



ridgecrest  
*weekday preschool*

**PARENT HANDBOOK  
2025-2026**

RIDGECREST WEEKDAY PRESCHOOL

A Ministry of Ridgecrest Baptist Church

7469 Old Canton Road

Madison, MS 39110

Phone: (601) 853-9100

<https://ridgecrest.net/weekday-preschool>



## **MISSION STATEMENT**

The mission of Ridgecrest Weekday Preschool is to provide opportunities for each child to develop physically, intellectually, emotionally, socially, and spiritually as they come to understand their own real and growing personal relationship with Jesus Christ.

## **PHILOSOPHY OF EDUCATION**

Ridgecrest Weekday Preschool provides a secure and loving Christian setting where children can begin to understand God's desire for them to become more like Christ. We offer a developmentally-appropriate approach to learning which respects each child's varying abilities. Our theme-based, teacher-directed activities offer many hands-on experiences that allow children to gain an appreciation of the joy of learning while making memories, building relationships, and gaining knowledge for kindergarten readiness.

## **LEARNING THROUGH PLAY. GROWING THROUGH SPIRIT.**

As a year-round preschool offering separate enrollment for the school year and summer semester, we offer a unique opportunity for families in our community.

As a ministry of Ridgecrest Baptist Church, our desire is to create an environment that lays the foundation for all children to be become more like Christ. Our theme verse, Luke 2:52, states "And Jesus grew in wisdom and stature, and in favor with God and man."

To that end, our focus will be on the following areas of development:

Wisdom (Cognitive/Mental Development) – Children are given opportunities to help them to develop their language, communication, and creativity as well as learn to make choices and solve problems.

Stature (Gross/Fine Motor Development) – Children participate in individual and group play that will enhance their motor skills as they learn the value of keeping their bodies healthy and safe.

Favor with God (Spiritual Development) – Children are guided in growing in their biblical knowledge through Bible stories, worship through music, and prayer as they grow in their desire to apply principles of God's Word to their own lives.

Favor with Man (Social/Emotional Development) – Children are taught to respond to others with Christ-like behavior, follow direction from adults, and to take turns with others. The staff also works with the children to help them develop a positive sense of self and to understand that they are made in the image of God.

## **OUR STATEMENT OF FAITH**

Ridgecrest Baptist Church has adopted the Baptist Faith and Message 2000 which can be read in its entirety at <http://www.sbc.net/bfm2000/bfm2000.asp>.

## **RIDGECREST WEEKDAY PRESCHOOL ADMINISTRATIVE STAFF**

Ridgecrest Weekday Preschool Director

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Ridgecrest Weekday Preschool Assistant Director

Ridgecrest Weekday Kids Assistant Director

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Staff Liaison to Ridgecrest Weekday Preschool

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Stewardship Director

Tim Blocker

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Our Weekday Education Committee, comprised of lay leaders of Ridgecrest Baptist Church, serves to work with the administrative staff regarding Ridgecrest Weekday Preschool.

## **LICENSING AND REGULATION**

Ridgecrest Weekday Preschool is licensed and regulated by the MS Dept. of Health. Our license is renewed annually. State child care facility regulations and guidelines are available for your review at [www.healthyMS.com](http://www.healthyMS.com).

Ridgecrest Weekday Preschool MDH License Number: 45C4RF-0564

# RIDGECREST WEEKDAY PRESCHOOL POLICIES

## GENERAL POLICIES

### Line of Authority

The preschool director and the assistant directors are in charge of the preschool. In the absence of both the director and the assistant directors, a director designee is in charge.

### Admission

We accept children without regard to race, sex, or religious beliefs. Please note that Christian education is an important part of Ridgecrest Weekday Preschool. To be considered for placement, an application must be completed for each child. There is no fee due at the time of application.

We accept children who are 15 months (by September 1; should be walking and drinking from a cup) through four years old. Children are assigned to classrooms according to their birthdays. Please see below for birthday requirements for each age group:

<b>Age Group</b>	<b>Birthday Requirement for 2024-25 School Year</b>
Toddlers	September 2, 2023 through March 31, 2024
Twos	September 2, 2022 through September 1, 2023
Threes	September 2, 2021 through September 1, 2022
Fours	September 2, 2020 through September 1, 2021

### Waiting List Priorities

If a space is not available at the time of application, a child will be placed on our waiting list at the parent's request. Parents of children on the waiting list must call or email the preschool office each calendar month to confirm interest in remaining on the waiting list. Failure to contact the preschool office monthly will result in the loss of current waiting list standing. Our waiting list is purged annually, usually in February. Parents must call the office to complete a new application.

### Enrollment

Once a space becomes available, the next applicant will be contacted and given the opportunity to accept or decline the opening within a specified time period. Once an opening has been accepted, a \$75.00 annual non-refundable registration fee will be required within a specified time in order to hold the opening. We will only be able to hold a child's space until his or her scheduled start date. After that, monthly tuition payments will be required in order to hold the space. Siblings of currently enrolled

children and active members of Ridgecrest Baptist Church are given priority placement at the discretion of the director and assistant directors.

Registration documentation is due by the deadline that is given. Registration not turned in on time will result in the loss of the spot and the registration fee will not be refunded.

Each January, we issue letters of intent to our currently enrolled families so that parents may secure space for their children for the upcoming summer and fall semesters. At this time the \$75 registration fee is due to hold your child's spot for the following year.

#### Documentation Required for Your Child's Records

- Enrollment Packet (Includes Food Allergy Waiver, Online Registration Form, Getting To Know Your Child Form, and Parent Handbook Agreement Form)
- Mississippi Form 121 Record of Immunizations from your doctor or health department stating that your child is free of contagious disease and physically fit for group care. The record must be on a Mississippi form. An updated copy must be provided with each new immunization. It is the responsibility of the parent to keep their child's immunizations updated. **Children will not be allowed to attend preschool without a current Form 121 on file.**

#### Hours of Operation

Monday through Friday  
Preschool: 8:30 a.m. – 12:00 p.m.  
Early Room: 8:00 a.m. – 8:30 a.m.  
Lunch Bunch: 12:00 p.m. – 2:00 p.m.

