



## **Parent Handbook**

ABC Weekday Preschool

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## **Apex Baptist Church Weekday Preschool Purpose Statement and Mission**

The purpose of Apex Baptist Church Weekday Preschool is to extend the mission of Apex Baptist Church by providing an opportunity for children to learn in a faith focused environment. Apex Baptist Weekday Preschool exists for the purpose of providing age-appropriate experiences that will aid preschoolers in growing socially, emotionally, academically, physically, and spiritually. Christian teaching objectives and concepts will be consistent with the Word of God.

Our mission is to provide opportunities to create, explore, discover, respect others, and build self-esteem. It is a place where your child can learn from experienced, enthusiastic and loving teachers.

**Apex Baptist Church gladly welcomes you to attend weekly scheduled events. Please get more details at [www.apexbaptist.org](http://www.apexbaptist.org) or call the office at (919)362-6176 for more information.**

## **Home and School Relationship**

We believe that parents are an integral part of the success of our program. It is important that there be cooperation and communication between the school and the home.

The first month of school is an adjustment period for preschool children. Leaving home, getting accustomed to time regulations, and making new friends are all new experiences. The adjustment is made easier if parents postpone visits to the preschool until after the first month. After this period, an "open door" policy will be in effect where parents are encouraged to visit our classes at any time.

We feel that parent involvement is of prime importance. In the interest of your child, it is good for him/her to know that you, as parents, are involved. Sign-up sheets to help with class parties will be available at the Parent Orientation. Before committing to help, please ask the lead teacher if it is appropriate to bring siblings. Some events may require your full attention.

**We request that you please notify the teacher & director of any change of address or telephone number throughout the year.**

## ***Illness Policy***

We strive to prevent illnesses at preschool. Teachers and children wash hands with antibacterial soap or hand sanitizer after using the restroom and before eating snack. Tables, countertops, and toys are cleaned daily. We encourage hand washing after the use of tissues as well.

The following guidelines will be used to determine if a child should be excluded from preschool. **All sick children must stay home.**

- COVID - Please keep child home if they are exhibiting any signs of COVID. If the child tests positive, please keep them at home for at least 5 days and do not send to school until symptoms are improving and is fever free for 24 hours without the use of fever-reducing medication.
- Fever - oral or body temperature of 100 or higher **without the aid of a fever reducer.**
- Runny Nose - if the child has a runny nose and the mucus is yellow/green and the child exhibits symptoms of an illness.
- Cough – moderate to severe, frequent or disruptive cough (e.g., coughing fits)
- Diarrhea, vomiting (2 or more times in the previous 24 hours), sore throat, earache.
- Any unexplained rash (Impetigo, Chicken Pox, Measles, Mumps, etc.).
- Mouth sores that are associated with an inability of the child to control his or her saliva.
- Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission.
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Strep throat, until 36 hours after treatment has been initiated, and until the child's fever drops below 100.
- Head lice until the morning after the first treatment.
- Scabies, until after treatment has been completed.
- Children with chicken pox should not return to school until all sores are crusted and there are no new eruptions.

Children should be free of symptoms listed and/or on antibiotics for at least 24 hours before returning to school.

If your child exhibits any symptom which results in more care needed than the staff can provide, you will be notified to pick up your child.

If you have questions about whether to send your child to school, please call the school office.

*The judgment and decisions of the director regarding health matters will be final. Children of parents who repeatedly fail to abide by these guidelines are subject to being dropped from the program. We must protect the health of students and teachers.*

## ***Discipline Policy***

It is the teacher's responsibility to provide an atmosphere that is conducive to learning. Therefore, teachers use methods of discipline such as positive reinforcement and redirection. Time-out is used for behaviors that are destructive or physically harmful to others or oneself and is based on the standard 1 minute per year of age.

## **Schedule**

School will begin each morning at **9:00 a.m.** (drop off carpool begins at 8:50) and will dismiss each day at **12:00 noon.**

## **School Pictures**

Individual pictures will be taken in both the spring and fall. Siblings are welcome to be photographed during Fall pictures only.  
Class pictures will also be taken in the spring.

