

Policies and Procedures

Parent Handbook



The Learning Tree
CHRISTIAN PRESCHOOL

Effective September 1, 2013

First Baptist Church

301 East Texas Street
Grapevine, Texas 76051

817-488-8853

www.fbcgrapevine.com

Our Program

The purpose of The Learning Tree Christian Preschool and Childcare (TLTCP) is to extend the ministry of First Baptist Church by providing a nurturing, educational environment, in which children can grow and learn. Developmentally appropriate activities encourage each child to reach his/her spiritual, cognitive, physical, emotional and social potential.

DEVELOPING THE TOTAL CHILD!

Please accept this personal invitation to visit our church and participate in our church activities.

Our educational approach is learning through play. Learning centers help children in many different ways. For example, puzzles help develop hand-eye coordination and fine motor skills. Home living expands the imagination and the ability to share and work together. Art centers enhance creativity, self-expression, and a sense of accomplishment.

TLTCP does not discriminate against sex, creed, ethnic origin, race, religion, or any other group of people.

Spiritual Influence

1. Bible stories and singing songs will be a part of our chapel time each week. We will also learn a Bible verse that goes along with our Bible story.
2. Teachers reinforce the Bible story with their daily activities. Material is age appropriate and easy to understand.

Thank you for considering The Learning Tree as a place to take care of your precious little ones. If you should have any further questions regarding TLTCP, please feel free to contact the Director at 817-488-8853.

Preschool Policies and Procedures

Fees and Registration

The supply/registration fee is due at registration.
This fee is non-refundable after that date.

Ages

Children who are between the ages of 12 months and 5 years may be enrolled in The Learning Tree program.

Preschool Program Options

Children may be enrolled either 2-days (Tues/Thurs) or 3-days (Tues/Wed/Thurs) a week depending on their age. Early-bird drop off at 8:00 a.m. and after school care (until 4:00 p.m.) is available for an added fee.

Fees and Reimbursement Policies

1. A combination registration/supply fee is charged for TLTCP programs. This fee is due at registration and is non-refundable.
2. All tuition payments are made online through our online payment system. Payments are not accepted in person unless approved by the director. A \$25.00 fee will be charged for any returned checks or declined online payments.
3. Tuition is due at the first of the month. After the 10th of the month a \$5.00 late fee **per** child **per** day will be added to your account. If the 10th falls on a holiday or weekend you are still responsible for making your payment on time. If your child is absent, payment will still be due in order to keep your child's place in his/her class. Late fees will be determined by what day your payment is made through our online payment system. Payments made after the 10th of the month are considered late.
4. A two week notice is required in writing if a child is to be withdrawn from our program. No fees will be refunded.
5. A copy of tuition payments will be furnished upon request for tax purposes. Tax statements will be mailed by January 31 of each year.

Financial Agreement

1. The Learning Tree Christian Preschool is operated as a non-profit ministry to young children and their families.
2. All payments will be paid at the first of the month.
3. All accounts must be kept current. Accounts which become two (2) months delinquent will be subject to removal of child from the program.
4. All accounts include tuition and registration/supply fees.
5. A family is eligible to re-enroll their child for the next semester only if their account is up-to-date.
6. Children not picked up by 2:45pm will be kept in the office until the parents arrive. A charge of \$10.00 per child for the first 15 minutes past 2:45pm will be added to the account. An additional \$5.00 will be charged for every minute after 3:00pm. Correct time will be determined by the school clock.
7. The school reserves the right to make adjustments in tuition which may be required due to increased operating expenses. Parents shall be notified in writing of tuition increases at least 30 days in advance.

Policies and Procedures

Arrival and Dismissal Policy

1. Children will only be dismissed to those persons whose names appear on the authorized pick up list on the enrollment form. Any changes or additions to this form need to be made by a parent in the office.
2. If teachers do not know a person picking up a child, the teacher will require the person to present a driver's license for proof of identification. This is for the protection of your child.
3. School opens at 9:00am. Children are to be taken to their room each day and will be picked up only by a parent or authorized adult. A child may not be released to a minor.

Arrival and Dismissal Policy

4. All children should arrive promptly at 9:00am. Activities begin with the arrival of the first child—it is important that our activities begin promptly and that **all children be on time for class.**

General Information

Time of Operation: TLTCP opens at 9am and closes at 2:30pm on Tuesday/Wednesday/Thursday. Punctuality is vital to the effective operation of our preschool and to fostering a sense of security and consistency for the children attending.

Attendance: Consistent, prompt attendance is advised. If your child is going to be absent or late, please notify the TLTCP office at 817-488-8853. *If your child is absent, payment is still required.*

Birthdays: Parents may bring simple refreshments. All treats must be pre-packaged (no homemade items) and cannot contain any nuts. Please notify the teacher in advance so that proper arrangements can be made.

Other Parties: Thanksgiving, Christmas, Valentines, Easter, and End-of-the-Year are our other party times. A list will be posted in each room for parents to volunteer to assist with parties.

Lunch/Snacks: Peanut butter and any nut products are no longer allowed in any room of TLTCP. We are a peanut and nut free facility. A mid morning snack will be provided each day. Breakfast must be eaten before your child arrives at school. Each child is to bring his/her lunch. A lunch should have nutritious foods with a drink included. Please do not send candy in your child's lunch. We encourage children to have good, healthy eating habits.