#### 2025-2026 Calendar

We will closely follow the Madison County School District calendar. Our calendar is subject to change at the discretion of the director. Holidays and closings will include:

Labor Day: September 1, 2025

Fall Holiday: October 6-13, 2025

Thanksgiving Break: November 24 – 28, 2025

Christmas Break: December 17, 2025 - January 5, 2026

Martin Luther King, Jr. Holiday: January 19, 2026

Presidents' Day: February 16, 2026

Spring Break: March 9 – 13, 2026

Good Friday: April 3, 2026

Easter Monday: April 6, 2026

Summer Break (Includes Memorial Day): May 20 – 29, 2026

Independence Day: July 3, 2026

We will close at 12:00 noon on the following days:

Friday, October 24, 2025 – No Lunch Bunch (Day of Fall Celebration)

Friday, December 5, 2025 – No Lunch Bunch (Day of Christmas Program)

Tuesday, December 16, 2025 – No Lunch Bunch (Last Day before  
Christmas Break)

Friday, March 27, 2026 – No Lunch Bunch (Day of Easter Celebration)

Monday, May 18 & Tuesday, May 19, 2026 – No Lunch Bunch (Last Days before  
Summer Break)

Tuesday, July 21, 2026 – No Lunch Bunch (Last Day of Summer Semester)

## **PARENTAL INVOLVEMENT**

We feel it is of great importance that lines of communication are kept open between staff and parents. We want you to know how your child spends each day. Daily reports will be filled out and sent home with our toddlers and twos each day.

As we partner with you in the care of your child, we ask that you share with your child's teacher any change or disruption in your child's normal schedule or home environment that might affect your child during his time at the preschool such as amount of sleep, illness, emotional upset, etc. Knowing this will help us to better serve your child's individual needs. In turn, we will keep you informed of any behavioral concerns that may occur with your child at the preschool.

### Parent Visits/Classroom Observation

Parents of enrolled children are welcome to visit the preschool anytime during regular open hours. These visits do not have to be announced or scheduled. However, visiting during naptime between 12:30 and 1:30 is discouraged as it may be disruptive to resting toddlers and twos.

Parents are encouraged to observe their children as they learn and interact socially with others. If a situation is observed that warrants disciplinary action, please notify the staff in the classroom or the office. It is requested that parents yield the authority of the classroom to our staff and not address other children regarding their behavior. Any concerns should be shared discreetly with our staff in order to maintain confidentiality for each individual.

While observing your child, please do not distract staff from their duties except in the case of an emergency.

### Class Treats

Some teachers offer treats as a reward for good behavior, potty training incentive, etc.

### Notifications

We use many methods to communicate with parents including notices through email, GroupMe, notices posted on our carpool board, and face-to-face conversations.

**While we prefer to communicate with all parents, families are asked to provide an email address that is checked during the day for at least one parent per family to receive email notifications.** Text notifications are another option and are used to provide information including weather-related closures, holidays, and upcoming events.

### Photography

It is policy that photographing a child without parental consent is prohibited. A parental consent form is provided at the time of enrollment enabling parents to grant permission for us to photograph fun times at the preschool. These photographs may be used in ways such as class projects or shared online through our website or social media. Our Facebook page is a great place to share posts.

Our consent form also enables parents to grant permission for us to post their child's photographs on social media. Since we do not post children's faces without their parents' permission, we ask for you to be mindful of the pictures you post on your social media pages from events or class parties with other children in the background.

### Resolving Parental Concerns

We encourage the following of the teaching of Matthew 18:15-20 as a means of conflict resolution, promoting individuals meeting together to resolve issues in a timely manner rather than allowing them to fester or be discussed among others.

One of the most important aspects of teaching young children is communication among parents and staff. Our staff encourages parents to share questions or concerns about their child at any time with our director or assistant director. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. Neither the classroom environment nor the hallway or carpool line lends itself to discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period. Conferences may be scheduled by calling the preschool office.

## FINANCIAL POLICIES

### Tuition Rates

Tuition rates are subject to review and change each year. Current tuition rates are as follows:

#### Tuition

Toddlers – 2 Days Per Week (Tuesday & Thursday) ..... \$200.00 per month

Toddlers – 3 Days Per Week (Monday, Wednesday, & Friday) ..... \$220.00 per month

Parents desiring their toddler to attend 5 days per week may enroll their child in both a 2 day and 3 day class.

Twos – 2 Days Per Week (Tuesday & Thursday) ..... \$200.00 per month

Twos – 3 Days Per Week (Monday, Wednesday, & Friday) ..... \$220.00 per month

Parents desiring their two year old to attend 5 days per week may enroll their child in both a 2 day and 3 day class.

Threes – 2 Days Per Week (Tuesday & Thursday) ..... \$200.00 per month

Threes – 3 Days Per Week (Monday, Wednesday, & Friday) .... \$220.00 per month

Threes – 5 Days Per Week (Monday through Friday) ..... \$250.00 per month

Fours – 5 Days Per Week (Monday through Friday) ..... \$250.00 per month

#### Early Room Fees:

\$4.00 per day billed and prepaid (requires monthly commitment)

\$5.00 per day drop-in (available to enrolled children, if space is available)

#### Lunch Bunch Fees:

\$8.00 per day billed and prepaid (requires monthly commitment)

\$10.00 per day drop-in (available to enrolled children, if space is available)

### Payments

Preschool tuition payments along with any monthly commitment Early Room and Lunch Bunch fees are to be paid by midnight on the last day of each month. We highly recommend making online payments through the Procure website or app (please see Appendix A for instructions on using Procure); however, we are also able to accept cash or checks made payable to Ridgecrest Weekday Preschool. If the last day of the month falls on a weekend or holiday, cash or check payments should be made before the weekend or holiday. Checks may be post-dated for the last day of the month. We are not able to accept credit cards at this time.

Tuition must be paid in full in order to take advantage of Early Room and Lunch Bunch options.

Your account must be paid in full (tuition, Early Room/Lunch Bunch fees, activity fees, or late fees) for your child to participate in graduation (for children in four year old classes).

Drop-in Early Room and Lunch Bunch fees are due on the last day of the month that care was received.

As your child's legal guardian, it is your responsibility to work out payment arrangements with an estranged spouse, relative, or other entity.

