

## OBJECTIVES

1. To lead a child to know God's love
2. We aim to provide a happy and secure environment
3. We aim to enable him to think for himself, to solve problems, and to follow directions
4. We aim to provide a happy experience in group situations
5. We teach your child to listen and to take part in conversations
6. We provide play activities. This aids in your child's physical growth
7. We establish a sequence of learning to prepare your child for Kindergarten
8. We aid your child in having a good self-image
9. We allow your child to be creative in art and musical activities
10. We encourage your child to grow without pressure

## GENERAL INFORMATION

Judson Baptist Church has sponsored this weekday preschool program since August 6, 1982. Upon its establishment, JBC's goal was to not be a hindrance financially on the church. We are happy to be able to support ourselves financially. The policies and fees are established by a church-elected board of directors that welcome you to contact them at any time.

Our teachers attend conferences and workshops for early childhood educators keeping current with the latest in educational principles and methods. We will teach each child about GOD.

Our teachers take a personal interest in your child and are available for parent-teacher conferences at by appointment only. On certain mornings before school our teachers are occupied with staff meetings, devotional time, or lesson plans. Please send a note requesting a conference or call the office for an appointment.

The doors to the preschool building are locked for your child's safety. Please check in and out with our Aide via Kangarootime on our handheld tablet. For your child's safety and the safety of all of the other children, please pick them up in the car-rider line each day. **Do not come inside the preschool building after 11:00 am to pick up your child.**

## ADMISSIONS AND TUITION FOR PRESCHOOL

JBC has an open admissions policy. A **non-refundable** registration fee of \$180.00 is due with the completion of your online enrollment application. **Again, the registration fee is non-refundable.** This fee must be paid online via the KT Connect app with a credit or debit card at a 3% fee or with an ACH bank draft with no fee. If you have not completed your online enrollment application within 5 days of requesting a preschool spot, your spot will become available for another student. Tuition is \$1,620.00 for the school year. JBC divides the payments into a monthly fee; therefore, tuition per month is \$180.00. There is no discount for tuition being paid in full. The first tuition payment is due on August 22<sup>nd</sup>. Tuition is due on the 1<sup>st</sup> of each month beginning September regardless if school is in session or not. Tuition is considered late on the 15<sup>th</sup> of the month. A late

charge will be assessed at a rate of \$5.00/day after the 15<sup>th</sup> of the month. Tuition is divided into one pro-rated charge of \$90.00 for the month of August and 8 equal payments of \$180.00 thereafter. The last tuition payment is due on April 1<sup>st</sup>. **All payments must be made through the KT Connect app with a credit or debit card at a 3% fee or with an ACH bank draft with no fee. Checks and cash will not be accepted.** Non-payment of tuition will forfeit your child's place in the program. All tuition accounts must be paid in full to participate in Graduation. Your account will be turned over to the JBC Committee for review for collection procedures if account balances are not cleared.

## HEALTH AND MEDICAL INFORMATION

A doctor's name and phone number must be submitted on your online enrollment application. If both parents do not reside at the same address, both addresses and phone numbers must be provided. A signed or stamped record of your child's immunizations with an expiration date provided by the Health Department or physician must be kept in his/her file and must be current. Your child cannot attend JBC unless we have a current immunization record within the first week of school.

If symptoms of contagious or infectious disease develop while the child is in our care, he/she will be placed in isolation until a parent or designated person has been contacted.

The parent of any child who has had a fever of at least **100.4 degrees** will be contacted for the child to be picked up. He/she may return to JBC after being **fever free without the aide of medication for 24 hours**.

A physician's written certification that the child is free from contagious disease such as chickenpox, roseola, pneumonia, etc. is required before a child can return to the center.

With most other illnesses, children have already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice and scabies). If your child is sent home with head lice, please note that all nits must be removed before returning back to JBC. If nits are found, we will be calling for your child to be picked up from school.

If your child is allergic to medicines and/or food, we must have an emergency care plan for his/her physician with detailed instructions to care for your child. This plan must be updated every 6 months.

The parent or designated person will be notified if:

- A child develops symptoms of illness
- Suffers serious accident while in preschool
- He/she has a head injury. We are obligated to report ALL head injuries to parents immediately. This could be just a scratch on the face, but you will still be called.

Please make sure that someone is on your child's emergency list and is available daily. Please note that ALL cell phone numbers are needed of ALL persons in case of emergency. Each child should have on file a statement signed by the parent authorizing the center to administer emergency treatment. A child must be picked up within one (1) hour after notification, so please make sure we have all emergency numbers where you can be reached on file. If your number or any of your emergency contacts' numbers change, please notify us immediately with the new number.

