

Welcome to



IBC GO Center
Preschool

Parent Handbook
2021-2022 School Year



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Welcome Preschool Parents!

Thank you for choosing IBC GO Center Preschool for your child. We understand how important this decision is, and are grateful that you have entrusted us with your most valuable treasure. Our entire staff is committed to promoting your child's physical, intellectual, emotional, social, and spiritual development in a Christ-centered environment. Each child is guided in academic and social-emotional growth through age-appropriate activities.

This Parent Handbook was written with you in mind. Please read it and become familiar with all of the sections. If you have any questions, please feel free to call/text or email the Preschool Director, LeAnne Lynch at **479-644-3419** or preschool@ibcgocenter.com.

****IBC GO Center Preschool is fully licensed through the Arkansas Department of Human Services Division of Early Care and Education Child Care Licensing Unit.*

Checklist

Are you ready for the first day of school?

- ◻ **Labeled** Backpack large enough to hold naptime bedding (*small, light-weight blanket and crib sheet*)
- ◻ Extra Complete Change of season appropriate Clothes (*including extra underwear and shoes*)
- ◻ **Labeled** lunch box
- ◻ **Labeled** closed-top water bottle



PHILOSOPHY

Statement of Faith – At IBC GO Center Preschool, we believe that the Bible is the inspired Word of God, that Jesus Christ is the Son of God and that we are saved by God's grace through faith in Jesus Christ. (Our church's full doctrinal statement is on our website at www.ibcgocenter.com)

Vision Statement - We will assist families in producing children who are prepared to excel in Kindergarten spiritually, academically, socially, and emotionally.

Mission Statement - Our School will use the best leadership, staff, teaching methods, schedule, and curriculum to impart to each child the character of Christ and the educational and spiritual tools needed for that child to succeed in Kindergarten and beyond.

Philosophy Statement - At IBC GO Center Preschool, it is our belief that early childhood is a critical time in the development of a child's foundational perceptions of themselves, of others, and of our Lord. We have developed a program designed to meet the needs of young children spiritually, socially and intellectually in a Christian environment.

*"Train up a child in the way he should go; even when he is old he will not depart from it."
Proverbs 22:6*

PHILOSOPHY

Each child is recognized as a unique individual created by God with his or her own developmental timetable. Thus, we accept each child as an individual, allowing for differences in skills and interests while encouraging well-rounded development in every facet of the child's life.

The primary source of learning for young children is through play, during which they have opportunities to explore and organize the environment around them. This allows children to better understand themselves and their world.

Our curriculum is designed to provide hands-on experience in a variety of subject areas, since children learn most effectively through concrete materials and activities. Learning is an interactive process, therefore, we have prepared an environment in which children may learn through active exploration, interaction with adults and other children, as well as with engaging materials.



Contact Information

IBC GO Center Preschool

Address: 2555 S. 26th St. Rogers, AR 72756

Email: preschool@ibcgocenter.com

Preschool Phone: 479-644-3419



Please make sure you have downloaded the FREE app **REMIND**. Your teacher will provide your classroom Remind Code at the beginning of the school year. This will be a space to receive class announcements and send personal, private messages to your child's teacher.

Each parent will also receive an invite on Facebook to join our 2021-2022 IBC Preschool Parent Group. This group allows us to share all of our classroom photos so that you can see what activities your child participates in at preschool!



CURRICULUM

The IBC GO Center Preschool curriculum meets and exceeds all state standards and provides a strong foundation for a child's early years. Children learn through play, interaction, and instruction, which inspires a love for learning that will last a lifetime.

We encourage learning by providing an environment that promotes higher order thinking skills and creativity through hands-on science inquiry and preschool **STEAM** (*science, technology, engineering, art, & math*) challenges.



EXPLORE

Create an environment that encourages students to use their senses to explore, be curious and ask questions.

EXCITE

Spark student engagement by incorporating your students' interests and connecting to their prior knowledge.

