



Parent Handbook

Tuition

Tuition is due the first school day of each month for the entire month. Fees are based on a monthly rate, regardless of attendance or number of weeks in a month. **Ways to pay:**

- **Online:** Pay online by clicking the “Pay Tuition” button on the Community Preschool page at fbcba.org. The link will also be emailed at the start of the year and in each monthly newsletter. Please ensure you retain the receipt for any tax purposes. We will not be able to provide a tax statement ([Visit the Community Preschool website to pay tuition](#))
- **Bank Direct Pay:** Please notify Community Preschool Coordinator you are paying by direct pay from the bank. Include the child’s name in the memo from the bank to ensure proper distribution.
- **Cash/Check:** Please drop exact cash or a check made out to FBCBA in the tuition box located at the entrance of the preschool area. Envelopes are provided for cash. (Please bring exact cash. We do not have change).

Payments not received the first day of school each month will be assessed a \$20 late fee. If payment is not received by the 30th of the month, the child will no longer be enrolled in Community Preschool. If your circumstances have changed and you are having financial difficulties, please call or email the Community Preschool Coordinator by the tuition due date. In the case of a returned check, there will be a fee of \$5 charged to your account. If your circumstances have changed and you need to withdraw, please provide a 30-day notice in writing to the Community Preschool Coordinator.

Drop Off & Pick Up

Parents need to park in designated parking spaces. Parking curbside or under circle drive awning is not allowed. Drop off and pick up is designated alphabetically.

Last Name begins with...	Drop Off	Pick Up
A - L	9:20	2:20
M - Z	9:30	2:30

- All children need to be checked in and a security tag issued for pick up.
- Please do not linger at the classroom door or in the hallways.
- A late fee of \$5/child will be assessed, if late pick up is persistent.

Calendar

Holidays: Community Preschool will not be scheduled during Broken Arrow Public School vacation or holidays. There is no deduction in tuition for scheduled holidays.

Inclement Weather: Community Preschool follows Broken Arrow Public Schools and will not be in session if their schools are closed for weather. Closures due to inclement weather will not be made up or reimbursed. Should BAPS stay in session during inclement weather, but Community Preschool chooses to close for the safety of our families and staff, you will be contacted as soon as possible by email, text, and by your student's teacher.

Safety & Security

For the security of students, security guards are on site during school hours and the preschool doors are secured between 10:00 am and 2:00 pm. Please contact the church office at 918-258-4575, if you need to gain entry between those hours.

Releasing a student: The issued pick-up tag must be presented to the teacher for the child to be released. If the individual dropping off will not be picking up the student, you must ensure the individual who will pick up the student is on the student's approved pick-up list. At drop off, write the name of who will pick up the student on the security tag and leave it with the coordinator. **At the time of pick up, the individual will be required to show photo ID to obtain the tag from the Community Preschool Coordinator.** In the event of unforeseen circumstances, please call the Community Preschool Coordinator at 918-258-4575 should pick up plans change.

Field Trips: Field trips are for PreK classes only. Students will wear a Community Preschool t-shirt provided at school for all field trips. Parents/guardians are invited to attend with their student. All students and parent volunteers will be required to participate in the field trip as a class group. **Only children enrolled in the classes going on the field trip will be allowed to attend, no siblings.**

Photography: For the safety of all children in our program, photographs or videos cannot be taken within Community Preschool classrooms by parents.

Lunches & Snacks

Lunch: Please bring finger foods (such as sandwiches, meat-sticks, cheese, and fruit) for children. Please do not send glass containers or carbonated drinks. Do not bring foods which have to be heated in the microwave or refrigerated.

Water: A water bottle should be sent with each student each day. Water only please!

Allergies: Individual allergies will be considered on a "by classroom" basis.

Snacks: Each classroom will display a sign-up sheet for parents to commit to bringing a classroom snack on a specific date. **Snacks must be store bought, pre-packaged and sealed.** (Individually packaged snacks are not required).

What to Bring

LABEL EVERYTHING BEFORE YOU ARRIVE TO SCHOOL!

Each day, please bring the following:

- Lunch
- Water bottle
- Complete change of clothing

- Disposable diapers (if your child is in diapers or pull ups) (excludes PreK)
- Sheet, towel, or blanket forresting on a nap mat (excludes PreK)
- Any “security” object needed by your child to help rest peacefully at rest time (excludes PreK)
- NO personal toys are to be brought to school.

Classrooms

Our teaching staff is dedicated to creating a positive learning experience for preschoolers. We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment. Each room is staffed with two teachers and the enrollment is limited so that teachers can better meet the individual needs of preschoolers.

If Community Preschool is unable to meet the needs of a student, we reserve the right to terminate enrollment on a timeline that is in the child’s best interest.

Potty Training: Students who are 3-years-old by September 1 are required to be in the process of actively potty training. Students enrolled in our PreK program are required to be fully potty trained by the first day of school.