Please see calendar for dates.

## **Chapel/Music and Movement**

Chapel/Music and Movement is scheduled for M-F.

The teacher will share Bible stories, songs, and Christian truths with the children. All children enrolled will participate. Our staff will continue this Christian emphasis daily in the classroom as well.

## **School Snacks / Food Allergies / Parties**

### **School Snacks**

Daily snacks will be provided by the preschool. These snacks consist of finger foods like goldfish crackers and graham crackers. Teachers will have access to ingredient labels. Some teachers may request your child to bring in a snack to share when he/she is line leader on certain days. Check with your child's teacher as to what her policy is on this.

### **Food Allergies**

If your child has a food allergy or other allergy, a form will be provided for you to fill out to indicate your child's specific needs. This form will be posted in your child's classroom. Teachers will also post a sign at the classroom doors indicating allergies specific to that class. Please keep these allergies in mind when sending in special snacks or birthday treats.

If your child has a food allergy you may want to send in a small supply of "safe" snacks to keep in the classroom for your child to have if needed.

### **Parties**

Teachers will try to assign your child to be the class line leader as close to their birthday as possible. Special treats may be sent in to celebrate. Please arrange this with your child's teacher.

Each class will have a variety of special occasions to celebrate (i.e., Thanksgiving Feast, Birthday Party for Jesus, etc.) during the year. The teacher will have a sign-up sheet if you would like to help plan and/or provide snacks for the event.

## **Tuition Payments**

For each school year, there are a total of nine tuition payments and these are paid a month ahead, due on the first of each month, beginning in August and ending in April.

Instructions on how to make payments will be made available upon enrollment in our program.

## **Tuition Policy**

- Payment is due on the 1st of each month beginning in August and ending in April (9 payments).
- Payment will be considered late if it is not received by the 10th.
- **Please add a 10% late fee** if tuition is late.

If the monthly tuition, plus the late fee is not paid by the end of the month, the child will be dismissed from the program unless special arrangements have been made.

## **Withdrawals**

Please allow a **one-month** notice when a child is withdrawn if the reason is any other than illness. All notifications should be submitted in writing to the Director. Without the **one-month** notification of withdrawal, the following month's tuition is still due. Because we do not fill classes the last two months of the program, **notice of withdrawal for the months of April and/or May must be provided on or before March 1**; otherwise, the tuition for both the months of April and May are required.

If a withdrawal occurs at the request of the ABC, the unused portion of any month's tuition will be refunded.

If you are moving and will be withdrawing your child, it would be greatly appreciated if you could give us the date of the withdrawal at the earliest possible time.

## **Clothing / Dress Code**

- We strongly suggest all children should wear sneakers or rubber-soled shoes that are suitable for the gym or playground. Flip-flops, Crocs, and other shoes which come off easily are not recommended.
- Your child should be dressed in comfortable play clothing.
- For easy and quick identification, jackets, etc. should be labeled with the child's name.
- Dress your child warmly in cold weather as we do have outside play.
- Clothing that suggests anything not in keeping with a Christian preschool should not be worn. Inappropriate sayings or pictures on shirts should not be worn.
- Children should wear clothing they can manage easily at bathroom times and that will not keep them from playing freely and safely during play time.
- Paint smocks are provided by the preschool when painting activities take place.
- All children must bring a change of clothes for use in case of any accidents. Please be sure that you label your child's clothes. Clothes can be placed into a large zip-lock bag for easy storage and identification.

## **Book Bags**

Book bags will be provided for each child enrolled in school. These bags are to be used by your child to bring items to school and take-home items related to preschool. They will serve as a source of communication for teachers and parents and should be checked daily. Cost of the bags is included in the registration fee.

**A \$10 fee will be charged if a replacement bag is needed.**

## **Emergency Release Authorization Information**

All children must have written permission from a parent before being released to another adult. Only those persons authorized to receive your child will be allowed to receive them. Photo identification will be required.

