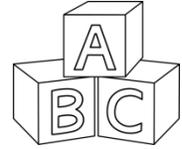


**North Bullitt  
Christian Preschool**



**"Building a Brighter Future through Christ Today"**

**2018-2019  
Policies and Procedures  
Manual**

**Please sign and return the last page of this manual.**

**Keep all other pages for your records.**

**4265 North Preston Highway**

**Shepherdsville, KY 40165**

**(502) 957-5360**

**[nbcpreschool@yahoo.com](mailto:nbcpreschool@yahoo.com)**

## Director- Patty Carney

### Entrance Requirements

North Bullitt Christian Preschool serves families with children ages 12 months through 5 (pre-k). Children that have attended kindergarten or any grade higher cannot attend our program. Children that meet the age requirement must also be offered a place in our program by the Director in order to assure proper classroom placement for all children, as to not exceed state required ratios for licensed child care.

After acceptance from the Director, the following items are required:

- A completed enrollment packet, including enrollment form, general permission slip, alternate pick-up form, and signed policies and procedures agreement
- Registration and supply fee
- Current immunization record (may fax to 957-1611)
- Agreement to specific days to be charged (completed on enrollment form)

### Class Placement

When enrolling, we use the public-school system's date of August 1<sup>st</sup> to determine what class the student will be placed in. For example, a child who has turned 4 prior to August 1<sup>st</sup> will be placed in the FOURS (Pre-K) class, but a child who turns 4 after August 1<sup>st</sup> will be placed in the THREES class. This policy change is to meet the guidelines that are set to affect the kindergarten class in 2019.

### Health Policies

Students will not be permitted to attend school if they are vomiting, have diarrhea, or a fever. They cannot return until **24 hours** have passed from the **last incident** of fever, vomiting, or diarrhea. If a child has a condition such as bacterial conjunctivitis, ringworm, impetigo, or lice, they must be completely free of symptoms before returning to school, and may require a doctor's statement. (See **Head Lice Policy and Procedure** for more information on our head lice policies). If a student becomes sick while at school or has a fever of 100 degrees or more, parents will be notified, and the student will need to be picked up immediately.

We ask that you use common sense when your child is sick, but does not have a fever, vomiting, or diarrhea. This is especially important with younger children as they are more directly in contact with others and often put things in their mouths. The director reserves the right to send a child home if he/she appears miserable from illness or is not participating in class due to illness. This is to protect your child and all other children. Children that *are* sick are more susceptible to contracting other illnesses.

### Immunization Records

A current copy of each child's immunization certificate, signed by a doctor or health department, must be kept on file at all times. These are due to the office within 30 days of enrollment. Enrollment dates are determined based on the student's first day of school. You may fax immunization records to our office at (502) 957-1611. It is the responsibility of the parent or legal guardian to ensure we always have a current record on file. If the immunization certificate has expired, the child will not be able to attend school until a current record has been given to the director.

### **Allergies**

Please make sure the office staff, your child's teacher, and any other teacher who's care they will be in are aware of any allergies, especially serious allergies, your child may have. Food allergies will be accommodated as best as possible. Because we do serve snack in our extended care programs and some classroom activities may involve food, we may ask that you supplement when necessary. See **Medication** for information on how to handle Epi-Pens and other allergy medicine.

### **Injury**

In the event of an injury at school, students will be given first aid by a First Aid Certified staff member. Parents will be notified by phone if the injury is serious. An incident report will be filled out and will need to be signed by the adult that picks up the child from school that day.

### **Child Development and Intervention**

All students will be evaluated within the first few weeks of enrolling in our school using a visual and interactive assessment. In the event a student is having difficulties with certain areas, a meeting will be scheduled with the child's parents or legal guardians to determine the best placement for the child, as well as to discuss recommendations for any necessary third-party intervention. North Bullitt Christian Preschool reserves the right to release any child from our program if we believe they will not continue to benefit in developmental growth from our care or services.

### **Medications**

No medication is ever to be left in a child's backpack, lunch box, or any other location accessible to children. Failure to comply with this policy may result in immediate removal from the program as it is an immediate danger to all children.

Only the Director or other First Aid Certified staff members may administer medications. Medication or special medical procedures shall be administered to a child only when there is written, signed, and dated request from the parent or legal guardian only. These forms are available in the office.

Prescription and non-prescription medication must be in the original container and clearly labeled with your child's name and dosage schedule, and must include written directions for administration.

