

# North Side Christian Preschool

learn a lot



share God's love



have some fun

## loginParent Handbook 2016-2017

[www.nsbweatherford.com/nscp](http://www.nsbweatherford.com/nscp)

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**Our goal at North Side Christian Preschool** is to provide children with opportunities to grow physically, mentally, spiritually, and emotionally and to have fun in the process. We also strive to teach children about God and His love for us.

**REGISTRATION GUIDELINES**

North Side Christian Preschool enrolls children who are 15 months old (by September 1<sup>st</sup>) through Kindergarten. Registration occurs each spring with children currently enrolled in the program given first choice, then others registered as space permits. We do maintain a waiting list as children occasionally are unable to attend after registering.

Registration requirements - these must be on file by 1<sup>st</sup> class day

- Completed Admission Form for each child (updated yearly)
- Child Assessment Form – this gives the teacher helpful information on your child’s likes/dislikes and behavior (updated yearly)
- Health Statement signed by physician stating that your child is physically able to take part in our preschool program (updated yearly)
- Current Immunization record (updated copy must be kept on file or attendance will be suspended, must meet Texas Minimum State Vaccine Requirements, \*see below\*)
- Registration fee – this holds a spot for your child
- Signature of compliance page on back of Parent Handbook
- Kindergarten only must give a copy of birth certificate

**2015-2016 Texas Minimum State Vaccine Requirements for Child-Care Facilities**



This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses**	3 Doses***	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	1 Dose*
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	2 Doses*

\* For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.  
 \*\* A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12-14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 months of age is in compliance with these specified vaccine requirements.\*\*\* If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance: For children seven through 11 months of age, two doses are required for children 12-23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age. Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required.

**Your child will not be allowed to attend his/her class without these documents on file.** Tuition will not be prorated or refunded for days missed due to incompletion or lack of submission of these forms. This is a state requirement.

**SCHEDULE** We operate during the school year; September through May, and in the summer; June and July. During the school year children may attend Monday and Wednesday, Tuesday and Thursday, or Monday through Thursday.

Kindergarten kids must attend all four days. In the Summer we operate Tuesdays and Thursdays only. Our hours are 9:00 a.m. to 2:30 p.m.

**INCLEMENT WEATHER**

During the school year NSCP follows the same calendar as Weatherford ISD for all holidays, closings and late openings. In cases of bad weather, listen to KYQX 89.5 FM. If the Weatherford Public Schools are closed, we will also be closed. If WISD has a delayed start time of 10:00, NSCP will also open at 10:00.

Children will go outside to play if the temperature and windchill are above 45° so please dress your child accordingly during colder months.

**TUITION AND FEES Pre-K and younger**

Registration: \$50 Non-refundable

2 days a week: \$150/month      4 days a week: \$285/month

Supply Fee Toddlers, 2's, 3's	\$40/2 days a week	\$80/4 days a week
Supply Fee Pre-K	\$60/2 days a week	\$100/4 days a week

**TUITION AND FEES Kindergarten**

Registration: \$100 Non-refundable

Tuition for 4 days a week (required) \$330/month

Supply Fee - \$100

The third child of the same family in the same household receives a 50% discount on tuition only.

Tuition is paid monthly, and is due on the first class day of each month.

Supply fees are non-refundable and paid twice a year (September and January).

Tuition fees are charged regardless of the attendance of the child. If your child is unable to be in class (illness, vacation, etc) tuition is still due and late fees will be assessed. You are always welcome to mail payments in advance if you know your child will be out.

**A fee of \$2/business day will be assessed for any late payments regardless of attendance.**

Prompt monthly payment is necessary to ensure your child's continued enrollment in the program. We accept cash or check only.

There will be a \$25 reprocessing fee for all returned checks. After two returned checks, only cash will be accepted.

Payment by check is preferred for record keeping purposes. If paying by cash, make sure and get a receipt as proof of payment. Checks should be made payable to North Side Baptist Church (NSBC) and should include the child's name at the bottom of the check.

Tuition for December will be half price since we are closed for two weeks. Full tuition is due all other months regardless of closures for bad weather or holidays.

### **ADDITIONAL FEES**

Once a week we offer a pizza lunch. The pizza fee is paid by semester (not each pizza day–new policy), and payment will be due at the beginning of each semester (September and January.) Students not paying for pizza will need to bring a lunch on pizza days.

Pizza fee for 4 days/wk=\$40 (Pizza offered once a week for 4 day/wk students)

Pizza fee for 2 days/wk=\$20 (Pizza offered once every other week for 2 day/wk students)

Pick up time is between 2:00 and 2:30 p.m. A late fee will be assessed for failure to pick up your child by 2:30 p.m. The fee is \$5 for each 15 minutes after 2:30 p.m. that your child is left at NSCP.

