



Providence Preschool Parent Handbook 2025-2026

704-454-7041

www.providencekids.org

Providence Preschool is a ministry of Providence Baptist Church

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Providence Preschool Mission Statement

Providence Preschool encourages children to learn and grow through play with our hands-on academic curriculum, while building their relationships with God. We strive to develop a strong, faith-based foundation between our families, children, and staff. We are always committed to providing a Christian environment where children are our first priority.

Isaiah 54:13 “And all thy children shall be taught of the LORD; and great shall be the peace of thy children.”

Welcome

Welcome to Providence Preschool! If you are returning from last year, “Welcome Back.” If this will be your child’s first year with us, we would like to extend a big WELCOME! We are so excited to have your child in our preschool program. Providence Preschool is an outreach of Providence Baptist Church, offering a Christian Ministry to our community.

We believe that God created ALL children to learn and achieve great things in their own individual way, and in their own time. It is our goal to provide the opportunities for that learning to take place. We understand that the years your child spends in preschool are few and precious; therefore, we strive to nurture each child’s natural curiosity and excitement for learning. Our hands-on, play-based approach to learning is the best way for your child to grow confident in their abilities and retain what they have learned.

We are a Preschool that is known for our play-based approach to academics and our goal to teach our children about the love that God has for them. We achieve this goal by reading Bible stories daily, praying at lunch and other special times, participating in chapel, and, even more importantly, setting an example of God’s love.

I encourage you to take the time to read this handbook carefully and become familiar with our policies. I am always willing and ready to help you at any time; my door is always open for any questions that might arise during the school year.

A Special Invitation

The staff of Providence Preschool would like to invite all preschool parents and their children to visit with Providence Baptist Church for Sunday worship service, bible studies, fellowship, and worship events. Please check out their website at www.pbcharisburg.org for worship times and more information.

Thank you,

Mrs. Stephanie
Director- Providence Preschool
Email: director@providencekids.org

Registration and Tuition

Registration

Each December/ January, parents of current students will be able to enroll for the following year and are encouraged to register their child before classes open to the public. Children placed on the waitlist will be enrolled according to the date the request is made.

- Each child must complete the registration through Brightwheel. They also need to complete the registration packet (birth certificate, shot record, health form, emergency contact information, etc.) *Please make sure that all information remains current (phone, email, etc.)*
- A child is considered “enrolled” when all forms have been signed, returned, and the registration fee has been paid.
- Families with siblings will receive a 10% discount on the 2nd child’s monthly tuition. Families with 3 or more children enrolled will receive an additional discount on the 3rd child and beyond.
- All active church members of Providence Baptist Church will receive a 10% discount on monthly tuition. *(Please make sure the office is aware of your membership status so the discount can be applied.)*

. *****The Registration Fee is non-refundable and is due annually.*****

Financial Policies

Tuition is due on the **15th of the month** beginning in August, for the following month. Tuition is considered “late” if it is paid after the 20th of each month. Checks should be made payable to Providence Preschool and placed in the drop-off box located outside the office. A computer-generated receipt will be sent through Brightwheel. Please save these receipts, as they have our **Tax ID# (56-6075133)** and will serve as proof of payment for tax purposes. **We will not issue end-of-year statements.** The Preschool is a non-profit ministry. We depend on tuition to pay salaries and other expenses incurred. **Tuition payments can be paid with cash, check, or by ACH set up through Brightwheel.**

No financial allowances will be made for any type of absence. This includes days missed due to inclement weather, illness, or prolonged absences due to travel. If the preschool needs to shut down due to COVID-19 or a similar illness, there will be **no tuition reimbursements.**

- A \$25 late fee will be added to the current month's tuition if tuition is not paid by the 20th of the month. In order to maintain your child's spot in the classroom, the tuition and late fee, if applicable, must be paid in full BEFORE the beginning of the month.
- Postdated checks will not be accepted.
- A \$25.00 fee will be imposed for any returned checks. After the 2nd bounced check, all payments must be made in cash. All registration fees and tuition are non-refundable.

MONTHLY TUITION SCHEDULE

<u>Age</u>	<u>Days Per Week</u>	<u>Tuition</u>
1 -4	Monday-Friday	\$360.00/month
1-3	Monday/Wednesday/Friday	\$260.00/month
1-3	Tuesday/Thursday	\$210.00/month

We only offer a Monday–Friday schedule for our 4-year-olds.

