



**Parent-Student Handbook  
2022-2023**

**Pre-K**

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**“A Solid Foundation – Academically and Spiritually”**

# Table of Contents

<b>Welcome .....</b>	<b>3</b>
<b>Educational Philosophy.....</b>	<b>3</b>
<b>General Information .....</b>	<b>7</b>

**\*Any changes to this year’s handbook will be found in bold type.**

# WELCOME

It is a privilege to have your child enrolled in our school, and we want to do everything possible to make it an enriching experience for your child. This task will require your full cooperation with us in the educational process. We trust that this handbook will help you understand more fully our goals and purposes at Timberlake Christian School. Our desire is to provide your child with a high quality education in a Christ-centered setting. Our continuous goal is to provide your child with “a Solid Foundation – Academically and Spiritually.”

## EDUCATIONAL PHILOSOPHY

### **Biblical Foundations**

The educational philosophy of Timberlake Christian School is based upon the Biblical view of truth and man as set forth in the Bible. The verbally inspired Word of God in truthfulness and completeness is the only criterion, the supreme and final authority, for faith and practice, and therefore, is the starting point of all rational inquiry and the guide to all interpretation of reality (2 Peter 1:19-21; 2 Timothy 3:16). The Bible is the source of the principles determining other subjects and the way in which they are taught. The presentation of Biblical truth is thus not confined to a single segment of the curriculum--the study of the Bible--but is integrated throughout the teaching of all subjects. This facet of TCS makes us unique among most schools in our community.

Man, created in God’s image (Genesis 1:26-27), and for fellowship with Him (Revelation 4:11), fell through disobedience to his Creator. His rebellion against God (Genesis 3) brought all mankind under the dominion of sin with all humans being born essentially sinful (Romans 5:12). God provided for the restoration of His image in man through His Son, the God-Man, Jesus Christ (I Timothy 3:16). He came into the world to redeem mankind by His substitutionary death on the cross and the shedding of His blood (I Peter 2:24; Luke 19:10; Romans 3:24-26; Hebrews 9:22). His bodily resurrection proved Him to be the Son of God (Romans 1:4) with power to save all who come to God by Him (Hebrews 7:25).

### **Purpose of Existence**

According to God’s Word, parents are responsible for their children’s education (Genesis 18:19; Deuteronomy 6:5-7; Proverbs 22:6; Ephesians 6:4; II Timothy 1:5;3:15). It follows that the education of the children is the prerogative of the parents or church members (Romans 13:7; Luke 20:25). In order to reinforce the educational ministries of the home and church, Christians may elect to form a Christian school. Although the school supports the home, it is subordinate to the church in its position of responsibility and authority. The Christian school acts *in loco parentis*, or in the place of a parent, as an extension of and partner with the Christian home and church.

### **Goal of Education**

The Christian’s highest purpose is to glorify God (Colossians 1:15-17). The Christian school can best fulfill this purpose by helping students develop Christlikeness in both character and action

after their salvation. Growth in godliness proceeds step by step from rebirth toward full maturity “in the knowledge of our Lord Jesus Christ” (II Timothy 3:17; II Peter 1:5-8).

### **Means of Accomplishing Goal**

- A. For the students’ spiritual development (I Samuel 2:26; Luke 2:52), the school seeks to see all students come to a saving knowledge of Jesus Christ. We then encourage students to strive to develop Christlikeness, resulting in holiness of character (1 Peter 1:16) and a Biblical worldview. The means by which these goals are accomplished are
- providing regular chapel services and special preaching times as well as student-led mentoring groups;
  - maintaining daily Bible classes that include Scripture memory and personal application of spiritual principles;
  - offering mission emphases, trips, outreach opportunities, and other opportunities for students to use their abilities in service; and
  - giving daily exposure to Biblically integrated teaching;
- B. For the students’ academic or intellectual development (I Samuel 2:26; Luke 2:52), the school endeavors to maintain high academic standards and thorough instruction, not as ends in themselves but as a means of improving and equipping students as servants of God and as preparation to fulfill God’s will for their lives, which may include successfully competing at higher levels of education and training. The means by which these goals are accomplished are
- providing quality instruction that includes a variety of teaching methods and an awareness of the individual needs of students;
  - challenging students to think critically;
  - offering college preparatory classes;
  - honoring students with strong academic records; and
  - providing scholastic competitions in various subject areas;
- C. For the students’ personal and social development (I Samuel 2:26; Luke 2:52), the school helps the student to develop a proper understanding of himself or herself as a unique individual created in God’s image as well as to refine God-given abilities. The means by which these goals are accomplished are
- providing a continual emphasis upon the goal of service and a provision in the program for instruction in skills and disciplines that equip for service (Mark 10:45);
  - giving daily training in godly habits and personal responsibility;
  - encouraging and requiring a mutual respect among all students, faculty, and administration;
  - employing various systems of discipline to help students develop and maintain their own restraint and discipline; and
  - offering various opportunities for social interaction among students.
- D. For the students’ physical development (I Samuel 2:26; Luke 2:52), the school encourages the students to maintain physical fitness, good health habits and God-