Registration Fee

A registration fee of \$75.00 is due at the time of initial registration and each January to hold your child's spot for summer and the following school year.

Supply Fees

Fall and summer supply fees are assessed per child and may vary per year. Fall fees will be announced in January of each year and are due by August 1<sup>st</sup> prior to the beginning of fall classes each year. Summer fees will be announced during the spring semester and will be due by May 31<sup>st</sup> each year. Supply fees must be paid in full before your child begins the semester. These fees cannot be divided into installments.

Class Supply Fees:

2 Day Classes Supply Fee .....	\$ 110.00 per year
3 Day Classes Supply Fee .....	\$ 130.00 per year
5 Day Three Year Old Classes Supply Fee .....	\$ 150.00 per year
5 Day Four Year Old Classes Supply Fee .....	\$ 160.00 per year

*A separate supply fee will be charged in the spring for children attending the summer semester. For children enrolled in both the 2 and 3 day classes, supplies fees for both classes will be due.*

Late Pickup Fees

A late pickup fee of \$12 per child will be charged for the first fifteen minutes or part thereof that you are late picking up your child. After the first fifteen minutes, a \$2 per minute charge applies.

Late Pickup Between 12:00 p.m. and 12:15 p.m. ....	\$ 12.00 fee
Each additional minute after 12:15 p.m.....	\$ 2.00 per minute
Late Pickup Between 2:00 p.m. and 2:15 p.m.....	\$ 12.00 fee
Each additional minute after 2:15 p.m.....	\$ 2.00 per minute

These fees will be charged to your Procure account. The director will take into consideration any emergency causing you to be late.

If you are running late, you cannot sign your child up for lunch bunch to avoid late fees.

If a grandparent, babysitter, etc. is responsible for picking up your child, it is your responsibility to make sure they are picked up on time. Late fees will be charged to your account, and it will be your responsibility to pay the fee.

#### Late Payment Fees and Delinquent Tuition

Tuition is considered delinquent if not paid in full by midnight on the last day of the month. A late fee of 10% of your balance will be charged if payment has not been received by the 3<sup>rd</sup> of the month. If you are unable to pay tuition at the time it is due, please call the preschool financial office. Special payment arrangements are made on a case-by-case basis.

If your delinquent balance has not been paid by midnight on the 14<sup>th</sup> of the month, we will ask that you not drop your child off for preschool. At that time, your child's place at Ridgecrest Weekday Preschool will be surrendered, and you will continue to be billed for tuition which will serve as the beginning of your required two weeks' drop notice. Please see FINANCIAL POLICIES - Withdrawal. If your account is sent to collections, an additional 35% of your account balance will be added to the total balance due. Repeated late payment may be cause for your child to be dropped from enrollment without prior notice.

Your account must be current to place an additional family member on the waiting list for acceptance in the preschool. Your account must be current for your child to participate in graduation (for children in four-year-old classes).

#### Returned Payments

A fee of \$10.00 will be charged for each returned check or failed direct debit payment due to insufficient funds in the payer's bank account. A fee of \$15.00 will be charged for the second returned check or failed direct payment due to insufficient funds. Upon receiving two returned checks or failed direct debit payments, we will require that all subsequent payments be made on a cash-only basis.

#### Withdrawal

If you choose to withdraw your child, you must submit a written two week notice documenting your child's last day to our preschool office. For your convenience, we can provide you with a withdrawal notice form to complete. Your account will be charged during the two week notice period regardless of attendance. We are unable to reimburse any tuition payments, registration fees, or supply fees that have already been paid. If less than a two week notice is given, you will be charged half of one month's tuition.

We reserve the right to remove a child from our preschool. Written notice will be given to the parent or guardian.

#### Absences

Expenses continue whether your child is present or absent. Therefore, there will be no reduction of tuition, Early Room, and/or Lunch Bunch fees for days missed.

#### Closures Due to Inclement Weather

There is no discount or refund on tuition due to inclement weather closings as we are obligated to pay our teachers for these days.

#### Holidays

There will be no reduction of tuition for holidays.

#### Monthly and Annual Statements

Your child's account may be viewed using Procare. Questions regarding your child's account should be addressed to our financial office by phone or email. Please only discuss your account with our director, assistant director, or stewardship assistant. Other staff members are not privy to that information. Records of financial payments will be kept and annual statements sent at the end of the year.

## AUTHORIZED PERSONS

### Emergency Contact Information/Security Release Form

Each child must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are people in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the people whose names you give are aware that they have been listed for this purpose and that staff members will ask for picture identification of any person with whom they are not familiar. In the case of legal issues, the enrolling parent must indicate who has legal custody and who may pick up the child on the enrollment form. A copy of the court order granting custody must be on file at the preschool. We assume no liability if not properly advised. If you will not be at the number you have listed to contact you during your child's day at the preschool, leave a note with office staff with the number at which you can be reached. Please update this information as necessary so that we may contact the appropriate parties in cases of illness or emergency.

### Carpool Numbers

Carpool numbers are issued to help identify those individuals designated on your child's security release form. One carpool number will be provided, but additional copies may be requested. **The carpool number is to be displayed on the driver's side of your front windshield. Please tape it to the inside of the windshield so that the number may be seen at a distance by our carpool staff.** Anyone picking up your child will be required to have the carpool number displayed. For the safety of your child, you or the person picking up your child may also be required to show picture identification. Photo ID will be required from anyone we do not recognize, even parents. Your child will not be allowed to leave with anyone other than a person designated on his/her security release, unless we have been notified and the person has a valid driver's license. This rule is for your child's protection and will help to prevent any misunderstanding.

It is the parent's responsibility to keep track of who is on their child's pick up list. Please notify the director and assistant director if any changes need to be made to your child's pick up list.

## DAILY ROUTINES

### Arrival and Departure

Please arrive on time each morning. As required by the MS Dept. of Health, parents and guardians are required to sign their child in and out each day. Sign in and out will be through tablets using Procure. Each parent and authorized person on your child's pickup list will be assigned a passcode. PASSCODES MUST NOT BE SHARED. Children should not sign themselves in and out, only the authorized pickup person should be signing the child in and out. Please also see AUTHORIZED PERSONS – Carpool Numbers for more details regarding departure.

