



Parent Handbook

Program Policies and Procedures

Revised Fall 2024

901 Montezuma Avenue

Dothan, Alabama 36303

334-699-1410

www.calvarydothan.com

Vision Statement

Calvary Preschool and Kindergarten exists to glorify God by partnering with families for the spiritual success of future generations.

Mission Statement

In partnering with families to educate children we assist in their emotional, social, spiritual, and intellectual growth. We also desire to help families live out a biblical worldview at home and in the community. To accomplish this, we desire the following:

- Provide ministry to families.
- Provide a witness of Christ and His church to the children and their families.
- To instill in each child a love of God, all that He has created, to praise Him and live by His word daily.
- To help each child develop a positive self-image and positive attitude toward school.
- To assist the child in developing good expressive and receptive language skills, sensory-perceptual skills, gross and fine motor skills, and skills necessary for effective interpersonal relationships.
- To aid the child in achieving life skill independence.
- To work in harmony with parents to provide supportive services if needed.

Times of Operation

Operating hours are Monday through Friday 7:45 a.m. – 12:00 p.m.

Extended Day is offered through Calvary Weekday. Please contact the Weekday Ministry Office for availability.

Enrollment procedures

Parents may apply for enrollment at any time throughout the year by contacting the Preschool and Kindergarten Office during business hours of (7:30 a.m. to 12:00 p.m.).

Before the child can be admitted into our program, all forms (including an immunization card) must be completed and returned along with a non-refundable \$200 annual registration fee.

Forms to Include:

1. Pre-Admission Record
2. Immunization Record
3. Signed Agreement page of Parent Handbook

It is the responsibility of the parent or guardian to report to the Preschool and Kindergarten Director (not the child's teacher) of any change of address, telephone numbers (home, work, cell, etc.), employment, emergency contact person (s), medical information, or persons the child may be released to.

Curriculum

Calvary Preschool and Kindergarten teaches from the ABeka curriculum.

Clothing and Personal Belongings

We ask that your child bring a bag with at least one full change of clothes (shirt, pants, underwear, socks). Be sure all clothing is labeled with your child's name. Calvary Preschool and Kindergarten is not responsible for lost or stolen items.

Arrival / Dismissal

Children must be accompanied in and out of the building by a parent or a designated person 16 years of age or older. Parents, or authorized person, must sign the child in and out.

Parents must take their child directly to their class. Please do not allow your child to walk to their class by themselves. Calvary Preschool and Kindergarten may only assume responsibility for a child after he/she has been delivered to a staff member by a responsible adult.

Carpool

Carpool drop-off is available. Teachers will be present to assist your child in and out of the vehicle and will assist your child to their classroom. ALL STUDENTS MUST BE SIGNED IN AND OUT UPON DROP OFF AND PICK UP.

A child may not be released to anyone whom is not on your child's pick-up list.

Illness Policy

Please do not send your child when he/she is sick or has signs of possible contagious illness. Children who have any or all of the following symptoms will not be permitted to remain at the center: fever (100.5 or above), vomiting, diarrhea, constant cough, or constant green runny nose. This is for the well-being of your child as well as the other children. Should your child become ill, we will call you to come pick him/her up **within 30 minutes of the phone call.**

If your child is sent home with illness, he/she may not return the following day and must be fever free, symptom free, and medication free for 24 hours prior to returning.

Medications

We are a NO Medication Facility

- The **only** medications we will administer will be emergency medications, such as an Epi-pen and prescription diaper cream.
- The Epi-pen will need to be in its original packaging with the prescription attached. The official prescription serves as your doctor's note. A medicine form will need to be on file to log any usage of the pen. The Epi-pen will be placed in a locked cabinet until used.
- The prescription diaper cream will need to be in its original packaging with the prescription attached. The prescription serves as a doctor's note. A medicine form will need to be filled out and given to the teacher. This medicine form is for 1 week only. Medication will be discarded at the close of day on Friday, if not picked up. On Monday, all medication will be discarded.

PLEASE TAKE NOTE: We will not administer any prescription medications or over the counter medicines. Over the counter medications include Tylenol, bug spray, diaper rash cream, sunscreen, eye drops, ear drops, etc. If your child needs their dose during school hours, you are welcome to come administer those medications. Please do not come during your child's naptime to administer medication. You will need to make arrangements around naptime to give medications.

Morning snack

Morning snack will be provided at 9:30 each morning. All snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid and are in compliance with the Alabama Department of Health Standards. **Please make sure the Director and your child's teacher are aware of any allergies your child may have.**

Discipline and Behavior Management Policy

Our staff will provide Verbal Guidance by:

- Speaking kindly to children
- Providing positive verbal praise when interacting with children
- Giving clear, age-appropriate instructions
- Avoid making comparisons between children
- Giving positive directions and suggestions
- Modeling Christian values
- Promoting positive self-esteem

Our staff will provide Behavioral Guidance by:

- Supervising children for all activities at all times (indoor, outdoor, napping, field trips, etc.)
- Planning developmentally appropriate classroom activities ensuring that children know the consequences for inappropriate behavior
- Giving children choices
- Knowing and understanding the mental and emotional needs of the children

- Using "Time Out" only when appropriate. Although positive reinforcement is used throughout the day, there are times when "time out" becomes necessary. On those occasions, the child is told why they are going to time out before going in, stays 1 minute times their age (3 yr. Old= 1 min. x 3=3 min.), and reminded when he/she comes out. If behavior becomes extreme, we ask parents to meet with the teachers and Associate Directors/Director to see what plan of action to take.

