

# Journey Church PRESCHOOL

## **PARENT HANDBOOK CHILD ADMISSION PACKET**

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## PURPOSE

Welcome to Journey Church Preschool! This handbook is published to help you understand what to expect from our program. Our goal is to provide quality childcare for children 6 weeks through 4 years old in an educational, loving, caring, and Christian environment. We value the trust you place in our staff and our program as we strive to serve your needs. Each staff member is dedicated to promoting healthy growth and development of your child.

Providing activities that promote physical, emotional, social, intellectual, and spiritual development is the basis for the curriculum. Christian songs, stories, and holidays will be included in our curriculum, as well as activities that promote developmental milestones.

1. **PHYSICAL DEVELOPMENT:** Journey Church Preschool provides a safe and comfortable place for children to grow and play. The teacher will provide activities designed to develop body coordination and manual dexterity appropriate for the child's age and ability.
2. **EMOTIONAL DEVELOPMENT:** Emotional development deals with children's changing feelings about themselves, others, and the world. Emotional development begins at conception and continues throughout life. Our teachers will work to help each child build trust through the care they receive.
3. **SOCIAL DEVELOPMENT:** Physical helplessness is what prompts a baby's social development. Newborns learn ways to respond to others in order to satisfy their physical and emotional needs. Each teacher will help the children to achieve self-confidence in relating to the other adults and children by promoting friendly, understanding relationships.
4. **INTELLECTUAL DEVELOPMENT:** Researchers still do not fully understand the complex process of learning. They have, however, discovered much about how quickly and efficiently infants learn. The intellectual development of an infant is closely linked to the responsiveness of others. That is, babies learn more and learn faster when caregivers comfort them, smile at them, talk to them, and play with them. As they grow older, children learn most efficiently through child centered discovery based activities. Children will learn best when they are provided an environment that has ample opportunity to explore and interact with the world around them.
5. **SPIRITUAL DEVELOPMENT:** Each child will experience respect, love, forgiveness, and reconciliation with the help and example of the teachers and staff. Christian prayers, songs and stories which are age appropriate will be included in the total curriculum.

## PROGRAMS

### Full-Time Program

Our Full-Time program accepts children 6 weeks through K4. This program is Monday-Friday, 7am-6pm, our cut off time is 9am, this helps with curriculum, lunch counts, and staffing decisions. Included in this program is morning snack, lunch, and afternoon snack.

### Adventure Club

Our Adventure Club program accepts students in Kindergarten through 6<sup>th</sup> grade. We pick up after school kids from the Prattville area schools, Coosada Elementary, and Airport Road. We offer morning drop off for students at Prattville area schools. This program provides help with homework, tutoring, and an afterschool snack. We also offer a summer program for these kids.

## ENROLLMENT PROCEDURES

### Admission

Applications are accepted for Journey Church Preschool and Adventure Club throughout the year. Admission for Journey Church Preschool will be on a first-come, first-served basis. As a statement of our Christian conviction, Journey Church Preschool will not discriminate in the admission of children on the basis of race, color, religion, age, sex, or national origin. Children with possible or identified special needs shall be reviewed and admittance will be based on our ability to meet the child's needs.

Placement for children will be determined by their age on September 1st of the current school year. The September 2<sup>nd</sup> date is the same as that used by Elmore and Autauga County School Systems and has been chosen for educational reasons. For example: your child must be three (3) years old by September 2<sup>nd</sup> in order to enter the three-year-old program.

All children MUST be POTTY TRAINED in order to participate in the K3 and K4 programs.

Each child should be able to take care of their potty needs with minimal assistance from their teacher. If your child is unable to care properly for his/her potty needs, they will not be able to attend the program until they can do so. Pull-up diapers are not an acceptable substitute.

### Registration

Parents must complete the necessary registration forms which are included in this handbook, and pay a non-refundable annual materials fee of \$130.00 for Full-Time Preschool Students and \$60.00 for Adventure Club Students. This covers registration fees, books, and materials for class. Parents must provide Journey Church Preschool with a preschool/child immunization certificate, or Blue Slip. This is to be kept updated, if it is not, the directors will send out a notice stating that the required immunizations are outdated. This form can be obtained through the health department or your child's pediatrician. You will receive a copy of the policies and procedures and should go over them thoroughly. You will need to sign the Parental Agreement form which indicates policies, procedures, and agreed upon fees. All enrollment forms,

including a Schedule Information Form, must be completed by the parent and returned to Journey Church Preschool by the first day of attendance.

