

# Parent Handbook 2018-2019

## QSBC Weekday Ministries



*"He will cover you with His feathers, you will take refuge  
under His wings. His faithfulness will be a protective shield."  
Psalm 91:4*

Quail Springs Baptist Church  
14613 N May Avenue  
Oklahoma City, Oklahoma 73134  
405-302-3023  
[www.qsbc.org/weekday](http://www.qsbc.org/weekday)  
Candace Goley, Director  
Rita Marple, Admin. Assistant

# **PROGRAM INFORMATION**

## **Objective and Purpose**

We believe that a child absorbs his concept of God from people, things and experiences that are a part of his environment. Thus, love and appreciation for God and the things God has made are stressed through appropriate educational and fun activities.

The Weekday Ministries program at Quail Springs Baptist Church was developed to provide a variety of early childhood learning experiences for children from age 2 months through Pre-Kindergarten. These experiences will help young children develop spiritually, academically, emotionally, socially, physically, and mentally in a warm and loving environment. Our rooms are arranged in learning centers where children can make choices for individual and small group activities, while learning concepts through concrete “hands-on” activities.

## **Our Staff**

A competent Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers have chosen to teach in this learning center because of their love of children and their enthusiasm for teaching young children. Many of our teachers, including all of our Preschool and Pre-K teachers, have college degrees, and all of our teachers have experience with young children. Our teachers attend regular staff meetings and continue their education by attending training workshops offered by professional education organizations.

## **Age Requirements**

Students in our program are placed in classes with other children close to their age. We structure classes based on your child’s age as of September 1, 2018, since this is the date used by our local public school districts for grade placement. Children will stay in the same class for the nine month school year.

## **Classes Offered**

Mother’s Day Out for Babies thru 2’s

M/W 9:30 a.m. – 2:30 p.m.

Children may enroll in one or both days per week

PreSchool for 3’s

M/W 9:30 a.m. – 12:00 p.m.

PreSchool Plus for 3’s

M/W 9:30 a.m. – 2:30 p.m.

Pre-Kindergarten for 4’s

M&W 9:30 a.m. – 2:30 p.m. and F 9:30 a.m. to 12:00 p.m.

## Curriculum

Our curriculum is based on the WEE LEARN series published by Lifeway Christian Resources in Nashville, TN (formerly the Baptist Sunday School Board). Our teachers also use materials from our resource library to enrich and expand class activities. Teachers share songs, stories, teaching pictures, Bible thoughts and conversation in the learning centers. The learning centers include home living, blocks, puzzles, books, nature, music and art. Since children learn best through hands-on activities, lessons are built around play and experimental learning.

Along with the regular activities, children in Preschool will be exposed to the alphabet, shapes, numbers and colors. Our Pre-K program also includes math, science, reading and cognitive thinking skills as we strive to ready your child for Kindergarten. The Mother's Day Out classes will have fun activities that help them begin to learn shapes, numbers, and colors. Please remember that all children learn at a different pace and we attempt to expose your child to these skills in a fun environment.

Our daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their classes.

## Additional Preschool Information

Children in the Preschool and Pre-K classes will have music and physical education classes on a weekly basis, and will attend age-appropriate Chapel services. These classes will present a musical Christmas program, and in the spring the combined classes will have a music program and Pre-K graduation. Individual conferences will be held with parents at the end of the fall and spring semesters to discuss your child's progress.

All students in the Preschool and Pre-K program **MUST be potty trained and able to manage bathroom needs independently**, i.e. clothing fasteners, personal hygiene, and hand washing. Those children entering our Preschool program who cannot manage bathroom needs **FULLY** independently will be able to enjoy our morning session only. This decision will be made at the discretion of the director if necessary. When this has been mastered they will be welcome to join extended day if they would like.

## Enrollment Procedures

Enrollment is completed when the proper forms have been filled out and returned to our office with a copy of your child's immunization record, and a \$50 registration fee has been paid for each child enrolled in the program. **THIS REGISTRATION FEE IS NON-REFUNDABLE.**

## Key Fobs

Families will check out key fobs to enter the preschool suite during the school year. Each family will receive one key fob with the payment of a \$20 deposit; additional key fobs are available upon request. The key fobs will be returned to the Weekday office at end of the year or when a child leaves the program. The \$20 deposit for the key fob will be returned to you upon return of your fob. Deposits will not be returned after May 31, 2019. At this time all fobs will be deactivated and those that have not been returned will be considered lost.

