



Englewood Baptist Church Weekday Preschool

Where little learners learn God's love.



Parent Handbook

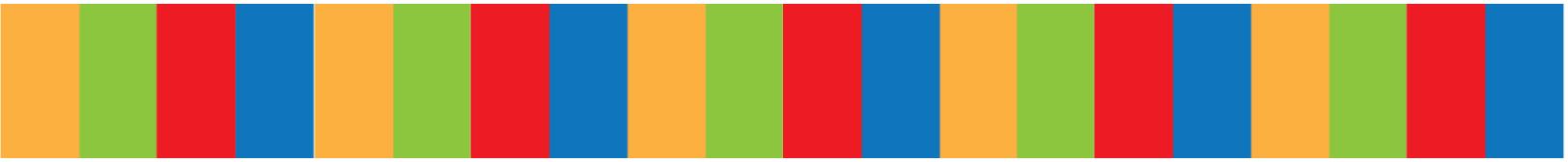
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WELCOME

Welcome to Englewood Baptist Weekday Preschool. We consider it a privilege to have you in our school family and hope that this year is one of growth and blessing. As a ministry of the church, the state of North Carolina recognizes us as a religious sponsored program. We operate under a Notice of Compliance with child care rules and laws rather than a child care license. As such, we meet the rules for a one-star license. We are, though, monitored by the state in the same manner as all other state child care facilities to ensure that our facility is healthy, safe and appropriate for children.

All North Carolina child care programs are required to meet the state's child care requirements. Child care requirements ensure that programs are meeting the minimum standards for care in North Carolina. Programs must maintain a compliance history of 75% for the past 18 months or the length of time the facility has operated. Some of the child care licensing requirements that are checked in a program's compliance history are:

- Supervision of children
- Condition of indoor and outdoor equipment, furnishings, and materials
- Discipline practices
- Child/staff ratios and group sizes
- Sanitation practices
- Health and safety practices
- Staff education, professional development and ongoing training

In addition, centers are required to meet sanitation, building and fire codes as required by other state agencies.

In general – and when not operating under COVID-19 or other restrictions, we have an “open door” policy and encourage families to participate in all areas of school life.

Children need parents to constantly assess the child care arrangement. Here are some proactive ways parents can evaluate child care providers on an ongoing basis:

- Ask your child what he or she does during the day
- Find out how he or she interacts with the caregiver. Listen carefully to what your child says
- Spend a few minutes each day talking with the caregiver about your child (email, text, telephone and, once COVID-19 restrictions are lifted, in person)
- Drop in frequently and participate in activities (again, once COVID-19 restrictions are lifted)
- Observe behavior during drop-off and pick-up, and explore unexplained changes
- Schedule parent/teacher conferences (even and especially during COVID-19 restrictions)

When home and school partner, children experience maximized opportunities to grow and develop in a loving and supportive atmosphere. Let's make that the reality for our children!

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Mission Statement

The mission of Weekday Preschool is to assist and support parents in establishing the foundation for each child's spiritual and educational development in a safe, nurturing, Christ-centered environment.

Purpose Statement

Weekday Preschool exists to minister spiritually and academically to every child and every family through the love of Christ, a Bible-based curriculum, a staff of devoted Christ followers, and strong academic expectations.

PRESCHOOL versus DAYCARE

How does Englewood Weekday Preschool compare to basic childcare/daycare?

- We are licensed by and operate under the rules and regulations of the NC Department of Child Development.
- We have a highly dedicated, experienced staff, who are well-trained in all aspects of child development, child instruction, childcare and child safety.
- We separate children into age-based classrooms to provide better care, more appropriate learning activities, and safer play areas.
- We set staff-to-student ratios well below NC recommended ratios. Most classes are limited to 10-12 students with one teacher and at least one teacher assistant.
- We use age-appropriate teaching schedules and Bible-based instructional materials and activities that align with A Beka curriculum, with focus on the spiritual, academic, emotional, physical and social development of each child.
- We are committed to doing all we can to help each child reach their maximum God-given potential.
- We strive for excellence in all we do.

