

KIDS Preschool Parent Handbook

This handbook is designed to give insight into the programs and policies of KIDS Preschool. While it is meant to be explanatory, it is not exhaustive. Additions and substitutions may be made at the beginning of a new school year and even, when necessary, within a given school year. Before enrolling in KIDS Preschool, parents are to read through this handbook to understand the expectations and standards associated with attending KIDS Preschool. Upon enrollment, all parents must sign a document stating that this handbook has been read and its contents will be followed.

The current edition is updated for the 2024-2025 school year.

Table of Contents

Introduction Section

School Staff Roster.....	pg. 4
School Board	pg. 4
Staff.....	pg. 4
Support Staff.....	pg. 4

Identification Section

Vision Statement.....	pg. 5
Mission Statement.....	pg. 5
Components of Program.....	pg. 5
Components of Instruction.....	pg. 6
Statement of Faith.....	pg. 6
Doctrinal Statement.....	pg. 6
School History	pg. 6
School Sponsorship and Affiliation	pg. 7
Admission Policies & Procedures.....	pg. 7
Important Legal Information.....	pg. 7

Practices, Procedures, & Policies

Admission Policies.....	pg. 7
Morning Drop-off and Afternoon Pick-up.....	pg. 8
Tuition and Book Fees.....	pg. 8
Financial Assistance Program.....	pg. 10.
Financial Policy.....	pg. 10
Dress Code.....	pg. 11
Conferencing	pg. 11
Field Trips.....	pg. 12
Discipline.....	pg. 12
Lunch.....	pg. 13
Opportunities for Parental Involvement.....	pg. 13
Fund Raisers.....	pg. 13
Volunteers.....	pg. 14
Health and Safety.....	pg. 14
Communicable Disease Policy.....	pg. 15
Transportation.....	pg. 15

General and Miscellaneous Information

Toys & Personal Items.....	pg. 16
Parental Visits & Visitors.....	pg. 16
Reporting Child Abuse.....	pg. 16
School Closure Information.....	pg. 16
Chain of Accountability.....	pg. 17
Change of Address.....	pg. 17
Lost and Found Items.....	pg. 17
School Security System.....	pg. 17
School Calendar.....	pg. 18

Introduction Section

School Staff Roster

School Board

Pastor Eric Smith Ty Hill Vanessa Duren
Pastor Greg Young Hilary Hinton

Staff

School Administrators – Lauren Williams and Tracy Swift

Assistant Directors- Mandy Carpenter and Michelle Evans

Teachers:

Cindy Daniel - Babies
Jerrie Morris - Toddlers
Brandy Petty – 2-year-olds
Hannah Lindsey - 2 year- olds
Christian Swift– 3-year olds
Brandi Ferrell – Pre-K Class
Mandy Carpenter - Pre-K Class

Support Staff

Administrative Assistants – Tabbi Callahan; Michelle Evans
Financial Administrator – Leigh Anne Roberts
Cafeteria Manager – Donna Keymon
Assistant Cafeteria Manager - Teresa McLin

Identification Section

Mission Statement

The mission of KIDS Preschool is to invest in the discipleship process of students as they grow in knowledge and spiritual maturity.

Vision Statement

The vision of KIDS Preschool is to see children grow in their understanding of their Creator and develop a relationship with Him.

Core Values of KIDS Preschool

1. The **Bible** is God's word to mankind; one learns more about God through knowing His word.
2. Jesus's life is man's example; God's children are to be "**Christ-like.**"
3. A strong preschool program is **developmentally focused.**
4. A truly developmental program is **Christ-centered**; its goal is to glorify God through Jesus, His Son.
5. A Christ-centered preschool program is staffed by born-again believers who create a **nurturing environment.**

Components of the Program

- All materials incorporated into the school's curriculum are from Abeka, the Christian textbook publisher.
- Activities will include painting, coloring, building, and cutting.
- Manipulatives will build fine motor skills (hand-eye coordination) and gross motor skills (body-space coordination).
- Music and drama (role-playing) are integral parts of the program.
- Story reading is a daily part of the program, and it builds language, cultural, and biblical awareness and good listening skills.
- Weekly chapel services are held on Wednesdays at 10:00 a.m.
- Social skills are taught and reinforced, such as having good manners, respect, sharing, taking turns, and understanding that others have feelings, too!
- Good health and hygiene habits are promoted and practiced.
- Local "field trips" are done to introduce, support, and enhance areas of learning; these are done with the community (4 & 5-year-old class only).