Tuition Increases and Policy Changes

In order to maintain ideal standards and quality service, there may be periodic increases in tuition or changes in the school program. Parents will be notified at least 30 days in advance should such increases be necessary. Tuition Rates for the following school year are provided prior to Annual Registration.

Policies & Procedures

Arrivals

The doors of the Preschool will open at 9:00 a.m. If you arrive early, you will not be able to enter the building.



If your child is crying upon entering the classroom, it is in their best interest for you to leave quickly so that the teacher can help the child adjust to their day. If a child should continue to cry or be upset, we assure you that you will be contacted.



When you drop your child off, please drop off at the door. We try to keep foot traffic to a minimum in the classrooms for cleanliness and to aid in a smooth transition into the class for the students and teachers. Please do not try to have lengthy conversations with your child's teacher. As soon as the first child arrives in the classroom, the teacher's responsibility is to give their full attention to the children. Always feel free to set up a time to discuss any concerns or questions should the need arise.

All of our students can begin participating in our morning carpool when you feel they are ready. We will begin carpool the first full week of school. Please have your child remain in their seat until a staff member approaches the car to help your child out. **A map of the drop-off route and directions will be available in your teacher packet given at open house.** Morning carpool will end promptly at 9:15. If you drop your child off after 9:15, please reach out through Brightwheel so we will be looking for you. T

Departures & Late Pick up

All children will be picked up in their classrooms at the end of the day. Dismissal starts at 12:45 pm and ends at 1:00 pm. If a child is not picked up by 1:00 pm, they will wait in the office for their parent or guardian, and a late fee of \$25 will be incurred each time a child is picked up late.

Security & Safety

Doors to the preschool will be locked promptly at 9:15 a.m. Please ring the bell located on the left side of the door to have someone let you in.

Our first priority is the well-being of every child enrolled at Providence Preschool, so you will need to keep your emergency information up-to-date at all times. This can be done by you in the Personal Information area of your child's account on Brightwheel.

- Please update any changes in address, phone number, cell phone number, job change, etc.
- We will only release your child to the person(s) who are listed on your Brightwheel account.
- If you would like to add a person to your pick-up list, please do so in the app. This person will be asked to show proper identification.
- In case of an accident or emergency, the child's parents will be notified immediately so that arrangements can be made to take proper action for the emergency.
- If we are not able to contact the parents, we will contact the next person on the list, so please make sure the person listed is in town (not out of state).
- In the case of bruises or scrapes requiring a Band-Aid, etc., a report will be put in Brightwheel for the parents to see. This report will explain the incident and inform you of the care your child received. The Preschool cannot be held responsible for accidents incurred, but we assure you that we do our best to protect your child from injury of any kind.

Weather & Closings

Providence Preschool follows the Cabarrus County schedule pertaining to days off and weather-related closings. When Cabarrus County Schools are closed for teacher workdays, vacations, or weather conditions, we will follow the same schedule unless deemed otherwise by the Director of the Preschool. The preschool will also be closed on Cabarrus County Schools' ½ days that are for the whole district (not just High School).

- We will follow all 1 and 2-hour delays implemented by Cabarrus County. Any delay over 2 hours will result in the preschool being closed for the day.
- Please remember that monthly tuition WILL NOT be adjusted for days out for any reason.
- Days missed due to inclement weather conditions will not be made up by the Preschool.
- Please note the status of Cabarrus County schools in order to be up-to-date on the opening/closing of the preschool.

Lost & Found

We try to take care of the children's personal belongings. However, we cannot be responsible for damage to personal property or lost articles. Check in the Director's office and with your child's teacher if your child should have missing items.

School Pictures & Photographs

School pictures are taken twice a year by a professional photographer. You are under no obligation to purchase your child's pictures. If you choose to purchase the pictures, you will work directly with the photographer to make these arrangements. You will be notified in advance as to when pictures will be taken.

Teachers and staff at Providence Preschool often take pictures of activities and learning experiences the children take part in. These pictures will be posted on the teacher's private Facebook page. If you do not want your child photographed, please make the office aware, and remember to make a note stating this preference on your child's registration form.

Parent Communication

Teachers will send a message through Brightwheel to their parents at the beginning of each month, advising them of birthdays, classroom news, general interest items, etc. The office will also send reminders and updates via Brightwheel. Please make sure you have the Brightwheel app downloaded to receive timely information regarding your child at school. You can also message the office through Brightwheel as this is the primary tool we use to maintain open communication. On rare occasion there are times when an email is needed, if this is the case please send a message to director@providencekids.org, please also send a note in brightwheel letting us know of the email to ensure a prompt response

Leaving Our Program

Providence Preschool requires a written 30 day notice. If a parent fails to provide a 30 day notice, they will be held responsible for the upcoming month's tuition. Children leaving our program during the year, but wishing to return, will need to pay the monthly tuition in order to reserve their spot, regardless of whether they are present at school. This is also necessary to maintain current student priority for the upcoming school year.