OUR STATEMENT OF FAITH

WHAT WE BELIEVE

In essential beliefs, we have unity. “. . . there is one Body and one Spirit . . . there is one Lord, one faith, one baptism, and one god and Father of us all. . .”
Ephesians 4:4-6

In non-essential beliefs, we have liberty. “Accept him whose faith is weak, without passing judgment on disputable matters . . . Who are you to judge someone else’s servant? To his own master he stands or falls . . . So then each of us will give an account of himself to God . . . So, whatever you believe about these things keep between yourself and God.”
Romans 14:1,4,12,22

In all our beliefs, we show charity “. . . If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains—but have no love, I amount to nothing at all.”
1 Corinthians 13:2 (Phillips Translation)

WHAT WE BELIEVE ABOUT GOD

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.
Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

WHAT WE BELIEVE ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and Death. He ascended to Heaven’s glory and will return again to earth someday to reign as Kings of Kings and Lord of Lords.
Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; I Corinthians 15:3,4;
Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:13

WHAT WE BELIEVE ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17; John 16:7-13. 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16;
Ephesians 1:13; Galatians 5:25; Ephesians 5:18

WHAT WE BELIEVE ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5

WHAT WE BELIEVE ABOUT HUMAN BEINGS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1,2

WHAT WE BELIEVE ABOUT SALVATION

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

WHAT WE BELIEVE ABOUT ETERNAL SECURITY

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10,14; 1 Peter 1:3-5

WHAT WE BELIEVE ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life and Heaven. Heaven and Hell are real places of eternal existence.

John 3:16; John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15;
Matthew 1:8; Matthew 2:44,46

HOURS OF OPERATION**

- ◆ 8:15am – 12:15am Half-day students
 - ◆ 8:15am – 5:15pm All-day students
 - ◆ 7:00am – 8:00am *Early drop off for pre-approved all-day students only*
- *Note: The classroom instructional schedules do not support drop-in, open-ended student arrivals and departures. We ask that parents support this schedule and arrive on time.*
 - ****COVID-19 restrictions may impact the hours of operation, including drop-off and pick-up.**

OFFICE HOURS

- **The preschool office opens at 8:00am and closes at 5:30pm.**

STUDENT ARRIVAL TIME AND ARRIVAL PROCEDURES

- 8:10am – 8:15am Arrival time for all students
- All students, adults and visitors must enter and exit via the main preschool doors.
- Each student must be accompanied to the classroom by an adult.
- Each student must be signed in at the classroom by an adult listed on the child's enrollment form.
- All-day students must preregister for the early drop-off option.

All students are expected to be in the classrooms by 8:15. Students who arrive after 8:15, for any reason other than a doctor's appointment, miss prime instructional time and cause disruptions to classroom routine(s), instruction, food services and general scheduling.

PICK-UP TIMES AND PICK UP PROCEDURES

- 12:00pm – 12:15pm Half-day students
- 5:00pm – 5:15pm* All-day students
 **Parents may pick up any time during the afternoon as needed.*
- All students, siblings, adults and visitors must enter and exit through the main preschool doors only.
- Each student must be signed out at the classroom by an adult listed on the child's enrollment form.
- Any changes authorizing additional persons to drop off or pick up a child must be added to the application form in writing and in person by a parent or guardian.
- **Changes in pick-up persons cannot be made in response to written note, text, email or phone call to the office or the staff. Such changes can only be accepted in person and must be made by the parent or guardian who enrolled/registered the child.**

CLASSROOM PLACEMENT

Classroom placement is based on the child’s birthday as of August 31st (in keeping with the policy and procedures of the Nash County School system).

Except for infants and younger toddlers, children advance to the next classroom at the beginning of each new school year in August. The Director may deny advancement to the next classroom and will discuss such decisions with the parent.