In order to maintain a consistent classroom schedule, we are unable to accept children arriving later than 9:00 a.m. We can make exceptions for occasions such as medical appointments if the office is informed in advance.

Ridgecrest Weekday Preschool closes at 2:00 p.m. each day. Preschool children should be picked up by 12:00 p.m., and children enrolled in Lunch Bunch should be picked up by 2:00 p.m. Please be prompt in picking up your child. Please see FINANCIAL POLICIES – Late Pickup Fee regarding late fees. If a child has not been picked up by 2:30 p.m. and we have not been able to reach any family members, the Madison Police Department will be notified.

### Carpool

Early Room carpool will begin at 8:00 a.m. Preschool carpool will begin at 8:30 a.m. and is staffed until 8:45 a.m. For the first two days of the school year, please feel free to park and walk your child into the building. Carpool pickup is from 11:45 a.m. until 12:00 noon for Preschool and from 1:45 p.m. until 2:00 p.m. for Lunch Bunch. Please see Appendix B for pandemic instructions.

We ask that you abide by the following rules:

- To avoid delays during morning carpool, please have your child ready to make a quick exit from the driver's side of your vehicle. Your child should have his or her backpack ready and within reach, coat or jacket on or in hand, shoes on, and breakfast finished.
- Do not allow your child to exit your vehicle alone – please wait for staff assistance.
- Please remain in or near your vehicle instead of walking to the entrance to sign in and out your child. We will sign children in and out by the order of vehicles.
- Please put your car in park while your child is being loaded and unloaded.
- Do not pass cars or pull out of the carpool line unless you are directed by a staff member.
- **Please refrain from using your cell phone while in the carpool line.**

- Children will not be released to anyone except individuals listed on his or her security release. You must contact the Ridgecrest Weekday Preschool office in advance if anyone else will be picking up your child.

Children under the age of four must be transported in a child safety seat approved by the state of Mississippi. All children are to be placed in the back seat. Ridgecrest Weekday Preschool staff may assist in loading children into their safety seats, however, **parents are responsible for ensuring that their children are buckled properly.** Ridgecrest Weekday Preschool staff cannot load children into the front seat of a vehicle or into a car seat that does not meet the Mississippi approved child restraint requirements. If Mississippi requirements are not met, parents will be asked to pull to the side parking lot.

### Early Room and Lunch Bunch

Early Room is offered for toddlers through four-year-olds from 8:00 a.m. to 8:30 a.m. at an additional cost. Please see FINANCIAL POLICIES – Tuition Rates – Early Room Fees. Parents may sign up their children for Early Room for specific days for a month or may choose to drop in as space is available.

Lunch Bunch is offered for toddlers through four-year-olds from 12:00 p.m. to 2:00 p.m. Monday through Friday following preschool at an additional cost. Please see FINANCIAL POLICIES – Tuition Rates – Lunch Bunch Fees. Parents may sign up their children for Lunch Bunch for specific days for a month or may choose to drop in as space is available. Children will be able to eat lunch, rest, and play with their friends. Three-year-olds and four-year-olds will have the opportunity to participate in extracurricular activities provided by outside vendors at an additional cost to parents.

Early Room / Lunch Bunch calendars will be emailed each month to allow parents to request which days they would like their child to attend Early Room and/or Lunch Bunch for the following month. In order to secure the monthly commitment rates, requested dates must be received by the due date shown on each calendar **and** payment must be received by midnight on the last day of each month. If payment is not received by midnight on the last day of the month, the drop-in rates will be applied on the 1<sup>st</sup> of the month. Monthly tuition must be paid in full in order for your child to attend Early Room and/or Lunch Bunch for that month.

## Lunch

Children staying for Lunch Bunch will bring a healthy lunch from home. We cannot serve lunch to children who are not staying for lunch bunch. **No fast food or soft drinks will be allowed.** (Example: McDonald's, etc.) Please label your child's lunch box with your child's name, the date, and the type of food. Parents will be notified in writing if a child's sack lunch does not meet the nutritional requirements set by the MS Dept. of Health. In order for your child to participate in Lunch Bunch, his/her lunch will need to include:

Meat or Meat Alternative

1 Vegetable and 1 Fruit OR 2 Vegetables OR 2 Fruits

Bread

Water or Milk (which will be provided)

For example, if your child brings a Lunchable for lunch, you must be sure to add any of the above food items that may be left out so that the lunch will be complete.

As a preschool licensed by the State of Mississippi, we are required to oversee the good nutrition of our students. The foods listed below are not the only foods allowed but rather suggestions for healthy choices.

### Healthy Food Suggestions:

FRUIT		VEGETABLES	OTHER
Apples	Cherries	Broccoli Florets	Eggs
Apricots	Grapefruit	Cabbage Wedges	Yogurt
Avocado	Nectarine	Carrot Strips	Cheese (all kinds)
Bananas	Oranges	Celery Strips	Crackers
Berries	Peaches	Cauliflower Florets	Cereal
Canned Fruit	Pears	Green Pepper Strips	Bread
Cantaloupe	Plums	Lettuce Wedges	Muffins
Honeydew Melon	Watermelon	Zucchini Slices or Strips	Waffles
Grapes (Cut Up)			

We ask that you do not send items to be heated in the microwave. Please preheat and put food in a thermos. Our classrooms cannot be left unattended to heat food. We also ask that you cut up foods.

Please send your child's lunch in a plastic or cloth lunch box. Do not send glass containers. Thermos bottles SHOULD NOT contain carbonated beverages.

### Nap Time

Nap time is from 12:30 p.m. to 1:30 p.m. for toddlers and twos enrolled in Lunch Bunch. The toddlers and twos are not required to sleep but must rest and remain quiet for other classmates to sleep for a minimum of one hour per day as required by the MS Dept. of Health. If a child is unable to remain quiet during naptime and consistently disturbs the other children, we will ask that they not participate in Lunch Bunch. Threes and fours participating in Lunch Bunch will play in their rooms or attend extra-curricular activities. If a small number of threes and fours stay for Lunch Bunch, they will join the toddlers and twos for a time of rest.

