



The Treehouse Preschool



Parent Handbook

Licensed by Missouri Department of
Health and Education



Abundant Life Baptist Church

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Lee's Summit, MO 64081

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The Treehouse Preschool

Parent Handbook

The TREEHOUSE Preschool welcomes all children.
We do not discriminate on the basis of sex, race, color, nationality, or ethnic origin.



WELCOME!

This handbook is provided as an introduction to the policies and procedures of our preschool.



Our Mission Statement

Our mission is to assist in the spiritual, academic, and social development of preschool children.

Our Belief Statement

We believe that children are important to God and therefore should be treated with tender loving care.

We believe that parents are the primary teachers of their children and our commitment is to support parents in this role.



Our Statement of Faith

The Treehouse Preschool is a ministry of Abundant Life Baptist Church.
Any teachings will follow the beliefs of the church.

For a copy of the statement of faith, please visit our website at www.abundantlifebaptist.com or request a copy from the Preschool Coordinator.



Our Objectives

- To provide a Christian environment where each child is encouraged to love God, others, and themselves
- To provide guidance in the development of positive peer and adult relationships
- To provide activities that stimulate the intellectual, spiritual, emotional, and physical growth of each child
- To provide a variety of outlets for creative expression that encourage each child's artistic development



Parents of the Treehouse Preschool students are given the opportunity on enrollment forms to allow for the release of their phone number and addresses to other parents. Individual requests for information will be at the discretion of the Preschool Coordinator provided it follows the stated policy.

SNACKS

Children will be assigned to bring snacks on a rotating schedule. All snacks must arrive at the Treehouse in their original, unopened containers. Homemade treats, cakes or cupcakes, may only be provided for Birthdays, and special events. We are not allowed to offer any homemade items with a cream center, per the Missouri Department of Health. We will provide a list of suggested healthy snack items. Drinks can also be provided on a child's assigned snack day, although these are optional. Drinks must also be in unopened containers. Carbonated drinks are not allowed.

TUITION

Tuition is \$95.00 per month. This is a flat rate, no matter the amount of class sessions in a month. The non-refundable enrollment fee is \$40.00 per student for Abundant Life Baptist Church members, and \$50.00 per student for non-ALBC members. Snow days and other school day cancellations due to emergency situations will not be made up, and no financial reimbursements will be given. If your child is not in attendance due to illness, vacation, or school cancellation due to emergency conditions, tuition remains the same.

Tuition is due on the 1st school day of each month and is considered past due on the 6th of the month. Fees received in the office after the 6th, will be assessed a late fee of \$25.00, unless previous arrangements have been made with the Coordinator. If the tuition is not received by the 20th of the month and special arrangements have not been made with the Coordinator, then the Preschool reserves the right to expel a student based on non-payment.

You will receive a receipt for payments. Please record your child's name and TREEHOUSE PRESCHOOL in the memo section of your check or money order. Please make all checks and money orders payable to "Abundant Life Baptist Church". Tuition can be placed in the drop box at the preschool entrance.

WEB SITE

If you would like to view additional information about the preschool and our staff, please visit our web site at www.albckids.com.

We ask each parent for permission to include their child's picture on any of the preschool's promotional information, or on the website. If you are opposed, then please be sure to complete that section in your enrollment packet.



IMMUNIZATIONS

All children requesting admittance to the Tree House Preschool will be required to present proof of current immunizations. Proof of immunizations or an exemption (signed by physician) must be on file in our office before the child will be allowed to attend school.

When an outbreak of a disease occurs for which a child has been classified as exempt from immunization, that student will be excused from school either for the duration of incubation for that disease or until immunization is given.

The Missouri Department of Health requires that each child enrolled at the Treehouse have a physical assessment signed by a physician before attending.

MEDICATION AND MEDICAL INFORMATION

The preschool staff will NOT administer medication such as antibiotics, cough syrups, or other over-the-counter or prescription medicines the child is taking due to an illness. Emergency or maintenance medication can be kept in the preschool office and administered at the Preschool Coordinator's discretion if a waiver is signed by the parent. Any medication brought into the building must be checked into the Treehouse Preschool office by the Coordinator. It is the responsibility of the parent to notify the Preschool Coordinator of any changes in his or her child's health, medical conditions, or allergies.

PARENT-TEACHER COMMUNICATION

- Parent-Teacher conferences will be scheduled on the first class session in November. Classes will be cancelled that day in order to accommodate appointments.
- Weekly reports will be sent home on the last school day of the week with an overview of the activities from the past week.
- The preschool staff may utilize e-mail to communicate with class parents.
- Our web site www.albckids.com may also be used at the staff's discretion as a means to communicate with parents about special events, and calendar updates.

POTTY TRAINING POLICY

All students must be fully potty trained. Students are not allowed to wear pull ups or plastic pants to school. We are understanding to the fact that young children may have an accident on occasion. The Preschool Coordinator reserves the right to immediately withdraw a child if they are not fully potty trained.

PRIVACY OF INFORMATION POLICY

It is the policy of the Treehouse Preschool that all personal and/or private information about our families and students remain confidential. The information is the property of the Treehouse Preschool and Abundant Life Baptist Church. It will be used only for the business of the Treehouse Preschool and/or to comply with regulatory agencies.

BATHROOM PROCEDURES

Students are encouraged to take care of their own bathroom needs. Child-sized bathrooms are located in each classroom. Teachers will only assist students if necessary. A change of clothing will be provided in the event of an accident.

