



Parent Handbook

2017-2018

License Number X14BA0204

Train up a child in the way he should go,
and when he is old he will not depart from it.

Proverbs 22:6

Program Policies/Procedures

Welcome to Hiland Park Baptist Church Preschool. Thank you for allowing us to be a part of your family. We believe that each child is a unique and special creation of God. We believe that children should be loved and encouraged at all levels of development and provided with an environment that promotes self confidence, social skills, language development, Christian values, and an opportunity to grow in knowledge of the world around them.

Our mission at Hiland Park Baptist Church Preschool is to be an outreach ministry to the children and families of our church and community. It is our goal to provide a safe, loving, developmentally appropriate environment that is rich in Biblical principles, moral values, hands-on activities, and stimulation of a child's social, emotional, intellectual, physical and spiritual growth.

We operate on a non-discriminatory basis providing equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Introduction

Our Program is licensed by the state and follows all guidelines. All teachers are required to have a background check and 40 hours of state child care training. They are also required to have current CPR and First Aid certification.

Hours of Operation

HPBC Preschool is a 3 day a week program. Full time care operates Tuesday, Wednesday and Thursday from 9:00 a.m. – 2:00 pm with the option of extended care. Our before care is available from 7:30-9:00 and after care available from 2:00 – 4:00 pm. (reservation required).

Our Infant Care Program is full time and operates on Tuesday, Wednesday and Thursday.

We maintain an open door policy for parents, they are always welcome to call or drop-in to see their children. We would appreciate you taking into consideration our schedule when dropping by.

Enrollment

Children ages 6 weeks through 5 years (Pre-K) are eligible.

We strive to provide a positive class setting by ensuring that all children will benefit from being a part of our program. If your child has special needs, it may be determined that the setting and/or structure of our program is not a beneficial environment for him or her. Parents of children with special needs are encouraged to meet with the director prior to enrollment to discuss the child's needs.

The following items are required to enroll in our programs:

- Completed Application and Enrollment Forms
- Current Immunization Records
- Current Physical Form
- Parent Handbook Acknowledgment Agreement Form
- Food related Activities Form
- Signed Influenza Virus Form

Termination Policies

We reserve the right to terminate a child from our program for the following reasons:

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations

Tuition and Fees

All payments must be placed in the payment drop box or give to the Director or Directors assistant. Teachers may not accept any form of payment. Please make all checks payable to HP Kids Learning Academy. Cash payments must be placed in a sealed envelope with child's name, amount, date, and payment description.

Payment is due by the 10th of every month. A late fee of \$10.00 will be charged for payments received after the 10th. **If your bill is not paid by the end of the month your child may not return until it is paid in full or the child will forfeit his or her spot in the program.** Please see the Director if for any reason you are unable to make your payment on time.

Fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. 1 Week of vacation can be obtained per school year based on the days your child is enrolled.

Preschool

Tuition is based on a yearly amount and divided into equal payments. Your first payment will be due by the 10th of September. You will receive a monthly statement which will include monthly tuition payment, and any extended care charges for reservations made. If your child begins later than September, the monthly rate will be the fee's listed below for the appropriate age group.

*In the event your child does not complete the year with the academy and you feel a credit is owed to you for tuition, all credits are issued at the end of the school year when our books are closed out.

Preschool classes, tuition and fees are as follows:

Registration fee for all children is \$75.00 for the first child and \$50.00 for each additional sibling. All children pay the registration fee regardless of start date.

Preschool class and fees are as follows:

Infants 3-day registration only	T/W/TH	\$385.00	monthly
1 and 2 year olds	T/W/TH	\$330.00	monthly
3 year olds	T/W/TH	\$330.00	monthly
4 year olds	T/W/TH	\$330.00	monthly
Pre K classroom	T/W/TH	\$330.00	monthly

We provide a snack with juice during Preschool. A snack schedule is posted in each classroom.

Infant Care

Full time infant care is provided 3 days a week from 9:00-2:00. They will follow the same days for closure as the Preschool.

Registration fee same as Preschool (\$75.00 for the first child and \$50.00 for each additional sibling).

