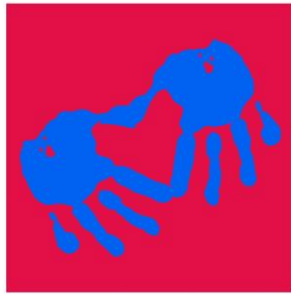
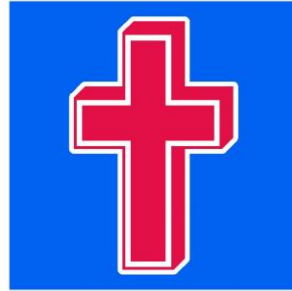


North Side Christian Preschool

learn a lot



share God's love



have some fun

Parent Handbook 2023-2024

North Side Christian Preschool
910 N. Main St. Weatherford, TX 76086
(817) 596-9808
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school@nsbcweatherford.com

"Like" us on Facebook – North Side Christian Preschool

Our goal at North Side Christian Preschool is to provide children with opportunities to grow physically, mentally, spiritually, and emotionally and to have fun in the process. We also strive to teach children about God and His love for us.

REGISTRATION GUIDELINES

North Side Christian Preschool enrolls children who are 15 months old (by September 1st) through Pre-K (4-5 year olds). Registration for the upcoming school year takes place each February. Children currently enrolled in the program will be given first choice, then others may register as space permits. To register your child, please contact our office. Once the registration fee is paid, your child’s spot will be held. We do maintain a waiting list as children occasionally are unable to attend after registering. Registration is ongoing throughout the school year subject to available openings.

Enrollment requirements - these must be completed prior to attendance (*beginning Fall 2023 this information will be completed on our Procure Online Parent Portal. More detailed instructions will be sent to families at a later date)

- Completed Admission Form for each child (updated yearly)
- Child Assessment Form – this gives the teacher helpful information on your child’s likes/dislikes and behavior (updated yearly)
- Health Statement signed by physician stating that your child is physically able to take part in our preschool program (updated yearly)
- Current Immunization record (updated copy must be kept on file or attendance will be suspended, must meet Texas Minimum State Vaccine Requirements, *see below*)
- Signature of compliance page on back of Parent Handbook (updated yearly)
- Vision and Hearing Screening results (for children 4 years old or older)
- Allergy Emergency Care Plan physician & parent-signed (if child has diagnosed food allergy)

Your child will not be allowed to attend his/her class without these documents on file. Tuition will not be prorated or refunded for days missed due to incompleteness or lack of submission of these forms. This is a state requirement.

2023 Texas Minimum State Vaccine Requirements for Child-Care Facilities

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses ¹	3 Doses ²	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

¹ A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12-14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 months of age is in compliance with these specified vaccine requirements.

² If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance: For children seven through 11 months of age, two doses are required for children 12-23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age. Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required.

³ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.

SCHEDULE AND FEES

We operate during the school year, September through May. Children may attend Monday and Wednesday, Tuesday and Thursday, or Monday through Thursday. Summer sessions will be determined on a year-to-year basis.

Registration: \$100 Non-refundable

Tuition: 2 days a week - \$250/month 4 days a week - \$450/month

Supply Fee: 2 days/week - \$75/semester 4 days/week - \$100/semester
Non-refundable (due with September and January tuition payments)

The third child of the same family in the same household receives a 50% discount on tuition only.

Tuition is due the first business day of the month.

Tuition fees are charged regardless of the attendance of the child. If your child is unable to be in class (illness, vacation, etc.) tuition is still due and late fees will be assessed. You are always welcome to mail payments in advance if you know your child will be out. Payment by check is preferred for record keeping purposes. If paying by cash, make sure and get a receipt as proof of payment. Checks should be made payable to North Side Baptist Church (NSBC) and should include the child's name at the bottom of the check.

Tuition for December will be half price. Full tuition is due all other months regardless of closures for bad weather or holidays.

LATE PAYMENT FEE:

Tuition is due the first business day of the month. **A \$25 late fee will be charged after the 10th of the month.** The fee is charged regardless of reason. If your account balance (tuition, fees or late fees) **is not paid in full by 15th of the month, your child(ren) will be unable to attend**, and the spot(s) may be offered to another family on the waiting list. Excessive late payments may result in termination of enrollment.

