _____

Contact #: _____

Parent/Student Handbook
Acknowledgement Form

I _____ acknowledge that I have received a copy of Mt. Vernon Preschool's Parent/Student Handbook. By signing this I am acknowledging that I have read, understand, and am willing to adhere to the policies listed within the parent handbook. I understand that the policies in this Handbook are subject to change.

_____ Student's Name

_____ Parent/Guardians Signature

_____ Date