It takes a couple of weeks to establish a nap routine, but most children do nap in a group setting. Each child participating in nap time must have a 2 inch thick sleep mat labeled with his or her name. Cloth mats are permissible on top of the plastic mats. Parents are encouraged to send a special blanket to help comfort their child during rest time. Cloth mats and blankets will need to be brought each day the child will stay for Lunch Bunch and should be laundered weekly.

### Extra-curricular Offerings

We partner with different companies who offer their services such as dance, soccer, or computer skills to your children while in our care during Lunch Bunch at a separate cost. These offerings will be made available at our open house held before the start of each school year.

These offerings are not required but rather should be a decision made by each family based on individual interest. These opportunities are provided as a convenience to parents in an effort to protect evening family time.

Please note that any supplies or tuition for these activities are the responsibility of the parent or guardian. Please bring your child dressed appropriately for any extra-curricular activities as we do not have staff available to assist with the changing of clothes. Children should be able to remove all clothing by themselves to use the restroom.

### Clothing and Personal Belongings

Your child should wear comfortable, washable clothing that he or she can manage easily (no costumes, please). All children must wear shoes. Shoes need to be easy-on / easy-off and must have a back or ankle strap that is worn across the heel at all times. Please note that closed heel, closed toe shoes are recommended for all children. We ask that girls wear bloomers or shorts under their dresses. Please plainly label all clothing items, bags, backpacks, coats, outer garments, and other items with your child's name. Please note that we are not responsible for personal items brought into the preschool.

Parents must provide a complete set of clean clothes (including socks and two pairs of underwear) for each child to use in case of potty training or other accidents. Please replace your child's accident clothes seasonally. If there is not an extra set of clothes in your child's backpack and it is needed, we will call and ask that you bring your child an extra set of clothes.

In the event of an accident, we will send the soiled clothes home in a plastic bag. Parents must bring a new complete set of clean clothes to keep at the preschool the following day. Please note that we are prohibited by the MS Dept. of Health from rinsing clothing items soiled with urine or feces. Thank you for your understanding.

### Daily Schedule

Each classroom's daily schedule is posted by the door. Copies are available upon request.

### Discipline

Teaching, directing, and redirecting is our form of discipline. It is our goal that Christian love is at the heart of this teaching. It is important that children learn self-control and good citizenship from the earliest age. Teachers encourage positive behavior by using these and other methods:

- Praising positive behavior
- Giving children choices when possible
- Using logical consequences when appropriate
- Redirecting the child to a different activity
- Removing the child from the group or setting, explaining the proper behavior, and returning the child to the setting to try again. Time out is used with three-year-old children and older. The standard guideline for time out is one minute per year of age.

Negative "attention seeking" behavior is ignored if at all possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior.

### Severe Behavior

At times, some children exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

- Danger to self or others (examples include but are not limited to: head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, etc.) and/or

- Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

As a matter of confidentiality, we are prohibited from identifying children involved in severe behavior. In these situations, parents may be contacted. In some cases, a meeting with parents and the director to discuss the situation and appropriate measures may be necessary. If corrective measures do not result in acceptable change in behavior, we reserve the right to temporarily or permanently remove a child from the preschool at the director's discretion. Every effort will be made to reach a satisfactory solution before discontinuing enrollment becomes an option.

### Potty Training/Accidents

We formally begin potty training once children are promoted to our two-year-old classes. If your child is ready to begin potty training before promoting to a two-year-old class, please notify our staff. Once potty training begins, children should wear disposable training pants (such as pull-ups) and clothes that can be managed easily by the child. The training pants must have tabs for easier, quicker changing. When a child has gone two weeks without a potty accident, he or she will be allowed to wear underwear while at the preschool. **Parents are expected to assist our staff with training by reinforcing skills at home.** In order to be placed in a three-year-old classroom, a child must be fully potty trained and out of pull-ups. Please see DAILY ROUTINES – Clothing and Personal Belongings.

### Hygiene

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals and snacks, after using the toilet or having diapers changed, after playing on the playground as well as other times during the day.

### Outdoor Play

Fresh air, sunshine, and exercise are good for children. Weather permitting, our children play outside each day as required by the MS Dept. of Health. On extremely hot or cold days, we will choose the best time to go out and spend a short time outside. Please send your child with appropriate outerwear. Children healthy enough to attend preschool will be considered healthy enough to participate in outdoor activities unless a doctor's excuse is provided.

### Water Play

During the summer months, our children may have water play activities. On these days, please send your child to school wearing his or her swimsuit unless otherwise requested. Children should also bring a towel, complete change of clothes (including underwear and socks) and a bag to hold wet items. Please see HEALTH ISSUES – Safe Sun Practices.

### Snack

Preschool children will be served one morning snack.

Parents of children with food allergies should provide a doctor's note advising of the allergies. It may be necessary for the parent of a child with allergies to provide special food for their child. Please communicate any known food allergies in writing to the office and your child's teachers. Parents are responsible for notifying the office of any dietary changes or new food allergies as soon as possible.

Children may not bring outside food with the exception of children with food allergies and as noted in SPECIAL EVENTS – Field Trips, Class Parties, and Birthday Celebrations.

### Toys/Animals

Toys and equipment are provided. Therefore, children are not allowed to bring their own toys. If your child has a pet or something he or she would like to share with the class, please talk with your child's teacher and secure permission before allowing your child to bring anything to his or her class. Pets should not be brought into the buildings or playgrounds at arrival and departure times.

## **HEALTH ISSUES**

### Immunization Requirements

Please see GENERAL POLICIES - Documentation Required for Your Child's Records.

### Smoking and Prohibited Substances Policy

The use of tobacco products in any form (including smoking), alcohol, illegal drugs or the illegal use of prescription drugs is prohibited within the physical confines or the campus of a child care facility.

### Prevention

Because young children are vulnerable to infectious disease, we encourage you as the parent to be aware of our health policies as stated. Prevention of illnesses or contagious disease is critical. We encourage you to:

1. Assess your child's health each morning. Please do not bring a sick child to the preschool.
2. Provide disposable diapers.
3. Provide disposable wipes.
4. Low-grade fevers may be associated with an infection or illness, and not "just teething".
5. Maintain emergency contacts with front office.
6. Dress your child appropriately – according to weather, etc.
7. Remember you may be asked to pick up your child due to illness.

