

# Northside Baptist Church

## Weekday Education

4605 Murray Avenue  
Tifton, GA 31794  
229-386-2558

[www.nbctifton.org](http://www.nbctifton.org)

Stacy Phillips, Pastor  
Steve Shaw, Administrator  
Krista Staton, Children's Director  
Renee Daniel, Weekday Director  
Shannon Horton, Weekday Secretary

Dear Parents,

Welcome to the Northside Baptist Weekday Program here at Northside Baptist Church. Our staff looks forward to partnering with you in the development of your child this school year. This handbook/calendar has been prepared for you as a guide for your information and convenience. Please read through it and sign the form provided on the last page, verifying your understanding and acceptance of the school policies and procedures. Return it to your child's teacher by the date specified on the form.

We value the confidence you have placed in our program. Our curriculum has been precisely planned to offer real hands-on experiences that will extend your child's knowledge of himself/herself, and the world God has made. Our goal is to provide learning opportunities for your child to grow physically, spiritually, mentally, socially, and emotionally. At Northside, we provide an atmosphere of love and understanding for each child where he/she can work and play with others, express himself/herself, learn responsibility, and discover the joy of learning.

We encourage your involvement in your child's continued development. Please plan to attend parent-involved activities (as noted in your calendar or communicated by your child's teacher). These activities build links between home and school that are essential components of your child's preschool experience.

If you are looking for a church home, please visit us here at Northside. Sunday morning worship begins at 9:30 followed by Sunday School. On Wednesday nights supper is served beginning at 5:00. Classes for birth – youth and adult Bible studies are held from 6:00 – 7:30. We would love to have you join us. For more information about the ministries offered at Northside Baptist Church, please call 382-6855. We look forward to ministering to and getting to know your family this year through our Weekday Preschool and Kindergarten.

If we can answer questions or assist you in any way, please feel free to contact our Weekday office at 229.386.2558. Preschool will be one of the most exciting and precious experiences of your child's life. We thank you again for the opportunity to share this year of loving, learning, and growing together with your child.

In Him,

Renee Daniel  
Director, Northside Baptist Weekday

## **Entrance Requirements**

- ❖ A child should be the age of the enrollment class on or before **September 1st** for the child to be eligible for that age level class.
- ❖ Monthly tuition is due the 1<sup>st</sup> of each month. Tuition can be paid by cash or check (made payable to NBC Weekday). Payments are collected using an envelope system. Your reminder will be placed in an envelope in your child's folder on the first of each month. Payment should be placed in this envelope and returned in your child's folder. Checks should include child's name in the memo space to ensure proper credit. Receipts will also be placed in this envelope. If you have questions about your account, please email Shannon@nbctifton.org. **Do not make payments or ask questions about your account during carpool.**
- ❖ In addition to tuition, other monies collected throughout the year for book orders, pictures, etc. need to be placed in the tuition envelope in your child's folder. Again, checks should include child's name on the memo and cash should be accompanied by a note or form with child's name on it.
- ❖ Where applicable, parents with multiple students may write one check to be placed in the envelope of the older sibling. (tuition, school t-shirt, pictures)
- ❖ **Tuition is due on the 1<sup>st</sup> and late after the 10<sup>th</sup>. Please contact Shannon if this time doesn't work with your pay schedule at your job. Unless you have made tuition payment arrangements your child cannot return to school until the account is brought current.**

