



**2022 – 2023**

**PRESCHOOL PARENT HANDBOOK**

Type 1 License

5750 PARKVIEW CHURCH RD  
BATON ROUGE, LA 70816

225.291.2500 Ext. 9  
[www.parkviewpreschool.com](http://www.parkviewpreschool.com)

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## **ACKNOWLEDGEMENT**

Welcome to Parkview Baptist Preschool. We are thrilled that you have chosen us to participate in the growth and development of your child. You can be assured that everything we do at Parkview is done with the best interest of your child in our hearts and minds.

Our goal in writing this handbook is to introduce you to PBS Preschool and to the responsibilities that we jointly assume in creating an optimal learning environment for your children. It is also to inform you of our policies and procedures. No handbook can anticipate every circumstance or question about policy and procedure. Thus, Parkview Baptist School reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein at any time with or without notice. Please read it carefully, then sign our agreement. If you still have questions, please feel free to contact us at any time.

## **MISSION STATEMENT**

The mission of Parkview Baptist is to seek first the Kingdom of God while providing a Christ-Centered, college preparatory education that guides students to grow and mature in wisdom, stature, and favor with God and man.

## **SCHOOL HISTORY AND PHILOSOPHY OF EDUCATION**

PBS Preschool was founded in 1973. Since then, our main goal has been to provide a safe environment that encourages children to mature in learning about Jesus Christ. Our Christian faculty and administration are dedicated to the development of the entire child. Through the guidance of carefully selected teachers, your child will have the opportunity to explore their world socially, emotionally, physically, intellectually, and spiritually toward optimal growth. It is our goal to create a secure, caring and stimulating atmosphere in which children can grow and mature in all aspects of life.

At PBS Preschool children are taught that God, our Heavenly Father, and Jesus, his son, created us uniquely and loves us dearly. The children are also taught that the Bible, being a special book, communicates stories about God and His love for all creation and about His desire for us to love Him.

Genesis 1:27 says, "God created man in His own image; in the image of God, he created him; male and female He created them." We believe that every child has the potential to bring something unique and special to the world because that was God's purpose when creating them. We will help our students develop their potential by believing in them as capable individuals.

Every classroom represents a unique community of learners that varies in ability and learning styles. Our teachers understand that it is their role to give children the tools they need to be successful in learning. We present curriculum that involves children's interests. Teachers will provide students with hands-on activities and allow for adequate time and space for students to manipulate materials that will help reinforce the topics being covered. This allows children to make individual discoveries and makes learning meaningful to each individual.

We strive to promote an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive experience that fosters a love of learning in a nurturing community.

## SCHOOL HOURS

Parkview Baptist Preschool is in session Monday through Friday from 7:00 am to 6:00 pm.

Teachers will not accept children into the classroom until 7:00am. If you arrive at the center before 7:00 please wait inside your vehicle until the center opens.

Late pick up is NOT a program option and will only be considered an exceptional occurrence. Please allow enough time at the end of the day to arrive at the Preschool, pick up your child and leave by closing time.

Parents arriving after 6:00pm will be penalized as follows:

- 1<sup>st</sup> Violation – Parents will be charged a per-child late fee of \$2/Minute
- 2<sup>nd</sup> Violation (within 45 days) – Parents will be charged a per-child late fee of \$3/minute
- 3<sup>rd</sup> Violation (withing 45 calendar days) - Parents will be charged a per-child late fee of \$4/minute
- If there are 4 or more violations withing 45 calendar days, a meeting will be set up with the parents and the directors to discuss the continuation of childcare at Parkview Baptist Preschool, along with the per-child late fee of \$5/minute.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing, we will call the emergency contact(s) listed on the master card. The department of Children and Family Services and/or the Baton Rouge Police Department will be contacted if parties cannot be contacted or do not arrive within 30 minutes of closing time.

## STAFF QUALIFICATIONS

All teachers and staff at Parkview Baptist Preschool meet or exceed the Louisiana State Department of Education’s licensing requirements. All Pre-K teachers have a two-year or four-year degree and have completed basic coursework in Early Childhood Education.

Every year, all staff working at the preschool are:

- CPR/Pediatric First Aid certified
- Required to complete a minimum of 12 hours of continuing education
- Required to attend health and safety training
- Undergo an extensive background check
  - Provisionally Employed Staff: If a new hire has a provisional background check status, they will be assigned to a staff member that is eligible for childcare service. That staff member will monitor and document the provisionally employed staff member’s activity until they attain an eligible status.

All staff members hired have experience working with young children and have a genuine love for them. In addition, our staff members understand child development and fully embrace all of Parkview Baptists’ philosophies.

## SCHOOL CLOSURES

The preschool will be closed on the following dates

August 1 – August 5	Teacher in-service
September 5	Labor Day
November 24 – 25	Thanksgiving
December 23 – 26	Christmas
January 2	New Year's
January 3	Teacher in-service
April 7	Good Friday
May 29	Memorial Day
July 3-4	Independence Day
July 28	Last Day of School

\*Please remember that tuition is yearly and has only been divided among 52 weeks for your convenience. Therefore, tuition is still paid on holidays and Teacher In-Service Days.

### NOTICE OF EMERGENCIES AND SCHOOL CLOSURES:

If Parkview Baptist School closes for a weather-related emergency, the preschool will also be closed. Please check emails and the school's Facebook page for updates. If you have a serious concern about sending a child to school in bad weather, please feel free to have your child remain at home

Parkview Baptist Preschool will inform parents of any school closures or emergencies on campus. We will do this through email, text message via Remind, and our webpage.

To sign up to receive text notifications through Remind, please sign up for your child(ren)'s specific age group:

Age Group	Phone number	Message
Pre-K	81010	@pbsprek
Pre-K Prep	81010	@pbsprekpr
Stepping Stones	81010	@pbsstepst
Toddlers	81010	@pbstoddler
Infants	81010	@pbsinfants

\*If you have trouble using 81010, try texting (225) 304-5747.

## **ADMISSIONS/ENROLLMENT AND WITHDRAWAL POLICIES**

### **NOTICE OF NON-DISCRIMINATORY ADMISSIONS POLICY**

Parkview Baptist Preschool is operated as a ministry of Parkview Baptist Church for, the purpose of providing quality child care and appropriate education. It prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry, or whether a child is being breastfed.

Our preschool is a Type 1 licensed facility through the State of Louisiana, Department of Education. We are dedicated to providing a solid foundation for your child's school career.

The Preschool's main priorities are:

- A safe and loving environment
- Development of a positive self-image
- Child's eagerness to learn
- Healthy interactions with peers
- Emphasizing listening/responding skills, thinking skills, language development and enrichment in the arts, physical development and science

### **ENROLLMENT:**

Registration for enrollment begins at the beginning of each calendar year. When registration takes place for new students, enrollment packets are offered on a first-come, first-served basis. Class placement is made based on age and children's personalities.

### **WITHDRAWAL:**

When a student voluntarily withdraws from school prior to the end of the school year, an Early Withdrawal Notice is required by the preschool. Please email your withdrawal request to the director. Make sure that you include the child's name and the official last date the child will be attending the preschool.

If notice is not given, the parent will be held responsible for two weeks tuition from the time the office is notified of the child's withdrawal. At this time, we bill by the week and do NOT prorate by the day. The enrollment fee and security fee are NOT refundable.

**PLEASE NOTE:** On occasion, a program is not an optimal fit for a family. Parkview Baptist Preschool is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted, a problem cannot be resolved, Parkview Baptist Preschool reserves the right to dismiss a child from the program.

## TUITION AND FEES

Age	Annual Tuition	Weekly Tuition	Enrollment Fee	Sibling Discounts
Babies & Toddlers	\$13,460	\$259	\$350	2 <sup>nd</sup> and 3 <sup>rd</sup> \$15/week
Stepping Stones (2's)	\$12,850	\$248	\$350	4 <sup>th</sup> \$19/week
Pre-K Prep (3's) & Pre-K (4's)	\$12,190	\$235	\$350	
Half Day Students	\$4,050	\$405/month	\$50	Nappers +135/month

### Payment Procedures and Policies

Annual payments are due by check the first week of the school year. For weekly payments, we require electronic funds transfer (EFT). The EFT is processed every Thursday for the following week's tuition. It may take up to three business days before clearing your account.