### **ARRIVAL AND DISMISSAL**

Children must be dropped off at each classroom door. Please do not enter the classroom when dropping off children or linger at the doorways to talk to teachers. If a teacher conference is needed call the office to schedule an appropriate time to meet.

We also ask that you not talk on your cell phone while dropping off or picking up your child. Often times the teachers need to communicate with you at these times and this is difficult if you are talking on your phone.

Drop off time is 9:00 a.m. Class starts promptly at 9:15 and main doors will be locked. For access after 9:15 a.m., press the NSCP button on the phone at the red desk to enter. Anyone entering after 9:15 should sign in at the office.

Many of the classes have free play or center time at the beginning of the day and while it seems like this time can be easily skipped, it is actually very important for children to interact with each other. They learn and practice social and communication skills that cannot be taught.

Late arrivals also can cause distractions when the class has already begun and children can feel left out having missed activities.

In the afternoons our doors will be unlocked at 2:00 p.m. Pick-up time is between 2:00 and 2:30 p.m. Unless necessary, please do not pick up children early as this will interfere with classroom activities. If early pick up is necessary please call in advance.

### **RELEASE OF CHILDREN**

Parents must sign their children in each morning and sign them out each afternoon. No child will be released to anyone other than a parent/guardian or persons listed on your child's information sheet unless the Director is contacted by a parent/guardian.

Picture identification will be requested if anyone other than the parent/guardian picks up the child. I.D. will be requested from all persons picking up children until the teacher/sub is familiar with them. If the scheduled pick-up person for a particular day changes please call the NSCP office.

### **ABSENCES**

Please inform the office at 817-596-9808 if your child is going to be absent for

the day. We occasionally have drop-ins and it is important that we know how many (if any) spots we have available.

### **FOOD**

Children should be fed breakfast prior to coming to class each morning. Please do not drop your child off with food in hand as this can create problems with the other children.

A midmorning snack is provided.

Lunch is provided by parents and should be sent in a separate container labeled with your child's name. There are no provisions for refrigerating or heating food. Finger foods are recommended and NO red drinks please.

Once a week, pizza will be served to those that have paid for the semester.

Please make sure your child's teacher is informed of any food allergies.

All food brought for a classroom party must be store bought with ingredient labels attached. This is to protect those that have food allergies.

### **CLOTHING**

**All children** need to bring 1 full change of clothes each day; all of which must be labeled with their name and kept in a Ziploc baggie in their backpack. Please select clothing and shoes that are appropriate for all activities and all weather. When dressing your child for school, please remember that he or she may be participating in outdoor activities and art projects that may include paint. We go outside to play if it is above 45°. Our playground contains woodchips so we suggest an enclosed shoe instead of sandals or flip flops. No squeak shoes.

### **PERSONAL ITEMS**

Infants and toddlers need to bring labeled diaper bags which should include 4 extra diapers and a sippy cup, no bottles. All children should bring a sippy cup or container of water. All children (excluding Garden Room) need to bring a 1 inch thick plastic fold up mat for rest time. These will be left at school and cleaned by the teachers daily. Our storage limitations do not allow for larger mats. Cloth mats are allowed but must be taken home each day. Please bring a full size backpack or a bag that a folder can fit into. The kids will take a folder home each night with important papers and crafts. It is easiest if their bag or backpack is big enough to hold it.

Please do not allow your child to bring toys as they may get misplaced or damaged. A small item (blanket, stuffed animal, etc) for naptime is acceptable and must fit in his/her backpack. Please be sure that all of your child's possessions are clearly labeled.

There are many people who experience unpleasant physical effects from scented products. Some of our teachers and students have had sensitivity reactions to such products, so much so that it has affected teaching and learning in the classroom. For this reason, NSCP asks that all students and staff refrain from wearing any scented product that could be deemed offensive to others (perfume, cologne, oils, etc).

## **ILLNESS**

Children may not be brought to our Preschool if any of the following conditions exist or have existed in the previous 24 hours:

Temperature of 100 degrees or higher (must be fever free without fever reducer for 24 hrs. before returning to school.)

Undiagnosed rash

Vomiting or Diarrhea

Pink eye

Severe coughing

Open skin lesions

Head Lice

Any symptoms of infectious childhood disease

If a teacher suspects that a child has any symptoms of a communicable disease they may conduct a health check (ex. checking under clothes for a rash, checking hair for lice, checking for breathing difficulties or discharge from the nose or eyes, etc). If a child shows any of these symptoms while at school, they will be isolated from the rest of the class and parents will be called to come get the child. If a child has seen a physician, it is up to that physician as to when the child can safely return to school and a doctor's note will be required. If your child contracts a communicable disease, please call our office immediately so we can notify other parents.