Components of Instruction

When providing instruction that is Christ-centered and nurturing, the teachers and assistants of KIDS Preschool strive to:

- teach children about God's love for them
- teach children to choose behaviors that please their Heavenly Father
- teach children that God loves to hear from His children; teach them how to pray
- teach children to give thanks to God for everything
- teach children that worship is giving thanks, and giving thanks is worship

Statement of Faith

As a ministry of Sharon Baptist Church, KIDS Preschool upholds and adheres to the same doctrinal beliefs as its sponsoring church. Because KIDS Preschool applies these principles and desires to work alongside the home and the church to nurture each child's spiritual walk, the family must understand and support the school's Statement of Faith. The following is a list of the biblical truths that the staff of KIDS Preschool helps and instills through their teaching:

School

Our covenant to parents and students:

- We will teach to our utmost ability from God;
- We will walk as an example of Christian service;
- We will strive to feed the soul as well as the mind;
- We will offer our help, praise, encouragement, and correction, ensuring each child has an educational and spiritual environment.

School History

KIDS Preschool began as a prayer request when a member of Sharon Baptist Church, Mrs. Fran Patterson, saw a need for Christian education. She began to pray for a school where students would be taught the three R's of redemption, regeneration, and reconciliation, along with readin', writin', and 'rithmetic. In August of 1995, after years of prayer, God opened the doors of KIDS Preschool. Since its early beginnings, the preschool has grown to include children from babies to five; it has become a foundational part of Savannah Christian Academy, which teaches children from kindergarten through eighth grade. It has been, and continues to be, an exciting journey; God's blessings continue to fall fresh every day!

Over the years, there have been many changes, both internal and external. Our facilities provide beautiful classrooms, a spacious cafeteria, a modern gymnasium, a child-friendly playground, and even a "storm-friendly" safety hall. While changes are inevitable, one constant will be our devotion to and dependence upon the One True Living God. Our heart desires to honor our Lord in all areas and to develop respect for Him within the children entrusted to our care.

School Sponsorship and Affiliation

KIDS Preschool is:

- sponsored by Sharon Baptist Church as a ministry of the church
- in compliance with the Tennessee Department of Education School Administered Child Care Rules
- approved by the Tennessee Department of Education

Admission Policies and Procedures

KIDS Preschool is open to anyone interested in enrolling their child in a Christ-centered preschool who also agrees to abide by the school's practices and policies, which are aligned with those of its sponsoring church, Sharon Baptist.

KIDS Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

KIDS Preschool reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with the school's administration and abide by its policies.

Important Legal Information

Enrollment in KIDS Preschool is a privilege, not a right. Parents must understand that their children's continued enrollment and re-enrollment depend on their support of the school, its staff, and its policies.

Procedures Section

Admissions

ENROLLMENT PRACTICES AND POLICIES

1. To enter an age-specific class, a child must be the designated age of that class by August 15 of the current school year.
2. Before entering the 3, 4, and 5-year-old classes, children must be fully potty trained (must be able to tell teachers they must go potty).
3. Before attending classes, a copy of a child's updated immunization records with section 1B signed (and on a TN form) needs to be submitted to the KIDS Preschool office.
4. Before attending classes, registration papers, a signed "Permission to Assist to Restroom" form, and a copy of the child's birth certificate must be completed and submitted to the school office.

Morning Drop-Off & Afternoon Pick-up

Only parents, legal guardians, or designated adults listed on a child’s record may drop off or pick up a child. All children must be signed in each morning and signed out at the close of the day. If the child’s teacher or assistant is not in the room upon arrival, the child must not be left unattended. If an additional person needs to be added to the drop-off /pick-up list, please send in written authorization to add the information to your child’s record.