honoring use of the body as the temple of God. The means by which these goals are accomplished are

- providing regular and varied physical education;
- giving health instruction with principles based on God's Word;
- maintaining an athletic program with interscholastic competition at various levels;
- expecting and promoting sportsmanship and Christlike attitudes during physical activities of any kind; and
- offering a nutritious food service.

E. For each student's home (Deuteronomy 6:5-7), the school fulfills the role of reinforcing godly principles taught at home and at church, but not usurping the role of either. The means by which these goals are accomplished are

- cooperating closely with parents in every part of their child's development, particularly as it relates to the programs of the school;
- helping students to understand the mission and purpose of the school;
- aiding families in spiritual growth and building Christ-centered homes; and
- encouraging regular attendance and involvement in a local church.

## **VISION**

The vision of Timberlake Christian School is to be a discipleship and educational institution for young people in order to develop in them a passion for glorifying God and train them for a life consistent with a biblical world-and-life view.

## **MISSION STATEMENT**

The mission of Timberlake Christian School, a ministry of Timberlake Baptist Church, is to assist Christian parents in

- *educating* their children to think and live consistently with a biblical world-and-life view (Genesis 1:1ff, Proverbs 1:7, 2:6-15, Romans 11:36, Ephesians 3:10, Philippians 2:5);
- *discipling* them in love and truth toward Christlikeness and a lifelong passion for glorifying God (Matthew 28:19, Luke 10:27, Galatians 4:19, Ephesians 1:15-19, and 4:15)

## **CORE VALUES**

Timberlake Christian School is founded upon the

- Supremacy of God's Word and His Glory
- Discipling Students Lovingly toward Christlike Character, and the
- Pursuit of Academic Excellence

## **STATEMENT OF FAITH**

1. We believe the Bible is the inspired, inerrant, infallible, and authoritative Word of God. (II Peter 1:19-21 and II Timothy 3:16)
2. We believe there is only one God who is eternally existent in three persons. Those three persons are: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1; John 9:35, 10:30, and 14:16-26)
3. We believe in the Deity of the Lord Jesus Christ, He is God the Son. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His

shed blood; and His personal, bodily return in power and great glory. (Matthew 1:18, John 1:4, Acts 1:11; and I Thessalonians 4:16-17)

4. We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men. (John 4:14; and II Thessalonians 2:13-14)
5. We believe in the resurrection of the saved unto life and the resurrection of the lost unto damnation. (Mark 16:16 and John 5:29)
6. We believe in the spiritual unity of believers in the Lord Jesus Christ. (Romans 12:16; 15:6, II Corinthians 13:11, and Ephesians 4:3)
7. We believe the indwelling of the Holy Spirit enables the Christian to live a godly life, in accordance with Biblical principles. (John 6:37-40, 10:27-30; I Corinthians 1:4-8; I Peter 1:5; Romans 1:21-27; I Corinthians 6:9-20)

### **STATEMENT OF NONDISCRIMINATION**

Timberlake Christian School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the School. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational or admissions policies, hiring, or their scholarship, loan, or other school-administered programs. This statement of nondiscrimination shall appear in all of the school's promotional literature.

In addition, since it is our biblical role to work in conjunction with the home to mold students to be Christlike, on those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle that the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning or supporting sexual immorality; professing to be a homosexual/bisexual/transgender person or engaging in or practicing homosexual/bisexual/transgender behavior, as well as condoning, supporting or otherwise promoting such practices; or otherwise having the inability to support the moral principles of the school. (Leviticus 20:13a, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

# **GENERAL INFORMATION**

Timberlake Christian School was established in 1966, as a ministry of Timberlake Baptist Church, and is governed by the Executive Committee.

