

# Journey Church PRESCHOOL

## **PARENT HANDBOOK CHILD ADMISSION PACKET**

**2025/2026**

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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 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. It is very important that your child be present by 9:00 am in our Infant through K-2 classrooms and ***If your child is enrolled in our K-3 or K-4 Program your child MUST BE PRESENT BY 8:30 am.*** This helps with curriculum, lunch counts, and staffing decisions. If your child will not be present on time, your child may come in any time after 2:00 pm. Children coming in after that time create a distraction for the rest of the class who will have begun the curriculum. A doctor's appointment or other unavoidable circumstances will be an exception. All parents of children in crawlers class and above will be given a daily schedule for their child. **We ask that you refer to the schedule and do not drop off or pick up during the classroom nap times.**

### Adventure Club

Our Adventure Club program (after-school) accepts students in Kindergarten through 6<sup>th</sup> grade. We pick up children from the Prattville area schools. We also offer morning drop off for students. This program provides help with homework, and an afterschool snack. We also offer a summer program and Christmas /Thanksgiving break for these children from the hours of 7am-6pm **(full-time rates apply for summer/holiday programs)**. Due to unavailable staff, our Adventure Club is unable to accommodate students on last minute school closings such as bad weather.

## 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 as well as the child's developmental milestones. This 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 1st 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. K-3 and K-4 is \$200, Infants through K-2 is \$150, and \$100 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.

### **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 ratio will meet or exceed the DHR standards shown below.

<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 11	1 to 18	1 to 21

## CURRICULUM

Our K2-K4 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 lesson plans 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.

K3-K4 will be involved in daily curriculum learning between 8:30 am and 11:00 am. Nap will be from 12:00 pm- 2:00 pm.

K3/K4 Curriculum will cover:

### 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. If there is a meal your child can't have, feel free to bring your child's lunch. We also provide water with snacks and whole milk or water with lunch. Please be sure to label anything you send with your child. Morning snacks 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 the Curriculum Teaching Sessions begin. Please DO NOT bring breakfast in with your child after 8:30. Afternoon snacks will be provided immediately following your child's afternoon naptime. Please inquire with your child's teacher concerning the use of home/school cups as this will vary with classrooms.

### 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. If your child is 12 months or older, we ask that you send a nap mat, 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. Children are not required to sleep, however, they are required to rest quietly without disturbing other children. If your child cannot remain quiet and becomes a distraction for the other children, you will be called to come and pick up your child.

#### 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**

**\*We are not responsible for any damaged/ 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. Feel free to send blank invitations and the teacher will pass them out to each child.



### Photography

We love to take pictures of our students interacting throughout the day. If you wish for your 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. Please see our discipline policy for more details.

## **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. Please check with your child's teacher for the daily schedule.

We value parents as an essential part of the educational process. 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. (8:30 for K-3 & K-4 )** If your child is going to be absent for the day, or arrive later than usual due to an unforeseen or unavoidable circumstance ( Dr apt) , please message us on Brightwheel 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 /release list in Brightwheel, and you must let your child's teacher know that morning or message us on Brightwheel. 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 and/or the Director if the need arises.

### 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 message the office through Brightwheel. Teachers are not allowed to share their personal contact information with parents.

## 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 or 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**.

It is our goal to guard children from illnesses as much as possible. We take great measures to clean and sanitize our classrooms and toys, daily. Another important step in that goal is to alert parents when a child becomes ill, arrives with symptoms, **or develops symptoms of an illness while at daycare** and requires that they be picked up within an hour. The decision to send a child home from daycare because of symptoms of an illness is based solely on procedure and guidelines as they are related to a particular illness. 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) Notice of exposure to illnesses will be posted at your child's classroom and all children will be closely monitored for symptoms.

### Guidelines for returning to Daycare following an Illness

**\*Chicken Pox:** Your 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.** If Chicken Pox is suspected, the child will be sent home and can return immediately with a Dr note if negative for the illness.