RETURNED CHECK FEE:

There will be a \$25 reprocessing fee for all returned checks. Payment for the returned check must be paid in cash and after two returned checks, only cash will be accepted.

DROP-IN FEE:

We will accept drop-ins of currently enrolled children only and only when space is available. Approval must be granted by Director prior to drop-off. Please call the office to see if space is available. The drop-in rate is \$25/day and must be paid before drop-off. No drop-ins on party days.

SCHEDULE AND FEES con't

PIZZA FEE:

Once a week we offer a pizza lunch. The pizza fee is paid by semester (not each pizza day), and payment will be due at the beginning of each semester (September and January.) Students not paying for pizza will need to bring a lunch on pizza days.

Pizza fee for 4 days/wk=\$50 (Pizza offered once a week for 4 day/wk students)

Pizza fee for 2 days/wk=\$25 (Pizza offered once every other week for 2 day/wk students)

LATE PICK UP FEE:

After 2:30, a late fee of \$10 per 15 minutes will be charged to your account. The fee is charged regardless of reason.

EXTRA CHARGES:

If NSCP provides your child a change of clothes or diaper/pull-up, your account will be charged a small fee. That fee will be waived if those items are replaced.

ARRIVAL AND DISMISSAL

Drop off will take place in our lobby area by the red desk. A teacher will meet you at the main doors and will walk your child to his/her classroom.

Drop off time is 9:00 a.m. and class starts immediately.

The main doors will be locked at 9:15 a.m. Late arrivals can cause distractions when the class has already begun, and children can feel left out having missed activities.

Pick-up time is between 2:00 and 2:30 p.m. Unless necessary, please do not pick up children early as this will interfere with classroom activities. If early pick up is necessary, please call in advance.

RELEASE OF CHILDREN

No child will be released to anyone other than a parent/guardian or persons listed on your child's approved pick-up list unless the Director is contacted by a parent/guardian. Picture identification will be requested if anyone other than the parent/guardian picks up the child. I.D. will be requested from all persons picking up children until the teacher/sub is familiar with them. If the scheduled pick-up person for a particular day changes, please call the NSCP office. Court papers are required to be on file if there are any parental exclusions from the child.

ABSENCES

Please inform the office at 817-596-9808 if your child is going to be absent for the day. We occasionally have drop-ins and it is important that we know how many (if any) spots we have available.

WHAT TO BRING

FOOD

Children should be fed breakfast prior to coming to class each morning. Please do not drop your child off with food in hand as this can create problems with the other children. A midmorning snack is provided.

Lunch is provided by parents and should be sent in a separate container labeled with your child's name. There are no provisions for refrigerating or heating food. Please include a cold pack for foods that spoil. Finger foods are recommended and NO red drinks please.

Pizza will be served on pizza days (noted on the class calendar) to those that have paid for the semester.

Please send your child with a spill-proof cup of water (no baby bottles) to be used throughout the day. We can refill as needed.

Please make sure your child's teacher is informed of any food allergies. If your child has a food allergy, an Emergency Care Plan must be on file. If an alternative snack is required, the parent must provide.

CLOTHING

All children need to bring 1 full change of clothes each day; all of which must be labeled with their name and kept in a Ziploc baggie in their backpack. Please select clothing and shoes that are appropriate for all activities and all weather. Children will go outside to play if the temperature and wind chill are above 50°. When dressing your child for school, please remember that he or she may be participating in outdoor activities and art projects that may include paint. Please no squeak shoes.

PERSONAL ITEMS

Please be sure that all your child's possessions are clearly labeled (this includes cups, lunch boxes, backpacks, nap mats, diapers, jackets, extra clothes, etc.)

- Children in diapers or pull-ups should include 4 extra labeled diapers or pull-ups
- All children (excluding Pre-K) need to bring a 1-inch thick plastic fold up mat for rest time. These will be left at school and cleaned by the teachers daily. Our storage limitations do not allow for larger mats. Cloth mats are allowed but must be taken home each day.
- Please bring a full-size backpack or a bag that a folder can fit into. The kids will take a folder home each night with important papers and crafts.
- A small item (blanket, stuffed animal, etc) for naptime is acceptable and must fit in his/her backpack.

