



**2022-2023 PARENT HANDBOOK**

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# WELCOME FROM BEL-AIRE BAPTIST CHURCH (BABC)

Dear Parents:

Welcome to Bel Aire Baptist Pre-school's 2022-2023 term. As a parent of preschoolers, we know your first priority is your children's development. You want them to grow both physically and mentally to become healthy and educated so they may become respected in their communities. Bel Aire Baptist Pre-school as a ministry of Bel Aire Baptist Church commits to educating your children through administering stimulating curriculum in a fun and low-pressure environment. In addition to traditional education, which engages your child's mental and physical development, we give special attention to your child's Spiritual development because God created your child in His image. (2 Timothy 3:16-17)

An added benefit of enrolling your child in Bel Aire Baptist Pre-school is interaction with the church. Our church is here for you. We take seriously our role in the community to share the good news of Jesus with all who will listen. We firmly believe in teaching from the Bible and helping others follow the commands of Jesus.

You are invited to be part of our Worship Services, Sunday School, Small Groups, and other special meetings such as:

- Wednesday Night Discipleship Classes for all adults, where you can learn the basics of belief in Jesus as directed by the Bible.
- Wednesday Night Children's Worship Arts
- Youth Group, where children 13 to 18 engage in worship through music and small group discussions about topics related to life issues and how to better follow the life example of Jesus.
- Awana is a high-energy children's worship encounter for ages 3 through 6<sup>th</sup> grade focused on having fun while learning how to know Jesus in a personal way.
- Sunday mornings are full of activities for small children through senior adults. Our children's department includes nursery services overseen by dedicated and trustworthy church members.

Please join us this Sunday for Worship and this Wednesday for Discipleship Classes. We look forward to getting to know you better. Thank you for choosing Bel Aire Baptist Pre-School to further your child's education and Spiritual development.

For further inquiry, please look at our web-site, [www.belairebaptist.org](http://www.belairebaptist.org). For a more personal inquiry please call the church office at (228) 832-1966.

## CONTACT INFORMATION

Physical Address .....15080 Dedeaux Road, Gulfport, MS 39503

BABP Website.....www.belaireprek.com

BABC Website.....www.belairebaptist.org

BABP Phone #.....228.832.1984

BABC Phone #.....228.832.1966

BABP E-mail .....belaireprek@yahoo.com

BABC E-mail.....office@belairebaptist.org

Employer Identification Number (for tax purposes).....64-0562421

## HISTORY

Bel-Aire Baptist Preschool began as a kindergarten in 1974-75 and later incorporated as a daycare. Today, it is a preschool for 3- and 4-year olds and it hosts a Mother's Morning Out program for 2-year olds. The center is licensed with the Mississippi State Department of Health. It is a Southern Baptist affiliated center. Bel-Aire Baptist Preschool offers a Christian environment for the child's transition from home to school. We believe every child is a special gift from God. We offer a stimulating curriculum in which children are encouraged to discover the joy of learning but are not subjected to undue pressure. The teachers on staff believe learning can be fun, so play activities are used to help the child in learning about himself, his friends, his feelings, and his world.

## PERSONNEL

As of August 2022, the following personnel are involved with the operations of Bel-Aire Baptist Preschool.

### Administrative Staff

Director-Melanie Walton

Pastor-Brian Cameron

Music Minister-Alan Stephens

Administrative Assistant-Elizabeth Logan

Book Keeper-Sherri Rogers

### Weekday Education Committee of Bel-Aire Baptist Church

Kim Hoggatt

Jay Rogers

Jim Simms, Deacon Representative

Patty Weaver

## Teaching & Support Staff

Tiffany Bateson, PreK2 & Teacher's Assistant

Miranda Mizell, PreK3 & Teacher's Assistant

Christine Palmer, PreK3

Erica Long, PreK4

## Substitute Teachers

Robin Dedicos

Jane Weatherly

Pam Webber

## **GOALS**

### **»»»» For the Child ...**

1. To provide learning experiences which will contribute to the development of self-control, trust, independence, security, acceptance, love, and self-respect in the child.
2. To provide learning and play experiences which will contribute to the development of wholesome social relationships with others.
3. To provide meaningful learning experiences which take into consideration the individual needs, interests, handicaps, and abilities of the child that will help build important foundations for future reading, writing, reasoning, math, and other academic skills for the child.
4. To provide learning experiences which will help to develop the moral and spiritual character of the child.
5. To provide a high quality preschool program for the child without regard to sex, race, creed, color, or national origin.

### **»»»» For the Parents ...**

1. To provide a bridge of communication with other parents and teachers who have as a common concern the interests and needs of the preschool child.
2. To provide quality care for the child while the parents are pursuing their own work or other interests.
3. To provide resources that will educate and inform parents regarding the development of their child.
4. To provide an atmosphere of professionalism, dedication, trustworthiness, openness, and loving concern in order to generate confidence and trust in the services the preschool provides for the child.

### **»»»» For the Community ...**

1. To help meet the needs of the community for quality early childhood education.
2. To contribute to the spiritual and moral development of the future citizens.

3. To provide an opportunity for members of the community from diverse social, religious, and ethnic backgrounds to interact and work together for the enrichment of the educational experience of the child.
4. To provide meaningful job opportunities for and to offer gainful employment to the various members of our community without regard to sex, race, creed, color, or national origin.

## **OBJECTIVES**

### **➤➤➤➤ CONTROL**

- ... of the classroom by the teacher through constructive guidance of the child in learning activities.
- ... self-control as the child learns what he or she can and cannot do within the learning environment and the group situation.

### **➤➤➤➤ A SENSE OF TRUST**

- ... in caregivers to provide the foundation for an ultimate trust in God.
- ... in the environment as it provides his physical, social, emotional, and intellectual needs.
- ... in himself to discover independent learning.

### **➤➤➤➤ GUIDANCE**

- ... for the individual child in relation to the environment, learning experiences, and behavior.
- ... through communication between teacher and child that reflects positive and reasonable leadership.

### **➤➤➤➤ DEPENDENCE AND INDEPENDENCE**

- ... as the child learns to depend on the teacher and have confidence in his/her guidance.
- ... to feel secure in himself and his ability to do things independently.
- ... to demonstrate a developing sense of responsibility and competence.

### **➤➤➤➤ SECURITY**

- ... in self, self-image, and personality within the class.
- ... in the teacher, who is consistent, patient, and confident.

### **➤➤➤➤ ACCEPTANCE**

- ... of others so that the child can love and accept himself.

... from the teacher, who treats each child impartially, yet individually.  
... of himself, in order to promote healthy development and self-image.

### »»»» LOVE

... that is physical—a hug, a smile, a helping hand.  
... that is emotional—the act of caring.  
... that is intellectual—the provision of a curriculum suitable for the child at his level.  
... that is spiritual—modeled after the love of God shown through His Son.

### »»»» SELF-RESPECT

... that acknowledges that each child is created in the image of God and is worthy of respect from peers, teachers, and parents,  
... that equips the child to show respect toward others.

## ABSENCES

Notify the center director via REMIND if your child will be absent. Please do not ask the teacher to relay the message to the director about a child's absence.

There will be no reduction in fees due to a child's absence. (Refer to Tuition section for more information.)

**IMPORTANT**—If your child is absent due to a contagious disease/illness, the preschool must be notified promptly in order to safeguard the health of other students and families and to alert preschool staff to implement additional disinfectant procedures.

## ARRIVAL

Children must be fed breakfast before attending preschool. Please do not send your child in with food and/or drink from home.

Preschool families should use the front parking area and enter through the front door of the preschool. Please drive slowly through the parking lot and watch for little ones coming and going! Preschool families should not utilize the back parking area for safety and security reasons.

In order to allow preschool staff ample time to prep for the school day, please do not wait at the door or try to enter the preschool building before your child's assigned arrival time.

For morning arrival, each class will have an assigned arrival time. PLEASE do not enter before your child's assigned arrival time. If the child is not signed in by the time that 10-minute window closes, he/she may have to wait until other classes have their window of time for arrival. We do handwashing as soon as students arrive, so no one will enter the classroom at arrival. Students will take their assigned hallway spot with their class and a guardian will sign-in the student and then exit the building.

To chat with the teacher, please schedule a time before or after school. Teachers will not discuss students while other students are in their direct care. escort his/her student to the sign-in table outside the classroom. If you need to touch base with the teacher or director to communicate anything that has upset the child's routine, has the child unusually worried or exceptionally excited, etc., PLEASE send a REMIND message before school starts or as soon as possible.

School personnel will monitor the hallway during arrival. Please follow the assigned timeline so that arrival is orderly and safe. The staggered arrival is good for health purposes, allows time for each class to handwash upon arrival, AND helps school personnel ensure that only approved guardians enter the hallway.

The preschool will not assume responsibility for a child who has not been signed in by a guardian and accepted into the care of authorized preschool personnel.

## ARRIVAL DURING SCHOOLDAY

If arriving late (after 8:40 A.M.) or coming to pick up your child early (before 11:20 A.M.), you must park in the front parking lot and enter through the church office. Please do not stand at the preschool door and knock and/or ring the doorbell for someone to let you in once school is already in session. Due to potential for unsafe scenarios (varying knowledge of custody issues, other students left with inadequate supervision, etc.), teachers will not open the preschool doors for parents/guardians once the doors have been locked for the school day.

Currently, Bel-Aire Baptist Preschool operates Monday-Friday of the school year, but the Bel-Aire Baptist Church office is open Monday-Thursday. If a parent/guardian needs to drop off late/pick up early, pay tuition, meet with the preschool director, etc. on a Friday, the director or designee can be accessed by calling the preschool (228.832.1984), by messaging via REMIND or similar app used for parent-school communication, or by knocking and/or ringing the doorbell at the preschool entrance and patiently waiting for the director or designee to become available and to open the door.



## **BIRTHDAYS**

Your child's birthday may be recognized at school. Parents must make arrangements with the teacher in advance to bring a birthday snack, treat, etc. Treats must be store-bought, have ingredient label attached, and meet all allergen requirements for the class. Parents will not be allowed to decorate the classroom, present gifts, or host a birthday party at school. Party invitations should only be delivered at school if every child in the class is included.

## **CLOTHING**

Washable play clothes are most suitable. **Long dresses, cowboy boots, or flip flop type shoes are not permitted.** Tennis shoes with socks are best. An extra set of seasonally appropriate clothes must be kept in children's book bags. The child's name must be **permanently labeled** on all clothes. The center cannot be responsible for unmarked items.

## **COMMUNICATION**

The preschool will utilize various forms of parent communication, including a school webpage ([www.belaireprek.com](http://www.belaireprek.com)), school Facebook page, phone (228.832.1984), email ([belaireprek@yahoo.com](mailto:belaireprek@yahoo.com)), and the REMIND message system. Please do not communicate with teachers via personal text messages or private Facebook pages regarding school matters. If you need to contact someone from the preschool after school hours, utilize the above listed communication forms.

You may set up a conference with the teacher and/or director if needed at any point during the school year.

## **COVID-19 (or similar)**

If public health conditions jeopardize the safety of families, staff, and/or students, the preschool will adapt operating procedures and will promptly inform families of any changes.

## **DISCIPLINE**

The teacher will be responsible for the discipline of the class. These are guidelines for actions to be taken. Each child is different; thus, teachers will work with the director to map out expectations, consequences, etc. pertaining to specific situations.

- The primary mode of guidance will be redirection and teaching from mistakes. A

child will be directed to appropriate behavior rather than continually spoken to in negative terms, such as “do this” rather than “don’t do this.”

- In order to be most effective, immediate consequences for misbehavior will be used.
- The teacher/director may utilize assignment of alternate activity, time-out (1 minute per age for 3’s & 4’s), loss of playground privileges (no more than 10 minutes lost per 30 minutes play), child conference with director, parent-teacher conference, parent-director conference, behavior management plans, and other appropriate modes of discipline and guidance.
- Physical punishment—spanking, pinching, slapping, etc.—will not be used.
- The teacher will shout at the child only if there is a need to warn of immediate danger.
- Removal of playground privileges may be used only for serious infractions or for cumulative ones.
- Sending a child to the Director will be used sparingly in order to be effective.
- Parents will be called in for a conference about a child who consistently disobeys a teacher and/or director, continually bites, disrupts the classroom, is aggressive toward the other children or staff, or any combination of these.
- If the Director deems it necessary, the parents may be required to disenroll the child from the center.
- A child will be disenrolled from our center immediately if he/she puts the teacher, other children, and/or him/herself in danger, jeopardy, or risk because of inappropriate behavior.

## **EARLY CARE**

Early Care will not be offered at this time. Families will be notified if circumstances enable the center to offer Early Care at any point during the school year.

## **ENROLLMENT**

Parents are requested to visit the center before or upon enrollment to meet staff members and tour the facility. An Open House/Orientation will be held at the end of August.

Children who are 2, 3, or 4 by September 1<sup>st</sup> will be accepted upon space availability and suitability for the center’s program. **Three- and four-year olds must be potty-trained before attending our center.**

The following steps must be complete prior to enrollment.

- I. A **non-refundable** registration fee equal to one month’s tuition must be paid, and a fee

agreement must be signed. Note: This is not the first month's payment!

2. Certificate of Immunization Compliance or Certificate of Medical Exemption and a copy of birth certificate must be submitted to the Director to be kept on file.
3. An enrollment application must be completed and given to the Director for your child's file.

Your registration fee is due when you enroll your child.

Our center does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.

## **EVACUATION PLAN/DANGEROUS SITUATION**

If the need arises for the center to be evacuated, the children will be taken by church van and teachers' vehicles to either Temple Baptist Church (w/in 1 mile) or Orange Grove Community Center (w/in 5 miles) on Dedeaux Road to the east or Lyman Community Center (w/in 5 miles) to the north. In the event of a dangerous situation, such as an intruder, staff members will work together to ensure student safety and to alert authorities. School message systems, such as REMIND, will be utilized for parent communication as soon as authorities deem safe.

Monthly fire/disaster/emergency evacuation drills are held to teach the children what to do and where to go in case of an emergency.

## **FIELD TRIPS**

The center does not transport children for field trips. One or more field trips where children and parent/guardians/caregivers meet to enjoy an activity may be arranged during the year for those who wish to participate. Any charge associated with a field trip will be announced in advance. For children participating in field trips, each child must have an adult chaperone present with him/her and responsible for him/her the entire time.

## **HANDWASHING**

Handwashing is an important part of the preschool day. Children are taught proper handwashing procedures and are required to wash hands upon arrival, before eating, after using the toilet/having diaper changed, after playing on the playground, after handling pets or related objects, and whenever hands are visibly dirty. When handwashing is not

immediately accessible, children use wipes/sanitizer until they are able to wash with soap and water. Children must also clean their hands after eating and before going home.

## HEAD LICE

The school will periodically have head checks, and will do head checks if the need arises. If nits and/or lice are found in a child's head, their parents will be notified. If the school is notified by a parent that lice or nits have been found in their child's head, the school will have head checks in all classes. After treatment, the child may return to school. However, there must be no nits present in the child's head.

## HEALTH REGULATIONS

In the interest of every child's well-being, only healthy children will be allowed at the center. These are the conditions under which you are requested to keep your child at home:

1. If a child has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If a child has diarrhea or vomiting.
3. If a child breaks out in a rash.
4. If child has symptoms of a possible communicable disease.

If symptoms of illness are observed at the center, the child will be held in the director's office or a vacant classroom/area, and a parent will be notified to pick up the child as soon as possible. The director or a school designee will remain with the child until picked up. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to school.

No medication will be dispensed to a child. In order for your child to be given Tylenol at the center, there must be a signed form in your child's file granting permission.

For children who need access to Benadryl &/or Epi-Pen in case of accidental exposure to food or environmental anaphylactic allergens, parents must inform director and teacher of this need, sign a permission form for administration in case of emergency, and deliver Benadryl &/or Epi-Pen to director (in Ziploc & labeled with student's name).

BABP complies with guidelines prescribed by the State Department of Health regarding exclusion of a child due to illness.

If a child is not well enough to go outside during playground time, that child must be kept home.

In case of a medical crisis, such as a physical injury, a child will be treated by a CPR & first aid certified staff member and transported to a hospital or medical facility as soon as appropriate. If needed, 911 will be called.

## **HOLIDAYS/SCHOOL CLOSINGS**

The Preschool will be closed on the following days:

Labor Day  
Fall Holiday  
Thanksgiving  
Christmas/New Year's  
Martin Luther King Day  
Mardi Gras  
Good Friday  
Spring Break

BABP typically follows the same closings as the Harrison County Schools.

The preschool is a church-affiliated program; thus, the need may arise to close due to a funeral being held at the church.

If there is a need for the preschool to close for staff training, families will be provided adequate notice.

## **INSURANCE**

The type of insurance coverage for the children at the center is business liability.

## **NSF CHECKS**

There will be a \$15.00 service charge on all NSF checks. After the second NSF check, only cash or money orders will be accepted.

## **OUTSIDE PLAY**

Outside play is a part of the daily schedule. It will be followed except on rainy days. If a child is too sick for outside play or a parent thinks it is too cold, the child must be kept at home. Dress your child appropriately for outside play and send a jacket when needed.

Children are expected to follow rules on the playground so that the area stays in good

condition and is safe for play. Please discuss with your child that, while at school, children will slide only on their bottoms, will not climb on the fence, will leave mulch on the ground, and will not dig (unless given specific toys and area for doing so).

Sun safety is important. Shade is available in the playground area. On extremely hot days, time outside may be shortened and drinking water will be made available on the playground. We encourage parents to apply sunscreen to children when necessary, especially between the period April 1 to September 15.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to be active participants in their child's school and education. So that the teacher can properly attend to all students in her care and can begin the school day, please do not linger at arrival. The next class will not be allowed to enter until the previous class is finished with arrival—even if the delay is due to a parent/guardian not following school procedure. If a problem needs to be discussed with the teacher, set up a conference after school. If parents need to discuss upcoming events with other parents, please meet in the Fellowship Hall or parking lot.

Parents may stay in the classroom as volunteers only when they have pre-arranged with the teacher to help with certain activities or projects.

When appropriate, families will be invited to join students for celebrations, events, and/or performances.

Parents are expected to attend a conference with the child's teacher, by appointment only, at the end of the school year.

Smoking is not allowed on church grounds. Also, we ask that parents not smoke on field trips.

## **PEST SITUATIONS**

If a family is dealing with pest situations in the home that may be spread to others, such as bed bug, lice, scabies, or flea infestation, the family must promptly inform the preschool director. The preschool will take means to inspect and treat any instance of such pests being brought into the preschool. The name of student involved will never be shared with other students or families.

## **PICK-UP PROCEDURES**

A reliable (designated) person must bring and pick up your child. A written note from parent/guardian must be provided to the director for someone other than a designated person to pick up a child, and a picture I.D. must be shown if person is unfamiliar. Please do not be offended if the director &/or a teacher verifies changes to a child's routine pick-up procedure. We take the safety of our children very seriously.

At class dismissal time (again staggered-11:20, 11:30, & 11:40 A.M.), students will wait quietly and orderly in the preschool hallway. The director, a designee, or the teacher will call student's name when an approved pickup person comes to the prek door and signs out the student. No students will be released until the hallway environment is quiet and orderly, the student is signed out by approved pickup person, and the student is called to the door by school personnel. Students will not open the prek door themselves; they will be taught that they must wait for school personnel to dismiss them.

If a parent/guardian gives permission for an employee of the preschool to pick-up a child, please know that the preschool is not responsible for the child once signed out for pick-up by that employee. The employee must be on the approved pick-up list in the director's files.

Please watch your speed when entering and leaving our parking lot! Please hold your child's hand while walking to and from your vehicle.

DO NOT leave other children unattended in your vehicle while picking up your student; this is mandated by the Mississippi Department of Health and will result in consequences that may include disenrollment if an ongoing issue. The child becomes the responsibility of the parent/guardian/caregiver after sign-out. Any fine levied on the preschool by the child care licensure because a child is unattended in the parking lot will be charged to the child's parent/guardian/caregiver.

## **POTTY TRAINING**

Children in the two-year old class may or may not already be potty trained. Parents of the twos must communicate with the teacher throughout the year regarding the potty training process. The teacher and other preschool staff will support potty training; however, the parents will remain responsible for potty training. PLEASE REMEMBER—students in the three-year old & four-year old classes are required to be potty trained before starting school. Failure to comply with this requirement will result in the child losing his/her enrollment slot and no refund of registration/tuition paid.

## STAFFING

BABP employs a staff of qualified, loving teachers who have been through a required screening process before being hired. All teachers & support staff personnel are required to obtain a minimum of 15 hours of professional development training on an annual basis.

## SUPPLIES

### **Bring to school each day:**

- Backpack (full-size, not mini; must put name on outside of backpack or on tag attached)
- Complete change of clothes in case of bathroom accidents, spills, etc.
- PreK2 only (if not potty trained)-Diapers/Pull-ups

### **Bring to Open House:**

#### ***PreK2-***

- |               |   |
|---------------|---|
| 2 glue sticks | 2 *8-color Crayola watercolor paints              |
| Paper towels  | 1 *8-pack Crayola WASHABLE markers-classic colors |
| Baby wipes    | Pump hand soap                                    |
- 

#### ***PreK3-***

- |               |   |
|---------------|---|
| 2 glue sticks | 2 *8-color Crayola watercolor paints              |
| 1 bottle glue | 1 *8-count pack large Crayola crayons             |
| Paper towels  | 1 *8-pack Crayola WASHABLE markers-classic colors |
| Baby wipes    | Pump hand soap                                    |
- 

#### ***PreK4-***

- |               |   |
|---------------|---|
| 4 glue sticks | 2 *8-color Crayola watercolor paints              |
| 1 bottle glue | 2 *8-count pack large Crayola crayons             |
| Paper towels  | 1 *8-pack Crayola WASHABLE markers-classic colors |
| Baby wipes    | Pump hand soap                                    |

### **Wish List (not required, but welcomed to help meet additional supply needs)**

- |  |   |
|--|---|
| Disinfectant Spray (Lysol or store brand)    | Tissue                                      |
| Disinfectant Cleaning Wipes                  | Play Doh (Play Doh brand, 4 oz. containers) |
| White Cardstock                              | White copy paper (pack of 200-500 sheets)   |
| Glitter Glue (small tubes/pens, not bottles) | Additional baby wipes                       |



## TOYS

The center provides a wide variety of curriculum-related and age-appropriate toys. Children are not allowed to bring toys from home except by request of the teacher for special activities. The center will not be responsible for any toys brought from home that are lost or broken while at school.

## TRANSPORTATION POLICY

Children will be transported to field trips in parent/guardian/caregiver's vehicles. The adult who drives must have a valid driver's license and proof of car insurance readily available. Children will not be transported in staff vehicles unless the situation is an emergency.

If the church van is used for emergency transportation, Melanie Walton is our licensed driver with Erica Long as alternate. The capacity of the van is 15 children/adults max. All children will be properly restrained whenever they are being transported in a motor vehicle. No children shall be transported in the front seat of vehicles equipped with passenger-side airbags. All vehicles less than 10,000 lbs. shall be equipped with occupant restraints appropriate for the age and/or weight of the children being transported. Children shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards, which shall be indicated on the child safety seat. The child safety seat shall be appropriate to the child's weight and be installed and used according to the manufacturer's instructions.

## TUITION & FEES

Fees for the 2022-2023 school year are as follows:

- ~ Mother's Morning Out for 2-year old, half-day, 2-days per week \$1,080.00 per school year, payable in 9 installments of \$120.00 monthly from September to May
- ~ PreK3 & PreK4, half-day, 2-days per week, \$1,080.00 per school year, payable in 9 installments of \$120.00 monthly from September to May
- ~ PreK3 & PreK4, half-day, 3-days per week, \$1,620.00 per school year, payable in 9 installments of \$180.00 monthly from September to May
- ~ PreK3 & PreK4, half-day, 5 days per week, \$1,980.00 per school year, payable in 9 installments of \$220.00 monthly from September to May

A non-refundable registration fee equal to one month's tuition is due upon registering your child. (The registration fee is not the first month's tuition.) Multiple-child discounts of \$5 per child will be deducted from the registration fee and from each month's tuition.

Tuition and any other payments must be paid either with credit/debit card online or with cash/check in an envelope marked with child's name and purpose of payment. The staff will not look through book bags for tuition or other payments. Payments must be for exact amount due--no change will be given for cash payments, no overpayment will be saved as credit to account, and no partial payments will be accepted.

**Tuition is due on the first of each month--September--May.** Payments made after the tenth of the month will be considered late & will incur a \$10 late charge.

