

## **OPEN DOOR POLICY**

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation.

## **NONDISCRIMINATION**

The NOBTS Preschool Education Center does not discriminate on the basis of race, color, creed, sex, national origin, or ancestry.

## **WHAT TO WEAR TO SCHOOL**

1. Children should wear comfortable, washable clothing that they can manage easily, and that allows the child to move freely.
2. All garments are to be marked with the child's name.
3. Children must wear shoes every day, even during summer. Children may not wear pointed toe boots or flip-flops.
4. Parents are required to provide at least two changes of clothing. This includes socks and underwear. Parents check the child's box daily for needed items. Potty training clothes must be loose enough to be pulled up and down by the child.
5. No belts may be worn.

### **Potty Training:**

1. Infants and toddlers need to have clothing that allows for easy changing of diapers. Simple clothing that is free of complicated fastenings, buttons, snaps, and straps is required.

2. An adequate number of wipes, training pants, and pull-ups must be provided when the child is being potty trained.
3. Potty training clothes must be loose enough to be pulled up and down by the child.

## **ON YOUR CHILD'S FIRST DAY**

1. Parent(s) come by the Preschool office to check room assignment.
2. A small blanket and a sheet for rest time for children one year or older is to be provided by parents. Pillows should not be brought.
3. Parents provide two extra changes of clothing, including socks and underwear as well as diapers and wipes if appropriate. Parents need to label all items.
4. Infants' parents are to provide bottles, food, diapers and wipes. Each item is to be labeled.

## **GRIEVANCES AND COMPLAINTS**

All legitimate grievances or complaints concerning the supervision or care of children should be directed to:

**Director**  
**NOBTS Preschool Education Center**  
**3939 Gentilly Blvd.**  
**New Orleans, LA 70126-4858**  
**Phone: (504)286-3585**

For questions concerning state regulations of day care, contact:

**Department of Social Services**  
**Bureau of Licensing**  
**P.O. Box 3078**  
**Baton Rouge, LA 70821-3078**  
**Phone: (225) 922-0015**  
**Fax: (225) 922-0014**

## **DISCIPLINE**

**The center works with the parents of each child in order to change or divert excessive behavior.**

The goals of discipline are:

1. To teach the child to understand and practice acceptable behavior.

2. To help build the child's self-esteem.
3. To be consistent and individualized for each child.
4. To be appropriate for the child's level of understanding.
5. To never humiliate or frighten a child, nor to physically harm a child.

The methods of discipline are:

1. Redirection (directing a child to another activity)
2. Time out is an opportunity for the child to regain control both physically and emotionally. It is used only as a last resort. Time out is a maximum of one minute per year of age of child.
3. Children are disciplined with loving firmness. (teachers and caregivers are not allowed to raise their voices, handle a child roughly, to spank or be sarcastic)

The policies of discipline are:

1. No child is subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment is not inflicted upon children. Derogatory remarks are not made in the presence of children about family members of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline is prohibited.
2. No child or group of children shall be allowed to discipline another child.

3. When a child is removed from the group for disciplinary reasons, he/she shall never be out of the sight of a teacher or care giver.
4. No child shall be deprived of any meals or snacks for disciplinary reasons.

### **ALTERNATIVE CARE**

Children are dismissed when fees are not paid.

The Center reserves the right to determine if services are beneficial to those enrolled and will counsel parents when an alternative plan is necessary.

### **EMERGENCY PROCEDURES**

**Accidents:** Teachers have access to emergency information on each child. If the center is unable to contact one or both parents, the staff will call starting with the first person on the list of authorized persons and any emergency number provided by the parent. In the case that no one can be reached, instructions will be taken from the personnel at the clinic on campus. In the case of emergency care is needed, 911 will be contacted and the child will be transported to a hospital. A staff person will accompany the child and the parents will be contacted to meet them at the hospital. Written authorization for emergency transportation will be obtained before the child enters the program.

**Emergency Drills:** Emergency plans for fire, weather, railroad and any other possible natural disaster are posted in each room. Practice drills will occur periodically during the year. The practice drills help the children and the staff members to become familiar with the procedure and not be frightened by the loud noise.

**Please note: If evacuation is necessary, all children will be taken to the Hardin Student Center located across campus. Parents can pick children up there.**

### **BITING**

Biting is a natural part of the developmental process for children. We are concerned for each individual child thus the centers policy is as follows:

1. The parent of the child bitten will be contacted through the today card or by phone if the skin is broken.
2. The parent of the biter will be notified in person or on the child's today card.
3. Information regarding the name of the biter is not disclosed.
4. Every precaution to prevent biting is taken channeling the energy of the child into an appropriate activity.