- A \$35 NSF fee will be charged on returned payments. There is a \$5/day late fee.
- Tuition is due on time when a child is absent or when school is closed due to inclement weather, natural disasters, holidays, and in-service teacher dates. Please note tuition is due the first week of school which includes teacher in-service days.
- Accounts must be current before re-enrollment for the following school year is accepted and before a sibling can enter the program.
- Students must be picked-up by 6:00pm. Half-day students must be picked by 3:00pm. A late charge will be added to your account for pick-ups after closing time.
- If a child is re-enrolling after dropping in the same school year, enrollment fees are required for a second time.
- An Early Withdrawal Notice is required by the Preschool two weeks before the intended drop date. Tuition will be charged for the full two weeks after this form is received. We do not prorate by the day.
- Please direct all financial inquiries to [candy.cope@parkviewbaptist.com](mailto:candy.cope@parkviewbaptist.com) or 225-291-2500 x 138.
- Sibling discounts are not available for the half-day program.
- Half Day students may choose to pay monthly in ten installments, your bank account will be drafted for the account balance. Please note, monthly drafts are processed in advance, and payments are non-refundable. The first draft will take place in July, and the program begins in August. The last draft will occur in April, and the program ends in May. The electronic funds transfer will be processed on the 20th of each month. If a child is re-enrolling after dropping in the same school year, enrollment fees are required a second time.

## **SAFETY POLICIES**

### **INSURANCE**

Parkview Baptist School carries liability insurance as mandated by the LDOE. If your child is injured on campus and you need a copy of this insurance, please contact the Director, Liberty Cheatham, at [liberty.cheatham@parkviewbaptist.com](mailto:liberty.cheatham@parkviewbaptist.com) or call (225) 291 – 2500 ext 9.

### **SECURITY:**

The safety and well-being of each child is of utmost importance. For this reason, one security officer is on campus at all times and the perimeter of the campus is monitored by security cameras.

### **ABUSE AND NEGLECT:**

We are mandated by Louisiana State Law to report any suspected cases of child abuse or neglect to the Louisiana Child Protection Statewide Hotline at (855) 4LA-KIDS [855-452-5437].

### **CUSTODY**

Each parent has the right to receive school mail, speak to teachers, attend conferences, go on field trips, observe, and leave with their child on their appropriate day and time, UNLESS there is a legal document stating OTHERWISE (restraining order, CPS, etc.) The school must have a copy of the court issued paperwork, custody arrangements and visitation schedules if applicable.

If there is only one parent/guardian with legal custody, only that person may enroll the child, withdraw the child, add or remove pick up persons, or sign permission slips/paperwork.

It is against our policy for Parkview Baptist Preschool Staff to side with either parent in the event of a divorce. They may not write letters in your defense for any legal hearing or action.

### **EMERGENCY CONTACT LIST**

When you list people to contact on the back of your child's master card, please list people who live within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that if your child is ill and Parkview cannot reach you, we will call those persons listed on your card.

### **SAFE HAVEN LOCATION:**

PBS Preschool partners with Istrouma Baptist Church. In the event the school campus is to be vacated, students, faculty, and staff will be transported by bus to our Safe Haven (Istrouma Baptist Church: 10500 Sam Rushing Drive, Baton Rouge, LA 70816) for pick up by family member or designee. We will have a reunification procedure set in place for families to pick up their child.



### EMERGENCY PLANS:

There are emergency evacuation routes posted in every classroom. In the event of severe weather occurring while school is in session, you will be notified via Remind and email to pick up your child as quickly as possible. The staff will remain until the last child is picked up.

- Fire Plan: The Fire Plan is activated by the automatic fire alarm system.
- Building Evacuation Plan: The Building Evacuation Plan is activated by the fire alarm or verbal communication by the office staff.
- Severe Weather Plan: The Severe Weather plan is activated by the office staff. Children whose classrooms are on the outside walls will quickly move into the inside rooms.
- Chemical Emergency: Should our area be affected by a chemical emergency, the preschool will “shelter in place” unless otherwise notified by a public safety agency.
- Building Lockdown Procedure: If there is a threat or a perceived threat of a dangerous intruder, the buildings will be locked down to ensure the safety of our children.
- All children participate in monthly fire and tornado (March – June) drills.

### ALLERGIES/FOOD PREFERENCES

If your child has an allergy, it should be noted on their Mastercard and with the office. The preschool will need a form, provided by our Nurse, completed and signed by your child’s physician stating the allergy, severity, and any treatments that may be involved. When Epi-Pens or any similar devices/medications are needed, you must provide one to the school that will remain at the school throughout the year. Epi Pens and other similar emergency medicines must be accompanied with the prescription and instructions for use. The guidelines for medication should be followed as stated above.

If there is any type of food restriction/dietary requirements, a form, provided by our office, is required. This form should be completed and signed by your child’s pediatrician.

### WE ARE A NUT-FREE CENTER:

Parkview Baptist preschool strives to be a “nut-free” center. Our nut free policy is still in effect when packed lunches are carried on field trips. Please remember this as you plan your child’s shared classroom snacks and party foods. **All foods must contain a full ingredient label for review.** We want all our children to be safe here at the preschool. Please also avoid any products with the warning:

- May contain peanuts or tree nuts.
- Manufactured in a facility that also processes peanuts or tree nuts.
- Manufactured on equipment that also processes peanuts or tree nuts.
- Manufactured on shared equipment.

If your child has had any nut product for breakfast, please wash their hands and brush their teeth before leaving the house. We appreciate your help in keeping the children safe and healthy.

\*Almond Milk is allowed with a doctor’s note for children with severe milk/soy allergies. Please inquire with the nurse if you have any questions regarding this matter.

## CURRICULUM

We offer a nurturing environment that encourages the development of the entire child. We believe that preschool should be a time of fun, security, exploration, and discovery. One of our main responsibilities is to provide a quality educational program for young children. To meet this need we will:

- Enrich our Christian faith through prayers, Bible stories, and art activities.
- Promote social development by giving children opportunities for sharing, taking turns, conflict resolution, building friendships, and helping others.
- Encourage emotional development through verbal expressions about feelings, recognizing others' feelings and emotions, witnessing empathy and kindness, and building self-esteem.
- Develop responsibility through experiencing rules and limits and learning independence through self-help.
- Encourage interest in language through stories, puppets, finger plays, dramatic play, and daily conversations.
- Stimulate physical development through outdoor and indoor games and activities and also through the use of manipulative toys, blocks, puzzles, and other small objects.
- Promote intellectual development through experiences and center activities to increase knowledge, basic concepts, and skills.

We use learning centers to help children explore the topics and themes we are covering. In centers, children learn to explore materials, make predictions, draw their own conclusions, and share ideas with others. The teacher will lead them to further discovery through questioning, guidance, and support. Young children use their senses to learn. We use play as a method of instruction because play is concrete, firsthand, and active. Through activities and games children construct their own learning. There will be free play during the day, but most of a child's day will be pre-planned activities with a purpose. The skills taught are reviewed again and again through different activities and discussions.

Through daily classroom activity we strive to maintain a balance between:

- Child-directed and teacher-directed activity
- Structure and flexibility
- Group needs and individual needs
- Program goals and children's interests
- Security and risk taking
- Familiarity and challenge

Curriculum includes all parts of the preschool day including arrival, routines, and departures as well as planned activities and spontaneous play. Learning occurs in all areas of the classroom and is not an isolated event or activity.

## STUDENT DRESS CODE

### DRESS:

At Parkview, children will be encouraged to explore, experiment, create, run and climb. It is recommended that children wear comfortable, washable play clothes that have easy or no fastenings. Children must wear clothing that is easy to put on and take off (avoid clothing such as jumpsuits, belts, long dresses and clothing that can't be spilled on). Undergarments must be worn. Hooded jackets with drawstrings are not allowed for any child. It is strongly recommended that girls wearing dresses and skirts also wear bloomers or shorts.

Please have your child wear tennis shoes to school each day. NO CROCS, FLIP-FLOPS, HEELS, WEDGES, or BOOTS. Our playgrounds are covered in pea-gravel and are not sandal friendly.

Parkview Baptist Preschool does NOT allow hats, pajamas, or costumes, unless they are for a special school event.

Please bring a complete change of clothing for your child (including socks, shoes, and underwear). Put clothing in a small, labeled zip-lock bag. This will be left at the center at all times for emergencies. If soiled clothing is sent home, return promptly, as we do not have extra clothing available. Your child's clothes should be plainly marked for easy identification. Make sure to update periodically with appropriate sizes as your child grows and as seasons change.