**\*Colds:** Your child may return to the center if fever is not present for 24 hours **without** the use of medicine. If a constant cough is present the child will need a Dr. note to return. If a contagious cold is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Diarrhea:** Diarrhea is defined as 3 or more watery or loose stools in a day or 2 within an hour. Parents will be called to pick up a child if diarrhea is present. (2 during an hour or 3 within the day). Your child may return to school when symptoms have subsided for 24 hours or if the stool is cultured and is negative. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Vomiting:** A child with 2 episodes of vomiting within the day 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 any diarrhea are present during the same school day. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**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. Your child may return to school when he/she has been fever free for 24 hours without fever reducing medication. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Hand-Foot-Mouth Disease:** Your child may return to school five days after diagnosis if they are symptom free and sores have crusted over and are in the process of healing. If HFM is suspected, the child will be sent home and can return immediately with a Dr note if negative for HFM.

**\*Head Lice:** Your child can return after 24 hours after the second treatment.

**\*Pink Eye:** Your child can return once the pink eye has been treated with an antibiotic for 48 hours and the discharge has stopped. If pink eye is suspected, you will be asked to take the child to the Dr for a return to school note.

**Ring Worm:** Must be treated for 24 hours and covered upon return. If your child will not keep covering over the ringworm area, then they will be sent home until the area is clear. If pink eye is suspected, you will be asked to take the child to the Dr for a return to school note.

**Strep Throat:** Your child can return 24 hours after the start of treatment and if the child is fever free. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Flu:** Your child may return to school five days after diagnosis WITH A DOCTOR'S NOTE and are symptom free without medication for 24 hours. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Rsv:** Your child may return to school five days after diagnosis AND symptom free, including constant cough, without medication for 24 hours. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Covid:** Your child may return to school five days after diagnosis AND symptom free without medication for 24 hours. ( If the child is completely symptom free they may return on the sixth day) If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Mono:** Your child may return to school five days after diagnosis WITH A DOCTOR'S NOTE and are symptom free without medication for 24 hours. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

**\*Pneumonia:** Your child may return to school five days after diagnosis WITH A DOCTOR'S NOTE and are symptom free without medication for 24 hours. If a contagious illness is suspected, you will be asked to take the child to the Dr for a return to school note.

If anyone in the home has been diagnosed with any of the above starred (\*) conditions, ALL children enrolled in our program must also stay out of school for the duration listed. Ex: If Mary who is enrolled in the Infant class is diagnosed with the flu, then Brian, who also lives in the home and is enrolled in the K3 class must also stay out for the duration. This does pertain to any adults in the home as well. If it is found that any parent has withheld any diagnosis and has not followed this policy, all children will be immediately removed from our program.

**We reserve the right to require a Dr. note related to any illness. This is to protect all of the children in our program from potential exposure to illness.** We understand this may cause a burden on parents at times, however, our main priority is the health and safety of every child in our program.

#### 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 from 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, the parent will be responsible for supplying the child's food.

#### Toilet Teaching

Our staff is available and ready to help you with your child's toilet training. We will initiate your child's training in our Toddler class. 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.

## Behavior Policy

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 teachers, 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.

Persistent behavior problems may be signals that a child may need to be evaluated by a pediatrician for medical issues or by other pediatric specialists in developmental issues. In **NO** case will corporal punishment, scolding, or shaming be used.

The safety of all children at Journey Church Preschool is our primary concern. Our behavior policy addresses the actions we will take if such inappropriate behavior occurs.

Conduct such as spitting, hitting, kicking, scratching, biting, attacking other children or teachers, or running/hiding from teachers/staff will not be allowed as this is a safety concern for all involved.

***First Offense:*** Redirection will be the first step along with an explanation of why the behavior is inappropriate. If age is 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. brief period of time.

***Second Offense:*** The child will have to sit quietly and miss certain activities in the “Calm Down Chair”. A behavior/incident report form will be sent home to the parents. In addition, the child may be sent to the director’s office.

***Third Offense:*** - The parent will be notified to pick their child up and will need to remain home for the following day.