Tuition and Class Fees for the 2024-2025 school year:

Registration Fee: \$100 (all ages)

Classroom Fee:

Babies and Toddlers	\$100
2-year-olds	\$100
3-5 year-olds	\$120

Building Use Fee: \$110 per student (all ages)

Prices for Baby/Toddler Program

- 2-day \$285 mo.
- 3-day \$370 mo.
- 5-day \$525 mo.

Prices for Two-year Old Program:

- 2-day \$260 mo.
- 3-day \$340 mo.
- 4-day \$400 mo.
- 5-day \$490 mo.

Prices for the Three, Four, and Five-Year-Old Programs:

- 2-day \$230 mo.

- 3-day \$315 mo.
- 4-day \$370 mo.
- 5-day \$450 mo.

** Days are flexible. Parents can choose from our two-day, three-day, or five-day program. However, the selected days must be consistent for the entire school year.

Additional Days: If an occasion arises in which an additional day is needed, parents may purchase them for \$35 per day. Below are the guidelines that will need to be followed:

1. 24-hour notice will need to be given (call the school and/or teacher)
2. Class size and assistant requirements must accommodate an additional child.
3. Payment will need to be made in advance.

Sibling Discounts:

2nd child with a discount of 10%

3rd child with a discount of 15%

*Discount application is the same if the oldest sibling is enrolled in SCA or KIDS Preschool

Payment Plan Options:

10-Month Plan: the first payment will be due when school begins in August, and the last one will be due by May 10th.

Semester Plan: the first payment is due when school begins in August, and the second payment is due when school resumes in January.

Full-Year Plan: full payment is made on the first day of school; a \$150 discount is available for families enrolling one child.

Financial Aid Scholarship

A financial assistance fund has been established, and the provisions are allocated based on the amount of donated funds and the level of financial need. If you want to apply for a scholarship, follow the guidelines below.

Process for Financial Assistance Application (FOR PRE-K STUDENTS ONLY)

- Fill out a **Request for Assistance Form** (obtained from the school office)
- Submit the form to the school office or the principal's office
- The Financial Aid Scholarship Committee will review the requests
- Wait to receive notification concerning the request for scholarship funds (information will be mailed after the review process is completed)
- Proceed with the registration process for KIDS Preschool (paperwork indicating scholarship allotment should be presented upon enrollment so that the correct monthly tuition may be determined).

Financial Policy

All payments are to be handled through the school office; checks may be given directly to the secretary, placed in the dropbox outside the school office, or mailed. Please do not send money via children or teachers to ensure your payment is received.

- I understand that the policy of KIDS Preschool is to make no refund of registration fees.
- I understand that registration fees must be paid at the time of registration to hold a place for my child.
- I understand that payments are due on the 10th of each month. If payment is not received by the 11th of the month, a **\$10 late fee** will be charged to my account; if *the 10th falls on a Saturday or Sunday, the payment should be paid on the Friday before the 10th.*
- I understand that payment by check is preferred, but should cash be used, it will be the correct amount. (No change can be made.)
- I understand that if my account is still delinquent on the last day of the month, my child/ren may not be permitted to attend class until the account is satisfied.
- I understand that the first tuition payment must be made during the first week of school and the last by May 10th.

- I understand that my account will be charged a **\$30 return check fee** for each check returned to it. After the second returned check, my account will be cash-only.
- I understand that I am ultimately responsible for all payments to this account.
- I understand I am financially committed to KIDS Preschool for the entire school year. If I withdraw my child(ren) during the school year, I realize I must give a two-week notice. Failure to give such a notice will result in charges for those two weeks.
- A financial agreement must be signed and on file.
- If you need an end-of-year statement, we need 24 hours notice before it can be completed and picked up from the school office.

Student Dress Code

Clothing and Shoes

Children should wear comfortable play clothes and shoes suitable for the classroom and running and jumping. Shoes should be soft-soled and cover the feet; **tennis shoes with socks are preferred**. Children should not wear sandals of any type. When wearing skirts or dresses, shorts should be worn underneath. A change of clothing (including undergarments and socks) should be sent in a Ziploc bag to be kept in the child's classroom; these items should be swapped out when the seasons change (exchange shorts for long pants and short-sleeved shirts for long-sleeved shirts, etc.). If a child is still using pull-ups, some extras should also be included in the child's clothing pack.