## **RELIGIOUS EXEMPT**

TCS Pre-K is registered as religious exempt with the Department of Social Services of the Commonwealth of Virginia. All staff members must have a desire to work with children and at least 6 months experience working with children. Each staff member is subjected to a background check when hired and every five years thereafter, as well as an annual health screening stating they are free from any disability which would prevent them from caring for children. Continuing education workshops and training in child care related issues are provided by the school.

Standards for religious exempt child day care centers address certain health precautions, ratio of children per staff member, equipment, and record keeping. They also require the facility to meet with applicable fire, health, and building codes. Maintaining compliance with these standards is the responsibility of the administration. In addition, parents and other individuals may register a complaint about the program which will be investigated if it violates a standard.

## **ADMISSIONS POLICY**

TCS admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the School. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational, personnel, hiring, or admissions policies, or their scholarship, loan, or other school-administered programs. As a Bible-believing institution, this policy of nondiscrimination does not extend to areas of religious conviction, beliefs, or moral-life style contrary to Scripture. Our biblical and philosophical goal is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this goal involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Timberlake Christian School abides by the Biblical teaching on the subject of sexual immorality. The Bible makes it clear that Christians should flee from sexual immorality (I Corinthians 6:18-20), including, but not limited to premarital sex, homosexual lifestyle, and bisexual or transgender identity. While enrolled at Timberlake Christian School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior.

Thus, Timberlake Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be a homosexual/bisexual/transgender person or who engages in or practices homosexual/bisexual/transgender behavior, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

In cases in which a student has engaged in flagrant, immoral, illicit, illegal, homosexual, bisexual, transgender and/or other unacceptable behavior which reflects adversely on Timberlake

Christian School, on campus or off campus, when school is in session or in recess, the school reserves the right to suspend or expel the student immediately. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records. The Administrator will report all actions to the Executive Committee.

We reserve the right to make decisions regarding the acceptance or non-acceptance of any credits to be transferred to TCS.

### **ARRIVAL AND DEPARTURE**

Parents are encouraged to bring their child to the classroom, say goodbye and then leave. Children adjust better if there is a clear goodbye, as opposed to numerous hugs/kisses and the parents returning to the room if they hear their child crying. You are welcome to call the office and check on your child at any point during the day. Please be assured that we will call you if your child cannot be calmed down.

### **AUTHORIZED PICK-UP LIST**

Children will only be released to those who are listed, by the parents or guardians, on the authorized pick-up list. All changes to the authorized pick-up list must be made by the parents or guardians in writing or in person with office personnel. If our staff does not recognize the person who has arrived to pick up a child, they will ask for the person's name and picture identification before the child will be released to them. If that person's name is not on the authorized pick-up list, they will not be allowed to take the child until we have received written or verbal confirmation from the parent or guardian that this person can pick up their child.

### **BIBLE AND CHAPEL**

As a Christian school, it is our goal to integrate the Bible into all areas of instruction. In addition, all classes use a Bible curriculum that teaches Bible stories along with Bible verses and songs. Chapel is held twice a month with each class taking turns leading the group in the pledges and songs. A short lesson is presented by either a staff member or a guest speaker.

### **BIRTHDAY PARTIES**

Your child may celebrate his/her birthday at school. If you wish to bring something to class, please let the teacher know in advance so it can be planned in the class schedule. Please provide enough refreshments for the entire class, as well as napkins, plates, cups, etc. if appropriate.

Party invitations (for a party other than at school) may be distributed by the student (or the teacher may put them in student folders) if all the boys or all the girls or the entire class is invited.

### **CHILD ABUSE**

If a teacher has reason to suspect abuse or neglect, he/she is required by law to report it to the local department of social services.

### **CUSTODY**

It is very important that the school know the names of the person(s) authorized to pick up the students. If there is a legal reason that a student cannot be picked up by a parent, or other

guardian, we must have the complete copy of the official custody papers on file in the school office.