ENROLLMENT PROCESS

Enrollment begins with a scheduled visit to the preschool office to complete the initial application form and pay the nonrefundable \$75 registration fee.

A face-to-face interview may be required with parent(s) and child in attendance.

Enrollment is completed when all required enrollment packet forms are returned to the preschool on the child’s first day of attendance.

MAXIMYM CLASS SIZE AND STUDENT-TO-STAFF RATIOS

<u>Ages</u>	<u>Number of Students</u>	<u>Number of Staff</u>
Infants	10	3
Young Toddlers (12-18mos)	10	2
Older Toddlers (18-24+mos)	10	2
Twos	12	2
Threes	12-13	2
Fours	12-14	2

CLASSROOM INSTRUCTION AND CURRICULUM

The ABeka Curriculum undergirds the instructional planning for several of our classrooms. These Christian materials have been selected and approved for their proven educational and foundational values in leading little ones to Christ and training them in the Bible, Christian character, language and traditional academic subject matter.

The *North Carolina Foundations for Early Learning and Development* guides teacher planning. Foundations, a guide for teaching—not a curriculum or checklist that is used to assess children’s development and learning, is a resource to define the skills and abilities we want to support in the learning experiences we provide for children.

In addition to the ABeka curriculum and *Foundations*, Bible stories and memory verses are taught in the classrooms each week. During the week students (older toddlers-fours) engage with our pastors or other church leaders in chapel, Braswell Memorial Library personnel and other itinerant educational providers.

TUITION POLICY

Weekday Preschool is a non-profit ministry of Englewood Baptist Church subsidized solely by tuition income, which covers all staff salaries and consumable supplies.

ALL-DAY PROGRAM –

- ◆ **All classes are \$150.00 per week.**
There is no tuition payment due during the weeks of Christmas break and spring break.
- ◆ **Payment is due on Monday of each week.**
If Monday is a holiday, payment is due on Tuesday.

Late payments:

- Non-payment for the week adds a \$30 late fee to the balance each week.
- Non-payment for a period of 2 weeks cancels your child's attendance until the balance, including late fee(s) is paid in full.
- Non-payment for a period of 3 weeks forfeits your child's slot. It may be offered to another child/family. This policy is strictly enforced.

HALF-DAY PROGRAM –

2-day class: \$145/month	4-day class: \$215/month
3-day class: \$195/month	5-day class: \$235/month

- ◆ **The 9 monthly payments are due on the first of each month.**
If the first day of the month is a holiday or weekend, payment is due the next school day.

Late payments:

- Non-payment by the end of the month's first week adds a \$30 late fee.
- Non-payment for 2 weeks adds another \$30 late fee and your child's may not return until the balance, including late fee(s), is paid in full. This policy is strictly enforced.
- Non-payment for a period of 3 weeks forfeits your child's slot. It may be offered to another child/family. This policy is strictly enforced.

Payment Options:

- (1) Check or cash in a completed payment envelope and given to preschool Director or Assistant Director. (**DO NOT** simply place in your child's bags, pockets, etc.)
- (2) Online using the Smartcare APP. (See the Director or Assistant Director for information.)

Note: Tuition payments are due whether the child attends or not or if the facility is closed for inclement weather. Full tuition is also due if children are quarantined because of COVID-19.

WEATHER RELATED CLOSINGS and DELAYS

Weekday Preschool closings and delays will be determined by the Englewood Baptist Executive Pastor and the Weekday Preschool Director. Multiple data sources, including alerts from the Nash County Emergency Services will guide decisions.

The director and/or assistant director will notify Weekday Preschool staff.

Teachers will text or telephone parents with pertinent information. Parents may also check:

- (1) Weekday Preschool website: www.ebcpreschool.org
- (2) Englewood Baptist Church website: www.inglewoodbaptist.com

SECURITY

All exterior doors on the entire campus remain locked. All persons, including children, parents, and visitors, must enter and exit through the main preschool doors only.