Jewelry

Pierced ears are permissible for girls only; earrings are not to be dangling for safety reasons.

Hair

Hair should be clean and kept out of one's eyes. No artificial hair attachments are to be worn. Hair should not be colored or dyed.

Parent-Teacher Conferences

A parent who wishes to meet with his/her child's teacher may call to schedule an appointment. After-school meetings or meetings during nap time may be arranged for parent/teacher meetings. Please contact the teacher after school

hours or leave a message through the school office for the teacher to return your call. We will have a parent-teacher conference available each semester.

Four- and five-year-old students will be assessed in December and April to determine readiness for kindergarten. Two- and three-year-old assessments will also be conducted in December and April so that parents can better understand their child's development and academic progress.

Field Trips

Field trips are designed to support and enhance a particular concept or topic by taking the children outside the classroom.

Parents who volunteer to drive must adhere to the following legalities:

- Provide proof of valid driver's license
- Provide evidence of vehicle insurance
- Show that safety belts are in good working order
- Use booster seats when transporting children

Parents need to read and sign the field trip policy. Field Trip Policy forms will be available in the school office. Drivers will receive a list of the students they will be transporting from the classroom teacher; the teacher will make this list out, and a copy will be submitted to the office and the "transporting" parent. Parents may not choose their riders except their child/children. Drivers must return with the same children they left with (no switching around of children). All drivers must observe the same procedures while transporting children to and from a location. While parents may be inclined to provide treats for their riders, it should not be done in isolation unless the entire group does this. All children should experience the same activities on a field trip day; no exceptions should be made for individual groups of children.

Discipline

KIDS Preschool seeks to establish a nurturing environment by promoting positive behaviors. Teachers will proactively intervene to help children make choices and, when necessary, provide them with a "time-out" to divert their attention and avoid further misbehavior. Teachers will present, promote, and practice positive behaviors so that children may develop the tools they need to build Godly character. If a child continues to display disruptive behavior and time out in the classroom has not provided the redirection necessary, the child will be taken for a visit with Mandy Carpenter and/or Michelle Evans. After this, if the undesirable behavior continues, the child will visit with Mrs. Lauren Williams. If all of these

disciplines have been exhausted, parents will be contacted to pick up their child so the teacher can teach the rest of their class.

If a child exhibits behavior that continually results in administrative “visits,” the child may be suspended from KIDS Preschool. Re-entry will be at the discretion of the administrator, the director, and the child’s teacher. While all attempts will be made to accommodate the child, the needs of his/her classmates must also be considered. Therefore, an assessment of the child’s behavior and the classroom environment with and without his/her presence will be conducted before re-admittance is granted.

Lunch Program

KIDS Preschool provides a lunch program that allows for the purchasing of hot lunches. Lunches may be brought from home but should have nutritional value and not be overloaded with sugars and candies. While the school can oversee the dietary choices available through school lunches, it will not mandate what is in a child’s lunchbox. Parents are asked, therefore, to make healthy choices that will enable a child to be prepared for learning activities. A drink cup should be brought daily with water or juice.

The school’s monthly lunch menus are posted on FACTS (formerly Renweb); for those who cannot access these via computer, a printed menu may be requested through the school office. Parents are asked, when possible, to order their child’s lunches through FACTS. Monthly statements will be sent for the days a child eats school lunch. If the balance owed is not paid promptly, additional charges will not be allowed until the balance has been paid.

Lunch costs are \$3.25, which includes a drink. Drink choices are milk, fruit juice (apple or grape), or water. Drinks may be purchased separately for \$.40.

Please note that when bringing lunch from home, the food should already be prepared and ready to eat. Microwaves will not be provided for student use, so heating up or cooking lunches is not an option. According to national nutritional guidelines, lunches should have at least four components: milk, two or more fruits or vegetables, meat or meat alternatives, and bread or bread alternatives. Parents are welcome to come and eat with their children but must let the school know they are coming by 9:00 a.m. on the day they eat. The school requests that parents do not eat with their children more than one time per week.