Personal Items Not Allowed: Toys from home, electronic devices, jewelry (especially necklaces – choking hazard), watches or other personal items of value as they may get misplaced or damaged. No costumes except for scheduled dress up days. NSCP asks that all students and staff refrain from wearing any scented product that could be deemed offensive to others (perfume, cologne, oils, etc.).

HEALTH AND WELLNESS

ILLNESS

No persons should enter our Preschool if any of the following conditions exist or have existed in the previous **24 hours**:

- *Temperature of 100 degrees or higher (must be fever free without fever reducer for 24 hours before returning to school.)
- *Vomiting
- *Diarrhea
- *Head Lice
- *Pink eye
- *Excessive Coughing, with or without fever
- *Known close contact with a person with Covid-19
- *Rash -If your child has a rash, skin lesions, skin irritation or redness, your child may return to the classroom when the rash is gone or when a doctor's note is provided. This note must state the diagnosis, that it is not contagious and that your child can safely return to school.
- *Loss of taste or smell
- *Sore Throat
- *Chills, Muscle pain, Headache

If a teacher suspects that a child has any symptoms of an infectious/contagious disease they may conduct a health check (ex. checking under clothes for a rash, checking hair for lice, checking for breathing difficulties or discharge from the nose or eyes, etc). If a child shows any of these symptoms while at school, they will be isolated from the rest of the class and parents will be called to come get the child.

If your child sees a physician for any reason a note is required from your child's doctor on the day they return to school.

THIS NOTE MUST BE RECEIVED AND APPROVED BY THE OFFICE PRIOR TO DROPPING OFF YOUR CHILD.

This note must state all of the following:

- *nature of injury or illness (and if applicable, that it is no longer contagious)*
- *when your child can safely return to school*
- *any restrictions/limitations your child has from school activities (including playing on the playground/gym).*

MEDICAL EMERGENCIES

In the event of a life-threatening medical emergency, 911 will immediately be called first, and then the parents will be called. In a non-life-threatening emergency, every effort will be made to contact parents before emergency medical attention is sought.

MEDICATION

All medication should be given before or after school. If a child requires medication during school hours, the parent must sign and date a Medication Authorization Form giving NSCP permission to administer the medication. Medication will only be given in the dosage prescribed on the bottle unless authorization is given by a physician. Medications must be in the original container, not expired and labeled with the child's full name and date the medication was brought to NSCP. All medications must be kept and administered in the NSCP office.

HEALTH AND WELLNESS con't

ABUSE AND NEGLECT

At NSCP we take abuse and neglect very seriously. Our teachers receive annual training on prevention, recognition, and reporting of child abuse and neglect. Our teachers and staff are required by law to report any suspicious signs of abuse or neglect on the children in our care.

If a teacher or staff member suspects abuse or neglect, a health check may be conducted to further investigate those suspicions (ex. checking for bruising or swelling, unexplained burns or other injuries, etc.)

For more information on preventing, recognizing, and reporting abuse and neglect, please visit https://www.dfps.state.tx.us/contact_us/report_abuse.asp

STAFF IMMUNIZATIONS

Adult immunizations are not required for our staff members. However, we do recommend they follow the CDC guidelines.

ADDITIONAL NOTES

WITHDRAWAL

A two-week notice prior to withdrawal is required. If a two-week notice is not given, a balance equal to two weeks' tuition will be owed and added to your account. Should your child return to NSCP in the future, that balance must be paid in full before admission is granted. A re-enrollment fee is due if a child withdraws and returns within the same school year.

TERMINATION OF ENROLLMENT

NSCP reserves the right to terminate any child's enrollment at any time. Actions which may constitute termination of your child's enrollment in our school are:

- Chronic tardiness OR Excessive late pick ups
- Non-payment or late payment
- Failure to follow written or posted rules/policies
- Recurring disciplinary problems
- Disruptive behavior of a child
- Actions and behaviors that cause safety risk to other children and/or teachers
- Inability of the child to adapt successfully to the preschool environment
- Inability of NSCP to adequately meet all needs of the child (physically or emotionally)
- Disrespectful actions or behavior by a parent or guardian

SCHOOL CLOSURES

We follow Weatherford ISD for most school closures, holidays and late openings. (For our most up-to-date calendar visit our website www.nscpreschool.com) In cases of bad weather, look on the North Side Christian Preschool Facebook page for updated information.