The time and dosage of all medication administered to your child will be recorded by the staff member that administers the medication. All medication will be locked in a storage container that is kept in the office and is inaccessible to the students. The only exception will be if it is deemed medically necessary to have emergency medication closer to the student.

### **Epi-Pens**

Epi-Pens need to be turned in to the office, where they will be stored in a locked box. If your child has a note from a doctor, we will allow the Epi-Pen to be kept with the child's teacher. All First Aid Certified staff members have been trained in administration of an Epi-Pen.

### **Diaper Rash Cream**

Diaper rash cream, though commonly used, is still considered medication. Please do not keep this in your child's diaper bag or backpack when bringing them to school, as those things are often left within a child's reach. Diaper rash cream, prescription or over-the-counter, should be given to your child's teacher after completing a medication administration form in the office. The cream will be kept out of reach of the children and will need to be picked up at the end of the day. A new form will need to be filled out each day.

### **Child Abuse Reporting Policy**

While we pray all of our students go home to caring, loving families, we must inform parents that we are legally obligated to report any and all cases of suspected child abuse or neglect to the proper authorities. Parents will be notified only if necessary. We ask for your understanding in these matters. It is our hope that we share a common goal of protecting, loving, and nurturing your children.

### **Arrival and Departure**

#### **Drop off Time**

We offer full-time and part-time classes at the preschool. For full-time, drop off is **8:00 a.m.** and staff will sign your child in. Parents will need to take their children to the restroom to wash hands before leaving child with staff. Pick up for full-time is any time between 2:30-5:30.

**We do not offer full time to our 12-24-month-old class. Part time 9:00-2:30 is only available.**

Part-time classes begin at **9:00 a.m.** and children need to be signed in and have hands washed by parents at this time. Pick up for part-time is no later than 2:30p.m. We ask for all children to be in their class, ready for the day to begin by 9:05 a.m., so they don't miss any instructional time or interrupt the class with their late arrival.

If your child is visibly upset for more than a few minutes after you say goodbye, we will contact you. We have found that most students are fine once the parent leaves and their school day starts.

#### **Tuition Rates**

Full time daily rate (8:00 a.m. -5:30 p.m.) - \$35.00/day- This is any time before 9:00 and/or any time after 2:30. **We do not offer full time to our 12-24-month-old class. Part time 9:00-2:30 is only available.**

Part time daily rate (9:00 a.m. - 2:30 p.m.)- \$25.00/day

Number of Days	Part time	Full time
3 days minimum all ages	\$75.00	\$105.00
4	\$100.00	\$140.00
5	\$125.00	\$175.00

## **Payment Policy**

Tuition payments will be due by the end of the day on Monday each week, even if your child does not attend on Mondays. The only exception is if we are closed for a holiday or snow on a Monday, in which case payment will be due on Tuesday. **There will be a \$25 late fee if payments are not made on time.** Two weeks of no payment, or a total of 5 late fees will result in the child's removal from the program. Since NBCP is a non-profit ministry of North Bullitt Christian Church, overdue tuition greatly impacts our ability to operate effectively.

## **Methods of Payment**

We accept Visa, MasterCard, American Express, and checks. Cash is not preferred. Please place checks and receipts for card transactions in the tuition drop box located near the office door. Please make checks payable to "NBCP." A \$25 service charge will be applied to accounts on all returned checks.

## **Attendance Policy**

Charges are billed according to the number of days students are enrolled. If a student is enrolled for three days, but only comes two, a charge for three days will show up on the statement. We allow two (2) days per school year as "vacation/sick" days free of charge. To use these days, you must notify the office that you would like to use them. A credit will then be applied to your account. They will not be applied upon absence. If your child is sick or will be absent for another reason, please notify us by phone, email, or Facebook private message so that we will not expect to see them.

Also, we believe it is extremely vital to the students and teachers that students arrive on time due to their class schedules and routines. Remember, teachers will not be accepting children any earlier than 9:00 a.m., unless they are part of the full-time classes. Excessive tardiness may result in removal from the program.

## **Dress Code**

Dress your child in comfortable clothing. Though protective measures will be taken, there are times when paint or other materials are used, and it may get on your child's clothing. Please do not send them in clothes that have significant value.

## **Shoes**

It is highly recommended that your child wear close-toed shoes to school every day. Sandals, cowboy boots, and dress shoes can have slippery soles making it easy to slip on the playground every day, though it is not a requirement. Shoes without backs or shoes with lifted heels are not permitted.

