



## **NORTHPORT BAPTIST DAYSCHOOL**

### **PARENT HANDBOOK 2018-19**

*“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6*

#### **WELCOME!**

Northport Baptist Day School opened as a half-day preschool program in 1975. The school offers a quality program in a loving, Christian atmosphere. It is our desire to help each child feel special, to build self-esteem, and provide activities which will help children LOVE the process of learning. Children are given the opportunity for physical, mental, emotional, social, and spiritual growth here at NBDS.

We are blessed to have experienced and dedicated teachers, who provide our children with love, and positive guidance, to help them feel happy and secure.

This Handbook has been prepared to acquaint you with our policies and procedures that will help to ensure your child experiences a successful year.

#### **Admission**

Pre-registration begins in January for our existing students and their families. Open registration is held in February, on a first come, first serve basis. Registration can occur at any time during the school year, provided a space is available in his/her age group.

#### **Withdrawal**

A two week notice is requested if a parent wishes to withdraw a child from the program. If a child is unable to participate in group experiences due to disruptive, dangerous, or uncontrollable behavior, the school reserves the right to withdraw the child from the program. This decision is left to the discretion of the Director.

#### **Enrollment**

**Age:** A child must be two years old on or before September 1<sup>st</sup> to enroll in a structured class. A child must be walking and one year of age to attend the MMO program and no older than 23 months on September 1<sup>st</sup>. Children **must** be potty-trained to be in the older 3's room 4's classes.

**Registration:** Registration forms are required for each child.

**Immunization:** Immunization forms are kept on file and are required to have an expiration date. *(These records can be obtained from your doctor or from The Health Department.)* A child is not officially enrolled until a registration form is returned and fees are paid. The fees are non-refundable.

## **Fees**

**Registration Fee:** \$50.00 per year. (Second child is \$40.00.)

**Supply Fee:** \$55.00 per year for structure programs only.

**Late pick up fee:** We realize emergencies do arise. However, if a parent is consistently late picking up a child, a late fee may be charged at \$1.00 per minute, payable the following school day. Pick up time is 11:50 a.m.-12:00 noon. **Please be in the car line, or inside the building, no later than 12:00 p.m.**

## **Hours/Calendar**

- 8:30 a.m.-12:00 p.m.
- If the County Schools have a delayed start, the Day School will be closed.
- The Day School will be closed when county schools are closed due to inclement weather. If the County Schools have a delayed start, the Day School will be closed.
- The Day School will be closed on Good Friday.
- The Day School will follow the County School calendar as set at the beginning of the year. If the County Schools have to make adjustments throughout the year, the Day School will continue to follow the original calendar.

## **Structured Programs**

2-Day, 3-Day and 5-Day classes are offered for Two Year, Three Year and Four Year Olds in the structure programs.

- Structured Classes provide an exciting curriculum and activities designed to help prepare children for kindergarten.
- Eight Major Concerns in the Christian Education of Preschoolers are used in planning the Unit of Studies. They include Bible, God, Jesus, nature, family, self, church, and others (community helpers).
- Creative methods are used to teach social studies, science, language, and math concepts. Bible thoughts, art, and music activities are also taught.
- Teachers submit lesson plans to the director monthly.
- Playtime is provided daily on the playground or in the gym.

## **MMO Programs**

Mom's Morning Out classes are held on Monday, Tuesday and Thursday. The 1-day program is offered on Mondays, the 2-day program is offered on Tuesday and Thursday and the 3-day program is offered on Monday, Tuesday and Thursday.

- MMO is offered for children who are one and walking, up to 23 months old as of September 1<sup>st</sup>. The MOMS program provides children with routine schedules which are centered around creative play.
- The 1-day program is \$80.00 per month. The 2-day program is \$160.00 per month. The 3-day program is \$195.00.
- A \$50.00 registration fee is charged for the Mom's program. There is no supply fee charged.

## **Tuition**

- The Day School ministry is self-supporting and non-profit.
- A 25% deduction is given for the third child in the same family.
- Each child's name and classroom should be listed on your check.
- Tuition is due on the first day of each month and delinquent after the 10<sup>th</sup> day of that month. If you are delinquent for two consecutive months, your child may not return to school until one month's tuition has been paid.
- You will be responsible for paying the amount the bank charges the school for any returned checks.
- All tuition must be current before a child can register for the next school year.
- Your check can be turned into the Day School office, mailed, or given to a staff member. If tuition is sent in a backpack, please text or email us to let us know to get it out.
- Fees and tuition are made payable to Northport Baptist Day School.

**Tuition (Structured programs)** Tuition is prorated for the month of August, however full tuition is paid for the months of September through May. We do not prorate any months, except for the month of August. MONTHLY tuition rates are listed below:

**2-day program --- \$175.00**

**3-day program --- \$195.00**

**5-day program --- \$225.00 (2 and 3 year olds)**

**5-day program --- \$215.00 (4 year olds)**

**MMO 1-day program---\$80.00**

**MMO 2-day program---\$160.00**

**MMO 3-day program---\$195.00**

## Teacher-Student Ratios

AGE GROUP	TEACHER	ASSISTANT
• Four Years Olds	15--1	20--2
• Older Three Years Olds	13--1	18--2
• Younger Three Year Olds	12--1	16--2
• Older Two Year Olds		14--2
• Younger Two Year Olds		12--2
• Older MMO Class		10--2
• Younger MMO Class		10--2

