

TUSCALOOSA CHRISTIAN PRESCHOOL

A Ministry of Cottondale Baptist Church
A Division of Tuscaloosa Christian School

1601 PRUDES MILL ROAD
COTTONDALE, AL 35453
PHONE: 205-553-4303
www.tcswarriors.org

Dear Parents,

God bless you for your desire to impart spiritual values in your child in the tender preschool learning time.

We appreciate the trust you have placed in our school and staff. We are committed to the standard of excellence you want for your child. Our preschool program has long been recognized as being a wonderful foundation for the future years of our children's education.

You are part of our school family, and you are important to us. My office is always open to you. If I can be of any help to you, please feel free to call on me.

Sincerely,



Dan Lancaster
Headmaster Tuscaloosa Christian School

HOURS OF OPERATION:

7:00 - 7:45 Early Care
7:45 - 12:20 Preschool (full day option that includes lunch and nap is available)
2:56 - 5:30 Extended Day/Aftercare

PROCEDURE FOR ADMISSION:

Children who are 3 or 4 years of age before September 1 are eligible for K3 and K4 respectively. All children in K3 & K4 must be toilet trained before school begins.

1. Begin new student application online through our school website at www.tcswarriors.org.
2. The school office needs your child's certificate of immunization and a copy of their birth certificate, social security card, and insurance card.
3. Fees and tuition payment schedules are listed on the financial information sheet.

PARENT ORIENTATION MEETING: The date, time, and place of this meeting will be announced. This is a time for the headmaster and teachers to meet with parents to discuss the TCS preschool program and give out any informative material that will be beneficial for you and your student. IT IS IMPERATIVE THAT AT LEAST ONE PARENT OF EACH CHILD ATTEND THIS MEETING!

SCHOOL SUPPLIES: A school supply list is online, or you may obtain one at the school office. Teachers will let you know of additional classroom supplies at the parent orientation meeting.

THE FIRST DAY OF SCHOOL: Children attend regular hours the first day of school. It is best for you to leave your child with the teacher on the first day of school and not linger in the classroom.

DROP OFF/PICK UP PROCEDURES

Children can be dropped off at the end of the Kindergarten building beginning at 7:00. If you need to walk your child inside, please park in a parking space. Do not leave cars parked in the drop off lane. Beginning at 7:30, a staff member will be available to help children into the building. This door is locked at 8:00. Children arriving after 8:00 will need to be checked in at the office.

The 12:20 and 2:45 car lines are both also at the end of the Kindergarten building. Please remain in your vehicle and pull up as far as possible. If your child needs assistance with buckling, or you need to get out of your vehicle for any reason, use a parking space. The car line can not be allowed to get backed up.

SIGN IN/SIGN OUT PROCEDURES

Children will be signed in by the teacher that receives them each day. The person picking the child up will need to sign them out each day. Only individuals who are on the child's authorized pick up list will be allowed to pick up the child.

SCHOOL DAY

Academic hours for K3 and K4 are from 8:00-12:20. A full day option that includes lunch and a nap is available until 3:00. Aftercare is available from 3:00- 5:30 each day. Basic daily schedules will be provided by the individual teachers.

PRESCHOOL PHILOSOPHY: Each day brings opportunities to investigate and to express ideas through group living, creative abilities, language experience, music experience, health and safety themes, relaxation, and spiritual growth.

PRESCHOOL GOALS: Our goal is to guide preschool children toward a well-adjusted life, and to prepare them for continued to school progress.

SPIRITUAL: Our goal is to help the children grow in their knowledge of God and His love and care, to know Jesus is God's Son, to feel Jesus is their best friend, to know ways Jesus helped people, to be like Jesus, to help them learn many things from God's Word, to know and thank God as Creator, Lord, and Savior, to apply Bible principles to everyday living, and to learn Bible verses and songs.

PHYSICAL: We expect your child to be able to meet the basic requirements for their age group. **Your child must be toilet trained before entering our preschool program.**

EMOTIONAL: Our goal is to help each child gradually mature in emotional responses, properly express emotional problems, and learn to face and overcome emotional problems.

