

# HOCUTT BAPTIST PRESCHOOL

[www.hocuttpreschool.com](http://www.hocuttpreschool.com)

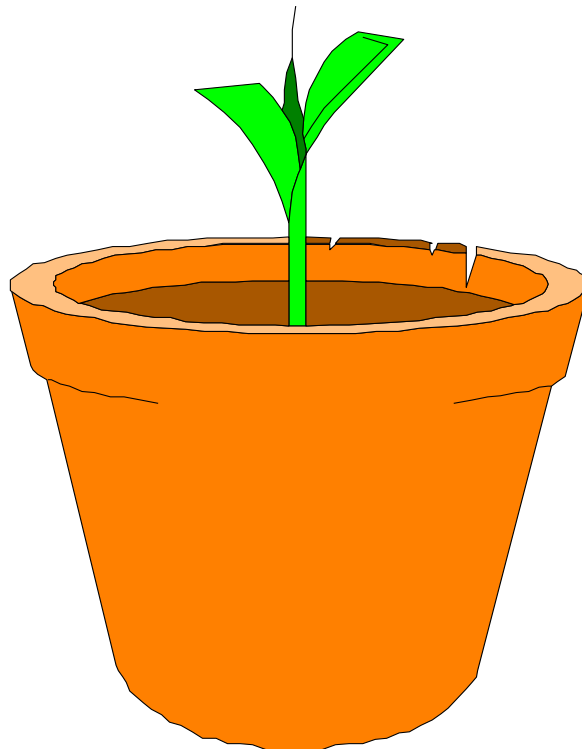
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Planting seeds for Jesus



## Parent's Handbook

"I planted, Apollos watered; but God gave the increase"

1 Corinthians 3:6

Contents .....	1
Welcome .....	2
Mission Statement.....	3
Philosophy.....	3
Program Facts .....	4
Curriculum.....	6
Field Trips.....	8
Arrival and Departure.....	8
Release of Children.....	9
Discipline and Behavior Management Policy.....	10
Abuse and Neglect .....	11
Health Procedures .....	11
Accidents and Emergencies.....	12
Clothing.....	12
Items from Home .....	13
Potty Training .....	13
Food and Snacks.....	13
Parent Volunteers .....	13
Conferences.....	14
Parent Concerns and Information.....	14

# WELCOME

We welcome you and your child(ren) to Hocutt Baptist Preschool (HBP). This booklet has been prepared especially for you so that you may better understand the program we offer to your child(ren).

We strive to provide quality care and age appropriate activities within a safe, comfortable, Christian environment. It is Hocutt Baptist Preschool's purpose to educate and minister to your child(ren) and to instill Christian values in harmony with God's design for development.

Thank you for choosing Hocutt Baptist Preschool to be a part of your child(ren)'s early years.

In His Service

HBP Administration & Staff

# MISSION STATEMENT

A Christian effort to teach children the Way, the Truth, and the Life. Our purpose is to inspire children to be life long followers of Jesus Christ and to instill God's principles and do His will for a better future for preschool age children. We will present opportunities and experiences for emotional, academic, physical, social, and most importantly, spiritual growth.

## PHILOSOPHY

1. Every child is special in God's sight and deserves to be loved, cared for and permitted to develop at his/her own rate.
2. Christian principles and values are best taught to young children through example.
3. Nothing is more important to the development of an individual than a healthy relationship with Christ. In order to learn, a child must gain confidence in his/her individual God given abilities.
4. Children learn by doing and should be allowed to express their own creativity through work and play.
5. Education should be fun and exciting.
6. We believe the most important lesson in the early years is learning to love and trust the Lord. In learning to follow Jesus, children gain a complete sense of purpose for their life. Their focus will be on their individual gifts and talents.



**Enrollment:**

Enrollment will be determined based on space availability and a waiting list maintained by HBP. A child may be enrolled after the following has been completed and/or put on file:

- Parents or Guardians are interviewed by the HBP Director
- A completed HBP Student Application Form
- A copy of current immunizations is on file
- A signed Parent Handbook Agreement.
- A signed Financial Agreement
- A signed Church Facilities and Grounds Activity Permission Form.
- Registration fee is paid and receipted.

