



# Parent Handbook

Parkhills Baptist Church  
17747 San Pedro  
San Antonio, Texas 78232  
210-494-9661

Patti Vig - Director [pattivig@parkhillsbc.org](mailto:pattivig@parkhillsbc.org)  
Holly Schroeder - Asst. Director [holly@parkhillsbc.org](mailto:holly@parkhillsbc.org)  
[www.parkhills.org](http://www.parkhills.org)

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## What is Parkhills Preschool?

Parkhills Preschool is an extension of the Children's Ministry of Parkhills Baptist Church. Parkhills Preschool is a weekday ministry for children ages six months (as of Sept. 1<sup>st</sup>) through pre-kindergarten. Classes meet on Tuesdays and Thursdays between the hours of 9:00 a.m. - 2:00 p.m. We meet during the months of September through May.

Proverbs 22:6 instructs us to: "Train up a child in the way he should go, and when he is old, he will not depart from it." The words to 'train up' literally mean to create within a child a desire to learn. At Parkhills Preschool, we will help each child find joy in learning and provide a foundation of trust. The curriculum provides opportunities for children to learn about God's world and how to live in it. Individual, small group, and large group activities are planned to meet the specific needs and interests of each age group.

What a joy and a blessing it is to care for God's children. Thank you for the opportunity to come together and minister to you and your child. You have given us the opportunity to help build the foundation in your child's life. My prayer and goal is that each child and parent know that we love your child and want them prepared for each new step in their lives. We encourage all parents to visit and observe our program at any time and to contact the Director with any questions or comments.

## Activities and Curriculum

Every child who enters a classroom has 3 fundamental needs:

1. Unconditional Christ-like love
2. Spirit guided direction
3. Biblically based correction

Children become comfortable when they know what to expect from week to week, therefore the teachers maintain a routine/schedule in their classrooms. The teachers plan a variety of age appropriate activities that help keep the attention of the students. Our monthly curriculum coordinates the monthly Bible memory verse with the unit studies. Daily activities may include time for:

The Pledge of Allegiance  
 Star Student  
 Calendar  
 Big Church  
 Music Class  
 Spanish Class  
 Gross Motor Development  
 Arts and Crafts  
 Bible Memory Verse  
 Bible Stories  
 Letters, Phonics, Numbers  
 Center/Circle Activities  
 Playtime/Recess  
 Snack/Lunch\*  
 Rest/Quiet Time\*\*

In order to enhance monthly studies, some of the classes will participate in special events, such as:

God's Helpers: Policeman, Fireman, Dentist, Nurse  
 Thanksgiving Feast, Christmas Program, Rodeo  
 Valentine Exchange, Easter Egg Hunt, Fiesta Parade  
 Petting Zoo, Pre-K Graduation, End of Year Celebration

\*Each child will bring a lunch, including a drink, in a labeled bag or lunch box. Glass containers are not allowed. For infant and baby classes, we have a refrigerator available in the classroom for milk bottles. Please bring infant and baby food in plastic containers. For toddler through Pre-K classes, please bring finger food items that do not need to be heated or refrigerated. Freezer packs are great in lunch boxes to keep lunch items cool.

\*A rotating snack schedule will allow your child to share a snack with his/her classmates.

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\*\*After lunch, all of our students will have a rest/quiet time. Our Pre-K students will have a quiet video/snack time. Children in the infant and baby room will nap in cribs. Children in the toddler room to the three-year-old classrooms must bring a nap mat or blanket to rest on.

### Teacher/Child Ratio

	Parkhills Preschool Ratios (Student: Teacher)	Current State Ratios (Student: Teacher)	State Max Group Size
Infants (6 months – 11 months)	6:2	4:1	10
Babies (12 months – 17 months)	8:2	5:1	13
Toddlers (18 months – 23months)	10:2	9:1	18
2 years	12:2	11:1	22
3 years	15:2	15:1	30
Pre-K	16:2	18:1	35

### Days and Hours of Operation

Parkhills Preschool operates on Tuesdays and Thursdays between the hours of 9:00 a.m. - 2:00 p.m. We meet during the months of September through May. We try to follow the NEISD calendar for holidays, early dismissals, and school closings due to inclement weather.

### Guidelines for Dropping Off and Picking Up Your Child

Children may not arrive any earlier than 9:00 a.m. unless prior arrangements are made with the teachers or Director. Our teachers come in at 8:30 a.m., pray and use the remaining time for classroom and activity preparation. It is important that our teachers have this time to prepare without any interruptions before 9:00 a.m. from children or parents. If you arrive earlier than 9:00 a.m., please wait with your child in the foyer until 9:00 a.m. In addition, parents picking up their child after 2:05 p.m. will be charged a late fee of \$2 for every 5 minutes after 2:00 p.m., unless prior arrangements have been made.

If someone else is picking up your child, they **MUST** have prior written parental approval listed on your registration file as someone whom you allow to pick up your child. A child will **NEVER** be released to an unauthorized adult. Any changes must be put in writing and given to the Director/Asst. Director. Direct your child's pick-up person to come to the welcome desk and after we have verified that they are on your registration form and we have checked their ID, we will escort them to your child's classroom.

Please be prompt in bringing your child at the start of the day. Late arrivals disrupt the classroom schedule and make a more difficult transition for your child.

Do not linger too long when dropping off your child.

While parents are encouraged to discuss their child's progress with the teacher or Director, in order to avoid disrupting classroom time, we ask parents to schedule a separate time for a conference.

