

## **Program Philosophy**

The Hebron Baptist Church Weekday Preschool was founded as a ministry to young children and families of Hebron and the community. We believe that a child needs a loving environment where he/she has the opportunity to grow spiritually, socially, emotionally, intellectually, and physically. We believe that the Weekday Preschool Program should work together with parents to foster growth in these areas.

## **Purpose**

Our purpose is ...

To foster a love for learning through hands-on activities and student participation by implementing academic programs that allow children to grow and mature at their own developmental rate.

To provide a collaborative program where children are encouraged in learning processes through:

- Daily Bible Time
- Monthly Chapel
- Academic Instruction
- Creative Arts and Activities
- Rhythm and Music
- Spanish Class
- Science Class
- Technology
- Cooperative Learning
- Free Play

## **STATEMENT OF FAITH**

### **One God**

We believe there is one God: The Father, the Son, and the Holy Spirit, who subsist in unity and also as three separate distinct Persons.

### **Jesus Christ Is God's Son**

We believe Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth.

### **The Holy Spirit**

We believe the Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, to convict of sin, to lead to repentance, to guide believers, to comfort, to strengthen, and to sanctify the soul.

### **The Bible**

We believe the Bible is God's Holy Word, without error and is the sole authority for life.

### **Man's Need for God**

We believe human beings are the special creations of God, made in His image. They fell through the sin of the first man, Adam, and all human beings are sinners in need of salvation.

### **Salvation**

We believe salvation is a gift through repentance toward God and faith in Jesus Christ. Every person who is truly saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

### **Baptism**

We believe baptism is by immersion after salvation and is done in obedience to Jesus Christ's command.

### **Believer's Access to God**

We believe each believer has direct access to God through the Lord Jesus Christ.

### **The Church**

We believe the Church is a local body of baptized believers with the Lord Jesus Christ as the Head.

## Statement of Policies

### Admissions/Eligibility

Children eighteen months of age to five years of age are eligible to enroll in the program. Admission requirements and enrollment procedures are as follows:

1. A child must be the class age by September 1 to be admitted.
2. The child will remain in that age level class for the entire year.
3. Classes are filled on a first-come first-served basis according to the date of enrollment with the Director.
4. Families currently enrolled must be in good financial standing before re-enrolling.
5. Prior to acceptance in our program, the administration may request, at their discretion, an interview to evaluate the readiness of a child to enter into our structured learning environment.
6. Three and four year olds must be potty trained and be able to independently attend to their potty needs.

Registration forms and a non-refundable registration fee must be submitted in order for a child to be registered in our program. To be fully enrolled in our program, all enrollment forms, release forms, fees, and immunization records must be completed and submitted to the Preschool Office. Hebron Weekday Preschool does not accept any student whose enrollment application or other required paperwork is incomplete.

Hebron Weekday Preschool reserves the right to decline admission to, or withdraw from our program, any child that we believe we do not have adequate resources to serve appropriately.

### Conditions of Enrollment and Acceptance

Our staff is not trained in the area of special needs including: learning disabilities or behavioral, social, physical, or emotional challenges. Once enrolled, students are expected to adhere to the classroom behavioral guidelines and expectations. Students must be able to handle classroom structure including not being disruptive during learning times, the ability to stay seated during seat work, and to show respect to staff and other children in the program. To protect the learning environment of all students in the class, teachers and assistants are unable to devote one-on-one assistance to a child who may require continual redirection.

## **Dismissal from Program**

Hebron Weekday Preschool reserves the right to dismiss any student who has continual disruptive behavior. Such reasons may include, but are not limited to: violation of classroom guidelines and expectations such as continual kicking, biting, spitting, verbal misbehavior, or refusal to follow directions. Further reasons for a child's dismissal from the program would be: failure of parents or guardians to adhere to school policies, misrepresentations or omissions on enrollment forms or in other interactions with the preschool staff, failure to pay tuition/or application fee in a timely manner, and school's inability to meet the special needs of a student.

## **Withdrawal**

The Weekday Preschool Director must receive a 30-day written notice for all student withdrawals. Full payment must be made through the month of withdrawal. Should you decide to withdraw your child in April, you will be responsible for both April and May's tuition. If the Director fails to be notified as stated above, the child will be considered absent and the parents will be responsible for the tuition. Parents who withdraw without a 30-day written notice, or who withdraw with a balance due, may not be eligible for re-enrollment or enrollment of any child.

