



2020-2021 PARENT HANDBOOK

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WELCOME FROM BEL-AIRE BAPTIST CHURCH (BABC)

Dear Parents:

Welcome to Bel Aire Baptist Pre-school's 2020-2021 term. As a parent of preschoolers, we know your first priority is your children's development. You want them to grow both physically and mentally to become healthy and educated so they may become respected in their communities. Bel Aire Baptist Pre-school as a ministry of Bel Aire Baptist Church commits to educating your children through administering stimulating curriculum in a fun and low-pressure environment. In addition to traditional education, which engages your child's mental and physical development, we give special attention to your child's Spiritual development because God created your child in His image. (2 Timothy 3:16-17)

An added benefit of enrolling your child in Bel Aire Baptist Pre-school is interaction with the church. Our church is here for you. We take seriously our role in the community to share the good news of Jesus with all who will listen. We firmly believe in teaching from the Bible and helping others follow the commands of Jesus.

You are invited to be part of our Worship Services, Sunday School, Small Groups, and other special meetings such as:

- Wednesday Night Discipleship Classes for all adults, where you can learn the basics of belief in Jesus as directed by the Bible.
- Youth Group, where children 13 to 18 engage in worship through music and small group discussions about topics related to life issues and how to better follow the life example of Jesus.
- Awana is a high-energy children's worship encounter for 2 years through 6th grade focused on having fun while learning how to know Jesus in a personal way.
- Sunday mornings are full of activities for small children through senior adults. Our children's department includes nursery services overseen by dedicated and trustworthy church members.

Please join us this Sunday for Worship and this Wednesday for Discipleship Classes. We look forward to getting to know you better. Thank you for choosing Bel Aire Baptist Pre-School to further your child's education and Spiritual development.

For further inquiry, please look at our web-site, www.belairebaptist.org. For a more personal inquiry please call the church office at (228) 832-1966.

All for His glory,

Grayson Orman
Missions and Discipleship Pastor

CONTACT INFORMATION

Physical Address15080 Dedeaux Road, Gulfport, MS 39503

BABP Website.....www.belaireprek.com

BABC Website.....www.belairebaptist.org

BABP Phone #.....228.832.1984

BABC Phone #.....228.832.1966

BABP E-mailbelaireprek@yahoo.com

BABC E-mail.....office@belairebaptist.org

Employer Identification Number (for tax purposes).....64-0562421

HISTORY

Bel-Aire Baptist Preschool began as a kindergarten in 1974-75 and later incorporated as a daycare. Today, it is a preschool for 3- and 4-year olds and it hosts a Mother's Morning Out program for 2-year olds. The center is licensed with the Mississippi State Department of Health. It is a Southern Baptist affiliated center. Bel-Aire Baptist Preschool offers a Christian environment for the child's transition from home to school. We believe every child is a special gift from God. We offer a stimulating curriculum in which children are encouraged to discover the joy of learning but are not subjected to undue pressure. The teachers on staff believe learning can be fun, so play activities are used to help the child in learning about himself, his friends, his feelings, and his world.

PERSONNEL

As of February 17, 2020, the following personnel are involved with the operations of Bel-Aire Baptist Preschool.

Administrative Staff

Director-Melanie Walton

Pastor-Brian Cameron

Missions & Discipleship Pastor-Grayson Orman

Music Minister-Alan Stephens

Administrative Assistant-Kim Steube

Book Keeper-

Weekday Education Committee of Bel-Aire Baptist Church

Kim Hoggatt

Sandra McNew

Jay Rogers

Jim Simms, Deacon Representative

Patty Weaver

Teaching & Support Staff

Kimberly Ables, PreK2

Carla Halsey, PreK3

Ashley Helmert, PreK4

Erica Long, PreK4

Jane Weatherly, Teacher's Assistant

Pam Webber, PreK3

GOALS

»»»» For the Child ...