Registration for next school year will be held in January of each year.

**Fees:**

A yearly, non-refundable, Registration fee of \$100.00 is required at the time of enrollment.

A tuition fee of \$180.00 must be paid monthly for our 3 day program. (There will be a 10% discount for the 2<sup>nd</sup> and 3<sup>rd</sup> child.) The fee for our 5 day program will be \$280.00 monthly. Tuition is due the 1<sup>st</sup> school day of the month and is considered late after the 3<sup>rd</sup> school day of the month. A \$5.00 late fee will be assessed after the 3<sup>rd</sup> school day of the month. Payment is expected every month, regardless of how many days your child attends, to remain enrolled. If tuition is not received by the 10<sup>th</sup> school day of the month, the student will not be permitted to attend on the 11<sup>th</sup> day or thereafter without payment. After the 11<sup>th</sup> day the student's slot is considered available and will be filled. Please inform Administration of any problems or concerns with payment. Tuition is not prorated in any month and it is based on a nine month schedule.

Please make checks payable to HBP. Indicate on your check the name(s) of the child(ren) and the month(s) you are paying for.

A service charge of \$10.00 will be charged for all returned checks.

Please place all payments in the black box on the outside of the preschool office and please note in the memo section your child's name.

Late charges will be assessed at a rate of \$1.00 per minute after 1:00pm. Punctuality is a must. In the event of an emergency, please notify HBP office. The "Buddy System" with other parents is a good tool to utilize if you see that you may be late picking up your child. Be sure that your buddy is on your child's release list.

**Optional Expenses:**

Photos, special events, and field trips

**Withdrawals:**

A two week notice is required for withdrawals from HBP. Tuition will be charged until notice is received. If a child is withdrawn before the end of the school year and the child is pre-registered for the next school year, the child's space and registration fee for the next school year are forfeited. The parent or guardian may request that the child be put on a waiting list.

**Dismissals:**

HBP may dismiss a child from preschool if the child fails to adjust to group experiences or the parent or guardian fails to:

- Keep current immunization records on file at HBP
- Keep current emergency data on file at HBP
- Fails to pay tuition and fees in a timely manner.
- Habitually breaks program policies and procedures.

## **CURRICULUM**

Our curriculum will include exposure to Bible stories, songs, and prayer to encourage faith in God and to promote appreciation for one another. The Abeka Bible curriculum is used. Abeka workbooks are not used, as to expand on creativity and fine motor control.

**ART:**

Art provides children the opportunity for self-expression, exploration of new ideas, enhancement of visual and tactile abilities. Children will be offered a variety of materials and opportunities for art through individual playtime and group activities.

**HEALTH AND NUTRITION:**

Concepts will be explored relating to foods, exercise, our bodies, personal hygiene, and safety.

**LANGUAGE ARTS:**

We will strive to encourage the development of listening skills and help each child grow in their ability to use language to express ideas. We will offer many interesting opportunities and experiences with books to instill a love for reading. We will also practice early writing activities to develop fine motor skills and visual perception. The Johnston County Exceptional Children's Program are contacted by HBP and may screen children who are three years of age with parental permission and offer speech therapy to those children who qualify.

**MATH:**

We will challenge children to learn the basics which will include number recognition and sequence; classifying objects by shape, size and color; weights and measurements; and arranging items in order.

**MUSIC AND MOVEMENT:**

Young children are naturally attracted to music and find joy in their own ability to make music. With this part of our program we hope to encourage an appreciation for different types of music. We will provide an awareness of rhythm, help to sharpen listening skills, and improve balance, coordination and large motor skills.

**PHYSICAL EXERCISE:**

We will provide an opportunity each day for flexing, stretching, and strengthening large muscles through outdoor play or group activities in our Multipurpose Building.



