



*God's Living Sea*  
*Preschool*

**Parent Handbook**

**2019/2020**

**School Year**

**Updated 11/2018**

**Meighan Sternberg, Director**

**Melissa Ott, Asst. Director**

**9264 Pleasant Road~Daphne, AL 36526**

**Please review and keep our updated handbook.  
Please sign the attached acknowledgement and return.**

**Thank you.**

*God's Living Sea*  
*Preschool*

**Tuition Rates 2019/2020**  
**Preschool Hours 9 am – 1pm only**

**1 Yr. Old Preschool**

2 Day ~ T/Th	\$225/month
3 Day ~ M/W/F	\$240/month
5 Day ~ M-F	\$265/month

**2 & 3 Yr. Old Preschool**

2 Day ~ T/Th	\$215/month
3 Day ~ M/W/F	\$230/month
5 Day ~ M-F	\$255/month

**4 Yr. Old Preschool**

5 Day ~ M-F	\$285/month
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**Registration Fee ~ \$200**

To be paid when you turn in your Registration Packet.

This fee reserves a spot for your child.

**(Non-Refundable)**

**Supply Fee ~ \$50**

To be paid when you turn in your Registration Packet.

**(Non-Refundable)**

## **Extended Day Hours & Cost**

### **Full-time extended**

**Monday – Friday**

**7:30 am – 4:30 pm**

(Ages Two to Four)

\$550/month includes monthly tuition

### **Drop-In Care Rates**

Drop in care must be reserved in advance and will only be available if there is adequate space and staffing. Drop-in care is only available to students ages two to four. Drop-in care is only available to currently enrolled students.

Flat rate morning extended care is \$10.00 per day.

Flat rate afternoon extended care is \$20.00 per day.

### **Registration**

There is a \$200 registration fee that MUST be paid at the time of registration. Registration fees will be paid annually. This is a non-refundable fee and is not part of your tuition payment for the upcoming school year. This fee will help cover operating and curriculum fees for each student and also reserves your child's placement in our program.

### **Supply Fee**

There is a \$50 supply fee that must also be paid at the time of registration. Supply fees will be paid annually. This is a non-refundable fee and is not part of your tuition payment. This fee will help cover classroom and cleaning supplies.

## **Early Morning Care**

The door for early morning care will be opened at 7:30 am. Please do not bring your child in earlier than 7:30 am. You must bring your child into the building and check him/her in at the front desk. Car-line is not available during early morning drop-off. If your child has not eaten or has not finished eating breakfast, they will be allowed to eat in the classroom during early morning care.

## **After School Care**

After school care is a non-structured program with outside and free play that allows students to interact with fellow students. Students enrolled in our aftercare program will need to bring a separate afternoon snack that is clearly labeled with the child's name. Aftercare begins at 1:15 pm. There will be a sign-out kiosk available to sign-out your child upon pick-up. God's Living Sea doors will close at 4:30 pm promptly. Please arrive no later than 4:25 pm to pick up your child. There will be a \$1.00 per minute charge for every minute after 4:30 pm that your child is picked up. This late fee will be added to your monthly statement and must be paid to remain current.

## **Departure**

Care line will begin at 12:45 pm. All children that are not picked up by 1:15 pm will be escorted to aftercare.

## **Nap**

All aftercare students will nap/rest each day from 1:30 pm until 3:00 pm. You will need to provide a labeled nap mat for your child.