## **DISCIPLINE POLICY**

### **General Discipline Information:**

The school, home, and church must be in unity in disciplinary objectives for moral training to be effective in the life of a young person. Philosophy and practice based on the Word of God are the basis for TCS standards. It is our goal to help students endeavor to develop their whole person with an integrated Christian lifestyle.

We recognize the individual rights and privileges of each child entrusted to our care. In a group situation, as we have here, the rights of others are also to be respected. We need your wholehearted cooperation in this area. You will be contacted if your child's behavior is detrimental to himself/herself or the group.

In light of current incidents in schools today, and due to the possible serious nature of such language, any student using verbal or written language that suggests possible violent action or threats to another person or to himself/herself may result in suspension or dismissal as determined by the administration. The fact that a student protests that he/she was "only teasing, kidding, saying it in jest," etc. may not be reason to excuse such language.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records.

### **Items Not Allowed at School:**

Electronic music devices, all types of electronic games, trading or playing cards, comic books, toys, or other distracting materials are not to be brought to school. Electronic devices will be confiscated and taken to the director's office. The director will contact the parents to ask them to pick up the item from the office. Students are not permitted to have any type of illegal drugs, improper literature, tobacco, alcohol, weapons, ropes, chains, matches, lighters, or other possibly dangerous objects on school property. Depending on the nature or content of what is found, the director may request a parent conference.

### **Classroom Discipline:**

The teachers are responsible for establishing their own discipline guidelines and taking care of general discipline problems in the classroom. We try to avoid problems by clear, consistent classroom rules and procedures, a program geared to the needs of the age group, teachers who are well prepared with effective and interesting presentations, good classroom management, and Biblical instructions. Corporal punishment is not used in TCS discipline.

In the classroom, children are given several warnings to allow them the opportunity to change their behavior before the next step is followed. Depending on the age of the child, this may involve loss of privileges, a short time out, loss of sticker, loss of recess time, note home, etc.

In the instance of *extreme behavior* (failure to follow classroom rules after numerous warnings, harming another child or staff member, defiance, or other dangerous behavior), the office will be called and the child will have to speak with the director about their behavior, and then have a time out in the office. A discipline form stating the offense will be placed in their file and a copy sent home.

If a child is brought to the office a *second* time for the same/similar extreme behavior, the director will call the parent or guardian and have them speak to their child about this behavior and another discipline form will be placed in their file and sent home.

If this happens a *third* time, the parent will be called to pick up their child and this will be noted in their file. If a child has consistent problems with extreme behaviors, the director will set up a meeting with the parents to create a discipline plan to help change this behavior. If the unacceptable behavior continues and is not improved, the school reserves the right to dismiss or ask for the withdrawal of any child not cooperating with its program and purposes.

### **DROP OFF/PICK-UP**

Pre-K parents/guardians must park in a parking space in the parking lot in front of the school office and walk their child into the school through the main office entrance to their classroom. Parents/guardians arriving for pick-up should park in a parking space in the parking lot in front of the school office and walk in the building to their child's classroom to pick up their child and sign them out.

Please keep your child with you at all times while in the school and walking in the parking lot and use the crosswalk. Parents of students in grades 6-12 must drop their children off for before school activities at the main office doors and may not be aware of smaller children in the parking lot. The traffic flow in front of the school office is ONE WAY.

### **ENROLLMENT**

The Pre-K Program is open to children who are at least 3 years old and whose parents share the school's Christian philosophy and objectives in desiring a Bible oriented education for their children. Children will be placed in the appropriate age group based on their age on September 30<sup>th</sup> of the current school year. No one is allowed to start school unless we have proof of the child's identity (i.e. birth certificate; birth registration card; hospital, physician, or midwife notification of birth; passport; or placement agreement proof of the child's identity from a child's placing agency) and medical form (including immunization record and current physical) on file.

We offer an academic program during the school year and a separate, non-academic program in the summer. In order to secure your child's place at TCS, you will need to fill out a registration form and pay the registration fee each year for both the summer and fall programs. Re-enrollment will begin in December for both programs.

*NOTE - Current 4 year old Pre-K students entering TCS kindergarten may be required to complete entrance testing at the discretion of the Elementary Principal prior to acceptance.*

## **FACILITIES**

The Pre-K occupies 8 academic classrooms, 1 resource classroom, the library, gymnasium, and the lunchroom throughout the school day for up to 80 children. We have an age appropriate, fenced-in playground located outside of the school building on the property.

