

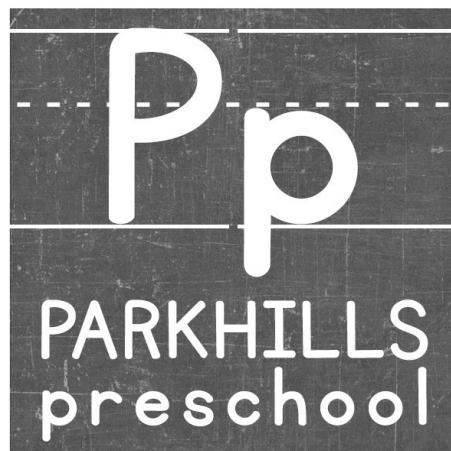
This is Parkhills Preschool

Parkhills Preschool is an extension of the Children's Ministry of Parkhills Baptist Church. Parkhills Preschool is a weekday ministry for children ages six months (as of Sept. 1st) through transitional kindergarten. Classes meet on Tuesdays and Thursdays between the hours of 8:45am - 2:00pm. We meet during the months of September through May.

At Parkhills Preschool, we will help each child find a joy of learning and provide a foundation of trust outside of your home. The curriculum provides opportunities for children to learn about God's world and how to live in it. We provide individual, small group, and large group activities which are planned to meet the specific needs and interests of each age group, as permitted. We understand all children have common needs and are also unique in name, background and family situations.

It is a joy and a blessing to care for your children. We thank you for the opportunity to come together and minister to you and your child. You have given us the opportunity to help build a foundation both educationally and spiritually in your child's life. Our prayer and goal is that each child will know that we love and want them prepared for each new step in their lives. These steps may be actual physical steps, walking in a line, making new friends, learning to use scissors or starting to read their first words. Each day at Parkhills Preschool is designed to challenge and help your child grow mentally, physically, socially, and spiritually.

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



Days and Hours of Operation

Parkhills Preschool operates on Tuesdays and Thursdays between the hours of 8:45am - 2:00pm. Drop off begins at 8:45. Pick up starts at 1:50. We meet during the months of September through May. Childcare closures that are mandated by the state will be adhered to. We closely follow the NEISD school calendar for holidays, and school closings due to inclement weather.

Activities and Curriculum

The teachers plan a variety of age appropriate activities designed to keep the attention of the students. Each classroom follows a planned curriculum and schedule for each day. This provides the preschooler an expectation of a routine each day. Maintaining a routine in preschool age students makes them comfortable in a classroom setting. Parents are provided a copy of the handbook at the time of a tour. The parent handbook is also accessible online at parkhills.org. Teachers meet monthly to complete lesson plans for all ages. Daily activities may include time for but are not limited to the following:

The Pledge of Allegiance	Bible Memory Verse
Star Student	Letters, Phonics
Calendar	Numbers and Basic Math
Big Church	Center Time / Circle Activities
Music Time	Playtime / Recess
Spanish Time	Snack / Lunch
Gross Motor Development	Rest / Quiet Time
Arts and Crafts	Fine Motor Development

Each child needs to bring a lunch, including a drink, in a labeled bag or lunch box. Glass containers are not allowed. For students in classrooms under 23 months, a refrigerator is available in the classroom for bottles. Please bring infant and baby food in plastic containers. For the 18 months through Pre-K classes, please bring finger food items that do not need to be heated or refrigerated. Please include any utensils that your child may need.

After lunch, students 3 and under will have a rest/quiet time. Students 18 months and younger will nap in cribs. Students 18 months to 3 years must bring a nap mat each day. Mats will be sent home at the end of the week to be washed.

Teacher/Student Ratios

	Parkhills Preschool Student:Teacher	Current State Student:Teacher	Current State Max Group Size	State mandate during COVID-19 Size & Student:Teacher Ratio
Infants	6:2	4:1	10	8 4:1
Babies	8:2	5:1	13	10 5:1
Toddlers	10:2	9:1	18	14 7:1
2 years	12:2	11:1	22	16 8:1
3 years	14:2	15:1	30	20 10:1
Pre-K	16:2	18:1	35	20 10:1

Rates and Fees

The annual tuition for Parkhills Preschool can be paid in full or split into nine equal payments. Brochures with the current fees are available in the Preschool Office.