EXTEND

Introduce challenges, investigations and inquiries that extend student learning and curiosity!

EVALUATE

Make time to reflect and share what you have learned.

Use your student observations to plan your next STEAM Experience.



CURRICULUM

Our preschool classes use the **Footsteps for Fours**

Curriculum. Footsteps for Fours provides active, hands-on learning and includes daily math, phonics,

and pre-reading lessons. The curriculum also includes age-appropriate music, science, language arts, social studies, and handwriting segments that actively engage students.



Handwriting without Tears is utilized for our writing curriculum.

This curriculum uses fun, engaging, and developmentally appropriate instructional methods to enable children to master

handwriting. The earlier we teach children to master handwriting, the more likely they are to succeed in school, and write with speed and ease in all subjects.



**There will be an informal/play based assessment at the end of each unit to be used as a checkpoint to monitor student growth.*

SCHOOL HOURS

IBC GO Center Preschool opens our doors at 7:30am for parents who are part of our extended hours schedule.

Preschool children should arrive by 8am to begin classroom activities. You may begin dropping off at **7:45am with no extra charge.**

Standard Preschool classes end at 3:30pm and **pick up is from 3:30-4pm.**

For our extended hours students, pick up will be from 3:30-5:30.

If your child is staying during extended hours between 3:30-5:30pm teachers will be available for late afternoon activities until parents arrive. (Activities might include: outside/inside gross motor play, learning games, and crafts.)

**Use of the extended hours must be previously approved by the Director*

***Please give our office a courtesy call or send a REMIND message, if you know you are going to be excessively late or absent for the day.*



Drop-Off & Pick Up

Drop Off:

Standard hours drop off is from 7:45-8am. Extended drop off is from 7:30-8:am. Per DHS COVID procedures, we are limiting the number of individuals in the building. At drop-off a staff member will greet you at the Preschool doors. We will take the student's temperature, and ask a mandated COVID questionnaire. After which we will escort the student into their classroom so that they can begin their day!

Pick Up:

Standard hours pick up begins at 3:30pm and ends at 4:00pm. Extended pick up hours are from 3:30pm-5:30pm. Please be prompt for pick up. You will again be greeted by a staff member at the Preschool doors, and temperature of the student will be taken. Your child's items will be gathered, and they will be brought to the door. Please be aware that backpacks, nap items, and lunch items will be sent home each day.

Because your child's safety is of the utmost importance to us, only adults listed on your child's authorized pick-up list may pick up your child. IBC GO Center Preschool must have written consent for any changes to your child's pick up list. Parents may call or email for immediate changes. All authorized individuals, including parents, should be prepared to show picture ID.

Any changes with whom your child normally goes home with need to be communicated in advance to the classroom teacher and preschool director!



LUNCH PROCEDURES

Students will need to bring a packed lunch from home each day.

We request that meals do not require a microwave or refrigerator. We do not have access to a microwave or fridge in our classroom.

A child size thermos is a great option for foods that need to be warm for lunch, and an ice pack is great to keep food cool.

Please keep in mind that a meal should be well-balanced with a choice of a protein, grain, fruit, and vegetable if desired. Teachers will ensure that water is available. If a treat or dessert is packed, then it will be given at the end of lunch to encourage students to consume nutritious food first.



Nap PROCEDURES

After lunch, a nap time period is provided for all children. To protect your child's health, a clean cot marked with your child's name is provided. We ask that you provide a labeled fitted crib sheet and blanket from home.

We will be following the CDC recommendations of keeping nap cots 6 feet apart from each other.

Nap/Rest time will be approximately an hour and a half long. Lights will be turned out and night lights will be used to see children. We will encourage your child to sleep or rest quietly in order to not disturb others. However, if your child does not nap, teachers will provide books or quiet activities to look at.



SNACK

IBC GO Center Preschool will not provide snacks at this time. Please plan to send in a nutritious snack for AM and PM snack times.

Morning snack is at 9:00am and afternoon snack is at 1:30pm, immediately following nap time.