1. To provide learning experiences which will contribute to the development of self-control, trust, independence, security, acceptance, love, and self-respect in the child.
2. To provide learning and play experiences which will contribute to the development of wholesome social relationships with others.
3. To provide meaningful learning experiences which take into consideration the individual needs, interests, handicaps, and abilities of the child that will help build important foundations for future reading, writing, reasoning, math, and other academic skills for the child.
4. To provide learning experiences which will help to develop the moral and spiritual character of the child.
5. To provide a high quality preschool program for the child without regard to sex, race, creed, color, or national origin.

»»»» For the Parents ...

1. To provide a bridge of communication with other parents and teachers who have as a common concern the interests and needs of the preschool child.
2. To provide quality care for the child while the parents are pursuing their own work or other interests.
3. To provide resources that will educate and inform parents regarding the development of their child.
4. To provide an atmosphere of professionalism, dedication, trustworthiness, openness, and loving concern in order to generate confidence and trust in the services the preschool provides for the child.

»»»» For the Community ...

1. To help meet the needs of the community for quality early childhood education.
2. To contribute to the spiritual and moral development of the future citizens.

3. To provide an opportunity for members of the community from diverse social, religious, and ethnic backgrounds to interact and work together for the enrichment of the educational experience of the child.
4. To provide meaningful job opportunities for and to offer gainful employment to the various members of our community without regard to sex, race, creed, color, or national origin.

OBJECTIVES

➤➤➤➤ CONTROL

- ... of the classroom by the teacher through constructive guidance of the child in learning activities.
- ... self-control as the child learns what he or she can and cannot do within the learning environment and the group situation.

➤➤➤➤ A SENSE OF TRUST

- ... in caregivers to provide the foundation for an ultimate trust in God.
- ... in the environment as it provides his physical, social, emotional, and intellectual needs.
- ... in himself to discover independent learning.

➤➤➤➤ GUIDANCE

- ... for the individual child in relation to the environment, learning experiences, and behavior.
- ... through communication between teacher and child that reflects positive and reasonable leadership.

➤➤➤➤ DEPENDENCE AND INDEPENDENCE

- ... as the child learns to depend on the teacher and have confidence in his/her guidance.
- ... to feel secure in himself and his ability to do things independently.
- ... to demonstrate a developing sense of responsibility and competence.

➤➤➤➤ SECURITY

- ... in self, self-image, and personality within the class.
- ... in the teacher, who is consistent, patient, and confident.

➤➤➤➤ ACCEPTANCE

- ... of others so that the child can love and accept himself.

... from the teacher, who treats each child impartially, yet individually.
... of himself, in order to promote healthy development and self-image.

»»»» LOVE

... that is physical—a hug, a smile, a helping hand.
... that is emotional—the act of caring.
... that is intellectual—the provision of a curriculum suitable for the child at his level.
... that is spiritual—modeled after the love of God shown through His Son.

»»»» SELF-RESPECT

... that acknowledges that each child is created in the image of God and is worthy of respect from peers, teachers, and parents,
... that equips the child to show respect toward others.

ABSENCES

Notify the center director if your child will be absent. Please do not ask the teacher to relay the message to the director about a child's absence. For short-term, non-emergency absences (e.g. child is sick or family is out of town), notify the director via the preschool message system (REMIND or similar as indicated by director) or with a phone call/message to the preschool office (228.832.1984).

There will be no reduction in fees due to a child's absence. (Refer to Tuition section for more information.)

IMPORTANT—If your child is absent due to a contagious disease/illness, the preschool must be notified promptly in order to safeguard the health of other students and families and to alert preschool staff to implement additional disinfectant procedures.

ARRIVAL

Children must be fed breakfast before attending preschool. Please do not send your child in with food and/or drink from home.

Preschool families should use the front parking area and enter through the front door of the preschool. Please drive slowly through the parking lot and watch for little ones coming and going! Preschool families should not utilize the back parking area for safety and security reasons.