Following any significant illness or injury, a note is required from your child's doctor prior to their returning stating that they are cleared to return to school. This note will need to include any limitations your child may have with normal school activities. In the event the illness or injury alters the way your child will participate in our program we will need to meet with you to discuss how we can best meet the needs of your child.

## **MEDICATION**

If a child requires medication (prescription, over the counter, ointment, etc.) during school hours the parent must sign and date a Medication Authorization Form giving NSCP permission to administer the medication.

Medication will only be given in the dosage prescribed on the bottle unless authorization is given by a physician.

Medications must be in the original container and labeled with the child's full name and date the medication was brought to NSCP. All medications will be kept in the NSCP office.

## **MEDICAL EMERGENCIES**

In the event of a life threatening medical emergency, 911 will immediately be called first, and then the parents will be called. In a non life threatening emergency, every effort will be made to contact parents before emergency medical attention is sought.

## **VISION AND HEARING SCREENING**

Per state requirements: Children four years of age or older (as of September 1) must be screened for possible vision and hearing problems by December 31.

## **DISCIPLINE POLICY**

It is our policy to discipline children in a Christian manner using positive guidance instead of only focusing on the undesirable behavior. A copy of our Discipline Policy is attached.

## **WITHDRAWAL**

A two-week notice prior to withdrawal is required. If a two-week notice is not given, a balance equal to two weeks' tuition will be owed and added to your account. Should your child return to NSCP in the future, that balance must be paid in full before admission is granted. A re-enrollment fee is due if a child withdraws and returns within the same school year.

## **TERMINATION OF ENROLLMENT**

All children attending NSCP are enrolled on a trial basis. NSCP reserves the right to terminate any child's enrollment at any time. We will provide ample documentation and reason. Actions which may constitute termination of your child's enrollment in our school are:

- Chronic tardiness
- Non-payment or late payment
- Failure to follow written or posted rules/policies
- Recurring disciplinary problems
- Disruptive behavior of a child
- Actions and behaviors that cause safety risk to other children and/or teachers
- Inability of the child to adapt successfully to the preschool environment
- Inability of NSCP to adequately meet all needs of the child (physically or emotionally)

## **DROP-INS**

We will accept drop-ins of currently enrolled children only and only when space is available. The drop-in rate is \$20/day. Call the office to check availability.

## **BREASTFEEDING ACCOMODATIONS**

We have a nursing room located inside our Garden Room in the event a mother needs to nurse her baby.

## **ABUSE AND NEGLECT**

At NSCP we take abuse and neglect very seriously. Our teachers receive annual training on prevention, recognition, and reporting of child abuse and neglect. Our teachers and staff are required by law to report any suspicious signs of abuse or neglect on the children in our care. If a teacher or staff member suspects abuse or neglect a health check may be conducted to further investigate those suspicions (ex. checking for bruising or swelling, unexplained burns or other injuries, etc.)

For more information on preventing, recognizing, and reporting abuse and neglect, please visit [www.helpandhope.org](http://www.helpandhope.org). This site also has resources for parents to help with stress, substance abuse, and parenting tips.

## **EMERGENCY PREPAREDNESS**

We have fire and severe weather drills periodically throughout the year. Emergency plans are posted in each classroom. In the event of an actual emergency, parents will be notified as soon as children are safe and accounted for.

A detailed Emergency Preparedness Plan is available for your viewing in the office. It outlines specific measures that would be taken in the event of various emergencies such as fire, tornado, intruder, flood, hazardous material leak, etc.

## **PARTY SCHEDULE**

All parties will be held in the classroom and will be for children only. Parents are asked not to attend since this often causes disruption and distraction for the kids. Our schedule allows for Monday/Wednesday kids to have two parties, Tuesday/Thursday kids to have two parties, and all kids to have a Christmas party.

All food brought for a classroom party must be store bought with ingredient labels attached. This is to protect those that have food allergies.

The schedule for classroom parties is as follows:

Monday October 31 – Fall Party

Thursday November 17 – Thanksgiving Feast

Wednesday and Thursday December 14 and 15 – Christmas Parties

Tuesday February 14 – Valentine’s Party

Wednesday April 12 – Easter Party

## **PARENT INFORMATION**

Parents will be notified in writing of any changes regarding the policies and procedures of North Side Christian Preschool.

Parents are welcome to visit our school at any time. Please call from the phone in the Welcome Center to be let in.

Parents are encouraged to discuss any questions or concerns relating to these policies and procedures with the Director.

Parents may be asked periodically to review all emergency information on their children and either initial that is still correct or update it. This will be done at the door when children are signed in.