PERSONAL DISCIPLINE: Our goal is to teach each child to follow rules, be orderly, pay attention, follow directions, and show respect for the teacher and others in authority. Each teacher is given the liberty of ensuring classroom order so that the children have a proper atmosphere conducive for learning. We feel that discipline should be done in love and according to Biblical teachings. *"Train up a child in the way he should go: And when he is old, he will not depart from it."* (Proverbs 22:6) In the event of deliberate disobedience or harming of another child, we will communicate with the parent for appropriate action. There is a corporal punishment permission statement on the enrollment form (online) for the parent to sign. If a parent desires to administer the discipline, they must be available to come when called.

ACADEMIC (Phonics and Reading): Academic goals will be provided by the teacher.

TERMINATION OF SERVICES: Children will be removed from our program if any of the following situations occur:

1. Consistent disruptive, uncontrolled behavior.
2. The family being so divisive that effective communication is not able to occur.
3. If at any point and time the philosophy of Tuscaloosa Christian School and your philosophy as a parent do not concur.
4. Should the program not be meeting the needs of your child, we reserve the right to terminate services.
5. It is determined it is not in the best interest of the preschool program or other children enrolled to have a particular child in attendance.

TARDIES AND ABSENCES: Written notes must be given to the teacher explaining all absences. A student is tardy when they arrive for class after 8:00 am. When the student is tardy, parents must check in at the main office to get a tardy slip so that the child may be admitted to class. It is very important for your child to attend class each day and to be on time!

DISMISSAL: Always be prompt in picking up your child after preschool. If you are late in picking up your child please call the school office, and they will let the teacher know. Sometimes a child gets upset when their parent isn't here on time. Teachers walk each child to the parent's vehicle. **PLEASE send a written permission note if your child will be riding home with someone other than the normal pickup person. Send the note in your child's folder. We check folders every morning. The teacher CANNOT take the child's word about riding with someone else.**

EXTENDED CARE: Please contact the school office if you are interested in taking advantage of extended care before or after preschool hours. The number is 205-553-4303.

UNSCHEDULED SCHOOL CLOSINGS: You will be notified about delays and cancellations through an automated "all call". **DO NOT LEAVE YOUR CHILD AT SCHOOL UNTIL YOU KNOW FOR SURE THAT WE WILL HAVE SCHOOL.**

HEALTH CARE: A certificate of immunization must be presented to the school at the time of enrollment. This is an indication that your child is free of all communicable diseases. **PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF THERE IS ANY SIGN OF ILLNESS.**

- If your child gets sick with a communicable disease, please let the teacher know so that the other parents can be alerted. Let the teacher know if your child misses more than two days of school due to illness.
- Medication will not be given unless it is in the original prescription bottle with the original label and instructions. All drugs, including non prescription, must be delivered directly to the teacher with a note of explanation. If your child needs to receive medication at school, you will need to give your child's teacher a medication form. This form is available in the school office or from your child's teacher. These forms must be redone weekly. Medication will not be given unless it is in the original container, with the original label and instructions. If your child needs medication long term, you can send in a form signed by a doctor that includes the name of the medication and instructions for us to keep on file. This form will replace the need for the weekly medication form.
- If a child is too sick to go outside and play, he/she is probably too sick to be at school with the other children.
- Your child must be **symptom free (fever, vomiting, diarrhea) for 24 hours without medication** before returning to school.
- If you take your child to the doctor for an illness, bring a note from our child's physician documenting the fact that your child is no longer contagious when he/she returns to school.
- Any child who is put on antibiotics must be on the medication for at least 24 hours before returning to school.
- When you are called to pick up a sick child from school, you must do so as soon as possible. The school has limited staff and space to care for sick children.
- The school will administer first-aid, including wound cleaning with mild soap and water, unless advised by parents. Please advise us of any allergies your child has or may develop during the year. Send written instructions if special attention or action is required.

HEAD LICE POLICY: Head lice seems to be an ongoing problem each year in all school districts and preschool programs. To help protect children the following policy is in effect:

- When a child is observed to have head lice or nits (lice eggs), the child will be sent home. Information will be sent home with the child to help the parent get rid of the lice.
- A child infected with head lice will not be allowed to return to the classroom until a staff person has checked and confirmed that the child is **nit and lice free**. We do not require that a child be seen by a doctor for head lice.
- Whenever a child has been sent home with head lice, the parents or other children in the classroom will be notified in a letter sent home with each child. The letter tells parents what to watch for and how to prevent their child from contracting head lice.

OUTDOOR PLAY: We play outside daily unless it is raining, very cold, or very windy. Written requests must be submitted in order for a child to remain indoors during the outside playtime. In most cases, if a child cannot play outside due to illness they should be kept at home.