### **BITING INCIDENTS**

Following is the procedure that we use for handling a biting incident:

- Go to bitten child first
- Wash wound and apply ice
- Remove biter from contact with bitten child
- Explain to biter that biting is not acceptable behavior
- Give time out
- Notify parents of biter and bitten child by note
- If skin is broken by bite, notify bitten child's parent by phone

### **CLOTHES**

Washable and comfortable clothing, tennis shoes or rubber-soled shoes are best suited for school. For your child's safety, we encourage parents not to send "flip-flops" on the children. **All jackets and sweater must be clearly marked with proper identification.** Please dress children in clothing that is easy for them to handle at potty time. Children must be able to handle their hygiene at potty time as staff is not able to go into the restroom stalls with children.

### **TOYS**

Your child will be extremely busy at JBC. We ask that you do not allow your child to bring toys, gum or coins from your home. This causes problems such as:

- The toys get broken, and the children get upset
- The children give the toys away without permission from parents
- The children argue over the toys and their ownership

If your child arrives at JBC with a toy, it will be held on the teacher's desk until departure. **NO TOYS GUNS ARE ALLOWED AT ANY TIME AT JBC!** We cannot be responsible for toys brought from home. Backpacks can be brought to **Fridays** or that last day of class for the week.

## BIRTHDAYS

Your child's birthday will be recognized at school. Parents may send special refreshments to be shared at snack time. Please check with your child's teacher before sending treats to be sure of any food allergy restrictions. We will not distribute invitations to parties outside of JBC unless all of the children in your child's class receive an invitation.

## RESOURCE VISITORS AND SEASONAL PARTIES

Resource visitors are planned to enhance our teaching lessons. Parents will be notified in advance of these visitors. We want your child to feel special and preschool events are planned for him/her, so please make other arrangements for siblings on these days. **Only children currently enrolled in JBC can attend presentations, functions and parties held during the day.**

## CELL PHONES

Please refrain from using your cell phone when dropping off or picking up your child. Distractions caused by using your cell phone at this time compromises teachers and your child's safety and self-esteem.

## BEHAVIOR MANAGEMENT

We believe that children learn best through experiences. We believe that the teachers must lovingly guide and redirect them to help them learn to cooperate with peers and also to have a positive educational experience. We believe that the teachers should encourage and enhance your child's growth and development while in our care. We believe that is best accomplished by:

- Having a variety of activities for children
- By the use of group management techniques, limiting the number of children in each area of the room to avoid overcrowding, and allowing for sufficient materials and the opportunity for constructive interactions
- By using a ratio of adults to students that is below the state-recommended level
- By speaking with a child if their behavior is inappropriate for the area of material that he/she is using. For example: "We take the blocks down; this is the way we use the paint brush; walking only, please"
- By using positive language with the children to give praise for appropriate behavior. For example: "I like the way John is sitting"
- After using the above techniques, if a child is having a problem cooperating in an area of the room, he/she will be asked to go to another area for a while. For example: "Peter, I'm sorry that is not how we play in the sandbox, please go to the puzzle center." As time progresses, the children who are redirected to another area know that it means behavior was not appropriate.

- If group behavior is a problem, the area that has become a problem for the group to handle is closed. The groups will be broken up and redirected to other activities in the room.
- If cleaning up is a problem for the entire group, we discuss it and incorporate the “logical consequence technique,” which is: “If we take a long time to clean up, then we run out of time for fun things like singing, stories, and outdoor play.” This helps the children realize and internalize responsibility and what can happen.
- Sometimes just a touch on the shoulder can let a child know of your presence and this will put him/her back on task, such as paying attention to the lesson at circle time
- After exhausting these methods, if a child still has a problem with appropriate behaviors, the child is asked to sit in time out to think about what he/she has done. With the help of a teacher talking with him/her, he/she will be able to decide how to interact better with other children and materials. Time out or thinking time will last for 4 to 11 minutes depending on the age of the child (time out is 1 minute per age of child). Repeated trips to “think” in a given session will indicate to the teacher that an informal conference with the parent is necessary. Also, it is used to enlist the parents’ assistance in working with the child
- If a child is having consistent difficulties, or becomes distracting to the entire group, he/she will be asked to sit in the office so that he/she can think in a quieter atmosphere. If a child continues to have difficulty in listening to and obeying his/her teacher, he/she will be sent to the JBC office for the director or assistant director to place the child in time out and call a parents to pick up him/her if necessary
- **Children with consistent difficulties are taken through the above procedures, and the parents are counseled regularly; if necessary, the child will be dismissed from the program. This is seriously considered when the health, safety and welfare of this child and/or that of another child or the children of the group are at risk.**
- **JBC will not tolerate physical or verbal abuses of a staff member by a child or parent. If you have a complaint or problem with a staff member, please address this in the JBC office**
- **Parents are financially responsible for deliberate damage to equipment (windows, door glass, wall, iPads, etc.)**
- We try to be as consistent as possible with out classroom rules so that the children will know what is expected of them. We find that this helps the children and leads to their success