## God's Living Sea Preschool Fees

- The registration fee (\$200) is due when enrolling your child. This reserves your child's placement in our program as well as providing curriculum and operating expenses. Registration fees are non-refundable.
- The supply fee (\$50) is due when enrolling your child. Supply fees are non-refundable.
- All accounts must be kept current.
- Monthly tuition fees are billed on the 1<sup>st</sup> of each month and due no later than the 10<sup>th</sup> of each month unless otherwise noted. Please do not make a payment without your tuition envelope.
- The budget for the program is based on the number of children registering. If for some reason you decide to withdrawal your child before the end of the school year, a written 30-day notice and tuition payment will be required.
- In order for the program to hold a space for your child who misses school due to illness, holidays, inclement weather, etc...charges for their space will continue. Tuition will not be prorated for partial months attendance.
- A fee of \$30.00 will be assessed for each returned check. After the third returned check, only a cash or money order will be accepted.
- **Please make all checks payable to JBC/GLS.**
- Children must be picked up by 1:15 pm. We will charge a late fee of \$10.00 for the first 15 minutes after 1:15 pm that you are late picking up your child and \$1.00 per minute after 1:30 pm. This fee will be added to your monthly tuition statement and must be paid by the 10<sup>th</sup> of the next month. Your child will not be allowed to attend if your account is not kept current.

## **God's Living Sea Preschool Waiting List**

- Should you desire to place your child on GLS waiting list, we require that you and your child schedule a tour of our school. A \$25.00 non-refundable deposit will be required for you to reserve a position on our waiting list for the current school year. Should you choose to enroll your child elsewhere your deposit will be forfeited. Should a space become available at GLS then your deposit will be applied to the required registration fee.

## **God's Living Sea Preschool Hours of Operation**

- God's Living Sea will be open Monday through Friday.
- Class hours will be from 9:00 am to 12:45 pm. It is important that you have your child at school on time.
- Drop off will begin at 8:45 am and pick-up will begin at 12:45 pm.
- God's Living Sea will follow Baldwin County Public School calendar.
- In case of severe weather conditions, the program will follow the same routine as the Baldwin County Public Schools. You may listen to local radio and television stations or contact GLS office.
- If rapidly developing situations occur where parents are not be able to get to the church in time (such as cited tornadoes) all children will be taken to the safest part of the building.
- Fire and tornado drills will be held at various times during the school year. Directions and exits are posted in the classroom. When the alarm sounds, teachers and students are directed to exit accordingly in an orderly, quiet manner.

## **Behavior and Discipline Guidelines**

- At God's Living Sea, discipline consists of "time away from the group or activity" (a time-out). The use of physical punishment is NOT permitted. Sometimes a child must be removed from the classroom to prevent disrupting the class. In this case, the child will be taken to GLS office to take his/her time out.

In accordance with JBC Safe & Secure Policies, God's Living Sea policies regarding unsafe, aggressive, or in appropriate behavior is as follows:

1. Parents will receive a phone call from the teacher or director to discuss behavior.
2. Parents will receive a letter describing the behavior and may be asked to come in for a conference.
3. If behavior persists or worsens, the child may be dismissed from the program.
4. The director and the children's pastor will use their discretion if the severity of the child's behavior warrants immediate dismissal.

Every effort will be made to accommodate parents and teachers, as well as other children that may be involved. The director and children's pastor reserve the right to ask you to make alternate arrangements for the care of your child.

## **Biting Policy**

Biting is an unacceptable behavior, yet it is common among young children. Children may bite for different reasons: teething, attention, stress, lack of words. The parent will be notified if biting occurs and he/she may be asked to pick up their child from school. A parent/teacher conference may be necessary to help assist with the issue.

## **Personal Belongings, Dress Code and Restroom Policy**

- All clothing and personal belongings (ie: sippy cups, lunch boxes, bottles, pacifiers, jackets, nap mats, etc.) must be labeled with your child's name. We will not accept responsibility for unmarked property.
- Remember that accidents will happen. Children are required to have at least one change of clothes, socks and shoes available at all times. Please provide a change of clothes in a large Ziploc bag labeled with your child's name.
- For safety reasons students MUST wear closed-toe shoes.
- Children are encouraged to help themselves as much as possible, particularly in the restroom. Please be mindful of this when dressing them for school. Clothing should be easy to get off and on.
- If your child is diapered, please make sure that you send specific needs, such as diapers, wipes and any ointment that may be needed. Please label all of these items.
- Please send a large t-shirt labeled with child's name to protect clothing when doing special art projects.
- Students are not allowed to bring toys to school unless instructed by the teacher or on "show and tell" days.
- All children in our three and four year old classrooms must be fully potty-trained to attend GLS. Changing facilities are not located in these classrooms. Should your child have a bowel movement accident at school they will be changed as a courtesy the first time. If additional accidents occur a parent will be notified and required to come and change their child.