Parents are responsible for notifying the office of any change of information throughout the year such as phone numbers, address, shot record updates, or changes in the Approved Pick-Up List.

Parents – under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **PARENT RIGHTS**

Parents are entitled to see any of the following information (please see Director):

- The Minimum Standards for this Licensed Childcare Center (also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us))
- The most recent Department of Family and Protective Services Inspection/Investigation Report
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal’s Inspection Report
- The most recent Health Department’s Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- Local Licensing Office 817-321-8604
- DFPS Child Abuse Hotline 1-800-252-5400



## **POTTY TRAINING**

### **Children 3 years old and older must be potty trained by the start of school.**

If you don't anticipate your child will be fully potty trained by the first day of class, please contact the office to discuss. The teachers will observe all children during the first month of attendance. If after that time it is determined that your child is not fully potty trained at school, you will be contacted to discuss your child's continuation in that class.

**Children 2 years old and younger** who are actively potty training must wear velcro side or easy open side pull-ups (not diapers or "big kid pants") daily until the teachers determine that he/she is fully potty trained. Though a child may be "fully" trained at home, it often takes a little longer at school where there are more distractions and more children in care. Teachers will discuss with parents when it is appropriate to bring their child in panties/underwear. If children are not quite ready for "big boy" or "big girl" pants and have accidents in the classroom it not only requires the teachers to provide extended one on one time with that child cleaning them up but it presents a health concern when the rooms are contaminated. Accidents are understandable and expected at first, but these measures will help benefit both the child and the teachers.

The following are the signs to look for in determining a child's readiness for potty training:

- Your child stays dry at least two hours at a time during the day or is dry after naps
- Bowel movements become regular and predictable.
- Facial expressions, posture or words reveal that your child is about to urinate or have a bowel movement.
- Your child can follow simple instructions
- Your child can walk to and from the bathroom and help undress
- Your child seems uncomfortable with soiled diapers and wants to be changed
- Your child asks to use the toilet or potty
- Your child asks to wear big-kid underwear

## **DISCIPLINE AND GUIDANCE POLICY**

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **NORTH SIDE CHRISTIAN PRESCHOOL BITING POLICY**

When Biting occurs:

-Care for the child who was bitten by comforting him/her and treating the wound:

- a. If the skin is not broken, use an ice pack.
- b. If the skin is broken, clean the skin with soap and water and apply a bandage to keep it clean. Ointment is not necessary.
- c. If the skin is broken on top of the hand (where germs are more prone to be), we recommend that the child be seen by their health care provider.

-Advise the Director.

-Call the parents of both children – the one who was bitten and the one who did the biting – and inform each of the situation. Staff will not give out the name of the other party involved to either parent. If parents are not reached by phone, please discuss the situation with them privately when they pick up their child.

-Fill out an "Ouch" Slip for the child who was bitten and a Discipline Form for the child who did the biting. Please make a copy of each slip and give to the Director to be kept in each child's file. Please note on the Slips that parents can schedule a time to discuss the matter further if needed.

-Respond to the child who did the biting by showing him/her that you strongly disapprove of the action. Discipline the child appropriately according to policy.

-If biting continues to be an issue with a child, the Director and parents will collectively decide which course of action is in the best interest of all children.

# NSCP Parent Signature Compliance Page

Please initial these emphasized points of the NSCP Handbook.

\_\_\_ I understand that Tuition is due on the first class day of each month and after that date, a late fee of \$2 per business day will be charged regardless of the attendance of my child.

\_\_\_ I understand that a current immunization record must be kept on file and updated as necessary or my child's attendance will be suspended. (See the Texas Minimum State Vaccine Requirements in the Parent Handbook)

\_\_\_ I have read the Illness section and agree not to bring my child to school if they have not been fever free **without** fever reducer for 24 hours. If my child has seen a physician, a signed doctor's note is required before returning to school.

\_\_\_ I have read and understand the Potty Training section of the handbook. During active potty training, I will have my child will wear **velcro side** (easy open side) pull-ups until fully potty trained as determined by the teachers. **I understand if my child is 3 years old or older they must be potty trained by the first class day.**

\_\_\_ I have read and understand the Party Schedule. If my child attends 2 days a week he/she will have 3 parties for the school year.

\_\_\_ I have read and understand that drop off is at 9:00 a.m. and school starts at 9:15 a.m. Doors will be locked at 9:15 and all late students must sign-in at the main NSCP office. Pick-up time is between 2:00 and 2:30 p.m. After 2:30 p.m. a late fee will be assessed.

I have read and will comply with all policies outlined in the Parent Handbook.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PLEASE INITIAL/SIGN AND RETURN TO NSCP OFFICE**