## **FIELD TRIPS**

The director will approve field trips periodically throughout the school year. Parents must fill out a permission slip for each field trip, as well as having current emergency contact information on file in the office. Children will not be allowed to attend if we do not have the proper documentation. A fee may be charged to cover expenses. A school vehicle will be used to transport the children on any off-campus field trips. Parents who choose not to have their child participate in the field trip must find alternate arrangements for their child while the class is away.

## **FIRE DRILLS**

Our campus is equipped with fire alarm systems, and fire drills are held regularly according to state regulations. Students are expected to follow teachers' instructions and to leave and re-enter the building in an orderly and quiet manner.

## **HOLIDAYS**

The following parties have been designated for the school year for all Preschool classes: Thanksgiving, Christmas, Valentine's Day, and Easter. Timberlake Christian School does not recognize or promote Halloween. Children should not wear Halloween shirts or their costumes to school.

## **HOURS OF OPERATION**

The school office is open from 7:30am to 4:00pm, Monday through Friday. Extended care is available at 6:30am and also after school until 5:45pm for those enrolled in the extended care program. Please note that there is an additional fee for extended care. Please contact the business office for prices and more information.

## **ILLNESS/INJURY**

All students must have a medical form on file in the school office. All students are required to have a complete physical examination and the state medical form filled out by their doctor before entering the program. This form is to be kept on file in the school office. Three and four year olds last check up cannot be over one year old, or a new physical will be required.

If your child has evident signs of illness such as fever, shortness of breath, cough, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school. We want to avoid having other children/staff exposed to the illness. Students must be fever free (without the aid of medication) and free from vomiting and/or diarrhea for 24 hours before they may return to school.

Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, multiple episodes of diarrhea, or signs of other viral illnesses while at school. In regard to head lice, students found to have an active case will be sent home from school for treatment. Students will be allowed to return to school once their head has been treated but

should continue to have their hair checked for nits and combed daily at home until all recommended treatments have been given. There may be instances not listed above which, at the school's discretion, will require you to pick up your child early.

If your child is given an antibiotic, they must be on it for 24 hours before they can return to school. If your child has consistent diarrhea (several times per day) that is not related to an illness, you must obtain a physician's release before your child will be allowed to return to school. We reserve the right to deny care to a child that is still not well.

If anyone in your family has any communicable disease, such as strep throat, influenza, gastrointestinal virus, pink eye, chicken pox, head lice, etc, please notify the school office, so that we can watch for similar symptoms at school.

Preschool children may turn to biting as a means of getting their point across. You will be contacted with a discipline note and/or phone call if your child has bitten or received a bite from another child. Bites are treated with cold compresses, washed with antiseptic wash, and covered if necessary.

Whenever a child receives a bump, cut, bruise, etc. the staff will fill out an accident report. An email will be sent to the parents/guardians notifying them of the injury and a report kept on file in the child's records. A parent will be called if the injury is questionable or more significant in nature.

We have trained staff available during operating hours of the center to assess injuries incurred here. If we deem necessary, paramedics will be called, as well as the parent of the injured child. If taken to the hospital, a staff member will go with the child and stay until a parent arrives. All medical and insurance information will be provided to the paramedics (if provided by the parent).

### **LATE PICK UP POLICY**

The extended care program closes at 5:45pm. Parents that pick up their child after closing time will incur a charge of \$10.00 per fifteen minutes or any part of fifteen minutes after 5:45pm. Parents agree to abide by this schedule unless prevented by an emergency situation. Please notify the school when a situation arises that will result in the late pickup of a child; however, this does not excuse the parents from paying the late fee.

When a child is not picked up by 5:55pm, the teachers on duty will try to contact the parents. If they cannot be reached, they will then call someone on the authorized pick-up list to come for the child. The teachers will leave a note on the office door telling parents by whom and at what time the child was picked up. If no one can be reached, the teachers will call the Extended Care Director and stay in the school office with the child until someone can be reached to pick up the child. You will be sent a separate bill for your late charges.

### **LOCKDOWN**

If any public school in our area is placed under lockdown, the area police department will put our campus on lockdown as a precautionary measure. We consider this a LOW threat level and will

lock all exterior and classroom doors but conduct class as usual. Students will not be allowed outside of the buildings. We will not notify parents of this type of lockdown because students would be in no immediate danger.