The center requires that each child use disposable diapers/Velcro pull-ups for appropriate ages. It is your responsibility to ensure that the center has enough diapers/Velcro pull-ups for each day's use. The center does not keep extra diapers/Velcro pull-ups.

## COMMUNICATION

We will communicate most information and updates through email. Please make sure that the information in your RenWeb Account and listed on the school MasterCard are always up to date.

### FOLDERS AND DAILY COMMUNICATION SHEETS

Parent-Teacher Communication folders and daily reports are sent home each day. This is a tool that is used to ensure an open line of communication between the center and the home. Parents and teachers are encouraged to communicate to each other through this medium. Please be sure to check the contents of your child's folder each night so that you can find important notes, art projects, and reminders.

### HELPFUL COMMUNICATION TIPS:

- Please make sure that your phone number and email address are kept current with the main office.
- During arrival and departure times, staff members must devote their full attention to all the children. Please keep conversations brief. If you need to communicate specific information, a written note is preferred; the Parent-Teacher Communication Folder can be used for this.
- **Please do not text/call teachers on their personal cellphones.** If you have a message for a teacher during school hours, please call or email the office and we will relay the message. The teacher will respond as soon as possible. Teachers cannot supervise students properly if they are using their cell phones.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sicknesses at home, parent separations). These changes can affect your child's behavior and it is useful for staff to be aware of these changes to best meet the needs of your child.

If your child is going to be out of school for any reason, please let the office know. For illnesses, you must inform the school nurse so we can inform the other families in the room.

### PARENT TABLE:

A parent table is located in the foyer of building C. This table is filled with parent information and announcements. Please check this table daily for school information, reminders, and articles of interest to parents.

### WEB PAGE:

Parents can access preschool forms, the calendar, and other important information on our website. It can be found at: [www.parkviewpreschool.com](http://www.parkviewpreschool.com). Click "Parent Page;" the password is abc123.

### CONFERENCES:

Communication between home and school is vital to a successful preschool program. We ask that you use the following lines of communication when dealing with a school related matter.

- **First: Parent/Teacher Conference**  
If there is ever a concern regarding your child, this should be addressed immediately with your child's teacher at a time convenient with the two of you. Speaking with the teacher(s) on a regular basis also benefits the child, parent and teacher. However, please avoid discussing problems or misunderstandings in front of the children or diverting the teacher's attention away from the class. The Director will join a parent/teacher conference at either party's request, or if warranted by the situation.

- **Second: Parent/Administration Conference**

If the parent/teacher conference does not meet your concerns, or if the matter does not involve the teacher, a conference may be scheduled with the Director. Any concern should be brought forward as soon as it occurs.

- **Third: Meeting with School Administrators**

If the Parent/Director meeting does not meet with satisfactory results, a meeting with school administrators can be arranged. While the school, always welcomes input from parents, it is recommended that the above line of communication be followed first. If you prefer, the school superintendent can attend the parent/director meeting.

#### DISCLOSURE/COMPLAINT POLICY:

PBS Preschool is a Type I facility subject to rules and regulations issued by the Louisiana State Department of Education. We strive to provide a program which exceeds the regulations issued by the department. Our License is posted in the main office. More detailed information regarding surveys/inspections, regulations and early learning centers may be found on the LDOE website: [www.louisianabelieves.com](http://www.louisianabelieves.com).

If you have any questions, concerns or grievances about our program please contact our Director, Liberty Cheatham, at [liberty.cheatham@parkviewbaptist.com](mailto:liberty.cheatham@parkviewbaptist.com) or call the main office at (225) 291-2500 ext. 9.

You can also report complaints about PBS Preschool directly to the Louisiana Department of Education at [LDELicensing@la.gov](mailto:LDELicensing@la.gov) or (225) 342-9905.

#### **PARENTAL INVOLVEMENT POLICY**

Parents are encouraged to be actively involved in their time here with Parkview Baptist Preschool. Your input, involvement and prayers are essential in maintaining the highest level of care for your child. We have an open-door policy. You are welcomed and encouraged to visit the school any time. We encourage you to join us for parties and to share your skills and talents with the students here. A monthly newsletter is provided letting you know of upcoming events that you may wish to attend. We are always open to other ideas!

A number of opportunities are available for parents including Open House, Come & Play Days, volunteering, Christmas Program, Pre-K Graduation, and parent conferences.

## ARRIVAL AND DEPARTURE POLICIES/ PARENTAL ACCESS

### DROPPING YOUR CHILD OFF AT BUILDING C:

Parents must walk their child(ren) to their classroom(s) and sign them in on the clipboard. Parents may not enter the classrooms. Please stand right outside the classroom door.

The preschool makes announcements promptly at 8:45 am. Then, classes begin with a morning meeting. This routine helps children adjust to being at school and to know what is expected of them each day. It is disruptive to all the children and staff when your child arrives late. Please make every effort to be prompt as your children will miss instruction for their daily lessons if they are late.

### DROPPING YOUR CHILD OFF AT BUILDING D:

Special parking has been designated for you; this is located along the north side of building D. We do not recommend that you park in the front parking lot due to the steps and locked gate.

Parents must walk their child(ren) to their classroom(s) and sign them in on the clipboard. Parents may not enter the classrooms. Please stand outside of the half doors while dropping your child off. Parents of infants will be asked to fill out their child's daily sheet before drop off each day. The Preschool will provide you with a stack of daily sheets to keep at home. Please fill them out at home each morning before arriving at the center. When you are running low, please inform your child's teacher so they can get you more copies.

### PICKING UP YOUR CHILD:

Parents must pick up their child(ren) in their classroom(s) and sign them out on the clipboard. Please do not enter the classrooms during pick up. The teacher will gather their belongings and bring your child to you at the classroom door. Everyone should be prepared to show their Driver's License for identification when picking up a child, even if you have picked your child up before.

Children may be picked up by you, those listed on their Master Card, or by those who have written permission submitted by a parent or legal guardian. THE CENTER CANNOT ACCEPT PERMISSION GIVEN OVER THE TELEPHONE. You may, however, e-mail us permission. A copy of your Driver's License should be included in the fax or email.

**\*Persons must be 18 years of age or older to pick up your child.**

### UNATTENDED VEHICLES AND CHILDREN:

The campus is monitored by security officers. These officers are required by state law to ticket any individual that leaves children unattended in a motor vehicle or leaves their vehicle running unattended. Please refer to the statues listed below.

### LEAVING A VEHICLE RUNNING WHILE UNATTENDED:

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the brake thereon and when standing upon any grade, turning the front wheels to the curb or side of the highway. (City Code 1951, Title 11, § 260)

State Law reference— Similar provisions, R.S. 32:145.

LEAVING UNATTENDED CHILDREN IN VEHICLES:

Leaving children unattended and unsupervised in motor vehicles; prohibition; penalties

A. It is unlawful for any driver or operator to leave a child or children under the age of six years unattended and unsupervised in a motor vehicle.

B. (1) The term "unattended" as used in this Section means a child who has been left in a motor vehicle when the driver or operator of the vehicle is more than ten feet from the vehicle and unable to continuously observe the child.

(2) The term "unsupervised" as used in this Section means an unattended child when a person ten years of age or older is not physically present in the motor vehicle.

C. (1) A law enforcement officer who observes a child left unattended and unsupervised for a period in excess of ten minutes in violation of the provisions of this Section shall use whatever means are reasonably necessary to protect the child and remove the child from the motor vehicle.

(2) If the child is removed from the immediate area by a law enforcement officer pursuant to the provisions of this Section, the law enforcement officer shall place notification on the motor vehicle. The law enforcement officer shall hold the child until the parent or guardian returns.

D. Whoever violates this Section shall be fined not more than five hundred dollars, or imprisoned for not more than six months, or both. For each second or subsequent offense, the defendant shall be subject to imprisonment, with or without hard labor, of not less than one year nor more than two years and a fine of not less than one thousand dollars nor more than two thousand dollars, or both.

E. Any law enforcement officer acting in good faith pursuant to the provisions of this Section shall have immunity from any civil liability that otherwise might be incurred or imposed.

## PHILOSOPHY OF DISCIPLINE

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Parkview Baptist School does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents appointed and authorized representative in the child's training process. Parkview Baptist School has attempted to align themselves as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.

