******

PARENT HANDBOOK 2023-24

***An established program, rooted in the gospel of Christ, where love is evident, friendships are fostered, and learning is fun.***

**“Children are a gift from the Lord”. Psalm 127:3**

**WELCOME!**

Northport Baptist Day School opened as a half-day preschool program in 1975 and has been serving families in the community ever since. The school offers a loving, Christian atmosphere that provides a quality curriculum that is both academic and creative. NBDS sees each child as a unique gift from God and our desire is for our children to see Jesus in us, each and every day. Our school is committed to helping each child know how truly special they are by helping to build their self-esteem. In addition to ensuring our children are loved well, we also provide creative activities to help children LOVE the process of learning. Children are given the opportunity for physical, mental, emotional, social, and spiritual growth here at NBDS.

We are blessed to have experienced and dedicated teachers. Our teachers provide the children with love and positive guidance to help them feel happy and secure. The retention rate of our teachers is something we are extremely proud of, as some of our teachers have been at NBDS for over thirty years.

The Parent Handbook has been prepared to acquaint you with our policies and procedures, and to help ensure your child experiences a successful year.

**Admission:**

Pre-registration begins in January for our existing students and their families, as our existing families have priority for available spots. Open registration is held in February, on a first come, first serve basis. Registration can occur at any time during the school year, provided a space is available in the child’s age group.

**Withdrawal:**

A two-week notice and signed withdrawal form are required if a parent wishes to withdraw a child from the program. You are responsible for payment/tuition for the two-week withdrawal term. If you withdraw in the middle of the month, we will provide you the prorated amount to pay. Thank you for your understanding.

If a child is unable to participate in group experiences due to disruptive, dangerous, or uncontrollable behavior, the school reserves the right to recommend withdrawal of the child from the program. This decision is left to the discretion of the Director.

**Enrollment:**

**Age:** A child must be two years old, on or before September 1st, to enroll in a **structured class (this includes our 2’s, 3’s and 4’s classes)**. A child must be walking and one year of age to attend the MMO program and no older than 23 months on September 1st.A child must be three months old to attend the babies/crawlers classes.Children **must** be potty-trained to be in the older 3’s and 4’s classes and must be in the process of potty-training to be enrolled in the young 3’s class. *If children are in the process of potty-training, they must wear pull-ups (with the side tabs) to school.*

**Registration**: Registration forms are required for each child. A child is not officially enrolled until a registration form is returned and fees are paid. The fees are non-refundable.

**Immunization:** Immunization forms are kept on file and are required to have an expiration date. (*These records can be obtained from your doctor or from The Health Department.)* All children must have proof of up-to-date vaccinations in order to attend NBDS.

**Emergency and Permission Forms:**

**These forms need to be completed at open house, or returned the first day of school.** This form provides us with all of your emergency contact information, in addition to the names of those whom you allow to pick up your child/children.

With a parent/guardian’s permission, we would like to post children participating in activities on our Northport Baptist Day School Facebook page. Permission to do so is included on the emergency and permission form we keep on file.

**Fees:**

**Registration Fee:** $120 a year for structured classes, $60 a year for MMO/One’s classes.

**Late Fee:** A $25.00 late fee is assessed for payments received after the 10th of the month.

**Hours/Calendar:**

* 8:30 a.m.-12:00 p.m.
* The Day School will be closed when the Tuscaloosa COUNTY Schools are closed due to inclement weather.
* If the County Schools have a delayed start, the Day School will be closed.
* If the County Schools have an early dismissal of 11:30am for elementary schools, 12:30 for high schools, for weather reasons, the Day School will close one hour early.
* The Day School will be closed on Good Friday.
* The Day School will follow the County School calendar as set at the beginning of the year. The only typical deviation from the County School calendar is our start date and end date, as we have a delayed start date each year. The first day of school for the 2022-23 school year is August 29th. There are some years that the Day School may be closed earlier than the County Schools for the Christmas holiday.

**Structured Programs:**

2-Day, 3-Day and 5-Day options are offered for all of our 2 and 3-year old classes. The 4’s classes only have a 5-day option (no 2-day or 3-day options).