Good Snack Examples include: *bananas, grapes, sliced apples, sliced oranges, trail mix, Ritz cracker, Graham crackers, and/or cheese squares.*

We will have a few snacks on hand if your child has missing snacks.

*Per state licensing, snacks that are provided will be in an individual, commercially pre-packaged container.

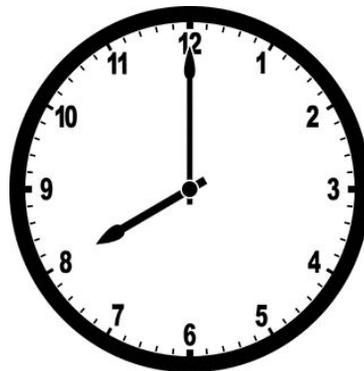


Attendance & Tardy Policy

Regular, on-time attendance at school is vital to your child's success. Many of our learning experiences take place in the first half of the day, so it is important to be at school on time.

We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school by 8:00 so we can begin our day together. Habitual tardiness may affect your child's academic progress.

If you are going to be tardy or absent, please contact the school by calling the Preschool Director, LeAnne Lynch at **479-644-3419**.



PARENT CONFERENCES

We will be holding parent conferences twice this year, once in November and again in April.

At the preschool level, a parent/teacher conference is intended to be a checkpoint for monitoring growth from Fall to Spring. Teachers will provide an assessment covering basic learning skills and share any observations about the social-emotional well being of your child.

Your child's portfolio will be available to view samples of what your child is accomplishing in the classroom.



ABSENCE PROCEDURES

We can only accept well children into our care. If a child is not well enough to play outdoors or take part in gym time activities he or she should be cared for at home.

IBC GO Center Preschool is not licensed to care for sick children and neither the facilities, nor the staff are equipped to care for them.

Fever controlled medication **should not be given** to a child in order to attend school!

If a child is found to have lice or to be ill, the child will be removed from the class and parents or guardian will immediately be called. Ill children will rest/wait in the preschool supervisor's room until guardian(s) arrive to pick them up. If you find out that your child has a contagious illness, please notify the preschool immediately.

*****If parents cannot be reached, preschool staff will call the emergency contact provided.**



ABSENCE PROCEDURES

If you will not be sending your child to school due to illness, please call or text IBC GO Center Preschool at **479-644-3419** and leave a message.

Your child may not attend class if they have a sudden change in health, such as:

- Fever of 100 degrees
- Diarrhea
- Vomiting illness
- Mouth sores with drooling
- Rash with fever or behavior change
- Pink eye with white, yellow, or green eye discharge and red "Bloodshot" eyes
- Head lice, until after the first treatment
- Impetigo, until treatment has been started
- Strep throat, until 24 hours after antibiotic treatment has been started
- Pertussis (whooping cough) until 5 days of antibiotic treatment

Please also look out for these sudden changes in behavior:

- Lethargy or lack of responsiveness
- Unexplained irritability or persistent crying
- Difficulty breathing
- Quick-spreading rash

If your child develops a communicable illness or infestation at home, please notify IBC GO Center Preschool as soon as possible!



IBC PRESCHOOL COVID-19 Statement in accordance with Arkansas Division of Child Care & Early Childhood Education.

Go to the following url to read detailed information about pandemic procedures in the childcare setting, provided by Arkansas Human Services: <https://bit.ly/30LJCcl>

Health Check and Illness Policy:

Applies to staff, children and their household members:

IBC PRESCHOOL STAFF WILL CONDUCT A DAILY SCREENING OF THE FOLLOWING:

- Fever of 100.4 F or higher, now or in the preceding 72 hours (or would have, but have used fever reducing medicine)
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell

Should children or any household member have any of the previously listed symptoms, we ask you to remain out that day and notify your primary care physician and the IBC Preschool immediately. If a staff member tests positive for COVID-19, IBC GO Center will shut down for 1 week for sanitation and full staff testing.