The health and safety of all the children at Parkhills Preschool is our highest priority, therefore:

1. Staff is certified in CPR and trained in First Aid.
2. A complete First Aid box is available at all times.
3. Medications will not be administered to any child, with the exception of EpiPens for emergency allergic reactions. The EpiPen must be prescribed by a doctor and have the child's name printed clearly on the label.
4. Fire exits are posted in all the rooms.
5. Background checks are done on all Parkhills Preschool employees.
6. There will be a minimum of two (2) approved teachers per room.
7. Any visiting adult must check in prior to entering a room. They will be logged in the Visitor Book, issued an official 'Visitor' badge, and be permitted in the classroom at the discretion of the Asst. Director/Director.
8. Children are never released to anyone other than the parent or those who have been given prior written permission and are listed in the child's registration form. (See Guidelines for Picking Up Your Child.)
9. Emergency numbers, medical release forms, and immunization records for each child are kept on file in the office. Parents are requested to inform the Director in writing on the registration form and to discuss with the teacher any food or other significant allergies their child might have (bee stings, peanut butter, milk...). This information will also be kept on file in the office.

In order to ensure a safe, healthy environment for children and teachers, a "Wellness Policy" has been adopted by Parkhills Baptist Church. Prior to returning to the program, the child must be fever and symptom free without the use of medications, for at least 24 hours. We ask parents to use good judgment and be considerate of the health of others when bringing their child to the program. We also request the Director be notified immediately if a child has a serious contagious illness.

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics says a child should not be placed in a classroom with other children when any of the following conditions exist:

- Fever
- Vomiting or diarrhea
- Any symptom of childhood diseases including, but not limited to: croup, scarlet fever, measles, mumps, chicken pox, whooping cough
- Common cold, persistent cough, sore throat, any colored discharge from the nose
- Lice
- Any unexplained rash or skin infection, including: boils, ringworm, or impetigo
- Pink eye or other eye infections
- Any communicable disease

If your child becomes ill or is injured during our program, we will notify you immediately. If we are unable to reach you, and your child is resting comfortably we will care for your child in the welcome center, as we continue our efforts to reach you. If there is an emergency situation, we will make the contacts you have provided on your registration form. If necessary, we will utilize the emergency medical release, which you provided. Any injury and the treatment given are recorded on an "Ouch Report". You will be notified and required to sign the report when you pick up your child. A copy of the report is available at your request.

### Potty Training

Please be sure to discuss your method of potty training with your child's teacher and to provide an adequate supply of spare clothing, underwear, or pull-ups. A child entering the four year old Pre-K classes must be potty trained. A child entering the three year old classes must have started potty training.

### Biting

We understand some children may have a hard time expressing themselves with words and biting can be a way to get what they want or to gain attention. The teachers will work with the child and family in attempts to correct the behavior. We are working to keep all children safe. Excessive biting can be a reason to ask a child to leave the program at the discretion of the Director.

### Discipline

At Parkhills, we strive to show God's love and kindness and to be Christ-like examples to each child every day. Through positive reinforcement we teach listening skills, patience, orderliness, taking turns, sharing, politeness, proper manners, and respect for others. Teachers are addressed by "Ms. (first name)".

When conflicts arise, we teach the children to express their feelings and resolve issues through constructive words. We encourage the children to say "excuse me", "I am sorry", and "I forgive you", and to learn how their words and behavior affects others.

"Time-outs" may be used to remove a child from a situation. They are age appropriate in length (one minute per year). Corporal punishment cannot be administered to any child in Parkhills Baptist Church Children's Ministry.

To maintain the safety and orderliness of Parkhills Preschool, conferences will be scheduled with the Director and the parent to discuss a child's persistent discipline problem. A conference will always be held prior to dismissal of a child from Parkhills Preschool.

## Personal Items and Dress

All personal items including outerwear, supplies of disposable diapers and pull-ups, baby bottles/sippy cups, blankets and special comfort toys, etc. need to be labeled with your child's name. Please leave all other toys at home except when requested by teachers for show and tell or other classroom activities.

Dress your child in clothing that is durable and comfortable, selecting shoes which give support and allow freedom of movement. Costumes and dress up attire are discouraged as they can present issues with restroom time, craft, and play time. While all efforts are made to keep your child clean, Parkhills Preschool is exciting and active and therefore, at times, messy. Children two years old and younger will go to our indoor play area. Three, four, and five year old children will go outside to the playground (weather permitting), otherwise they will play indoors. Even though your child may not need a jacket or coat by afternoon, it is often still chilly when we go outside in the mornings. Please send your child with a sweater, jacket, or coat on cool mornings. Please label your child's outerwear.

## Rates and Fees

The annual tuition for Parkhills Preschool can be paid in full or split into nine equal payments. Brochures with the current fees are available in the Children's Ministry office.

Payments are made to Parkhills Preschool and are due by the 1<sup>st</sup> of each month. A late fee of \$25 will be assessed to your account after the 10<sup>th</sup> of the month. Parents are responsible for any bank charges incurred from returned checks. Refunds for illness, vacations, or school cancellations cannot be given and days will not be made up.

## Registration

To register, please:

1. Complete and submit registration forms to the Director/Asst. Director.
2. Pay the registration and supply fee.
3. Provide a current copy of your child's immunization record.
4. Sign a copy of our Media Release.

Once your child is enrolled in the program, a space is automatically reserved for him or her for the entire school year. If you need to withdraw your child early from the program for any reason, a two week notice is required.

## Classroom Placement

Children are placed in classrooms based on their age as of September 1st and are grouped by developmental level. They may be placed in a particular classroom at the discretion of the Director. Children entering our Pre-K program are placed in classes by a drawing process conducted by the school Director. This allows the boy/girl ratio to be as even as possible. We do not allow requests for classroom/Teacher preferences. Families with multiple children (twins, triplets...) have the option of keeping their children together or separating them into different classes.