It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within God's family, and to respond to Him with respect and obedience based on the training that they have received from their parents.

Parkview Baptist School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

Parkview Baptist Preschool is committed to providing a safe and positive learning environment for all children. Teachers model appropriate behavior and guide positive interactions among children and adults. Teachers carefully craft the environment, communicate, and enforce clear boundaries and expectations for behavior, use nonverbal cues and/or redirect a child's behavior to foster success. We believe in a positive approach to discipline and are committed to providing an environment where children feel safe, comfortable, and are ready to have fun.

Our goals for discipline include:

- Promoting self-discipline and self-control
- Helping children handle difficult feelings
- Learning right from wrong
- Encouraging the child's ability to socialize and get along with others

Our staff will listen carefully to what your child has to say and acknowledge children's feelings. Staff will inform the children of the rules and why we have them. At Parkview Baptist Preschool we understand that children learn by example and mimic what they see. We will ensure that each child is provided with a positive model of acceptable behavior while under our care. Classroom rules will be tailored to the developmental level of the classroom; they will be short and simple. Teachers will follow the rules and consequences consistently.

The Preschool will praise and encourage positive behaviors so that qualities such as kindness, friendliness, patience, honesty, thankfulness, and responsibility are appreciated and acknowledged. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in a way that receives this praise.

We will discourage negative behaviors such as: breaking classroom rules, stealing, yelling, using profane language, throwing objects, spitting, pulling hair, destroying property, teasing, lying, throwing tantrums, etc. If the child exhibits any of these behaviors, the teacher will discuss with your child why they should not behave this way. If the behavior occurs again, the child will be removed from the situation and placed in a time-out\* area within the room. If the incident occurs a third time, an office discipline report will be filed, and the child will be sent to the office. Parents will receive a copy of the discipline form. If the incident occurs a fourth time, an office discipline report will be filed, and the child will be sent to the office. Parents will be contacted by the office and are required to work with the teacher and the administration to rectify their child's behavior. **The child may be asked to leave the center for the day. Parkview Baptist Preschool will not allow a child**



**to cause continued upheaval in a classroom. If all attempts made to curb the misbehavior are unsuccessful, the preschool will no longer be able to care for your child.** Serious misbehaviors will be handled at the discretion of the administration.

#### *Time Outs\**

Removal from the group for “time-out” is a tactic used for a child who continually displays unacceptable behavior. This “time-out” is not a punishment but a time when the child may calm down, remember what behavior the teacher is asking for, and decide they are ready to join the group with appropriate behavior.

- Time-outs will not occur for children under the age of 2
- Time-outs will always take place within the supervision of the teacher
- For children 2 and older, the length of each time-out shall be based on the age of the child and shall not exceed one minute per year of age

#### *Office Discipline*

Children will be sent directly to the office with an office discipline form for hitting, spitting, throwing objects at another person, inappropriate bathroom behavior, or any other behavior deemed seriously inappropriate.

All children and staff members shall be protected and provided a safe and secure environment. Children displaying any of the following actions must leave school for the remainder of the day:

- Harming children or adults (hitting, kicking, excessive biting, etc.)
- Disrespecting authority (refusing to go to timeout, talking back to adults, etc.)

Students under our care will NEVER be subjected to any of the following:

- Physical or corporal punishment, which includes but is not limited to: yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measure producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
- Verbal Abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members
- Threat of a prohibited action even if there is no intent to follow through with the threat
- Discipline by another child
- Bullying by another child
- Deprivation of food or beverages
- Restraint by devices such as highchairs or feeding tables for disciplinary purposes
- Active play time withheld for disciplinary purposes, except that timeout may be used during active play time for an infraction incurred during the playtime

#### BITING

Parkview Baptist Preschool recognizes that biting can and will happen during the growth and development of some children. Some children will never bite another child; some bite only a few times, while others continually bite for a period of time. There are even some children that bite themselves. However, the safety and healthy development of our students is a priority. Therefore, we have adopted the policy below in regards to how Parkview Preschool will address biting.

If a biting incident occurs, state licensing regulations require that the parent of the child who bit and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Occurs:**

*For the child who was bitten:*

1. The child will be comforted and consoled
2. The area where the bite occurred is cleaned with soap and water, bandaged, if needed, and ice is applied.
3. Parents are notified
4. A Bite Report will be completed to document the incident.

*For the child who bit:*

1. The teacher will immediately tell the child “NO BITING” or “BITING HURTS” in a firm, calm and disapproving tone.
2. The biter will be separated from the bitten child and then ignored. This is to teach the child that biting does not get them the attention they desire and eventually will learn that biting doesn’t solve their problem. After three to five minutes, the teacher will turn their attention to the biter and tell them that this action hurts and we don’t want to hurt our friends.
3. Parent will be notified
4. A Bite Report will be completed to document the incident.

**When biting continues:**

1. The child will be observed by the classroom staff or administration to try and determine what is causing the child to bite.
2. The child will be given positive praise and reinforcement when positive behavior is observed.
3. The child may be shadowed to help prevent other biting incidents from occurring.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one-week period (5 weekdays) a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child then inflicts 3 bites in a one-week period, the child will be suspended for 2 business days.
3. If a child again inflicts 3 bites in a one-week period (5 weekdays), the parents will be asked to make other daycare arrangements.
4. If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.
5. If a child bites twice in a 4-hour period, the child will be required to be picked up from the preschool for the remainder of the day. This will not count towards the 2-day suspension.

**NOTE:** Biting should stop when children are around 3 or 4 years of age. If biting continues beyond this age, if it is excessive, if it seems to be getting worse rather than better, and/or if biting happens with other upsetting behaviors, talk to your child’s Pediatrician.

**BULLYING POLICY:**

Parkview Baptist Preschool has a “No Teasing/Bullying Policy.” Teasing and bullying can be defined as acts that are unprovoked in which physical, verbal, or exclusionary behavior is used to intimidate, make fun of, or intervene with what a child is doing. Teasing and bullying can include using put-downs or ridiculing another person. It can also be psychological – intentionally excluding someone or telling lies about them. And, of course, it can be physical – making faces, gesturing, hitting, pushing, or shoving.

If it is observed that a child is teasing or bullying another child on a regular basis, that child's parents will be called. We desire that all children feel that they are in a caring, loving environment; consequently, children who display these habits in a consistent manner will be dropped from our program.

REASONS FOR DISMISSAL:

PBS Preschool seeks to provide a safe, well-supervised program that your children will enjoy. To accomplish this goal, we must insist that all children show respect for adults, each other, school rules, and property. We may ask parents to withdraw their child from the Preschool for any of the following reasons:

- If the program staff does not feel that it is meeting the needs of the child
- A child who continually exhibits behavior that endangers him/herself or others
- A child who continually exhibits behavior that is disruptive to the learning environment of the classroom
- Parents who are continually late picking up their child
- Non-payment of preschool tuition and/or lack of adherence to our tuition payment policies
- Not adhering to the policies and procedures stated in this handbook

## HEALTH REGULATIONS

### MEDICATION GUIDELINES

To comply with our state regulations:

- We have a nurse on staff each day to administer medicine. The nurse's hours are 8:30 am-2:30 pm. If the nurse is not available, a staff member trained in medication administration will dispense medication.
- The first dose of medication must be given at home so that parents can monitor for any side effects.
- All medication must be age appropriate. If the directions on the medicine include "consult a physician" for your child's age, then a doctor's medication form is needed.
- We are not allowed to give medication to a child unless it has been provided by the child's parent. We do not keep "extra" medication on hand for student use.
- All medication **MUST** be brought in the original container **UNOPENED**. Any prescription medication should contain a standardized printout from the pharmacy for our staff to be aware of side effects and contradictions.
- Emergency medications for allergies, asthma/reactive airway, or seizures need a Plan of Action Form, Photo Release Form, and an Emergency Medication Form completed by the parent. The physician will need to provide a written Plan of Action and fill out a School Medication Order Form if applicable, for each medication. (ex: Epi-Pen and Benadryl) Emergency Medication Forms and Plan of Action Forms must be updated every 6 months. The nurse will notify you of when it is time to update the forms.
- If your child has been prescribed an emergency medication such as an epinephrine injector for a known food allergy, your child may not attend school until that emergency medication and forms are on hand at school for use as needed.
- Any expired or recalled medications will be discarded after parent is made aware. For emergency medications, such as Epi-Pens and inhalers, parent must pick up for proper disposal.
- Medication **may only be given once per school day** and should be scheduled between the hours of 9:00AM and 2:30 PM. If it is necessary for a dose to be given outside of these hours, parent must discuss with the nurse or office.