Our staff complies with the ALDHR Minimum Standards for Daytime Centers Disciplinary Practices which are:

- (1) The use of corporal or physical punishment is prohibited, including but not limited to: spanking; shaking; slapping; kicking; pushing; biting; pinching; hitting; thumping; hair pulling; ear pulling;
- (2) The use of verbal abuse is prohibited, including but not limited to: yelling; shouting; name calling; shaming; making derogatory remarks about a child or a child's family; using language that threatens, humiliates, or frightens a child;
- (3) The use of discipline associated with food, naps, or bathroom procedures is prohibited, including but not limited to: withholding food as punishment; use of food such as hot sauce, lemon juice, vinegar, etc., or soap, as punishment; punishment for lapses in toilet training; punishment for not sleeping during nap/rest time;
- (4) The use of physical restraint as punishment is prohibited;
- (5) Punishment administered by another child is prohibited.

Based on praise and positive reinforcement and our belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy...

We DO:
1. Praise, reward, and encourage
2. Set standards, limits, and rules that are understandable to the children
3. Model appropriate behavior for the children
4. Modify the classroom environment to attempt to prevent problems before they occur
5. Listen to the children
6. Provide alternatives for inappropriate behavior to the children (use re-direction and/or choices)
7. Expect behavior that is appropriate to the child's development
8. Provide the children with natural and logical consequences of their behaviors.
9. Treat the children as people and respect their needs, desires, and feelings.
10. Explain things to children on their level.
11. Use short, supervised periods of "time out"

Reporting Child Abuse and Neglect

We understand the importance of family unity, however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Houston County Department of Human Resources.

Holiday and Birthday Celebrations

We celebrate Thanksgiving, Christmas, Valentine's Day, Easter, Spring, and Fall. Celebrations may include special foods, activities, and/or special guests. We also love to celebrate birthdays! Please make plans with your child's teacher if you would like to bring a special party snack. NOTE: Make sure to ask your child's teacher if any children have allergies, special diets, or medical concerns. Because they present a choking hazard, latex balloons are not welcome. Mylar balloons are a much safer choice. If you would like to send invitations to a party through Calvary Weekday Ministry, invitations must be for ALL children in your child's class. A list of names and addresses can be obtained by contacting the office.

Staff-Parent Communication

We are your child's surrogate family unit while you are away at school, work, etc. Communication is a vital part of this relationship. Our staff strives for open, continuous and growing communication with each child's family. As the staff, it is our responsibility to communicate with you about your child's progress throughout the school year. As the parent/guardian, it is your responsibility to inform your child's teacher about any family events (i.e. parent out of town, grandparents visiting, parents separating, parent surgery, death of a pet, etc.) as these events may affect the behavior of your child. Parents are urged to talk with the staff and/or administration about any problems that may arise concerning the classroom or the child. However, **please do NOT engage a teacher while ANY child is in that teacher's care.** Written messages, emails, or phone calls can be used in order to arrange a conference.

Communication methods include the following:

- **Initial meeting with parents** – Prior to enrolling your child into our program, the Director and/or the Ministry Assistant or Receptionist will show you around the center and answer any questions you may have. This is a good time to share any concerns you may have about your child with us as well as if he or she is on any type of medication or has special needs of which we need to be aware.
- **ProCare** – **This app is used daily and is our main communication platform!**
- **Email** – Items sent via email include: important reminders, announcements, etc. Please ensure we have your most current email address on file at all times.
- **Facebook** – Our Facebook page is Calvary Preschool and Kindergarten. Please find our page and request our friendship as, often times, we post important announcements and reminders on there.
- **Classroom Schedule** – Each classroom has a schedule posted inside the classroom to inform parents of their child's daily activities.
- **Daily Reports** – Teachers will give you a daily report on your child via ProCare.
- **Newsletter** – The newsletter is published monthly and distributed to all families on ProCare. The newsletter contains valuable information regarding the program.
- **Parent/Teacher Conferences** – Conferences between parents and teachers are encouraged to keep the lines of communication open. If you desire a conference with your child's teacher, please contact the office and we will assist you in scheduling a meeting at a time convenient to you and the teacher.

Please check for these things often because **you are responsible for this information.**

Emergency Procedures

Calvary Preschool and Kindergarten has emergency procedures to deal with fire and inclement weather. Tornado and fire drills are executed on a regular basis.