## **Security Guidelines**

We take the safety of your child very seriously. The following guidelines will help provide a secure child-care environment.

- Your child will be issued a security number.
- A car tag for your vehicle will be issued with the security number. When picking up your child, the card must be visible to the staff loading your child. Additional cards will be issued at parent request.
- In the event that someone from your Emergency Contact List is picking up your child (without the vehicle card), he/she will need to park and enter the school to pick up the child. He/she needs to be prepared to show their identification. Please call or email the school office in advance to inform us of the change in pick-up. Your child will not be released to any person not on your Emergency List.
- Should there be a custody issue, please see the director to discuss release guidelines for your child.
- The doors to the building will remain locked for security purposes. If you arrive after the doors have been closed, please ring the bell to be let into the building.

## **Immunizations**

Your child's current Alabama immunization certificate must be on file before your child may attend GLS preschool. This is a state requirement and it must be kept current throughout the school year. GLS will also accept an Alabama immunization exemption certificate.

## **Release of Child Policy**

- Anytime a new person, or someone that GLS staff is not familiar with, picks up a child, he/she will be asked to show identification.
- We ask that emergency contacts and the persons authorized to pick up your child who are listed on your application, be updated regularly. Please make sure that the people on your list are generally available to pick up your child in an emergency
- Should you need to add or remove an authorized person it must be done in person and in writing. Please visit GLS office to make any changes to your child's pick-up list.
- Under NO circumstances will your child be released to anyone NOT on your list.

## **Arrival and Departure Procedures**

- For safety and security reasons of both students and staff please utilize the drop off and pick up system. This system is outlined in the Drop-off/Pick-up Map.
- Doors will be locked during operation hours 7:30 am - 4:30 pm. Anyone needing to enter the building during this time will need to ring the doorbell. In the event the doorbells is malfunctioning please call GLS office at 251-621-3977. A staff member will identify you and let you in. This is for the safety of all children and staff of God's Living Sea Preschool.

## Drop-off/Pick-up Procedures

- The first two cars to arrive can park under the breezeway. Please split the awning. The following cars can line up according to the directions on the map.
- The first week, parents are welcome to walk in with their children so they can adjust to the new setting. Starting on the second week of school, parents will follow the “drop-off” procedure.
- Parents please pull all the way through the awning so that two cars can fit under the breezeway. This allows the carline to move quickly. A third car may be loaded on the outside of the awning. A staff member will motion for you to pull up for loading in this third position.
- Please have your security card in a viewable place in your vehicle, during both drop-off and pick-up. **Should you not have your security tag visible you will be required to re-enter carline to pick up your child.**
- Please have your child’s backpack ready to go when we unload your child from the car.
- We will begin receiving children at 8:45 am.
- We will open the car door and get your child out to expedite this procedure. **For security reasons please do not get out of the vehicle during drop-off or pick-up.**
- Please make every effort to be on time. If you do run late, please ring the doorbell, and a staff member will let you in.
- Carline pick up will begin at 12:45 pm. Car line ends at 1:10 pm.
- Parents who pick up their child after 1:15 pm will be considered late and will incur a \$10.00 fee and an additional \$1.00 per minute for every additional minute past 1:30 pm that they are picked up.
- If possible, please have your child’s car seat or booster seat located on the passenger’s side of the vehicle.