***Fourth Offense-*** The parent will be notified to pick their child up and the child will be suspended for two weeks. No discount will be given on tuition.

***Fifth offense-*** it will be necessary for the child to be withdrawn from the program for one month in an attempt to break the inappropriate behavior 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 issue. When the child returns after 1 month, if the behavior is still an issue, the child will be dismissed from the program for the remainder of the year.

This policy is designed to offer help to the child, the parents of that child as well as the child/staff who has been violated by the behavior.

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

**The above behavior policy may be altered considering the severity of the offense.**

### 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.

### **Biting policies apply to children 18 months and older.**

**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 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. Parents will be notified of the incident.

**Second 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 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. The biting child’s parents will be given an incident report.

**Third Offense:** - the parent of the biting child will be notified to pick their child up and will need to remain home for the following day.

**Fourth Offense-** The child that bites will be suspended from daycare for two weeks. No discount will be given on tuition.

**Fifth offense-** it will be necessary for the child to be withdrawn from the program for one month in an 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 policy 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.

**The above biting policy may be altered considering the severity of the offense and at the discretion of the Directors.**

## BILLING & PAYMENT POLICIES

Payments should be made through Brightwheel.

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

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. Tuition is paid to reserve your child's spot in our program therefore, refunds are not given for absences, holidays, illness, vacations, or closure due to inclement weather. 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.

**\*Note: Journey Church Preschool requires a 2 week notice for students that withdraw from our preschool program. You are responsible for tuition costs for two weeks following the notice. You may stop by the preschool office to pick up a withdrawal form at any time.**

**Late Pick up. 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 Discount: After the first child, families with multiple children will receive up to a \$15 discount weekly per family.

\*Military Discount: We would love to honor our military by offering a \$15 discount to families with a valid military ID.

Only one discount per family

### 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.**

**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 PEDIATRICIAN
- 2 ALL REGISTRATION FORMS
- 3 A SIGNED AND NOTARIZED AFFIDAVIT IN REFERENCE TO THE CENTER'S DHR EXEMPT STATUS.

### **EMERGENCY PROCEDURES**

#### Weather

If it becomes necessary to close or delay the opening of Journey Church Preschool because of inclement weather, you will receive a message through Brightwheel. If it becomes necessary to close the center while the children are present, parents will be notified in the same manner.

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. Once we have taken children downstairs, they will NOT be released until the threat has passed.

#### 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 contacted via Brightwheel, to 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 notified via Brightwheel..

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

**6 weeks to 12 months**

One bottle, brought daily. Bottles should be clearly labeled with the child's name. Formula or breastmilk. ( please do not pre-make bottles if possible, due to limited refrigerator space) Sippy cup at 6 months. Juice, cereal and baby food as needed, labeled with the child's name. Diapers, diaper cream, at least two (2) changes of clothes, pacifier, etc.

**One and Two year olds**

Diapers or Pull-ups  
Two changes of clothes  
Nap Mat

**Three and Four year olds**

Two changes of clothes  
Nap Mat

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. Also, please do not bring backpacks or large diaper bags. Space is limited in the classroom. Each child has a cubby/storage area marked for their needed items.

## **JOURNEY CHURCH PRESCHOOL TUITION**

**Effective April 1, 2024**

The materials fee is non-refundable

### **Materials Fee:**

Infants-K2: \$150 Annually

K3: \$200 annually

K4: \$200 annually

Adventure Club: \$100

Summer Adventure Club \$160

### **Tuition for Full-Time Preschool will be:**

6wks-2 yrs	\$175
3 yrs - 4 yrs	\$160

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

#### **After School Adventure Club:**

Afternoons Only	\$90
Mornings & Afternoons	\$100
*Summer Adventure Club:	\$160

***\*Military Discount \$15 per family***

***\*Sibling discount will apply for families with multiple children enrolled and will be up to \$15 off per family.***

***\*Cannot be combined.***

**\*\*Fall break, Christmas break, & Spring break fall under the summer price for Adventure Club  
The price will be the full amount for the school breaks, whether or not the child attends during that break.**

## CHILD'S ADMISSION APPLICATION

This section is to be completed by the child's parent or legal guardian.