## **School Hours, Drop off and Pick up Procedures**

- ❖ 1, 2, 3 and 4 year old classes attend from 8:30 AM-12:00 PM.
- ❖ Kindergarten students attend from 8:30 am-12:30 pm.
- ❖ **Early Arrival:**
  - ➔ Begins at 7:30 am
  - ➔ Extra fee of \$35.00 a month
  - ➔ **The outside door will remain locked until 7:30 am. No child is allowed to be left with a staff member before 7:30 am.**
  - ➔ Students are to be dropped off in the choir room with Weekday staff member until 8:00 am. After 8:00 am until 8:15 am students will be walked to class by parent. AT THAT TIME PLEASE KEEP IN MIND TEACHERS CAN'T ANSWER QUESTIONS ABOUT SCHOOL/CLASSROOM.
  - ➔ If you arrive after 8:15 you will be asked to wait in the carpool line. You CANNOT come in the building.
  - ➔ Due to allergies students will no longer be allowed to bring or eat food in early arrival.
- ❖ **Early Pick-up:**
  - ➔ If your child needs to leave school before 11:45am please let someone in the office know that you are picking up your child.
- ❖ **Late Pick-up:**
  - ➔ Students should be picked up each day no later than 12:15pm. If you are late on a consistent basis you will be asked to pick your child up in the Church Administrators office(upstairs). There will be a \$10.00 late fee due at that time.

- ❖ **Our school is designed with the safety of our students as the highest priority. We must implement and enforce strict rules for entering the preschool hallway.**

- ➔ **One Year Olds:**

**Drop off** - Students are to be walked into the building by the playground and handed to the teacher at the classroom door.

**Pick up** - Students will be picked up at the playground. If it's raining walk to the double doors students will be waiting with teachers.

**Siblings** - If you have an older child in the 2's, 3's or Pre-K carpool must be utilized.

- ➔ **Two Year Olds, Three Year Olds and Pre-K:**

**Drop off and Pick up** - All Students are to utilize carpool unless they are in early arrival.

- ➔ **Kindergarten:**

**Drop off** - Students are to be walked into the building by the playground and dropped off at the door.

**Pick up** - Students will be using noon carpool this year under the shelter in the back with the rest of school. Kindergarten carpool starts at 12:30 unless you have a younger child. We ask that you come at noon to get the younger sibling and circle back around to come through the line for the Kindergarten student starting at 12:30 pm.

- ❖ We observe the same holidays and emergency/early closings as the Tift Co. School Systems. However, we reserve the right to alter school hours and/or days if we feel it's in the best interest of our students.

### **Carpool Procedures**

- ❖ For safety and traffic flow purposes, please enter the driveway off Fulwood nearest the law office. Follow the paved driveway, curve to the left at the far end, and pull around under the covered area. After pickup, exit the driveway between the law office and Mother's Love.
- ❖ Morning carpool will begin at 8:30 and pick up will be at noon. **Carpool will end at 8:45. After this time you will be buzzed into the building and our hallway. You should walk your child to class. Please keep in mind that teachers will not be able to speak with you because class has already started. However, we encourage you to use morning carpool.**
- ❖ During pick-up, carpool will begin at 12:00 PM. Teachers will walk each child to his/her car and open the car door for him/her. However, for liability reasons, we are unable to fasten the children in car seats. **Instead, parents are asked pull into the adjacent parking lot to fasten children into car seats. Please do not attempt to fasten your child's car seat in the carpool line, as this can really delay the carpool process.**
- ❖ Weekday staff reserves the right to contact local law enforcement if we observe any children in your vehicle in violation of the law. For safety and liability purposes, **no child is to be hanging out of car windows or sunroofs while on Northside Baptist Church grounds.**
- ❖ Each family will be issued two carpool tags for use in the carpool process. If extra tags are needed call the office.

- ❖ If someone arrives to pick-up a child without the school issued carpool tag, his/her photo identification will be checked against a transportation approval form completed by the parent(s). Without the school issued carpool tag, or photo identification matching the names on the transportation form and written authorization from the parent, a child will not be released.
- ❖ During drop off and pickup times, please understand teachers will be unable to speak in detail with parents at this time, as they will be focused on the children.
- ❖ **Parents please be advised that no walkups will be allowed during morning or afternoon carpool. This is dangerous for the children so you will be asked to join the carpool line.**
- ❖ In consideration of the children and the teachers, we ask that parents please pick up their child(ren) promptly. If you are delayed by an emergency, please contact the Weekday office at 386-2558 before dismissal time. The carpools are generally completed by 12:15 PM.

