



## Parent Policy Handbook

### Enrollment Requirements and Procedures

The child must be the appropriate age by August 1st to be enrolled in the Bluebird 2's, 3's, and PK4's classes. The child must be 5 years old by February 28th to be enrolled in the Bluebird PK5's class. The cutoff date for PK5's may change at the Director's discretion. Acceptance into the PK5's program may also be granted by the Bluebird 3's Teacher's recommendation based on evaluations done throughout the year. If your child meets the age requirements, the following procedures must be followed in order for the child to be officially enrolled.

#### **For Church Members and Current Bluebird Families:**

1. Registration envelopes will be sent home late January/early February for the following year.

#### **For Families Not Already Enrolled at Bluebird Christian Preschool:**

1. There will be an open registration date after the priority registration of church members and current families.

For Priority Registration every effort will be made to enroll your child in the class you requested. If there are more requests for a class than there are spots available the class placement will be decided by lottery based on the following priority: 1. Highland Church Members, 2. Current Bluebird Families. You will receive mail confirmation of your child's enrollment mid to late February.

The registration fee, \$65.00 per student (\$55.00 if you already have a tote bag), is non-refundable and includes a required Bluebird tote bag which you will receive during Welcome Days in September. The Bluebird Board reserves the right to cancel or add classes based on enrollment and waiting list demands.

### Immunization Certificates

No child will be permitted to attend classes unless and until the Director receives a completed **Kentucky Immunization Certificate**. This certificate is to be obtained from and signed by your child's physician. If an out of state health care physician is in need of a blank certificate, the local health department will mail or fax one directly to that physician.

### Tuition

Tuition payments can be made in 9 installments. The September 1st payment will be due at the Parent/Parent Pick-up Meeting in late August with the remaining eight payments due on the 1st day of each month from October through May. Tuition payments will be received by mail, by directly giving it to the Director during preschool hours, by dropping it off at the Bluebird mailbox located on the main floor of the church or through electronic transfer (see below). **Teachers will not accept payments.** Arrangements other than monthly payments can be made with the Director. If payment is more than **five (5) days late**, the party will be notified and charged a \$10.00 late fee. **There will be a \$25 service charge for all returned checks.** The service charge for returned checks applies to all checks written to Bluebird, including those written for fundraising and T-shirt orders.

### Electronic Payment

We have the ability for you to pay your tuition online. You will be emailed an invoice each month. Each email invoice will have a link at the bottom that you can follow to pay your tuition using an electronic funds transfer from your preferred checking account. **Please note that this is not a credit card payment.** At the end of each month, starting in August, you will receive a new email with the link for the next payment. You will need to follow the link on each new invoice; once the old link is used, it will not work a second time. The link is self-explanatory and is easy to use. **There will be a \$1 convenience fee to use this service.** If you choose not to use this service, please deduct \$1 from your invoice total and remit payment by

paper check (payable to Bluebird Christian Preschool) or cash each month. If you would like to pay your entire bill for the year, please email us and we will send you an updated invoice.

### Welcome Day

Each class will have a Welcome Day(s) for the parent(s) and child to visit the classroom together. This is a special time for just you and your child to explore his/her new classroom. Please return family data sheets, policy book agreements, press release form, and immunization forms to your child's teacher on this day.

### Changes In Student Pick-up

On the family data sheet you submitted, you were required to list the names of persons permitted to escort your child to and from school. If you wish to make changes to that list, or if you have contacted a person not on the list to escort your child, you must notify your child's teacher by note and the person will be required to show a picture ID to the child's teacher. Please alert the school of any potential problems concerning your child's transportation to and from school.

### Visitor Passes

All visitors must report to the Welcome Center on the main floor of the building to sign in and receive a visitor's pass. We ask that you do this anytime that you need to go to your child's classroom, i.e., for parties, special days or just to observe.

### Parent Communication

A Monthly Newsletter will come home the first week of every month to let you know what is happening during that month and what the children will be working on. Please check your child's tote bag every day for any other correspondence that may come home. \*\*\*If you have any questions, please arrange a time to speak with the teacher. Unless it is a quick question, please do not get into a lengthy conversation during arrival or dismissal time. This is the teacher's time to begin or finish the day with the children and they need the teacher's full attention. The teacher would rather meet at a time that her full attention can be given to you. Thank you.

### Arrival and Departure

Two-Year-Olds: Bring your child directly to the 2-year-old classroom and also pick them up there.

Three's, PK4's, and PK5's: Children will wait outside with their parent or guardian (**no earlier than 5 minutes prior to the beginning of class time**) until the teacher arrives at the appropriate door to meet your child. If waiting outside is inconvenient for you, wait in your car until you see other children in your child's class entering the building. The teacher will allow a few extra minutes to attempt to greet all her students at the door. The teacher will dismiss one child at a time to their parent or designated person (with prior written notice and parental permission). Parents of Bluebird 3's, PK4's and PK5's, please wait outside until we dismiss your child to you. Arrival and departure locations can be found in the information packet.

***THE DRIVEWAY AND PARKING LOT ON THE NORTH FORT THOMAS AVE. SIDE MAY NOT BE USED FOR PARKING DURING ARRIVAL AND DEPARTURE.*** There are many designated 2-hour parking spots on all sides of the school. Fire regulations do not permit blocking the driveway, and the children's safety is at risk when parents use the driveway. The Bluebird staff tries to arrive at convenient times to avoid arrival and dismissal. However, sometimes they park and enter the building during these times. **In order to keep all children safe, we ask that you please stay on the sidewalk and off the driveway to avoid any potential accidents.** Thank you for your cooperation.

**Please have your child to preschool on time,** as it can be disruptive to the whole class for a child to walk in on the middle of an activity. Punctuality is also a healthy habit for your child to learn.

