

PARENT HANDBOOK



ABC Preschool

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Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6

WELCOME

Welcome to ABC Preschool! We hope and pray that this will be a positive and enjoyable school experience for you and your child. ABC Preschool was developed as an outreach ministry of the Altoona Bible Church and has offered a Christian educational foundation for preschool-aged children since 1990. Everyday, we intend for your child to experience the loving environment that exists through our preschool family. We know and respect the trust you place in us to provide a safe, joyful, supportive and enriching environment for your child. With God's love, guidance and direction, our curriculum provides an education that will offer the following:

- development of early academic skills in literacy, math, art, music and science in preparation for a formal elementary education
- development of age-appropriate life skills, including independence, social-emotional regulation, basic self care, community involvement and safety
- development of fine and gross motor skills
- enrichment opportunities for exploration, experimentation, creativity, investigation, socialization and application of the five senses to learning and play
- an awareness that God is the creator of all things and He has a unique plan for each of us
- introduction and reinforcement of how we can communicate with God through prayer and the study of His word, the Holy Bible
- an understanding of the plan of salvation based on the death, burial, and resurrection of our Lord and Savior, Jesus Christ
- faith based opportunities to become grounded in the basic foundation of Christian living as well as encourage the building of character and emulating spiritual qualities, such as love, patience, kindness, goodness, gentleness and self-control

COMMUNICATION

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. We also ask that you share information with us; including any changes at home that may affect your child at school. Any information you share about your family is kept confidential. It is through working together that we can best meet your child's needs. We look forward to creating and maintaining a wonderful relationship with you and your child while they are students at ABC Preschool.

To maintain communication regarding daily activities, event reminders, school closures, volunteer opportunities and other school needs, we have opted to use the communication platform "Remind." You will be given instructions to download the app and a unique code to use to join our class. We also have a bulletin board that will showcase special information and announcements for parents.

ARRIVAL AND DISMISSAL PROCEDURES

Please keep in mind the entrance and exit of the parking lot are one way only. Doors will be temporarily unlocked from 9:45 – 10:00 AM for drop off and at 1:55PM for pick up. If you arrive after 10:00 AM, you will have to ring the doorbell and speak with the secretary over the intercom. For security reasons, we ask that you do not hold the door open for other individuals. Every visitor must use the intercom and wait to be admitted by the secretary.

An adult must accompany children to the classroom where a teacher will greet them each day. The person who is dropping off must sign the designated sheet. Please use the designated space in the foyer for your child's coat and backpack. Remember to keep other personal items and toys at home. Each child will be responsible for their own cubby space and lunchbox items in the classroom. Upon entering the classroom, they will put away their belongings; then wash their hands before morning free play and centers.

The person who is picking up must sign the designated sheet everyday. Please pick up your child at our classroom door, then proceed to pack their backpack and prepare to leave in the foyer.

If you expect to be late picking up your child, please call us immediately. We understand circumstances can sometimes occur that will cause a parent to be late. However, if a parent is frequently late, a meeting will be held with the parents to determine a plan of action.

TUITION

Monthly tuition covers operating costs of the preschool including teacher salaries, supplies, equipment, special events, celebrations, etc. At registration, there is a one-time, non-refundable \$50.00 fee. Tuition is \$150.00 per month. Payments are due on or before the 5th of each month. Tuition received after the 10th will be subject to a \$15.00 late fee. Payment arrangements must be made before your student can return to school if tuition is not received by the 15th of the month. If tuition is more than one month overdue, your child will be unable to attend until paid in full.

All tuition payments should be made by cash or check payable to Altoona Bible Church. Payments must be delivered via the payment envelope provided by the preschool. In the event that a check is returned from the bank for insufficient funds, you will be required to pay the insufficient check amount plus an additional \$25.00 service fee paid in cash within five days of being notified by the director.

There will be no refund if your child is absent from school due to illness, family vacation or personal reasons. Although enrollment is for a full academic year, we recognize that special circumstances may occur and necessitate the withdrawal of a child before the end of the year. In this event, you must notify the school at least 30 days before the child is to be withdrawn. Fees are to be paid through the end of the month during which withdraw occurs.