In order to allow preschool staff ample time to prep for the school day, please do not wait at the door or try to enter the preschool building before 8:20 A.M. unless you are entering and paying for Early Care services.

The preschool entrance will be unlocked at approximately 8:20 A.M. for student arrival. Classes will begin at 8:30 A.M., and the preschool entrance will be locked back at approximately 8:40 A.M. Preschool personnel will supervise the hallway from 8:20 A.M.–8:40 A.M. as students arrive and settle in for their day.

Arrival at preschool is not a time for a conference with the teacher, but caregivers are encouraged to touch base with the teacher or director to communicate anything that has upset the child's routine, has the child unusually worried or exceptionally excited, etc.

The preschool will not assume responsibility for a child who has not been signed in to either Early Care or class and accepted into the care of authorized preschool personnel.

ARRIVAL DURING SCHOOLDAY

During planned arrival and departure times (8:20AM–8:40AM & 11:20 AM–11:40 AM, preschool families should use the front parking area and enter through the front door of the preschool. If arriving late (after 8:40 A.M.) or coming to pick up your child early (before 11:20 A.M.), you must enter through the church office. Please do not stand at the preschool door and knock and/or ring the doorbell for someone to let you in once school is already in session. Due to potential for unsafe scenarios (varying knowledge of custody issues, other students left with inadequate supervision, etc.), teachers will not open the preschool doors for parents/guardians once the doors have been locked for the school day.

Currently, Bel-Aire Baptist Preschool operates Monday-Friday of the school year, but the Bel-Aire Baptist Church office is open Monday-Thursday. If a parent/guardian needs to drop off late/pick up early, pay tuition, meet with the preschool director, etc. on a Friday, the director or designee can be accessed by calling the preschool (228.832.1984), by messaging via REMIND or similar app used for parent-school communication, or by knocking and/or ringing the doorbell at the preschool entrance and patiently waiting for the director or designee to become available and to open the door.

BIRTHDAYS

Your child's birthday may be recognized at school. Parents must make arrangements with the teacher in advance to bring a birthday snack, treat, etc. Parents will not be allowed

to decorate the classroom, present gifts, or host a birthday party at school. Party invitations should only be delivered at school if every child in the class is included.

CLOTHING

Washable play clothes are most suitable. **Long dresses, cowboy boots, or flip flop type shoes are not permitted.** Tennis shoes with socks are best. An extra set of seasonally appropriate clothes must be kept in children's book bags. The child's name must be **permanently labeled** on all clothes. The center cannot be responsible for unmarked items.

COMMUNICATION

The preschool will utilize various forms of parent communication, including a school webpage (www.belaireprek.com), school Facebook page, phone (228.832.1984), email (belaireprek@yahoo.com), and the REMIND message system. Please do not communicate with teachers via personal text messages or private Facebook pages regarding school matters. If you need to contact someone from the preschool after school hours, utilize the above listed communication forms.

You may set up a conference with the teacher and/or director if needed at any point during the school year.

DISCIPLINE

The teacher will be responsible for the discipline of the class. These are guidelines for actions to be taken. Each child is different; thus, teachers will work with the director to map out expectations, consequences, etc. pertaining to specific situations.

- The primary mode of guidance will be redirection and teaching from mistakes. A child will be directed to appropriate behavior rather than continually spoken to in negative terms, such as "do this" rather than "don't do this."
- In order to be most effective, immediate consequences for misbehavior will be used.
- The teacher/director may utilize assignment of alternate activity, time-out (1 minute per age), loss of playground privileges (no more than 10 minutes lost per 30 minutes play), child conference with director, parent-teacher conference, parent-director conference, behavior management plans, and other appropriate modes of discipline and guidance.
- Physical punishment—spanking, pinching, slapping, etc.—will not be used.