Persons requesting entrance to the building must ring the doorbell to the right of the main preschool doors. Entrance is granted only after visual recognition by approved personnel. Without exception, entrance will not be granted to unknown or unauthorized persons.

Note: *COVID-19 restrictions may impact admission to the facility.*

EMERGENCIES

The preschool staff is highly trained in emergency preparedness. The preschool conducts regularly scheduled fire drills, tornado drills and shelter-in-place drills.

In the event of an actual emergency, parents will be contacted by call, text or email to notify them regarding the situation in general and their child specifically.

SMOKE FREE FACILITY

Smoking is prohibited in and around all buildings and grounds owned and operated by Englewood Baptist Church. No Smoking notices are posted on every entrance door.

PARKING

Parent parking is the area just beyond the preschool carport. Vehicles should be turned off and locked. Parents should keep their child(ren) under close and constant supervision.

The parking lot at the top of the steps is for staff only. Parents should not park in that area, use that area as a "bypass," or park parallel to the island opposite the preschool doors.

CHILD ILLNESS

As required by state and local regulations, to protect other children and the staff from the spread of illness within the classroom and/or preschool, **no infant or child may attend with any of the following symptoms:**

- Fever in the previous 24 hours not masked by medication
- Runny nose that is green or yellow in color that is not being treated by antibiotics
- Questionable rash
- Diarrhea and/or vomiting within the previous 24 hours
- Congested and/or croupy cough
- Pink eye or any other contagious eye infection
- Undiagnosed or contagious rash or skin irritation
- Any symptoms of contagious diseases

**Children brought to school with any of these symptoms
will be sent home immediately.**

CHILD ILLNESS – STAFF RESPONSE

When a child runs a temperature of 101 or higher while in attendance, or exhibits any of the symptoms listed above, the following steps will be taken:

- (1) A parent/guardian will be contacted. If the parent cannot be reached, a person from the emergency list will be contacted. It is imperative that parents arrange for a sick child to be picked up within one hour or less after receiving notification.
- (2) The child will be removed from the classroom and supervised in the office.
- (3) Return to preschool will not be allowed until the symptoms have disappeared for a full 24 hours as mentioned above and/or after taking antibiotics for 24 hours. The child must be able to participate fully in all activities before returning.
- (4) Children must be without fever and fever-reducing medicines (Tylenol, Ibuprofen) for 24 hours before returning.
- (5) When a highly communicable disease is contracted by a child in the preschool, the office or classroom teacher will warn parents of a possible contagion, if deemed necessary.

Head Lice: Preschool attendance is prohibited for all students or staff members exhibiting symptoms of head lice. Proper treatment of head and home is crucial to prevent repeat infestations. Individuals may return to preschool only after they have received proper treatment and are found free of live lice by a staff member. Please contact your child's doctor or pharmacist for questions relating to diagnosis or treatment of head lice.

NOTE: **COVID-19 imposes additional guidance related to illness. Be sure to read.

MEDICATIONS

This is a no-medication facility. No medicines will be administered to any student at any time by any staff member for any reason. Parents will need to come to the preschool to administer medication(s) to their child.

Children with diagnosed conditions that require emergency on-site medications (inhalers, EPI pens, Benadryl, etc.) will need additional state forms completed by their physician. Any such on-site medications must be current, remain in the original prescription packaging that includes the expiration date, and be labeled clearly with the child's name. Medications will be kept in the classroom in a secure location.

Children diagnosed with asthma will need additional state forms completed by their physician. Any on-site inhaler or nebulizer must be current, remain in the original prescription packaging that includes the expiration date, and be labeled clearly with the child's name. Medications will be kept in the classroom in a secure location.

Parents may give permission for teachers to administer topical treatments such as diaper creams, teething pain relief (Orajel, etc.), and sunscreen by completing the necessary permission form. This form is kept on file in the office and in the child's classroom. It is valid for one year.