In the Classroom

Curriculum

Throughout the day, children are involved in creative and imaginative play through exploring in block building, dramatic play, coloring, painting, utilizing different centers in the classroom, and outdoor play. This program includes readiness activities such as cutting, gluing, listening, organizing and following simple directions. Our curriculum is designed to promote school readiness through hands-on learning. We also offer special opportunities such as Mighty Kicks Soccer, music, and movement programs, throughout the year.

Several times during the school year, students have a chance to meet with special visitors in class, such as police officers, firefighters, and a dental hygienist. These visitors help the children learn about the various “helpers” in our community. Parents will receive advance notice of these visits.

As a Christian preschool, we will be using simple Bible stories and scripture through The Beginner's Bible Curriculum to teach your child basic Christian principles such as “You are a child of God” and “Jesus loves us!”

Parental Involvement

Parents are welcome at Providence Preschool at any time. Please feel free to volunteer for special events in your child's classroom. Contact your child's teacher if you would like to volunteer in their classroom.

Discipline

Part of preschool attendance is learning self-control. We believe that busy, interested children seldom have behavior problems. However, when it is necessary to exercise control, we use “time away” in the classrooms. “Time away” gives the child a chance to calm down and gives the teacher the opportunity to talk with the child about the problem.

We always emphasize that the child is loved and cared for at all times. As teachers, we believe it is important to model kindness and forgiveness, which we encourage the children to practice in their dealings with one another. In the event the behavior problem is an ongoing situation, we will talk with the parent to try to find a way to help the child develop self-control.

Biting Policy

When a child has bitten a classmate or has been bitten, an incident report will go home to both parents. If biting continues to be a regular occurrence, the parents will be contacted and a meeting will be set up in order to discuss how to best handle the child's behavior.

Potty Training

We encourage potty training beginning in the 2-year-old classes. Potty training can only be successfully accomplished if the teacher and the parents work together. Potty training is a part of your child's physical development and can only begin when a child shows definite signs of interest and can communicate with the teacher. We praise success in the potty training experience and do not use any punishment for failure.

Pull-ups must be provided by the parent/guardian during this transition period; **no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control.** Of course, if your child regresses after this 2-week period, we will assess the next step. Please be sure to send plenty of extra clothing during this phase of your child's development. If the parent decides to switch from pull-ups or diapers, PLEASE notify the child's teacher before sending them to school in underwear.

Our 3 and 4-year-olds must be potty trained before entering the classroom and must not be dependent on pull-ups at school. A child is considered "potty-trained" when they are independent in the bathroom and able to wipe themselves without assistance. If you are concerned about your child's ability to perform this duty, please work with them at home. Our 3 and 4-year-old classrooms are not equipped to change diapers/pull-ups. If your child has more than 3 accidents in a week, the parent(s) and Director will meet to discuss further options and the best course of action to ensure the child's continued growth and success at preschool.

If there is a medical situation that has caused a disruption in the potty-training process and needs to be discussed, please reach out to the director, and we will work with you in this scenario.

Clothing & Labeling Belongings

It is best that your child wear clothes that are comfortable and easy to manage at bathroom times. We also ask that children not wear outfits that can cause distractions like costumes, distracting jewelry, clothing that makes sounds, and any clothing that would be considered offensive during normal school days. We will have special days when PJ's, costumes and dress up are appropriate. We have a variety of activities that involve movement and messy materials (paint, sand, play-dough, etc.) so it is a good idea to be prepared for spills when planning clothing choices! Keep in mind that elastic waists can be handled easily by your child; however, belts, buttons, and snaps can be difficult for children to deal with at potty time.

Please leave an extra set of clothing in your child's bag at all times. This includes socks, pants, shirts, underwear, and shoes if possible. Please remember that even four-year-olds can have accidents! Remember, as the seasons change you will need to switch out the clothing you have for your child.

Hats and mittens are suggested for winter months. We go out every day that the weather permits, and every child should be dressed suitably for outside play. Remember, our playgrounds are covered with mulch, which makes wearing sandals or flip-flops a hazard. Please allow your child to wear closed-toe athletic shoes to prevent any injuries.

