

***PARENT HANDBOOK***  
***Updated 2013***

WELCOME  
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**Growing Tree Preschool and Mother's Day Out**

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## ***WE STRIVE:***

1. To be a reflection of God's love to each child and His family through words and deeds.
2. To promote growth of physical motor skills through play.
3. To promote emotional development of children.
4. To provide a safe, healthy environment and encourage friendship and social skills.
5. To increase the child's capacity to express themselves verbally, think and solve problems, promote early math and reading readiness and the awareness of the world around us.
6. To promote self expression through words, music, art and social interaction.

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## **PURPOSE**

*It is our purpose to educate the whole child using the principles of the Bible as our foundation and the love of the Lord as our motivation. To balance sound ethical business principles with our Christian faith and to always focus on items of eternal significance as we follow the Lord's will for this education ministry.*

Growing Tree Preschool and MDO is a part of the community outreach ministry of Oak Hills Free Will Baptist Church. It is a planned weekday program for children that provides a safe, stimulating and nurturing environment. We promote the physical, emotional, social, cognitive and spiritual development acknowledging that all of these areas are essential to the healthy development of children.

## **CURRICULUM**

We have a well-planned curriculum based on objectives through thematic teaching units. The classroom activities are organized around the objectives using age appropriate learning centers that include art, role play, music, science/ nature, math and language development. The centers encourage listening skills, cognitive skills and social skills through play and teacher directed group activities. The teacher will be using the Bible as a part of the daily plan while accepting that God's love will best be demonstrated to the students through words, deeds, and actions.

## **PHILOSOPHY**

Children will be encouraged through a "hands on" learning process involving all senses. The staff will be encouraged to provide safety of students and quality Christ-like care focusing on education and ministry.

## **AGE ELIGIBILITY**

Students enrolling at Growing Tree Preschool must be 3 or 4 years of age on or before September 1 of the school year.

## **MDO & PRESCHOOL STAFF**

The staff will strive to help each child have a feeling of self worth through attitude, words and deeds agreeing that it is our responsibility and desire to be a reflection of God's love to each child and his family. We receive children as they are and will provide an atmosphere of acceptance for them.

## **PROGRAM POLICIES**

### **Admission Procedure**

To enroll, Growing Tree Preschool and MDO must have:

1. Completed enrollment forms
2. Completed Emergency contact form.
3. Paid non-refundable registration fee

### **Tuition Rates / Fees**

See the financial agreement for complete policy. September's tuition is due by August 28. Thereafter, tuition is due in full on the first of each month. Payments will be considered late after the fifth of the month and \$10 will be added to that month's tuition. Tuition can only be accepted on school days in the office or by mail. There will be a \$20 fee for returned checks.

### **Late Pick-up Fee**

A late pick-up fee of \$15 will be charged if your child is not picked up by five minutes after dismissal time. (12:05pm or 2:35pm) This fee must be paid by the close of the next school day. Failure to pay this fee will result in your child not being allowed back in class until the fee is paid.

### **Withdrawing From the Program**

A two week written notice is required to withdraw a student. However, there will be no refunds of tuition of more than ½ a month's tuition. If no two week written notice is provided a ½ month's tuition will be billed.

## **Attendance**

If a student should be absent, please notify the school. There is no reduction of tuition for absences.

## **Weather Policy**

Growing Tree Preschool and MDO follows the Edmond Public Schools weather policy. When Edmond Public Schools are closed for inclement weather, Growing Tree Preschool/MDO is closed. Local TV will indicate if Edmond Public Schools are closed due to weather. We go outside daily if it is above 32 degrees and dry.

## **Authorized Release**

Only the parents and the persons indicated on the release form may pick up a child from school. Please notify the office if you want to designate another pick-up person. A judge's decree must be on file for a parent to not be allowed to pick up.

# **HEALTH**

## **Immunizations**

All immunizations must be up to date upon enrollment.

## **Illness**

The State Health Department guidelines require children not to attend school or be on the premises if they:

1. Have had a fever in the last 24 hours
2. Have a fresh cold with sneezing / coughing / nasal drip / or colored nasal discharge
3. Have symptoms of a communicable illness
4. Have had diarrhea or vomiting within the last 24 hours
5. Has a rash

**ONLY A PARENT CAN ADMINISTER**

## **MEDICATIONS AT SCHOOL**

We will not keep or administer any medications on the premises. A child who is too ill to go outside should not come to school. Please contact the office if your child comes down with a communicable illness so we can contact the families that were exposed.

