

# KIDS TOWN WEEKDAY

## Parent Handbook

Tabernacle Weekday

### Mission

To provide a safe, loving, fun, interactive, and nurturing place for families to entrust their children.

We believe that the primary source for the education of preschoolers is you! We are here to partner with families during these formative years.

As an extension of Tabernacle Baptist Church, KIDSTOWN WEEKDAY ministry desires for the presence of God to fill our staff and allow us to invest in your family to support the social, academic and spiritual development of your child.

Thank you for allowing us to love your children and minister to your family. If you do not yet have a regular place to worship, we welcome you to come worship with us! We know that this year will be a great opportunity to see God move through the eyes of each child!

Tabernacle Baptist Church  
1200 Country Club Rd  
Ennis, TX 75119  
972-875-3861

Preschool Minister Alicia Glenn  
Weekday Director Nicole Kazee  
[alicia@tabernaclefamily.org](mailto:alicia@tabernaclefamily.org)  
[nicole@tabernaclefamily.org](mailto:nicole@tabernaclefamily.org)

### **Enrollment**

Enrollment is open to children age 6 weeks to age 5. Children will be assigned to classes on a first-come, first-serve basis. Once a child enters the ministry, early registration times will be offered. We accept drop-ins as space permits. If a child becomes a regular drop-in we will request that you enroll the child. No child shall be denied admission because of race, economic status or physical status; however, as a private ministry, our staff is limited as to how to handle specific physical needs.

### **Hours of Operation**

Monday & Wednesday

8:15 am-2:00pm

Doors will open at 8:15 am. Do not bring your child before that time. Also, realize that children who are tardy may miss valuable instruction time, so children should arrive no later than 8:30 a.m. If your child is late please enter the building through the office doors. Arrangements should be made for your child to be picked up promptly at the end of each day. If children are picked up after 2:00 pm late fees will be assessed.

## Calendar

All school days, teacher workdays and holidays will coincide with the Ennis ISD official school calendar. When Ennis ISD schools are closed, TABERNACLE WEEKDAY is closed. Check our communications venues for questions and/or verification.

Birthdays may be celebrated by sending STOREBOUGHT cupcakes or cookies on your child's birthday. These will be served either during snack time or after lunch. It is considerate to speak with your teacher regarding allergies of fellow classmates. No presents please.

Holiday parties will be planned and organized by the Weekday staff and/or a team of parents. Every parent is encouraged to be involved in our planning process and participate in each party. Parents who would be willing to head up at least one party may contact the Preschool Minister, or other staff member.

## Tuition & Fees

All applicants must submit a one-time, non-refundable **enrollment fee of \$50**, due upon enrollment in order to maintain a space in the classroom. You are not considered "enrolled" until the enrollment fee is paid.

### **Monthly Tuition: \$150 monthly**

Payment is for the **space** reserved for your child in a classroom, not for the days that your child is in attendance. Thus, in order to hold that space, payment must be made regardless of attendance.

Tuition is due for each child on the first of each month; we do not offer a discount for multiple children.

After the 5<sup>th</sup> of the month, a \$5 late charge will be applied **PER DAY**. If a problem or issue arises, please contact the Weekday Director PRIOR to the due date. A child may be placed on probation and/or dismissed if payment is not received regularly-unless prior arrangements have been made.

Tuition for the months of December and March will be the same as other months, even though the actual class days will be less.

No refunds will be given for illness, vacations or if a child is pulled from the ministry in the middle of the month (please give 2 weeks' notice if removing a child).

Cash and checks are appropriate forms of tuition payments. Parents are responsible for any bank charges incurred from returned checks, plus an additional \$20.00 fee. Checks will be payable to "Tabernacle Baptist Church."

➔ You may pay your monthly tuition by

- Mailing tuition to  
Tabernacle Baptist Church  
Attn: TABERNACLE WEEKDAY  
1200 Country Club Road  
Ennis, TX 75119
- Returning the payment in the envelope sent home by the teacher.