### MEDICATION FORMS

Forms can be found in the nurse's station in building C in the main office. Any prescription medication or any over the counter medication for a child under 2 years of age must have a School Medication Form filled out by the physician AND a Parent Medication Form. All "as needed" Parent Medication Forms are valid for 6 months. All "daily" Parent Medication Forms are valid for one Monday thru Friday week. The nurse will notify you when the form is expired (usually in December). If you need to check the time the medication was given, you may look in the medication administration binder kept at the nurse's station in each building.

### MEDICATION STORAGE

All medication is to be kept at the nurse's station in a locked cabinet. No medication may be kept in the rooms or in backpacks. Please do not send medications into the classroom, the teacher may not accept it. Please deliver medications to the nurse or front office.

### BREATHING TREATMENTS

We do administer breathing treatments, if necessary. Only the nurse may administer breathing treatments while she is on campus. If more than one is required throughout the day at the preschool, the child's respiratory status is such that he/she should have more individualized care and we recommend he/she be kept at home. Proper medication forms will also need to be provided.

### ILLNESS

The center is a place for well children; please do not send your child when he/she is sick or has signs of a contagious illness i.e., fever, diarrhea, vomiting, etc. ***Physician's statements do not negate preschool policies on illness.***

- Parents will be asked to pick up their child when he/she is not able to function in a group setting.
- Children must be picked up within **ONE** hour of a call made to parents.
- Children exhibiting a fever of 100 degrees F or greater must be fever-free (WITHOUT MEDICATION) for 24 hours before returning to school.
- Parents are requested to report any illness, especially those causing absence from school, to the nurse or office, for the protection of other children and staff.

### HAND FOOT AND MOUTH:

Hand foot and mouth disease is a common contagious infection. We usually see this virus in the Summer & Fall. Symptoms may include painful blisters or sores in/around the mouth and a blister like rash on the palms of the hands and feet along with fever. A rash can also appear elsewhere on the body, such as the diaper area.

Children must remain home from school if febrile, not feeling well enough to participate in class, widespread open blisters, excessive drooling from the mouth, and/or blisters are continuing to appear.

To return to school, children must be fever free for 24 hours without the use of fever-reducing medication, no new blisters for 24 hours, feel well enough to participate in class, and have few blisters which can be covered or ALL blisters are dry and crusted over (usually takes 5-7 days). Children also need a doctor's note to return to school if they are diagnosed with Hand Foot and Mouth.

### MOLLUSCUM

Molluscum Contagiosum is a viral infection that causes a mild skin rash. The rash looks like small growths or wart-like bumps. The virus causing these lesions is spread via person-to-person or person-to-objects. It is mildly contagious. Children are welcome at school as long as exposed or extensive lesions are covered by either clothing or a Band-Aid. Parents are to provide extra Band-Aids to re-cover as needed.

Parents are requested to report any illness immediately to the office for the protection of the other children. Listed below are reasons that a child may not be admitted at school or sent home.

ILLNESS/SYMPTOM	EXCLUDE UNTIL
Meningococcal disease (Neisseria meningitis)	Well and proof of non-carriage*
Hib disease (Haemophilus influenza)	Well and proof of non-carriage*
Diarrhea (two or more loose stools, or over and above what is normal for that child); stool not contained in diaper and causing accidents in toilet trained children; stool with blood or mucus without the use of fever-reducing medication.	A child must be out the following school day, or without diarrhea for 24 hours.
Vomiting: 2 times in the previous 24 hours	A child must be out the following school day or 24 hours before returning to school.
Fever of unknown origin (100 degrees F or higher)	A child must be fever-free at least 24 hours before returning to school, without the use of fever reducing medications. Even if the child is no longer running fever and even if a physician says the child is not contagious.
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons.**
Any child with a sudden onset of vomiting, irritability, or excessive sleepiness	Evaluated and cleared by child's physician.
Conjunctivitis/Pink Eye	Evaluated and cleared by physician. If drops prescribed, then must apply drops for 24 hours before returning to school.
Strep Throat	Must be fever free and on medication for 24 hours.
Any Communicable Disease (Chicken Pox)	Child must be cleared by physician and note brought to school.
Any contagious illness or generalized rash with behavior change or fever ***	<b>Requires written clearance by physician and must be presented to Director or Associate Director prior to returning to school. Telephoning physician is not acceptable. Your doctor must see the child and diagnose and prescribe accordingly.</b>
Head Lice	Treated per pharmacist's recommendation and <u>ALL</u> nits removed. Child to be checked and cleared by office.
Mouth sores with drooling that child can't control	Until cleared by physician as non-infectious.

- a. Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or 4 day course of Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.
- b. These persons should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether an HIV infected child poses a potential threat to others.
- c. With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious 24 hours after beginning treatment (e.g., strep throat, conjunctivitis, impetigo, ringworm, and parasites). The waiting periods required after the onset of treatment vary with the disease. Check with your local health department or personal physician for information on specific diseases. If your child is diagnosed with Molluscum Contagiosum infection, they can return to school with warts covered with Band-Aids or clothing.

## MEALS PROVIDED

As part of your child's tuition, they will be offered breakfast, lunch, and an afternoon snack if they are here in time. All meals are prepared in Parkview Baptist School's cafeteria. A menu will be sent home at the beginning of each month and one is posted on the parent table. Occasional last-minute menu changes happen.

We do not allow students to bring in their own lunch. We are trying to encourage students to try new foods and how to handle foods on their plates that they do not care for.

### BREAKFAST:

A light breakfast such as cereal, mini muffin, or toast will be served daily with milk. Children in building D arriving at the center after 8:00 am should have already eaten. Children in building C arriving at the center after 8:30 am should have already eaten. Breakfast will not be kept in the classroom for children arriving after these times.

All morning activities will begin promptly at 8:45 am each morning.

### LUNCH:

A hot plate lunch with milk will be served daily.

- Building D eats lunch around 10:30 am.
- Building C eats lunch around 11:30 am.

### SNACK:

A light snack will be served after nap along with water.

- Building D eats an afternoon snack at 1:40 pm.
- Building C eats snack at 1:45 pm.

\* If your child has a food allergy, you may send food to replace the **ITEM** they cannot consume, providing the school has a copy of your child's allergies and a plan of action completed by the child's pediatrician. You will not be able to send a complete new meal.

## **HEALTH AND HYGIENE**

### POTTY TRAINING POLICY:

Toilet training begins in our older toddler and Stepping Stones classrooms (building C). The beginning of toilet training is a mutual decision between you and your child's teacher. Working together closely will help ensure quick success.

Pre-K Prep – ALL STUDENTS MUST BE POTTY TRAINED BY OCTOBER 1, 2022. If not, an extra \$5 a week will be added to the parent's tuition until December 31, 2022. If potty training is still not complete by January 3, 2023, the child will have to remain at home until training is completed, while continuing to pay tuition during the child's absence. Child may return once training is complete.

PRE-K – MUST BE COMPLETELY POTTY TRAINED\*

\*Being completely potty trained is defined as no more than 3 accidents per month during waking hours.

### HANDWASHING POLICY:

Upon arrival, please wash your child's hands with soap and water. This ensures better germ control from one environment to another. Children will also wash their hands using soap at the following times: before eating meals or snacks, after playing in water or sandbox, after toileting, upon entering the building from outside play, after handling garbage, and anytime hands become soiled with bodily fluids.

### HEALTH, SAFETY, AND CLEANLINESS:

- Beds, toys, and children's equipment are disinfected daily.
- Changing tables are disinfected after each use.
- Dropped toys are cleaned immediately.
- Disinfectants are locked in cabinets.
- Tables used for eating are cleaned and disinfected after each meal.

### OUTDOOR PLAY:

Daily outdoor activities are important for young children and are planned every day, weather permitting. It is our policy that children who are well enough to come to school are well enough to go outdoors. If children are dressed properly, weather conditions should not pose any health risks. It is your responsibility to dress your child accordingly.

- During the winter months the children will go out for a brief time if the temperature is above 45 degrees.
- During the hottest summer days, the children will go out when the heat index is below 100 degrees. Drinking water is available to the children when they are outside and mandatory water breaks are taken.

