



## Parent/Student Handbook

**Hours:** Tuesday and Thursdays 9:30am—2:00 pm  
**Phone:** (512) 834-9244  
**Website:** [milwoodbaptist.com/preschool](http://milwoodbaptist.com/preschool)

### Contacts:

Director - Christy Bunce  
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Assistant Director - Jill Moore  
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**Milwood Baptist Preschool**



**Milwood Preschool**

We conduct periodic fire drills to insure the safety of our children should we ever have a fire in our facilities. We will discuss traffic safety and hazards around home and school. We have endeavored to provide age-appropriate, safe toys for the classes and will give the rules for safe play inside and outside. We do expect you to support our efforts with your words and actions so we may all be consistent.

There are fire ants that occasionally come to our playground. This area is treated regularly, but sometimes a child may still be bitten. If your child is allergic to the bites, we need to know when you enroll your child. We will do all that we can to prevent this occurrence.

### **Change of Address**

Please inform the school office and your child's teacher as soon as possible if your home address, home telephone number, work number, cell phone number, or emergency contacts should change.

### **Lunches and Snacks**

Your child will need a lunch of finger foods and a drink. To prevent stained clothing and carpets, please refrain from sending red or purple drinks. Please do not send candy and refrain from sending food that needs to be heated.

If your child has food allergies please send your own snack in a labeled Ziploc baggie. Milwood Preschool provides goldfish, plain popcorn, and animal crackers.

Children should leave toys at home unless there is a request for show and tell. Please dress your child in play clothes. Preschool can get messy.

### **Birthdays**

Parents may provide their child's class with cookies and juice or other treats approved by the teacher. Please ask about food allergies in the class. Please notify your child's teacher in advance of your plans. Party invitations may be distributed in class only if all children in the class are invited to the party.

### **General Information**

#### **Regulations and Amendments**

Milwood Preschool reserves the right to amend these regulations by omitting or adding to them as necessary to maintain the standards of the school and the welfare of the children.

#### **Safety Measures**

Every possible precaution is taken to prevent accidents. However, children are quick and usually not prone to thinking about the dangers of their actions. We do everything within our power to reduce risk and harm.

The front doors are locked for the school day from 10:00am—1:30pm.

## **Welcome**

The staff at Milwood Preschool welcomes you and your child to Milwood Baptist Church.

Because every concept we teach impacts the lives of the children who come to our program, we take our responsibility very seriously. Our purpose is to teach children's minds academically, train their hearts spiritually, and touch the families we serve with the love of Christ. We strive to provide a safe and loving environment where mental, physical, and spiritual needs are addressed in order that the children and their families may grow in their relationships with Christ.

Our excellent staff has been equipped with educational tools that will help your child develop, progress and prepare for kindergarten. We find it exciting and motivating to share in the important milestones and discoveries your child experiences along the way.

We are happy to be of service to you, your child and your family. Many of your questions will be answered in the pages of this handbook. However, should you require assistance of any kind, please do not hesitate to contact your child's teacher or preschool directors.

## Goals

We strive to...

- Introduce your child to the Bible and to Jesus Christ in order that they may desire a closer relationship with Him.
- Encourage a positive self image based on Biblical principles.
- Teach your child to feel responsibility for their actions and the results of those actions.
- Develop cooperation, concern, sharing, kindness, respect, and communication skills as Christ would have us portray throughout our lives.
- Prepare your child to have a positive and successful kindergarten experience.

## Hours

School begins at 9:30 a.m. The optimal time for learning is the first portion of the day. If your child is late to class, he or she may cause disruption in the activities and rob themselves of valuable learning time. It is important to train a child to be on time.

**We respectfully request that children not be dropped off in their classroom until 9:30 a.m. Teachers will open the classroom doors promptly at 9:30 to receive children.** This allows our teachers time to prep fun activities and crafts for the day and to get the classroom ready for learning. The school day is over at 2:00 p.m. Parents who are consistently late will be required to pay a late fee of \$10 per child per incident.

## Potty-Training

Potty-training is a major milestone for children and parents. Our teachers are here to continue the efforts you are making at home.