**\*\*\*Children picked up more than 10 minutes after the dismissal time of 2:00 pm will be assessed a \$10 late fee payable WHEN THE CHILD IS PICKED UP. After 30 minutes, a \$5 fee PER MINUTE will be required. NO EXCEPTIONS.\*\*\***

**Drop-ins (if space is available) will be \$35 per day.**

## **Discipline**

It is the intent of the ministry to remain positive and filled with loving correction. In order to assist in the children becoming good friends and practicing good manners, the positive discipline strategy is implemented:

1. Positive redirection and/or choices given for behavior- removal of the child from the unacceptable activity and redirect to a new interaction or the appropriate use of materials and/or offer another acceptable choice.
2. Time out- removal from the group or activity to sit alone in a chair, at a table or on the floor. Age-appropriate time-outs are 1 minute per year of age (ex.: a 3 yr old would have 3 min).
3. Phone call to the parent.
4. Parent Conference-teachers will partner with parents to decide behavioral strategies.

*\*Depending on the severity of the action, the parents may be notified immediately.*

## **Termination of Services**

*Termination could result for any of the following situations: Please note it is our desire for every child to remain in our program and thrive and we will make every effort to achieve this.*

- Children whose continued aggression or uncooperative spirit endangers others or whose recurring disruption prevents or impedes effective teaching and learning may be dismissed at the Weekday Directors discretion. Parents must disclose at the time of enrollment special needs, conditions, handicaps or health concerns which may affect the ministry.

- If a parent fails to bring an updated medical form or Physician certificate.
- If a parent continuously picks up their child late.
- If tuition or fees are more than two weeks past due.
- If a parent fails to abide by the policies of the TABERNACLE WEEKDAY Parent Handbook.

## **Attendance**

Because young children thrive on a routine, it is important for the children to be in attendance each day. Because we make a drop-in service, if your child is going to be absent, please notify the church office OR your teacher. (972) 875-3861. Also, if your child is arriving after 8:45 am, without prior arrangements, a "drop-in" may fill the absent space that day. There will not be refunds for temporary absences, as tuition and fees are set for the operation of the general ministry.

## Withdrawal

If it becomes necessary to withdraw a child, **two weeks** written notice is expected and a withdrawal form will need to be submitted. If withdrawal from the program occurs without written two weeks' notice a fee of \$15 will be issued. Withdrawals requested after January (after first semester) will be subject to a \$40 withdrawal fee. No refunds will be given due to withdrawal of the program. If withdrawing in the month of March or thereafter the remaining tuition for the remaining months of March, April and May will still be expected to be paid, as we are unable to fill class rosters after this time.

## Progress Reports/Parent Conferences

For some classes, a daily report will be sent home in order to inform of daily activities, schedules and behavior.

Parent/Teacher investment contacts may be made by the teacher and/or the parent. Daily folders will be used to provide consistent communication. Please check the folders DAILY.

## Parent Communication

In an effort to improve communication, TABERNACLE WEEKDAY will implement the following social media mediums to inform and remind parents of various announcements, events, parties and other pertinent information. Parents should employ at least one of the following in order to remain current and up-to-date with the TABERNACLE WEEKDAY ministry:

FACEBOOK: TABERNACLE PRESCHOOL MIN private page will be established for each family once enrolled. Feel free to post general information and questions; however, this site will be monitored for appropriate content and also will not allow for solicitations.

REMIND 101: Enrollment pages will be provided at "Meet the Teacher." These are text messages sent directly to those who sign up. Individuals cannot respond to these messages and persons will be removed upon exit of the ministry or upon request.

EMAIL: information will be provided to the email address provided on the admission form.

WEEKLY/DAILY FOLDERS: The ministry will use a folder each day for reports and parent communication. These folders are to be checked each day and sent back to the teacher the next class day.

Teachers cannot accept verbal messages brought by children. Please send any communication in a written note or call the office. **For your privacy, teachers have been instructed NOT to discuss issues or concerns at the classroom door.** Please coordinate a conference time (telephone or personal). Our teachers are not allowed to receive personal phone calls or texts from parents during the day. Please contact the Weekday Director who will be happy to pass on a message or check on your child!

If a parent has a concern or a complaint, he/she is encouraged to express those dealings with the teacher first, then, if not resolved, the parent will contact the Weekday Director.