All items that your child brings to school should be labeled with their names. This includes coats, mittens, bags, lunchboxes, etc. This is very important as most young children may not recognize their belongings. It is a good idea to place all your children's items (extra clothing) in a "Ziploc" type bag, labeled with your child's name.

Lunches

Please make sure your child has eaten breakfast prior to the start of their day. ***Please check with your child's teacher to see what, if any, food allergies are in your child's classroom.*** This may make a difference as to what foods are allowed in the classroom. If your child has any type of food allergy, please notify your child's teacher and fill out the appropriate paperwork for the office. We encourage you to pack a nutritious lunch for your child. Excessive sweets and candies are discouraged. Please make sure all food is cut up and ready to serve. Please make sure to send a water bottle with your child every day, they are often very thirsty after playing outside.

Outdoor/ Playground Time

All children will go outside every day for at least 30 minutes, weather permitting. Children should be dressed appropriately each day according to the weather. If the feels like temperature is 32F or below, the children will not go outside.

Changes in routine

Please send us a message when your child will not be attending school. If there is a serious change in routine at home (ex: illness, death, divorce, moving, etc.), please let us know so we can help your child adjust at school. When you need to talk with your child's teacher, please send a message or ask for a phone call so we can arrange a time for your child's teacher to be able to reach out and give you their full attention. Any time you would like to have a conference with your child's teacher, please give us a call and we will arrange a time for you as soon as possible.

Toys from home

Please remember that our policy is **that no toys, lip gloss, makeup, stuffed animals, etc., should be brought to school**, unless on an assigned show & tell day. It is difficult for a young child to share his or her favorite toys with others in the classroom, which often leads to problems. Please remember that the teacher cannot keep track of small toys, cars, trucks, etc. that have been brought to school.

Birthdays

Your child may celebrate their birthday at school. Your child's teacher will be glad to offer suggestions for celebrations. Just let the teacher know in advance what you would like to do. If you choose to have a party outside of school and want to invite children from the class, we can hand out invitations at school ONLY if you invite the entire class.

Exceptional Child

We understand that all children reach developmental milestones at various times in their lives. As preschool staff and teachers, we will help parents with documenting behaviors and academic skills for providers. We will support families as we all seek the best resources to help each child grow and thrive. We know the importance of early intervention and will assist in this area where possible. Observations gathered in conjunction with support from specialists and physicians will be used to guide our plan to support children and their families as they continue to reach new milestones.

A Healthy Child

Sick Policy

It is our goal to keep all children in good health while in our school; therefore, we ask that you keep sick children at home. If your child develops a fever, diarrhea, vomiting, or any other signs of illness during the day, we will call you to pick up your child immediately. Your child will need to be picked up within 30 minutes. **A child may not attend school** if he/she has any of the following symptoms:

- A fever, vomiting or diarrhea within the last 36 hours
- An unexplained rash
- Unexplained sore throat or ear pain
- Pink eye
- Head lice
- Any other communicable/contagious illness
- Covid 19

Please notify the office if your child has a communicable illness or infestation, such as COVID-19, chicken pox, pink eye, pinworms, ringworm, strep throat, hand ,foot & mouth, mites, head lice, etc., so we can exercise additional control methods and notify other parents as needed. Please know your child's identification is always protected.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within 30 minutes. If the parent(s) cannot be reached or have not arrived within 30 minutes, the emergency contact person will be called to pick up the child.

In the case of certain illnesses, a doctor's release may be required before a child may return. Please read carefully the guidelines below for specific illnesses. Carefully consider the well-being of your child, other children in the classroom, and teachers when deciding how soon after an illness your child should return to school. Please familiarize yourself with the sick policies below for specific expectations and precautions.

****Please note if one or more cases of a contagious illness such as chicken pox, pink eye, pinworms, ringworm, strep throat, hand, foot & mouth, mites, head lice, etc. are found in the preschool, we will assume all children have been exposed and treat any resulting symptoms accordingly.****

Fever/ Vomiting/ Diarrhea

Your child must go 36 hours without a fever, vomiting, or diarrhea (without the aid of any medication) before returning to school. At school, a fever is considered 100°F or higher. A child will be sent home for diarrhea that occurs two or more times during the school day. If a child vomits during the school day, preschool staff will assess the situation and take into account any environmental factors that may have contributed to the incident. If other symptoms are present, such as lethargy, fever, etc., the child will be sent home. Parents will be notified if their child has had a fever, vomiting, or diarrhea during the school day.