BIRTHDAY CELEBRATION

Children may bring special birthday treats to celebrate their special days. Homemade treats may be brought in for Birthday celebrations only, except for cream filled snacks. The snack schedule will be made with these dates in mind. We recommend donating a book or a children's music CD to the child's room in lieu of party bags.

CALENDAR

We follow the Lee's Summit School District's calendar. When the Lee's Summit School District closes for holidays, teacher meetings, or bad weather, we will also close. Should Lee's Summit schools close for any other circumstance, please contact the preschool office for more information. The Treehouse Preschool does NOT observe early release days and will have regularly scheduled classes on those days.

CURRICULUM

Our curriculum is designed around a central monthly theme. These themes are communicated through a variety of FUN "hands on" learning experiences.

The Christian Experience	Focus on CHRIST, GOD, church, and the Bible; using Bible stories, prayer time, and value based activities
The Arts & Crafts Experience	Painting, cutting, gluing, collages, chalk play, coloring, painting, using a variety of materials and textures
The Science Experience	Discovering God's world around us through observing his creatures and nature
Physical Activities	Cutting edge TREEHOUSE indoor playland, jumping, hopping, walking, and ball play
Musical Experiences	Singing with our music instructor, listening to rhythms, instrument play, musical games.
Dramatic Experiences	Dramatic role playing, puppetry, individual pretend play, dress up
Reading & Number Experiences	Alphabet, shapes, number recognition, opposites, counting, and sorting
The Computer Experience	Introduction to computers in our COOL Computer Lab, with age appropriate computer programs
Language Development	Story telling, fantastic book variety, poetry, Introduction to Spanish with an instructor

DISCIPLINE

Although consequences and correction are necessary, a child will only be corrected in a way to protect their self-esteem and to help nurture them in a growing knowledge of God's love and forgiveness. Physical punishment will not be used. If a child is a danger to his or herself or to others, his or her enrollment may be terminated at the discretion of the Preschool Coordinator.

DISENROLLMENT

Please notify the Coordinator at least two weeks prior to withdrawing your child from the program. The Preschool Coordinator reserves the right to immediately withdraw a child if they are not fully potty trained.

DRESS

Students are encouraged to wear comfortable clothing that can be easily managed for bathroom needs. Students will have play time and art each day so clothing and shoes should accommodate such activities. Shorts or tights should be worn under dresses. Since the students will play outdoors daily, except in extreme weather conditions, warm outer clothing is required. Please label all items including hats, boots, mittens, and gloves.

DROP OFF AND PICK UP PROCEDURES

The building opens 10 minutes before class time begins. Classroom doors will remain closed until 9am for the morning session or 12:30pm for the afternoon session. Since our teachers need this time to prepare for class, please do not attempt to drop off your child early. A parent or guardian must escort the child to his or her classroom door and make contact with the teacher.

Children are not permitted on the playland before or after class. This equipment may be used only during scheduled program times.

Parents will receive 2 computerized scan cards in the mail before school begins. These cards are needed daily to check in your child at one of our computer stations. The scan card must also be shown in order to pick up the child. In the event that someone else will pick up your child, they MUST either have a scan card, or they must be listed as an authorized person to pick up your child. In which case, we will then also request photo identification. Parents attempting to pick up their child without a scan card will also be asked to see the Preschool Coordinator with photo identification for approval.

Children should be picked up promptly at the end of their class time. A fee of \$1 per minute will be charged for late pick ups, up to 10 minutes. After 10 minutes, the late fee is charged at the discretion of the coordinator.

EMERGENCIES

Accidents and Injuries: If a child sustains a minor injury (i.e. scrape, cut, bite) at school, the parent will be notified via an incident report form. The parent will be asked to sign this form indicating that he/she has been notified of the incident at the time of pick up. A copy of the form will be included in the student's school record.

If the injury is of a more serious nature, the parent will receive a telephone call from the school at the time the incident occurs and a joint course of action will be decided upon. It is each parent's responsibility to keep a current emergency name and number on file with the preschool office.

Fire and Tornado: Emergency exit routes are posted in each classroom. Fire and tornado drills will be scheduled periodically throughout the year. Parents will be notified in advance.

Intruder or other danger: In the event it is deemed necessary by local law officials, we will implement an immediate lock down procedure to include the following:

- The exterior doors of the building will be locked.
- Blinds in the preschool classrooms will be closed.
- Any parent or guardian entering the building will be identified at the door to the building by the preschool staff instead of at the classroom.
- In the event that further safety precautions are needed, the children will be moved to the center of the first floor away from windows and outer doors.

HEALTH POLICIES

For the protection of your child and the other children, please do not bring a child in who appears to be ill. A child should not attend when any of the following conditions exist:

- Fever of 100 degrees or higher within the previous 24 hours
- Vomiting or diarrhea
- Significant, persistent nasal drainage which is green or yellow in color
- Any symptom of a childhood disease such as measles, mumps, chicken pox, etc.
- Bleeding or uncovered cut or wound
- Any unexplained rash
- Any skin infection
- Pink eye or any other eye infection
- Other symptoms at the discretion of the Coordinator

HOLIDAY CELEBRATION

We will celebrate the following holidays: Thanksgiving, Christmas, Valentine's Day, and Easter. We will have special sign ups for treats on these occasions.