Curriculum

Toddlers and Twos will be taught using resources from the WEE Learn curriculum. The WEE Learn program is designed to provide opportunities for children to learn about God's world and how to live in it. You can obtain further information about these curriculums by visiting www.lifeway.com

Threes and Fours will be taught using resources from the WEE Learn Bible curriculum. Wee Learn, which is based upon the foundation of Scriptural truth, keeps learning fun, interesting, and memorable. You can obtain further information about the curriculum by visiting the website at www.lifeway.com.

Arrival/Departure

Each child must be dropped off in their classroom by an adult. Arrival time begins at 7:30 am for before care and 9:00 am for Preschool. Please do not bring your child to their classroom prior to these times as the teachers will be busy preparing activities for the day. **If your child is dropped off before 8:55 you will be charged the \$6.00 fee for Before Care.**

We encourage you to have your child in his/her classroom by 9:00 am each day as this is when classrooms begin their daily learning activities. If your child is sick or will be absent we request that you call and let us know. We are a Learning Academy and when your child is late they miss out on the beginning activities of the day. If you are always late to school the director will be notified.

In case of an area emergency (severe weather, hurricane, etc.) we will follow the public school procedures and closings. If public school is closed for holidays, weather, etc. we are closed.

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please make your drop off as brief as possible; the longer you prolong the departure, the harder it is. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. If your child is upset when you leave the center, feel free to call back after some time to check on your child's progress. We will call you if your child does not adjust. Most children quiet down quickly as they are reassured by the teachers and become interested in the toys and other children.

Please be brief at pick-up times, as well. If you need to speak with your child's teacher at length, please call to schedule a conference.

We ask that while waiting, parents refrain from discussing other parents and/or children in classrooms or halls.

Each child must be picked by an authorized adult. If someone will be picking up your child other than those authorized by the parents, the office must be notified in advance or the child will not be released until the parents can be contacted for consent. This person will be required to show proof of identification upon arrival and give your passcode on file in the front office.

Parents picking up their children after 2:00 pm for preschool, 4:00 pm for aftercare are considered late and will be charged a fee of \$1 per minute per child, according to the center's clock. You will be billed on the following month's statement. Should there be an excessive amount of late pickups it could be cause for dismissal from all programs.

Please note: Smoking is not allowed on the Preschool Campus, this includes the parking lot.

Snacks/Juice

Snacks and Juice are provided for your child during preschool as well as aftercare. Infants and Toddlers (12-24 months) must bring bottles or Sippy cups with their full name (first and last name) on it as required

by the Florida Department of Children and Families Health Department. The bottles and Sippy cups must also be taken home and washed each day.

Personal Belongings

Diaper bags and/or backpacks should be brought daily to carry your child's belongings. The items include: lunches, diapers, wipes, bottles, change of clothes. We prefer that children do not bring toys from home. Exceptions to this policy will be that a child may bring a favorite blanket or security item for nap time. We are not responsible for any loss or breakage of personal items and all personal items must be clearly marked with the child's name (first and last).

Supplies

Parents must supply the following items: Teachers will send home a supply list for their classroom.

Infants

Diapers, wipes, ointments, pacifiers, bottles, baby food, at least two full changes of clothing, blankets, 3 crib sheets (24 x 36) for their assigned crib. All bottles must be pre-portioned, ready to feed and baby food must be in unopened jars with your child's name (first and last).

Toddlers/Two's

Diapers, wipes, ointments, pacifiers, complete change of clothes, Sippy cup with child's name (first and last), 2 blankets and a nap mat at least 1" thick.

Three's/Four's

Complete change of clothing, 2 blankets and a nap mat at least 1" thick.

Children who are 3 years of age and older must be potty trained to attend HP Kids Learning Academy. We understand that children have an occasional accident when playing etc. However, the accidents can not be a every day occurrence.

All personal belongings must be marked with your child's first and last name. It is the parent's responsibility to change out "change of clothes" with the seasons. We can only dress your child in what you leave. If your child wears their change of clothes home and you do not return them, you will be called to pick up your child in the event of an accident.

Health/Safety

Please understand that our main goal is to keep every child safe, healthy, and happy.

Please refrain from bringing your child to school if they have an illness or injury that prevents them from participating in regular program activities (such as going outside). Or an illness or injury that results in greater care needs than the childcare staff can provide without compromising the health and safety of your child or other children.