*These ratios are the maximum number for each room. We strive to stay below these ratios in order to maintain smaller classroom environments.*

## Guidance and Discipline

- Praise and positive reinforcement of good behavior are consistently used with all children as a method to build the child's self-esteem and encourage self-control. If a child is experiencing behavioral issues at school, the parent/guardian may be approached about beginning a behavioral chart (smiley/frowny face note), in order to encourage positive behavior.
- Children are expected to follow rules related to the general routine of the classroom. Discipline of children will be handled according to school policy.
  1. Verbal redirection
  2. Verbal warning
  3. Time out (2 minutes plus age)
  4. Visit to director (reinforce school rules, time-out)
  5. Conference with parents

*(If a child experiences multiple trips to the director's office, and his/her behavior cannot be managed in the classroom, the parent/guardian will be called for an early pickup.)*

- Corporal punishment is not a part of our behavior intervention plan.

## Arrival and Departure

### Arrival Time

- Please enter the premises on 10<sup>th</sup> Street, drive around the church and under covered walkway in front of the Pre-school building, EXIT onto Main Avenue.
- Your child will be received at your car from 8:30 a.m. until 8:45 a.m. After this time you must walk your child inside to his/her classroom.
- During arrival time, if you prefer to walk you child into his/her classroom, please park in the back church parking lot and use the door next to the playground. Make sure a staff member receives your child.
- After 8:30, when arrival time has begun, PLEASE DO NOT USE FRONT DOOR IF YOU ARE WALKING YOUR CHILD INSIDE. PLEASE USE THE DOOR NEAREST THE PLAYGROUND TO ENSURE THE SAFETY OF DROP-OFF.

- Please DO NOT block driveway.
- Children are not allowed to open car doors as this is a safety concern.

### **Departure Time**

- Departure time is 11:50 a.m. –12:00p.m.
- A staff member will bring your child to the car and will hold the child's hand until you have secured your child. Parents must fasten children in their seat belts/car seats, as this is a liability issue for our staff to do so.
- You are given a car sign with your child's name and room color code to be placed in the passenger's front window. Please use this sign for indoor pickup as well.
- If you participate in a carpool, you may pick up a carpool sign front the Day School office.
- If you prefer to come in and receive your child, please park in the church parking lot and enter by the door next to the playground. There will be a staff monitor to call for your child.
- No child will be allowed to leave school with anyone other than the people listed on the emergency form.

### **Parent Involvement**

#### **Open House**

- Open House will be held on August 16<sup>th</sup> and 17<sup>th</sup>. Open House will allow the children to see their classroom and meet their teachers prior to the first day of school. If your child is enrolled in the Tuesday/Thursday program, you will attend the Open House on the 16<sup>th</sup>. If your child is enrolled in the Monday/Wednesday/Friday program, you will attend the Open House on the 17<sup>th</sup>. If your child will be attending all 5 days, please come whichever day is most convenient. Open House will be held from 10:00 a.m.-11:00 a.m. on both of these days. The Open House will be held the week of our teacher workshop so the teachers may still be getting their rooms completely ready!  
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#### **Monthly Newsletters**

- Monthly Newsletters/Calendars are distributed before each month and they include the unit studies, Bible verses, and schedules for music movement and other events. These are distributed in paper form, as well as a digital format.

#### **Parent Observations**

- You are welcome at all times to visit and observe you child at school. We have two-way mirrors where you can observe the classroom, without your child knowing.

#### **Teacher-Parent Conferences**

- Please feel free to call anytime to check on your child or to arrange a conference with your child's teacher.

## Health and Safety

Staff members attend CPR classes every other year as the expiration for this certification is renewed every two years.

The fire safety routes are posted in each classroom.

Fire and Tornado drills are held to familiarize children and staff with procedures. If a tornado warning is in effect at departure time, children will be cared for until the warning is lifted. In the event of a tornado, the children will all be taken to the basement of the church (the choir room), located underneath the sanctuary of the church.

## Emergencies

- In case of an emergency, a parent will be notified first. If a parent cannot be reached, the person indicated on the emergency contact is notified of accidents. If no contact is available, we will take the necessary steps to ensure medical attention.
- Small injuries are reported to the director, and to parent/guardian, by issuing a written injury report.

## Illness

- We accept well-children only and your cooperation is needed to help ensure that we provide a healthy environment for all.
- Children should be kept at home if symptoms of illness are observed, and should be free of fever for at least 24 hours before returning to school.
- If symptoms of illness are observed at the Day School, the parent; or the person indicated on the enrollment form, will be contacted.
- If a child becomes ill at school we will do our best to remove the child from the classroom and care for them, until a parent or guardian can pick them up.

## Communicable Disease

- If your child is exposed to a communicable disease, please notify the director or teacher. Information on possible exposure at school will be reported to you by email.

**Emergency and Permission Forms:** These forms need to be completed at open house, or returned the first day of school.

- With parents' permission we would like to post children participating in activities on our Northport Baptist Day School Facebook page.
- No form of drugs will be administered except in a life threatening emergency situation. If your child has allergies that require medical treatment, contact the director in order to complete the necessary paperwork. If your child has a life-threatening allergy, please complete an allergy form
- Due to the number of students with life-threatening allergies, no peanuts or peanut products should be sent to school.

- No gum or hard candy is allowed at school or for parties.
- **Registration Fee:** \$105.00 (which includes registration and supply fee for the year.) The second child pays \$95.00. The MMO program children pay \$50.00 per year.