Waiting List Procedure

Priority of placement is given to siblings of children currently enrolled in the program, church members and staff. The directors will notify the prospective enrollee and give the family two weeks to accept or deny placement. At the end of the two-week period, the parent will, upon acceptance, pay the fees outlined on page 14-16.

In the event the family denies the placement but would like to continue on the waiting list, the family's waiting list application will be moved to the end of the list. After the family has denied placement twice, the family will be removed from the list.

**TEACHER-CHILD RATIOS**

We require that our staff be responsible and caring people with Christian convictions. We require that they have passionate love for small children and knowledge of their development. They participate in continued training of professional advancement in order to remain alert to the ever-changing needs of today's families and changes in our community. Our classroom-student ration will meet or exceed the DHR standards below but not fall below the DHR guidelines

<b>Group</b>	Infants	Toddlers	Potty-trainers	Twos	Threes	Fours	Adventure Club
<b>Ratios</b>	1 to 5	1 to 7	1 to 8	1 to 11	1 to 12	1 to 18	1 to 21

**CURRICULUM**

Our 2K-4K classes follow the ABeka curriculum. Our 1 year olds participate in a variation of this curriculum. ABeka offers biblically based and developmentally appropriate curriculum that provide sequential instructions. The concepts, motor skills, pre-reading, and pre-math skills are taught according to the age and ability of the child. Thematic unit guides lesson planning focus on topics such as a child, his/her family, the environment, the community and the world around them. Our toddlers participate in a variation of this curriculum as well. The 4K classes will provide a curriculum which is based on the current Alabama Kindergarten standards.

2K-4K will be involved in daily curriculum learning between 9:00 am and 11:30 pm. Nap will be from 12:00 pm- 2:00 pm.

### Letters and Sounds

Recognize, name and write all 26 letters of the alphabet, both uppercase and lowercase letters; Recognize his or her own first name and be able to print it; Recognize letters and meaningful words like *mom*, *dad*, and *love*; Develop a connection between letters and sounds; Know the correct sound or sounds that each letter makes and be able to read 30 high-frequency words-also called “sight words” – such as *and*, *the*, and *in*.

### Colors, Shapes, and Objects

Recognize the name of colors; Recognize basic shapes; Recognize body parts; Name and describe common shapes; Identify, sort, and classify objects by color, size, and shape.

### Numbers and Counting

Recognize and identify the numbers 1 through 50; Correctly count 10 or more objects; Identify what numerals 0 to 9 look like and able to name them correctly; Recognize, write, order, and count objects up to number 50; Will be exposed to addition and subtraction (add with a sum of 10 or less and subtract from 10 or less).

### Cutting, Drawing, and Writing

Cut with scissors; Hold a crayon and pencil correctly; Draw and color beyond just scribbles; Appropriately use and hold pencils, paint brushes, and glue. Write simple CVC (consonant, vowel, consonant) words, such as *hat*, *red*, and *dog*; Establish left- or right-hand dominance.

### Socializing and Sharing

Know how to share and cooperate; Work together and take turns; Participate in group activities and follow simple directions; Communicate wants and needs; Follow class rules; Stand quietly in line; Follow directions agreeably and easily; Pay attention for 15 to 20 minutes; Share materials.

### Time and Seasons

Identify the time of everyday events to the nearest hour; Understand time concepts like yesterday, today, and tomorrow; Know seasons throughout the year.

Children are unique individuals who develop at different rates. Learning takes place through active exploration of the environment through child-initiated and teacher-selected activities. Educational activities provide opportunities for children to explore materials, interact with peers and adults, and construct their own understanding of the world around them.

Families are the primary caregivers and educators of young children. The teachers of Journey Church preschool will make parents aware of classroom goals and experiences provided in the child’s learning environment. Teachers will work collaboratively with parents to ensure that children receive optimal learning experiences.

## DAILY SCHEDULE

### Chapel

Chapel is offered to children once a week, on Thursdays. Chapel time will communicate the Gospel to children, enables them to embrace Christ through worship, and provide sound doctrines along with bible stories and knowledge.

### Classroom

All classes will participate in bible stories, memory verses, arts and crafts, gross and fine motor skill activities, music and more

### Lunch/Snack

Lunch and snacks are provided by the preschool for our Full-Time Program. We update the menu on our website monthly. If there is a meal your child can't have, feel free to bring your child's lunch. We also provide water with snack and 2% milk with lunch. Please be sure to label anything you send with your child. Morning snack will be provided from 8:00 am- 8:30 am only. Morning snack time will end at 8:30 to allow teachers to clean up before 9:00 am when the Curriculum Teaching Sessions begin. Afternoon snack will be provided immediately following your child's afternoon naptime.

### Outdoor Play

Games, free movement, playground, and directed activities.

