

Eastridge Baptist Preschool

A Ministry of Eastridge Baptist Church

Parent Handbook



732 E. Ovilla Road
Red oak, Texas 75154
Phone 469-820-9646

Director - Rhonda Landrum
972-742-8125
Mission Statement

Our mission at Eastridge Baptist Church is to expose children to many different experiences that promote success in all areas.

Purpose

Our purpose is to provide a planned program for children appropriate to their age within a Christian environment. Experiences are provided that meet children's needs and inspire learning in all developmental areas- physical, social, emotional, intellectual, and spiritual.

Curriculum

We use Abeka curriculum in our 1 year – Kindergarten classes. "Abeka Book Phonics is the most logical, orderly way to introduce reading to children." Each classroom works on age appropriate materials regarding colors, shapes, numbers, counting, writing, letter recognition, sound recognition and blending sounds for reading. We also incorporate sight words along with our phonics lessons for our older students. The Bible is laced throughout all our class day both in word and action. We do set apart a special time each week for chapel. During this time, we sing, have a Bible story, and prayer.

Enrollment

Enrollment is open to children of all races, nationalities, and economic backgrounds. We enroll on a first come, first serve basis with preference given to siblings of children already enrolled. In order to secure a place for your child, an enrollment fee is required. The enrollment fee is non-refundable.

A child is considered enrolled in the program once his/her enrollment form has been turned in and the enrollment fee has been paid.

Days and Times of Operation

Our program runs on Tuesday, Wednesday, and Thursday from 9:00 am - 2:00 pm. Please do not drop your child off before 9:00 am as there will not be a teacher ready to receive them.

If you are early, please wait until your child's teacher is ready to receive him/her. For your child to truly benefit from this program, we ask that you have your child here by no later than 9:30 am.

Cost

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|---------------------|--------------------|
| Enrollment Fee..... | \$50.00 |
| Supply Fee..... | \$30.00 |
| Tuition..... | \$220.00 per month |

Late Fee Payment..... \$10.00 if after the tenth (10th)

Late Pick-up Fee..... \$ 5.00 at 2:10 and \$1 each additional minute

Tuition is due on the first school day of each month. For the efficient operation of this program, it will be necessary for you to pay tuition on time. You may pay by check, cash, money order, or through Brightwheel. Credit will not be given for days missed (i.e.: illness, vacation, etc....) If your child is enrolled, you are obligated to pay for the whole month even if your child is absent.

If a parent does not wish to pay the whole monthly amount, your child will be unenrolled, a new enrollment fee will be charged upon re-enrollment. Monthly tuition is the same except for the month of August and December (\$195). Tuition for August is determined after Red Oak ISD releases their school calendar. If you have multiple children enrolled in EBP, you will receive a 10% discount for each child enrolled after one child. (IE: 2 children, \$418, 3 children \$616)

Returned checks

If you have a returned check, cash in the amount of the check plus any bank fees will be required as payment.

Withdrawing Your Child

If for any reason you must withdraw your child from the program, please notify the Director. This should be done in writing via letter or email (preschool@eastridgebc.com) 30 days in advance. You will continue to be charged tuition and are responsible for paying your child's tuition along with any late fees incurred. No refunds for partial months will be given.

Discipline

Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. Eastridge Baptist Preschool will promote self-discipline and acceptable behavior. There will be no cruel, harsh, or unusual punishments. If redirection proves ineffective and behaviors continue your child may be sent to the Director for a time of reflection and redirection about that behavior. You will be notified should your child have to be in the Director's office. If a child is sent to the Director's office on 5 occasions, then you will be asked to come in for a conference to discuss those behaviors. If a child is sent to the Director's office 10 times, you will be asked to come and pick up your child for the remainder of the day.

Continued trips to the Director's office for disruptive behavior could result in dismissal from our program. Good behavior will be recognized and encouraged...!

Solicitation

Eastridge Baptist Preschool does not sponsor or support the solicitation of any products or services from individuals.

General Schedule

Each classroom has a schedule that reflects the needs of the children in that class. Please feel free to look at the schedule posted in your child's classroom or you may request a copy of their schedule.