ALLERGIES

Parents must provide specific, diagnosed allergy information and required treatment. If the appropriate allergy emergency treatment requires an EPI pen, parents are responsible for providing an up-to-date EPI pen, in the original prescription packaging, and labeled with the child's name. The EPI pen will be kept in the classroom in a secure location.

Nut Allergies: This preschool strives to be a nut-free facility. We do not serve foods that would endanger a child with a nut allergy, including peanut butter. Some children are so highly allergic that just the smell of peanut butter can trigger a serious allergic reaction. We ask, then, that parents not send snacks or lunches containing nut butters.

NOTE: If your child has a nut allergy, it must be documented by a physician on state-approved forms. If required, additional safety measures will be added on a classroom-by-classroom basis.

POTTY TRAINING

The staff works closely with parents through this process, keenly aware that each child progresses at his/her own pace. All children entering a 3- or 4-year-old classroom should be completely potty trained, unless there are documented medical circumstances. Each situation will be considered by the Director who *may not* approve enrollment in a 3- or 4-year-old classroom for a child that is not completely potty-trained (able to articulate need to potty, able to request assistance, not wearing diapers or pull-ups).

CLOTHING – Daily Dress Code

Children should be dressed appropriate to the season and appropriate for sitting on the floor and playing outside. The children have outside play every day, weather permitting.

Tennis shoes are strongly recommended; loose sandals, flip-flops and Crocs can be tripping hazards.

CLOTHING – Extra items

State regulations require that a seasonally appropriate full change of clothes, including socks and underwear, be placed in a large zip-loc bag labeled with the child's name. This change of clothes will stay in the child's classroom to be used as needed. Soiled clothing will be sent home in a plastic bag and a new set of clothing should be brought in the next day.

TOYS

Children may not bring toys to school unless it is a Show and Tell item. No child should bring characters that depict violent behavior. Children should not bring weapons (even facsimiles), money, marbles, candy, gum or any valuable items. The teacher will hold any inappropriate items and return them to the parent at pick up.

NUTRITION

All-day students receive a morning snack, a hot lunch, and an afternoon snack each day. All meals and snacks are prepared in our licensed café and meet all state-mandated nutritional guidelines. Each week the menu is posted on the Parents' Page bulletin board near the preschool entrance.

Parents of all-day children are asked not to send food items without prior approval from the Director or Assistant Director. If a meal is brought from home, it must meet the same state nutritional guidelines: a meat or protein source, vegetable, fruit and bread.

Parents of infants will be required to provide formula, milk, cereal and baby food needed for each day. All bottles must be prepared, closed with lids, and labeled with the child's name and date. The bottles will be refrigerated upon arrival and warmed before feeding. Breast milk may be brought frozen. Parents must provide bottles. The breast milk will be thawed, placed in the bottle and warmed before feeding. All infant food that is sent from home must be unopened, labeled with the child's name and date. Any leftovers will be sent home at the end of the day.

If your child has nutritional needs that are outside of these guidelines, please speak with the Director or Assistant Director.

Half-day students opt out of the nutrition program by signing the required "opt out" form in compliance with state mandates. Parents should send a daily morning snack with their child.

Note: Peanut butter is not allowed as a snack due to potential allergies in other students.

PARENT VISITS

Parents/guardians are welcome to visit the preschool at any time, but all visitors must be listed on the student's approved list. There are no exceptions to this rule.

All visitors are required to sign-in and sign-out on the visitors' log in the office.

Note: ****COVID-19 restrictions may impact parent/guardian visitation. Please contact the Director to discuss options for meeting with the teacher or other staff face-to-face.**

PARTIES AND PARTY FOODS

Parents may bring party treats for birthdays or other special occasions. However, because of known and/or potential food allergies, all foods brought into the preschool must be **commercially prepared** as they provide a complete list of ingredients. Candies and other smaller items must be commercially prepared and individually wrapped.

Parents should contact the teacher in advance to schedule the best time of day for a party.