Also refrain from bringing your child to school if your child is showing any of the following signs or symptoms or are generally not feeling well:

- Runny nose (green or yellow in color)
- Fever (must be fever free for at least 24 hours without fever-reducing medication)
- Vomiting
- Diarrhea (more than 1 abnormally loose stool within a 24-hour period)
- Difficulty breathing
- Sore/Strep throat and/or deep or productive cough

Chicken pox or any other contagious disease
Discharge in eyes- conjunctivitis (red, teary or crusted eyes)
Frequent scratching of body or scalp, impetigo, lice, a rash, or any other spots that resemble childhood diseases, including ringworm.
Child is lethargic, irritable, continuously crying, or requires more attention than we can provide without neglecting the health, safety, or well-being of the other children in our care.

Your child may return to school:

- 24 hours after being free from symptoms (fever, discolored nasal discharge, vomiting, diarrhea, etc.)
- 24 hours after antibiotic or other treatment has been initiated (sinus infection, strep throat, head lice, etc.)
- After exam and approval for readmission is given by a physician (for a rash, conjunctivitis or any other contagious illness)
- After 6th day of rash onset of chicken pox or when all lesions have dried and crusted.
- Should your child come in contact with someone with Hand, Foot and Mouth disease they will not be allowed back into school until all blisters are scabbing over.

If you are not sure whether or not it is ok to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter. **Please Note: If a child has any of these signs or symptoms, you will be asked to come and pick them up.**

Parents: Please note this important section in our Health/Safety policy:

While your child is at school, if we detect a child to have a **temperature above 98.9 or lower than 100.4** and they are playing, eating and do not display any signs of being sick. (green, yellow runny nose) they will be allowed to stay in school. However, we will notify you of their temp as soon as it is detected so that you can make the call to leave them at school or pick them up. It is your responsibility to know their normal temperature. Some children have a lower temperature than 98.9, therefore a fever of up to 100.4 would be a higher fever for your child. We ask that you trust the professional opinion of our teachers and directors if we ask you to pick your child up from school. Our goal is always to provide the best of care to your child and the other children in our care. If your child has a temperature of 100.4 and seems to be sick you will be called and ask to pick up your child.

For the health and safety of all preschool children and staff, the above health policies **must** be followed.

We strive to maintain strict cleanliness and hygiene standards. Children's hands are washed frequently. All employees are required to wash their hands frequently and also use hand sanitizer. Infants sleep in their own assigned crib with sheets provided by the parents. Nap mats are sanitized daily after use and stored in a plastic bag with the child's name on it. Blankets are sent home weekly and should be washed before returning them to school. Every effort is made to sanitize toys daily or after a child puts them in their mouth.

Medication

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization (forms are provided) is required for us to administer ANY medication. This includes prescription or over-the-counter medications such as diaper rash creams, medicines for teething, sunscreen, etc.

NOTE: All medications must be in their original container with pharmacy or manufacture's label with child's name, dosage instructions, and current date. Child's name, dosage instructions, current date, name

of medication and times to be administered should be clearly written on all medication forms along with a parent's signature.

Clothing/Attire

Children should arrive dressed for play. Daily activities often include outdoor play and/or messy activities. Children are highly encouraged to wear socks and tennis shoes daily to prevent accidents when playing on the playground or traveling to and from different areas of the church.

All children walking age and up are required to wear shoes to school. Children's shoes will be kept on at all times for their safety. In the event of an emergency, it may be necessary for us to evacuate the building quickly.

Behavior/Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, firmness, and positive reinforcement. We stress, respect for other people and respect for property. Young children often have difficulty expressing their feelings. Sometimes they may hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when the offense involves another person, and withdraw privileges.

A period of "time out" or a brief cooling off period will be used if needed. Children will be separated from the group only when the teacher has tried other methods for guiding the child's behavior and these methods have been ineffective or the child's behavior threatens the well-being of themselves or other children. Children will not be subjected to discipline which is severe, humiliating, or frightening.

Discipline will not be associated with food, rest, toileting, and playtime or outside time. Spanking or any other form of physical punishment is prohibited.