Lice/ Nits

If a child is found to have lice at school, parents will be notified. A child must remain home for at least two days and be treated with a medicated shampoo. All nits must be removed before returning to school. It is recommended that the treatment be repeated seven days later to kill any new nits or newly hatched lice. For more information about Lice/Nits, please visit <http://www.cdc.gov/parasites/lice/head/index.html>

Ringworm/ Tinea

This fungus is contagious and easily spread. It is recommended that the child see a doctor for medication. After 24 hours of application of the medication, the child may return. However, **the area must be kept covered** while at school with a waterproof bandage large enough to cover the area. Please send additional bandages with your child. If ringworm is not cleared up within 2 weeks, a doctor's note will be required for the child to return to school.

For more information about ringworm, please visit <http://www.cdc.gov/fungal/diseases/ringworm/index.html>

Conjunctivitis/ Pink Eye

Your child will be sent home if either eye is red, irritated, itchy, draining liquid, or if eyelids/eyelashes appear to be crusty. If red, irritated, itchy eyes are not the result of pinkeye, the child is free to return to school once symptoms have cleared.

A child diagnosed with pink eye can return to school when:

- They have been treated with medication for 24 hours and are accompanied by a doctor's note stating they are no longer contagious, **OR**
- They have been treated with medication for 48 hours, and there are no longer any visible signs of pinkeye.

For more information about pinkeye, please visit <http://www.cdc.gov/conjunctivitis/about/index.html>

Fifth Disease and Hand, Foot & Mouth

Hand, foot, and mouth disease is a common viral illness that usually affects infants and children younger than 5 years old. However, it can sometimes occur in adults. It usually starts with a fever, reduced appetite, sore throat, and a feeling of being unwell (malaise). Painful sores can develop in the mouth (herpangina), a skin rash with red spots, and sometimes with blisters, may also develop over one or two days on the palms of the hands and soles of the feet; it may also appear on the knees, elbows, buttocks, or genital area. Not everyone will get all of these symptoms. Some people, especially adults, may show no symptoms at all, but they can still pass the virus to others. Your child will be sent home if any of these symptoms are present.

If you have any questions concerning whether your child is ready to return to school, please contact the school office. For more information about Fifth Disease, please visit <http://www.cdc.gov/hand-foot-mouth/about/index.html>

Covid-19

If your child is diagnosed with COVID-19 we will follow current CDC regulations regarding when they can return to school. They must also meet our other well-child requirements regarding fever and general wellness.

Medications

We request that medications be administered before preschool hours. If a medicine needs to be administered at school, a note describing the medication, its causes for administration, and dosing needs to be on file with the director. If medication needs to be administered on a short-term basis, please discuss this with the director.

Allergies

It is our policy to have a nut-free classroom when a child with a severe nut allergy is present in that class. After lunch, **all** children will be required to clean their hands and faces. All tables will be wiped down and disinfected by the teacher before the children return to playing.

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The following are suggestions for all parties involved in order to ensure we work together to create the safest environment possible for all our children.

Family's Responsibility

- Notify the school of the child's allergies
- Work with the school team to develop a plan that accommodates the child's needs
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide
- Provide properly labeled medications and replace medications after use or upon expiration
- Educate the child in the self-management of their food allergy (**where age appropriate**), including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
- Provide emergency contact information

School's Responsibility

- Review the health records submitted by parents and physicians
- Assure that all staff who interact with the student regularly understand the food allergy, can recognize symptoms, know what to do in an emergency, and work to eliminate the use of food allergens in the allergic student's educational tools, arts and crafts projects, or incentives
- Communicate with all parents in all "Peanut Free" Classrooms about our policy and send reminders if necessary
- Be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Discuss appropriate management of food allergy with the family

PARENT HANDBOOK AGREEMENT (2025-26)

Providence Preschool provides the parent handbook as a guide for our preschool families. It contains general information about our school, and it is critical that parents/guardians read and become familiar with the expectations and procedures stated within the handbook. A parent's/guardian's failure to be knowledgeable of the material will not serve as a reason/excuse for violations of these policies.

Preschool guidelines may be changed or developed during the school year. You will be notified of any additions or modifications.

***** To be signed digitally *****

I _____ parent of _____
(Parents'
First and Last Name)

(Child's First Name)

have read and understand the Providence Preschool Parent Handbook, and agree to abide by the guidelines and policies stated within.

***** To be signed digitally *****

Parent Signature

Date

Updated 7/2025