

Parent Handbook for:



Time with God Preschool & Parents Morning Out

A Ministry of Zion Hill Baptist Church

4100 Falcon Parkway
Flowery Branch, GA 30542
770-967-3221

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A Word of Welcome from Our Pastor

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.... And He took the children in His arms, put His hands on them and blessed them.”
Mark 10: 14 – 16

I want to take this opportunity to welcome you and your child to
Time with God, our **Preschool & Parent's Morning Out**.

The church at Zion Hill is very excited about this ministry opportunity and we wholeheartedly support the Mission and Vision of ***Time with God***. The above scripture paints for us a beautiful picture of Jesus playing with the children and blessing them. Jesus took time out of His schedule and He spent time giving those children His attention. He continues to do that today. Children have a special place in our hearts here at Zion Hill and this ministry is another way of saying how much we care about them. We are all God's children and He loves us and wants us to spend time with Him.

Time with God is a ministry for both the community and our members. It will provide a safe, nurturing and loving place for children while giving their parents a needed break. This ministry is committed to loving, caring and teaching God's little children. I see this program as a partnership with the church and the community. This partnership is an opportunity to get to know each other and to celebrate the love of Christ by loving these little blessings that He has given to us. Our teachers are dedicated to teach academic skills, social skills and values from God's Word. We believe that this will empower our students to further their education and prepare them to become the very best that they can be.

Also, if you are searching for a church home, I would like to personally invite you and your family to worship with us. Anytime that you might need my assistance, please call. The church at Zion Hill is committed to –

“Reaching Out to Others and Reaching Up to God.”

Again, on behalf of the church at Zion Hill, our Teachers / Staff and myself –
WELCOME to *Time with God*!

Sincerely,

H. Scott Wilson,
Pastor

Time with God Preschool & Parents Morning Out

Ministry Scripture

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. 'I tell you the truth, anyone who will not receive the kingdom of God like a child will never enter it.' And he took the children in His arms, put his hands on them, and blessed them." Mark 10:14-16

Mission Statement

- Provide an atmosphere of instruction and training according to the Word of God.
- Provide a loving, caring atmosphere so that each child will experience God's love.
- Provide group settings in which the child may develop a growing relationship with peers and adults.
- Provide emotional support fostering qualities within each child of security, stability, and love.
- Provide opportunities for participation in activities to stimulating body growth and development.

Vision Statement

Loving, Caring, and Teaching God's Little Children

The Time with God Preschool & Parents Morning Out admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Time with God

Preschool & Parents Morning Out

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Parents Policies and Procedures

Enrollment/Acceptance Policy

All students must have on file the following forms:

- 1 – Registration form for the current school year
- 2 – A current immunization certificate (form 3231)
- 3 – Liability release form
- 4 – Medical and Insurance Release form

We welcome all children to our program and believe that all children are special. However, in the event that we are unable to accommodate the needs of a special child, we will need to address what is best for the child and the other students. A parent meeting with the Pastor, Preschool Director and the student's teacher will be scheduled to review the situation and appropriate action.

Attendance

Whether or not your child is present every day or only part of the days for whatever reason, the teachers have planned for him/her. In order to retain your child's place in the program, you must pay each month, even if your child is sick or absent for any other reason. Please notify us if your child will be absent to help our teachers plan for the day. Sick days cannot be made up. You may call to leave messages regarding Time Out with God at 770-967-3221.

Emergency

Parents must leave an emergency telephone number where adult family members or friends and your pediatrician can be reached. A form including this information is to be completed when your child is first enrolled. Please keep this information updated. If you are not going to be at your primary phone, please notify your child's teacher and leave the new number when dropping off your child.

Fees/Tuition

Our program is designed to be non-profit and self-supporting. In order to offer a program for every child enrolled, parents must be responsible for paying each month in advance.

~ Please make you check payable to: **Zion Hill Baptist Church**, and indicate your child's name on the check.

~ **Tuition is due on the 1st of each month and is considered late if received after the 10th of the month.**

~ **Late charges: Late fee for after the 10th of the month = \$10.00**

~ Your first month tuition is due on the first day of school for your child.

Monthly Tuition fees:**

Ages: 2 – 4years old:

<u>Tuition</u>	<u>Registration</u>	<u>Days/Times</u>
150.00	75.00	Tuesday & Thursday
165.00	75.00	Tuesday, Wednesday, & Thursday
190.00	75.00	Monday, Tuesday, Wednesday, Thursday

*Registration fees are non-refundable. This fee is used to purchase teaching materials and curriculum.

** Tuition Fees are non-refundable. We will not refund tuition for partial months or days missed due to vacations, illness, ect. No exceptions.