- The teacher will shout at the child only if there is a need to warn of immediate danger.
- Removal of playground privileges may be used for serious infractions or for cumulative ones.
- Sending a child to the Director will be used sparingly in order to be effective.
- Parents will be called in for a conference about a child who consistently disobeys a teacher and/or director, disrupts the classroom, is aggressive toward the other children, or any combination of these.
- The third time a conference is necessary, the parents may be asked to take the child out of the center.
- A child will be removed from our center immediately if he/she puts the teacher or other children in danger, jeopardy, or risk because of inappropriate behavior.

EARLY CARE

Our center provides before-school care from 7:30 A.M. – 8:20 A.M. The cost is \$2.00 per day, per child if dropped off before 8 A.M. The cost is \$1.00 per day, per child if dropped off at 8 A.M. or after. It is paid directly to the caregiver. The two-year olds are not permitted in early care. **Children must be fed breakfast before attending early care.** Our center does not provide extended care after 11:30 A.M.

ENROLLMENT

Parents are requested to visit the center before or upon enrollment to meet staff members and tour the facility. An Open House/Orientation will be held at the end of August.

Children who are 2, 3, or 4 by September 1st will be accepted upon space availability. **Three- and four-year olds must be potty-trained before attending our center.**

The following steps must be complete prior to enrollment.

1. A **non-refundable** registration fee equal to one month's tuition must be paid, and a fee agreement must be signed. Note: This is not the first month's payment!
2. Certificate of Immunization Compliance or Certificate of Medical Exemption and a copy of birth certificate must be submitted to the Director to be kept on file.
3. An enrollment application must be completed and given to the Director for your child's file.

Your registration fee is due when you enroll your child.

Our center does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.

EVACUATION PLAN/DANGEROUS SITUATION

If the need arises for the center to be evacuated, the children will be taken by church van and teachers' vehicles to either Temple Baptist Church (w/in 1 mile) or Orange Grove Community Center (w/in 5 miles) on Dedeaux Road to the east or Lyman Community Center (w/in 5 miles) to the north. In the event of a dangerous situation, such as an intruder, staff members will work together to ensure student safety and alert authorities. School message systems, such as REMIND, will be utilized for parent communication as soon as authorities deem safe.

Monthly fire/disaster evacuation drills are held to teach the children what to do and where to go in case of an emergency.

FIELD TRIPS

The center does not transport children for field trips. One or more field trips where children and parent/guardians/caregivers meet to enjoy an activity may be arranged during the year for those who wish to participate. Any charge associated with a field trip will be announced in advance. For children participating in field trips, each child must have an adult chaperone present with them and responsible for them the entire time.

HANDWASHING

Handwashing is an important part of the preschool day. Children are taught proper handwashing procedures and are required to wash hands before eating, after using the toilet/having diaper changed, after playing on the playground, after handling pets or related objects, and whenever hands are visibly dirty. When handwashing is not immediately accessible, children use wipes/sanitizer until they are able to wash with soap and water. Children must also clean their hands after eating and before going home.

HEAD LICE

The school will periodically have head checks, and will do head checks if the need arises. If nits and/or lice are found in a child's head, their parents will be notified. If the school is notified by a parent that lice or nits have been found in their child's head, the school will have

head checks in all classes. After treatment, the child may return to school. However, there must be no nits present in the child's head.

HEALTH REGULATIONS

In the interest of every child's well-being, only healthy children will be allowed at the center. These are the conditions under which you are requested to keep your child at home:

1. If a child has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If a child has diarrhea or vomiting.
3. If a child breaks out in a rash.
4. If child has symptoms of a possible communicable disease.

If symptoms of illness are observed at the center, the child will be held in the director's office, and a parent will be notified to pick up the child as soon as possible. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to school.

No medication will be dispensed to a child. In order for your child to be given Tylenol at the center, there must be a signed form in your child's file granting permission.

