



Welcome to Ingleside Weekday Preschool. We are excited about the 2021-2022 school year. Thank you for allowing your child to be a part of our program. We have a wonderful team of teachers who are excited about serving and loving all of the children. Our main goal is to teach your child about God and His love for us!

This key points booklet should help you know what to expect as we navigate this year of school together. There is a full-length parent handbook online at [ingleside.org/preschool](http://ingleside.org/preschool). If you have any questions or concerns, please feel free to call. Our teachers will also be available to assist you in any way possible. You can make an appointment to meet with your child's teacher or the Weekday Preschool Director by calling the Weekday Preschool office at 478.330.5115.

Weekday Preschool is a fun place to be. We want your child to enjoy learning and being together. Our teachers will also help the children learn school rules and learn how to interact with others their own age.

As we partner with preschool parents, we want preschoolers to:

1. Know that the Bible is God's Word.
2. Know that Jesus is God's Son.
3. Know that God hears them when they pray.

We look forward to getting to know you and your family in the coming year. Our goal is to make your child's school experience a positive one.

A handwritten signature in black ink that reads "Kasey C. Lee". The signature is written in a cursive, flowing style.

Kasey Lee  
Weekday Preschool Director

## Purpose Statement

We describe how disciples are made with four biblical words: Come, Grow, Serve, and Go. A disciple comes to Christ in repentance and faith, grows in obedience and Christ-likeness, serves like Jesus served, and goes in obedience to Jesus' command to make more disciples. We challenge every Christ-follower to . . .

- **Come** . . . to worship
- **Grow** . . . in a group
- **Serve** . . . in the body, and
- **Go** . . . with the gospel

When by God's grace we do all four, it is good for us and glorifies God.

## School Time and Location

Ingleside Weekday Preschool is equipping children ages 2-5 to be successful in school and to continue to learn about God and His creation.

<b>School Year:</b>	August through May
<b>Time:</b>	9:00 a.m. - 12:00 p.m. Drop-off begins at 8:35 a.m. Pick-up begins at 12:00 p.m.
<b>Days:</b>	2K     Monday/Wednesday/Friday Tuesday/Thursday Monday through Friday 3K     Monday/Wednesday/Friday Monday through Friday 4K     Monday/Wednesday/Friday Monday through Friday
<b>Location:</b>	Ingleside Baptist Church – Family Life Building 834 Wimbish Road Macon, GA 31210
<b>Director:</b>	Kasey Lee klee@ingleside.org Weekday Preschool office, 478.330.5115

## Registration and Fees

- Registration for Weekday Preschool is in early February for Ingleside Baptist Church members and those currently enrolled in our programs. It will be open to the community a few days after this. Please check with the Weekday Preschool office for the time, date, and location of registration.
- The registration fee for the 2021–2022 school year is equivalent to one month’s tuition and is payable at the time of registration.
- Full payment of the registration fee and all completed forms are necessary in order to hold your spot in the program.
- The registration fee is not the August tuition payment. **This fee is non-refundable.**

## Monthly Tuition

- Tuition is due and payable in full on the first school day of each month, August to May, as follows:

Two-day class (2K)	\$150
Three-day class (2K/3K/4K)	\$180
Five-day class (2K/3K/4K)	\$225
- A **\$20 late fee** will be added to your tuition for payments not received by the 10th of each month.
- Checks should be made payable to **Ingleside Weekday Preschool** and placed in the drop box located outside of the Weekday Preschool or mailed to Ingleside Weekday Preschool, 834 Wimbish Road, Macon, Georgia 31210. Teachers will not be responsible for accepting payments at any time. There is a **\$20** fee for any returned checks.
- Payments can be made online through the Ingleside website.
- If paying in cash, please use exact change, and get a receipt from the Weekday Preschool office.
- Please do not combine tuition payments with any other program fee (such as Mother’s Morning Out).
- **If tuition payments are unpaid for two months, the student will be withdrawn by the first school day of the next month. We will hold the child’s spot for one month and reinstate them if the fees are paid in full during that time.**
- **If you have extenuating circumstances regarding a payment, please speak with the Weekday Preschool Director.**

## **Weather and Emergency Preparedness**

What to expect from your school staff in preparation for inclement weather or an emergency:

- The closing of school due to weather conditions will be announced as soon as possible. Sometimes this announcement can be made the evening before the closing of school; but most days, the announcement will be made by 6:00 a.m. the morning of the closing of school. The decision to close will be posted on the Ingleside Weekday Preschool and Mother's Morning Out Facebook page. An email will be sent to all parents with the announced closing.
- Fire, tornado, and intruder drills are conducted monthly.