Program of Interest: ☐ Full-Time ☐ Adventure Club

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's Cell Phone: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's Cell Phone: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Address of Parents/Guardians: \_\_\_\_\_

\_\_\_\_\_

Mother's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Medical Information:

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Emergency Authorization:

I give permission for Journey Church Preschool to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. I give permission for Journey Church Preschool to administer Syrup of Ipecac to my child in accordance with instructions from the poison control center. (If parent/guardian refuses to sign, instructions must be attached stating what procedures Journey Church Preschool is to follow in an emergency).

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

Parent/Guardian Signature

Date

\*Form not valid without signature of child's parent/guardian

\*Page one of two forms not valid without second page

**Describe all special needs or instructions below:**

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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

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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) 568-1259 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

**Form of Affidavit**  
For Parent/Guardian

State of Alabama  
\_\_\_\_\_ County

Before me, a notary public in and for said state and county, appeared  
\_\_\_\_\_ (Parent/Guardian) and is  
known to me after being duly sworn and affirmed, says as follows:

The affiant is the parent or legal guardian of the minor child  
\_\_\_\_\_ (child's name) and that affiant  
has been notified by a representative of Journey Church Preschool that said church or school  
has filed notice and is exempt under law from regulation by the Alabama Department of Human  
Resources.

\_\_\_\_\_ Parent/Legal Guardian  
sworn, or affirmed to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
day month year

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

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

### 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( Ages 6 weeks to 6 months)

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

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. 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  $\frac{1}{2}$  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.

\_\_\_\_\_/\_\_\_\_\_  
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.

Name	Relation to Child	Cell/Home Phone	Work Phone

## RELEASE TO LIST

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

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

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

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

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

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

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

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

## JOURNEY CHURCH PRESCHOOL and ADVENTURE CLUB (JCP)

(Please Initial)

- \_\_\_\_\_ I have received and read the Journey Church Preschool Handbook
- \_\_\_\_\_ I understand and agree to abide by all the policies and procedures outlined in the JCP Parent Handbook.
- \_\_\_\_\_ I understand and agree to abide by JCP hours and days of operation.
- \_\_\_\_\_ I understand and agree to abide by the registration policies.
- \_\_\_\_\_ I have read the information about the daily environment.
- \_\_\_\_\_ I understand and agree to abide by the guidelines.
- \_\_\_\_\_ I understand and agree to abide by the parent relations and I will be involved in my child's learning.
- \_\_\_\_\_ I understand and agree to abide by the health and illness policies outlined in the JCP handbook, including medication policy.
- \_\_\_\_\_ I understand and agree with the behavior philosophies.
- \_\_\_\_\_ I understand and agree with the registration fees.
- \_\_\_\_\_ I understand and agree to providing a two week notice of withdrawal and agree to pay two weeks tuition from the notice date.
- \_\_\_\_\_ I understand and agree to abide by JCP billing and payment policies outlined in the JCP handbook.
- \_\_\_\_\_ I understand and agree that non-payment of tuition and fees or an accumulated balance may result in my child's removal from JCP.
- \_\_\_\_\_ I understand and agree to the JCP tuition schedule.
- \_\_\_\_\_ I understand and agree to abide by the policies regarding late pick-up during normal school hours.
- \_\_\_\_\_ I have submitted a current State of Alabama Certificate of Immunization Form(s).
- \_\_\_\_\_ I have signed and turned in the notarized Affidavit stating my knowledge of JCP's licensure exemption from DHR.
- \_\_\_\_\_ I understand that all registration forms, medical information, emergency contact information, and blue immunization card must be turned in before my child is considered officially enrolled in JCP.
- \_\_\_\_\_ I have read, appropriately marked, and signed this Parental information sheet.

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

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

## 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 purposes?      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 to the bathroom? (If your child uses a 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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_