Opportunities for Parent Involvement

Fund Raising

KIDS Preschool will hold two fundraising events annually, one in the fall and one in the spring. The money raised will be used for teacher training, classroom needs, and end-of-the-year events such as graduation and Fun Day.

Volunteering

Parental support is not only needed, it is necessary. Not only does volunteer work provide a means of assisting classroom teachers, but it also allows parents the opportunity to learn more about their child's school. Without state assistance, it is incumbent upon the parents to assist the school in covering these areas and in helping the school secure funds that will continually add to and promote the school's drive for excellence. Areas in which parents may volunteer include, but are not limited to:

- Field Trip Driver
- Party planner
- Program helper (Christmas & Graduation)
- Fun Day helper

Health and Safety Issues

1. Students should not display signs of illness such as fever, excessive coughing, sore throat, or open sores.
2. **Students must be free of fever for 24 hours before they may return to school. For example, if a child is sent home on Tuesday with a fever, the earliest he/she may return is Thursday.**
3. Students receiving shots for an illness must allow a 24-hour period to elapse before returning to school, ***even if the child has no fever.*** Children leaving school at 3:00 p.m. to receive a shot may not return to school the following morning unless a doctor's note says they may return.
4. A fever is constituted when a child's temperature reaches 100.4 degrees.
5. A child with diarrhea must be free of this symptom for at least 12 hours before returning to school.
6. A child who has been vomiting must be free of this symptom for at least 24 hours before returning to school.
7. Please notify the office in case of strep throat, hepatitis, meningitis, rubella, measles, or other infectious diseases. Students with such diseases **will not** be allowed to attend classes while they are contagious.
8. Each child should have three contacts and phone numbers if a child becomes sick during the day. These contacts should be on file in the child's record so that, in the case of an illness, the child can be picked up as quickly as possible.
9. Discretionary Clause: If a student becomes sick after leaving school,

please keep the child home the following day, even if there is no fever. Many viruses have been passed through classes by children returning to school prematurely. Please be considerate of other students, their families, and the teacher.

Communicable Disease Policy

Children infected with a communicable disease will not be allowed to attend KIDS Preschool until they are no longer contagious. A doctor's written notification will be required before the child may be admitted to the school. Communicable diseases are defined as any disease that is potentially life-threatening or serious.

If a child has had the following communicable illness, he/she will be readmitted to preschool as follows:

- Strep Throat - 24 hours after the shot and 48 hours after the start of oral medication
- Chicken Pox – once all lesions are dry and with a physician's permission
- Impetigo – 24 hours after treatment has begun, the child should see a physician again if there is no improvement within 48 hours.
- Other skin infections such as boils or ringworm – once treatment has begun and as long as lesions are covered
- Lice and/or Scabies – following medical treatment; free from nits
- Conjunctivitis (Pink Eye) – 24 hours after the start of medication or when drainage subsides
- Pinworms – following medical treatment
- Illnesses such as Meningitis and those for which vaccines are available (such as Hepatitis, Tuberculosis, Polio, etc.) – with a physician's written permission

Transportation

All parents of children attending KIDS Preschool are responsible for the delivery and pick-up of their child/children. The school day begins at 8:00 a.m. and ends at 3:00 p.m. For parental assistance, children may be dropped off at 7:30 a.m.

Preschool students need to be picked up by 3:15 p.m. each day. An additional fee of \$25 per day may be charged for students not picked up by 3:30 p.m.

Toys & Personal Items

For the well-being of the children, both physically and emotionally, parents are asked to keep their children's toys and/or other personal items at home. Each classroom is well stocked with play items for the children, and since they don't "belong" to any individual, the lesson of sharing is much easier to learn. Occasionally, a teacher may ask the child (parent) to bring in a favorite book or an item for show-and-tell, but these will be handled by the teacher and returned at the end of the day.