If a child displays disruptive behavior, communication will be sent home notifying the parents or a parent conference will be scheduled. This includes any type of behavior that is disruptive to the class and other students such as: biting, hitting, kicking, pushing, scratching, spitting, defiance of direction, use of inappropriate language, etc. Each situation will be dealt with on a case-by-case basis by the Director.

Please Note: Dismissal could be deemed necessary if the child's behavior does not improve or worsens.

Extended Care

Options are available for parents who wish to bring their children before or after the regular Preschool hours. If your child stays for lunch, they need to bring it, along with a drink, from home. Please make sure you pack it with a cold pack if it needs to stay cold. We have very limited refrigerator space.

Per the Health Department, we cannot prepare food for the children- including microwaving/warming their lunch. If your child will be napping you need to supply a nap mat that is at least 1-inch-thick (per state regulations), a sheet or blanket for your child to lie on, and a blanket to cover them.

Before Care

HP Kids before Care will be offered Tues. Wed. and Thurs. from 7:30 – 9:00 a.m.

This option will be on an as needed basis. You must pre register for this service. We schedule teachers to provide this service based on need.

A \$6.00 charge will be added to your monthly statement for each day this option is used regardless off drop off time. If your child stays from 7:30 – 9:00 a fee of \$9.00 will be added to your statement.

After Care

HP Kids after Care will be offered Tuesday, Wednesday and Thursday from 2:00 – 4:00 p.m.

There will be a charge of \$6.00 per hour and \$12.00 per day for this service. A minimum fee of \$6.00 will be charged if your child stays for any length of time. **Reservations must be made in advance.** Charges will be billed at the beginning of the month along with your tuition. If you are in need of an occasional “drop in” until 4:00 p.m. **you must call 24 hours before the need to make sure there is space available.** A \$15 “drop in” charge for the day (2:00 – 4:00) will be billed to your monthly statement.

Parents picking up their children after 2:00 pm for preschool, 4:00 pm for aftercare are considered late and will be charged a fee of \$1 per minute per child, according to the center’s clock. You will be billed on the following month’s statement. Should there be an excessive amount of late pickups it could be cause for dismissal from all programs.

Birthdays/Parties/ Special Occasions

Parties are planned for the children throughout the year. Teachers may ask parents to sign-up to bring items and/or assist with the party. Parents are always welcome to attend any special event. We encourage the children to celebrate their birthdays with their classmates at school, but some like to have parties outside the program. If parents would like to send out invitations, please make sure everyone in the class receives one. Please notify your child’s teacher if you want to bring a special snack for your child’s birthday. Modest, nutritious snacks are encouraged. For safety reasons, **please do not send balloons.**

****Per the Florida Department of Children and Families, because we are a limited food service school, all food that is brought in to school to share with others must be from an approved food source (i.e. Wal-Mart, Winn Dixie, Publix, etc.) and not homemade or prepared/cut up at home. Due to allergies, please do not send in any peanut or peanut butter items.**

Communication

While your child is attending Preschool we must be able to reach you (in case of an emergency or if your child becomes ill). Please remain reachable by phone while your child is in attendance.

If at any time your contact information should change, please notify the Preschool office **and** your child’s teacher immediately.

We use email to communicate upcoming events, news, and etc. from the preschool. Please make sure the office has your correct email contact. If you do not have an email address, please let us know so we can make sure you receive all emailed communication in another form.

Communication between parents and teachers is essential in providing a positive experience for the children. We have many forms of communicating with the parents.

If at any point and time during the day you know you will be turning your phone off for an extended period of time, please let us know in the event we need to contact you.

Initial meeting with parents - Prior to enrolling your child, the director or person in charge will show you around the center and answer any questions you may have. You may wish to share concerns about your child and tell us what you expect for the program. Please tell us if your child is on medication, behaves in any unusual way, or has special needs of which we need to be aware.

Parent /Teacher conferences - Conferences between parents and teachers are encouraged to keep lines of communication open. If you desire a conference with your child’s teacher, please contact the office and we will assist you in scheduling this meeting. Please refrain from talking with the teacher at length during arrival/dismissal times. Conferences with the director are also encouraged any time you have concerns, need, or suggestions.

Parent Information Boards - These are located outside (or inside) the classrooms and by the Director's office. This is a place that we will post newsletters, schedules, special notices, and other important information.