STUDENT ATTIRE: Label everything please! Everything that your child brings to school needs to be labeled (coats, sweaters, hats, gloves, lunch boxes, books, etc.). Always dress your child for the weather outside. Send a coat if it is cold. We will go outside if it is above 50 degrees. We advise that comfortable tennis shoes be worn.

Girls: No questionable words or pictures on clothes. Dresses and shorts must be modest in length. Sundresses or spaghetti strap dresses must have a top worn underneath. Pants or shorts must have a hem; no cut-off shorts. If leggings or bike shorts are worn, shirt must reach fingertips.

Boys: No questionable words or pictures on clothes. Pants or shorts must have a hem; no cut-off shorts. Hair should not be over the collar or ears and should not touch the eyebrows. No jewelry allowed.

PARENT ATTIRE: We would appreciate it if parents and other family members observe the same school dress standards as outlined above for our students when they chaperone a class field trip or attend any school function.

PERSONAL BELONGINGS: The children are not permitted to bring toys, money, or other personal belongings to class. The teacher will specify special days to bring these items, but you will be notified concerning these times.

IDENTIFICATION OF CLOTHING & OTHER PERSONAL BELONGINGS: Please put your child's name on all loose articles of clothing such as sweaters, coats, jackets, hats, gloves, book bags, schoolboxes, etc. This will help eliminate confusion concerning ownership of these items.

BIRTHDAYS: We welcome birthday celebrations! This is a very special day for your child. Birthday parties and swapping gifts are not allowed at school, but parents may furnish cookies, cupcakes, etc. for snacking at lunchtime. If you wish to celebrate your child's birthday at school, please notify the teacher in advance. We will be glad to send home party invitations **PROVIDED ALL THE CHILDREN** in the class are invited.

SEASONAL PARTIES: We have several class parties during the school year: Thanksgiving party, Christmas party, Valentine party, 100-day party and Easter party. The teachers will call on different parents to help with refreshments for these parties and will give specific information concerning each day.

TELEPHONING TEACHERS: Please do not call your child's teacher during preschool hours unless it is absolutely necessary. Please wait until after school hours.

VISITORS: Parents are asked that they NOT visit the classroom during class time. If a parent needs to bring something to a child, please leave it at the school office.

EMERGENCY PROCEDURES: In case of fire, tornado, child injury, or lockdown, our staff has been trained and is

prepared to handle the situation according to policies set forth in our faculty manual. Drills are carried out so that children are familiar with sound, locations, and directions in case of emergency. We have a rapid communication plan (school cast), and it is important to have accurate contact information, multiple numbers, and people who can be contacted in case of an emergency. These numbers should be periodically updated.

CONFIDENTIALITY: The staff understands that in the course of caring for your child, you may share confidential and private information with our staff. We respect the privacy of all of the children and families we serve. We hold any information that you share with us to enable us to better meet your family's needs in the strictest confidence. This applies to information you share with us in writing or verbally.

WITHDRAWAL: If a student needs to withdraw from the TCS preschool, please notify the school office (295-553-4303) as soon as possible. This will enable us to notify those on our waiting list of an opening. All withdrawals must go through the school office and not through the preschool teacher. Accounts will have to be paid in full before any records can be released to another school.

NONDISCRIMINATORY POLICY: TCS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic or other school-administered programs.

CUSTODY DISPUTES

We will not take sides, and we must have court documentations on file, etc.

SPECIAL NEEDS

If your child has a diagnosed special need and will need any type of accommodations, you must schedule a meeting with your child's teacher and Mrs. Frederick (accommodations coordinator) prior to enrollment. We will need to have documentation that shows your child's diagnosis. In this meeting your child's needs will be discussed and it will be determined if TCS is able to meet those needs. Unless a child has a diagnosed special needs and we have a school approved accommodations plan on file, accommodations will not be made.

SOCIAL MEDIA

An important decision that every family must make is in regards to how comfortable they are with pictures of their child being shared on social media. Throughout the year you are welcome to take pictures at school events. However, please do not share any pictures on your personal social media accounts if they contain children besides your own, unless you have permission from the parents of every child in the picture. Also, social media is not the place to air complaints and grievances you may have against TCS. If you have a problem, please follow the proper chain of communication to resolve the issue.