### Rest Time

A weekday program longer than five hours per day is required to have a rest/nap time for children. We ask that you send a nap mat or sheet and blanket labeled with your child's name for nap time. These will be stored in the classroom and sent home each Friday for you to wash. Please make sure to return nap mats each week.

### Folder

Please check your child's folder daily to receive your child's classroom work and any notes that need to be sent home.

### Clothing

Children should wear comfortable clothing that they can manipulate independently when they go to the restroom. Shoes need to be closed toed. For your child's safety no flip flops should be worn to school.

Please do not send children in one-piece outfits, as these are very difficult for a child to remove when they go to the restroom and for the teacher to remove when changing diapers.

Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Therefore, please send them in clothes that can get dirty. Label all clothing and other belongings to help ensure the return of all the proper possessions and clothing. Accidents will happen, so we ask that you not send your child to school in special or expensive clothing.

### Toys

Journey Church Preschool will provide toys and equipment in sufficient quantity to allow for a variety of learning and play activities during the day. Please do not allow your child to bring any toys from home to the center (Refer to page 16.)

**\*We are not responsible for any lost or stolen toys and/or electronics\***

## **JOURNEY CHURCH PRESCHOOL GUIDELINES**

**The provisions of this Parent Handbook do NOT constitute a contract between Journey Church Preschool and any student or students' family. Journey Church Preschool reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. All major changes are approved by the proper administration.**

### Birthday Parties

We are happy to celebrate your child's birthday at school. If you plan to celebrate your child's birthday at school, please coordinate everything with their teacher. If you plan on passing out invitations to a birthday party at another location, we ask that you include everyone in the class. (please see the teacher for a list of students).

### Photography

We love to take pictures of our students interacting throughout the day. If you wish for you child's photo to NOT be posted on our Facebook page, website, or any preschool publication please indicate that on his/her paperwork.

### Dismissal/Acceptance Policy

Journey Church Preschool reserves the right to dismiss a child from enrollment in the program at any time for non-payment. We also reserve the right at any time to dismiss a child from the program if the Directors or Pastoral staff feels that the needs of the child are not being met or if the child becomes a danger to himself or others. Teachers are expected to devote time to all children, not neglecting others because one child requires constant supervision and attention.

### ProCare System

Journey Church Preschool uses the ProCare system for checking children in and out. See the following for the appropriate steps.

1. Press "Start Here".
2. Enter your first 4-digit personal ID # and then click Enter.
3. Enter your second 4-digit personal ID # and then click Enter.



4. Click on the name of all the children you are checking in or out. When you click on the name, it will highlight in yellow. Please read the highlighted area to determine that you are correctly checking in or out.
5. Click on "Finish"
6. Please do not leave the computer until it says "Thank You. Procedure Completed Successfully".

### **PARENT RELATIONS**

We recognize the parent as the child's "first and best" teacher. We make every effort to involve parents in our program. Journey Church Preschool has an open door policy for parents, and parents are welcome at all times. Please check with your child's teacher for the daily schedule.

We value parents as an essential part of the educational process. Parents are welcomed into the classrooms as observers or participants. Teachers will seek parental involvement in many ways, such as being resource persons within the classroom setting, accompanying classes on field trips, or assisting children and teachers with the various projects of the center.

Our preschool does enforce a cut off time of 9:00 am. If your child is going to be absent for the day, or arrive later than usual, please call by 9:00 am to let us know. This is very important for curriculum, lunch preparation, and staffing decisions. Parents should always bring their child to their teacher after signing them in. Please do not leave your child unattended. You must sign your child in and out each day. If your child is to be picked up by someone other than yourself, they must be listed on your child's emergency card/release to list, and you must let your child's teacher know that morning or call and speak with the directors. No child will be dismissed to anyone other than their parents without approval. Anyone authorized to pick up your child must have a photo ID to show the teacher.

Children adjust much easier than adults do. If your child is having severe separation anxiety, with you leaving them, it is much easier on the child and the teacher if the parent simply walks away and allows the teacher to comfort the child.

#### Parent Responsibilities

Parents must cooperate with Journey Church Preschool in carrying out all governmental laws, rules, and regulations affecting the operation. ANY QUESTIONS REGARDING THE POLICIES AND PROCEDURES SHOULD BE DIRECTED TO THE DIRECTORS.

#### Parent Grievance Policy

Journey Church preschool is committed to providing a high quality program that meets, to the greatest extent possible, children's and family's needs. Conferences may be scheduled with your child's teacher if the need arises. Journey Church Preschool provides an avenue for parents to appeal disciplinary actions or other decision through Parent Grievance Procedures.