## ARRIVAL AND DEPARTURE

1. Upon arrival, children are to be signed in on the classroom sign in/out sheets with the date, time of arrival and the name of the person bringing them. The same procedure will be followed when children are picked up. These sign in/out sheets are in each classroom. A parent or some other **authorized adult** must bring a child into the building, sign the sign in sheet, and notify the staff member responsible for the child. **Under no circumstances should a child enter by himself or herself.** A teacher or worker must know when a child arrives.
2. Children will be allowed to leave only **with** persons whose names appear on their pick-up list. Picture id will be requested. People may be added to the pick-up list in the office. (Names on the transportation notice will automatically be added to your child's permanent pick-up list.)
3. Rest time is from 12:30 p.m. to 2:30 p.m. Infants also rest in the morning from 9:00 - 10:00. Children should be brought or picked up before rest time hours. Children may not be dropped off between 12:30 and 2:30. Lunch is served at 11:15 a.m. Parents must feed children who are brought to school after 11:15 a.m.
4. The playground gates are not to be used as an entrance or exit. These gates are used for emergencies only.

5. If an emergency situation delays a parent from picking up a child, arrangements will need to be made for someone to pick up the child. The parent should be sure that the person picking up the child is on the pick up list. The office will need to know what arrangements the parent has made.

### 6. Late Fees:

After the first 15 minutes a late fee of one dollar per minute will be charged.

Just a reminder:

Seminary pick up time is no later than 12:30, 3:30 or 5:00 p.m. according to the child's program.

Community pick up time is no later than 5:30 p.m.

## VISITORS

All visitors must check in with the Director or Assistant Director.

## TRANSPORTATION

The Preschool Center will not transport children. Field trips or other off campus excursions are not taken.

## **WRITTEN AUTHORIZATION**

Written authorization by a child's parent or guardian is to be given and updated annually for the following:

1. Written permission must be given by parents in order for persons not listed on the pick up list to sign out a child. Identification will be required.
2. Permission for prescribed medication to be administered to the child by the teacher or caregiver. Medication forms may be obtained in the preschool office.
3. Written consent must be given in order for information concerning a child to be released to any other agency or persons.
4. The center is a teaching environment and work in conjunction with the NOBTS Childhood Education Department. Permission will be gained through written consent to photograph, observe, interview, or interact with children in the classroom.

## **FEES, VACATION AND SICK TIME**

For information regarding preschool tuition, registration, vacation and sick time please refer to the fact sheet insert in your application.

## **CLASSROOM POLICIES**

1. Each class follows a daily schedule which includes free play time, group time, activity time, snack time, bathroom time, outside time (when weather permits), lunch time, and nap time.
2. Parents escort children into the classroom and sign in making contact with the room teacher before leaving or when picking up children.
3. All personal toys or possessions are to be left at home unless the teacher has given special permission.
4. Two changes of clothes must be left at the preschool at all times. Parents need to check that clothes still fit or are temperature appropriate.
5. Parents must permanently label all clothes, bottles, and blankets, etc. The center is not responsible for lost items.
6. Children rest on an assigned bed or cot, which is provided by the preschool. Parents provide small blankets and sheets for children ages 1 and older. All sleeping material is to be taken home on Fridays to be washed.
7. Parents are to read the notes posted outside their child's classroom.
8. Teachers provide parents with today cards for children daily.
9. Children occasionally take a guided walk on campus. They remain within the gates of the seminary campus.

## **IMMUNIZATIONS**

All children must be current with their immunizations in accordance with the State Health Department requirements. These records must be on file in the Director's office. This is a State requirement. Children will be dismissed if records are not current and in the Director's file. If children are not current with immunizations, a doctor's statement concerning the reason must be on file in the Director's office. An official immunization card or copy of a card is required.

## **FOOD, NUTRITION, SNACKS, AND LUNCH POLICIES**

Infants:

1. Children under one year are fed foods provided by their parents. Parents bring the necessary food and/or bottles, all properly labeled. Leftover food cannot be fed the next day. No glass bottles. Bottles will be served chilled or at room temperature, microwaves will not be used to heat up bottles. (State licensing has changed and we are no longer able to microwave bottles!)
2. The center does not use infant feeders. If an infant is on cereal, the parents must bring box cereal to be fed by spoon.
3. Infants should be given a progressive meal pattern:  
Birth - 3 months: formula.  
4 - 7 months: formula, cereal, vegetable or fruit.  
8 - 11 months: formula, meat/egg-protein, vegetable, fruit or combination.