* Structured Classes provide an exciting curriculum and activities designed to help prepare children for kindergarten.
* Eight Major Concerns in the Christian Education of Preschoolers are used in planning the Units of Studies. They include Bible, God, Jesus, nature, family, self, church, and others (ex: community helpers). The fundamentals of the Christian faith are weaved throughout the daily activities of your child’s day (ex: praying before snack time, singing songs about Jesus, saying Bible verses aloud).
* Creative methods are used to teach social studies, science, language, and math concepts. Bible, art, and music activities are also taught. Our classes balance teaching children structure, within the context of appropriate learning time (circle time, center play), but we also recognize that children learn the most through creative play.
* Teachers submit lesson plans to the Director monthly.
* Play time is provided daily on the playground, another classroom, or in the gym.
* Children participate in multiple “special” days such as Western Day, Community Helper Day, and Color Day. These “special” days are dress-up days and usually include a special activity or a special visitor.
* “Music Movement” is held at various times throughout the year and the activities include: singing/dancing, parachute activities, and parades.
* Snack time is provided daily and snacks are provided by the Day School.

**MMO Programs:**

Mom’s Morning Out (MMO)classes are for our Young 1’s and Older 1’s classes. The MMO classes are offered on Tuesday, Wednesday and Thursday. The 1-day program is offered on Wednesdays, the 2-day program is offered on Tuesday and Thursday and the 3-day program is offered on Tuesday, Wednesday and Thursday.

* MMO is offered for children who are **one year of age and walking, up to 23 months old** as of September 1st. The MMO program provides children with routine schedules which are focused on creative play.
* The 1-day program is $100.00 per month. The 2-day program is $180.00 per month. The 3-day program is $220.00.
* A $60.00 registration fee is charged for the Mom’s program.

New last year, is an MMO class for babies and crawlers. This class is offered on Tuesdays and Thursdays only. There is only a 2-day option for this class.

* These classes are offered for children who are **3 months old, up to 11 months old**, as of September 1st.
* This program is $180.00 per month.
* A $60.00 registration fee is charged for the Mom’s program.

**Tuition:**

* The Day School ministry is self-supporting and non-profit.
* Each child's name and classroom should be listed on your check.
* Tuition is due on the first day of each month and delinquent after the 10th day of that month. If you are delinquent for two consecutive months, your child may not return to school until one month’s tuition has been paid.
* A $25.00 late fee is assessed if tuition is paid after the 10th of the month, unless you have made other arrangements with the Director.
* You will be responsible for paying the amount the bank charges the school for any returned checks.
* All tuition must be current before a child can register for the next school year.
* Your check can be turned into the Day School office, mailed, or given to a staff member. If tuition is sent in a backpack, please text or email us to let us know to get it out.
* Fees and tuition are made payable to Northport Baptist Day School.

**Tuition (Structured programs)** Tuition is prorated for the month of August, however full tuition is paid for the months of September through May. We do not prorate any months, except for the month of August. MONTHLY tuition rates are listed below:

**2-day program --- $230.00**

**3-day program --- $250.00**

**5-day program --- $280.00**

**MMO 1-day program---$100.00**

**MMO 2-day program---$180.00**

**MMO 3-day program---$220.00**

**Teacher-Student Ratios**

**AGE GROUP TEACHER ASSISTANT**

* Four Years Olds 15--1 20--2
* Older Three Years Olds 13--1 18--­2
* Younger Three Year Olds 12--1 16--2
* Older Two Year Olds 14--2
* Younger Two Year Olds 12--2
* Older MMO Class 10--2
* Younger MMO Class 10--2
* Babies/Crawlers Class 8--2

***\*These ratios are the maximum number for each room. We strive to stay below these ratios in order to maintain smaller classroom environments. Most of the ratios for the 2023-24 school year are two under the maximum allowed.***

**Guidance and Discipline:**

* Praise and positive reinforcement of good behavior are consistently used with all children as a method to build the child’s self-esteem and encourage self-control. If a child is experiencing behavioral issues at school, the parent/guardian may be approached about beginning a behavioral chart (smiley/frowny face note), in order to encourage positive behavior.
* Children are expected to follow rules related to the general routine of the classroom. Discipline of children will be handled according to school policy.
1. Verbal redirection
2. Verbal warning
3. Time-out
4. Visit to director (reinforce school rules, time-out)
5. Conference with parents

***(If a child experiences multiple trips to the director’s office, and his/her behavior cannot be managed in the classroom, the parent/guardian will be called for an early pickup.)***

* Corporal punishment is **not** a part of our behavior intervention plan.
* If a child is unable to participate in group experiences due to disruptive, dangerous, or uncontrollable behavior, the school reserves the right to recommend withdrawal of the child from the program. This decision is left to the discretion of the Director.