What to Bring

Each child needs to bring:

- ~ His/her own book bag
- ~ A clean change of clothes (suitable for the season) and a plastic bag to put soiled/wet clothes in
- ~ Diapering supplies
- ~ Lunch each day

Please do not send anything glass

Because of time and the number of children, we are unable to
“warm” foods for lunch.

*Help us to keep everything in order by labeling all of your child's belongings.

*Please encourage your child to leave special toys, blankets, ect. at home. This always presents a sharing problem with this age group, and there is the possibility of the toy being broken.

These items can be brought to school on designated “Show and Tell” days.

Immunizations

We require all children be current with their immunizations. Form 3231 is required to be on file before the first day of school. Updated forms must be submitted when requested.

Health/Illness

Teachers will not be allowed to administer medicine during the school day. Please notify us on any communicable disease (measles, mumps, chicken pox, Scarlet Fever, Fifth disease ect.) so that we can alert other parents. Please keep your child home if he/she displays one or more of the following symptoms:

- ~ Fever or has had a fever during the past 24 hours
- ~ Vomiting/Diarrhea or has had symptoms during the past 24 hours
- ~ An acute cold or heavy nasal discharge
- ~ Constant and /or productive cough
- ~ Overall fussy or cranky behavior that is not normal for your child
- ~ Any unexplained rash or skin infection
- ~ Conjunctivitis and other eye infections such as "Pink Eye"

If at any time during the school day a child becomes ill or is showing signs of abnormal behavior, the parents will be contacted immediately. Parents will be expected to pick up child as soon as possible or make arrangements for child to be picked up by person who is listed as having permission to do so. ID will be required for anyone other than parent when picking up a child.

***See attached form for Flu and Cold prevention

Head Lice

Any Child who is found to have Head Lice will be sent home and must have a doctor's written approval on letter head to return to Preschool.

See attached form "**Outpatient I PFEN 035 / 04.12 / Head Lice**" for information on treating Head Lice.

Emergency

Parents must leave an emergency telephone number where adult family members or friends and your pediatrician can be reached. A form including this information is to be completed when your child is first enrolled. Please keep this information updated. If you are not going to be at your primary phone, please notify your child's teacher and leave the new number when dropping off your child.

Picking up Children

If your child needs to be picked up by someone other than you or the regularly authorized adult listed on the registration form, please inform the director or your child's teacher. The person picking up your child should be prepared to show a picture ID.

ALL CHILDREN must be picked up no later than 1:00pm each day. If you are late for pick-up the following charges will be incurred and will be paid upon pick-up:

First 15 minutes - \$5.00

Each additional 15 minute segment - \$10.00

Field Trips

On occasion classes will visit places of interest that are unit/theme related. Parents are asked to sign a permission slip for each trip. These permission slips are very important. YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN THE FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.

***We welcome and encourage parents to join us on our field trips.

Calendar

A copy of our school calendar is available. Please keep it where you can refer to it throughout the school year. We reserve the right to adjust the school calendar as needed throughout the year.

In the event of bad weather, snow, sleet, ect., please listen to the local radio and TV stations for Hall County cancellations. If Hall County Schools are closed for bad weather, we will be closed as well.

Behavior

We believe that all behavior is purposeful. As teachers and parents we should seek to understand why children behave the way they do. A child will demonstrate both appropriate and inappropriate behavior. It is our goal to acknowledge and encourage appropriate behavior; however, we will seek to correct inappropriate behavior by relying on biblical principles and examples.

If a child continually chooses inappropriate behavior, he/she may be separated from the group in order for a teacher or other staff member to help him/her form a plan of acceptable, responsible behavior. If a child repeatedly demonstrates behavior which has a high degree of intensity or cause's injury to other children, a parent will be called. The child will be removed from the room and supervised by a Time Out with God staff member until a parent arrives.

The staff will not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child and/or others.

Time with God Preschool & Parents Morning Out

Policy and Procedures Acknowledgement

I HAVE RECEIVED AND READ THE
Policy and Procedures for the Zion Hill Baptist Church
Time with God Preschool & Parents Morning Out
and will comply with all policies and procedures.

Printed Child's name

Printed Parent's name

Parents Signature

Date

THE FOLOWING FORMS ARE REQUIRED FOR ENROLLMENT:

Forms can be faxed to 770-967-3223 or emailed to timewithgodpreschool@gmail.com

☐ √ = Forms Required ☒ = Forms on file

☐ √ Registration Form

☐ √ Medical Insurance Form

☐ √ Copy if Insurance Card

☐ √ Liability Release Form

☐ √ Immunization Current Record

☐ √ Parent Hand Book Signature Page

☐ √ COVID-19 Policy and Procedure Signature Page