## God's Living Sea Preschool

### General Information

- Classes will have an allotted time to play on our playground. Children can play outside as long as the weather is clear and the temperature is 45 degrees or above. Please dress your child accordingly. Also keep in mind that clothes may often get dirty on the playground.
- Birthdays and Holiday Parties: Your child's birthday is a special day and will be celebrated at school. If parents wish to bring cupcakes or a special treat to celebrate, arrangements need to be made with your child's teacher in advance. **All treats must be nut-free!** Please do not bring presents to school to be opened or have deliveries sent to your child at school. If your child is having a party outside of school hours to which he/she is sending out invitations, teachers cannot give them out unless there is one for each child in the class.
- Parents are welcome at school anytime. Parents are encouraged to come eat lunch or spend time with their child. However, the younger your child is, the more cautious you should be about visits. If your child has anxiety when you leave him/her, visiting will only prolong anxiety. Please discuss these issues with your child's teacher to plan the best course of action. If you are interested in being a room parent, please let your child's teacher know. Room parents will assist the teacher with special activities, parties, etc.
- Each child is to bring his/her school backpack to school daily. Please do not send verbal messages through your child. Written communications or direct conversations with your child's are the most effective.
- Each child will be provided a folder to bring daily work home. Please be sure to check it each day and review your child's work with him/her. You should also check for communication from your child's teacher or the school. Monthly newsletters, behavior and incident reports, calendars, field trips, special events and tuition envelopes will come home in your child's folder.
- GLS will also communicate important information through email as well as Remind text messaging. Please let us know if you are not receiving these communications

### **God's Living Sea Illness Policy**

1. For the health and safety of all students and staff of GLS please keep your student at home if he/she is ill.
2. If your child has any of the following symptoms and/or illnesses, we require that you keep your child at home: (This is not a complete listing of every contagious illness.

Chicken Pox  
Conjunctivitis (Pink Eye)  
Fever (in last 24 hours)  
Gastrointestinal Virus  
Green Runny Nose  
Hand, Foot & Mouth Disease  
Impetigo  
Influenza  
Lice  
Measles  
Mononucleosis  
Mumps  
Rashes  
Respiratory Syncytial Virus (RSV)  
Vomiting/Diarrhea  
Any other contagious illness

3. If your child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before returning to school. Your child should be fever free for 24 hours. In the case of viral infection, children should be free of vomiting or diarrhea for at least 24 hours.
4. God's Living Sea may require for certain illnesses a doctor's note to return to school.
5. If your child has a continually clear runny nose or rash due to a non-contagious illness or allergy, please let us know. We realize that some symptoms remain long after the child is no longer contagious. Remember that our goal is for all of our children to remain healthy and happy.
6. **NO** medications will be administered at school under any circumstances with exception of life saving medication including, Epipen, Auvi-Q or rescue inhaler.
7. If your child becomes ill while at school, the Director will contact the parent/guardian immediately to pick up your child. If you are unavailable, your emergency contacts will be called. Your child will be separated from the other children while they wait for you to pick them up. Please make arrangements to pick up your child within 30 minutes of contact.

I \_\_\_\_\_ **acknowledge that I have read and understand God's Living Sea's Illness Policy.**

## Food

### **\*\*God's Living Sea Preschool is a Nut Free Facility\*\***

**For the safety of children who have life-threatening nut allergies, please do not send nut products of any kind to school.**

- You are to provide your child a snack and a drink each day as well as a lunch and drink. We encourage you to send nutritious foods such as fruit, vegetables, crackers, granola bars, cheese, juice, water or milk. **Caffeinated beverages and candy are not permitted and will be sent home.**
- It is helpful for your child and his/her teacher if you differentiate between snack and lunch by packing them in separate bags that are clearly labeled S for snack and L for lunch and labeled clearly with your child's name.
- If your child is staying for our Extended Day Program, please include a separately labeled snack and drink for after rest time.

## **How can you help your child adjust?**

- See that your child receives adequate rest.
- Allow plenty of time so that your child leaves for school unhurried and happy.
- See that your child arrives to school on time.
- Dropping your child off through the car line is less stressful on your child than walking them into school.
- Listen to your child's daily report about school.
- Allow your child to be sure of your love and understanding.
- Encourage your child to begin to doing things for his/herself.
- Do not give in to tantrums.

*God's Living Sea*  
*Preschool*

Acknowledgement of Handbook Receipt  
2019/2020

I acknowledge that I have read and understand the contents of this handbook. I agree to adhere to the policies and procedures outlined in this document.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form to God's Living Sea office upon registration.