## **Reporting of Child Abuse**

We are required by law to report any suspected incidents of possible child abuse to DHS and the police.

## **Arrival and Departures**

Doors will be unlocked at 9:30 each morning. The student **MUST** be escorted to and from the classroom door by an adult. Students not picked up by 5 minutes after dismissal time will be charged a late fee.

Every effort will be made (including 911) to prohibit a child's release to an unauthorized person. If at any time someone not on the written list is being authorized to pick up, please confirm in the office. Phone authorizations may be allowed through the school office with reasonable reassurance and identification.

## **Appropriate School Wear**

School clothes should be comfortable, easy to manage, and appropriate for hardy play. Daily activities will always include art and large muscle exercise. Please label all outer clothing (coats, hats gloves) and backpacks / bags with the student's name. Be prepared to go outside everyday if it is above 32 degrees. This includes tennis shoes and outerwear, when applicable. Please be certain all clothes are manageable by the students. No snaps, straps, buttons, etc. that will interfere with toilet needs. Help your child be self sufficient.

### **Snacks and Lunch**

Snacks will be served during morning routine to promote awareness of cleanliness, good nutrition and social skills. Children that stay until 2:30 p.m. will bring their own lunch complete with drink. Please **no red or dark colored drink** that could stain. We cannot provide refrigeration or microwaving.

### **Objects From Home**

Please leave **ALL** toys at home. We have plenty of items to use at school. Follow your teacher's show and tell policy. Security items are allowed as deemed necessary by the parent and teacher.

### **School Supplies**

Growing Tree will provide the supplies needed for your child. A supply/snack fee is due with the 1<sup>st</sup> month's tuition.

### **Birthday Policy**

To a child, a birthday is special. Parent and teacher may arrange for a special snack on the birthday. It is not a party, but rather acknowledges the special day. Do not bring party invitations to school, unless the entire class is invited. We are unable to provide addresses and phone numbers to anyone.

### **Behavior and Guidance**

Growing Tree Preschool and MDO believes that children who are busily engaged in age appropriate activities with adequate supervision will have few discipline needs. We believe in using "words" and not "actions" to settle differences. The staff will work to help children understand acceptable school behavior and will communicate in appropriate and caring ways the necessity of behavior guidelines. We strive to assist the students in becoming increasingly responsible for themselves and their actions.

Possible teacher actions may include:

1. Redirecting the child to another area of the room
2. Removing the child from the circumstance
3. Taking the child out of the room if adequate attention cannot be given to the remainder of the students while dealing alone with the situation.

The teacher will do everything possible to see that no child is intentionally hurt by another. When all actions have been exhausted the parents may be called to pick up the child for the remainder of that day. See financial agreement concerning dismissal of a student

## **Daily Activities**

All classes will include the following:

### **Large Muscle Exercise**

Students will have the opportunity for large motor skill enhancement everyday through the use of the outside playground or inside playroom and activities that are incorporated into the teacher's lesson plans.

### **Story Time**

Stories are presented through books, films/audio tapes, flannel stories and role play. At school we want to use the means children are less likely to have at home. Reading aloud is the most important thing we can do to promote reading readiness.

### **Group Time**

Unit theme and instruction are reinforced through verbalization, pictures, songs, finger plays, role plays, creative movement, and group games.

**Learning Centers**

Centers include, but are not limited to art, science, small building manipulatives, math, listening, dramatic play, blocks, large muscle manipulatives, and reading readiness.

**Snack**

Snack time is for reinforcement of the cleanliness habits, good nutrition, and social skills objectives. A small snack portion will be served. If your child has allergies please note that on your registration form.

**Oak Hills Service Times**

***Sundays***

LIFE Bible Study Groups..... 9:30 AM  
Worship Service..... 10:30 AM

***Wednesdays***

AWANA (3yrs-5th grade)..... 6:30 PM  
F.U.E.L. Youth Ministries..... 7:00 PM  
Midweek Adult Bible Study..... 7:00 PM

**Growing Tree Preschool and MDO**

**An Outreach Ministry**

**of**

**Oak Hills Free Will Baptist Church**

Growing Tree Preschool and MDO

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