In the case of a pandemic or infectious disease outbreak, NSCP will follow Weatherford ISD for school closures, as well as the CDC recommendations and the State of Texas Childcare Licensing guidelines.

EMERGENCY PREPAREDNESS

We have fire and severe weather drills periodically throughout the year. Emergency plans are posted in each classroom. In the event of an actual emergency, parents will be notified as soon as children are safe and accounted for. Notification will be made on NSCP's Facebook page.

A detailed Emergency Preparedness Plan is available in the NSCP office. It outlines specific measures that would be taken in the event of various emergencies such as fire, tornado, intruder, flood, hazardous material leak, etc.

BREASTFEEDING ACCOMODATIONS

We have a nursing room available in the event a mother needs to nurse her baby.

PARENT INFORMATION

Parents will be notified in writing of any changes regarding the policies and procedures of North Side Christian Preschool. Parents are encouraged to discuss any questions or concerns relating to these policies and procedures with the Director.

Class calendars will be sent home monthly notifying you of any special activities, dress-up days, holidays, pizza days, etc.

Parents are welcome to visit our school at any time. Please call the office to make arrangements.

Parents may be asked periodically to review all emergency information on their children. Parents are responsible for notifying the office of any change of information throughout the year such as phone numbers, address, shot record updates, or changes in the Approved Pick-Up List.

Parents – under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

PARENT RIGHTS

Parents are entitled to see any of the following information (please see Director):

- The Minimum Standards for this Licensed Childcare Center (also available on the web at www.dfps.state.tx.us)
- The most recent Department of Family and Protective Services Inspection/Investigation Report
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal's Inspection Report
- The most recent Health Department's Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- Local Licensing Office 817-321-8604
- DFPS Child Abuse Hotline 1-800-252-5400

CLASS PARTIES

Parties and holidays will be celebrated throughout the year for all children. Specific details will be communicated by each class.

All parties will be held in the classroom and will be for children only. Parents are asked not to attend since this often causes disruption and distraction for the kids.

Any food brought for a classroom party must be store bought with ingredient labels attached. This is to protect those that have food allergies.

BIRTHDAYS

Birthday treats are welcome but must be store bought. Cookies, individual wrapped treats or cupcakes with white frosting are preferred.

POTTY POLICY

We understand that potty training is a process, but in this childcare setting we must keep supervision and the health and safety of the classroom a priority. In order to do this, certain policies must be followed.

Until children can potty independently at school, they must wear velcro side pull-ups (not diapers or underwear). We understand that children may potty independently at home, but it often takes a little longer at school where there are more distractions and more children in care.

NSCP's definition of *potty independently* is that the child: can ask to go, can manage clothes off and on, can position themselves on the toilet, can clean themselves, and can flush and wash hands.

Children in our toddlers and 2 year old classes: As children begin to show interest in potty training, teachers will assist as needed.

Children in our 3 year old classes: Children must have already begun potty training. They must:

- Recognize when they need to go and be able to communicate that to teachers
- Be able to manage clothes on and off with assistance
- Be learning to position themselves on the toilet
- Be learning to clean themselves
- Be able to flush and wash hands

Children in our 4 year old Pre-K classes: Children must be able to potty independently. (See definition above)

Accidents are understandable and expected at times, but if a child continues to have accidents in the classroom it not only requires the teachers to provide extended one on one time with that child cleaning up (limits proper supervision), but it presents a health concern when the rooms are contaminated. Teachers will discuss with parents any accidents as they happen. If accidents continue, the parents, teachers, and Director will meet to discuss further action.

DISCIPLINE AND GUIDANCE POLICY

It is our policy to discipline children in a Christian manner using positive guidance instead of only focusing on the undesirable behavior.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

BITING POLICY

Biting is a behavior that often appears between the ages of one and three years. Young children bite for several reasons – teething, sensory exploration, undeveloped communication skills, frustration, cause and effect, among others. While we understand that biting is an age-appropriate behavior, we also understand that it is an unacceptable behavior in a preschool setting.

If a child bites, the teachers will remove the biter from the area and give appropriate first aid to the one who was bitten. The teachers will assess the situation and explore reasons why the biting occurred. Often simple adjustments to the environment, proximity of other children, closer attention to the child, etc can prevent biting from occurring again.

Parents of both children will be notified, with no names being given out.

If biting continues, the teachers and Director will work with the parents to create a plan moving forward.