## **Days and Hours of Operation**

The Weekday Preschool Program begins the first Tuesday after Labor Day and continues until the second Thursday in May. Hours of operation are from 8:00 AM until 1:30 PM Monday – Thursday. Actual class times vary depending on your child's age level and carpool schedule.

Regarding inclement weather: If Gwinnett County Schools or Hebron Christian Academy (either one, not necessarily both) are closed, then the weekday preschool will be closed as well. These school closings are listed on the local television stations, and should be quickly available for you. Hebron Weekday Preschool does not make up snow days.

In addition, we reserve the right to cancel preschool in the event that we have any safety concerns or issues regarding our facility. Occasionally, this might require preschool being canceled with short notice to our parents (*i.e. power outage, iced parking lot, etc*). In the event of inclement weather, you may call our information line at 770-338-0554 ext 506 for updates.

## **Carpool (Delivery and Pick Up)**

All children must participate in carpool. You will be given a personal car security tag at orientation. This should be visible for teachers to see during carpool (*i.e. parents hold up or secure to window*). Children will not be released to anyone without the security tag unless prior arrangements have been made preferably in writing to the Director. Children need to be dropped off and picked up in their designated carpool(s). If you come after the designated carpool times, you will need to check in/pick up your child at the Preschool Office.

Please be on time for arrival and dismissal. Our classes start promptly after carpool ends. A child needs to be on time in the morning so he/she can enjoy all the planned activities, and may become anxious or upset if you are late at dismissal. There is a charge of \$1 per minute after the second afternoon tardy.

## **Guests/Visitors on Campus**

Parents of Weekday Preschool students are always welcome at the school and should feel free to visit the school and/or the classrooms. However, we do request that you schedule an appointment with your child's teacher for a classroom visit or teacher conference.

During normal school hours, we remain in lockdown and you must ring a door bell located at the doors under the covered drop off area of Building A. Please allow time for a staff member to assist you. Parents who come to the school during normal school hours for any reason are asked to go to the front office to sign in and get a name tag.

Hebron is a closed campus, and we do not allow strangers to be in the buildings during school hours unless they are escorted. Children will not be released to anyone without a security tag unless prior arrangements have been made, preferably in writing, to the child's teacher or an administrative team member.

## **Financial Policy**

Tuition is a yearly fee divided into 8.5 monthly payments.

Tuition is payable in monthly payments with the first one due in August at parent orientation and the last payment on May 1. The payment is due the first day of each month and is considered late after the fifth. There is a late fee of \$20.00 for all late payments unless previous arrangements have been made. Accounts 30 days in arrears will result in dismissal from the program. If an account is not paid in full by the last day of the preschool year, the child will not be allowed to attend preschool the following year until the account is paid in full. Your child's teacher will send home tuition envelopes the last week of each month. Please enclose your tuition payment in the envelope and return the envelope to your child's teacher no later than the fifth day of the month.

## **Health Information**

State regulations require each child to have the following on file: Form 3231 "*Certificate of Immunization*" signed by the child's health care provider. This can be obtained from the health department or your doctor's office. We must have this form in order for your child to start our program, and will need updated forms as your child receives immunizations throughout the year. We must also have a "Medical Information" form, authorizing emergency care and transfer of medical records to the local hospital for each child who attends the program.

Do not bring your child to school ill including a rash, fever (of any degree above normal), pink eye, runny nose, bad cough, diarrhea or vomiting. If your child complains of not feeling well, please keep them at home for the day. Should a child become ill during the day, the parent will be notified and should pick up the child as soon as possible. The child will be removed from the room under adult supervision until the parent or authorized adult arrives. Children should not return to school until they are symptom free for twenty four hours.

In the event that a child contracts a communicable disease and exposes other children, a notice will be posted and parents will be notified. The child will not be readmitted until the contagion has passed.

## **Medication**

Personnel of Hebron Weekday Preschool will only administer medication if it is absolutely necessary during school hours. Such medications would include: inhalers and Epipens. In order for any medication to be dispensed, it must be in the original container with dosage instructions on the label. A parent or legal guardian must complete a Medicine Release form which can be obtained from a member of the administrative team. Please note that we are not trained in diabetic care and cannot administer insulin shots.

