



Dear Parent/Guardian,

Welcome to Dallas Bay Weekday Preschool. Our goal is for families to have an active role in their child's learning. I feel you will be pleased with the planning that goes into our program to help your child learn in various manners. We offer a talented and specialized staff. Our purpose is providing love and safety as your child begins to explore the many aspects of learning.

Thank you for joining our preschool family. We pray that you are blessed with lifelong friendships that begin with your child's preschool experience. If you have questions or concerns regarding your child, please contact me at any time.

Please check our website at www.dbbc.org for newsletters and events. Our church number is 842-9299 ext. 317, the direct preschool line is 423-664-5928 and our fax is 423-664-5935. You may reach me also by email at dnoles@dbbc.org. I look forward to having your child be part of our preschool program.

Blessings,

Dawn Noles
Director of Preschool Ministries
Dallas Bay Church

Dallas Bay Weekday Preschool Policies & Procedures

The following policies & procedures have been compiled to provide information and clarification concerning the programs of preschool age children at Dallas Bay Weekday Preschool. These guidelines are not intended to be restrictive but rather to enhance and improve our program.

Please read this manual carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call 842-9299 ext 317.

Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool programs offered at Dallas Bay Weekday Preschool.

FEES

There is a \$30.00 non-refundable registration fee due at the time of registration. This payment will reserve your child/children a place in our program. The registration fee for additional children will be \$15.00 per child. A \$75 school supply and \$50 related arts fee will be charged, per child for supplies. The fees in the amount of \$125 are due by July 1st. The supply and related art fees do not have discounts for additional children.

TUITION/LATE FEES

Yearly tuition is \$1320. Payments can be made yearly, per semester or monthly. Tuition payments are to be made on the first day of the month if paying monthly. Please note the schedule below. Payments are accepted in two ways. They may be made online at <http://dbbc.org/payment> or at the kiosk located inside the church. A \$10.00 late charge per child will be added to payments not made on schedule. The \$30 registration fee may be paid by check. There is a \$20.00 fee for checks returned non-sufficient funds. A \$5.00 late fee will be charged per child in increments of 15 minutes. (Ex: 1-15 minutes late \$5, 15-30 minutes \$10) in the event that payments fall behind for 1 month, your child's spot will become available.

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|------------------------------|-------------------------|
| 1) August 1st | 6) January 1st |
| 2) September 1 st | 7) February 1st |
| 3) October 1st | 8) March 1st |
| 4) November 1st | 9) April 1st |
| 5) December 1st | 10) May 1 st |

3 PAYMENT OPTIONS ARE AVAILABLE:

- **Option 1- One time payment of \$1320 on August 1st.**
- **Option 2- Two payments of \$660 on August 1st and January 1st.**
- **Option 3- Monthly payments of \$132 on the first of each month.**

WITHDRAWALS

In the event you choose to withdraw your child from the program, you are required to give a written one-month's notice. If we do not receive the month notice, you will be required to pay for that month. In the event you decide not to attend the last month of school, even with a month's written notice, a required payment of half of May will be required. You agree to this contract by signing the registration forms.

BUILDING ACCESS:

All doors will be locked to the church at 9:20. If you arrive late or need in before 2:15 you will be required to be buzzed in at the preschool doors by the playground. A staff member will assist you.

ARRIVAL/DEPARTURE PROCEDURES

Please walk your child to the Preschool wing each morning to be scanned in at the registration desk. You may use the tower entrance, doors at the preschool registration area, or the pull through to enter. Please do not block the entrance area. We ask you to be PROMPT in your arrival and departure. We want your child/children to benefit in all the planned activities for the day. We will begin check-in 15 minutes before the program starts. Doors will be unlocked to the preschool wing 5 minutes before start time. All changes in the usual pick-up person must be relayed to us in WRITTEN form. In the event that you may need to verbally change pick-up arrangements by phone, we will take the name of the adult picking up, require that you have placed them on your registration file and require him/her to show identification at pick-up. The verbal agreement will require this for all persons, including parents. Your help with this policy is appreciated and enforced to protect our children. If it is necessary to pick up your child before scheduled pick up, we will need a form completed. Otherwise, doors will open at scheduled time. If a pattern of arriving late begins, you will be reminded of start times and special arrangements may be made. Being tardy on a consistent basis not only hurts your child but the entire classroom. NO EARLY DISMISSALS AFTER 2:00.

INCLEMENT WEATHER

We do not follow Hamilton Co. school schedule for late start or closing. Delays and closings are decided upon with each weather event. Please be sure to check our Dallas Bay Preschool Facebook page, the church website (dbbc.org), and news channel 9 for updates in late starts or closing. Make-up of inclement weather days will be at the discretion of the Director.

EMERGENCIES

Fire drills and severe weather drills are practiced periodically. In the event of an emergency, our students and staff will exit the building and we have information on each child to give to emergency personnel, if necessary. Should evacuation of the building become necessary, we will go to 8271 Oxford Drive (the home of a church member). We will, of course, make contact with you at the soonest opportunity. Children will be released once clearance has been received from proper authorities.