### **SCIENCE:**

As a part of presenting science, we hope to encourage children to make observations, to compare and ask questions. We will discuss the seasons, weather, animals, and other topics related to science and the earth.

### **SOCIAL STUDIES:**

We will begin with developing an understanding of the family unit and progress to how people live and work together in a community. We will look at different means of transportation and a variety of occupations.

## **FIELD TRIPS**

Field trips are planned by staff to enhance curriculum. Hands-on experience is beneficial to the learning process. Parents and guardians must provide or arrange transportation for their child(ren) to all field trips.

## **ARRIVAL AND DEPARTURE**

In order to provide a safe and orderly arrival and departure, HBP will follow the following procedure:

1. All doors will be locked until 9:00am, in order to allow teachers time to prepare their classroom for the day.
2. Any parent arriving after 9:15am with a student will need to ring the doorbell to enter the building.
3. "Drop and Go" is recommended for parents with children who have separation anxiety. This helps HBP staff to calm the child quicker and less disruption to the classroom as a whole.

4. Written authorization is required from a parent when someone **not** listed on child's release list arrives to pick up a child. Picture identification may be required in order to release the child.
5. Staff of HBP may refuse to release a child at anytime if proper identification is not provided, the person does not have appropriate authority or custody, or the person is under the influence of alcohol or drugs.
6. **Late charges will be incurred when a child is picked up after 1:00pm.**

## **RELEASE OF CHILDREN**

1. If a child is to be withheld from a parent of guardian, the parent or guardian with custody must furnish HBP with a copy of the official custody papers to be kept in the child's file.
2. HBP must be notified immediately of any change in custody while the child is enrolled.
3. Parents must notify HBP if there is a possibility that the non-custodial parent or guardian may become violent or try to abduct a child.
4. If a non-custodial parent or guardian tries to gain access to a child or is under the influence of alcohol or drugs upon arrival, HBP will:
  - Remove the child to a safe location.
  - Ask the non-custodial parent or guardian to leave the premises.
  - Call the custodial parent, guardian, or emergency contact.
  - In the event that the non-custodial parent or guardian will not leave the premises, the police will be notified.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

Praise and positive reinforcement are effective methods of positive guidance. When young children experience positive interactions with adults, they develop healthy self-concepts, learn problem solving abilities, and self-discipline. In order to provide effective methods for the guidance of children, HBP has adopted the following policy:

### **WE DO:**

- Praise, reward and encourage
- Set reasonable limits
- Model appropriate behavior
- Modify the classroom environment to prevent problems before they occur
- Listen
- Treat children with kindness and respect their needs.
- Explain on the child's level
- Stay consistent in Behavior Management

### **WE DO NOT:**

- Spank, shake, bite, push, slap or otherwise punish
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse, criticize or belittle
- Shame or punish when bathroom accidents occur
- Leave unattended
- Place in locked rooms, closets or boxes, or allow children to discipline children

### **DISCIPLINE:**

Removal from the group in a "time-out" chair will be used when verbal correction does not bring the desired result. If the child continues to be disruptive to a classroom learning environment or is not responding to a time out chair, they will be brought to the Directors office to sit in time out. Parental intervention will be requested if a child cannot be successfully disciplined at school.

## **BEHAVIOR**

Every child deserves the courtesy of being treated in a safe, respectable, loving manner. If a child is brought to the office for misbehavior the director and/or the assistant director will talk with the child to try and find out what happened and why the child acted as they did. The child's teacher will notify the parents on the day of the incident that the child was taken to the office and for what reason(s). If the child continues to misbehave while at preschool the preschool director will schedule a meeting with the parents. Action(s) taken will be at the discretion of the preschool director.

## **ABUSE AND NEGLECT**

North Carolina Law requires childcare professionals to report suspected cases of child abuse or neglect.

All employees of HBP will report any suspected case of child abuse or neglect to the Director. The Johnston County Department of Social Services will be notified immediately.