Consistent with our COVID-19 Policy, the household will then be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness.

Medication

All medications, including over the counter medications, require written instructions and must be authorized by a parent or guardian. This form is available from the IBC GO Center Preschool Director, LeAnne Lynch, and must be on file before medication will be given.

All prescription medications must be in the original container, and have a prescription label attached to it with the following information:

- Name of the prescribing physician
- Your child's name
- Date issued
- Name and strength of the medication
- Dosage amount
- Time(s) of day it is to be given.

Medications can not be expired and must be age-appropriate. If necessary, dosing instruction for prescription medication must be faxed from your physician's office.

*****Medication will be stored in a closed container, in a designated cabinet out of reach of ALL children.**



Dress Code

IBC GO Center Preschool requests that parents send your child in comfortable clothing. Dress appropriately for the weather and for playing outside. Washable play clothes and tennis shoes are the most suitable for preschoolers.

Please do not have your child wear sandals or flip flops, as they fall off easily and can cause students to trip. Velcro fastening shoes are recommended, if possible.

A complete change of clothes, including underwear, socks, and shoes will be stored in the director's office. Please label a zip-lock bag containing these items. We will periodically return this bag and ask parents to check to make sure they still fit and are appropriate for the season.



Backpack Suggestions

All students will need a functional backpack large enough to hold an extra set of clothing and naptime bedding.

Backpacks with wheels are NOT allowed; they are too cumbersome and impractical for young children to handle independently.

Backpacks will be used daily for storage of nap bedding so please make sure that your child brings their backpack each day. Many backpacks look alike; please label your child's backpack with their name visible on the outside. A luggage tag is great to label with!

PLEASE MAKE SURE YOUR CHILD BRINGS A BACKPACK TO SCHOOL EVERY DAY!

It will be sent home along with their lunch box and water bottle each day.



PERSONAL BELONGINGS

It is important that everything brought from home be labeled with the child's first and last name.

Children are not to bring toys from home except for show and tell days. IBC GO Center Preschool is not responsible for lost or broken toys.

Your child's teacher will communicate with you concerning the replacement of any of the required items or other items needed for your child.



BIRTHDAY POLICY

Birthdays that occur during the school year are recognized in each child's classroom. If you wish to provide a "Birthday Treat" you must schedule this at least one week prior to bringing it to class.

Due to Health Department rules, homemade treats are NOT permitted, please only send pre-packed food. Treats will be given during afternoon snack time.

Holiday and special events will have parent sign-up sheets prior to the event.

**Please remember that IBC GO center Preschool is NOT a peanut/nut free environment at this time. Other restrictions may apply according to each classroom.*



CLASSROOM RULES

We will be teaching green choices (aka expected behaviors) through books and activities all year long. Making green choices is HARD! Each behavior is paired with a visual support. We have a Green and Red Choices chart for visual support in our classroom.

Green choices are "good" behaviors, worded in a positive way. They are the choices we want students to make such as listening, using kind words, and having a calm body. Green is a symbol for go/keep going and red is a symbol for stop.

Green and red choices focus on the choice rather than the child. If a child makes a red choice, a teacher or another student may point it out quietly or simply ask if that's a green choice. The child can then choose to change their behavior and make a green choice.

***Look for handouts sent home throughout the year on ways you can help and support at home!



HELPING MY CHILD

Please work with your child on the following skills at home:

- Sharing
- Reading to your child
- Cleaning up
- Recognizing colors
- Recognizing shapes
- Recognizing/ identifying numbers
- Recognizing/ identifying letters/ sounds
- Cutting with scissors
- Buttoning, snapping, zipping, and tying
- Opening packages for snack and lunch
- Toilet training and independent cleanliness, including an emphasis on handwashing

* Your child MUST be potty trained to attend IBC GO Center Preschool.



Holiday Preschool Closings

IBC GO Center follows its own school calendar, but will follow Rogers School District for inclement weather days.