### INJURIES:

If your child is injured at the preschool, you will receive an accident report explaining how the injury occurred. You will receive a phone call if your child experiences a head injury (no matter how small), if a mark was left on your child or if the skin was broken. This is required by state licensing.

Bites will be taken care of as follows:

- Ice will be placed on the bite
- If the skin is broken, the bite will be cleaned, and the parent will be called
- An accident report will be sent home with the bitten child



### REST TIME:

Naps and rest are a necessary and appropriate activity for all children in our preschool. During nap time we require all children to rest on a mat. Please do not pick up or drop off your child during nap time (Bldg. C from 12:00 am – 1:30 pm; Bldg. D from 11:00 am – 1:15 pm). It is very disruptive to have children in and out of the room during rest time.

Please provide a small light weight blanket or towel for your child to use during naptime. These blankets must be able to fit in the nap mat cubby. Children are not allowed to bring any of the following items to school:

- Pillows
- Stuffed animals/ toys
- Rolled mat covers

### **ELECTRONIC DEVICE POLICY**

Technology is a very useful and increasingly important part of our lives. Interactive video games, television, and the Internet can be excellent sources of education and entertainment for kids, but too much screen time can have unhealthy side effects. PBS Preschool cares about the health and well-being of the children in our care; therefore, we follow the American Academy of Pediatrics Recommendation on screen time:

- Children under the age of 2 should have no screen time.
- Children aged 2 and over should watch less than 2 hours total per day.

Screen time is any time spent watching TV, videotapes, or DVDs; playing video or computer games; using handheld electronic devices; and surfing the internet.

It is our intent to provide your child with many opportunities to investigate the world around them with concrete, hands-on learning activities, using all their senses while at school. Young children are active learners. Their learning occurs through purposeful play to promote intellectual growth, to develop critical thinking and constructive problem-solving skills, and to help children develop self-control. For this reason, **ALL** handheld devices, television programming, video games, and computer use by students will be prohibited on campus. Computers are located solely in the school office for administrative duties.

For students 2 and older, G-rated movies may be allowed to extend learning or for special treats throughout the year. You will be notified in advance of the movie your child will be watching and the date that it will take place. Time allowed for watching movies will not exceed 60 minutes.

In cases of extreme weather (heat index above 100° or below 45°, rain, sleet, or snow), outside recess may be replaced by 15 minutes of participation in a child focused exercise video.

## **EXCURSIONS AND FIELD TRIPS**

### FIELD TRIPS:

When students at Parkview Baptist Preschool go on field trips, we will need the cooperation of our parents to make these experiences successful. The guidelines are as follows:

- Each class will have one chaperone per five children.
- The chaperones will follow the bus in personal vehicles.
- Parents are encouraged to participate in field trips as chaperones. Please do not bring siblings – your attention needs to be directed to the class.
- The same mode of transportation for the children is required to and from the field trip. (If your child rides the bus to the field trip, he/she must ride the bus back to the center.)

Transportation for field trips will be on a Parkview Baptist School bus or parents chaperoning their own child. Information concerning each trip will be sent home before the event occurs. This information will outline the specific mode of transportation, the departure and arrival times of the trip, and a permission slip for you to sign and return to the teacher giving your approval for your child to attend the outing.

A scheduled field trip is considered the care offered for your child on that given day. If your child will not attend the field trip, you must make alternate arrangements for your child.

### NON-VEHICULAR EXCURSIONS:

These are field trips, buggy rides, nature walks, and any other time children are outside of our preschool's licensed areas. These areas include the school parking lots and sidewalks. All parents sign a non-vehicular excursion form at the beginning of each year. Each time students go outside of the licensed area teachers will document where they went, and which children attended. These records are kept in the main office.

## GENERAL INFORMATION

### BIRTHDAYS/HOLIDAYS:

Due to a large number of allergies in our facility, we ask that parents do not bring any food or candy to share with the class on such occasions. If you would like to bring something for your child to share with their class, we suggest that you bring a small favor instead (bubbles, stickers, playdoh, etc.); there should be enough for the entire class.

If personal party invitations are brought to school, every classmate should receive one.

### BALLOONS:

For the safety of the children, only Mylar balloons will be allowed in the center. Latex balloons will not be allowed into the center for any reason.

### PERSONAL BELONGINGS:

Your child is not allowed to bring food, money, gum, toys, stuffed animals, or other such items to school unless instructions to do so have been sent by the teacher. Toys and items of value should remain at home. We cannot assume responsibility for materials brought from home. *We are not responsible for lost or stolen items.*

Sweaters and jackets should be clearly labeled with your child's name. We are not responsible for lost or misplaced jackets/sweaters/coats.

A lost and found is available in the main office. Lost articles that are not claimed by the end of the month are donated to charity.

### ATTENDANCE:

To maximize your child's learning experience, regular attendance is necessary during curriculum time. We begin curriculum promptly at 8:45 am each day.

### DONATIONS:

The center will accept gently used toys and books. A receipt for donations will be given upon request.

### PARENTAL BEHAVIOR:

Our center has a zero-tolerance policy for inappropriate behavior of parents. Children will be dismissed from the preschool if parents fail to handle themselves in a proper manner.

## **INFANT PROGRAM (6 Weeks to 12 months)**

Welcome to Building D. To be enrolled in our infant program the Preschool MUST Have a copy of the up-to-date immunization records. Our Infant program is structured around the needs of each child. Since each day is different, a set schedule is not possible, until everyone in the classroom is ready. Feeding, napping, and diapering are an all-day occurrence according to each child's needs. We help babies develop the skills of their age group. We listen to music. We hold, rock, and talk to the infants. We read books. We go outside for fresh air. We sing songs and rhymes. We do finger plays and movement activities.

### UPON ARRIVAL:

Parents of infants will be asked to fill out their child's daily sheet before arrival at the center. Please complete the parent section of the daily sheet in its entirety. At the end of the day the daily sheet goes home with you. It will be a guide as to your child's day concerning diapering, feeding, and napping. It will also inform you of any items your child might need.

### PACIFIERS:

Pacifiers with attachments (i.e. Wubbanubs, strings, clips, ribbons, pins, or ties) are NOT allowed – neither are amber beads or teething necklaces. Pacifiers will be withheld until naptime and are not offered to children during floor play. Please clearly label pacifiers with your child's first and last name.

### BOTTLES and BABY FOOD

Please provide only plastic bottles and baby food containers. Glass jars are not permitted in the center. Please clearly label all bottle parts and baby food containers with your child's first and last name. If formula feeding, all bottles should come filled with premeasured water from home along with premeasured dispensers containing formula (powder formula is preferred). Baby foods will be introduced upon parent permission/request once an infant exhibits good neck and head control and can sit upright, unassisted in either a highchair or a bumbo seat with an attached tray. Please be sure that any food you send has already been tried and tolerated well at home. Lastly, bottles or cups which contain any medication, including products such as gas drops or stool softeners/laxatives, can NOT be given at school unless specific medication forms are completed first.

### FOOD PROMOTION

When you are ready to have your older infant (>8months) transition to eating table food that is prepared by Parkview Baptist School's cafeteria, please notify your child's teacher. Written permission will be required.

### WATER

Written permission from a parent is required for water to be provided to any infant under the age of one year.

### SLEEPING

Infants will nap according to their schedules until 10 months of age when they will transition to one nap daily. They will be placed in the same bed each day to sleep and positioned on their backs to sleep. If an infant should fall asleep while being rocked, in a swing or in a bouncy seat, they will be placed in their cribs, to continue their rest. PBS Preschool's cribs are outfitted with firm, tight fitting mattresses that meet current safety standards. Sheets are changed during the day as needed. Sheets are also changed at the end of the day and the mattresses are disinfected. Because we share some rooms with the church, they are also disinfected in the mornings when the church has used the room the evening before.

### BLANKETS

Loose blankets, “lovies”, stuffed animals, pillows, etc. are not allowed in the cribs with our infants. Infant sleep clothing, such as a wearable blanket or sleep sack is acceptable and preferred. Because many babies start rolling over around 2 months of age, we do not swaddle infants as per National Health and Safety Performance Standard Guidelines for Early Care Programs. Any wearable blankets or sleep sacks that compress the arms, chest and body should stop being used once a baby shows signs of rolling over. Sleep sacks that do not swaddle and that allow the baby to move freely can be used indefinitely.