Parental Visits and Visitors

Classroom Visits

Parents are welcome and encouraged to visit the preschool, but advance notice is required to make this visit meaningful to the parent and manageable to the teacher. Please call the school office to arrange a visit or contact your child's teacher personally to avoid scheduling conflicts. Upon entering the school, visitors must go to the school office to sign in and make their presence known on campus. A visitor's badge will be given, which must be worn at all times during the visit.

For safety measures, no firearms, alcohol, drugs, or harmful materials are allowed on the school campus.

Lunch Visits

Parents who want to eat lunch with their child may do so but must notify the school by 9:00 a.m. to be added to the "lunch count." Additionally, parents will be asked to sit at an assigned "visitors" table with their child.

Reporting of Child Abuse

Following state law and school policy, the staff of KIDS Preschool is obligated to report reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this severe and legally narrow area, the school will only contact parents after making a report to authorities, which would be the procedure followed in most other legal matters. Based on the seriousness of the crimes listed above, the law's clear intent is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the child's best interest and do not have any legal alternative once reasonable doubt is established except to make the report to the proper authorities for their investigation and review.

School Closure Information

KIDS Preschool closures and early dismissals will be *sent through the KIDS Remind group, posted on the school's Facebook and Instagram pages, and your child's teacher will send a message.* Because it is not always necessary for KIDS Preschool to adhere to the cancellations and closings that affect other Hardin County schools, parents must watch for cancellations and dismissals specific to KIDS Preschool. Announcements will be made regarding school

openings and cancellations to alleviate any uncertainties. If KIDS Preschool accumulates more than five cancellations due to inclement weather, these “excessive” days may be made up throughout or at the end of the school year.

Who to Call

Chain of Accountability

Procedures for expressing concerns and asking questions.

1. Talk to your child’s teacher. If further clarification is needed, proceed to step two.
2. Talk with the assistant directors, Mandy Carpenter and Michelle Evans. If further clarification is needed, proceed to step three.
3. Talk with the administrators, Lauren Williams and Tracy Swift. If further clarification is needed, proceed to step four.
4. Talk to one of the school board members or request to meet with the school board. These members may be reached through the church office at 925-2165.

Change of Address

When families move or change phone numbers during the school year, they must notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you have a change of address or phone number during the school year, please call the school office and provide the new information so that it may be updated in your child’s record. Also, please submit this new information in writing to your child’s teacher so that he/she may keep his/her classroom file updated.

Lost and Found

Lost or found items can be inquired about or turned in to the school’s office. Valuable items (jewelry, purses, etc.) will be locked in the school office.

School Security System

Sharon Baptist Church has installed a security system that provides additional security for KIDS Preschool and Savannah Christian Academy ministries. Throughout the day, all doors will remain locked. At two locations, the church office entrance (west side) and the school office entrance (south side), cameras and speakers are set up to allow visitors to be viewed and spoken with from inside the building. The visitor may be allowed entrance once he/she has been identified. School doors will be open (on the south side for preschool entry and the north side for SCA entry between 7:30 – 8:00 a.m. After 8:00 a.m., the doors will be locked, and access will only be gained using the security entrance system.

KIDS Preschool School Calendar 2024-2025

Friday, August 2	In-Service Day for Teachers
Monday, August 5	In-Service Day for Teachers
Tuesday, August 6	First Day of School for KIDS
Preschool	
Friday, August 9	Teacher In-Service Day (No
School)	School)
Monday, September 2	Labor Day (no school)
Mon-Tues, October 14-18	Fall Break (no school)
Mon-Fri, November 25-29	Thanksgiving Break (no school)
Tuesday, December 12	Christmas Program
Wednesday, December 17	Dismiss for Christmas Break
Tuesday, January 7	Classes Resume
Monday, January 20	Martin Luther King Jr. Day (no
school)	school)
Monday, February 17	President's Day (no school)
Mon-Fri, March 24-28	Spring Break (no school)
Friday, April 18	Good Friday (no school)
Friday, May 2	In-Service Day (no school for
students)	students)
Friday, May 9	In-Service Day (no school for
students)	students)
Monday, May 12	KIDS Preschool Graduation (6:30
pm)	pm)
Tuesday, May 13	Fun Day