**Homemade food items cannot and will not be accepted.
Balloons, gifts, excessive decorations and/or costumes are not allowed.**

Note: ****COVID-19 restrictions may impact items (even commercially prepared) being brought into preschool. Please contact the teacher, Director or Assistant Director well in advance.**

FIELD TRIPS

According to state regulations, preschool children may not leave the facility for off-campus events, such as field trips. When possible and appropriate, monthly programs of special interest come to the preschool. Examples include fire safety programs, dental hygiene presentations and Braswell Memorial Library.

HOLIDAY POLICIES

Christmas: The emphasis is the birth of Christ and the events surrounding His birth. Other non-religious holiday traditions, including Santa Claus, are neither taught nor supported.

Halloween: In compliance with Biblical mandates, no aspect of Halloween is taught, celebrated, or encouraged. Children should not dress in or bring costumes, including masks.

Easter: The emphasis is the death and resurrection of Jesus Christ. While eggs may be used as resurrection visuals, no other secular traditions, including the Easter Bunny, are taught, celebrated or encouraged.

NOTE: Weekday Preschool schedule does not follow Nash County Schools holidays and holiday breaks.

**Following is a summary of Weekday Preschool Discipline/Behavior Management Policy.
Parents receive a full printed copy of the policy prior
to the child's first day of attendance as part of the pre-enrollment Parent Packet.**

DISCIPLINE/BEHAVIOR MANAGEMENT POLICY – summary

Revised 8.6.2019

The *importance* of a discipline/behavior management policy is to provide information on appropriate methods of behavior management to support children's social and emotional health.

The *goal* of a discipline/behavior management policy is to implement behavior management Strategies and practices to support children as they regulate their emotions and behavior.

Behavior management strategies are implemented to enhance children's social success in groups and prevent and address challenging behaviors. Effective strategies include careful planning, providing children with meaningful learning opportunities, and the use of guidance procedure such as redirection and planned ignoring to support children as they navigate the development of social relationships with peers and teachers.

In compliance with NC statues and recommendations:

- No form of corporal punishment is allowed at any time.
- Corporal punishment, as defined in the NC Child Care Center Handbook, is "the use of physical discipline on the body of a child."
- "No corporal punishment at any time" includes spanking, shaking, pushing, pinching, pulling, slapping, slapping, biting or any other form of physical punishment.
- Parents who choose to use spank at home may not bring a paddle or other discipline tool to the preschool for use during preschool hours.
- The staff will not make fun of, yell at, threaten, make sarcastic remarks about, use profanity or any other form of verbal abuse of the children.
- The staff will not criticize, make fun of, or belittle children's parents, families, or ethnic Groups.
- The staff will not shame or punish children when bathroom accidents occur.
- The staff will not deny food or rest as punishment.
- The staff will not relate discipline to eating, resting or sleeping.
- The staff will not place children in locked rooms, closet or boxes as punishment.
- The staff will not allow children to discipline other children.
- The staff will not discipline children by assigning chores that require use with or of Hazardous materials, such as cleaning bathrooms or floors or emptying diaper pails.
- The staff will not leave children alone, unattended, or without supervision for any reason.
- The staff will not discipline for minor misbehavior; preschoolers will be preschoolers!

To promote appropriate behaviors and social interactions:

- Praise, reward and encourage the children.
- Set reasonable age-appropriate behavior limits.
- Reason with the children, and listen with care, compassion and understanding.
- Model appropriate behavior for the children.
- Modify the environment to attempt to prevent problems before they occur.
- Redirect to provide alternatives for inappropriate behavior.
- Provide the children with natural and logical consequences of their behaviors.
- Treat the children with respect for their individual needs, desires and feelings.
- Explain things to children on an age-appropriate level.
- Use short supervised periods of time-out sparingly.
- Use developmentally appropriate guidance and behavior management techniques.
- Stay consistent in implementing the behavior management program.