The following steps are designed to allow parents the opportunity to work with Journey Church Preschool to resolve grievances.

1. All concerns or suggestions must be discussed with the directors. Please expect a response within 3-5 school days through email, phone, or letter.
2. If the parent is not satisfied with the response, he/she can request a meeting with the directors.
3. The resulting decision is final and binding to all concerned.

Every effort will be made to achieve resolutions that are in the best interest of the children, families, and Journey Church Preschool.

#### Contacting the Staff

We feel that communication is very important. For daily communication with your child's teacher, the take home folder is the most effective. However, please feel free to call or email with questions or concerns any time you feel necessary.

#### Activity involvement

All Parents are invited to participate in classroom parties, on and off campus field trips, programs and other events. We encourage parents to invite all children if a birthday party or other party is held away from the center on a night or weekend.

### **HEALTH GUIDELINES**

**Journey Church Preschool reserves the right to make the final decision on absences and children being able to return from illnesses.**

#### Abuse and Neglect Reporting Requirement

The staff at Journey Church Preschool is required by law to report any suspected child abuse, neglect, exploitation, or deprivation according to Alabama Department of Human Resources.

#### Accidents

Journey Church Preschool is not liable or responsible for injuries resulting in medical expenses sustained while your child is in our care. A record of accidents and injuries is kept on file for each child.

#### Back to sleep/SIDS Policy and Procedures

As recommended by the Alabama Department of Human Resources and the National Association for the Education of Young Children, all non-mobile infants will be required to be placed on their backs for sleeping. Other positions for sleep are only allowed with written physician instructions.

#### Surgical Procedures

If your child needs any surgical procedure (ex. Tubes, tonsils) they will be unable to return to the preschool the day of the procedure. **A doctor's note will be required to return.**

### Immunization

All students must present an up-to-date state of Alabama Certificate of Immunization form (blue slip) on or before their first day of attendance. We do **NOT** accept any immunization exemptions, including State of Alabama Certificate of Medical Exemption or Alabama Certificate of Religious Exemption.

### Illness

To prevent the spread of disease of infection we require the following:

- Each child must have an updated immunization form on file.
- Parents must notify Journey Church Preschool if their child has been exposed to or is absent due to a communicable disease outside of Journey Church Preschool.
- If your child becomes sick at school, we will notify you to pick him/her up within one hour.

When a child is sent home due to illness, parents will be provided with a Return to School Form. This form will have the DATE when your child may return to school. (Parents must sign this form before checking your child out of school and you will be given a copy) Only if you have a Doctor's release may your child return before that date.

### Guidelines for Common Illnesses

Chicken Pox: Child can return six (6) days after the onset of the rash or when the lesions have dried and crusted. **Parents must provide a doctor's note upon return.**

Colds: Child may return to the center if fever is not present for 24 hours **without** the use of medicine.

Diarrhea: A parent will be called to pick up a child if 2 or more watery bowel movements occur within an hour or 3 occur within 24 hours. The child may return to school when symptoms have subsided for 24 hours or if the stool is cultured and is negative. **Parents must provide a doctor's note upon return.**

Vomiting: A child with 2 episodes of vomiting within 24 hours will not be allowed to attend until the vomiting has subsided for 24 hours. A parent will be called to pick up a child when a combination of vomiting and diarrhea are present during the same school day. **Parents must provide a doctor's note upon return.**

Fever: If a child has a fever of 100.4 degrees or higher via a forehead or temporal thermometer a parent will be called to pick up a child. The child may return to school when the child has been fever free for 24 hours without fever reducing medication.

Hand-Foot-Mouth Disease: Child may return to the center once all sores are no longer oozing and have crusted over and in the process of healing. **Parents must provide a doctor's note upon return.**

Head Lice: Child can return after 24 hours after treatment the first two treatments.

Pink Eye: Child can return once the pink eye has been treated with an antibiotic for 24 hours and the discharge has stopped. **Parents must provide a doctor's note upon return.**

Ring Worm: Must be treated for 24 hours and covered upon return to Journey Church Preschool. **Parent must provide a doctor's note upon return.**

Strep Throat: Child can return 24 hours after the start of treatment and if the child is fever free. **Parent must provide a doctor's not upon return.**

Flu: Child can return 5 days after being diagnose and must fever free. **Doctor's note will be required upon return.**

In the event of a non-contagious situation, a child may return to Journey Church Preschool with a doctor's note stating that a physician has seen the child and the child is not contagious and can return to Journey Church Preschool.