1 year to 5 years old:

1. Lunch is served at 11:15 a.m. Parents feed children if the child will not arrive before 11:15.
2. Children one year or older are served a nutritious hot meal, a morning snack and an afternoon snack. Toddlers are encouraged to feed themselves. Snack foods are introduced prior to the one-year birthday.
3. Menus are posted outside the classroom and on the office bulletin board.
4. Only foods prepared by the cafeteria can be served to children one or older.
5. For children with a special dietary need, food allergy, or religious restriction, parents must provide a written, detailed and signed Physician statement to that effect to be kept on file at the Center.
6. Parents may bring food to the Center for special occasions such as birthdays to share with his/her class. Teachers need to be notified in advance of parent's plans.
7. The center does not serve breakfast; children need to eat prior to arriving at the Center. Please do not send food in with your child.

## **PARTIES**

Parties will be held during snack time. Parents make plans with the teacher in advance. Presents may not be requested, however, party favors for everyone in the class is acceptable.

## HOW CAN PARENT'S HELP???

1. Read this handbook carefully so you understand the policies.
2. See that your child gets a good night's sleep.
3. See that your child has regular eating habits.
4. Leave for school unhurried and happy.
5. Arrive at a routine time.
6. Take an interest in what your child tells you about things that he/she does at the Preschool.
7. Appreciate early artistic attempts. (Remember it is better to say "Tell me about it", rather than "What is it?")
8. Your child needs to be sure of your love and understanding.
9. Feel free to call or come to see the teacher or director about anything you do not understand or that will help your child.
10. Feel with him/her that the preschool is an important place. (If you are apprehensive about leaving a child, then he/she is apprehensive about staying.)
11. Send proper changes of clothing, and label all items.
12. Have a drop off routine. Reassure your child that you will return and give them over to the teacher. Leave even if your child is crying. Most children will quiet within a few minutes. Preparing them by talking about how much fun they will have will make them secure.

## EDUCATIONAL PROCEDURES:

New Orleans Baptist Theological Seminary Preschool Education Center strives to be the Christian Education Center where

preschoolers have opportunities for meaningful play that is based upon the child's individual needs, interests, and abilities, and that will contribute to the developmental needs of the child.

Each classroom is designed with learning centers such as: Art, Blocks, Books, Homeliving, Music, Nature, Puzzles/Manipulatives and Group Time.

- Art provides the preschooler with the opportunity to create, feel, and express himself. The value of the project is in the creating process not the finished product. The child develops a sense of accomplishment in a task completed.
- Blocks promote scientific trial and error thinking, and problem solving. As preschoolers work, share, and talk with others they begin to develop a sense of responsibility. Physical coordination skills are refined.
- Books provide the preschooler with a means of fostering imagination, introducing and exploring new ideas. Books open up a whole new world to explore.
- Homeliving provides the preschooler the opportunity to step into the world of adults as they role-play our work, our feelings, and our words. Through this activity of homeliving preschoolers are able to bring together the things they are learning and feeling about themselves and the world they live in.
- Music provides an avenue of self-expression. Expressions of emotions are inevitable in the music experience. Preschoolers gain a sense of self worth and personal well

being. Music can be used as a tool to teach Bible concepts, as well as being just plain fun.

- Nature activities open up a world of excitement and wonder for a child who is learning about himself and the world around him. The five senses are used to explore and gain firsthand experience.
- Puzzles are problem solving activities which lay a foundation for later problem solving. The preschooler must use mental ingenuity, patience, and physical coordination to accomplish the task. What a sense of self worth the preschooler gains when the task is completed.
- Group time is a time when teachers and preschoolers gather to share experiences, express individual ideas, and develop listening skills. Life long social skills are learned in the group experience. Singing, conversation, story telling, topical discussions, visual aides, and games are all part of the group time.

**Objectives:**

The center is designed to meet the needs of the growing exploring preschooler. Teachers develop learning activities that promote physical, social, emotional, and spiritual development.

- **Mental Development:** Developing language - expressing ideas - solving problems - forming concepts - discovering God's world.
- **Social Development:** Helping a child learn to be responsible to others - helping a child become a part of a group.

- **Emotional Development:** Developing a good self image - developing a sense of responsibility - developing persistence in completing a task.
- **Physical Development:** Developing hand and body coordination - learning physical skills -learning good health habits.
- **Spiritual Development:** Developing an awareness of God - and a habit of giving thanks through prayer of things enjoyed in life. To help increase the child's ability to make choices between right and wrong.

**CURRICULUM**

WEE Learn with other supplements. This is a developmental approach to learning. The facility uses learning centers to teach weekly topics.