### **Potty Training**

Tabernacle Weekday is always willing to partner with parents in the potty training of children. However, please be aware that teachers may be training many children at once, so if there are two (2) accidents in regular underwear, children will be placed in a Pull-Up for the remainder of the day. The Pull-Ups will be checked during regular diaper changing intervals throughout the class day. Children under two years of age will not be potty trained by our teachers. **Those in the OLDER 3s class MUST be Potty Trained** as of the beginning of Weekday Fall 2019.

### **Supplies**

Each item **MUST** be labeled with child's first and last name. TABERNACLE WEEKDAY will not assume responsibility for lost items that are not labeled.

Infant: child's own diapers (can be brought daily or in bulk)

- 4 packages baby wipes
- 1 bottle of Clorox wipes
- bottles or "sippy" cups - LABELED
- diaper bag
- change of clothes - seasonal
- personal diaper cream

1s/2s: child's own diapers (pull-ups) (can be brought daily or in bulk)

- 4 packages of wet wipes
- "sippy" cups - LABELED
- diaper bag or backpack
- seasonal change of clothes
- nap pad/pillow
- 8 count jumbo crayons
- 2s - 2 pack of skinny dry erase expo markers

3s: school box with 4 glue sticks and one box 8-count crayons 1 container of 2 packages of Kleenex hand wipes 2 canisters of Clorox wipes backpack nap pad/pillow one change of clothes in a labeled-gallon ziplock bag (will be kept in classroom until used)

4s: school box with 2 glue sticks, 2 boxes of crayons 2 packages of Kleenex hand wipes 3 cans Lysol spray backpack one change of seasonal clothes in a labeled-gallon ziplock bag (will be kept in classroom until used)

## Health

Every effort is made to protect your child from illnesses and disease. One ill child could cause many to become ill. If a child displays any of the following symptoms, he/she must be kept at home, or will be sent home at the first signs:

- Fever
- Diarrhea (even once); unless accompanied by a doctor's note that states the issue is NOT a virus or infection (ie. Antibiotics/teething), please see attached diarrhea policy.

*At first sign of diarrhea we will ask the following questions:*

1. Consistency? Slightly loose/runny.
2. Odor? Foul, sick odor.
3. Is the child on medication? If yes, do you have a doctor's note? (If the child is on an antibiotic that could cause diarrhea, then a doctor's note is required).
4. How does the child appear (pale/tired/fussy).
5. Does the child have a fever?
6. Does the child have allergies/chronic diarrhea? **(If so, this also requires a doctor's note).**

-If the child has diarrhea and does not have a physician's note stating that the child is not contagious then the parent will be called to pick them up in order to protect viruses from spreading and other children from becoming ill.

- Nasal secretions that are thick, yellow or green, and/or accompanied by fever. Cloudy or colored nasal secretions may indicate allergy; however, check with a doctor to rule out infection
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus, vomiting or nausea.
- Eye drainage of any type should be checked by a doctor to rule out infection
- Child not feeling well, such as lethargic behavior and/or crying
- Lice
- Pink eye- includes "matted eyes" until a doctor can verify
- Skin rash or infection (boils, ring worm, impetigo, thrush, etc.)
- Difficult or rapid breathing
- Oozing or draining wound

If a child has become ill and sent, or kept at home, he/she may return after illness when:

- Child is fever-free for 24 hours WITHOUT THE AID OF MEDICINE
- Nausea, vomiting or diarrhea has subsided for 24 hours
- The prescribed amount of doses of an antibiotic have been given over a 24 hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

Inform the school if your child becomes ill with any contagious illnesses, such as chicken pox, fifth disease (slapped-cheek), lice, etc.

No medication will be dispensed at TABERNACLE WEEKDAY ministry. If your child is on medication, please administer at home.

Emergency inhalers can be given to the teacher to be kept for children with breathing conditions. The inhaler must be in the original labeled container with prescription directions, and a parent must provide authorization for administration *in writing* with a signature and date.

Any food allergies must be listed on the certificate signed by a physician that is to be completed upon admission.

*\*\*A continual problem of not being able to reach a parent when a child is sick or hurt could result in the child being withdrawn from the ministry.*

*\*\*Each application must include either an up to date immunization record per child.*

*\*\*At anytime the Weekday Director may request a note from your doctor confirming that your child has allergies vs. an infection.*

### **Snacks and Lunches**

A mid-morning snack will be provided for each child throughout the ministry. It will consist of toddler puffs (for infants on table food) animal cookies, goldfish-type crackers, vanilla wafers or dry cereals with apple juice or water. If your child has an allergy, accommodations can be made.

