

Little Paws Preschool

Parent Handbook & Registration Packet



**Little Paws Preschool
Smiths Station Baptist Church**

Smiths Station Baptist Church
Post Office Box 189
2460 Lee Road 430 Smiths, AL 36877
littlepawsp@gmail.com

Preschool Office
(334) 448-8222

Church Office
(334) 297-4932

WELCOME

On behalf of Smiths Station Baptist Church, I would like to take this opportunity to welcome you to Little Paws Preschool. We plan to have an exciting year filled with love, educational growth, and enormous amounts of fun. Our teachers are committed to quality and it is our goal to ensure that we begin the preparations for your children's future under God's authority. We thank you for choosing our school as the tool to do that. This year we will begin our 23rd year of Preschool. I feel confident that this Preschool will meet all of your expectations.

This handbook will help answer many of the basic questions you may have concerning Little Paws Preschool. **Please take the time to read over each section carefully.** If you need more information, feel free to contact us or the church office. The number for Little Paws is 334-448-8222, the Church office is 334-297-4932, or you can reach us by email at **littlepawsp@[gmail.com](mailto:littlepawsp@gmail.com)**. During the summer months, I work one day a week at Little Paws. I will be checking emails and voicemail regularly. If you need to reach me and have not been able to catch me at the Preschool, please contact the church office and they will get a message to me as quickly as possible.

The first week in August, you will receive a packet of information that will include a letter from me, a letter from your child's teacher, your child's supply list, and a payment envelope for August tuition. If you have not received your information packet by the first week in August we ask that you contact the Preschool or the Church office immediately.

Little Paws does not discriminate against race, sex, religion, or national origin. We are here to answer your questions and assist you in any way we can. We want to make your children's preschool years as enjoyable as possible.

Sincerely,

Little Paws Preschool
Smiths Station Baptist Church

PROGRAM INFORMATION

CLOTHING

All children should wear comfortable, appropriate clothes suitable for indoor and outdoor wear. All clothing should be marked with the child's name. This includes coats, sweaters, and book bags. The Children need to be able to manage their clothing appropriately for exercising good restroom habits. Please send a change of clothes, including underwear and socks, in a ziplock bag on the first day of school for our 3 year olds. The bag should be labeled with your child's first and last name on the bag. We also suggest that you send something that is appropriate for warm and cold weather.

CURRICULUM

Little Paws Preschool teaches the A Beka Curriculum. It is a Christ based curriculum where the children learn about the Bible, their ABC's, and it also helps teach them to grow in Christian Character. Each week the children will be learning different letters of the alphabet, numbers, shapes and colors as well as Bible stories and Bible verses.

DISCIPLINE

Here at Little Paws Preschool we have realistic expectations of the children in keeping with their stages of development. Children will be respected as persons of worth and dignity. Teachers will listen when children talk and respond attentively. Children will be allowed and encouraged to do for themselves as much as they can. Rules will be taught and posted in each classroom. Desired behavior will be rewarded with positive recognition. Undesirable behavior will be firmly but gently corrected. If necessary, time out in the classroom will be enforced. If problems persist after a reasonable period, a parent teacher conference will be held. At no time will there be hitting, biting, cursing, spitting, or fighting. This behavior will not be tolerated at Little Paws Preschool. Failure to abide by these policies will be grounds for immediate dismissal.

FIRE DRILLS/BAD WEATHER DAYS

Routine fire drills will be conducted throughout the Preschool year. We have a Noah weather radio that keeps us informed of bad weather. Should a bad weather day occur Little Paws Preschool will follow the school closings of the Lee County School System. However, we will not open an hour later. We will simply not have Preschool that day.

GRADE CARDS

We have established a system to help keep you informed of your child's progress at our Preschool. We will send home Grade cards quarterly during the months of October, January, March and May. This method is used only as a tool to help you know if your child needs to spend more time in certain areas. It cannot be used in anyway to hold your child back. We ask that you review the grade card and then sign the back and return it within (3) days. Each child will only be issued one grade card for the Preschool year. Please help them to keep up with it.

HEALTH & MEDICAL POLICIES

We are required to have on file a copy of your child's Birth Certificate and Shot Record. The Shot Record must be kept current. Failure to comply with our policies could result in your child being dismissed from our Preschool.

Children must **not** be brought to Little Paws if they have:

- A Severe Cold
- Rash
- Fever
- Upset stomach/vomiting
- Diarrhea
- Lice

Parents will be notified to pick up their child immediately if signs of illness occur during the day. Please **do not** send your child to Preschool if they have had any of the above symptoms. **We request that you keep them home for 24 hours following any illness they may have.** Children may not return to Little Paws unless they have a medical release from their doctor. Medicine will not be given out by the staff at any time. However, we do furnish band-aids and lots of hugs and kisses, for cuts and scrapes. (Little Paws Preschool Teachers are CPR certified.)