## **Personal Belongings**

Toys of any kind are not allowed at preschool. Snuggle-with animals or dolls for naptime are allowed. The exception to this rule is if the teacher requests each student to bring in something from home, on occasion, to coincide with their weekly lesson plan.

Please label all of your child's belongings with their first and last names. This includes, but is not limited to: jackets, hats, mittens, backpacks, lunchboxes, ice packs, cups, bottles, and blankets.

## **Potting Training Policy**

If you are working on pottting training at home, we also will do our best to work with your child. Until they are **completely pottting trained they must wear pull ups.**

### **Lunch**

Good nutrition for preschool age children is essential to their development. Please provide a nutritious lunch for your child daily, trying to avoid sweet or fattening treats. Foods should not require refrigeration, heating, peeling, or slicing. Please include foods that your child can handle, such as pieces of fresh fruit, sandwiches, vegetable sticks, raisins, cheese, and other finger foods. You need to put an ice pack in their lunch box to ensure proper temperature of certain foods. An attempt will be made to return leftovers in his/her lunch box so that you will know what was eaten that day.

**The State of Ky. Child Care Licensing requires each child to have all these items. If they do not have them the preschool will have to provide them, and we will charge you \$1.00 per item. If this continues we will have to ask that you be removed from our program. If for some reason your child has an allergy to any of these foods a doctor's statement will be required stating, why they cannot eat or drink what is required!**

### **Every lunch should consist of each of the following:**

- Milk:** Whole milk for one-year old's, skim milk or 1% for children over 2 years of age.
- Protein:** lunch meat, cheese stick, yogurt, peanut butter, etc.
- Whole or enriched grain** item
- Any combination of 2 servings of fruit or vegetables**

\*100% juice may be sent, but it **must in addition to the milk requirement.**

### **Newsletters**

Class calendars will be sent home weekly. Additional memos and class information will be sent as needed. It is important to read all information provided. Failure to do so may prevent your child from being appropriately prepared for special activities and it decreases the opportunity for direct involvement in your child's early education.

### **School Closings, Holidays, and Schedule**

Always call our office at (502) 957-5360 or check our Facebook page for closing information. We will usually agree with Bullitt County's decision to close due to weather, but we have found there are exceptions so always verify with us. Early dismissal due to weather will vary based on specific situations. We will notify all parents in the event of an early dismissal.

NOTE: If Bullitt County Public Schools are on a delayed schedule, we will begin classes at 9:00 a.m. for both part time and full-time classes.

Our first and last day of school may **not** be the same as BCPS. Check our calendar for the correct dates. BCPS monthly in-service days will not impact our schedule.

### **Parties and Celebrations**

Please be sure to check with your child's teacher for any parties or celebrations. Birthdays may be celebrated by sending in a special snack if you choose. Please make sure this snack is purchased from the store. No "home-baked" products are allowed in the facility as required by the state. Please let your child's teacher know in advance if you plan to bring anything. If you child's birthday is not during

the school months, they may celebrate a special day of your choosing during the school year. Please coordinate this with your child's teacher.

### **Gross Motor Activity**

Children will be given outside time for gross motor free play every day possible. The children should dress appropriately for the weather with shoes, coats, hats, scarves, mittens, or gloves. If it is snowing, raining, or extremely cold and windy, the children will not go outside, rather be allowed the same amount of time inside a large enough area to accommodate the class size.

### **Use of Videos In Classroom**

The use of movies and other videos are rarely used in the classroom at our school. Occasionally, video clips are used in chapel as part of the Bible lesson and sometimes in class as part of a lesson. If there is a day when an entire movie will be shown as a treat or because of a special event, we will notify parents.

### **Head Lice Policy and Procedures**

If a child comes to school with head lice, they will be sent home for treatment immediately. The child will remain in the office until a parent or caregiver can pick them up. When returning a child to school after head lice has occurred, please do not take your child to their classroom. You will need to see the Director or an assistant staff member, so they can be checked for evidence of nits before admission to class. A doctor's note may be required. Treatment in 7-10 days is required again. Parents will need to check the child's head daily for up to weeks for evidence of treatment failure.

A notice will be sent home with parents letting them know a case of head lice has occurred in their child's classroom. The room will be vacuumed, sprayed, and any fabric puppets, toys, etc. will be put in a plastic bag and kept there for at least two weeks. Parents will need to wash their children's coats, sweaters, etc.