#### Medication

**It is our policy that we do not administer oral medicine unless you provide a physician's note with exact dosage indicated. Any prescription drug or over-the-counter drug sent to Journey Church Preschool must be in its original container and must be clearly labeled with your child's name, the name of the drug, and directions for administering the drug (this includes medication for breathing treatments) Parents must also fill out a medication form weekly to leave at the preschool.**

**If your child requires an emergency type plan (ex: Epi-pen, Benadryl), a meeting is required with the directors prior to the first day of school. An appropriate emergency plan along with a prescription your child's pediatrician will be written and kept on file. In addition, a weekly parent authorization form must be signed for each medication. For the safety of all of our children, emergency medicines cannot be stored in a backpack but must be locked up with the appropriate documentation.**

#### Food Restriction Allergy or Requirements

In the event that a child has special food restrictions or requirements, a physician's note must describe the concerns, the food plan (ex: limited or no juice, food amounts), the restrictions and requirements.

#### Toilet Teaching

Our staff is available and ready to help you with your child's toilet training. We will not initiate your child's training but will assist you in helping your child succeed. If possible, begin the teaching on Friday afternoon and continue throughout the weekend. Please discuss your "techniques" and any "terminology" with your child's teacher, so that we can say and do the same things. Please dress your child in clothing that makes this process easier for him/her. With consistency and cooperation, we feel the child's success is maximized.

## DISCIPLINE

The Philosophy of Journey Church Preschool is based on spiritual growth and development. The belief is that children learn appropriate behavior through watching others, model teacher, spiritual growth, self-concept, and social relationships. It is important that children are taught and understand limitations, but more importantly, children need to know that they are in a loving environment.

Our goal is to be proactive. Providing proper space, teacher/child ratio, and well-planned developmentally appropriate activities will normally prevent discipline problems. Redirection will be the next step in any age group along with an explanation of why the behavior is inappropriate. If age appropriate, the teacher will help the child talk through his/her choices. Example: Which is the good choice? Was what you did a good or bad choice? The idea is to help the child learn self-discipline in making choices for him/herself. If the behavior happens again then the child will have to sit quietly and miss certain activities for a brief period of time.

Following through with the “Calm Down Chair” will be the next step. If the unacceptable behavior continues, a note will be sent home to the parents. In addition, the child may be sent to the director’s office, and if necessary, a conference may be scheduled with the teachers, directors, and parents. Persistent behavior problems may be signals that a child may need to be evaluated by a pediatrician for medical issue or by other pediatric specialist in developmental issues. In **NO** case will corporal punishment, scolding, or shaming be used.

Conduct such as spitting, hitting, kicking, scratching, biting, or attacking other children or teachers will not be allowed. After following the above procedures, parents will be contacted if the behavior continues. At this time, the directors will determine the appropriate next step.

Teachers will document all behavior issues on the “Behavior/Incident Documentation” forms. After signed by the directors, forms will be put in the child’s folder and filed away.

### Biting Policy

Journey Church Preschool teachers make every effort to prevent biting in the classroom. However, young children sometimes bite. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at Journey Church Preschool is our primary concern. Our biting policy addresses the actions we will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. We will encourage the children to “use their words” if they become angry or frustrated. We will maintain a close and constant supervision of the children at all times.

**These biting policies apply to the following classes:**

**Kittens, Robins, and 2K-4K Classes**

**First Offense** – the child who bites will be placed in time out while the teacher attends to the child who has been bitten and attends to cleaning the bite. Then the teacher will return to Time Out and speak to the offending child about what has happened. The child is reminded that teeth are for eating food and smiling and not for biting. Both sets of parents will be told of the incident.

**Second & Third Offense** – The biting child’s parents will be asked to keep their child at home for one day and after the third time will be sent home for two or three days to focus on helping the child understand that biting is unacceptable.

***If the biting becomes a chronic problem***, then it may be necessary for the child to be withdrawn from the program for one month with attempt to break the biting cycle. If this occurs, the parents may choose to pay for ½ month tuition to hold their place in the class while they work on the biting issue. When the child returns after 1 month, if the biting is still an issue, the child will be dismissed from the program for the remainder of the year.

This biting policies is designed to offer help to the child who is biting, the parents of that child as well as the child who has been violated by the biting.

All steps will be worked through and decided upon by the director.

**BILLING & PAYMENT POLICIES**

Cash, check, money orders, or credit card (Visa, Master Card, Discover) are acceptable methods of payment. Credit card receipts will be emailed from ProCare via the email address we have on file for you. If you do not see the receipt in your inbox check your spam folder and add the contact info to your address book. Checks should be made to Journey Church Preschool and should be placed in the tuition box with your child’s name written on them. **If you are paying with cash it needs to be given directly to one of the directors or the office manager and a receipt must be generated for proof of payment.**

\*Note: If you would like to discuss your account please call and make an appointment with the directors.

