

# HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

## Contents

PROGRAM PHILOSOPHY .....	2
OUR PURPOSE AND CURRICULUM.....	2
STATEMENT OF FAITH.....	3
ADMISSIONS/ELIGIBILITY.....	5
DAYS AND HOURS OF OPERATION.....	6
WITHDRAWAL .....	6
DISMISSAL FROM PROGRAM.....	6
FINANCIAL POLICY .....	6
CARPOOL (DELIVERY AND PICK UP).....	6
GUESTS/VISITORS ON CAMPUS .....	7
INCLEMENT WEATHER AND EMERGENCY CLOSURES .....	7
EMERGENCY EVACUATION/RELOCATION .....	8
HEALTH INFORMATION.....	8
MEDICATION .....	8
LIFE THREATENING ALLERGIES .....	9
LUNCH .....	10
TOTE BAGS.....	10
DRESS .....	10
TOYS.....	10
POTTY TRAINING .....	10
DISCIPLINE POLICY .....	11
CONFIDENTIALITY OF RECORDS .....	11
SUSPECTED CHILD ABUSE.....	11
POLICY CHANGES .....	12
COMMUNICATION WITH PARENTS.....	12

## **Program Philosophy**

The Hebron Baptist Church Weekday Preschool was founded as a ministry to young children and families of Hebron and the community. We provide a loving, Christian environment where children have the opportunity to grow spiritually, socially, emotionally, intellectually, and physically. Our primary goal is to teach children biblical truths and cultivate a love for Jesus. We believe that all children grow and develop at their own rate and we strive to meet the individual learning needs of each child.

## **Our Purpose and Curriculum**

We provide a learning environment, based on a biblical worldview, that supports the spiritual, physical, emotional, and mental developmental needs of our students. Our curriculum offers a balance of reading and math readiness, guided play activities, Spanish and science enrichment, music and movement, STEM activities, technology, creative art work, outdoor play, and socialization.

Students experience the opportunity to grow spiritually through daily Bible lessons and scripture memorization. Biblical truths are integrated in our daily lessons and activities as well as monthly chapel. Each child will be encouraged to grow and develop, while being nurtured and appreciated for his or her own unique gifts. A Bible curriculum guide is used as our core curriculum and is enhanced by Abeka workbooks as well as additional early childhood resources.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **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.

#### **Marriage and Sexuality**

We believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **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 serve 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 bathroom needs.
7. Children must be able to speak/communicate in English.

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.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **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.

### **Withdrawal**

The Weekday Preschool Director must receive a thirty-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.

### **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 the school's inability to meet the special needs of a student.

### **Financial Policy**

Tuition is a yearly fee divided into nine equal 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 thirty 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.

### **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.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

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 Hebron Weekday Preschool (aka HWP) 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. \*See below.

During normal school hours, we remain in lockdown and you must ring a door bell located at the main entrance for HWP. 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. \*See below.

HWP 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. \*See below.

**\*Due to COVID-19 guidelines, no visitors are allowed inside of our facility during normal school hours.**

### **Inclement Weather and Emergency Closures**

Regarding inclement weather: if Gwinnett County Schools or Hebron Christian Academy (either one, not necessarily both) are closed, then HWP will be closed as well. These school closings are listed on the local television stations, and should be quickly available for you. HWP 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 cancelled with short notice to our parents (*i.e. power or water outage, iced parking lot, etc.*)

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **Emergency Evacuation/Relocation**

Should the need arise to evacuate the premises, all students and faculty will evacuate to a place on campus designated by HWP Security or Gwinnett County emergency personnel. Teachers and assistants will accompany students and will contact parents with location and procedures for pick up. A carpool number or picture ID will be required for a student to be released. Examples of situations that may cause an emergency evacuation may include but are not limited to a gas leak, a substantial water leak, fire alarm, a bomb threat, etc. Each teacher has an emergency file containing student contact information. It is the responsibility of each parent to inform the HWP office and the classroom teacher of any changes to their contact information.

### **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.

Please 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 student become ill during the day, the parent/guardian will be notified and should pick up the child as soon as possible (no longer than 45 minutes unless there are extenuating circumstances). The child will be removed from the classroom and kept under adult supervision until the parent or authorized adult arrives.

Children should not return to school until they are symptom free, without the assistance of fever-reducing medication, for 72 hours unless there is a doctor’s note stating they had an illness other than COVID-19 (ear infections, strep, etc.) and when the child may return to school. We reserve the right to request a doctor’s note for all illnesses. In the event that a child contracts a communicable disease and exposes other children, parents of exposed children will be notified. The child will not be readmitted until the contagion has passed per a doctor’s note stating appropriate return date.

***Our full COVID-19 Policies and Procedures are available in a separate document.***

### **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



## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

administrative team. Please note that we are not trained in diabetic care and cannot administer insulin shots.

### **Life Threatening Allergies**

It is the desire of HWP to help support the well-being of our students who have life-threatening allergies. In most cases, the life-threatening allergy of a HWP student involves an allergic reaction to peanuts or peanut products. It should be clearly noted that HWP is not a “peanut-free” campus.

Parent/Guardian Responsibilities:

- Inform the school in writing of student’s life-threatening allergy. Unless and until such notice is received by HWP by the parent/guardian, the school will be presumed to have no knowledge of any student’s life-threatening allergy.
- Supply up-to-date equipment (e.g., epinephrine injectors) and other necessary medications (e.g., Benadryl).
- Update the school of any allergy status changes.
- Make sure the student knows his/her life-threatening allergy triggers and can identify and avoid such triggers as age appropriate. This would include but not be limited to snacks provided in class and lunches brought by the student and peers.

For those students about whom HWP has been given notice, as stated above, HWP will implement the following policy and procedures. No precautions other than those stated below will be taken to protect a student from an adverse reaction due to a life-threatening allergy. HWP assumes no responsibility to take extraordinary precautions of any kind relative to any student’s allergy.

- If medically necessary, a student will be seated at a table in their classroom that is free from known allergen for contact purposes. However, the allergen could be present within the classroom and could present as an airborne allergen reaction.
- HWP makes no commitment that food anywhere in our facilities, including the student’s classroom, will be free of life-threatening food allergy triggers, such as peanut products or products containing gluten or other allergens. Food allergy products, including peanuts, will not be banned from HWP so it would be reasonable to expect that students, at one time or another and to one degree or another, will have some exposure to food allergy trigger products. This policy does not provide or allow assurance that such food allergy trigger products will not be present on HWP campus.

*The purpose of this policy is to inform parents/guardians of the measure HWP will take and will not take to reduce the risk to students with life-threatening allergies. The policy commitment is contingent upon complete and proper notification of HWP of a life-threatening allergy as defined in this policy. Failure to notify effectually removes HWP from applying this policy.*

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **Lunch/Shareable Food**

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. Please make sure that foods such as fruits, vegetables, hot dogs, etc. are cut into slim, bite-sized pieces and not sent in whole or round as they could be a potential choking hazard.

Any food sent in to be shared with classmates or staff (i.e. birthday snacks, special events), must be in a sealed prepackaged container. Please make sure labels showing ingredients are attached and seals are not opened. No food prepared from home can be shared at school.

### **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.

### **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. If a child needs a change of clothes and none are provided in their bag, a parent will need to bring clothes to the school.

### **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.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

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 and teachers will discuss better choices.

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/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.

## HEBRON WEEKDAY PRESCHOOL PARENT HANDBOOK

### **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.

### **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 HWP, 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.

**\*Due to COVID-19 guidelines, no visitors are allowed inside of our facility during school hours. Conferences will be done via telephone and/or electronic communication.**

Revised 08/11/2020