## **Student Withdrawal Procedure**

Two-weeks' notice should be given for any withdrawals during the school year. Please complete a withdrawal form, and turn it in to the Weekday Preschool Director. Forms are available in the Weekday Preschool office. You will be responsible for the regular tuition amount through the end of the month during which you withdraw.

## **Drop-off Procedure**

- School begins at 9:00 a.m. Children may be dropped off at 8:35 a.m.
- A parent may walk their child to the classroom for the first two weeks of school. After the second week, we ask that you use the carpool line.
- There will be greeters each morning to help your child out of the car and to his or her classroom.

## **Pick-up Procedure**

- Pick-up begins at 12:00 p.m. Children must be picked up no later than 12:15 p.m.
- Your child will be brought to your car as you come through the carpool line at the end of the school day.
- Please have your child's class identification in the right side of your car's front window. Please keep it visible until your child has been placed in the car.
- Pull up as far as possible to help us in getting the children in the cars quickly and safely.
- For the safety of the children, we ask that you do not use cell phones while in the carpool area.
- We cannot allow a child to leave the school with anyone unless we have a parent's permission.

- If someone other than the regular person is picking up your child and we are not familiar with them, identification will be required.
- Please never leave a baby or a child in a car unattended.
- There will be a \$10 late fee for every fifteen minutes a parent is late after 12:30 p.m.

## **Discipline**

- Students who exhibit inappropriate behavior will be given loving instruction. We will talk with children away from the group so they are not embarrassed or do not receive negative attention in front of their peers. Time-out may be used to correct behavior.
- Students who continue to have difficulty behaving in the classroom will be sent to the office of the Weekday Preschool Director.
- Students causing physical harm to others (hitting, scratching, biting, etc.) while at Weekday Preschool will be sent to the office of the Weekday Preschool Director, and parents will be notified of the behavior. We will communicate with the parents to monitor the child's progress. At the third offense, parents will be asked by the Director to keep the student out of class for two weeks or until such behavior ceases.

## **Parent Notification**

- **Illness or Injury**
  - A parent will be notified immediately of any illness or injury requiring professional medical attention. In the event that a parent cannot be contacted, their local emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.
- **Biting**
  - If any student exhibits biting behavior while in a Weekday Preschool class, his or her parents will be notified. At the third offense, the parents will be asked by the Weekday Preschool Director to keep the student out of class for two weeks or until such behavior ceases.
- **Behavior**
  - Students who show disrespectful behavior toward other students and teachers such as hitting, kicking, or spitting will be sent to the office of the Weekday Preschool Director, and parents will be notified of the behavior. At the third offense, the parents will be asked by the Director to keep the student out of class for two weeks or until such behavior ceases.

## Dismissal Policy

Ingleside Weekday Preschool reserves the right to dismiss any child if, after entering the program, the child seems unable to participate in group experiences or if fees have not been paid.

## Illness Policy

For the protection and well-being of your children, the Illness Policy is carefully and consistently enforced. Your cooperation is necessary to help keep all of the children as healthy as possible.

You should refrain from bringing your child to school if the child has:

- A fever greater than 100 degrees
- Diarrhea or vomiting
- Rashes (other than normal skin irritations) or open sores
- Severe coughing
- Any contagious symptoms (i.e., green nasal discharge, sore throat, etc.)
- Any symptoms related to a communicable illness (infections such as pink eye, strep throat, impetigo, scabies, lice, ringworm, boils, measles, or chicken pox, which are spread by person-to-person contact)

In the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions for immunizations will not be allowed to attend preschool.

If you are notified that your child is ill, we ask that you make every effort to pick him or her up within the hour. **A sick child may return to school after being symptom-free and fever-free for 24 hours.** A child may also return if accompanied by a doctor's note stating that the child is not contagious.