CLOTHING AND PERSONAL BELONGINGS

Please mark all belongings with your child's name. Dress your child comfortably for school activities. We go outside daily (weather permitting), to the gym, and work with paint, glue, and other messy substances on a regular basis. If your child's clothing can be ruined then you probably should not send them to school in it. Footwear, which is recommended, is sturdy, closed-toe shoes. Cowboy boots, flip-flops, and crocs are unsafe on climbers and inappropriate for school. Some hair accessories and jewelry are choke hazards. Please leave these items at home. Please send a change of clothes on the first day of school with your child. These should be placed in a gallon Ziploc bag and labeled with your child's first and last name. We will send this home at Thanksgiving Break so you can send warmer clothes back for the winter months.

HEALTH POLICIES

It is your responsibility to notify us in writing of any medical conditions or allergies your child has or medications taken regularly. A plan for children with allergies or chronic medical conditions, which requires special accommodations, must be agreed upon with your child's teacher and Director. We will ask you to complete a form detailing the steps to take in case of emergency and planning for any needed accommodations in the classroom. An up-to-date immunization record must be signed by your health care provider and submitted to us upon enrollment. If your child receives further immunizations during the year, please provide us with information so our records remain current. **NO** child may attend school without a health record on file. For the protection of all children and adults, parents are requested not to bring a child who appears to be ill. The following symptoms or illnesses should also be need for a child to be kept at home:

- Fever – currently or within the previous 24 hours (without medication)
- Vomiting or diarrhea
- Any symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- Pink eye or other eye infection
- Hand, Foot, and Mouth Disease

A parent will be notified if a child develops illness during the day. We will keep your child in the office until parent/guardian arrives. If your child contracts a childhood disease following a session, please contact the Preschool Director. No oral medications will be given to a child. (Please keep all medications in parent's possession.) Please report any allergies or special needs to the Preschool Director.

NUTRITION

Your child/children will be served a snack each day. Parents are welcome to send snacks to be shared by the class, but please check with the teacher in advance. Children are required to bring a nutritional lunch each day. Please do not send carbonated drinks or food or beverage in glass containers. A list of USDA-suggested lunch ideas can be sent home at your request.

DISCIPLINE

Physical punishment is not used at school. If there is a problem in the classroom, we use it as an opportunity to reinforce relationship skills, verbal skills, problem solving skills, and compassion for one's neighbor. If there is a persistent problem, we will work with you on further courses of action to help your child regain control of his/her behavior. In the event that your child can not gain control of his/her actions, they will be sent to the Director's office. Please refer to your child's folder for their daily behavior sheet.

TOTE BAGS

Your child will be provided with a tote bag at the beginning of the school year. These are our link to home and we will be placing artwork, notes, letters, etc. in them to get to the parents. Please check your child's bag each day.

BIRTHDAYS/HOLIDAYS

We would love to celebrate your child's birthday at school with special refreshments. Please contact your child's teacher to make arrangements for a date to bring in treats. Summer birthdays may be celebrated during the school year also. If you are bringing invitations to school, please place the invitation in the tote bags of your child's class. If invitations are brought, every child in the class MUST be invited. We will have sign up list to prepare for holiday celebrations we will be having. Please follow the list so we have an accurate amount of treats.

STAFF

Each one of our staff has several years experience and education working with preschoolers. Several are CPR and First Aid certified. Background checks have been completed on each one and continuous training is required which will enhance our program. In the event a problem arises with a staff member, please notify the Director for a scheduled meeting. Class transfers during the year will not be allowed unless made by the Director. Please do not contact staff by text or personal phone to ask questions regarding your child's behavior. If you have concerns, please contact the Director and the appropriate steps will be taken to answer your questions.

PROGRAMS/FUNDRAISER/SOCIAL MEDIA

We will have several opportunities for parents and children to participate in activities throughout the year. In September, we will have an Open House. We will be having a Winter Program. Our Pre K classes will participate in a graduation performance. Each of these events will provide parents a time to visit with their child's teacher. We will be having fundraisers for our program throughout the year. This will take parent ideas and involvement. Any participation in these events would be greatly appreciated. Please contact the Director if you are interested in organizing or chairing any of the events. Social media is a great way for communication and positive comments. In the event that the preschool or staff is being discussed in a negative manner, a meeting will be scheduled, with the Director, for review of continued attendance at the school.

LEARNING

Not only does our program exist to provide a secure, nurturing environment for preschoolers but our goal for growth is to provide your child with activity and faith based teaching. This will allow your child to progress with problem solving, sharing, and expressing themselves in appropriate ways, thinking of others with kindness and learning to love others as themselves. Your child will be challenged with activities for which they are ready and which will help them grow in body, mind, and spirit.

OUR PROMISE

Our staff will love, protect, encourage, and care for your child as you would at home. Our program is tailored to teach each child diligently in all aspects of their day.

BY SIGNING MY CHILD'S APPLICATION I AGREE TO THE ABOVE POLICIES AND PROCEDURES.