# PROGRAM POLICIES

## Monthly Tuition

Payment is due in full on the first of the month. Payments will be considered late after the seventh of the month and your account balance will have a \$15.00 late charge added. Failure to pay for 30 days as agreed will result in your child's place being forfeited. (Exception: If special circumstances exist, please talk with the director.)

Babies:	One day a week: \$90.00 per month Two days a week: \$180.00 per month
Ones:	One day a week: \$85.00 per month Two days a week: \$170.00 per month
Twos:	One day a week: \$85.00 per month Two days a week \$170.00 per month
Preschool:	\$135.00 per month The drop-in extended day rate is \$15.00 per day.
Preschool Plus:	\$185.00 per month
Pre-K:	\$205.00 per month

Payments may be made with cash or check at the front desk or placed in the payment drop box next to the Weekday office. No credits are given for absences. **Please Note:** Your child's monthly tuition is based on the actual number of days that his/her class is scheduled during the 9-month school year so that you are not charged for holidays. The total yearly tuition is divided into equal monthly payments for your convenience.

## Returned Checks

**A \$25.00 fee will be charged on all returned checks. Cash payment will be required immediately to cover the check and related fees. After two returned checks, all fees will be on a cash only basis.**

## Attendance

PLEASE CALL THE WEEKDAY OFFICE AT 302-3023 OR EMAIL [rmarple@gsbc.org](mailto:rmarple@gsbc.org) IF YOUR CHILD WILL BE ABSENT FOR ANY REASON.

It is the parent's responsibility to bring your child into the building and stay with your child until classroom doors are opened by the teacher at 9:30 a.m. All classes begin promptly at 9:30 a.m. It is VERY IMPORTANT to a child to arrive on time so they don't miss out on any planned activities. A child who is consistently late will have a harder time making friends and adjusting to the routine.

Preschool children are to be picked up promptly at 12:00, unless they are enrolled in the preschool plus program. Those children and all those in MDO are to be picked up

promptly at 2:30 p.m. If an emergency causes you to run late, please call the Weekday office so we can alert your child and the teacher. Children often become anxious when they remain behind after their classmates have left. A LATE PICK-UP FEE of \$15.00 will be charged for those who are 10 minutes late. The fee will increase by \$1.00 for every minute thereafter.

In the event that the Weekday program must close early due to weather conditions or other safety concerns, prompt response on the part of parents to pick-up their child is expected. If for any reason the Director feels parents have not attempted to fully cooperate in the early dismissal, late fees will be assessed as stated above.

## **Withdrawals and Dismissals**

A two-week advance, written notice to the Director is required if it becomes necessary for your child to withdraw from the program. Payment is required for this period.

Weekday Ministries reserves the right to dismiss a child if, after entering, he/she seems unable to participate in a group situation.

## **Discipline**

Each classroom has its own set of rules and discipline procedures set by the teacher. These will be discussed with parents and children during Open House at the beginning of the year.

Weekday Ministries reserves the right to dismiss a child whose behavior or actions interfere with the learning and/or safety of the other children. Parents will be notified of problems existing in the classroom, and a conference will be held with the parents, teachers and director to resolve the issues and alleviate the problems. If in the judgment of the teacher no significant improvement is made after a set deadline, the child will be dismissed from the Weekday program.

Parents are liable and responsible for damage and/or injury done to property or other people while their child is at school.

## **Release of Children**

Your child's safety is at the forefront of our procedures. We will not release a child to anyone other than the parent(s)/guardian(s) unless there is written permission from the parent(s)/guardian(s) on the child's Weekday Ministries enrollment form. A person who is must stop and check-in at the Weekday office before picking up a child. Proper identification (with photo) must be shown at that time. If you know in advance that your child will be picked up by someone other than a person listed, please notify the office in writing or by phone and give us the name of the person and dates/times of authorized pick-up. We will ask this person to show identification.

