



**PRESCHOOL &  
KINDERGARTEN**

**Parent Policy Handbook**



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# ABC PRESCHOOL AND KINDERGARTEN

## PURPOSE STATEMENT

The purpose of ABC Preschool & Kindergarten at Fellowship Bible Church is to provide a safe and fun Christian program. We desire to give each child a foundation setting them on a path towards reaching their full potential. We seek to do this through hands on learning, cooperative play, academics, and exploration of the arts.

## WHAT IS ABC PRESCHOOL & KINDERGARTEN?

ABC Preschool & Kindergarten was established in 2000 at the direction of the leadership of Fellowship Bible Church. They envisioned creating a preschool that would meet the developmental needs of children including:

- Spiritual
- Academic
- Creative
- Social
- Physical



# ADMINISTRATIVE INFORMATION

## PRESCHOOL & KINDERGARTEN STAFF

A competent Christian staff has been chosen to give loving, nurturing care to your child. Our teachers have chosen ABC because of their enthusiasm to teach preschoolers and their love of God.

All of our teachers have experience with preschoolers, and many have degrees in education. Our Kindergarten teachers are degreed teachers. Our teachers attend monthly planning meetings and continue their education by attending training workshops offered by professional educational organizations. We also require that our teachers are certified in CPR and First Aid.

# CLASSES

<i>Young Toddlers</i>	12 – 17 months
<i>Toddlers</i>	18-23 months
<i>Young 2s</i>	2 years old
<i>Middle 2s</i>	2 years old
<i>Older 2s</i>	2 years old
<hr/>	
<i>Young 3s</i>	3 years old
<i>Middle 3s</i>	3 years old
<i>Older 3s</i>	3 years old
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<i>Pre-K A</i>	4-5 years old
<i>Pre-K B</i>	4-5 years old
<i>Pre-K C</i>	4-5 years old
<hr/>	
<i>Kindergarten A</i>	5-6 years old
<i>Kindergarten A</i>	5-6 years old

\* Children must be classroom age by August 1<sup>st</sup> of the current school year.



We ask that children entering the three year old and older programs be fully potty-trained. If you have concerns about your child in this area please contact us.

## SCHOOL SCHEDULE

Our school is in session from the beginning of September through mid-May. Our complete school calendar is on our website: [fbctulsa.org/abc](http://fbctulsa.org/abc)

## DAYS AND TIMES

**Preschool:** *Tues. + Thurs. 9:30am - 2:30pm*

**Kindergarten:** *Tues. + Wed. + Thurs. 9:30am - 2:30pm*

## SCHOOL CLOSINGS

ABC will close due to bad weather or other emergencies when Jenks and/or Union Public Schools are closed.

## TUITION

**Preschool tuition:** *\$2,070.00 (per year)*

**Kindergarten tuition:** *\$3,150.00 (per year)*

Families pay a monthly tuition of:

**Preschool:** *\$230 (per month)*

**Kindergarten:** *\$350 (per month)*

*\* There is a \$25 non-refundable enrollment fee at time of enrollment.*

Tuition is paid one month in advance. September tuition is due at time of enrollment, October tuition is due at the beginning of September, November tuition is due at the beginning of October etc.

## DISCOUNTS

- A **10% discount** will be given if tuition is **paid in full** by the first day of school. You may only receive a paid in full discount for up to one child.
- A **10% discount** will be given to the **third child** of families who have three children enrolled for the same school year.
- **The discounts listed above cannot be combined.**

## LATE FEES

- A late fee of \$10 (per child) will apply to all tuition payments made after the 10th of the month\*.
  - A late fee of \$5 will incur if a child is picked up more than 10 minutes late.
- \*There is no reduction of tuition for absences or inclement weather closings.

Exceptions will be made only when special circumstances apply and have been approved in advance by the director.

## WITHDRAWAL PROCESS

- After enrolling in our program, there is a 24-hour grace period for a full refund of tuition.
- Withdrawal notices received by May 31st of the current school year will be refunded in full.
- Withdrawal notices received by June 15th of the current school year will be refunded half of one month's tuition.
- Withdrawal notices received after June 15th are non-refundable.
- Withdrawal notices received after the start of the school



year are non-refundable and require a 30-day notice.