Illness

Symptoms requiring removal of a child from Community Preschool:

- Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea—runny, watery, or bloody stools in the last 24 hours.
- Vomiting—in the last 24 hours.
- Body rash
- Sore throat with fever.
- Persistent or severe coughing—child gets red or blue in the face or makes high-pitched whooping sounds after coughing.
- Eye discharge—thick mucus or pus draining from the eye, or pink eye.
- Yellowish skin or eyes.
- Child is irritable, continuously crying, or requires more attention than can be provided without compromising the health and safety of other children in our care.

Children considered sick will need to be picked up within 30 minutes.

If a student or someone within the same household has a highly contagious illness (i.e. Including, but not limited to Covid-19, flu, Hand, foot, & mouth disease, etc.), the student will need to be out of school during the time recommended by the CDC and in accordance with the illness guidelines. A child must be fever and symptom free for at least 24 hours without the aid of medication before returning to school. If there is another child or parent within the home with a highly contagious virus, all siblings should stay home or may be sent home at the discretion of Community Preschool for the health and safety of other students and teachers.

Children must be symptom and fever free for 24 hours without the aid of fever or symptom reducing medication before returning to school. If your child often has a runny nose due to allergies or a non-infectious sinus drainage, please obtain a doctor’s statement for this. Otherwise, your child will be considered ill and will not be allowed to stay. If your child has allergies, mention them to his/her teacher, as well as including them on the enrollment form.

Community Preschool WILL NOT give medication to your child with the exception of medication for a life-threatening emergency. Emergency medication is to be dropped off & picked up at the Preschool office each day the child attends class. The school will not retain personal medication.

Lice

We have a no nit policy; meaning that children cannot have lice or nits. Children found with lice or nits will

be sent home and cannot come back until after treatment. Children sent home with lice or nits are subject to a lice check before admittance to school. Child must not have a single louse or nit found to attend class.

Vaccinations

Community Preschool requires copies of immunization records or Certificate of Exemption be provided for each student by the first day of school. Please email those records to cps@fbcba.org.

Holidays

Each year all students (regardless of days they attend), and parents, are invited to the Valentine's Day and Christmas parties. The dates for the parties will be on the Parent Calendar.

Please note it is our church and school policy to celebrate the true meaning of Christmas and to not celebrate Halloween. If parents choose to bring goodie bags or treats for their child's class, please be mindful to provide treats celebrating fall.

Biting

Biting is a common behavior among children from birth to three years of age. It is a form of communication and is almost always a response to coping with a challenge or stressor. We understand a child biting other children is a common, yet difficult behavior to deal with. Biting can occur without warning, can be difficult to defend against, and can provoke strong emotional responses in the biter, the victim, the families, and teachers involved.

For many infants and toddlers, the biting stage is just a passing problem. Children try it as a way to get what they want from another child. They are in the process of learning what is socially acceptable and what is not. Young children discover biting is a way to cause another child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of adults nearby and typically learn other appropriate ways of gaining possession of objects or expressing difficult feelings.

However, for some children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In an effort to help prevent biting incidents in young children, our teachers:

- Quality relationships: Teachers develop nurturing relationships with the children and gets to know each child individually.
- Environmental influences on child's behaviors: Children are given opportunities to learn to share; teachers are aware of and willing to help a child that is feeling overwhelmed.
- Targeted social-emotional supports: Each class has a daily routine which helps the children learn how to navigate classroom transitions to help them build confidence and alleviate stress. Teachers talk about emotions/feelings through books and other work.

RESPONSE TO BITING:

Biting Confidentiality

It is policy of CPS for staff and teachers to maintain complete confidentiality of all children involved when notifying a parent/guardian their child has been bitten or bit another child.

For the biter:

1. The biter is immediately removed from the situation with no emotion, using words such as "biting is not okay - it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.

2. The biter will be talked to on a level which he/she can understand. "I can see you want that truck, but I can't let you hurt him. We don't put our teeth on people."
3. The child will be redirected to other work/play.
4. Staff will complete an incident report* and notify a parent/guardian of the biter.

For the victim:

1. Staff will separate the child who was bitten from the biter.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate basic first aid, as follows:
 - Assess the wound and if it is bleeding, apply pressure directly to the wound, using a clean, dry cloth, until the bleeding stops.
 - Clean the bite wound with a mild soap and warm running water for approximately 3 - 5 minutes. Rinse thoroughly, and pat dry with a clean, dry cloth.
 - Cover the wound with a clean, dry dressing.
 - Should the wound require immediate medical attention, appropriate action will be taken and a parent/guardian will be notified immediately.
4. Staff will complete an incident report* to notify a parent/guardian of the victim the child has been bitten and a parent/guardian will be notified. In the event medical care beyond basic first aid is needed, a parent/guardian will be contacted immediately.

When biting continues:

1. Teachers will document each occurrence indicating location, time, participants, behaviors, staff present, and circumstances for the student's file.
2. Teachers will work together as partners with the parent/guardian of both biting children and frequent victims to keep all informed.
3. In the event of persistent biting, if it is deemed in the best interest of the child, school, and other children, the child may be removed from CPS for the duration of the day. The parent/guardian will be called by the CPS Coordinator.

*The incident report is a confidential, standardized form all staff use to document incidents at CPS such as first aid, biting, etc. in which pertinent information must be recorded for school records as well as a way to communicate with a parent/guardian. The incident report is not for distribution.