For children who need access to Benadryl &/or Epi-Pen in case of accidental exposure to food or environmental anaphylactic allergens, parents must inform director and teacher of this need, sign a permission form for administration in case of emergency, and deliver Benadryl &/or Epi-Pen to director (in Ziploc & labeled with student's name).

BABP complies with guidelines prescribed by the State Department of Health regarding exclusion of a child due to illness.

If a child is not well enough to go outside during playground time, that child must be kept home.

In case of a medical crisis, such as a physical injury, a child will be treated by a first aid certified staff member and transported to a hospital or medical facility as soon as appropriate.

HOLIDAYS/SCHOOL CLOSINGS

The Preschool will be closed on the following days:

Labor Day

Fall Holiday

Thanksgiving
Christmas/New Year's
Martin Luther King Day
Mardi Gras
Spring Break

BABP typically follows the same closings as the Harrison County Schools.

The preschool is a church-affiliated program; thus, the need may arise to close due to a funeral being held at the church.

INSURANCE

The type of insurance coverage for the children at the center is business liability.

NSF CHECKS

There will be a \$15.00 service charge on all NSF checks. After the second NSF check, only cash or money orders will be accepted.

OUTSIDE PLAY

Outside play is a part of the daily schedule. It will be followed except on rainy days. If a child is too sick for outside play or a parent thinks it is too cold, the child must be kept at home.

Dress your child appropriately for outside play and send a jacket when needed.

Children are expected to follow rules on the playground so that the area stays in good condition and is safe for play. Please discuss with your child that, while at school, children will slide only on their bottoms, will not climb on the fence, will leave mulch on the ground, and will not dig (unless given specific toys and area for doing so).

Sun safety is important. Shade is available in the playground area. On extremely hot days, time outside may be shortened and drinking water will be made available on the playground. We encourage parents to apply sunscreen to children when necessary, especially between the period April 1 to September 15.

PARENTAL INVOLVEMENT

Parents are encouraged to be active participants in their child's school and education.

However, do not linger in the classrooms or hallways before or after school. If a problem

needs to be discussed with the teacher, set up a conference after school. If parents need to discuss upcoming events with other parents, please meet in the Fellowship Hall or parking lot.

Parents may stay in the classroom as volunteers only when they have pre-arranged with the teacher to help with certain activities or projects.

Parents are expected to attend a conference with the child's teacher, by appointment only, at the end of the school year.

Smoking is not allowed near our playground or the church building. Also, we ask that parents not smoke on field trips.

PEST SITUATIONS

If a family is dealing with pest situations in the home that may be spread to others, such as bed bug, lice, scabies, or flea infestation, the family must promptly inform the preschool director. The preschool will take means to inspect and treat any instance of such pests being brought into the preschool.

PICK-UP PROCEDURES

A reliable (designated) person must bring and pick up your child. A written note from parent/guardian/familiar caregiver must be provided to the director for someone other than a designated person to pick up a child, and a picture I.D. must be shown. Please do not be offended if the director &/or a teacher verifies changes to a child's routine pick-up procedure. We take the safety of our children very seriously.

The preschool doors will be unlocked at 11:20 A.M. for pick-up. Unless you have an immediate need to get your child, please wait until the teacher opens the classroom door or signals she is ready for pick-up. For safety purposes, allow the teacher to call your child to get their belongings and go to the door for dismissal.

If a parent/guardian gives permission for an employee of the preschool to pick-up your child, please know that the preschool is not responsible for your child once signed out for pick-up by that employee. The employee must be on your approved pick-up list in the director's files.

Please watch your speed when entering and leaving our parking lot!

The child becomes the responsibility of the parent/guardian/caregiver after sign-out. Any fine levied on the preschool by the child care licensure because a child is unattended in the parking lot will be charged to the child's parent/guardian/caregiver.