**Arrival and Departure:**

**Arrival Time**

**We will ONLY be using the car line for drop off in the mornings.**

* Please enter the campus on 10th Street, drive around the back of the church and then pull in to the car line. We use the glass front doors under the porte-cochere/portico facing Main Avenue for arrival and departure. After your child has been received by their teacher, simply pull ahead and exit onto Main Avenue.
* Your child will be received at your car from 8:30 a.m. until 8:55 a.m. If your child arrives after 8:55, please ring the doorbell at the front doors (glass doors facing Main Avenue) and we will receive your child and take him or her to his or her classroom.
* **Please have your car sign visible at arrival and departure.** This will help speed up the process.
* Please DO NOT block driveway.
* Children are not allowed to open car doors as this is a safety concern.
* Circle time begins at 9:00 for each class so please have your children here before 8:55 if you wish for them to participate.
* One of your child’s teachers will get your child out of your car each morning. If there are questions or concerns that you have regarding your child, please let us know and we will schedule a parent/teacher conference. In order to keep the car line flowing properly, the staff cannot have lengthy conversations at arrival and departure.

**Departure Time**

**We will be using the car line AND the back door for pick up.**

* Departure time begins at 11:45am. If the weather is especially rainy/stormy at time of departure, we may begin the departure process at 11:35-11:40 to ensure a smooth, safe and timely process.
* Please be in line, or at the back doors, no later than 12:00pm.
* Using the car rider line, a staff member will bring your child to the car and will hold the child’s hand until you have secured your child. Parents must fasten children in their seat belts/car seats, as this is a liability issue for our staff to do so.
* You are given a car sign with your child’s name and room color code to be placed in the front window of your car. Please use this sign for indoor pickup as well.
* If you choose not to use the car rider line, you may bring your car sign with you to the back door, by the playground, walk up the indoor ramp, and a staff member will be there to call for your child. The child will come and meet you at the top of the ramp.
* Please do not come to the front main doors to pick up your child after 11:35. This creates a safety issue. You will instead need to use the back door or car rider line.
* No child will be allowed to leave school with anyone other than the people listed on the emergency form. The Director will need to be notified in the event of someone picking up that is not on the approved list/emergency contact form.
* If there are any legal issues surrounding a parent who is not allowed to pick up a child, legal documentation must be submitted to the Director.
* One of your child’s teachers will walk your child from the classroom to your car at departure. If there are questions or concerns that you have regarding your child, please let us know and we will schedule a parent/teacher conference. In order to keep the car line flowing properly, the staff cannot have lengthy conversations at arrival and departure, but we welcome scheduled parent/teacher conferences if you’re interested in discussing any concerns/issues.

**Parent Involvement:**

**Open House**

* Open House will be held on August 25th, 2023. Open House will allow the children to see their classrooms and meet their teachers prior to the first day of school. The Open House will be held the week of our teacher workshop, so the teachers may still be getting their rooms completely ready! ☺

**Activities**

* Our annual Christmas Program is a time we welcome family and friends to the school as our special way of wishing our families a Merry Christmas! All 2’s, 3’s and 4’s classes participate in our Christmas Program. The date for this event will be sent out early in the school year.
* The 4’s classes have a Pre-K graduation in May. The dates for this event are sent out in the Spring.
* The children will have days throughout the year in which we have a special snack and call them “party days”. IF you get a note home requesting an item be sent for the special snack/party, please send with your child at drop-off, as snack times sometimes change, and this will ensure all items are in the classroom at the time the snack is given.
* Special snacks are always welcome if you wish to send a little treat for your child’s class. Please do not send any products that contain nuts or peanut butter.
* If you wish to send a special snack (cupcakes, donuts, etc.) for your child’s birthday, please contact your teacher ahead of time to schedule. Donut holes and mini cupcakes are great ideas for little hands.
* No gum or hard candy is allowed at school or for parties, but can be sent home in backpacks.
* Due to the number of students with life-threatening allergies, no peanuts or peanut products should be sent to school.

**Monthly Newsletters**

* Monthly calendars are distributed before each month. They include the unit studies, Bible verses, and other scheduled events.