HOURS OF OPERATION

Preschool hours are from 8:45 to 11:45 est. Monday through Friday. Children may not arrive earlier than 8:45 and must be picked up no later than 12:05 EST. **A \$1.00 late fee will be charged for every minute you are late.** This fee must be paid at the time you arrive late to pick your child up. Our school calendar is a similar school calendar to that of the Lee County School System.

INSUFFICIENT FUNDS

Little Paws Preschool accepts tuition payment in the form of cash, check and money order. All checks and money orders should be made payable to Little Paws Preschool. If a check is returned for insufficient funds, there will be a **\$25.00 service charge** in addition to replacing the original amount due. If two or more checks are returned for insufficient funds, we will no longer be able to accept your checks and **all** payments will need to be paid in cash or money order.

PICK UP & DROP OFF (CAR LINE)

Each morning a car line will form at the front door of the Preschool building. We ask that you **do not** walk your child up to the building. If you should need to speak with your child's teacher or the director please send a note or call the Preschool. Our policy is that you drive through. **We ask that you do not block the parking lot for the Church staff members. Please be mindful of this and allow an open space for them to pull into everyday.** In the mornings and the afternoons someone will be there to unload or load your child. Dr. David Kees (Pastor) and Jeff Garrett (Associate Pastor), help us unload in the mornings. We begin unloading at 8:45 EST. You are not allowed to drop your child off any earlier than this time. We begin loading to go home in the afternoons at 11:45 EST. Your child must be

picked up no later than 12:05 EST. There is a \$5.00 late fee charged for every five minutes you are late. This is strictly enforced. Please understand if someone other than the person listed on your pick up list is picking up your child **we must have written or verbal notice** and the person must have their driver's license. Otherwise, your child will be detained until we can get in touch with someone and a late fee will be charged. Thank you for your cooperation in helping us keep your child safe.

OPEN HOUSE & ORIENTATION

We will have Open House beginning the Monday before school starts. **(You will receive a Parent Packet the first week in August with the date and time. If you have not received your Packet by the first week in August, please contact the Preschool or church office.)** Room assignments will be posted outside each classroom. This is a wonderful opportunity for you and your child to meet their teacher. Any supplies will need to be brought with you at this time.

REGISTRATION

The registration fee is \$125.00 and is paid at the time of registration. This fee covers the children's curriculum, class party fee, and class t-shirt. **The registration fee is non refundable.** When you register a copy of your child's Birth Certificate and Shot Record must be turned in. Failure to have these on file when school begins could result in your child being dismissed from the Preschool.

RESTROOM HABITS

All children attending Little Paws Preschool must be completely potty trained. We understand that accidents happen and require all 3 year olds to have a change of clothes on hand at Little Paws at all times. We ask that you bring a complete change of clothes and place it in a Ziplock bag with their name on it and bring it with you to OPEN HOUSE. Our students are expected to have good restroom habits and be able to go independently. **Please make sure you send them to Preschool in clothes they can manage independently.**

SNACK CALENDARS

At the beginning of each month a monthly snack calendar will be sent home. When it is your child's snack day we ask that you send a gallon drink, 2 **large** bags of the same kind of chips, and a **large** bag of cookies. There are 16-17 students in the 4K classes and 10-12 students in the 3K classes. When it is their snack day they get to be the class helper. This involves different ways they can help their teacher. You are welcome to send a special snack for your child's birthday; items acceptable are a large baked cookie, homemade cookies, brownies or cupcakes. We ask that you be sure and let your child's teacher know in advance so she can plan appropriately. You are encouraged to come and help on these special days. Three year olds **do not** need to send drinks with their snack. Also, please be courteous of any **food allergies** that may be present in your child's class. If there should be any allergies it will be published monthly on their class snack calendar and the back of the calendar will list appropriate items to send. We ask that you only send those items the entire class may enjoy. Items that are not safe to eat or on the list will be sent back home.

TOYS

Please do not allow your child to bring any toys to school. Children should not bring guns, sharp objects, mouth toys, and other small toys to Preschool. The Little Paws staff will not be responsible for toys lost or stolen. Occasionally, the teacher will request a certain item or book to be brought from home. On these days please make sure your child's name is somewhere on the item they are asked to bring.

TUITION

The Little Paws Preschool Board sets the tuition fees according to the needs of the Preschool Ministry. Our registration fee is \$125.00. The tuition is \$900.00 a year and you may pay this fee at the beginning of the school year. If you decide not to do this, you are certainly welcome to make monthly installments of \$90.00 a month for the months we are in Preschool. A payment envelope will be mailed to you during the summer for your first tuition payment. This will be due the beginning of August even though we will not start school until later in the month. **Tuition is always due the first day of each month.** At the beginning of each month you will receive a Snack Calendar, Newsletter, and an envelope to use for the Preschool tuition.