#### **BEHAVIOR MANAGEMENT – TIME OUT PROCEDURES**

- Time out shall not be used for children under the age of 2
- A time out shall take place within sight of a staff member
- The length of time out shall be based on the age of the child and shall not exceed 1 minute per year of age

- For the children over the age of six (6), a time out may be extended beyond 1 minute per age, if a signed and dated statement including a maximum time limit, from the parent granting such permission, is on file at the center

The following methods of discipline will not occur in our center:

- Cruel, severe, unusual or unnecessary punishment will not be inflicted on children (physical or corporal punishment)
- Derogatory remarks will not be made in the presence of children about family members of children or children themselves
- No child or group of children will be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he/she will never be out of the sight of a staff member
- No child will be deprived of meals or any part of meals for disciplinary reasons

### **PARENTAL ACCESS POLICY**

Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present. Due to COVID restrictions, parental access may be limited to ensure the safety of our students/staff. We will continue to monitor this policy throughout the school year with the Department of Education.

### **PARENT/TEACHER CONCERNS**

JBC is always happy to receive constructive criticism or suggestions concerning ways in which the center may be improved or problems of which we are not aware. It is the policy of JBC that problems, criticisms or suggestions are taken first to the JBC office. As an advocate for your child, we at JBC will notify you if we feel evaluations are necessary.

### **CHILD DROP OFF AND PICK-UP**

Please stay in the carpool line when dropping off and picking up your child. Please exhibit patience. Car seats need to be unbuckled while you are waiting in the line and can be buckled up in our front parking lot. We strive to open the doors on time. **For the safety of your child, the other children, and our staff, please do not get out of your car. Please note that the carpool line beings at 8:30 for our 3-year-old program and ends at 11:30. For our 4-year-old program, carpool beings at 8:45 and will end at 11:45.**

Notify us if your child will be picked up by someone other than the usual driver. We will not put a child in a different car without a signed TEMPORARY TRANSPORTATION SLIP. We are not able to accept verbal authorization for someone else to pick up your child. Please make sure that your list is always current. If someone different is picking up your child, they must have your child's car rider line tag hanging on their rearview mirror. Parents, please hang your car rider line tag from your rearview mirror using a "pants hanger." If no car rider line tag is present, we will ask

to see their driver's license and verify if they are on your child's pick-up list. **Remember, all children MUST be picked up by 12:00. After this time, \$1.00/minute per child will be charged to your child's account.**

### REPORT CARDS

Report cards are sent home twice a year: Jan 27, 2023 and May 4, 2023.

### NOTES TO YOU

Please read all notes and newsletters that are sent home. Be sure to sign up for your child's classroom app (i.e., remind app) as this is how your child's teacher will communicate with you. Papers are usually sent home on the **last day of the week**. Children may bring a backpack on the day to bring papers home. The most important thing you can do for your child is to read all notes that we send home. This helps keep you informed of the events and activities that are taking place each day at JBC.

### NOTES FROM YOU

Please send a note to the office for the following:

- If your child will be out of town or absent for two or more days
- If you want to schedule a conference with the teacher

### PLAYGROUND CONDUCT

With the exception of rainy days, our children will play outside EVERYDAY. On cold days, please remember to dress your child in proper attire for warmth. You may want to layer their clothing so they will be comfortable indoors as well as outdoors. Sunshine and fresh air are vital to the health development of children. **The only time a child will be excused from outdoor play is with written permission from the child's doctor.**

Our playground rules are as follows:

- Do not climb on the playground fence, trees or playhouse
- Do not fight
- Do not "pretend-fight" of play Power Rangers, Ninja Turtles, etc.
- Do not play tag games that include running unless there is teacher supervision and permission had been granted by the Director or Assistant Director
- Shoes are to be worn at all times
- Keep the playground neat and clean at all times
- Do not play on the playground equipment before or after school except under the supervision of a staff member