We have no legal authority to refuse either parent the right to pick up their child unless this is COURT ORDERED and a copy of that judgment has been given to the Weekday office. It is the parent's/guardian's responsibility to keep the Weekday office advised of any such circumstances.

## **Illness/Medication Regulations**

Please check your child daily for symptoms of contagious diseases or illnesses BEFORE they are brought to school. Sick children are most comfortable at home, and it is not fair to other families to expose their children to germs. **Parents are asked to exercise considerate judgment before subjecting their child's symptoms to other children.**

PLEASE KEEP YOUR CHILD AT HOME IF ANY OF THE FOLLOWING APPLIES:

Child has any unexplained rash

Child has vomiting

Child has diarrhea

Child has nasal discharge

Child has fever

Child has a chronic cough

Your child must be free of all the above symptoms for 24 hours BEFORE returning to school, or until the parent can provide proof (i.e. a doctor's note or call from the nurse) that the child is not contagious. We reserve the right to refuse to admit any child until such proof has been presented. If your child has a cough or nasal problems due to allergies, we will need a letter from his doctor in his/her file.

Teachers are not permitted to give any type of medication to any child. Parents may come to school and give it in appropriate situations. If your child has need of any emergency medical device such as an inhaler or EpiPen, you must have documentation from a doctor and meet with the director before school begins.

Parents will be notified in writing if Weekday Ministries becomes aware that children have been exposed to a contagious illness or disease.

## **Accidents/Illness at School**

Accidents happen! We are active inside and outside during the day, and sometimes children get bumped heads or scraped knees. When a child is hurt at school, teachers will administer appropriate first aid and hugs, and will complete a "Boo-Boo Report" to send home with the child so parents know about the incident.

If a child begins to exhibit symptoms of illness during the school day, a parent will be contacted to come immediately and pick up the child. We do not have any facilities to care for sick children.

In case of severe illness or accident, every effort will be made to contact a parent, guardian, or other emergency contact listed on the child's record card. When a parent cannot be contacted by the Weekday Ministries office and in the judgment of the teacher, the illness or accident requires immediate medical care; the child will be taken to Mercy Health Center Emergency Room at the expense of the parent(s)/guardian(s). A medical authorization form must be on file for each child.

## **School Records**

Please keep the school up-to-date on home, business, and emergency phone numbers. This is very important – emergencies do happen. We also ask you to give us any cell phone or pager numbers. If any of your family's information changes during the year (new cell phone number, more immunizations, etc.), please stop by the office and let us know, or drop a note in the payment box.

Your child's immunizations need to be current as appropriate for his/her age. A copy of updated immunizations needs to be turned in at the time of enrollment.

## **Inclement Weather**

We close due to bad weather when Edmond Public Schools are closed. Please listen to the local television and radio stations for that information. You will receive an email from the director informing you of a school closure. **THERE WILL BE NO REDUCTION IN FEES DUE TO INCLEMENT WEATHER.**

## **Rest Time**

Children who stay until 2:30 will be given a rest time following lunch. Older children are not required to go to sleep, but they will need to be quiet for a while to rest their bodies from the day's activities. Children in the class 1.2 and above must bring a mat to rest on. Mats may be purchased at little cost at most discount stores. Children enrolled in our Pre-K program will not have a rest time and will not need to bring a mat.

## **Toys and Personal Items**

Weekday Ministries provides sufficient toys and equipment to allow for many types of play and learning activities during the day. We request that parents not allow a child to bring personal toys to their classroom. This helps avoid a wide variety of problems. Children who bring a toy will be asked to put it in their cubby until time to go home. We are not responsible for missing toys brought from home.

We do encourage a child to bring a personal item (soft toy, blanket etc.) that is needed for security or is required at rest time. Please do not send items that make noise.

Show and Tell items or other items the teacher may request during the year should be brought **ONLY** on the day planned by the teacher.

**TOY GUNS AND OTHER WEAPONS** are inappropriate for preschoolers and will be turned in to the director if brought to class. **VALUABLE ITEMS** such as jewelry or collectibles are also inappropriate for preschoolers to bring.