## **HEALTH PROCEDURES**

**Immunizations:** A current immunization record is required from every student attending. Immunizations must be current according to state regulations for the age of your child before the child may be permitted to attend HBP. (If your child is in the process of becoming current, a note from his/her Physician stating that immunizations are in the process of being brought current will be sufficient.)

**Medications:** HBP **does not** administer medication or supplements. However, we will assist children who must use inhalers or epi-pens. We will need a signed note from a doctor and instructions on how the inhaler or epi-pen needs to be administered.

**Illness:** In order to provide a healthy environment for students and employees, HBP will observe the following policies:

1. Children who are ill or who are symptomatic of disease of a contagious nature (fever of 100.5 or greater) will not be allowed to remain at preschool. Children must be symptom free for 24 hours before returning to preschool.
2. If a child becomes ill while at preschool, the parent or guardian will be notified and expected to pick up the child immediately.
3. In some cases involving contagious diseases, parents or guardians may be asked to provide a doctor's statement before the child may return to preschool.

## **ACCIDENTS AND EMERGENCIES**

1. All staff is CPR trained.
2. Parents and guardians must complete the emergency medical section of the Student Application in order to provide emergency medical treatment in the event professional emergency medical care is needed. The Director or Teacher will stay with the child until the parent or guardian arrives.

## **CLOTHING**

1. Dress your child in comfortable play clothes that he/she is not afraid of becoming soiled or ruined.
2. Monitor the weather and dress your child accordingly.
3. All clothes should be labeled.
4. Bring a complete change of clothes (including socks) to preschool everyday.
5. Soiled clothing will be sent home in a zip lock bag.
6. If an extra change of clothes is needed and not available, the parent or guardian will be notified.
7. Children should wear shoes that fasten securely.

## ITEMS FROM HOME

Personal toys or items from home **are not** permitted in the classroom, with the exception of items shared during group time.

## POTTY TRAINING

Children in the three year old program must be fully potty trained before entering the three year old preschool program as well as children in the four year old program.

## FOOD AND SNACKS

**Lunches:** Each student should bring a lunch from home that does not need to be heated or cooled. Juice boxes are preferred over thermos and canned drinks. Gum and hard candy will not be permitted. Do not bring "take out" food to preschool for your child's lunch.

**\*\*Please inform us of any food allergies or sensitivities!\*\***

**Special Snacks and Birthdays:** Celebrations are fun and exciting for young children. We encourage parents to celebrate with their child. Please inform the child's teacher in advance if you plan to bring a special snack so that any food allergies or sensitivities may be made aware of. No party themes that reflect violence, aggressions, or rough play will be permitted. Invitations to private parties will only be disbursed if every child in the classroom is included.

**\*\*We do not celebrate Halloween, Santa Claus or the Easter Bunny. Please do not send party favors or notions.\*\***

## PARENT VOLUNTEERS

Parents are invited to spend time in the classroom to observe and participate. Parents are invited to volunteer their time, talents, or material to help enrich our program. (Younger siblings will not be permitted to stay in the classroom while a parent is observing, as it could be a distraction to the classroom environment.)

## **CONFERENCES**

Parents or guardians may arrange a conference with their child's teacher and/or the Director. Please pre-arrange a time if you need to talk to a staff member regarding your child. Do not attempt to hold a conference with a teacher who is on duty when you pick up your child. Your child and other children may hear the conversation and this would not be appropriate.

## **PARENT CONCERNS AND INFORMATION**

HBP will use the following procedure to provide for an orderly system for sharing information and handling concerns:

1. For classroom, program, financial, registration, or general childcare concerns see the Director.
2. If a satisfactory resolution is not reached. The Director will report the parent or guardians concerns to the senior pastor on behalf of the parent. The Director will report the decisions by the senior pastor back to the parent.
3. If the parent or guardian feels further attention need to be given to a specific issue, the parent should outline steps taken to resolve the issue in a letter and send it to the senior pastor. The senior pastor will contact the parent or guardian to discuss the issue or arrange a meeting.