### Sick Child Policy

Because sick children require special attention, we are unable to give them the care they need. Be aware that on short notice you may have to pick up your child due to illness. We appreciate your cooperation by finding alternative care for them during times of illness.

One of the most difficult decisions for our preschool staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care, while being sensitive to family needs.

The following conditions require exclusion from child care:

<u>Fever</u>	Defined as 100°F or higher taken under the arm or 101°F taken orally.
<u>Diarrhea</u>	Frequent (3 or more episodes in a 24-hour period) runny, watery, or bloody stools. According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from child care settings regardless of the cause.
<u>Vomiting</u>	Two or more times in a 24-hour period
<u>Rash</u>	Body rash with or without a fever
<u>Sore throat</u>	Sore throat with fever and swollen glands
<u>Severe coughing</u>	The child gets red or blue in the face or makes high-pitched whooping sound after coughing.
<u>Eye discharge</u>	Thick mucus or pus draining from the eye
<u>Jaundice</u>	Yellow eyes and skin
<u>Irritability</u>	Continuous irritability and crying

Taken from Appendix I Communicable Diseases/Conditions and Return to Child Care Guidelines – Exclusion Criteria of Regulations Governing Licensure of Child Care Facilities, MS Dept. of Health (Eff. 11/10/14). Please see Appendix B for pandemic policy.

A child with an identified case of lice or nits (eggs) will be sent home and must be properly treated. Proof of treatment (the empty box) will be required, and the child may return to the preschool once he is nit-free. When a case of head lice is identified, at a minimum, all children in that child's classroom will be checked for lice or nits. In addition, a note will be posted advising of the identified case.

When caring for children in a group setting, we must take these precautions in order to protect the health and well-being of all children. Please notify our office immediately if your child contracts a contagious disease such as chicken pox, diarrheal diseases, E. coli, fifth disease, hand-foot-and-mouth disease, head lice, hepatitis A, measles, meningitis, ringworm, tuberculosis, whooping cough, etc. We have a responsibility to share this information with teachers and other parents in order to notify them of their child's exposure. In these situations, additional sanitizing is usually required. Your child may return when they are no longer contagious. Certain and serious illnesses may require a doctor's note releasing your child to return to the preschool.

Upon returning to the preschool following illness, children should be symptom-free for 24 hours without preventative medication (Tylenol, Imodium A-D, etc.).

Please see Appendix B for pandemic policy. Also see DAILY ROUTINES – Outdoor Play.

### Medications

Please make arrangements with your child's physician to prescribe medications that can be given twice daily so that you may administer them at home. If you have a special concern, please consult with the director. Tylenol, Motrin, and Benadryl or equivalent medications may be given with your permission and specific instructions as to dosage amounts to offer temporary relief.

### Safe Sun Practices

Safe sun practices will be used during outside activities scheduled between 10:00 a.m. and 2 p.m. during the period from April 1<sup>st</sup> to September 15<sup>th</sup>. All playgrounds are partially shaded. Children are given water breaks during outside activities. Parents are requested to provide sunscreen plainly labeled with their child's name to be used for their child while at the preschool.

### Injuries

Our staff maintains basic first aid and CPR certification. First Aid procedures are followed when caring for an injured child. Parents are notified by phone for serious injuries and in writing for minor injuries. Written accident reports will be completed by the preschool staff when first aid is required. One copy of the report will be placed in the child's backpack for the parent and one copy in the child's file.

### Emergency Medical Care

If a child has a serious medical problem which would require transportation to a hospital, the parents will be notified immediately after 911 has been called. The child will be transported to the nearest hospital with an emergency room. At enrollment, parents are requested to sign a release for doctors to be contacted and authorizing transport for your child in the event of a serious medical problem.

An AED is located in our preschool, gym, and Worship Center areas. Our staff maintains basic knowledge on how to use an AED.

### Keeping Records Current and Confidential

Parents are asked to provide an updated parent information form each year. In addition, we request that parents advise our office staff of changes of address, phone number, email, emergency information, or any family information that may affect the child's well-being while in our care. You may make changes to your child's information in your Procure parent portal, but please advise the office staff of these changes.

## **SAFETY**

### Weapons

Firearms or other dangerous weapons are not allowed in a child care facility as regulated by the MS Dept. of Health.

### Insurance

If your child is injured while in our care, you are asked to file with your health insurance company first and the balance will be filed with our insurance. Automobile insurance provided by Ridgecrest Baptist Church and Ridgecrest Weekday Preschool adequately covers the transportation of all children.

### Transportation

Ridgecrest Baptist Church vans and buses, driven by properly licensed drivers, are used to transport children to and from field trips. All vehicles are in good condition and have regular maintenance performed. Please also see SPECIAL EVENTS – Field Trips.

### Physical Facility

To assist in ensuring the safety of the children, do not enter or exit the building through doors labeled as emergency exits. Please use the entrance by the preschool office.

### Fire Drills

Emergency fire drills are held monthly, as required by the MS Dept. of Health, to help your child become familiar with evacuation procedures. Our facility is equipped with a fire alarm system and ceiling sprinkler system. Fire extinguishers are placed throughout the building. Our facility is also conveniently located across the street from a fire station.

### Tornado Drills

Emergency tornado drills are held monthly, as required by the MS Dept. of Health, to help your child become familiar with severe weather and disaster response procedures.

### Lockdown Drills

Lockdown drills are held to help your child become familiar with intruder emergencies.

### Emergency Evacuation

In case of an emergency that requires evacuation of Ridgecrest Baptist Church, Ridgecrest Weekday Preschool will be relocated to Little School Learning Center in Madison or First Baptist Madison. We will contact Hinds County Emergency Operations Center who will provide this information to local media outlets such as radio and television stations. In the event of an evacuation of the city of Madison, we will follow the advice of the authorities and the location of the children will be announced through local media outlets.

### Closings Due to Inclement Weather

In the event of severe weather conditions in Madison County including, but not limited to, snow, ice, tornadoes or any weather causing dangerous conditions as described by public officials, the preschool will be closed. If the Madison County School District schools are closed or delay opening due to inclement weather, we will follow their schedule. If the schools have a delayed start, we will make a decision to close or have a delayed start depending on how late Madison County chooses to start. If the schools close during the day for inclement weather, the preschool will close within two hours of the schools' closing. This policy is in place to allow your children and our staff to get home safely.