\*The enrollment fee is non-refundable.

## **EMERGENCY CONTACT**

Because emergencies may arise please be sure to update your personal contact information in your Enrollsy profile if changes occur. Sign-in at the classroom each day with an emergency number. In case of an accident or illness, every effort will be made to contact a parent or guardian.



# CLASSROOM INFORMATION

## CURRICULUM

All of our classes use age appropriate Bible curriculum. Our 2 and 3 year old classes practice letter, number, shape, and color mastery. Our Pre-K and Kindergarten classes use Saxon Math and Phonics curriculum. Each of our teachers have access to a variety of other resources. We also have specials classes including music and Spanish that each class rotates through during the day.

## ATTENDANCE

***Preschool & Kindergarten times: 9:30am - 2:30pm***

### Drop Off

Drop off is done at the classroom and begins at 9:25am. It is important for your child to arrive on time so they can participate in all of the daily activities.

When you sign in your child we ask that you do 3 things:

1. On the sign-in sheet write the name of the person who will be picking up your child
2. Verbally tell the teachers who the pick up person will be
3. Put an emergency number on the sign-in sheet

## Pick-up

Doors will open for pick-up at the classroom at 2:20pm. Please plan to pick your child up no later than 2:30pm. If an emergency arises please notify the preschool office with your alternate arrangements. If a student is picked up after 2:40pm a late fee of \$5.00 will be charged for every 10 minutes after 2:40pm.

If the pickup person is someone other than the authorized parent/guardian, the parent/guardian will need to call the office to notify us of the change. You will be asked for your previously chosen password to confirm your identity. The alternate pickup person will need to show photo ID to the teachers.

## TOYS AND PERSONAL ITEMS

We ask that parents do not allow their child to bring personal toys into the classroom. This helps to avoid a wide variety of problems. We do allow children to bring a stuffy for nap time.

Occasionally teachers will ask children to bring certain items for show and tell, nature activities or for special days. Parents will need to check with teachers before bringing pets, insects or other animals.



## REST TIME

All students in two and three year old classes will have a rest

time after lunch. They are not required to sleep, and our non-sleepers are allowed to play quietly with books or some other quiet activity on their nap mat.

## SNACKS



We will provide a snack each day such as goldfish or animal crackers. The children will be given water to drink with their snack.

## LUNCHES

Parents are responsible for providing their child's lunch and drink. We do not have the ability to warm a child's lunch so please pack cold lunches that are "finger-type" foods.

Please do not send your child's lunch in glass containers or include drinks with red dye.

Be sure to label all lunch boxes, food containers, and drink cups.

## BIRTHDAYS

Birthdays are a special time for children, and often they like to share it with their friends. We have a fake cake to allow your child the chance to blow out candles!

If you would like to bring a treat to share with the class for your child's birthday we ask that it is commercially prepared and unopened. Please inform your child's teachers at least 2 days in advance so they can notify parents of children with food allergies to allow them to bring a treat as well.

## HOLIDAYS

We love to celebrate holidays at ABC! Individual classes will have parties several times during the year. There will be a sign-up sheet for each classroom a few class days before the holiday asking parents to provide a small treat or party supply. As a reminder, all treats must be commercially prepared and unopened.

## FIELD TRIPS

Our Pre-K and Kindergarten classes may take field trips throughout the year. We ask that parents drive their own children to field trips. If the parent is unable to do so they are responsible for getting their child transportation.

## DRESS

Please think of your child's comfort and dress them in easy to manage play clothes. We are excited to explore at ABC and sometimes that can leave a little mess on our clothes!

We go outside even on "chilly" days so please bring a jacket, hat and mittens on those days. Please be sure to label all of your child's clothing that they might remove while indoors.



We work very hard to help your child gain autonomy in going to the restroom. Please consider your child's ability to unfasten, unbuckle or unbutton their clothing as you dress them for preschool.

Please provide a full change of clothes in your child's bag in case of an accident.

## WHAT TO BRING

- Backpack
- Drink Cup
- Lunch
- Full change of clothes
- Nap Mat

## ILLNESS AND MEDICATION POLICIES

Please notify the ABC office if your child will not be attending due to illness. If your child appears to have symptoms of illness during the school day you will be called to pick up your child. It is our desire to maintain the healthiest environment possible, and we ask for your help in maintaining that environment.