POTTY TRAINING

Children in the two-year old class may or may not already be potty trained. Parents of the twos must communicate with the teacher throughout the year regarding the potty training process. The teacher and other preschool staff will support potty training; however, the parents will remain responsible for potty training. PLEASE REMEMBER—students in the three-year old & four-year old classes are required to be potty trained before starting school. Failure to comply with this requirement will result in the child losing his/her enrollment slot and no refund of registration/tuition paid.

STAFFING

BABP employs a staff of qualified, loving teachers who have been through a required screening process before being hired. All teachers & support staff personnel are required to obtain a minimum of 15 hours of professional development training on an annual basis.

SUPPLIES

At the beginning of the school year, we ask that you purchase supplies your child will use in class. These supplies may be brought in at open house or on the first day of school. All students will need to bring a backpack (full-size, NOT mini) to school each day. Please make sure your child's name is marked on the outside of his/her backpack. Please be sure to keep a complete change of clothes in the bag in case of bathroom accidents, spills, etc.

Supply List for 2's

bookbag (full-size, NOT mini)	1 box tissue
2 glue sticks (regular size)	1 container cleaning wipes
2 *8-color sets of Crayola watercolors	1 package baby wipes
2 *8-count packs of jumbo Crayola crayons	*diapers/pull-ups
1 *8-count pack of Crayola WASHABLE markers in Classic colors	

Supply List for PreK3

bookbag (full-size, NOT mini)	1 hand sanitizer
2 glue sticks (regular size) & 1 bottle glue	1 container cleaning wipes
2 *8-color sets of Crayola watercolors	2 packages baby wipes
1 *8-count pack large Crayola crayons	1 *8-count pack Crayola WASHABLE markers- Classic colors

Supply List for PreK4

bookbag (full-size, NOT mini)

4 glue sticks (regular size)

2 *8-color sets of Crayola watercolors

2 *8-count packs of large Crayola crayons

1 hand sanitizer

2 container cleaning wipes

1 package baby wipes

1 *8-count pack of Crayola WASHABLE markers in Classic colors

TOYS

The center provides a wide variety of curriculum-related and age-appropriate toys. Children are not allowed to bring toys from home except by request of the teacher for special activities. The center will not be responsible for any toys brought from home that are lost or broken while at school.

TRANSPORTATION POLICY

Children will be transported to field trips in parent/guardian/caregiver's vehicles. The adult who drives must have a valid driver's license and proof of car insurance readily available. Children will not be transported in staff vehicles unless the situation is an emergency.

If the church van is used for emergency transportation, Melanie Walton is our licensed driver with Jane Weatherly as alternate. The capacity of the van is 15 children/adults max. All children will be properly restrained whenever they are being transported in a motor vehicle. No children shall be transported in the front seat of vehicles equipped with passenger-side airbags. All vehicles less than 10,000 lbs. shall be equipped with occupant restraints appropriate for the age and/or weight of the children being transported. Children shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards, which shall be indicated on the child safety seat. The child safety seat shall be appropriate to the child's weight and be installed and used according to the manufacturer's instructions.

TUITION & FEES

Fees for the 2020-2021 school year are as follows:

~ Mother's Morning Out for 2-year olds from 8:30 A.M.-11:30 A.M., 2-days per week \$1,080.00 per school year, payable in 9 installments of \$120.00 monthly from September to May

~ PreK3 & PreK4 from 8:30 A.M.-11:30 A.M., 2-days per week, \$1,080.00 per school year, payable in 9 installments of \$120.00 monthly from September to May

~ PreK3 & PreK4 from 8:30 A.M.–11:30 A.M., 3-days per week, \$1,620.00 per school year, payable in 9 installments of \$180.00 monthly from September to May

~ PreK3 & PreK4 from 8:30 A.M.–11:30 A.M., 5 days per week, \$1,980.00 per school year, payable in 9 installments of \$220.00 monthly from September to May

A non-refundable registration fee equal to one month's tuition is due upon registering your child. (The registration fee is not the first month's tuition.) Multiple-child discounts of \$5 per child will be deducted from the registration fee and each month's tuition.