In the event of a HIGH threat level (intruder on premises, robbery in close vicinity, etc.), the police department will be called, and appropriate measures will be taken to ensure the students' safety. No one will be allowed to enter or exit the building until we receive the authorization from the police. In this case, we will notify parents in writing of what occurred as soon as possible.

### **LOST AND FOUND**

Items that are found after the school is closed will be placed in the Lost and Found. Please label any clothing or personal property with your child's name or initials. All items will be disposed of after 30 days.

### **LUNCH**

Students may pack a lunch or buy a hot lunch which includes milk. Milk may also be purchased separately. You may set up a lunch account through your FACTS Family Online (ParentsWeb) account or in the school office. The teacher fills out a daily lunch count report that is turned in and recorded by the kitchen staff. A reminder email will be sent home if you have an outstanding lunch balance. The lunch menu is posted on the school website [www.tcsprek.org](http://www.tcsprek.org) the first of the month.

Children who plan to eat lunch here must arrive at school by 8:45am to be included in the lunch count. It is very difficult for the kitchen staff to adequately plan the meal when children come in after the count is made and expect to eat. The parent must supply lunch for their child if they come in after 8:45am unless they have called the office and made arrangements.

Please do not send sweets or candy with your child to eat during the morning as this usually decreases his/her appetite; however, if the children arrive before 7:30am, a breakfast item may be brought in a disposable container. Students arriving at 7:30am or later should eat breakfast at home. We cannot allow the children to eat breakfast in the classroom. Also, please do not send gum with your child, we do not allow the students to chew gum while at school.

### **MEDICATION**

In order to administer medication (over-the-counter or prescription), parents must fill out the "authorization to give medication" form and provide the package insert or pharmacy printout with the complete list of possible side effects. Without these two items, we are not allowed to administer ANY medication. Verbal permission to give medication will not be accepted. Between the hours of 8:00am and 4:00pm, the school nurse and 10 staff members who have completed the required MAT training (Pre-K Director, Pre-K Resource teacher, 7 classroom teachers, 1 office staff member) are available to administer medication. After 4:00pm, no one will be allowed to give any medication. All medication must be in the original container with the label affixed. After your child has taken the medication for ten days, a new medication form must be filled out in the office and signed by the parent. Any medications that are not picked up by the parent after 14 days will be disposed of by the school.

Any long term medicines of any kind must be prescribed by a physician and a special form filled out by the physician.

### **MISSING CHILDREN**

- At the school:

The staff reports the missing child to the director. The director and office staff check the building and grounds of the school quickly. If the child is not found, the police are called immediately. Next the parents are notified. The staff involved will document the incident.

- On field trips:

The buddy system is used and roll is checked frequently. Children are to wear their provided pre-k t-shirt with the school's name on it. If a child is missing, the police and the school are called immediately. The school will contact the parents.

### **NATURAL OR MAN-MADE DISASTERS**

1. Whenever any category of disaster occurs during operational hours, the staff will take every precaution to see that the children and other staff are moved to the designated safe location.
2. In the case of a fire, the fire alarm will sound and all teachers and students will evacuate the building in an orderly fashion by following the fire drill procedures and move quickly to the designated staging area away from the building.
3. In the case of a man-made disaster or other dangerous situation, the office staff and teachers will lock all remaining doors leading into the building and classrooms, when it is safe to do so. Teachers will turn out all lights, close blinds and/or curtains, and move the children to the safe shelter area, away from all doors and windows, and assume the safe classroom position (crouch to knees along inside wall or under desk and cover head with arms). The staff will encourage others not to talk or make noises. The doors will not be opened or unlocked until the school or emergency services personnel reports that the area is secure. If the building is evacuated, all persons should follow the precise directions of the police personnel.
4. In the event that a natural disaster (flood, hurricane, tornado, snowstorm, etc.) requires the school to close early, this closing announcement will be made on all local television stations and the Parent Alert System. Parents who have not arrived by the announced early closing time will be notified by telephone that they should pick up their child immediately. Any child remaining at the school will be moved to a designated safe spot away from windows.
5. Parents will be notified about the emergency situation or disaster as soon as is practical.