### **PLEASE keep your child home if any of the following applies:**



- Child has a fever or has had one in the past 24hrs. (Child must be fever free for 24hrs without the use of fever reducing medicines)
- Child has a cold or flu that is less than 4 days old
- Child has heavy nasal discharge or a constant cough

- Child has vomited or has had diarrhea in the last 24hrs
- Child has had symptoms of a possible communicable disease
- Child has an unexplained rash
- Child has exhibited behavior that is not typical for themselves (weepy, lethargic etc.)

Teachers may not administer medication. Parents may come to school and give it in appropriate situations. Please notify the office if your child needs to keep an inhaler or Epi-pen available.

## **BEHAVIOR AND GUIDANCE**

Our goal is to help students learn appropriate behavior or responses, not to punish them for inappropriateness. When discipline is required, we apply the following steps.

### **Grace**

The first step is to remind the child of expectations and offer forgiveness.

### **Space**

The next step is to redirect the child to another activity. If the behavior persists, the child will be directed to a quiet space away from activity with a small toy or book.

If necessary, the next step will be to have the child sit quietly near the teacher without the benefit of books or toys to allow the child time to calm their body on their own.

## **A New Place**

If all previous steps have been taken and the child is still disrupting the class, the child will be taken to the director for an additional time for calming down.

If a child is brought to the director on more than one occasion during a single day, the child may be sent home for that day.

## **BITING**

Biting is a behavior that is prevalent with 1 and 2 year old children. Children of this age have limited language ability, therefore biting can become a way of expressing their feelings. However, due to the risk of the spread of infection and disease, if a student bites another child or teacher on more than one occasion, the child will be sent home for the remainder of the day.

Parents will be asked to confer with the director and teachers and a brief suspension may be required.

## **REPORTING OF CHILD ABUSE/NEGLECT**

We are required by law to report to authorities any suspected incidents of possible child abuse or neglect.

## **PARENT-TEACHER COMMUNICATION**

Please feel free at any time to discuss your child's development with the teachers. However, we do ask that you do not discuss any negative behaviors in front of your child or other children.

You may ask the teacher to write you a note about specific



concerns. If needed, a conference can be arranged with your child's teachers and the director.

Each class will send home a monthly calendar listing special items and activities for their class. Please take the time to discuss these special activities with your child and learn about their day.

In the Fall, teachers will send home a "how am I doing" note for twos and threes to let you know how your child is progressing. They will point out any particular activity your child really loves, and any areas they are working on. This will be followed up in the spring with another letter. Pre-K and Kindergarten teachers will conduct a more in depth skills assessment in both Fall and Spring.

## Note from the Directors

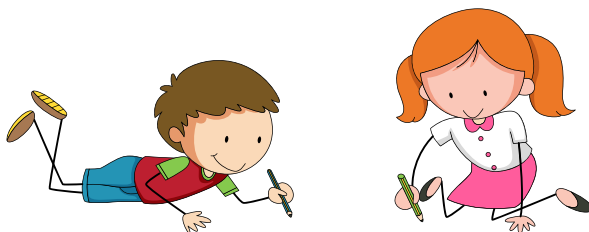
If you have any questions or concerns, we have an open door policy. You are always welcome to stop by our office or call anytime to discuss any issues that may come up. We would ask that if it is a classroom issue you first speak with your child's teachers. If you then have further questions, please stop by our office, email or call us!

Thank you for sharing your children with us! We count it a privilege to minister to them through our program. We are praying for a wonderful school year and for each one of the children attending our school!

## Contact us

***abcpreschool@fbctulsa.org***

**918.481.0430**



# NOTES

# You are invited

We would love to have you be a part of our church family! You are invited to join us on Sunday morning!

## SERVICE TIMES

9:00am and 10:30am

For more information visit our website

**[FBCTULSA.ORG](http://FBCTULSA.ORG)**

 **FELLOWSHIP BIBLE CHURCH**

5434 E. 21<sup>st</sup> Street • Tulsa, OK 74127 • 918.481.1445 • [fbctulsa.org](http://fbctulsa.org)