All children in our three and four year old classes must be fully potty-trained; meaning asking to go, undress, wiping, and redress by themselves. Teachers are authorized to help children wipe with verbal instruction as well as physically when necessary. Teachers wear gloves during this procedure and change between children. The bathroom door in each classroom or stall remains open during this procedure so that no adult is left alone with a child.

Our two year old teachers will work with parents as they begin this process with their child. Pull-ups or plastic pants over cloth underwear should be worn until accidents are rare to prevent leaks on carpets and other surfaces.

## Clothing, Diapers, and Personal Items

Each child should bring one change of clothes. This may be left in a bag or back pack in the child's cubby during preschool hours. If your child has a special blanket or cuddly toy for rest time, please label it and bring it to class. Please be certain that all bags, diapers, coats, sweaters, and lunch boxes are labeled with your child's name on it. Do not have labels visible to strangers.

Children should leave toys at home unless there is a request for show and tell. Please dress your child in play clothes. Preschool can get messy.

Academics progress from our three year old's through our five year old's. Children review colors, shapes, and numbers. Preparation for writing begins by learning ten prewriting strokes; examples include horizontal, vertical, and left and right diagonals. By the end of the four year old year, writing the alphabet has been introduced as well as many phonetic skills.

### **Bible Instruction**

Our Preschool welcomes children regardless of race, color, or language differences. However, entering your child in our program would indicate that you are aware that they will learn about God and Jesus from the Baptist perspective through Bible Stories and memory verses.

During Chapel, your children will be given the opportunity to Worship God, Memorize Bible verses, experience community with each other, and hear Bible Stories presented by a teacher.

### **Rest Time**

Downstairs classes (12 months - 2 years) include a rest time. When children participate in a busy morning schedule, a break is needed. After a quiet rest time, children are able to go home refreshed. Each child is asked to bring a towel, blanket, or mat to use during rest time. Children are taught to respect rest time in the same manner as active times. They may quietly look at books as long as others are not disturbed and they stay on their rest mat.

Our staff will make every effort to accommodate emergency situations. In that case, please call the Preschool office as soon as possible to make arrangements. Any child not picked up by 2:10pm will be brought to the office for pickup by the parent/guardian.

**Please provide notification in advance if your child is going home with someone else.** Please be certain your child's teacher and the director are made aware of the change. It is our policy to release children only to parents or persons designated, in writing, by the parents. A photo I.D. will be required for picking up a child from the Preschool.

### **COVID – 19 Hours**

Drop-off and Pick-up will be staggered depending on your child's classroom location within the school. Check your classroom specific schedule for your drop-off and pick-up times. This will be given to you at our annual Open House night. \*There is no penalization for arriving before or after your scheduled time. We fully understand the reality of getting around Austin in a timely manner. A staggered schedule is our attempt at keeping the hallways less crowded during high traffic times. If your class starts the day 10 minutes later, then you will be allowed to pick-up 10 minutes later.

### **School Closings/Inclement Weather**

We adhere to the announcements issued by the Austin Independent School District regarding bad weather and school closings. If you hear that AISD is closing schools, then Milwood Preschool will be closed. If AISD has a late start, Milwood Preschool will begin at 10:00 a.m. **We will not go outside if it is below 42 degrees Fahrenheit.**

### **COVID – 19 Closings**

In the case of a positive COVID – 19 case, the Texas State Health Department will be informed of the case and will decide the duration of our closure. If the Governor of Texas closes schools state wide at any time, we will likely close as well, even though we are not a public school or Daycare, we want to be mindful of the needs and safety of others.

### **Babies**

Children in this class are required to be 12 months old (1 year of age) by September 1st of that school year. This age group adheres to the same schedule all year long. Repetition is very important at this stage of development to foster not only learning, but security and trust with the teachers. This routine includes: centers (classroom free play), circle time, snack, outside play, lunch, and nap time. Finger foods should be provided at lunch time. Breastfeeding is allowed by any mother who wants to return before nap time to nurse. Formula that is provided by the parent will be given to any child before nap and taken away before falling asleep. Blankets, lovey's, pacifiers, and stuffed animals are allowed for nap time.