Tuition and any other payments must be paid either with credit/debit card online or with cash/check in an envelope marked with child's name and purpose of payment. The staff will not look through book bags for tuition or other payments. Payments must be for exact amount due--no change will be given for cash payments, no overpayment will be saved as credit to account, and no partial payments will be accepted.

Tuition is due on the first of each month–September–May. Payments made after the tenth of the month will be considered late & will incur a \$10 late charge.

Accounts kept in good status and paid on-time will remain in "green-secured" status.

Accounts not paid up-to-date by the tenth of the month will be flagged as "yellow-unsecured"; the child's enrollment can enter back into "green-secured" status if the account is paid up-to-date including late charges by the fifteenth.

Accounts still not paid up-to date by the fifteenth of the month will enter "red-on hold or dropped" status; children whose accounts are in "red" status will not be allowed to attend class. The child's enrollment can enter back into "green-secured" status only after meeting with the Director & resolving payment issues.

If there are unexpected problems which temporarily make it difficult to pay the fees, please come to the Director.

If the child is withdrawn or dropped, he/she may go back on the waiting list and be re-admitted when there is an opening and when registration fee and one month's tuition is paid.

Though there will be no reduction in fees due to absences, the following options are available:

Option #1: You may continue to pay the fees and reserve the child's place.

Option #2: You may withdraw your child and re-enroll when an opening occurs by paying the registration fee.

Option #3: If there is not a demand for the enrollment slot, you may begin paying ½ the regular fee until the child is able to return. However, at the time that a demand for the enrollment slot occurs, you will have to choose option #1 or #2. This option can only be granted by the Weekday Education Committee in response to a letter requesting it. Each request will be considered on its own merit.

Two exceptions to the tuition payment due dates are in December and May. You will be notified of the dates tuition will be due these two months as they occur. Tuition must be paid by the date given or your child may be dropped from the school.

WEATHER EMERGENCIES

During hurricane or other severe weather conditions, parents are asked to watch WLOX TV, check the preschool's Facebook page, and pay attention to REMIND messages from the preschool. WLOX does not allow centers to list closings because there are so many, so watch for information for Harrison County Schools closing.

If Harrison County Schools close because of bad weather, the preschool will also close.

WELFARE OF THE CHILD

Suspected child abuse or neglect will be reported to the Mississippi Department of Human Services.

WITHDRAWAL

Children may be withdrawn at any time. Please give written notice to the office. No payments will be refunded. Re-enrollment is necessary to return (including registration fee) but may not be immediately available if enrollment is full.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- | | | |
|----------------------------------|---------------------------------|---|
| Licensing Requirements | Health, Hygiene, and Safety | School-Age Care |
| Right of Entry and Violations | Nutrition and Meals | Summer Day Camp & School-Age Programs |
| Facility Policies and Procedures | Discipline and Guidance | Hourly Child Care |
| Personnel Requirements | Transportation | Hearings, Emergency |
| Records | Diapering and Toileting | Suspensions, Legal Action and Penalties |
| Reports | Rest Periods | Release of Information |
| Staff Requirements | Feeding of Infants and Toddlers | |
| Program of Activities | Swimming and Water Activities | |
| Equipment, Toys, and Materials | Children with Special Needs | |
| Building and Grounds | Night Care | |

APPENDICES

- | | |
|---|--|
| Appendix A - Child Abuse and Neglect Reporting Statutes | Appendix F - Handwashing Procedure |
| Appendix B - Reportable Diseases | Appendix G - Diaper Changing Procedure |
| Appendix C - Nutritional Standards | Appendix H - Cleaning and Disinfection Procedure |
| Appendix E - Dishwashing Procedure | Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines |

A full copy of the Child Care regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymys.com (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, Monique Fairley at (228) 575-4093 or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

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