- **Do not seal this envelope.** Just put your tuition payment inside and place it in your child's folder. The teachers will check folders daily and pass it on to the Director.
- Your children's name should always be posted somewhere on the payment.
- **A late fee of \$25.00 will be strictly enforced if your child's payment is not received by the 10th of each month.**
- Because we will provide an envelope for the payment to be sent in, we ask that you do not hand the tuition over to the Director or teachers during unloading or loading.
- **Please always send the tuition in the payment envelope and place it inside your children's folders!**
- We are a non-profit organization and only charge what is required to run our Preschool. As long as a place is held for your child, tuition will be charged.

WITHDRAWAL

In the event you should have to withdraw your child, you are **REQUIRED** to provide a **two weeks written notice to be given to the Preschool Board. This should be given to the Director so she can obtain any outstanding fees that have not been paid. Failure to comply with this policy could result in you being responsible for the remainder of tuition for the Preschool Year.** Failure to adhere to this policy will result in you being turned over to a collection agency for all remaining balances.

LITTLE PAWS PRESCHOOL

GENERAL POLICIES

1. In case of an accident or serious illness, the parent will be notified immediately. Children will **not** be permitted to remain in the Preschool with any illness including fever, lice, or serious illness.
2. Children will not be permitted to leave with anyone except those persons listed on the registration form and only then by showing proper identification. A written note or phone call should be made in the event someone not on your child's pick up list will be picking up your little one.
3. Upon enrollment of your child it is your responsibility to adhere to the financial agreement. Tuition is due the first of each month and a \$25.00 late fee will be charged if not received by the 10th. If there is no vacancy, the child's name will be placed on a waiting list. When a vacancy occurs the Director will notify the parents and arrange for enrollment.
4. *It is the Parent Responsibility to provide two weeks written notice if you are withdrawing your child.* **If you fail to comply with our Policy on withdrawal you may be held responsible for the remaining monthly balance as well as yearly balance for the Preschool year.**
5. During the Preschool year if the Preschool Director feels the ministry is not meeting the needs of a child or if the child's presence becomes a distraction or threat to the other children, the Preschool reserves the right to drop that child from enrollment. The Preschool will provide a two-week written notice to the parents in the event this should occur. This is a teaching Preschool, in order to teach we must maintain order in the classroom.
6. If you have any specific objections or concerns, please discuss the matter with the Director and she will in turn present the concerns to the Preschool Board.
7. Please inform your child's teacher of any significant changes in your child's routine or family situation so that she can be more understanding toward the child.
8. Please label your child's clothing. (Jackets, sweaters, mittens, hats, raincoats, and bookbags.)
9. We are not trained to teach children with special learning difficulties. If after your child has started attending our Preschool, we should notice a problem, we will call the parents in for a conference for referral to a special agent who can properly educate your child.

I HAVE READ THE PARENT HANDBOOK AND PRESCHOOL POLICIES AND AGREE TO COMPLY WITH THE POLICIES LISTED. LITTLE PAWS PRESCHOOL WILL KEEP THIS COPY ON FILE AS YOUR PRESCHOOL CONTRACT.

Parent Signature

Child's Name

Date

**Smiths Station Baptist Church
Little Paws Preschool
Financial Agreement**

Please read the following agreement very carefully before signing. In order for us to provide the services that your children are entitled to, it is essential that the financial status of the school be stable. We are a non-profit organization and charge only what is required to operate the Preschool. In essence, this agreement is a parental guarantee to Little Paws Preschool that you will financially support the enrollment space guaranteed for your child.

I AGREE TO:

1. *I will pay a **\$125.00 Registration fee** upon enrollment to secure my child a place in the Preschool. I understand that this fee covers the books they will use, class party fee, and a class t-shirt. This fee is non-refundable!*
2. ***I will pay August tuition the first of that month.** If I choose not to pay the yearly fee up front I will make monthly installments of **\$90.00** for each month my child is enrolled in Preschool. I understand that my payment for the Month of August as well as my child's up to date Immunization records and Birth Certificate, must be at the Preschool before the first day of school or my child may forfeit his/her place in the Preschool.*
3. *I will pay the monthly installment fee of **\$90.00 by the 1st of each month** and understand there is a **late fee of \$25.00 for the payment if received after the 10th**. You are required to pay each month regardless of whether your child has attended the entire month. Any account that has not been paid by the end of the month could result in the child being dismissed from the Preschool. This is a prorated yearly fee divided over the months August-May. Please make all checks payable to Little Paws Preschool. **If you withdraw your child and do not submit a formal letter of two weeks notice you may be responsible for the remainder of the year.***
4. *There will be a **\$25.00** fee charged on all returned checks. If two checks should come back I will pay by cash or money order for the remainder of the year.*