All children will be encouraged to follow established behavior limits while at preschool. These limits include, but are not limited to:

- For their own safety, children must always walk, rather than run, inside the building, unless engaged in games or music requiring other more active movements.
- Children should use quiet voices while inside. Loud voices are for outside.
- Children should speak kindly and respectfully to other students and adults.
- Children should always keep their hands and feet to themselves unless specifically instructed by their teacher to do otherwise, such as holding hands in line.
- Children should not hit, slap, bite, pinch or push other children or adults.
- Children should not use foul, disrespectful, or offensive language, or use offensive gestures.
- For the safety of others, children should not throw any item of any size or kind inside or outside, unless permitted during games or organized activities.

Each child will be guided to make right choices using a gentle voice and redirection strategies. Consequences for inappropriate behavior will never be related to food, rest or toileting. The teacher will talk with the child about his or her behavior.

Methods of addressing misbehavior will include:

- Staff will redirect from the inappropriate behavior or activity to a more constructive one.
- The child will be directed to “time out” in a designated chair in the classroom to remove the child from the activity until he/she can conform to the acceptable behavior.
- If repeated “time out” in the classroom is not effective for a specific behavior, the child may be brought to the director’s office for additional discussion, additional time out and/or parent contact as the situation and behavior warrant.

NOTE: Only the Director or Assistant Director can “send a child home.”

DISCIPLINE/BEHAVIOR MANAGEMENT POLICY – summary (continued)

- If a child’s behavior becomes so disruptive as to jeopardize the welfare of the group, or if a child within the group has been injured by the misbehaving child, the parents will be contacted immediately. Such events could bring the child’s continued attendance into question. Any decisions will be made in conjunction with the parents, staff and the director.

Definition of Time Out: “Time out” is the removal of a child for a short period of time (2-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time out” space, usually a chair, is located away from classroom activity but always within the teacher’s sight and hearing. During “time out,” the child has a chance to think about the misbehavior which led to his/her removal from the group.

After time out, the teacher discusses the incident, inappropriate behavior and consequences with the child, thus helping the child develop responsibility for making the right choice regarding behavior. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children.

ADDITIONAL POLICIES: Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Parents receive a full printed copy of the policy prior to the child’s first day of attendance as part of the pre-enrollment Parent Packet.

TERMINATION OF CARE

It is a difficult and heartbreaking decision to remove a child from this preschool program. Such a decision is never made lightly or easily. If such a situation arises for reasons other than non-payment of tuition or failure to provide state required documents (e.g. immunization records), the preschool Director will decide termination of care only after input from the appropriate preschool staff and pastoral staff of Englewood Baptist Church and communication with parents/guardians.

Should the situation warrant, this preschool reserves the right to remove a child from the program, always taking into full consideration the best interest of the child, as well as the other children in the classroom.

Removal from the program may become necessary if any of the following occur:

- Determination by the preschool that it cannot meet the needs of the child.
- Determination by the preschool that it is not in the best interest of the child and/or the program to continue.
- Failure of a parent to return state-required forms, particularly medical and immunization records. Cancellation of enrollment is a state-mandated consequence.
- Failure to keep immunizations current; removal is a state-mandated consequence.
- Failure of a parent to pay tuition, resulting in serious overdue status.
- Failure of a child to adjust to the program after a reasonable amount of time.
- Persistent biting, persistent overly aggressive behavior, or other discipline and behavioral problems.

No monies will be refunded for lost tuition should a child be terminated for any of the above reasons.

A note from the director:

This Parent Handbook contains a lot of information - -
rules, regulations, restrictions, requirements and responsibilities!

While the content may seem overwhelming, the care and welfare of your child
is extremely important to us in every area - physically, emotionally,
academically and spiritually - every detail matters.

We take very seriously the opportunity and responsibility that God has entrusted to *us*
when *you* entrusted your little one to Englewood Baptist Weekday Preschool.

Thank you for granting us this remarkable privilege and allowing us to share
a season with you and your child!