ILLNESSES AND ABSENCES

Regular attendance is important to your child's educational progress, but in case of illness, please keep your child at home and inform us of their absence, especially if they have a contagious condition. Use your best judgment and consider the overall health of our class regarding when your child should return to school. Children will not be permitted at school if they are obviously not well or have one or more of the following symptoms:

- temperature of 100 degrees or higher
- any communicable disease or contagious infection
- vomiting within the past 24 hours
- undiagnosed rash
- pink eye or eye discharge, unless treated for more than 24 hours
- fatigue that prevents participation in regular activities
- head lice, until treatment has been administered and evaluated by staff

If a child becomes ill during school hours, we will perform a visual health assessment and determine if your child needs to be sent home. In the event of an illness related early dismissal, please make arrangements to arrive at the school in a timely manner.

In the case of non-illness related absences, such as medical appointments, family vacations or other personal commitments, please notify us ahead of time.

SNOW DAYS, DELAYS AND EARLY DISMISSAL

Our school references local school districts' cancellation and delay schedules in the event of adverse weather. If school is canceled, a make-up day will be scheduled on the following Friday. If local districts have a two hour delay, our school day schedule will be condensed and class will be in session from 11:15 AM to 2:15 PM. Delays and cancellations will be posted on WTAJ's website, sent via message on Remind, and on the ABC Preschool Facebook page.

In the event that an early dismissal is warranted for inclement weather, a Remind text will be sent to all parents. Your child will need to be picked up immediately.

EMERGENCY AND NON-EMERGENCY MEDICAL CARE

In case of an injury or illness requiring immediate medical attention, we will call 911. Our staff is trained and certified in First Aid and CPR and will administer it as needed. Parents will be notified at dismissal of any basic first aid that was administered. If a non-emergency injury occurs but needs prompt medical attention or in the event of a true medical emergency, we will contact you immediately.

SCHOOL EMERGENCIES

In case of an emergency or safety threat, our staff will act in the best interest of your child. We have emergency procedures in place and regularly practice fire and safety drills. Exit routes are posted by classroom doors. Fire extinguishers, smoke and carbon monoxide detectors are located in our classrooms and inspected regularly. If our school becomes unsafe for any reason, our temporary relocation and gathering place will be the Altoona Church of God's parking lot. In the event of such emergency, you will be contacted at the first opportunity and given information regarding the situation.

DISCIPLINE

We believe in positive discipline that focuses on redirecting behaviors kindly, yet firmly. Most of the time, children respond well to this type of discipline and no further action is needed. On occasion, if a child is having a hard time, they may need to be separated from the rest of the class for a few minutes. When the child is ready to rejoin the class, a teacher will discuss their behavior with them and gently remind them how we should act according to God's word. Any constructive guidance given to your child will always include positive reinforcement. Children will be praised when caught making good choices and behaving appropriately. We aim to protect and respect your child's feelings, speak to them at eye level and give them undivided attention when discipline situations occur. If inappropriate behavior continues and is not corrected by positive discipline, a parent-teacher conference will be scheduled for further discussion.

DRESS CODE

Daily activities include indoor and outdoor play and occasionally messy art projects, so we encourage children to wear play clothes and rubber-soled sneakers. Please take weather into account and remember to send sweaters, jackets or coats when necessary. Your child's name should be placed on all personal items. Please keep an extra set of clothes in your child's backpack in a labeled gallon sized storage bag.

LUNCH

Lunch will occur daily from 12:00 – 12:30 PM. Please pack a healthy, nutritious lunch that is easy to eat cold or at room temperature. Food should be provided in containers that your child can independently open themselves. Remember to avoid choking hazards and cut food into appropriate sizes for safe eating. At this time, we do not have rules in place for our school to be allergen-free.

BIRTHDAYS AND CELEBRATIONS

Birthdays are special for everyone at preschool. You are welcome to send in a special snack for the entire class to enjoy on or close to your child's birthday, but are not obligated to do so. We encourage healthy snacks and treats that are small and individually packaged. Please notify us if and when you are providing a birthday snack. If you choose not to send a special snack, your child will still be celebrated and made to feel special on their birthday.

Occasionally, our class will recognize special holidays and events with a celebration. We may ask parents for small donations to make these celebrations possible. We will give adequate notice for such events. Please watch our parent bulletin board for celebration announcements and information.

STAR STUDENT

Each student will be given the opportunity to be Star Student for a week. This title gives them special privileges throughout the school day, a chance to share facts about themselves and to bring an item from home for show and tell. You will be given details in advance when it is your child's turn.