Teacher/Child Ratio

Age (12-17 months).....1/5

Age (18-24 months).....1/9

2's1/11

3's1/15

4's1/18

These are state standards, but we strive to keep our numbers a little lower to maximize your child's learning experience.

Classroom Placement

Classroom placement is based upon a child's age and birthday as of Sept. 1st class ratio, and number of children enrolled. Some exceptions may need to be made based on the circumstances stated above. For your child to promote to the 3's class, they must be potty trained.

Drop- Off/ Pick-up Procedures

For the safety and well-being of all our children

- use the main entrance to the children's building located at the back of the church
- **Please do not park under the awning when dropping off or picking up your child**
- When picking up your child, you will need to drive through the west entrance and around to the back. Please park and come in to sign out and pick up your child.
- If a new person is picking up your child, please contact the office and have that person show their driver's license for verification to the preschool director or assistant director

Sign In/Out

The state requires that we keep a record showing the arrival and dismissal time of each child as well as who picked them up and/or dropped off. You will sign your child in each morning and afternoon, using the Brightwheel App. Your child's teacher will also sign your child in every morning and afternoon. We will assemble the students in the hallway for ease during pick-up time. We will call your child out for you while you are signing them out. Thank you for your patience during this time.

Biting

With children, biting is to be expected. All biting incidents will be reported to each parent: the child who was bitten and the child who bit. Once a child has bitten we do our best to discourage the child from biting again by using time out, explaining that it hurts their friend and by keeping that child right beside a staff member during the time they are not in the best position to fully contemplate a possible biting incident. If a child begins biting excessively or out of aggressive violent anger and the above measures have failed, your child could be dismissed from the program.

Fighting

Eastridge Baptist Preschool does not condone fighting for any reason. If a child is caught fighting with other classmates, he/she will be sent to the office and the parents will be notified. If a child hits, kicks, or lashes out at his/her teacher, the child will be brought to the office and the parents will be notified to come pick up the child immediately. Continued fighting may result in dismissal from the program.

Child Abuse

Eastridge Baptist Preschool is required to report any indication of child abuse to the proper authorities, CPS or local law enforcement, when we have cause to believe that a child's mental or physical health may have been adversely affected by abuse or neglect. The Child Abuse Hot Line number is 1-800-252-5400 or online Texas Abuse Hotline (txabusehotline.org) Local Department of Family and Protective Services (DFPS) is 208 YMCA Drive, Waxahachie, Texas 75165; 972-937-0892 (see attachment for additional information on Child Abuse and Neglect)

Inappropriate Language or Behavior

Eastridge Baptist Preschool does not condone inappropriate behavior or language toward teachers or other children. Any child that displays this type of behavior will be sent to the office and parents notified. Continuation of the type of behavior will result in dismissal from the program.

Illness and Disease

Please do not bring any child to the classroom if they show signs of illness or have had a fever in the past 24 hours. Some signs of illness in a child are unusual fatigue or irritability, red or matted eyes, coughing, sneezing, runny nose, vomiting or diarrhea, unusual rash, fever or any other contagious ailment. If your child becomes ill or has a temperature of 100 degrees or more while in our care, you will be notified to pick up your child immediately. Remember. your child must be fever. vomit. and diarrhea free for 24 hours without the use of medication.

Medication

- Please do not put medication of any kind in your child's bottles, sippy cups, or in older children's bags or lunches, other children could pick it up.
- If your child requires medication, please inform the director or assistant director and fill out a medication form.
 - All medication is kept in the office
 - All medication must be in the original container

Medical Emergencies

In the event of a true medical emergency, we call 911 and then the parents. It is our priority to get your child the medical care they need in a timely manner. Parents will be notified by phone as quickly as possible.

Health

All immunizations must be current, and a copy of your child's immunization records must be on file. If your child is 4 years old by Sept. 1, they will be required to have a Vision and Hearing screening completed. Please provide a copy of this screening for your child's records.