### **PARENT-SCHOOL RELATIONSHIPS**

Our teachers invite your inquires about the progress of your child. We urge you to communicate with your child's teacher at any time if you have any questions or concerns regarding your child's schoolwork. Please make an appointment with the teacher through the school office. Parents who come to school during normal school hours must to go directly to the school office to sign in before going to the classroom.

The administration welcomes any suggestions that you might have to offer. There will be situations in the course of a year where there may be misunderstandings or areas of concern. We are a Christian institution with a great desire to improve our program and service for Jesus Christ; therefore, we ask that you bring your problems to the teacher first and then to the administration when necessary. Problems can be resolved satisfactorily if they are brought to the attention of the proper authority and worked through together. Please remember that we are concerned about the growth and success of your child. The Lord has placed us here to be of help to you and your child.

### **PERSONAL PROPERTY**

Children should not bring toys or other personal items to school to play with because it causes a disruption in the classroom when the other children want to play with the item. The only exception to this rule is a stuffed toy or doll that is used only at naptime. We are not responsible for lost toys or items of clothing.

### **PLAYGROUND SAFETY PLAN AND PROCEDURES**

Our school is dedicated to the safety of each child in attendance. The administration makes a weekly safety inspection of the building and playground and reports all needed repairs to the maintenance supervisor, who promptly does the needed repairs. All staff members follow a playground safety plan outlined by the administration.

### **POTTY TRAINING**

All Children in the three year old and four year old classes must be potty trained to attend, but *occasional* accidents are likely to occur. If a four year old has more than two accidents in a week, parents will be called to meet with the director.

### **PUBLIC LIABILITY INSURANCE**

The Pre-K is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

### **REFUND POLICY**

There will be no refunds given for days not in attendance, due to the fact that there are costs incurred regardless of whether or not your child is in school.

### **SCHOOL CLOSING**

The Pre-K will operate on a separate closing/delay schedule from K-12. If school is closed or the schedule altered because of inclement weather or a special emergency, an announcement will be made by text and/or phone call and email through our parent alert system, FACTS/Renweb. An announcement will be posted on local television stations (WSET, WSLs, and WDBJ) as soon as possible. If no announcement is made, it is understood that school is in session and operating on the regular schedule.

When the Pre-K is closed, there will be no care available. When the Pre-K is operating on a 2 hour delay, the school day will begin at 10:20am. Half-day preschool students may attend in the event of a 2 hour delay with their dismissal time remaining 12:00 noon.

## **SCHOOL RECORDS**

The school has a responsibility to protect the rights and privacy of the student and his/her parents. The school, therefore, adheres to State and Federal statutes designed to safeguard information in scholastic records. Copies of school records or transcripts may be transferred to other schools or agencies upon the receipt of a valid written request for release. Transcripts will not be forwarded if the financial accounts are outstanding or if satisfactory payment arrangements have not been made with the school.

## **SNACKS**

Snack time will be given each day. Please send in a wholesome snack with your child. A juice box or water bottle may be sent in as well, please no sippy cups or items that require refrigeration. If your child will be here for extended care, please send in an additional snack for the afternoon.

## **TEACHER-STUDENT RATIOS**

We follow Social Services' guidelines regarding class sizes. Our three year olds and four year olds have a 1:10 ratio.

## **TRANSPORTATION**

In the event of a class field trip, a school vehicle will be used.

## **TUITION**

All monthly tuition payments must be paid through FACTS Tuition Management using a checking or savings account or credit card. If you choose to pay in full, you must do so no later than August 15<sup>th</sup>. Payments in full must be made by check, cashier's check or money order. A student may be dismissed if their tuition account is over 30 days past due from their normal monthly payment date or if they do not attend class for two weeks without prior approval or notice.

## **WITHDRAWAL**

**Withdrawal Policy:** If the contracted parties request early withdrawal of a student for any reason:

- Prior to the July 1: a \$50 administrative fee and no tuition is owed
- July 1 through the 1st day of school: \$50 administrative fee plus 5% of the annual tuition is owed.
- Within the first month of school/attendance: \$50 administrative fee, plus one months tuition is owed.
- After the first month/attendance: \$50 administrative fee and 30% of the remaining tuition due (based on days remaining in school year) is owed.
- Executive Committee has full authority over all contracts and has created this policy as they will no longer be accepting contract exceptions. No records will be released until withdrawal fees are paid.