### **Discipline Policy**

If a student is acting unruly, the discipline methods to be used at North Bullitt Christian Preschool are:

1. Talk with the child about the behavior, and how to handle it without a conflict.
2. Place the child in time out, inside the classroom, facing the classroom activities. "Time out" is not made to make a child feel "rejected" or "separated" from their friends, but rather a time to observe how other children are acting, and determine how he/she needs to behave when he/she is with their friends. Length of time out is no longer than their age. Example:

2 years old, maximum time out is 2 minutes

3 years old, maximum time out is 3 minutes

4 years old, maximum time out is 4 minutes

After a child has been in time out, the teacher will follow-up with key questions such as:

- a. Why were sent to time out?
- b. What could you have done different to avoid time out?
- c. How would you feel if someone did to you what you did to them?

The teacher will always reassure the student in a comforting manner before sending them back to the group.

If a child will not sit in time out in the room, the teacher will request assistance from the directors.

3. If talking to the child and time out do not work, the teacher will discuss the problem with the Director. The Director will observe the situation and offer suggestions. If the student seems to need further instruction, we will have a conference with the parents, teacher, and Director. If parents are cooperative and willing to work with us to resolve the problem) to include home disciplining, professional testing and/or intervention if necessary) we will begin moving forward and work with the student and their family. If parents are uncooperative or non-responsive, the child will be expelled from the program. If the discipline problem continues even with cooperation of the parents, the child will be expelled from the program.
4. If a child becomes aggressive in the classroom, they will be removed and brought to the Director.

When disciplining children, we will be more successful if we can PRAISE the POSITIVE and NOT DWELL on the NEGATIVE. Even if the positive action is very small, use it to life up the child. The end result will be more positive actions from the child. When disciplining a child, we will choose our words carefully and control our tone of voice. A child will speak to you and to each other as they hear you speak to them.

5. NO staff member of North Bullitt Christian Preschool will ever report to corporal punishment (spanking) with a child. If this happens, it will result in immediate termination of the staff member involved.

***Please sign and return this page only after you have read the policies.***

***Keep the manual for the records.***

I, \_\_\_\_\_, have read and accept all of the 2018-2019 Policies and Procedures of North Bullitt Christian Preschool, including the discipline policy. I understand that failure to adhere to the policies set forth in the Policies and Procedures Manual may result in consequences, which are also explained in the Policies and Procedures Manual. I agree to forward any questions or concerns regarding these policies to the Director of North Bullitt Christian Preschool.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

North Bullitt Christian Preschool

## General, Medical, and Sunscreen Permission Slip

Signing below gives the following permissions:

- Your child's participation in outside activities, such as nature walks, pumpkin hunts, picnics, etc. (does not pertain to field trips).
- The staff of NBCP to administer first aid to your child if they become unexpectedly ill or is involved in an accident while at school. Parents will be contacted immediately after calling for medical assistance, which may include ambulance transportation to the nearest hospital.
- The staff of NBCP to administer sunscreen to your child when deemed necessary. Special sunscreen may be brought in by parents. Please label the sunscreen with your child's name.

I give permission for the items described above as it pertains to

\_\_\_\_\_  
Student's name

I understand that neither North Bullitt Christian Church nor the duly authorized leaders of special events are liable in case of such unexpected illnesses or accidents.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy #

# NBCP Alternate Pick up form

*The people listed below have permission to sign my child out of NBCP's care.*

Student's Name: \_\_\_\_\_

NBCP requires that a photo ID be presented when anyone on this list come to sign students out for the day. Please list all persons you allow to pick up your child besides their mother and father.

	Date added
Name _____	_____

Phone number \_\_\_\_\_

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## North Bullitt Christian Preschool Facebook Page

I give my permission for pictures of my child to be posted on the preschool's Facebook page during the 2018-2019 school year.

I do not want pictures of my child posted on the preschool's Facebook page during the 2018-2019 school year.

Child's name \_\_\_\_\_

Parents Signature \_\_\_\_\_

## Parent Permission Form for G Rated Movies/Videos

There will be times throughout the year your child's class will be watching a G rated movie/video that could go along with the theme of the week or a special holiday. These will be viewed by staff first to make sure they are appropriate.

It is NBCP policy that we provide a release form for parents. By signing the release form, it enables your child to be able to view these G rated movies/videos.

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Student's Name

Class Teacher

As parent of the above child, I hereby allow my child to watch these G rated movies/videos

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Parent/ Guardian Signature

Date