### DIAPERING:

- Parents will need to provide diapers and wipes.
- Your child will be changed as needed throughout the day but are checked at regular intervals. Not to exceed 2 hours.
- The changing table is disinfected after each use.
- We will not apply baby powder on the infants.

### DIAPER RASH CREAM

Written permission is required for our center staff to apply over-the-counter (OTC) diaper cream on your child. All OTC diaper rash cream, ointments, or sprays are to be provided by the parent and are not to be shared among children.

### DIAPER BAGS:

Large diaper bags are not allowed at the center. If your child is still using bottles or baby food from home, please send those items in a small bag that can be easily stored away. Please label your child’s bag with their first and last name.

### MEDICATION and OTHER TOPICAL PRODUCTS

ALL medications, prescription (Rx), and OTC require specific forms to be completed before any oral medication or topical product can be administered or applied.

- For ALL Rx & OTC medications (including oral, topical, spray, etc.), the following forms are first required:
  1. **PRESCHOOL MEDICATION AUTHORIZATION FORM** (parent)
  2. **PHYSICIAN MEDICATION ORDER FORM** (physician)
- For all Diaper Rash creams, ointments, or sprays, the following form must be completed:
  1. **DIAPER RASH CREAM FORM** (parent)

All medications must be brought to school in a new, unopened container. All Rx medications must contain the original pharmacy label and standardized printout from the pharmacy. The first dose of all medications must be given at home first for parental monitoring of any potential adverse side effects. Only one dose of medication may be given while at the center between 9:00 am and 2:30 pm.

**\*Please see the School Nurse if your child has any known allergies, sensitivities, or intolerances which require emergency medications and/or dietary restrictions.\***

### EXPLORATORIUM:

We are blessed to have an Exploratorium for our babies to enjoy in pleasant weather. The Exploratorium sits along-side the playground. Babies can enjoy beautiful days outside in a safe environment. (The floor of the Exploratorium is mopped before use each day.) Challenging pull-up bars and moveable panels await exploring hands.

**BABY EQUIPMENT:**

The use of Bumbo seats will be introduced as soon as the child is strong enough. These seats help support the infants before they are ready to sit alone. It also helps reduce the risk of the flattening of the head from constant pressure at early ages.

If an infant is in any baby equipment, such as a highchair, baby swing, bouncy seat, bye-bye buggy, etc. they will be properly strapped.

**BUGGY RIDES:**

Buggies are shared between the Bed Baby rooms. Buggy rides will be taken daily, weather permitting. The length of time of the buggy rides is contingent on the weather. They will never be longer than 15-20 minutes. We believe that all children need fresh air and a bit of sun each day to be healthy. On colder days, children will be bundled up and taken for a ride along the side of the school that is blocking the wind. Please bring appropriate outer garments for these outings. Caps are a must. Babies will never go out if the temperature is under 45° or if the heat index is over 100°.

## **TODDLER PROGRAM (12 months to 24 months)**

### MEALS and MILK

Children on the Toddler Hallway eat in the cafeteria from Day 1. **Children are not allowed to bring their lunch from home.** We also ask that any food such as breakfast be consumed *outside* of the facility before coming into the building. Per our Parent Handbook, as babies are promoted to our Toddler rooms, they are encouraged to eat table food that is prepared by Parkview Baptist School's cafeteria. A menu is sent home at the beginning of each month. If your child has food allergies or food intolerances, please contact the school nurse for further instructions.

All toddlers over one year of age will have their milk served to them in a sippy cup. The milk is served cold and no bottles are given. Toddler rooms do not have refrigerators to store milk/foods; and, we are not allowed to warm foods (or liquids) in microwaves. If your child has a sensitivity, intolerance, or allergy to whole cow's milk, a parent note must be provided stating that your child should be served water or alternative milk from home. **If that alternative milk is almond milk, then a note from your child's Pediatrician is required as we are a nut-free facility.**

If you are sending alternative milk to school, and your child is *over one year of age*, you must provide enough for the week. The container of milk needs to be clearly labeled with your child's name. The milk will be stored in the cafeteria refrigerator and served cold at designated mealtimes (breakfast, lunch, and afternoon snack) in the cafeteria only. Any milk not consumed will be discarded. The empty cups will then be sent home daily.

**\*Please see the School Nurse if your child has any known allergies, sensitivities, or intolerances which require emergency medications and/or dietary restrictions.\***

### DIAPER RASH CREAM

Written permission, **DIAPER RASH CREAM FORM**, is required for our center staff to apply over-the-counter (OTC) diaper cream on your child. All OTC diaper rash cream, ointments, or sprays are to be provided by the parent and are not to be shared among children.

### PACIFIERS

Pacifiers with attachments (ie: Wubbanubs, strings, clips, ribbons, pins, or ties) are not allowed -- neither are amber beads nor teething necklaces. Pacifiers will be withheld until naptime and are not offered to children during floor play. Please clearly label pacifiers with your child's first and last name.

### NAPPING

Toddlers sleep on individual cots once daily between the times of 11:30 am or 11:45 am to 1:30 pm. Please provide a small lightweight blanket for your child to use during naptime. It will go home each Friday for laundering or more frequently if soiled.

### MEDICATION and OTHER TOPICAL PRODUCTS

ALL medications, prescription (Rx), and OTC require specific forms to be completed before any oral medication or topical product can be administered or applied.

- For ALL Rx & OTC medications (including oral, topical, spray, etc.), the following forms are first required:
  3. **PRESCHOOL MEDICATION AUTHORIZATION FORM** (parent)
  4. **PHYSICIAN MEDICATION ORDER FORM** (physician)
- For all Diaper Rash creams, ointments, or sprays, the following form must be completed:
  2. **DIAPER RASH CREAM FORM** (parent)

All medications must be brought to school in a new, unopened container. All Rx medications must contain the original pharmacy label and standardized printout from the pharmacy. The first dose of all medications must be given at home first for parental monitoring of any potential adverse side effects. Only one dose of medication may be given while at the center between 9:00 am and 2:30 pm.

### ILLNESS

We ask that you please keep your child home if he/she is showing signs of illness or if he/she requires more care than what our staff can provide without compromising the care of other children. Please refer to the PARENT HANDBOOK for more information regarding our sick policy. The following signs or symptoms of some of the potential illnesses for which a child may not attend daycare or may be sent home include:

- A temperature of 100 degrees Fahrenheit or higher
- Unexplained swelling, red/pink discoloration, and/or discharge of the eye(s)
- An unexplained rash (generalized or localized)
- Vomiting or having diarrhea (exceeding 2 loose stools or loose stool which is not contained in a diaper)



## STEPPING STONES (2 year old's)

### POTTY TRAINING

Welcome to our two-year old program! This is the year that we will work together to potty train your child. There is no right or wrong age to potty train a child. It should only be determined on an individual basis, much like learning to walk. No two children will potty train in the same time frame or even in the same manner. Parkview Baptist believes that potty training should begin at home with the child's parents and at a time when there are not a lot of changes in the child's life. It is our experience that for successful potty training the first steps towards potty training begin at home, on a weekend when you, the parents, can devote your weekend to helping your child.

We ask that you have an open and honest line of communication with the classroom teacher daily during this process. It is vital, that you make sure your child has multiple changes of clothes, including shoes because there WILL be accidents. We will follow through and encourage your child while they are in our care. Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.

We request that the following guidelines are followed when children are potty training or wearing underwear at school:

1. Staff will never put a child on the potty unless the child is willing.
2. The child must be showing signs of readiness and able to control their bladder and bowel movements.
3. Your child **MUST** wear loose fitting clothing that are easy for the child to pull up or down.
4. **NO** overalls, jumpsuits, tight leggings, belts, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.
5. A change of clothes (shirt, pants, underwear, socks, and shoes) are kept in your child's cubby in case of accidents. Please be sure to change out clothes when the weather changes.
6. If your child is male, inform the teacher if your son will sit or stand. This really should be determined right from the beginning of the potty-training process. It is recommended that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BM's in the toilet and will also avoid constipation issues.
7. Keep a small supply of Pull-Ups available at school until the child has shown naptime dryness for a week. Your child will be in a Pull-Up during naptime until he or she has shown that they can stay dry for that time.
8. We do not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon. Your child's teacher will place them in a plastic bag and will put them in your child's backpacks.