Monthly Payment schedule for the Preschool year

Registration fee \$125.00

<i>1st payment</i>	<i>August</i>	<i>\$90.00</i>	<i>6th Payment</i>	<i>January</i>	<i>\$90.00</i>
<i>2nd Payment</i>	<i>September</i>	<i>\$90.00</i>	<i>7th Payment</i>	<i>February</i>	<i>\$90.00</i>
<i>3rd Payment</i>	<i>October</i>	<i>\$90.00</i>	<i>8th Payment</i>	<i>March</i>	<i>\$90.00</i>
<i>4th Payment</i>	<i>November</i>	<i>\$90.00</i>	<i>9th Payment</i>	<i>April</i>	<i>\$90.00</i>
<i>5th payment</i>	<i>December</i>	<i>\$90.00</i>	<i>10th Payment</i>	<i>May</i>	<i>\$90.00</i>

I have read this agreement and agree to comply with the policy therein. I agree upon withdrawal to provide the Preschool with two weeks written notice and understand failure to do so may require me to pay the full tuition for the year.

Parent Signature

Child's name

Little Paws Preschool
Smiths Station Baptist Church
Registration Form
(Please print)

Today's Date: ____/____/____ DOB: ____/____/____ Age upon Registration: 3 or 4
(9 - 1 ~2019)

Child's Name: _____
(Last) (First) (Middle)

Shot Record _____ Birth Certificate: ☐ Y N Sex: F ____ M ____

Home Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____
(Where you may be reached during Little Paws Hours)

***Primary Email Address:** _____

Mother's Name: _____
(Last) (First) (M.I.)

Occupation: _____ Work Phone: _____
Cell Phone: _____

Father's Name: _____
(Last) (First) (M.I.)

Occupation: _____ Work Phone: _____
Cell Phone: _____

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

People Authorized to pick up YOUR child other than Parents

1. _____
(Name) (Phone Number) (Car)
2. _____
(Name) (Phone Number) (Car)
3. _____
(Name) (Phone Number) (Car)

Medical Information

Family Doctor: _____ Phone: _____

Hospital Preference: _____ Phone: _____

Do you give our preschool authority to take your child directly to the hospital if it becomes necessary? Yes or No

Allergies: _____

Surgical Operations (at what age and date): _____

Withdrawal Policy

I understand that it is Preschool policy to make no refunds on Registration fees and Monthly tuition. I also understand and agree upon withdrawing my child I must submit a letter in writing two weeks prior to withdrawal. **Failure to do so will result in having to pay the remainder of tuition for the Preschool year.**

Parents Signatures: _____

Date: _____

Church you now? _____
Are you currently looking for a home church? YES No

**LITTLE PAWS PRESCHOOL
TEACHER INFORMATION CARD
2019-2020**

Child's Name: _____

Child's DOB: _____ - _____ - _____ Age: 3 or 4 Sex: M or F

Address: _____
Street City State Zip

Phone: _____ Social Security #: _____

Child's Physician: _____ Phone #: _____

ALLERGIES: Please let us know if your child has been diagnosed with any kind of medical condition. Does your child have allergies? If so what kind and do they have an EPI pen that we need to keep locked up at school?

Father's Name: _____

Phone # where father can be reached during Preschool hours: _____

Mother's Name: _____

Phone # where mother can be reached during Preschool hours: _____

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Name of persons authorized to pick up child: (other than those listed above)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Emergency Contact: 1. _____
(Phone Numbers) Name Number

2. _____
Name Number

Name and ages of siblings: _____

Little Paws Preschool

Student Media Release and Web Publishing Agreement

PERSONAL INFORMATION

Student's Name: _____

Home Address: _____

Home Phone: _____

Media Release Agreement

I hereby grant to Little Paws Preschool permission to use my child's name and or voice and any or all-audio or video footage in any of the Little Paws Preschool media based productions and or affiliated media based productions. (This would be shown in the church.)

Parent/Guardian Signature: _____ *Date:* _____

Web Publishing Agreement

I hereby grant permission for my child's work, which may or may not be accompanied by the child's first name, and/or photographs, to be electronically displayed and produced by Little Paws Preschool's Internet Web site, Little Paws Facebook, and or affiliated websites. **Please check each space that applies.**

_____ Permission to Publish Student's First Name in School Internet Publications

_____ Permission to Publish Student's Photographs in School Internet Publications

_____ Permission to Publish Selected Student Produced work in School Internet

_____ DO NOT publish my child's name or photo on the Internet/Facebook

Parent/ Guardian Signature: _____ *Date:* _____