## **Communication with Parents**

This booklet has been supplied in an effort to answer many of your questions. Should others arise, please do not hesitate to contact our offices. Parents will also be informed of activities through monthly newsletters, calendars, and notices.

Two parent-teacher conferences will be scheduled: one conference in the fall and one in the spring. Additional conferences may be requested if deemed necessary.

Parents are encouraged to participate in the Weekday Preschool program, however advanced notice is requested. If the teacher is not available to talk with you during a visit, please understand that the children come first during class time.

## **Lunch**

Parents will be asked to send in a lunch with a drink for their child each day. Please make sure you include utensils and hot or cold packs in the lunch box when needed. We do not have access to microwaves, refrigerators, or cups. When sending in carrots, please make sure they are cut into long sticks rather than sending them whole and round. In addition, grapes need to be cut in half as well. Serving these items as a whole fruit or vegetable rather than cut can be a choking hazard.

## **Tote Bags**

All one and two year olds who are not potty trained need a fully stocked diaper bag including a juice cup and a complete change of clothes (weather appropriate).

All other preschool children should have a book bag with a complete change of clothes (weather appropriate). Rolling backpacks are not allowed.

## **Spirit Wear**

Orders for spirit wear will be taken at parent orientation. Children are encouraged to wear school shirts on special school spirit days.

## **Dress**

Children are encouraged to wear play clothes and comfortable shoes. Daily activities include creative play, which may require them to be active and get messy. We want children to be comfortable and to enjoy themselves without worrying about their clothes. Also, please place your child's name on all outdoor wear such as coats, jackets and hats. Please do not send children in open toed or backless shoes (*i.e. flip flops, sandals, or rubber/foam shoes*).

Children must have a complete change of clothing in their tote bag at all times. The change of clothing should be appropriate for the season and should include socks. Clothing should be placed in a labeled resealable plastic bag. At this age, "accidents" can happen at any time.

## **Toys**

Please do not let your child bring toys from home, unless the teacher asks you to do so for a special occasion. The toys distract children from planned activities and upset them when they get lost or broken.

## **Potty Training**

Two-year-olds will be encouraged when potty training begins. Please communicate with your child's teacher if you have a specific potty routine for your child at home.

Three- and four-year-olds must be potty trained and be able to independently attend to their potty needs. With this age group we begin introducing more structure that does not allow time for changing diapers or pull-ups.

## **Discipline Policy**

We use behavior systems that reward appropriate behavior and give consequences for unacceptable behavior. Each age level uses a "green, yellow, red" system. Children start each day on green and the object is to stay on green to receive a reward. If unacceptable behavior occurs, the child will move their card, clip, etc. to yellow and then red if necessary. Children remaining on green for the specified period of time (daily or weekly) receive a reward. You will receive a detailed explanation of the behavior system used for your child's age division by the teacher at parent orientation.

Children not cooperating in a group-listening situation will be seated by a teacher and reminded of acceptable behavior. Redirection may also be a useful tool to move a child from unacceptable to acceptable behavior.

We will also use a "thinking chair" for unacceptable behavior. The child will be offered a choice to comply with rules or be separated from his/her friends for a brief time. Children will be encouraged to use this time to think about what the appropriate behavior would have been.

Corporal punishment is not an acceptable method of dealing with young children's behavior in a preschool environment and is not tolerated in our program.

If the teacher finds that a child is having continual unacceptable behavior, the parent will be contacted. If the problem persists and is detrimental to the child or other children in the class, we may require that the child be removed from the class or program.

## **Confidentiality of Records**

Children's records are open only to the child's teachers, the director, authorized staff of Hebron Baptist Church, and the parents or guardians.

To protect the privacy of our students, Hebron Weekday Preschool requests that families only share pictures/videos of your own child when posting on social media.

You may, from time to time, receive information via email or regular mail from various ministries of Hebron Baptist Church.

## **Suspected Child Abuse**

It is our policy to report any suspected child abuse to local law enforcement authorities.

## **Policy Changes**

The school reserves the right to revise its policies and procedures at any time without prior notice. Parents will be notified in the event changes are made.

Revised 08/27/2018