Monthly Newsletters - Teachers send home a monthly newsletter with important information about what will be happening in your child's class.

Daily Reports - A daily report will be sent home with our infant, toddler, and 2 year-old classrooms along with those in the 3 and 4-year-old classes who stay for After Care. Please be sure to read these notes about your child's day. If your child comes to Before Care and you need to communicate something to his/her teacher that is not in Before Care, please ask for your child's Daily Report so you can write down what you need to tell the teacher.

If you have any questions, misunderstandings, or grievances about your child's class, we ask that you first discuss them with your child's teacher, and then you can bring it to the Director's attention. As always the Director is available to you for a conference. We are here to help you and your child have a positive
Preschool experience!

Revised June 2017

Please Note:

Pages 10, 11 and 12 should be read, signed, dated and returned to office prior to August 25, 2017.

Parent Handbook Acknowledgement Agreement Form

I understand that these policies describe important regarding HP Kids Learning Academy. If at any time I have questions regarding these policies, I should consult a member of the management team.

My relationship with HP Kids Learning Academy is voluntarily entered into and is subject to termination by myself or the facility, with our without cause, at any time either the center or myself believe such action is appropriate. Such termination shall be subject to all the policies to termination of services.

I acknowledge that I have received, read and understand the policies contained in the parent handbook. I further agree to comply with these policies.

Child's Name: _____ (Please print)

Parents Signature: _____ (Please print)

Parent Security Password

A password provided by the guardian must be on file in order to call in for pick-up changes. Parents must show proof of guardianship if parents are separated or child is adopted.

My families Password to be on file for security purposes is:

Suggestion: Pets name, 4 numbers (birth date), spouse middle name.

Parent's Name: _____ (Please print)

Parent's Signature: _____

Date: _____

Staff signature: _____ Date: _____

HP Kids Learning Academy 2017-2018

Child's Name: _____

Date of Birth: _____ Sex: Male or Female

Mother's Name: _____

Father's Name: _____

Home Address: _____

City: _____ Zip: _____

Phone/cell numbers: _____

E mail address: _____

Church Membership or Attendance: _____

Emergency Contact: (After failing to reach either parent? Needs to be local)

Name: _____ Relationship _____

Phone number: _____

Name: _____ Relationship _____

Phone number: _____

Name: _____ Relationship _____

Phone number: _____

Allergies: _____

Medications: _____

Potty Trained? ___yes ___no Special Instructions: _____

The following People have my permission to pick up my child:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Please let us know of custody or legal issues that may exist.

Parent's Signature: _____

Date: _____

For Office Use Only: Date Received _____

Registration/Supply Fee Paid Yes No Cash _____ Check # _____ Amount _____

Room Assignment: _____

HP Kids Learning Academy - Medical Release

Parent's Name: _____

Phone: _____ Cell _____

Address: _____

City & State: _____

Zip: _____

Child's Name: _____

Date of Birth: _____

My child, _____, has my permission to participate in HP Kids Learning Academy, sponsored by Hiland Park Baptist Church, 2611 N Highway 231 Panama City, FL 32405.

In consideration of granting permission by Hiland Park Baptist Church, its agents, servants, and members for the participation in such activity by participant and custodian hereby, release and exonerate Hiland Park Baptist church, its agents, servants, and members from any and all liability of every nature and kind pertaining to such activity or the participation therein by participant. Participant and custodian expressly covenant not to sue or do hereby waive and relinquish whatever right either may have or which otherwise might accrue against Hiland Park Baptist church, its agents, servants, and members by virtue of the sponsorship and supervision of such activity and/or the participation therein by participant.

Participant and custodian hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to participant under the general or special supervision, and on the advice of a license physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under their supervision.

Allergies _____

Doctor _____

Insurance Company _____

Policy # _____

The consent, waiver and/or lease provisions hereof shall remain in full force and effect until written notice or revocation or withdrawal is received by Hiland Park Baptist Church at its office at 2611 N Highway 231, Panama City, FL 32405, (850) 785-6530

Parent/Guardian signature

STATE OF FLORIDA, COUNTY OF BAY

Before me personally appeared _____ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed. WITNESS my hand and official seal, this _____ day of _____ A.D. 20 _____

My Commission expires _____
Notary Public State of Florida

Notary seal here: