

# CrossRoads Preschool

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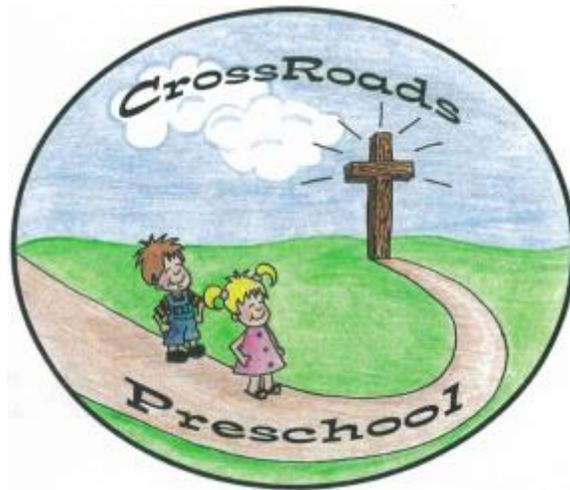
Hebron Baptist Church

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“Loving Families to Christ”

2016-2017  
Family Handbook

Revised 01/15

# Welcome to CrossRoads Preschool

The staff of CrossRoads preschool is pleased to welcome you and your child to our facility. CrossRoads is a state-licensed school operated as a non-profit community outreach program under the authorization of Hebron Baptist Church, and is open to all children without regard to race, creed or color.

This packet is designed to help answer questions Parents/Guardians may have about CrossRoads Preschool and its policies.

**Please keep this for future reference!**

## Mission Statement

The mission of CrossRoads Preschool is to nurture a spiritual, educational, and social foundation for each preschooler by providing a loving, Christian environment for our students in which they can express themselves and learn through creative play and an enriching curriculum.

# Daily Programs and Routines

CrossRoads Preschool provides a program for 3 and 4 year olds. Three year olds are offered a two-day-a-week program, Monday and Wednesday or Tuesday and Thursday. Four year olds are offered either three days per week – Monday thru Wednesday, Tuesday thru Thursday, or four days per week – Monday thru Thursday.

All morning classes begin at 9:00 a.m. and dismiss at 12 noon.

Afternoon classes begin at 12:30 p.m. and dismiss at 3 p.m.

A snack will be provided consisting of 1% milk, a protein, bread, fruit, or vegetable. The snack schedule will be posted on the information board at the entry way. Any food allergies must be communicated in writing to the staff so that we do not serve your child an item they should not have. If allergies are a concern, we ask that you provide your own snack.

CrossRoads Preschool will follow closely, but not exactly, the calendar of the Boone County Public School System for holidays, closings, etc. We will also abide by the decisions of the Boone County Superintendent on inclement weather days.

If Boone County Schools are on either a (1) or (2) hour delay, our classes will begin at 10 a.m. If Boone County Schools are closed for the day, CrossRoads will be closed for the day. There is no credit for days missed due to school cancellation.

We understand that some families will be late getting here because of siblings, which is not a problem. Just ring the buzzer.

The steps from the upper parking lot to the entrance/lower lot are not to be used in the case of inclement weather. They can remain dangerous even if treated.

# Enrollment Procedures

Students who return to spend another year in our four year old program, as a five year old, receive first priority in mid February.

Open enrollment will be held annually on the first Wednesday in March from 9 – 11 a.m. Priority registration will be held the week before for returning students and their siblings, and the Sunday prior for Hebron Baptist Church members. Families with siblings who attended in the past will receive third priority. All other registrations will be on a first come, first serve basis. If full enrollment is obtained, a waiting list will be kept.

## Arrival and Departure

The doors will open promptly at 8:58 a.m. and 12:28 p.m. Please enter through the doors marked for CrossRoads Preschool, not the outside classroom doors. The doors will be locked at 9:15 and 12:45 p.m. daily. If entrance is required after this time you will need to use the doorbell located next to the door to request entry. Each family is encouraged to arrive at school on time! Late arrivals may make a child feel left out since his/her classmates will already be involved in the day's activities.

Parents are responsible to walk their child to their class and sign them in. Parents are encouraged to say their goodbyes at the door and send their child to the sink to wash their hands. If your child is experiencing separation anxiety, please say goodbye to your child and nudge them toward the teacher. Parents can feel free to wait out of sight in another area.

Each child will be dismissed at the end of class individually at the classroom door. An authorized person must come to pick up the child. If the person who picks up the child is not recognized as an authorized pick-up, a picture ID will be required. Parents who carpool MUST have all parents placed on the Authorized Pick-Up Sheet and give a schedule of carpooling to the teachers in writing.

Please be prompt in picking up your child. Our staff has a limited amount of time allotted for clean up. You will be assessed a late charge of \$5.00 per child for each fifteen (15) minutes you are late, paid to the teachers. You will be billed in writing and asked to pay the fee before the next school day.

# Security

CrossRoads has taken measures to make our school a secure environment. Cameras are located at entry doors and on the playground. Visitors must be buzzed in at the entrance as doors will be kept locked.

## Needs and Requirements

Each child is required by the state to have a copy of their KY Immunization Certificate signed by your physician or Health Department official on file at the school within 10 days of enrollment.

**It is imperative that you notify the CrossRoads director and staff in writing of any and all allergies that your child has including airborne and food allergies.**

**All children MUST be potty trained before beginning school.** This means being independent from start to finish. Children are expected to pull up and down clothing, wipe themselves, and wash their hands. Elastic waist bands make this process much easier for your child to feel successful.

Please send a set of clothes in a large Ziploc bag with your child's name on the outside which we will keep at school. Each day will bring an exciting mix of hands-on, sometimes messy activities – not including our outdoor times. We regularly paint and use the water/sand sensory tables, so please help your child to be prepared. Also, remember accidents can occur at any time even to those who are very experienced with the potty.

Please send your child to school in close toed shoes. Gym shoes are most appropriate for playing outside, running, climbing, and for comfort. Sandals, flip-flops, and crocs are **not** appropriate as they fill with mulch and prohibit running.

# Health Policies

Please do not bring your child if he/she is sick or shows signs of being contagious: fresh cold, sore throat, fever, vomiting, diarrhea, rash, skin or eye infection. Your child should be fever free for 24 hours before returning to school. Children displaying any of the above-mentioned symptoms will be removed from the classroom and the parent will be contacted for pick-up. Any exception to this policy must be in writing from the child's doctor as to his/her condition stating that he/she is not contagious. There is no credit for days missed due to sickness.

**No medications will be given by any staff at CrossRoads.**

In case of emergency, CrossRoads Preschool will follow these procedures, unless otherwise directed by the Parent/Guardian:

1. Attempt to notify the parent/guardian at the phone numbers given on the registration form.
2. Contact pediatrician listed on the emergency form.
3. Transport by ambulance or private vehicle (at Parent/Guardian's expense) to the designated hospital, unless otherwise directed by the Parent/Guardian or physician.

## **Policy on Child Abuse and/or Neglect**

As required by law, the staff of CrossRoads Preschool shall report any suspected child abuse to the director and to the proper authorities.

## **Discrimination Policy**

Students, their Parent/Guardians, and all employees of CrossRoads Preschool are hereby notified that this program does not discriminate on the basis of sex, race, color, national origin, age, religion, marital status, or handicap in its educational activities, admission practices and policies, nor its employment practices and policies.

## **Discipline**

Kind, consistent, firm discipline with positive redirection will be used. There will be no physical punishment. If necessary, time away from the activity to regain self-control will be used. If the child has persistent behavior problems, a Parent/Guardian/teacher conference will be arranged to establish goals. *If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day.* If established goals cannot be reached, dis-enrollment may be considered at the director's discretion.

## **Withdrawal Policy**

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, ect.

# Birthdays

We love to celebrate your child's birthday at CrossRoads Preschool. Please communicate with the teacher if you would like to bring in birthday treats. Cookies and packaged snacks work well.

**We ask that you NOT bring in cupcakes to celebrate.**

If you are having a party for your child we ask that you not pass out invitations at school, unless you are inviting the entire class.

## Fee Schedule

Registration Fee: \$50.00

Monthly tuition:	Morning:	Two days/week -	\$133.00
		Three days/week -	\$158.00
		Four days/week -	\$174.00
	Afternoon:	Two days/week -	\$128.00
		Three days/week-	\$154.00
		Four days/week -	\$170.00
	Spanish Class:		\$ 32.00
	HappyFeet soccer:		\$ 30.00
	Webby Dance:		\$ 30.00

Yearly tuition:	Morning:	Two days/week -	\$1197.00
		Three days/week -	\$1422.00
		Four days/week -	\$1566.00
	Afternoon:	Two days/week -	\$1152.00
		Three days/week-	\$1386.00
		Four days/week -	\$1530.00

Tuition is to be paid on the child's first day of class each month. We prefer auto draft, check or money order; please do not pay in cash. Fees that are greater than 7 calendar days late will be charged a \$5.00 late fee. Fees which are greater than 15 days late will result in dis-enrollment. Bank fees associated with checks that do not clear are the responsibility of the party originally issuing the check.

The program's budget and teacher's salaries are based upon full enrollment. Therefore, compensation cannot be given for absences.

# CrossRoads Preschool Calendar

**2016-2017**

Tuesday, Sept. 6<sup>th</sup> - First day of school

\*Monday, Oct. 10<sup>th</sup> - Boone County Schools closed

**\*CrossRoads in session**

Tuesday, Nov. 8<sup>th</sup> - Closed – Election Day

Wednesday & Thursday, Nov. 23<sup>rd</sup> & 24<sup>th</sup> – Thanksgiving Break – Closed

Thursday, Dec. 22<sup>nd</sup> – Wednesday, Jan. 4<sup>th</sup> – Closed – Christmas Break

Monday, Jan. 16<sup>th</sup> – Closed – Martin Luther King Jr. Day

Monday, Feb. 6<sup>th</sup> – Closed – President's Day

Monday, March 13<sup>th</sup> – Closed – Boone County Schools Professional Day

April 10<sup>th</sup> – April 14<sup>th</sup> – Spring Break

Thursday, May 18<sup>th</sup> - Tentative last day of school

Last day of school to be determined based on snow days

# **Parent Acknowledgement Form**

I have read this handbook and understand that it is my responsibility to comply with the policies contained within and any revisions made to it.

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Child's name

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Parents name (print please)

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Parent's signature

Date