\*Note: After one (1) returned check, the responsible parties must make payments with cash, credit card, or money orders. Monthly financial statements will reflect an insufficient fund fee. Journey Church Preschool reserves the right to remove a child at any time for non-payment of tuition and fees. Provided there is availability, the child is eligible to re-enroll once tuition is paid in full.

On the day that you register, you accept responsibility for all tuition and fees that occur for your child’s spot on the predetermined start date. All fees are payable in advance. Refunds are not given for absences, holidays, illness, vacations, or closure due to inclement weather. Tuition is due for the weeks in which holidays are observed by the center. The registration fee is due by

the end of July for the following school year or at the time of registration. Journey Church Preschool is a ministry of Journey Church, however, this ministry functions completely on the income provided through tuition and fees.

#### Early Drop off/Late Pick up

We offer early drop off at 6:30 am for an extra \$10 weekly. A parent must request early drop off at registration to be pre-approved with the directors so we can plan for appropriate staffing. All children must be picked up by 6:00 pm; late fees will be imposed for parents who pick up late. Parents will be charged \$5 for the first minute and \$1 for each subsequent minute.

#### Discounts Offered

\*Sibling Discounts: After the first child, families with multiple children will receive a \$15 discount weekly.

\*Military Discounts: We would love to honor our military by offering a 10% discount to anyone with a valid military ID.

#### Due Date/Late Fee Policy

**It is the responsibility of the parents to make sure tuition is paid on time to avoid continuing late fees. We offer 2 options for paying your tuition in a timely manner. Parents are responsible for notifying the Preschool Director of the preferred payment plan to ensure that your child's account is noted properly.**

**Payment Option 1: Monthly payment plan- tuition is due on the 1st and late on the 5th.**

**Payment Option 2: Weekly payment plan- tuition is due on Monday of that given week and considered late if not paid by Friday at 6pm.**

**Tuition not paid before the "past due date" stated above will result in a \$20 late fee charged to your child's account. If your account becomes 2 weeks delinquent, your child will not be allowed to return to the preschool until the account is made current.**

### Custody

In the event of a divorce, parents need to supply Journey Church Preschool with the custody order or page of the divorce decree pertaining to custody of the children.

### DHR Exempt

As a church-related school, Journey Church Preschool operates under the guidelines of the Alabama Department of Human Resources (DHR). As a non-profit organization, we receive a licensure exemption (renewed annually) from that agency. To meet the requirements of DHR for this exempt status, three (3) documents must be on file:

- 1 A STATE OF ALABAMA BLUE IMMUNIZATION CERTIFICATE FROM YOUR PEDITRICIAN
- 2 ALL REGISTRATION FORMS
- 3 A SIGNED AND NOTARIZED AFFIDAVIT IN REFERENCE TO THE CENTER'S DHR EXEMPT STATUS.



## JOURNEY CHURCH PRESCHOOL TUITION

Effective August 6, 2018

The materials fee is non-refundable

Materials Fee:

Full-Time K2, K3, K4: \$130 annually

Adventure Club: \$60 annually

Tuition for Full-Time Preschool will be:

Dragonflies (6wks-6months):	\$145
Bunnies (4months-10months):	\$145
Ducks (6months-12months):	\$145
Kittens (12months-18months):	\$145
Robins (18months-24months):	\$145
Squirrels (K2):	\$145
<i>Military Discount:</i>	<i>\$130.50</i>

Fully Potty Trained:

Frogs (K2):	\$130
Pandas (K2):	\$130
Turtles (K3):	\$130
Butterflies (K3):	\$130
Bumblebees (K3):	\$130
Caterpillars (K4):	\$130
Puppies (K4):	\$130
<i>Military Discount:</i>	<i>\$117</i>

Adventure Club (K-6<sup>th</sup> grade):

After School Adventure Club:	\$55
<i>Military Discount:</i>	<i>\$49.50</i>

Summer Adventure Club:	\$120
<i>Military Discount:</i>	<i>\$108</i>

**\*\*Military discount of 10% off the first child\*\***

**\*\*Sibling discount of \$15 off each additional child.\*\***

**\*Fall break, Christmas break, & Spring break fall under the summer price for Adventure Club\***

## EMERGENCY PROCEDURES

### Weather

If it becomes necessary to close or delay the opening of Journey Church Preschool because of inclement weather, it will be announced on WSFA, Mix 103, WLWI 92.3, Facebook, and the website by 6:30am. You will also receive a text via REMIND. If it becomes necessary to close the center while the children are present, it will be broadcast over local radio, WSFA and parents will be notified by email, Facebook and text via REMIND. **We will make the final decision with approval from the church staff and will allow pickup for up to 30 minutes after.**

In the event of severe weather, the children will be taken downstairs to our underground room completely away from doors and windows, emergency and severe weather plans are posted in each classroom and practiced regularly.