**STAFF/CHILD RATIOS**

<u>Age of Children</u>	<u>Child to Staff Ratio</u>
Infants under 12 months	6:1
1 year old	8:1
2 year old	12:1
3 year old	14:1
4 year old	16:1
5 year old	20:1

## HOLIDAY SCHEDULE

The Center will follow a Holiday Schedule in accordance with N.O.B.T.S. Holidays will be posted on all doors in advance.

## ELIGIBILITY

1. The Preschool Education Center is designed to meet the childcare needs of the seminary and the community.
2. Children six weeks through five years of age will be accepted for enrollment as space allows.
3. Decisions regarding room placement of children are the sole responsibility of the Preschool Director. Such decisions are based upon available classroom space, the age of the child, the abilities of the child, and the needs of the Center.
4. The center's unique situation means that a child may not necessarily stay in the same class all year. Children will be moved to new classrooms to accommodate incoming children, as deemed necessary by the Director.

## ENROLLMENT PROCEDURES

1. Applications for enrollment may be obtained at the Preschool office.
2. Parents return the completed application. The application must include a Physician signed statement of good health, and an up to date record or immunization. **No child can be accepted without the required immunizations.**

3. Parents inform the office of the day the child will begin in the preschool program. If all places are filled in the child's age group, the child will be placed on a waiting list and parents will be contacted when a place becomes available.
4. When parents return the application a yearly registration and insurance fee is due. Details regarding the fees are located on the fact sheet insert of the parent handbook.
5. Applications must be returned at least ten full working days before a child's first day of attendance.
6. The Director or assistant director will meet with each parent prior to the child's first day to discuss policies and program details. (All written authorizations required by state regulations to be in each child's file, must be signed and updated annually - see policies under written authorizations).
7. Classroom placement and promotion is decided by the Director in relation to available space, the age of the child, the abilities of the child, and the needs of the Center. Seminary students have priority. Children will be promoted throughout the year as needed. Community enrollment is subject to interruption with a two-week notice if a seminary student placement is needed.

## DROP POLICY

Two weeks notice is required to drop from the program without penalty.

## POLICIES CONCERNING ILLNESS

The policies concerning illnesses are for the safety of all children at the preschool center. The center appreciates parents for understanding.

1. Children with any of the following symptoms should be kept at home. The following list is part of the State Licensing requirements regarding illness. A written Physician statement or a 24-hour WELLNESS period is required to return to class. (unless otherwise noted below)

For example:

- **Diarrhea** (two or more loose stools or over and above what is normal).
- **Fever** - of unknown origin (100 degrees axillary or higher) and some behavioral signs of illness.
- **Generalized rash.**
- **Any child with a sudden onset of vomiting, irritability, or excessive sleepiness.**

2. If symptoms of contagious or infectious disease develop while a child is in care, the child will be separated from the other children until a parent or designated person has been reached. Any child who has had an elevated temperature within the last 12 hours is suspect.
3. Parents will be notified immediately if a child becomes, ill, has an accident, or exhibits unusual behavior while in the care of the Center. Parents must make arrangements for children to be picked up within 30 minutes of notification.
4. The preschool posts a notice in the event of any exposure to a contagious disease within the classroom.
5. When absences are necessary parents are to notify the preschool office. However, there will be no reduction in fees.

6. If a child is too ill to participate in scheduled classroom activities parents need to make alternative plans. Outside time is a part of our curriculum and a vital part of providing a healthy environment.
7. If a child needs patented or prescribed medication during the day, parents are to present a medication form to the teacher. These forms are located in the preschool office. Medicines are given only at 12:00. For specific instructions regarding medication parents need to consult the Director.
8. All over the counter and prescription medication sent to the Center must be in its original container and clearly labeled with the child's name or it will not be given.
9. The staff receives health and safety training on a yearly basis. Precautionary measures are taken when handling body fluids.

#### **Children may be readmitted after illness:**

1. With a physician's statement that the child is free from communicable disease.
  2. If visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours on a normal diet.
- If a child is injured or needs treatment immediately, the center will call 911 for emergency transportation to a hospital. A staff member will go to the hospital with the child, and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff person remains at the hospital until the parent arrives or longer if possible.

USE OF PHOTOGRAPHS AUTHORIZATION

CHILD'S NAME \_\_\_\_\_

Pictures of my child may be taken for use within the NOBTS  
PRESCHOOL EDUCATION CENTER.        YES        NO

Pictures of my child may be taken for use outside the NOBTS  
PRESCHOOL EDUCATION CENTER. I understand this may  
include publications and other forms of media.  
   YES        NO

PARENT'S SIGNATURE \_\_\_\_\_