### **Withdrawal/Changes in Personal Information**

- ❖ Please notify the Weekday Office (secretary or director) of any changes in address or if you need to withdraw your student.
- ❖ **Parents who opt not to bring their child for the month of May will still be required to pay tuition.**

### **Curriculum**

Our curriculum goal is to focus on program enrichment through the broadening of fundamental experiences. Our core curriculum is comprised of basic concepts, skills, and themes. This curriculum incorporates learning concepts and idea expression through play (the work of young children). Children will have the opportunity to explore, discover, imitate, create, fantasize, and realize using centers, circle times, and free play. They will participate in activities related to language arts, math, science and nature, art and music using blocks, dramatic play, puzzles, manipulatives, sand and water, etc. Abeka resources are used in every class (except our toddler class) to teach pre-reading and pre-math skills. Social Studies and Science lessons are also included at the age-appropriate level. Chapel or large group bible time will be held each week along with music time. Bible stories and verses partner with every theme of study, reinforcing that God and His Word are relevant and important to all areas of our lives and our world. Our curriculum guides are available to all parents upon request.

In both Pre-K- and Kindergarten, the curriculum is designed to meet the current performance standards set by the Georgia Department of Education in Language Arts, Math, Social Studies and Science. It is our goal to make certain that every child is ready for the next level in the public, private or home school setting.

## **Conferences**

- ❖ Teachers in the two and three year old classes will conduct telephone conferences in October and again in April to update parents on their child's adjustment to preschool.
- ❖ In - school conferences are always an option and may be scheduled as necessary on an individual basis by parents or teachers. If you have questions or need to speak with your child's teacher, please feel free to call to set up an appointment.
- ❖ Pre-K and Kindergarten teachers will have face – to – face scheduled conferences in October and April.

## **Birthday Celebrations**

- ❖ Special snacks are allowed for birthday celebrations. If you plan to bring a special snack for your child's birthday, please advise the teacher in advance.
- ❖ **Entire class invitations are allowed to be distributed at school. If you only invite part of the class to your private birthday party, invitations must be mailed.**

## **Illness and Health Policy**

- ❖ If a child becomes ill or injured and it becomes apparent that he/she needs immediate medical treatment, paramedics will be called.
- ❖ In case of minor injury, an Incident Report Form will be completed by the adults who witnessed the accident. Parents/pick-up person will be asked to sign this form when notified of incident. The report will be filed in the Weekday Office.
- ❖ Please keep your child home from school if he/she has any of the following symptoms:
  - **1. Fever over 99 degrees within 24 hours**
  - **2. Diarrhea and/or vomiting within 24hours**
  - **3. Pink eye symptoms**
  - **4. Sore throat/Strep symptoms**
  - **5. Excessive sneezing or coughing**
  - **6. Any skin eruptions**

If any of these symptoms appear at school, you will be notified to pick up your child.

- ❖ **Following any type of contagious illness, a child should be free of symptoms (including fever) at least 24 hours before returning to preschool. If your child tells his/her teacher that he/she vomited or ran fever the night before or morning of the school day you will be called to clarify.**

- ❖ If your child becomes ill with one of the communicable diseases, please notify the preschool director as soon as possible so that notification can be sent to other parents.
- ❖ If your child is out for more than two consecutive school days, please contact your child's teacher to update her as to your child's condition or situation.
- ❖ *LICE-* To prevent classroom/school infestation, any child with lice will not be permitted to return to school until we have a letter from the Health Department.

**Administration of medication:**

***Please note that Weekday cannot be responsible for administering medication to any child unless a physician has requested it in writing due to emergency reasons.*** With this written physician approval, we will keep your child's medication on the premises. It is to be clearly labeled and placed in a zip-loc bag labeled with your child's name. Inside the bag, please enclose your physician's letter stating under what circumstances/symptoms the medication is to be administered and how much is to be given.