### Special Emergencies

In the event we should be without water, heat, electricity, or other such mechanical problems, it may be necessary to close the center until the problems are corrected. If we should lose power or water for an extended period of time while the children are present in the center, you will be called to come and pick up your child.

If the center should experience a fire or other such emergency which caused evacuation of the building, the children will be taken to the playground and the parents will be called.

## HOLIDAYS

Journey Church Preschool observes the following holidays. A full list can be found on the website. **\*this is subject to change\***

Labor Day	Martin Luther King Day
Veteran's Day	President's Day
Thanksgiving	Good Friday
Christmas	Memorial Day
New Year's Day	Independence Day

## VACATIONS

Beginning in January 2019, we will no longer offer ½ price tuition for vacation weeks.

**The following is a list of items needed for each age group:**

**6 weeks to 12 months**

Bottles with breast milk or formula already prepared- bottles should be clearly labeled with the child's name, juice, cereal and baby food as needed, labeled with the child's name. Diapers, diaper cream, at least two (2) changes of clothes, pacifier, orajel (for teething toddlers).

**One and Two year olds**

Diapers or Pull-ups  
Sippy cup labeled with child's name  
Two changes of clothes  
Blanket and twin sheet/nap mat

**Three and Four year olds**

One change of clothes  
Blanket and twin sheet/nap mat  
Backpack

The supplies for each classroom are required. Please be sure ALL items are labeled with your child's name. We are not responsible for items that are not well marked. Please do not allow your child to bring toys from home, as this tends to cause problems in the classroom. We have plenty of age appropriate toys in each classroom.



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**I understand that the Department of Human Resources does not inspect activities away from Journey Church Preschool. The licensee of Journey Church Preschool assumes full responsibility for such activities.**

\_\_\_\_\_/\_\_\_\_\_  
 Parent/Guardian Signature Date

**I give permission for my child to participate in:**

Activities away from Journey Church Preschool	YES	NO
Transportation provided by Journey Church Preschool	YES	NO
Swimming/wading activities provided by Journey Church Preschool	YES	NO

\_\_\_\_\_/\_\_\_\_\_  
 Parent/Guardian Signature Date

**\*Form not valid without the signature of the child’s parent/guardian above.**

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**This section is for office use ONLY**

Child’s first day of attendance: \_\_\_\_\_

Child’s withdrawal date: \_\_\_\_\_

Director’s Signature \_\_\_\_\_ / Date: \_\_\_\_\_



License Exemption

Journey Church Preschool has chosen the license exemption offered to church childcare centers. Not only will we meet the minimum standards as required by the state, but in almost all cases, we will exceed in reaching a higher standard than is required by the current state law. We have prepared an affidavit for you to sign that we turn in to the Department of Human Resources ANNUALLY. This affidavit must be completed and turned into the office ANNUALLY.

We will be happy to answer any questions you might have concerning this matter. Please feel free to contact the directors at the preschool office (334) 351-9997 or via email at [preschool@myjourneychurch.com](mailto:preschool@myjourneychurch.com).

I have read and understand the above stated policy on Journey Church Preschool's status of exemption and I understand that I must sign an affidavit annually.

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Director Signature Date





**MEDIA PERMISSION SLIP**

Journey Church Preschool will occasionally use children’s pictures or videos on our website, Facebook or for promotional materials. Please let us know whether or not you would mind having your child’s photos used on our website, Facebook or promotional materials. No name of children will be used.

\_\_\_\_\_ I authorize my child’s picture to be used in promotional materials for Journey Church Preschool.

\_\_\_\_\_ I **DO NOT** authorize my child’s picture to be used in promotional materials for Journey Church Preschool.