Children will be dismissed at the end of class, typically at the same location used for arrival (your teacher will make you aware of exceptions). You will need to sign a dismissal form every day that you pick-up your child. We expect you to pick your child up at dismissal time and more importantly so does your child. Please make every effort to be there when your child's class is finished. We understand that emergencies and accidents do occur. Please call the Bluebird office at 859-441-2132 if you know you will be late. If we do not answer, please leave a message.

## Dress

Your child should wear play clothes to school. Gym or tennis shoes are required. Party shoes, clogs, snow boots or sandals often make it difficult for the children to participate in our activities. We will be using paint, glue, paste, and many materials that could stain clothing. Your child will feel more comfortable to explore these materials if he/she isn't worried about getting dirty. Preschool is a time for exploration and experimenting!

**In order to help us with the potty-training process, please put your child in pull ups when they come to school.**

## Parties

There are 4 parties during the year in addition to "last day" festivities. Your child's teacher will explain how they do their parties at the Open House/Parent Pick-up Meeting.

## Special Day/Week (3's, 4's and Pre-K)

Each child will have a Special Day in which we celebrate that child. On this day the child gets to share some special things about her or himself with the class. Your child's teacher will tell you how she celebrates special days and how you can help.

## Weather Cancellations

We do not follow any school system for weather cancellations. Please tune in to **Channel 12**, check the Bluebird Christian Preschool Facebook page, or listen to the message on the Bluebird answering machine to find out if Bluebird Christian Preschool is closed. There will be no make-up days for cancellations due to weather.

## Snacks

Bluebird provides a small healthy snack and drink each day. If you'd like to contribute a snack, please let your child's teacher know in advance. **\*\*If your child has any food allergies, you must provide a small snack for him/her\*\* (see below)**

## Food Allergy Policy:

If your child has food allergies or food sensitivities, you must provide a small snack for him/her. You are required to fill out the appropriate forms; Administration of Medication, Authorization of Emergency Treatment and Individualized Health Care Plan. All forms must be filled out and on file before the start of school. Emergency medicine such as Benadryl and Epi Pens cannot be kept at school without these appropriate forms.

## Parent Class Observation

We have an open classroom policy. Parents are always welcome to observe through our viewing windows. Please let the Director know which day you would like to come. You will then sign in with the Director as a visitor to the building on the scheduled day. Parents wishing to observe class for a child not yet enrolled may schedule a visit by contacting the Director.

## Professional Observations/Interventions

Our staff is happy to meet with other professionals that are involved in your child's growth. After the meeting we will implement any reasonable accommodations that will help your child to be successful in their Bluebird classroom. Professionals other than Bluebird teachers are welcome to make an appointment to observe your child while in their classroom setting. This will be accomplished using our viewing windows and not in the actual classroom. We have found that children exhibit different behavior when people other than teachers are present. This policy ensures that the professional will get an accurate representation of your child's behavior. After the observation the professional can speak to teachers once all children have been dismissed for the day.

## Church Communications

Highland United Methodist Church will periodically email Bluebird families information so that parents can be aware of other activities offered in the church.

## Child Abuse

The teacher is obligated to report any suspected child abuse to the Kentucky Department of Social Services. If you feel there has been an abusive situation at school, please report it to the Director immediately at 859-441-2132. Any individual staff member of Bluebird Christian Preschool will fulfill any legal obligation, but not on an elective basis. If subpoenaed, any staff member would appear as specified and answer truthfully and honestly to the best of her recollection.

## Preschool Absences

If your child will not be in school, please let us know at 859-441-2132. Give the child's name, class and teacher. We worry about our Bluebirds when they aren't at school. If there is no answer, please leave a message.

## Preschool Attendance And Childhood Illness

Listed below are conditions and return dates to preschool:

<u>Condition</u>	<u>Return Date</u>
Undiagnosed Febrile Illness (Fever)	After free of fever for 24 hours
Chicken Pox	After lesions have crusted and dried
Measles and Rubella	Not before 7 days after rash appears
Impetigo, Herpes, Poison Ivy	When lesions are dried and no longer draining
Lice and Scabies	After appropriate treatment and nits removed
Conjunctivitis	After taking medication for a full 24 hours
Strep Throat	After 24 hours of antibiotic treatment and child is free of fever for 24 hours
Vomiting	After child has not vomited for 24 hours

If a child returns to class before the date listed above, the parent will be asked to take the child home until the proper time to return. You may be asked to provide a doctor's statement for child to return to class.

## Discipline Policy

*"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 Luke 2:52, the Bible tells us that, "Jesus grew in wisdom, stature and favor with God and man." The process of developing discipline allows a child to grow in what and how he thinks, in how he treats his body and how he relates to God and the people around him. Discipline's ultimate goal is self-discipline. In other words, when left alone, the child will make right choices based on what is right, not based on the likelihood of being caught.

Bluebird 2's rely on redirection as the most effective, age appropriate form of discipline for 2-year olds. Bluebird 3's, PK4's, and PK5's teachers will implement individual discipline policies in their classrooms. These policies may include daily or weekly rewards for good behavior such as a sticker. When a serious discipline issue occurs, a note will be sent home that day indicating the inappropriate behavior so that parents can help correct the behavior at home. Teachers will give classroom specific discipline policies at the parent open house.

In the event that a child's behavior cannot be corrected in the classroom the Director will step in with time out for the child in the Director's office. If behavior continues to be disruptive to the classroom environment then a conference will be scheduled with the Teacher, Director, and parents of the child. In the unlikely event that behavior cannot be modified Bluebird reserves the right to dismiss the child from preschool in order to maintain a positive class environment for the other children in the classroom.

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