Rest time: Each class will have a rest/nap time each day. It is required by the state that a child care facility provide each child rest for one hour a day. Parents will need to provide a mat and a blanket for nap time. Children may also bring a "lovey" and/or a pillow for rest time. Please make sure all items are labeled and will fit in the backpack.

Nursing mothers: If needed, mothers can nurse their babies in the privacy of The Learning Tree office.

General Information Continued...

Clothing: Children should wear play clothes at all times. Each child also needs an extra change of clothes with his/her name clearly labeled on them. Boots, flip-flops and crocs are not permitted. Tennis shoes are the best. Please send a jacket in fall, winter, and spring.

Lost and Found: Lost and found articles are kept in the school office.

Parent Conferences: Teacher/Parent meetings will be held upon request. Please do not discuss your child in front of him/her. Nap time is probably the best time for these conferences.

Child Custody: The school has no legal authority to refuse either parent the right to pick up their child *unless* a court has granted temporary or permanent custody to one parent or to a third party. In this instance, the school will need to be given a copy of the orders bearing the court's signature.

Curriculum: WEELearn Church Weekday Education is published by the Sunday School Board of the Southern Baptist Convention. The curriculum provides Bible based age appropriate activities along with thematic units for young children.

Planned Days Off (Holidays)

The Learning Tree Christian Preschool follows the GCISD calendar. We will be closed on all days that the school district is closed.

Bad Weather Days

The Learning Tree Christian Preschool follows the Grapevine-Colleyville Independent School District in regards to bad weather school closings. Please watch WFAA Channel 8 for school closings and delays. If the GCISD is closed, then the preschool will be closed. If there is a two hour delay, our preschool program will open at 11:00 a.m. These days will not be made up and tuition will not be refunded.

Health Policies

Immunizations: State law requires each parent to provide proof of his/her child's immunization record. It is essential that these be up-to-date and on file in the office.

Health: Each child is required by law to have a health record filled out and signed by a medical doctor before entering The Learning Tree. The forms will be kept on file in the office with special notations. Please remember to list all the child's allergies.

Medications: Prescription medication will only be given if the completed medical forms are on file in the office. Prescription medication must be in the original container. Medication will be administered by the Director. Non-prescription medicine will no longer be administered. This includes any type of topical ointments, lotions, and/or creams. By signing the medical authorization form the child-care center and its employees are released from all liability for reactions which the child may suffer from the medications.

Illness and Accidents

1. Any child showing any of the following symptoms of illness will be isolated in the office and the parent will be contacted.
 - Fever
 - Vomiting and/or diarrhea
 - Chicken pox, scarlet fever, measles, mumps
 - Sore throat/Croup
 - Runny Noses (up to the discretion of the TLTCP Director)
 - Skin infection (i.e.. Ringworm, impetigo, boils)
 - Pink Eye

The child will not be admitted back to school until he/she is free from illness and/or fever for 24 hours. Re-admittance will be at the discretion of the Director.

2. Parents will be notified when a child has been exposed to a communicable disease within the school. Parents should notify the school when children are exposed to communicable disease away from school.

Illness and Accidents Continued...

3. In case of any accidents or sudden illness, The Learning Tree Christian Preschool will at all times try to:

(a) Contact the parents (b) Contact the child's own physician

In an extreme emergency, when the parents or the personal physician cannot be reached, the child will be taken to the emergency room. The child's record will be pulled and the parents notified. The medical release and file will be with the director at the hospital. The director will leave the center with the child and emergency personnel. Licensing will need to be notified as soon as possible.

Discipline

The discipline and guidance policy are included in the child's application. The parent is required to read and sign before their child is enrolled in the program.

Ways Parents Can Help

1. Help the child attend TLTCP regularly except when he/she is ill.
2. Communicate with your child's teachers, but refrain from discussing your child in his/her presence.
3. Know your child's teachers. Work with them concerning problems that may arise. The more the teacher knows about the child, the better she can help the child. We all need to work together to help your children grow and learn.
4. If parents would like to go on walking field trips with their child's class, let the teachers know.
5. Take an interest in your child's daily school activities.
6. Build into your child a wholesome, friendly attitude toward the teacher and other children.
7. Take time to do things with your child. Love, work, visit school, and play together as a family.
8. Report any upsetting experiences which you think will help the teacher understand your child.
9. Help your child know his/her full name, age, address, and phone number.

Questions or Concerns

Please contact the Director at 817-488-8853 or by email.

To report suspected abuse and/or neglect of a child call Texas Department of Family and Protective Service or visit their website at www.dfps.state.tx.us or your local law enforcement.

Emergency Preparedness Plan

The Learning Tree Christian Preschool maintains an emergency preparedness plan in accordance with state licensing guidelines. A copy is kept on file in the director's office.

Child Abuse Prevention

The Learning Tree Christian Preschool maintains a child abuse policy in the Director's office in accordance with state licensing guidelines. As required by state licensing all staff must attend at least one (1) hour of abuse training on an annual basis.

The Learning Tree Christian Preschool
is a ministry of...



FIRST BAPTIST CHURCH
Grapevine

Developing the Total Child

- . Physically
- . Mentally
- . Socially
- . Emotionally
- . Spiritually



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