Please keep in mind that often, children will show a readiness and have success for potty training at home before the signs are seen at school. There may be a period of time where your child is potty trained at home and not at school. That is perfectly normal and has been seen quite often. If your child comes to school with underwear on and has 2 accidents in a short period of time, a Pull –Up will be put on your child and we can try again another day when he or she shows signs of being ready at school. Patience is very important during this time. Potty training occurs for all children sometime in their life – there is no right or wrong age.

### PACIFIERS

Pacifiers are not allowed in the stepping stones classrooms.

### MEALS and MILK

Children enrolled in the Stepping Stones program eat food from the the cafeteria. **Children are not allowed to bring their lunch from home.** We also ask that any food such as breakfast be consumed *outside* of the facility before coming into the building. Your child will NOT be allowed into the classroom with any outside food. A menu is sent home at the beginning of each month. If your child has food allergies or food intolerances, please contact the school nurse for further instructions.

Stepping Stones classrooms are served milk with breakfast and lunch. Water will be served with the afternoon snack. Beverages will be served in a small open cup with no lid. The milk is served cold and no bottles are given. Stepping Stone classrooms do not have refrigerators to store milk/foods; and, we are not allowed to warm foods (or liquids) in microwaves. If your child has a sensitivity, intolerance, or allergy to whole cow's milk, a parent note must be provided stating that your child should be served water or alternative milk from home. **If that alternative milk is almond milk, then a note from your child's Pediatrician is required as we are a nut-free facility.**

If you are sending alternative milk to school, and your child is *over one year of age*, you must provide enough for the week. The container of milk needs to be clearly labeled with your child's name. The milk will be stored in the cafeteria refrigerator and served cold at designated mealtimes (breakfast, lunch, and afternoon snack) in the cafeteria only. Any milk not consumed will be discarded. The empty cups will then be sent home daily.

**\*Please see the School Nurse if your child has any known allergies, sensitivities, or intolerances which require emergency medications and/or dietary restrictions.\***

### NAPPING

Stepping Stones nap once daily between the times of 11:45 am to 1:30 pm. The preschool will provide a nap mat. Please provide a small lightweight blanket or beach towel for your child to use during naptime. It will go home each Friday for laundering or more frequently if soiled. Pillows, lovies, large blankets, stuffed animals mat covers with pillows, etc. are not allowed in the classroom. These will be sent home during drop off if they are sent to school.

### ILLNESS

We ask that you please keep your child home if he/she is showing signs of illness or if he/she requires more care than what our staff can provide without compromising the care of other children. Please refer to the PARENT HANDBOOK for more information regarding our sick policy. The following signs or symptoms of some of the potential illnesses for which a child may not attend daycare or may be sent home include:

- A temperature of 100 degrees Fahrenheit or higher
- Unexplained swelling, red/pink discoloration, and/or discharge of the eye(s)
- An unexplained rash (generalized or localized)
- Vomiting or having diarrhea (exceeding 2 loose stools or loose stool which is not contained in a diaper)

## **PREK PREP and PREK (3 & 4 year old's)**

Over the next two years in our program, your child will focus more on academics, fine motor skills, cooperative play, science and art.

### POTTY TRAINED

All students that are enrolled in our Pre-K Prep Classes are required to be completely potty trained by October 1, 2022. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. (We consider less than 3 accidents within 30 calendar days, toilet trained.) In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for a 3-year-old)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom.

A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary.

Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

### MEALS and MILK

Children enrolled in the Pre-K Prep program eat food from the the cafeteria. **Children are not allowed to bring their lunch from home.** We also ask that any food such as breakfast be consumed *outside* of the facility before coming into the building. Your child will NOT be allowed into the classroom with any outside food. A menu is sent home at the beginning of each month. If your child has food allergies or food intolerances, please contact the school nurse for further instructions.

Pre-K prep classrooms are served milk with breakfast and lunch. Water will be served with the afternoon snack. Beverages will be served in a small open cup with no lid. The milk is served cold and no bottles are given. Stepping Stone classrooms do not have refrigerators to store milk/foods; and, we are not allowed to warm foods (or liquids) in microwaves. If your child has a sensitivity, intolerance, or allergy to whole cow's milk, a parent note must be provided stating that your child should be served water or alternative milk from home. **If that alternative milk is almond milk, then a note from your child's Pediatrician is required as we are a nut-free facility.**

If you are sending alternative milk to school, and your child is *over one year of age*, you must provide enough for the week. The container of milk needs to be clearly labeled with your child's name. The milk will be stored in the cafeteria refrigerator and served cold at designated mealtimes (breakfast, lunch, and afternoon snack) in the cafeteria only. Any milk not consumed will be discarded. The empty cups will then be sent home daily.

**\*Please see the School Nurse if your child has any known allergies, sensitivities, or intolerances which require emergency medications and/or dietary restrictions.\***

### NAPPING

Pre-K Prep and Pre-K students nap once daily between the times of 12:00 pm to 1:30 pm. The preschool will provide a nap mat. Please provide a small lightweight blanket or beach towel for your child to use during naptime. It will go home each Friday for laundering or more frequently if soiled. Pillows, lovies, large blankets, stuffed animals mat covers with pillows, etc. are not allowed in the classroom. These will be sent home during drop off if they are sent to school.

### BACKPACKS/DAILY SHEETS

Students need to have a small backpack each day. The backpack should be large enough to house the child's daily communication folder and a change of clothes.

Daily communication reports will go home daily. Please read over these reports carefully. With your child expected to follow directions, and complete more independent work, behavior problems can sometimes become more prevalent. The daily sheets will give you a snapshot of your child's day and these will be used as your first line of communication. Please review the notes, sign the folder and empty work daily. On Fridays these sheets are kept by the school and placed in your child's main folder for behavior tracking.

### TOYS/ITEMS FROM HOME

Outside toys are not allowed in the Pre-K Prep or Pre-K classrooms. If you would like to donate toys to the classroom please bring them by the front office first.

### ILLNESS

We ask that you please keep your child home if he/she is showing signs of illness or if he/she requires more care than what our staff can provide without compromising the care of other children. Please refer to the PARENT HANDBOOK for more information regarding our sick policy. The following signs or symptoms of some of the potential illnesses for which a child may not attend daycare or may be sent home include:

- A temperature of 100 degrees Fahrenheit or higher
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## TIPS FOR HELPING YOUR CHILD SUCCEED

1. Help your child to attend regularly, except when he/she is ill.
  - a. Plenty of rest and an unhurried routine help ensure that your child functions at his/her best.
  - b. Arriving at school ON TIME will help ease your child into the daily routine. It is much more difficult to join an activity or group of children already in progress.
2. Send your child to school in PLAY CLOTHES.
  - a. Wearing clothes that “cannot get dirty” will inhibit your child’s interactions.
  - b. Tennis shoes or other closed-toed shoes are preferable. The pea gravel on our playground makes wearing sandals and dress shoes uncomfortable.
  - c. We plan to play outside every day. Please dress your child for the weather. This includes hats and jackets on cold days.
3. Teach your child self-reliance by:
  - a. Encouraging him/her to do things for themselves, allowing them plenty of time
  - b. Teaching your child to put on, take off, and hang up their jackets; to put away toys; to eat regularly and properly; and to establish regular toilet and sleeping habits.
4. See that your child knows his/her full name, age, address, and phone number.
5. Communication is the key to a successful school year.
  - a. Accompany your child into the classroom, sign the attendance form, and check all bulletin boards and folders for important communications.
  - b. Please inform your child’s teacher of anything which might affect your child’s behavior – lack of sleep, upsets at home, parents out of town, company, etc. This will help teachers to better understand your child’s behavior and adjustment to the classroom.
  - c. Remember that arrival and dismissal times are generally not good times for teachers to talk at length with parents. Their place is with the children and helping them adjust to being at school. If you have questions or concerns that will take more than a minute to discuss, please schedule a conference.
  - d. Know your child’s teacher and work with them to address problems that may arise in a timely manner.
  - e. Teachers are not allowed to text parents. If you need to get a message to your child’s teacher, please call the main office.
6. Take every opportunity you can to get involved in school activities.
7. Take time to listen to your child’s daily experiences and discuss them with real interest.
8. Build up in the child a wholesome, friendly attitude toward the teacher.
9. Make time to do things with your child. Live, work, and play as a family group.
10. Help your child to anticipate happy experiences in relation to the preschool program.
11. All items brought to the center, such as jackets and blankets, should be clearly marked with your child’s name to ensure their return.
12. Toys and items of value should remain at home. We cannot assume responsibility for toys brought from home. A lost and found is available in the office