Emergency Drills

We are required to participate in fire, tornado, and intruder drills that are administered during hours of operation. This is to acquaint your child with the procedures to follow in the event there is a real emergency. Fire drills will be practiced one time each month. Tornado and Intruder drills will be practiced at least three times during the school year. Teachers also participate in Emergency Preparedness training at the beginning of each school year. We review procedures for intruder safety as well as emergency evacuations. In the event of

an emergency evacuation, we have two possible alternate locations where we will take the children. If we must simply vacate the building, we would relocate directly across the street to **Eastridge Elementary** at 725 E. Ovilla Road Red Oak, Texas. If we must get away from our part of town, we will relocate to **First United Church of Red Oak** located at 600 Daubitz Dr. Red Oak, Texas. Please familiarize yourself with where these locations are. The best way to get up to date information quickly is through Facebook. Our Facebook page will be updated during any emergency. We will call you to inform you of the situation AFTER we have the children in a safe place.

Personal Items

- Please have ALL ITEMS CLEARLY MARKED with your child's name • We ask that your child not bring personal belongings such as toys, books, movies, etc....unless otherwise notified. We will have Show and Tell throughout the year where they will be able to bring items from home
 - Each child attending preschool is to bring a sack lunch and drink
- If your child naps they will need a blanket and plastic mat to rest on. We will send home all napping items on Thursday for cleaning.
- We ask that children bring a change of clothes in a labeled zip lock bag • For those children in diapers or pull-ups, please provide enough diapers/pullups for the entire day with your child's Name Clearly Marked on Them along with baby wipes and any ointments needed. Please include at least one change of clothing
 - For children using sippy cups, please LABEL each one
- We ask that all children bring a backpack as they will have something to bring home
 - We ask that if your daughter wears a skirt to school that they wear shorts underneath

Water Play

Our water play will consist of sprinkler, water toys, and water centers in the classroom. We have no standing water or swimming pool.

School Holidays and Closings

We will follow the Red Oak ISD school calendar for all holidays. When Red Oak ISD is closed or had a delayed opening due to inclement weather, we will follow their schedule. Delayed opening for Eastridge Baptist Preschool will be 10:00 am. On rare occasions, we may have to close after classes have begun because of the onset of inclement weather i.e.: snow or impending ice storms. In such cases, parents will be notified by Brightwheel and Facebook of the closing and transportation arrangements need to be made for your child. Monthly tuition does not change due to scheduled holidays or unexpected closings.

Snacks and Parties

If your child would like to share their birthday with their class, that is welcomed. Please plan with their teacher for this. Also, it is our experience that most children do not eat a full cupcake, if you are bringing cupcakes, we ask that you provide mini cupcakes. If your child would like to bring a snack to share with the class, let his/her teacher know. We ask that you not bring items with peanuts, peanut butter, or other peanut or nut derivatives due to possible allergies. Several times throughout the year we will have class parties. Our teachers will coordinate this with you as to what is needed.

Parent Notification

Parents will be notified in writing of any changes that are being made concerning the above stated policies and procedures. We will also notify you of any serious illnesses that have been reported in our school. These notices will be posted on our bulletin board. At any time, you may request to see our inspections that we are required to have

Lunches

Please send a lunch everyday with your child. In accordance with the Texas Department of Family and Protective Services and as stated in subchapter 746.3309, please understand that you are responsible for ensuring the nutritional value of your child's daily food needs. Eastridge Baptist Preschool is not responsible for ensuring the nutritional value of your child's daily food needs. Eastridge Baptist Preschool will provide a snack each morning. Our snacks include items like cheese-its, goldfish, veggie straws, a If your child has any food allergies, please alert the teacher and office staff.

Social Media

During special activities we try to take pictures. usually these pictures are used to make a slide show at the end of the year. However, there may be times where we would like to use a picture on our website or FB page.

Please sign the permission to post pictures on the signature page.

Please find our Facebook page and "like" it. We send updates and reminders about school events. We also let you know of any events that happened during the day. We will post when we have emergency drills. Facebook and Brightwheel will be our first step to mass messaging families about any emergency. It is also a good way to communicate with us outside of business hours. It will be checked regularly.

School Closings

Thanksgiving, Christmas, Spring Break and last day of school

Staff Vaccines

Staff are encouraged to get the flu vaccine yearly, but it is not required.

As always, if you have questions or concerns regarding your child and their care, please do not hesitate to contact the director at 469-820-9646. The local licensing office is located in Waxahachie, Texas 972-937-5998 or you can visit them at www.dfps.state.tx.us

Please be aware that this is a gang free. drug free. and qun free campus