Notifications of such closures will be provided as noted in PARENTAL INVOLVEMENT-Notifications. Parents will not be contacted by telephone so that our staff may focus on the care and safety of the children. Please also see FINANCIAL POLICIES-Closures Due to Inclement Weather. Ridgecrest Weekday Preschool will not make up any days due to inclement weather closings. However, we reserve the option to implement makeup days if a significant number of closings occur.

### Parking Lot Practices

Please help us keep your children safe. Our entrances and exits are designed for one-way traffic only. Please watch for children at all times and maintain a speed of not more than 10 mph.

### Reporting of Child Abuse

Suspected child abuse will be reported according to the laws of the State of Mississippi. A copy of Mississippi's child abuse and neglect reporting statutes (Miss. Code Ann. §§43-21-353 and 43-21-355) is available in the preschool office upon request.

## **SPECIAL EVENTS**

### Field Trips

Children in four-year-old classes are eligible to attend field trips. Children must ride in a booster seat provided by the center. You will be provided specific information about each field trip during the year. A written permission slip for each field trip is required for your child to be able to participate in these activities. Parents are welcome to attend most field trips but it will be necessary for parents to pay any associated costs with their attendance. Siblings may not attend any field trips even if transported in private vehicles. Parents of children with behavioral issues may be required to attend field trips. Please also see SAFETY – Transportation.

### Class Parties

Class parties will be held on the following occasions during the year for toddler through four-year-old classes: Fall, Thanksgiving, Christmas, Valentine's Day, Easter, and End of the School Year. Class parties are not intended to take the place of lunch.

Food items at each party should be limited to one sweet item (fruit, cookies, cupcakes, etc.), one salty item (veggies with dip, chips, thin pretzels, etc.), and a drink (juice, water - no soft drinks).

Please consider allergies, especially peanut allergies, when bringing food for parties. We ask parents to refrain from providing food and candy that contain peanuts or nuts (examples: Peanut M&Ms, Reese's, etc.)

For children in a three-year-old class or younger, we suggest food items that are no larger than ½ inch in size (as recommended by the American Academy of Pediatrics) such as plain M&Ms, fruit snacks, smarties, nerds, or mini gummy bears. Items to be avoided include, but are not limited to, hard candy, gum, popcorn, and thick pretzel rods. Stickers and other non-edible, age-appropriate items are encouraged.

Volunteering to bring party items is not a requirement. We do not celebrate Halloween or focus on the secular aspects of religious holidays such as Christmas and Easter. During certain units teachers may request that parents send "special snacks" during that week. Please consider allergies, especially peanut allergies, when bringing food for parties. We ask parents to refrain from providing food and candy that contain peanuts or nuts (examples: Peanut M&Ms, Reese's, etc.)

### Parent Teacher Organization

Parents will have the option to sign up to assist with events throughout the school year. The signs ups will take place at Meet the Teacher before school begins. These events

will include Grandparent's Event, Fall Celebration, Christmas Program, Spring Art Show, Graduation, class parties, etc.

### Birthday Celebrations

We recognize that a birthday is a very special day in the life of a child. Parents may send a simple birthday treat to share with everyone in the class for their child's birthday. These treats should be individual portions that are ready to serve or give such as cupcakes, donuts, cookies, muffins, or other non-edible favors. Please coordinate with your child's teacher in advance. The teacher will distribute the treats when it is most appropriate for the classroom schedule.

Invitations to birthday parties may be sent for distribution as long as they are addressed to include your child's entire class or entire age group. We are not responsible for contacting parents regarding RSVPs.

### Performances/Programs

During the year, we have programs that parents and family members are invited to attend. These programs include Meet the Teacher Day, a Christmas performance held in December including toddlers to four-year-olds, a spring art show, and four-year-old graduation which is usually held in May. These are special times that are intended to create special memories for your child and your family.

Due to the large number of parents and family members in attendance, we request that courtesy and grace be extended during these times. Seating is available on a first come, first serve basis. If you choose to reserve seating for family members, please keep in mind the following:

- Performances take place in the church Worship Center which is used for multiple events. Please do not place signs on the church pews before the date of the event. Please do not affix any item to furniture.
- One member of your party should remain present in order to reserve seating.
- Please be considerate of others.

# CHILD CARE REGULATIONS SUMMARY FOR PARENTS

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A license to operate a child care facility has been required by law in Mississippi since 1972. In the 1990's regular session of the legislature, the law was revised to provide regulations of child care up to age 13 for any part of a 24-hour day.

New regulations require that child care facilities provide parents with information concerning their policies and procedures, which should include this summary of the licensing standard. These standards include the following:

1. Purpose of child care licensure, legal authority and definitions
2. Types of licenses, display and licensing requirements
3. Facility policy and procedure
  - a. administration and operating information
  - b. arrival and departure procedures for children
  - c. program and activities
  - d. health and emergency procedures
  - e. summary and licensing regulations
4. Personnel requirements
5. Records and reports
6. Staffing ratio (number of caregivers to children), grouping
7. Program activities (daily schedule), equipment, toys, and materials
8. Building and ground requirements
9. Health, hygiene, and safety
  - a. staff and child health and hygiene
  - b. cleaning of toys and equipment
  - c. animals and pets
  - d. fire/disaster drills
10. Nutrition and meals
11. Discipline and guidance (corporal punishment is prohibited)
12. Transportation
13. Infant/toddler care
14. Rest periods
15. Swimming and water activities
16. Children with special needs
17. Night care, school age care, summer day camps and hourly child care
18. Hearings, emergency suspensions, legal actions and penalties
19. Appendices
  - Appendix A – Youth Court Act (child abuse and neglect)
  - Appendix B – List of Reportable Diseases
  - Appendix C – Minimal Standards for Nutritional Care
  - Appendix D – Playground Area and Equipment
  - Appendix E – Dishwashing Procedures
  - Appendix F – Hand Washing Procedure
  - Appendix G – Diaper Changing Procedure
  - Appendix H – Cleaning and Disinfection Procedures
  - Appendix I – Communicable Diseases/Conditions and Return to Child Care Guidelines
  - Appendix J – Rules and Procedures for State Level Administrative Hearings

The child care center must have a copy of the regulations available for parents to review upon request.