Every family must receive, read, and sign a copy of our Infection Control Policy and Procedure.

## Immunization Policy

Current immunization forms need to be turned in prior to your child's first day of preschool.

# Infection Control Policy and Procedure

## INTRODUCTION

By the very nature of a preschooler's activity and normal infant mouthing behavior, diapered infants, toddlers, and preschoolers are naturally exposed to a higher rate of infection than are other children. Infections such as **diarrhea** and **Hepatitis A** are primarily spread by a fecal-oral route, meaning that there is a higher spread among children who are in diapers. Infections such as serious forms of **meningitis, influenza, chickenpox, and most respiratory infections** are spread by contact with respiratory secretions and lesions. Infections such as **pink eye, impetigo, scabies, lice, ringworm, and chickenpox** are spread by person-to-person contact. **Fever blisters (Herpes)** are spread by contact with urine and mainly saliva. **Cytomegalovirus (CMV)**, a viral infection most commonly found in newborns and often without symptoms in children, but one which can cause birth defects in unborn babies, is spread through urine and saliva. So far as is known by medical science, **Hepatitis B** and **AIDS** are spread by contact with blood (transfusions, across the placenta in the unborn baby and through the birth process) and intimate contact (sexual intercourse and possibly breastfeeding). There have been no known cases of **Hepatitis B** or **AIDS** spread in daycare centers and none documented in daily living activities within families.

In order to minimize the spread of any infectious diseases within the preschool area and to ensure the health and safety of all children and caregivers, the following procedures will be followed.

## SPECIFIC PROCEDURES

1. Diapers shall be changed on a nonporous surface which is sanitized after each use.
2. Strict hand-washing with antibacterial soap is of utmost importance in the prevention of the spread of infection. Therefore, caregivers are required to wash hands with antibacterial soap after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his or her nose, after contact with his or her own nasal secretions, and before food preparations. Caregivers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose, and before eating. Disposable towels shall be used after hand-washing.
3. When an infant or toddler is seen putting an object into his or her mouth, this object shall be put into the sink for cleaning by the housekeeping staff with a disinfecting solution before being returned to the "clean toy" container.
4. The Preschool Minister should be notified of any spills, soiling of blood, urine, or feces, so that proper cleaning and disinfecting can be arranged with housekeeping staff.
5. All changing tables, toys, and play equipment in the preschool area shall be cleaned by the teachers with disinfecting solution after each session.
6. All equipment in infant and toddler rooms (e.g., cribs, swings, walkers) shall be wiped thoroughly by the teachers with disinfecting solution after each session.
7. Universal precautions, meaning with every child and caregiver, shall be taken with handling of blood, urine, or feces. A caregiver shall wear disposable gloves when cleaning a cut or a bloody nose. Personnel

shall wear disposable gloves when cleaning bathrooms and disposing of trash. Gloves are required for use by any caregiver in changing diapers, and should be changed after each use. (In the event that an emergency precludes the use of gloves in contact with blood, cleaning of skin with soap and water is sufficient to prevent blood borne infections.)

8. All diapers and trash contaminated with spills of blood, urine, or feces shall be placed in trash cans which are lined with disposable plastic liners and are covered and out of reach of children.

### **IMPLEMENTATION**

To ensure that these guidelines are implemented, the Preschool Minister shall arrange for initial and ongoing training in infection control procedures for paid childcare, Mother's Morning Out, Weekday Preschool staff, as well as volunteers in various activities (e.g., Bible Study, AWANA). The Director of each individual program shall be responsible for the day-to-day observance of these guidelines.

### **DISPENSING OF MEDICINES**

An Authorization for Medication Release form is on the registration form. By signing this form, the parent is giving permission for any Ingleside staff member to dispense medicines to their child (EpiPen, Children's Tylenol, Children's Motrin, Children's Benadryl, or topical creams only).

### **CONFIDENTIALITY OF MEDICAL INFORMATION**

If information regarding a child, who has an immune deficiency, whatever the cause, is made available to the Director, then she will make this information available only to those caregivers who need to know in order to protect the child against other infections. This need to know, however, does not require knowledge of HIV status. Parents of children enrolled in children's programs shall not be privy to any confidential medical information about other children.