### **Two Year Old's and Younger**

Structure in this age group varies depending on the makeup of each class. However, each class adheres to a daily routine that includes outside play, academics, free play centers, clean up, lunch, music, physical education, art, story time, and rest time. Teachers use creative play and music experience to acquaint children with themselves and the world around them. Two learning activities per day are incorporated into class time: a Bible Story and an academic lesson.

### **Three, Four and Five Year Old's**

A preschooler at Milwood will have many opportunities for creative learning. Teachers will offer academics, story time, free play centers, outside play, science and math projects, art projects, music, games, physical education, and a lot of individual attention.

## Discipline

We strive to teach children responsibility for their actions in a positive, loving environment. This is achieved by allowing children to receive immediate redirection when behavior is not appropriate and by rewarding behavior that is appropriate. We hold to God's promise in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it."

If a student is disruptive, the parents may be contacted by the teacher or the director for a conference. At that time a plan will be formulated to include parental support. If a child continues to be disruptive or becomes detrimental to the students or the school's best interest, the school reserves the right to insist on the withdrawal of that child. In cases where withdrawal is required, the contract will be considered terminated and the balance due from the date of withdrawal forward will be cancelled. The forfeited place will be immediately filled from our waiting list of students. In the event a child is withdrawn by the parents, a two week notice must be given.

## Class Schedules

A daily schedule will differ slightly according to the ages and abilities in each group. Your child's teacher will hand out their class schedule at Open House/Meet the Teacher night.

Employee pay, school supplies, and church tithe (building use fee) are all part of tuition income. Milwood Preschool is operating on a month-to-month basis at this time as we are uncertain how or when this pandemic will shift. We appreciate you grace as we navigate this unprecedented season together.

## Tuition and Fees

A registration fee of \$100.00 per child is due upon enrollment. **This fee is non-refundable.** Checks should be payable to Milwood Baptist Church and should have the child's name on the memo line. Monthly tuition, \$250.00, is due on the first day of the month. If tuition is not paid by the 10th of the month, a \$10.00 late fee will be added to the current tuition. Tuition for siblings will be \$240.00 per child. You may also pay with cash, online bill pay, or ACH autodraft.

There will be a \$25.00 returned check fee and future payments should be made in cash or by money order at the director's discretion. Tuition will not be reduced due to illness, absence, or school holidays. The Preschool Office requests two weeks notice if a child is withdrawing from the program.

[We do not give a discount for payment made in full for the entire school year.](#)

## COVID-19 Tuition

Monthly tuition will still be required if a family is out for any period of time for sickness or travel.

Tuition will only be pro-rated if a student starts mid way through the month for the first time.

## Illness

**Your child must have a complete immunization record before beginning school.** Every effort is made to prevent the spread of disease. The following guidelines are set to protect your child and others from contagious illnesses.

**It is requested that children who demonstrate the following symptoms not be brought to school:**

- Temperature of 100.0 degrees or higher within the past 24 hours
- Sore or discharging eyes
- Discolored nasal discharge
- Upset stomach, vomiting, or diarrhea, within the past 24 hours
- Rash or skin irritations of unknown origin
- Untreated case of Lice (children may return to school if they have been properly treated once)

Should any of these symptoms appear during school hours, your child will be separated from other children and cared for until your arrival. It is important to reassure children who are ill. Please provide the telephone number of a friend or relative who will pick up your child should you be unavailable. Your child must be picked up within 30 minutes. **The staff may not administer medications, however, minor first aid or epi pens will be given as needed.**

In accordance with state regulations, the school must be notified when your child has a communicable disease such as mumps, measles, chicken pox, and foot and mouth, pink eye, or head lice. You will be notified should this occur in your child's classroom.

In the event of an outbreak,/sickness we will notify the other parents in your class via email or discreet conversation about the illness. (No names will be given out in reference to the illness) This will ensure that any child not vaccinated can be seen for treatment or prevention by their pediatrician.

If you choose not to vaccinate your child(ren) we will require a copy of the state issued waiver/affidavit.

***In order to return to school, your child must be fever, vomiting, or diarrhea free for 24 hours without medication.***

### **COVID-19 Illness**

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, self-quarantine from the onset of symptoms for 5 days. You may return if you have been fever-free without medications for 72 hours OR you have a negative test result/doctors note. (\*Source: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)