Payments are made out to Parkhills Preschool and are due by the 1st of each month. A late fee of \$25 will be assessed to your account after the 10th of the month. Parents are responsible for any bank charges incurred from returned checks. Refunds for illness, vacations, or school cancellations will not be given and days will not be made up.

Registration

To register, please:

1. Complete and submit registration forms to the Director/Asst. Director.
2. Pay the registration and supply fee.
3. Provide a current copy of your child's immunization record.
4. Sign a copy of our Media Release and Covid Protocol Acknowledgement.

Once your child is enrolled in the program, a space is automatically reserved for him or her for the entire school year. If you need to withdraw your child early from the program for any reason, a two week notice is required and/or a payment for the 2 week period.

Classroom Placement

Children are placed in classrooms based on their age as of September 1st and are grouped by developmental level. They may be placed in a particular classroom at the discretion of the Director. Children entering our Pre-K program are placed in classes by a drawing process conducted by the school Director. This allows the boy/girl ratio to be as even as possible. We do not allow requests for classroom/teacher preferences. Families with multiple children (twins, triplets...) have the option of keeping their children together or separating them into different classrooms, as available.

Personal Items and Dress

All personal items including outerwear, supplies of disposable diapers and pull-ups, baby bottles/sippy cups, or comfort item need to be labeled with your child's name.

Dress your child in clothing that is durable and comfortable, selecting shoes which give support and allow freedom of movement. Costumes and dress up attire are not allowed as they can present issues with restroom time, craft, and play time. While all efforts are made to keep your child clean, Parkhills Preschool is exciting and active and therefore, at times, messy. Children two years old and younger will go to our indoor play area. Three, four, and five year old children will go outside to the playground (weather permitting); otherwise they will play indoors. Even though your child may not need a jacket or coat by afternoon, it is often still chilly when we go outside in the mornings. Please send your child with a sweater, jacket, or coat on cool mornings. Please label your child's outerwear. Every child is required to have at least one change of clothes. The easiest way for parents is to keep one Ziploc bag at all times in the student's backpack. Parkhills does have a variety of clean clothing for students to wear should an emergency arise. If we are unable to provide a change of clothing for a student with soiled clothing, parents will be contacted to pick up the child and/or bring a change of clothes.

Potty Training

Please be sure to discuss your method of potty training with your child's teacher. Please provide an adequate supply of spare clothing, underwear, or pull-ups. A child entering the four year old Pre-K and Transitional-K classes must be potty trained. A child entering the three year old classes must have started potty training.

Biting

We understand some children may have a hard time expressing themselves with words and biting can be a way to get what they want or to gain attention. The teachers will work with the child and family in attempts to correct the behavior. We provide an environment for all students' safety. Excessive biting can be a reason to have a student removed from the program. Removal of the student is at that discretion of the Director.

Discipline

At Parkhills, we strive to show God's love and kindness and to be Christ-like examples to each child every day. Through positive reinforcement we teach listening skills, patience, orderliness, taking turns, sharing, politeness, proper manners, and respect for others. Teachers are addressed by "Ms. (first name)".

When conflicts arise, we teach the children to express their feelings and resolve issues through constructive words. We encourage the children to say "excuse me", "I am sorry", and "I forgive you", and to learn how their words and behavior affects others.

Redirection is used first when a student is having difficulty in the classroom. "Time-outs" may be used to remove a child from a situation. They are age appropriate in length (one minute per year). Corporal punishment is never administered to any child in Parkhills Baptist Church Children's Ministry or Preschool.

To maintain the safety and orderliness at Parkhills Preschool, conferences will be scheduled with the Director and the parent to discuss a child's persistent discipline problem. A conference will be held prior to dismissal of a child from Parkhills Preschool.