IBC GO Center Preschool Holiday Closings:

Thanksgiving Break: November 22nd-26th

Christmas Break: December 20th-31st

Spring Break: March 21st-25th

Weather related closings will not be refunded, and days will not be added at the end of the school year. Parents should tune into local radio/television stations for weather related school closing info. Information regarding day-of closing due to inclement weather will also be communicated through Remind.

****If Rogers Public Schools are closed for inclement weather, IBC Preschool will also be closed.**



Payment Policy

It is preferred that you set up an account through our online giving portal, subsplash.com.

**Instructions are included in your Blue Parent Folder.*

Tuition Payments need to be scheduled to be processed each week. *If tuition is not paid by Friday of each week, your child will not be able to attend class until paid in full.*

You may pay weekly or pre-pay for the month in full.

Your prompt payment each month is vital for the financial well-being of our preschool operations, and our staff.

IBC GO Center Preschool has determined the tuition price to compare with an average tuition price per month.

Tuition is non-refundable for personal days, inclement weather, personal vacation, and staff professional development days.

Withdrawal Policy

It is our policy that a 2-week written notice is given for withdrawing a child.

Upon withdrawal, your child's tuition needs to be paid in full.

IBC GO Center Preschool reserves the right to refuse service to any child and/or family member for any reason including those exhibiting unacceptable behavior.



Tuition Pricing

Program Type	Days	Hours	Price
Part Time Standard	Tuesday/ Thursday	8:00am-3:30pm	\$76/week
Part Time Extended	Tuesday/ Thursday <i>Extended Hours</i>	7:30am-5:30pm	\$96/week
Part Time Standard	Mon/Wed/Fri	8:00am-3:30pm	\$114/week
Part Time Extended	Mon/Wed/Fri <i>Extended Hours</i>	7:30am-5:30pm	\$144/week
Full Time Standard	Monday- Friday	8:00am-3:30pm	\$190/week
Full Time Extended	Monday- Friday <i>Extended Hours</i>	7:30am-5:30pm	\$240/week

- A \$100 Registration fee, per family is due at the beginning of the school year.
- A \$50, per child, Curriculum/Supply fee due at the beginning of each semester.
- There will be a 10% discount given for the tuition of a 2nd child.

Parent and IBC GO Center Preschool Agreement Letter

I agree that I am enrolling my child(ren) for _____ days per week at a cost of \$_____ a week.

I agree to pay a \$100 registration fee and \$50 curriculum/supply fee at the time of new enrollment. This fee is due at the beginning of each school year. I also agree to pay a \$50 curriculum/supply fee at the beginning of the Spring Semester. These fees are nonrefundable.

I am also aware that I will be charged a flat late fee of \$10, plus \$1 per minute for late pick up after my child's agreed upon pick up time.

Parent/Guardian Signature _____

Child's Name _____

Preschool Director Initials _____

Date Signed _____



Preschool Daily Schedule

Time	Activity
7:45-8:00	Arrival
8:00-8:30	Morning Table Activities
8:30-9:00	Morning Meeting at Carpet & Music/Movement Time
9:00-9:30	Morning Snack (<i>from home</i>) & Group Bathroom Break
9:30-10:00	Chapel with IBC GO Pastors
10:00-10:30	Morning Recess
10:30	Bathroom & Water Break
10:30-11:30	Classroom Learning (<i>Centers, small group activities, music/movement, etc.</i>)
11:30-12:00	Lunch & Individual Bathroom Breaks
12:00	Clean Up
12:00-1:30	Nap/Rest Time
1:30-2:00	Lights On, Afternoon snack (<i>from home</i>), & Bathroom Break
2:00-2:30	Afternoon Recess
2:30-3:30	Classroom Learning (<i>Centers, small group activities, music/movement, etc.</i>)
3:30-4:00	Pick Up/Go Home
4:00-5:30	Extended Hours Pick Up (<i>Outside/Inside gross motor play, learning games, and small crafts</i>)