**Communication**

* In addition to monthly calendars, the Director will send announcements and reminders using the REMIND APP. Please add yourself to this year’s remind app class using the following link: <https://www.remind.com/join/nbds2>0
* The NBDS Facebook page is a wonderful way to see what your child is doing in school! Please join the Facebook page using the following link: <https://www.facebook.com/nbcdayschool/>
* Emails will be sent when necessary to send attachments, announcements, etc.

**Christmas Program**

* Our annual Christmas program, “The Best Present of all is JESUS”, is in December. This event is open to all parents, grandparents, friends, etc. All structured classes participate in the program (not the MMO classes).

**Teacher-Parent Conferences**

* Please feel free to call anytime to check on your child or to arrange a conference with your child’s teacher. We ask that you please be mindful of conversations at drop-off and pickup for safety reasons, as there is only one teacher in the classroom during drop-off and pick-up times.

**Health and Safety**

Staff members attend CPR classes every other year.

Sexual abuse awareness training, in collaboration with Northport Baptist Church, was implemented in 2019.

Security cameras are in place in each hallway and classroom of the day school building. A monitor is in the front office of the Day School. The cameras are for security purposes only, not for observation.

The fire safety routes are posted in each classroom.

Fire and tornado drills may be held to familiarize children and staff with procedures. If a tornado warning is in effect at departure time, children will be cared for until the warning is lifted. In the event of a tornado, the children will all be taken to the basement of the church (the choir room), located underneath the sanctuary of the church.

The Day School doors lock at 8:55am each day and remain locked until departure beginning at 11:45am. If you are arriving late or picking up early, please use the doorbell at the front of the Day School building. You can also call the Day School to notify us that you are there at 205-345-0103.

Staff and children will wash hands after restroom visits, and before snack time, or handling of food. Each class will be utilizing hand sanitizer throughout the day (for those who do centers, after each rotation).

Please see the “Illness” section for more information regarding our protocols to help ensure a healthy environment.

**Emergencies**

* In case of an emergency, a parent will be notified first. If a parent cannot be reached, the person indicated on the emergency contact form is notified. If no contact is available, we will take the necessary steps to ensure medical attention.
* Small injuries are reported to the director and to a parent/guardian.

**Illness**

* We accept well-children only and your cooperation is needed to help ensure that we provide a healthy environment for all.
* Children should be kept at home if symptoms of illness are observed, and should be free of fever and other sick symptoms for at least 24 hours before returning to school. The exception to this is a diagnosis of COVID-19. If your child tests positive for COVID-19, we ask that you follow the CDC’s protocols. We ask that any child/children with symptoms of the stomach bug (throwing up and/or diarrhea) be kept home until they are symptom free for at least 24 hours.
* If your child is diagnosed with lice, we ask that they do not return to school until they’ve been treated, and until no further evidence of lice have been found. It is recommended that treatment be repeated 7-10 days after the first treatment. Please consult with your child’s pediatrician/physician regarding proper treatment for lice.
* If symptoms of illness are observed at the Day School, the parent, or the person(s) indicated on the enrollment form, will be contacted.
* If a child becomes ill at school, we will do our best to remove the child from the classroom and care for them until a parent or guardian can pick them up. If you are notified of your child being ill at school, we ask that you pick up your child within 30 minutes of the initial call.
* If a child becomes ill at school, they cannot return to school the next school day, due to our 24-hour symptom-free/fever-free policy.
* If your child is diagnosed with the flu, we ask that you please keep your child home until they are fever free for at least 24 hours, with no fever reducing drugs.
* If your child suffers from any medical condition that could require immediate medical attention (seizure disorders, severe allergies, etc.), please notify the director and the teachers of your child upon the start of the school year, or at time of enrollment.
* No form of drugs will be administered except in a life threatening emergency situation. If your child has allergies that require medical treatment, contact the Director in order to complete the necessary paperwork. If your child has a life-threatening allergy, please complete an allergy form.
* The Day School will utilize the use of a thermometer when appropriate to determine if a fever is present. Based on pediatricians’ counsel, NBDS considers a fever 100.4, but will call you if it is over 99.

**Communicable Disease**

* If your child is exposed to a communicable disease, please notify the director or teacher. Information on possible exposure at school will be reported to parents via email.

A copy of this handbook is on the Northport Baptist web site: www.northportbaptist.org/day-school.

If you need an additional copy of the Parent Handbook, please send an email to the director and we will be happy to print you an additional copy.

abrooks@northportbaptist.org