Masks/Shields and PPE

Students are not required to wear a face covering at anytime. Parents may however choose for their children to wear them. Teachers or staff are not required to wear face covering. It is at their personal preference.

Guidelines for Dropping Off and Picking Up Your Child

Children may not arrive any earlier than 8:45 a.m. unless prior arrangements are made with the teachers and/or Director. Our teachers come in by 8:15 am, they use this time for classroom and activity preparation. It is important that our teachers have this time to prepare without any interruptions before 8:45 a.m. from students or parents. If you arrive earlier than 8:45am, please wait with your child in the foyer until 8:45am. Parents will drop off in the hallway. Parents are not allowed to enter the classroom. Students arriving after 9:05, will be dropped off at the Preschool office and a staff member will take them to their class.

Pick up starts at 1:50pm. Student pick up will be outside. For inclement weather days, pick up will be inside. Parents will be notified via the FB page with any changes in pick up for the day. Each child will be assigned a door for release. In addition, parents picking up their child after 2:05pm. will be charged a late fee of \$5 for every 5 minutes after 2:05 pm unless prior arrangements have been made.

If someone else is picking up your child, they must have prior written parental approval listed on your registration file as someone whom you allow to pick up your child. A child will never be released to an unauthorized adult. Any changes must be put in writing and given to the Director/Asst. Director. Direct your child's pick-up person to come to the welcome desk and after we have verified that they are on your registration form and we have checked their ID, we will release your child to them.

Please be prompt in bringing your child at the start of the day. Late arrivals disrupt the classroom schedule and make a more difficult transition for your child.

Health and Safety

The health and safety of all the children at Parkhills Preschool is our highest priority, therefore:

1. Staff is certified in CPR and trained in First Aid.
2. A complete First Aid box is available at all times.
3. An AED child and adult defibrillator is available at all times.
4. Medications will not be administered to any child, with the exception of Epi-Pens for emergency allergic reactions. The Epi-Pen must be prescribed by a doctor and have the child's name printed clearly on the label.
5. Fire exits are posted in all the rooms.
6. Background checks are done on all Parkhills Preschool and Parkhills Baptist Church employees every three years.
7. There will be a minimum of two (2) approved teachers per room.
8. Any visiting adult must check in prior to entering a room. They will be logged in the Visitor Book, issued an official 'Visitor' badge, and be permitted in the classroom at the discretion of the Asst. Director/Director.
9. Children are never released to anyone other than the parent or those who have been given prior written permission and are listed in the child's registration form.
10. Emergency numbers, medical release forms, and immunization records for each child are kept on file in the office. Parents are requested to inform the Director in writing on the registration form and to discuss with the teacher any food or other significant allergies their child might have (bee stings, peanut butter, milk...). This information will also be kept on file in the office.

In order to ensure a safe, healthy environment for children and teachers, a "Wellness Policy" has been adopted by Parkhills Baptist Church. Prior to returning to the program, the child must be fever and symptom free without the use of medications, for at least 24 hours. We ask parents to use good judgment and be considerate of the health of others when bringing their child to the program. We also request the Director be notified immediately if a child has a serious contagious illness.

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics says a child should not be placed in a classroom with other children when any of the following conditions exist:-

- Fever
- Vomiting or diarrhea
- Any symptom of childhood diseases including, but not limited to: croup, scarlet fever, measles, mumps, chicken pox, whooping cough
- Common cold, persistent cough, sore throat, any colored discharge from the nose
- Lice
- Any unexplained rash or skin infection, including: boils, ringworm or impetigo
- Pink eye or other eye infections
- Any communicable disease

While we understand that Covid-19 is in existence, the practice of wearing a face mask is up to the individual, be it student or staff. We will continue the cleaning practices that we set in place. Students and staff will continue to wash hands frequently throughout the day. Notifications to parents will continue to go out as we are made aware of them, just as we would for any communicable disease.