## **Dress**

Please think of your child's comfort and dress him/her simply in **EASY-TO-MANAGE** play clothes. Older children should wear clothes that do not require assistance for them to go to the restroom. We have many active playtimes – inside, outside, and in the gym – so please send your child in appropriate shoes. Backless, slip-on shoes or flip-flops make it hard to run and climb, and can fly off and hit another person.

Children that are in diapers need clothes with snaps or that can be easily removed from the waist, so diapers can be changed quickly. We keep the rooms at comfortable temperatures – children should not need over 2 layers of clothes.

Although children often wear smocks, many of our activities are messy. All children should have a change of clothing (including shoes and socks) in their bag or backpack every day in case of a mess or spill. Those being potty trained or “newly trained” should also bring an extra pair of pants for certain emergencies – accidents do happen!

**LABEL** all diaper bags, backpacks, blankets; sleep mats, and other items with the child's name. Label all clothing that the child might remove during the day (i.e. coats, sweaters, etc.)

Unless it is **VERY** cold, we try to go outside for fresh air each day. Make sure your child has appropriate outside clothing every chilly day including hats and mittens.

## **Snacks/Lunches**

We will provide a morning snack and drink each day. Each child enrolled in a program that continues until 2:30 p.m. must bring a lunch, including a disposable drink (younger children may bring plastic “sippy cups” if necessary). Please make lunches of “finger type” foods the child can manage on his/her own, (except for baby room) and nothing that has to be refrigerated or heated. Please limit the amount of sweets in their lunch and do not send any soda. Label all lunch boxes and plastic lunch items with the child’s name.

## **Nut Free Facility**

We are a peanut and nut free environment. We kindly ask that you do not send anything in your child’s lunch that may contain peanuts, peanut products or nuts of any kind. Please let us know if you need suggestions for lunches.

## **Birthdays**

Birthdays are a special time for children and they often like to share them with their friends. If you wish to provide a small treat for your child’s birthday, please talk with the teacher in advance. Invitations to parties will be distributed **ONLY** if there is one for each child (this prevents hurt feelings).

## **Holidays**

We love to celebrate holidays! For individual class parties, teachers will ask parents to provide treats, paper products, etc. In the days before the party, there will be sign-up sheets outside each classroom listing various needed items so you can choose whatever is most convenient for your family.

All our activities are conducted from a Christian perspective, and we do not discuss secular holiday symbols like Santa Claus or the Easter Bunny. We do not observe Halloween in any way.

## **Pictures**

School pictures are taken twice a year, once during the fall semester and once during the spring semester. You will be notified of “picture days” by your child’s teacher and in the school newsletter. Packages of pictures will be available for purchase in the Weekday office.

Teachers may take photographs of children throughout the year to use for the classroom, bulletin boards, submission to local newspapers, etc. If you wish that your child **NOT** be photographed, please notify the Weekday office in writing at the time of enrollment.



## Parent/Teacher Communication

Children enrolled in Mother's Day Out classes will have a "This is How My Day Went" information form sent home with them each day. Monthly newsletters and calendars will be sent home with every child. Please read these to remain informed about various upcoming events and dates.

The parents of all Preschool and Pre-K children will have individual conferences with their child's teacher at the end of each semester. You will be notified of available conference dates and times by your child's teacher, and every effort will be made to schedule a time convenient to both parents and teachers.

Please feel free to discuss any questions or concerns you may have with your child's teacher or the director.

## Other Ministries for Preschoolers

At QSBC there are many other opportunities provided for our preschoolers to have happy times at church learning through Bible teaching activities. Information about programs for older children is available from the church office, 755-9240. Parents are invited to be involved in Bible Study and Worship during these times.

Service times beginning summer 2018:

Sunday School	8:15 a.m., 9:30 a.m. and 11:00 a.m.
Worship Services	8:15 a.m. and 11:00 a.m. (traditional) 9:30 a.m. (modern)
Children's Choir*	5:30 p.m. (nursery provided for infants through 3's)
Mission Friends*	Sundays at 4:15 p.m. – 5:15 p.m. Wednesdays at 6:00 p.m. – 7:30 p.m.

\* For children ages 3 to 5 (as of 09/01/18). Nursery is available for younger children while parents attend Bible Study or Worship Service.

Our contact Information:

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**QSBC Weekday Ministries will not discriminate against any person on the basis of race, color, or religion.**