Lunch will NOT be provided. Teachers in the infant room will have access to a microwave and refrigerator; however, this is not available in the other classes. Ready-to-eat lunches with plastic utensils are most appropriate for children.

### **Rest Time General Guidelines**

In late morning and/or early afternoon, most classes have a rest time for the children. For classes that schedule a rest time, all children are required to at least lie on their mat and rest; some may sleep. Please do not ask your child's teacher to keep your child awake. If rest time is a problem, consider picking up your child prior to the rest time.

Children under 18 months may use baby beds, bassinets, pack-n-plays or swings for rest time. Once children reach 18 months, they may switch from beds/swings to nap mats.

Children placed in cribs will have one light blanket on them. We will not place heavy blankets or any other items in the crib.

### **Release of Child**

For the safety of each child, if someone other than those listed will be picking up the child, please contact the Weekday Director or teacher with the information. A child WILL NOT be released to anyone new without the presentation of an ID. This also applies in emergency pick-up situations.



## **Safety**

Fire, Tornado and Lock-down drills will be practiced regularly throughout the school year. The staff will assist in helping children understand the need to practice these drills for safety.

TABERNACLE WEEKDAY welcomes visits from parents at any time. All visitors must sign in and out at the KIDSTOWN DEPOT. All parents/volunteers desiring *regular* interaction with children, and the classroom, will be required to complete a background check and training video. Contact the Weekday Director or the Ministry Assistant for additional information.

If a child has a minor accident while at school, a report will be completed and signed by the teacher. A copy of the report will be given to the parent and the original will be placed in the child's file. If necessary, first aid will be administered, and the parent will be notified as quickly as possible.

## **Curriculum**

One curriculum will be used for every age and developmental stage from 6 weeks to age 5. Biblical curriculum from "First Look" will be used to coincide with our Preschool Ministry on Sundays. Some academic curriculum will be supplemented with character-based and scripture-based support for a well-rounded educational experience. Guest speakers, community service personnel and missionaries enhance our curriculum to give children a broad view of the world around them.

## **Early Intervention**

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. TABERNACLE WEEKDAY reserves the right to make the request to a parent to arrange for his/her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if a parent refuses to arrange for an evaluation or if it is determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the ministry.

## Helpful Hints

1. Children should come to school clean and with diapers changed. If potty training, help them go to the bathroom. This gets the child ready for a great day at school!
2. Do not allow your child to bring toys from home unless requested by his/her teacher. Special “transition” toys may be placed in the backpack and left there for the day.
3. Children should wear washable play clothes each day and closed-toe, soft-soled shoes. Our playground has wood chips that are uncomfortable when it works its way into open-toed shoes. Sandals and flip-flops are not the best shoe to a fun-filled school day.
4. Anything brought from home should be labeled with your child’s name-including bedding/nap pads, coats, jackets, backpacks, lunchboxes, bottles, sippy cups, etc.
5. Most children experience some separation anxiety at every young age. Our teachers are trained and prepared to partner with parents through the transition. It is most helpful for parents to walk a child in, give a quick hug and kiss, a wave “bye” and quickly exit. The child can be comforted quicker upon the parents’ exit. If parents are uncomfortable leaving quickly, it is best for the little one that the adult NOT linger in the room, but exit and watch from an “out of sight” place or wait for a report from a staff member outside the room.
6. Young children thrive on routines. Teach children responsibility by encouraging him/her to do things for himself/herself by allowing plenty of time with structured guidelines. Teach your child to put away toys, to eat regularly and properly, and to establish regular toilet and sleeping habits. These are life skills that can be easily supported at school.

**Acknowledgement of Receipt  
of the  
TABERNACLE WEEKDAY Parent Handbook**

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

I hereby acknowledge that I have received a copy of the TABERNACLE WEEKDAY Parent Handbook.

I understand that the Tabernacle Baptist Church Preschool Ministry Team and/or the Preschool Minister and Weekday Director has the sole authority to amend the handbook. If an amendment is made to the handbook, I understand that I will be notified of such amendment.

Parent Signature \_\_\_\_\_ Date signed \_\_\_\_\_