Fire

In case of fire, each teacher has been instructed as to the evacuation plan. Parents will be notified ASAP.

Inclement Weather

If there is inclement weather, the children will line up in the hall. If the weather warrants dismissal of students, parents will be notified in the best and quickest manner possible. Should the staff be unable to reach the parents, the person(s) listed on the emergency contact form will be contacted. As a general rule, Calvary Preschool and Kindergarten closings due to inclement weather will correspond with Dothan City School System closings. Should the center need to close for any reason, tuition will **not** be refunded or reduced for closures.

PARENT CODE OF CONDUCT We require the parents of enrolled children, at all times, to behave in a manner consistent with decency, courtesy, and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this environment is not only the responsibility of the employees of Calvary Preschool and Kindergarten, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

- **Swearing/Cursing** No parent or adult is permitted to curse or use other inappropriate language on our property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. At NO time shall inappropriate language be directed toward members of the staff.
- **Threatening** of Employees, Children, or other Adults Threats will not be tolerated and will be reported to the appropriate authorities. Parents must be responsible for and in control of their behavior at all times.
- **Physical/Verbal Punishment** While reprimands may be necessary while at the Center, it is not appropriate for parents to physically or verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and/or Director to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing children, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or the Director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point,

the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are prohibited from discussing anything about another child with you. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center. While it is understood that parents may not always agree with the employees of Calvary Preschool and Kindergarten or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are prohibited.

Concerns

If you have any concerns, please talk with your child's teacher first. If the problem is not resolved, please speak with Jaci Coleson, Associate Director. If further assistance is needed, Joyce Alexander, Director of Preschool Ministries will meet with you along with the Associate Director. We also encourage you to set up a parent-teacher conference at least once a year to check on the progress of your child.

DISMISSAL FROM PROGRAM

Calvary Preschool and Kindergarten reserves the right to dismiss any child at any time. The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the property in a calm and respectful manner, immediately. Reasons for dismissal from the Calvary Preschool and Kindergarten include, but are not limited to:

- Continuous negative or disruptive behavior by the child
- Failure to pay tuition & fees on time
- Routinely late picking up your child
- Failure to complete all required forms
- Physical or verbal abuse of any person/child or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations

Field Trips

Parents will be notified prior to each field trip. A signed permission form is required for each field trip. If the children go on a field trip, Calvary Preschool and Kindergarten will provide transportation on the church bus, or van. All children younger than Four years old are required to bring a car seat to travel.

Accidents

Should a child receive an injury requiring professional medical treatment while in attendance in the Calvary Preschool and Kindergarten, notification will be given to the parents and the church's current insurance.

The church's insurance will cover most medical expenses to \$5,000.00 after your personal insurance has been filed.

Holidays

Calvary Preschool and Kindergarten follows the Dothan City School calendar. A copy of our calendar may be obtained at the Welcome Desk.

Full tuition is due each month, including holiday months.

Calvary Preschool and Kindergarten Tuition Policy

Enrollment Fee \$250.00 (due upon enrollment)

Preschool Supply Fee \$150.00

K3, K4, Kindergarten

\$300.00/month

Extended Day Care is offered based on availability. Please see the Director of the Weekday Office for availability.

Tuition

- ◆ The first of each month you will be sent an invoice. On the 15th of each month, your balance will automatically withdraw. Just a reminder that there is a 3% card fee for all debit and credit card transactions. We recommend setting your payment method up as an ACH to avoid any fees. Your account MUST be set up to automatic withdraw.
- ◆ Full tuition is due each month whether your child is present or not (including all expected and unexpected center closures or withdrawals).
- ◆ All tuition and fees are **non-refundable**.

Forms of Payment

ProCare

Penalty Charges

- A **Re-enrollment fee** of \$50.00 per child is charged when a child is terminated or withdrawn from the program and then re-enrolled at any time within six months. If a parent wishes to continue services, and if the slot is still available, the \$50.00 re-enrollment fee will be requested upon entering the program. A child who enrolls after six months will pay the full \$200.00 enrollment fee.
- A **Late Pickup Fee** will be charged if a student is picked up after operating hours. The operating hours are from 7:30 a.m. until 12:00 p.m., Monday through Friday. Dismissal is 11:45 a.m. – 12:00 p.m. A fee of \$1.00 per minute will be charged to your account. Phone calls to notify of late arrivals are appreciated but will not exempt a late pickup charge. **Consistent late pickup could jeopardize your child's enrollment.**

Withdrawal Policy

If a parent decides to withdraw from the program, a two week notice is required in writing with payment. *When withdrawing your children, the Associate Directors must be notified in order to stop accruing tuition— notifying teachers is appreciated, but will not exempt the charge.*

Parent Agreement

Please sign and date this page and return to the Calvary Preschool and Kindergarten office.

I agree to adhere to the policies of Calvary Preschool and Kindergarten as outlined in the Parent Handbook.

Student's Name: _____

Name of Parent/Guardian (print clearly)

Date

Signature of Parent/Guardian