Please make sure the adult picking up your child has your child's pick-up sign.

In the event of an emergency, we will call the parent first. If the parent cannot be reached, we must have on file a list of authorized persons to contact. Please help us by keeping this list updated.

## **Secure Environment**

One of our goals is to provide a safe learning environment for the preschoolers entrusted to our care. We have put some measures into place so that while your child is in our preschool wing of the building, all access doors will be locked. If you need access to the preschool for any reason between 9:15 and 11:45, please ring the doorbell found outside of the glass doors at the end of our hallway, near the church office. If you do not hear a response or are waiting for a few minutes, please go to the church office for assistance.

## **Arrival/ Carpool Instructions/ Preschool Access/ Dismissal**

A map will be provided to parents with instructions.

### **Late Pick-Up**

- The preschool day is over at 12:00 noon. We will begin carpool between 11:55-12. Please plan accordingly.
- If a child is not picked up by 12:15, the director or child's teacher will call the parent. If the parent cannot be reached an authorized person on the child's carpool or emergency release form will be called to come and pick up the child.
- In the event you may be late, and it is after 11:45 am, please call the Church Office to inform us as to when you will be arriving (919-362-6176).
- If a child is late (picked up after 12:15) more than once, the parent will be billed \$5 per minute they are late. Thank you for understanding and arriving at 12 for pick up.
- If a child is consistently picked up (more than 5 times per month) after carpool has been completed, it is grounds for dismissal from our program.

### **"No Cell Phone" During Carpool Policy**

For safety reasons, please refrain from using cell phones as you drop off and pick up your child. Please also be sure your phone is not in use as you turn right onto Chatham Street (as this is a town street) and through the end of the carpool process. Thank you for understanding!

### **Closings / Delayed Openings**

- On most occasions we will follow WCPSS's lead regarding inclement weather closings and delays. If there is inclement weather or other schedule change, the Director will notify parents via email in the event of a closing/delayed opening as soon as possible.
- When possible, a limited number of snow days may be made up. In the event days are not made up, we will be unable to issue any tuition adjustments or refunds. Thank you for understanding.

### **Toilet Training/Bathroom Accidents**

Children in our 3 and 4 year old classes must be potty trained. This includes wiping and managing clothing on their own without assistance. In the event a #2 accident occurs while at school, parents will be called to come change their child. Thank you for understanding.



## **Emergency Evacuation**

### **Shearon Harris Evacuation Plan**

Shearon Harris is a nuclear plant located approximately 10 miles from Apex. In the event the Shearon Harris Plant feels the need to evacuate people within a 10-mile radius of the plant, Apex Baptist Preschool has been instructed to transport our students to Sanderson High School. Police and fire officials have the power to summon public school buses to transport people in emergency situations.

Sanderson High School is in North Raleigh. Take US 1 North / I-440 to exit 8 on Six Forks Road (north), west (left) on Millbrook Road and take a right on Dixon Drive.

In the event of an evacuation, tune in to your local TV or radio station for further instructions for evacuation. If your child is transported to Sanderson High School, they will be cared for by school and county officials until you arrive. Transporting students to Sanderson High School will be a last resort measure. It is hoped by the officials at the Shearon Harris Plant to provide adequate warning to ensure each parent enough time to retrieve their child at ABC preschool.

Any updated information from the Shearon Harris Evacuation Plan will be forwarded to you.

## **Contact Information**

Address: ABC Weekday Preschool  
110 S. Salem St., Apex NC 27502

Phone: Weekday Preschool Office (919)249-9880  
Church Office (919)362-6176

Website: [www.apexbaptist.org](http://www.apexbaptist.org)

Email: [preschool@apexbaptist.org](mailto:preschool@apexbaptist.org)

Thank you for reading our Parent Handbook. A form will be provided by your child's teacher for you to sign in acknowledgement that you are familiar with our policies and procedures. Thank you!