- All students must keep hands, feet, and objects to themselves
- No foreign items (cans, debris, sticks, etc.) are to be used during play
- Do not throw rocks or lay rocks on bridges and other playground equipment
- Playground equipment is to be used properly

### **ACTIVITIES**

Your child will participate in a variety of activities, such as:

- Working with paint, clay, crayons, blocks, and other manipulative materials
- Enjoying stories, poetry, dramatizations, and books
- Learning to share, take turns, play, and work with others
- Learning to respond rhythmically to music, singing new songs, and listening to different kinds of music
- Acquiring good health and cleanliness habits

### **EMERGENCY PROCEDURES**

We conduct monthly fire drills (fire, emergency, lock down, and weather). **In case our building needs to be evacuated, our official evacuation point is the Walker High School Gym.** In the event that the Walker High School Gym is also under an evacuation notice, we have other facilities where we can go. We will use the **Remind App** to notify you of your child's whereabouts and will have a member of law enforcement at the facility.

### **ABUSE AND NEGLECT POLICY**

Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Statutes 14:403. We are required by law to report all suspected cases of abuse or neglect (225-686-2261).

### **EXPULSION**

Any child found destroying or defacing center property will be dismissed. Any child consistently and deliberately hurting other children or excessively biting others will be dismissed. If your child is considered a "runner," we will work with your child to help them adjust to school. However, if your child repeatedly tries to run out of our building, we will have to dismiss the child for his/her safety. As a Christian center, consistent foul language is also grounds for dismissal.

### **ELECTRONIC DEVICES**

All activities with electronic devices including but not limited to television, movies, games, videos, computers and hand-held electronic devices shall adhere to the following policy:



- Electronic device activities are prohibited for children under the age of 2 with time allowed for electronic devices for ages 2 and above shall not exceed 2 hours per day

### **COMPUTER PRACTICES POLICY**

JBC has no computers with internet access available to children unsupervised. Under direct supervision computer classes may be offered but will not be considered in child to staff ratio classes. Computers are equipped with monitoring and filtering software.

### **PROGRAMS, MOVIES, AND VIDEO GAMES POLICIES**

- JBC has no access to television programs
- All movies shall be suitable for the youngest child present. No movies are allowed to be shown to children under the age of 5 with a PG rating. Children 5 and above must receive parental permission to view movies with a PG rating
- Any media shall not have any rating above PG
- All video games must be suitable for the youngest child present. E10+ rated games shall be permitted for children ages 10 years and older
- No video games will be allowed with a T or M rating

### **PROVISIONAL STAFF**

JBC Caring and Learning Center will employ provisional staff as designated by the Louisiana Department of Education. Provisional staff consists of employees that have submitted their Criminal Background checks but have not received final clearance from the department. Provisional staff is monitored every 30 minutes by one of JBC's designated staff: Nicole Hughes, Darlene Campbell.

### **NON-DISCRIMINATORY POLICY**

No child will be denied admission to JBC Caring and Learning Center solely on the basis of race, color, creed, sex, national origin or ancestry. We do not have adequate facilities to handle certain disabilities, however, we do accept handicapped children if we feel we can adequately care for the child.

## DISCLOSURE OF INFORMATION AND COMPLAINTS

You may reach our office at [jbclwalker@gmail.com](mailto:jbclwalker@gmail.com) or by calling 225-664-2657 with any general questions, complaints, or suggestions. If you have billing questions, please email our finance department at [jbclcfinance@gmail.com](mailto:jbclcfinance@gmail.com).

The Department of Education, Division of Licensing has the availability of surveys, regulations and information regarding early learning centers available on their website: [louisianabelieves.com](http://louisianabelieves.com)

Louisiana Department of Education  
Division of License  
P.O. Box 4249  
Baton Rouge, LA 70821  
Phone: 225-324-9905  
Fax: 225-324-2498  
[LDELicensing@la.gov](mailto:LDELicensing@la.gov)

## PARENT ACKNOWLEDGEMENT

I have read and understand the policies stated in the JBC Caring and Learning Center's handbook. I understand that I am responsible for always upholding all policies within at all times I have been made aware that a copy of the handbook is always available for my viewing online at [jbcd daycare.com](http://jbcd daycare.com) and that a printed copy can be requested from the front office.

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Printed Name

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Signature

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Date Signed

Thank you for your cooperation. We look forward to teaching your child this year.