Contact the Mississippi State Department of Health if you have any questions, problems, or complaints by calling (601) 960-7613. Complaints must reflect a clear violation of the regulations.

## **APPENDIX A – PROCARE PARENT PORTAL**

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Ridgecrest Weekday Preschool uses Procure software for invoices, payments, contact information, for signing the children in and out, as well as communications with our weekday programs. After registration, you will receive a link to join our parent portal. You will receive a unique 10-digit code and instructions on how to create an account. Once your account is created, you can download the free Procure childcare mobile app from Apple or Android stores. We ask that at least one parent downloads the app on their phone to receive notifications.

### Signing Your Child In/Out

As required by the MS Dept. of Health, parents and guardians are required to sign their child in and out each day. Sign in and out will be through tablets using Procure. Each parent and authorized person on your child's pickup list will be assigned a passcode. **PASSCODES MUST NOT BE SHARED.** Children should not be signing themselves in and out, only adults on the authorized pickup list should be signing their child in/out. Please also see **AUTHORIZED PERSONS – Carpool Numbers** for more details regarding departure.

Only the director and the assistant director may change passcodes. It is the parent's responsibility to keep track of who is on their child's pick-up list. Please notify the director and assistant director when making changes to your child's profile and pick up list.

### Procure Childcare App

Procure also provides a free app that allows parents to access their parent portal through their cell phone or device. You may download the app by searching for Procure Childcare App in your App Store. We ask that at least one parent downloads the app on their phone to receive notifications.

### Communication through Procure

Parents are able to communicate with the director through messaging on the Procure app. We prefer that you communicate with the director and the assistant director through email or phone call.

### Attachments

Procure allows the preschool and parents to place attachments in their child's profile. Attachments will include the parent handbook and yearly calendar.

## **APPENDIX A - Procare**

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### Payments

We highly encourage online payments. Procare allows you to enter your bank account information in your parent portal for making online payments and setting up automatic withdrawal payments for your convenience. Ridgecrest Weekday Preschool is only able to accept payments through bank drafts - not credit cards.

Please be aware that Procare only allows parents or guardian to view and pay invoices.

Eight days before the last day of each month, parents will receive an invoice showing tuition and any monthly commitment Early Room and/or Lunch Bunch fees for the upcoming month. Payments are due by midnight on the last day of the month. Online payments may be made through your parent portal using the Procare website or the Procare app on your phone or device. If you select the "Autopay" option, your monthly tuition and any monthly commitment Early Room and/or Lunch Bunch fees will be automatically withdrawn from your bank account on the due date of each invoice.

If you choose the autopay option, please note that all invoices will be automatically withdrawn from your bank account on their due dates.

## **APPENDIX B – PANDEMIC POLICY**

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In the event of a pandemic arising, Ridgecrest Weekday Preschool will follow the policies below. Parents will be informed if and when these policies will be in effect.

While Ridgecrest Weekday Preschool closely follows the Madison County School District, we will make an independent decision of whether to remain open or to close due to any pandemic.

### Tuition and Payments

If Ridgecrest Weekday Preschool closes in the event of a pandemic, we reserve the right to choose whether to refund any tuition, Early Room, or Lunch Bunch payments. We are unable to reimburse any registration or supply fees that have already been paid.

### Withdrawal

Please see FINANCIAL POLICIES – Withdrawal

### Carpool

Only children attending and employees of Ridgecrest Weekday Preschool will be allowed to enter the building. Early Room carpool will begin at 8:00 a.m. Morning carpool will begin at 8:30 a.m. All children may have their temperature taken and recorded before the parent is allowed to sign their child in. After their child is signed in, the child will enter the building and immediately wash their hands.

Carpool pickup is from 11:45 a.m. until 12:00 noon for Preschool and from 1:45 p.m. until 2:00 p.m. for Lunch Bunch. If you are picking up your child early, we ask that you call ahead and wait in your vehicle until a staff member walks outside with your child.

For additional carpool rules please see DAILY ROUTINES – Carpool.

### Illnesses

Children and staff at Ridgecrest Weekday Preschool will be monitored for signs and symptoms daily.

Children will be monitored for signs of illness which include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, extreme fussiness, coughing or shortness of breath, frequent runny nose, headaches or stomach aches.

## **APPENDIX B – PANDEMIC POLICY**

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### Vacation Policy

If a family that has a child attending Ridgecrest Weekday Preschool goes on vacation, they are not required to self-isolate when returning. However, we reserve the right to ask parents to self-isolate at home depending upon where they went and if they came into contact with any virus.

If a staff member that is employed at Ridgecrest Weekday Preschool goes on vacation, they are not required to self-isolate when returning. However, we reserve the right to ask employees to self-isolate depending upon where they went and if they came into contact with any virus.

### Cleaning Procedures

In an effort to prevent the virus, Ridgecrest Weekday Preschool will do everything we can to keep our children and staff safe and healthy. Toys will be limited and cleaned throughout the day. Children will wash hands more frequently throughout the day.

If needed, classes will not mingle together and will remain separate while indoors. Co-mingling may be allowed during outside playtime, Early Room, and Lunch Bunch. All surfaces will be wiped down during the day and at the end of the day.

### Special Events

Our school calendar is filled with fun events throughout the year. Some of our events may have to be postponed or canceled due to their recommendations in keeping everyone healthy. Other events, like parties, may continue to be allowed but without parents attending or may only have a limited number of parents attending. We will keep you informed about our school year calendar.

### Masks

If you choose for your child to wear a mask while at preschool, we ask that you teach them how to wear it properly.

**If a virus or pandemic arises, we will update our policies and procedures.  
Please check with the office for the latest pandemic policy.**



**RIDGECREST WEEKDAY PRESCHOOL  
PARENT HANDBOOK AGREEMENT FORM**

***(Do not complete until your child's space has been confirmed.)***

I have read the Ridgecrest Weekday Preschool Parent Handbook (Rev19 6/2025) and agree to adhere to all policies and procedures stated therein.

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Parent's/Guardian's Signature

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Date

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Child's Name