Child’s Name: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

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**MINOR MEDICAL RELEASE SLIP**

By signing this release form, you are giving Journey Church Preschool permission to give your child the following as needed. You will be notified if your child is given the following. Initial each line if permission is given to administer to your child:

- \_\_\_\_\_ Diaper Rash Ointment
- \_\_\_\_\_ Teething Gel
- \_\_\_\_\_ Rubbing Alcohol
- \_\_\_\_\_ Bactine
- \_\_\_\_\_ Sunscreen
- \_\_\_\_\_ Anti Itch Cream

- \_\_\_\_\_ Gas Drops
- \_\_\_\_\_ Neosporin
- \_\_\_\_\_ Peroxide
- \_\_\_\_\_ Calamine lotion
- \_\_\_\_\_ Bug Spray

Child’s Name: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

## JOURNEY CHURCH PRESCHOOL INFANT FEEDING PLAN

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Does your child take a bottle, what temperature? \_\_\_\_\_

Does your child hold their own bottle? \_\_\_\_\_

Does your child eat:

Strained foods?	YES	NO	Whole milk?	YES	NO
Baby foods?	YES	NO	Table foods?	YES	NO
Formula?	YES	NO	Breast milk?	YES	NO

What type of formula do you use? \_\_\_\_\_

Amount of formula to be given: \_\_\_\_\_

Does your child take a pacifier, when? \_\_\_\_\_

Food likes? \_\_\_\_\_

Food dislikes? \_\_\_\_\_

Allergies (medical, food, formula, ect.): \_\_\_\_\_

Child's Schedule:

Time	Activity (if food, note types and amounts)

Instructions for the introduction to solid foods:

\_\_\_\_\_

\_\_\_\_\_

### Important Information

1. Please update this plan regularly as new foods are added or other dietary changes are made.
2. All bottles with formula or breast milk should be sent already mixed daily with your child's name and current date. If there is milk or formula left in your child's bottle, it will be discarded and will not be put back in the refrigerator.
3. Do not bring any jars of food already open. If you want the teacher to only feed them ½ of a jar, please put that amount in a plastic container with your child's name on it and keep the other half at home. Any uneaten food will be thrown away.
4. If your child uses their own sippy cup we ask that you bring their juice or milk in a plastic container with your child's name on it and we will fill their cups as needed. Please make sure their names are on their cups as well.

\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian Signature
Date

### EMERGENCY CONTACT LIST

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Please list below, in order, the names or individuals, **including parents**, we should call in case of an emergency.

<b>Name</b>	<b>Relation to Child</b>	<b>Cell/Home Phone</b>	<b>Work Phone</b>

**RELEASE TO LIST**

Child's Name: \_\_\_\_\_

Parent/Guardians: \_\_\_\_\_

Special needs/Allergies: \_\_\_\_\_

1. \_\_\_\_\_, Relation \_\_\_\_\_

2. \_\_\_\_\_, Relation \_\_\_\_\_

3. \_\_\_\_\_, Relation \_\_\_\_\_

4. \_\_\_\_\_, Relation \_\_\_\_\_

5. \_\_\_\_\_, Relation \_\_\_\_\_

If there is anyone the child SHOULD NEVER be released to under any circumstances  
please list below.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



## CHILD INFORMATION

To help us plan for your child's needs, please provide the information requested. This will allow our staff to better understand any concerns and responses as well as offering encouragement to your child.

### This information will be held confidential

Child's Name: \_\_\_\_\_ Likes to be called: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Father/Guardian: \_\_\_\_\_

Marital Status of Parents/Guardians: (please circle all that apply)

Friends      Engaged      Married      Separated      Divorced      Widowed

Would a translator be needed for communication purpose?      YES      NO

If yes, please list the name and phone number of the translator(s) available.

\_\_\_\_\_

Does this child have siblings? If yes, please list the name and ages.

\_\_\_\_\_

Are there others living in the household? Please give relation to child and ages.

\_\_\_\_\_

Have there been births, illnesses, deaths, adoptions, or other changes in the family structure, which have affected your child? If so, please describe briefly.

\_\_\_\_\_

Does your family attend church      \_\_\_\_ YES      \_\_\_\_ NO

Would you like information regarding ministries at Journey Church?      \_\_\_\_ YES      \_\_\_\_ NO

Does your child have allergies documented by a physician? (food, medications, ect.)

\_\_\_\_\_

What does your child say when wanting to go the bathroom? (If your child uses language other than English, please write out the pronunciation).

\_\_\_\_\_

What are your child's favorite play activities? \_\_\_\_\_

What opportunities does your child have to play with other children? \_\_\_\_\_

\_\_\_\_\_

Does your child have any pets? \_\_\_\_\_

Is your child attached to a "special item" (blanket, toy, stuffed animal)? \_\_\_\_\_

Does your child have any special fears (animals, storms, etc.)? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, how does he or she express fear and what do you do to calm them? \_\_\_\_\_

What methods of discipline have you found most effective with your child?

How does your child react to new situations?

Are there any habits (nail biting, thumb sucking, etc.) or other issues that we need to be aware of? \_\_\_\_\_

Is there anything else we should know about your child or that you would like to share with us?

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