Accounts kept in good status and paid on-time will remain in "secured" status.

Accounts not paid up-to-date by the tenth of the month will be flagged as "unsecured"; the child's enrollment can enter back into "secured" status if the account is paid up-to-date including late charges by the fifteenth.

Accounts still not paid up-to date by the fifteenth of the month will enter "on hold or dropped" status; children whose accounts are in "on hold or dropped" status will not be allowed to attend class. The child's enrollment can enter back into "secured" status only after meeting with the Director & resolving payment issues.

**If there are unexpected problems which temporarily make it difficult to pay the fees, please discuss with the Director before payments become late.**

If the child is withdrawn or dropped, he/she may go back on the waiting list and be re-admitted when there is an opening and when registration fee and one month's tuition is paid.

Though there will be no reduction in fees due to absences, the following options are available:

Option #1: You may continue to pay the fees and reserve the child's place.

Option #2: You may withdraw your child and re-enroll when an opening occurs by paying the registration fee.

Option #3: If there is not a demand for the enrollment slot, you may begin paying  $\frac{1}{2}$  the regular fee until the child is able to return. However, at the time that a demand for the enrollment slot occurs, you will have to choose option #1 or #2. This option can only be granted by the Weekday Education Committee in response to a letter requesting it.

Each request will be considered on its own merit.

Two exceptions to the tuition payment due dates are in December and May. You will be notified of the dates tuition will be due these two months as they occur. Tuition must be paid by the date given or your child may be disenrolled from the school.

## **WEATHER EMERGENCIES**

During hurricane or other severe weather conditions, parents are asked to watch WLOX TV, check the preschool's Facebook page, and pay attention to REMIND messages from the preschool. WLOX does not allow centers to list closings because there are so many, so watch for information for Harrison County Schools closing.

**If Harrison County Schools close because of bad weather, the preschool will also close.**

**If a situation occurs in which the director is not comfortable with HCSD's decision to have school despite unsafe or expected weather conditions, the preschool may close. The director will send a REMIND message to inform families. If a situation occurs in which the director feels a decision needs to be made rather than waiting to know HCSD's decision, the director will send a REMIND message informing families of the decision to remain open or close.**

## **WELFARE OF THE CHILD**

As required by law, suspected child abuse or neglect will be reported to the Mississippi Department of Human Services.

## **WITHDRAWAL**

Children may be withdrawn at any time. Please give written notice to the office. No payments will be refunded. Re-enrollment is necessary to return (including registration fee) but may not be immediately available if enrollment is full.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**CHILD CARE REGULATIONS SUMMARY FOR PARENTS**

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- |                                  |                                 |   |
|----------------------------------|---------------------------------|---|
| Licensing Requirements           | Health, Hygiene, and Safety     | School-Age Care                         |
| Right of Entry and Violations    | Nutrition and Meals             | Summer Day Camp & School-Age Programs   |
| Facility Policies and Procedures | Discipline and Guidance         | Hourly Child Care                       |
| Personnel Requirements           | Transportation                  | Hearings, Emergency                     |
| Records                          | Diapering and Toileting         | Suspensions, Legal Action and Penalties |
| Reports                          | Rest Periods                    | Release of Information                  |
| Staff Requirements               | Feeding of Infants and Toddlers |   |
| Program of Activities            | Swimming and Water Activities   |   |
| Equipment, Toys, and Materials   | Children with Special Needs     |   |
| Building and Grounds             | Night Care                      |   |

**APPENDICES**

- |   |  |
|---|--|
| Appendix A - Child Abuse and Neglect Reporting Statutes | Appendix F - Handwashing Procedure   |
| Appendix B - Reportable Diseases                        | Appendix G - Diaper Changing Procedure   |
| Appendix C - Nutritional Standards                      | Appendix H - Cleaning and Disinfection Procedure                                 |
| Appendix E - Dishwashing Procedure                      | Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines |

A full copy of the Child Care regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.healthymys.com](http://www.healthymys.com) (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, Amanda Smith at (228) 575-4093 or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

Post Office Box 1700 • Jackson, MS 39215-1700  
1-866-HLTHY4U • [www.HealthyMS.com](http://www.HealthyMS.com)

*Equal Opportunity in Employment and Services*