## **Discipline Policy**

- ❖ We believe in positive guidance for all children in all situations.
- ❖ For minor discipline issues in the classroom teachers will use the "sweet chair" or "time out". A child who needs to be removed from a certain situation will be redirected and then if needed, removed for one minute per year of age. If misbehavior continues, a student maybe placed in a time out chair outside the classroom door with a teacher's eye on the child at all times.
- ❖ If inappropriate behavior continues a child may be taken to the director for a discussion on proper classroom behavior and a "time out" in the office.
- ❖ We primarily use behavior reports to communicate with parents about issues that come up during the school day if we feel a note is warranted. We ask that back-and-forth texting, messaging on fb, etc. not occur during school hours and only on rare occasions. Teachers will message or call you if they feel there is a need. We will make sure the lines of communication are open.
- ❖ Under no circumstances will corporal punishment be administered.
- ❖ If there is consistent inappropriate behavior that is disruptive to the preschool/Kindergarten class, we will utilize other measures such as parent/teacher/director conferences, shortened school days and/or suspension. If your child continues, on a daily basis, to interrupt his/her classroom to an extent that it interferes with the teacher's ability to teach and with fun and learning for the other students, we will call you to come pick up your child. **We reserve the right to disenroll a student at any time.**
- ❖ At Weekday, we do not allow **biting, spitting, or scratching that breaks the skin** as these can be a serious health concern. If a child bites, spits or scratches severely in school, a note is always sent home to the parent concerning the incident. If the biting keeps recurring, the parent will be contacted to pick-up the child, who can be dismissed early following any future occurrences. Every biting situation is unique, and the director reserves the right to deal with the parent and child on a case-by-case basis. However, the well being of all students in the classroom is considered and biting will not be tolerated on an on-going basis.

## **Toilet Training and Clothing**

- ❖ If a child is not completely toilet trained, parents are asked to dress him/her in a diaper or "pull-up," which will be changed only if the child has a bowel movement or the pull-up is saturated. If you are training your child using "big boy/girl underwear" we will **attempt** to allow him/her to wear them at school. However, due to sanitary reasons, if 2 accidents occur the child must return to a diaper or "pull-up" for one month. This process will be repeated until your child is completely trained.
- ❖ **All parents are asked to keep a change of seasonally appropriate clothing (i.e. shirt, bottoms, underpants, and socks) in a ziploc bag in their child's bookbag. If a child has an accident (including spills), but has no change of clothing, the parent will be contacted to bring fresh clothes to the school or to pick-up the child.**
- ❖ **Children are required to wear shoes at all times for safety and hygiene purposes.** We recommend comfortable play clothes and tennis shoes for the children. **Your children will get dirty on the playground. Please keep this in mind when dressing your child(ren).**
- ❖ Please put your child's name in all clothing, including jackets/coats.

## **Personal Items/Toys**

- ❖ Personal items/toys should only be brought on days designated by your child's teacher.
- ❖ ***No toy guns, knives or other weapons are allowed.***

## **Solicitations and Referrals**

- ❖ There will be no personal solicitations, handbills, or selling of items in or through the preschool. Also, the preschool staff is not authorized to make referrals or recommendations for services provided outside of the Weekday preschool (i.e. childcare, carpooling, tutoring, etc.).



## **Fire Escape Plan**

- ❖ Every classroom has a fire escape route posted at the entrance door of that room.
- ❖ We will have random fire drills throughout the school year to train the children in the emergency exit process. In case of fire, all staff members and children would exit the building and proceed to an outer portion of our parking lot.

## **Tornado/Inclement Weather Plan**

- ❖ The Weekday Ministry will have random tornado drills throughout the school year to rehearse weather safety procedures. In the event of a tornado or other weather emergency, children will exit the classroom to go to the safest place in our facility.
- ❖ *We will not dismiss children during times which are not safe.* If a weather emergency occurs during carpool time, parents are welcome to come into the building with their child to take refuge.
- ❖ If there is lightning, hail or extremely heavy rain during the morning or afternoon carpool time, we will not open our carpool line as per normal. Parents are welcome to come into the building to drop off or pick up their child.

## **Emergency Closings**

- ❖ If more than 2/3 of our children or teachers should be sick or affected on any given preschool day, we reserve the right to close preschool.
- ❖ Should there be any safety threat, structural damage or condition to our building that would make it unsafe or unsuitable to occupy the building, we reserve the right to close preschool.
- ❖ Every means and consideration will be given to notify parents of an emergency closing.