

Pineview Christian Academy Preschool

“Little Warriors”

Handbook

2025-2026



He took a little child whom he placed among them. Taking the child in his arms, he said to them, “whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.”

Mark 9:36-37

Mission Statement:

Our Mission here at Pineview Preschool is to provide a play-based learning atmosphere in which children will grow spiritually, physically, mentally, socially, emotionally.

Our Preschool is a ministry and serves children from 6 weeks to Pre-K. It is led by a caring and loving staff whose goal is to provide a Christian learning environment that is safe and fun. In addition, our program has strict security policies and procedures in place for the safety and protection of both your little ones, and our staff.

Hours of Operation:

7:00am-4:30pm

Drop off is from 7:00am-8:00am.

We ask that all children are dropped off during this hour, due to classroom routines and schedules.

Pick up is from 3:00pm-4:30pm.

Any child not picked up by 4:30 will be billed \$1 every minute until they are picked up.

Registration and Admission:

A non- refundable registration fee of \$250 must be paid before the child is considered enrolled in the program.

*If you have any special needs or circumstances, please contact the director. *

Admission Paperwork Required:

Records needed for enrollment include, but not limited to:

- Admission Application
- Social Security Card (Copy&Returned)
- Birth Certificate (Copy&Returned)
- Immunization Record
- Parent Handbook Agreement
- Authorized Pick-Up List
- Medical Release Form
- Photo Release Form
- Tuition Agreement
- Exemption Affidavit

Please note that if classes are full, you will be placed on a waiting list after filling out our online registration emailed to you by our director. All steps must be completed before your child can attend our program.

Monthly Tuition:

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| Days Per Week: | 3 days (MWF) | 5days |
| Cost: | \$465 | \$735 |

3-year-old & 4-year-old curriculum fee: \$50

Late Fee (After the 11th): \$25

NSF Check Charge: \$40

Late Payments:

At 30 days you will receive a reminder to make payment.

At 60 days your child will not be able to attend until payment is made.

At 90 days your child will be removed from the program.

Withdrawals:

We require that you give us 30 days written notice if you are planning to leave Pineview Christian Academy Preschool. Without 30 days' notice, you will be charged for that month. The parent is responsible for payment of tuition for the period of one month from the date the withdrawal notice is given. Pineview Preschool holds the right to turn away or dismiss a child from the program. The reasons for dismissal may include but are not limited to continually late pick-up, consistent violent behavior, unwarranted behavior towards staff, frequent late payments, etc.

First Aid:

First aid will be provided for minor injuries such as scrapes, bruises, etc. A Permission to Treat Form and Emergency Authorization form must be filled out each year. Parents will be notified in the event of an accident or injury where medical attention is required. In the event of an emergency, one staff member will accompany the child, taking them with the Emergency Authorization Form so that medical personnel may begin treatment before the parent's arrival. Parents will be contacted to meet the ambulance at the hospital and the cost will be the responsibility of the parents.

Illness Policy:

The health of your child is of the utmost importance to us. This includes excluding children from attending with symptoms outlined below. **Please notify the school when your child is out sick and if a specific diagnosis is confirmed. The school will notify families and staff about any illnesses.** An administrator or a staff member will ask parents at drop off how their child is feeling and if a child appears to be sick. Administrators or staff may ask a parent to take a child back home if the child is deemed not well enough to be at school.

Children who are sick must be taken home immediately or within one hour of being contacted as we do not have facilities to care for sick children. If neither parent can be reached, emergency contacts will be called. It is especially important that all telephone numbers and information be kept current, in case we need to call you. **Your child's exclusion and readmission to the program is subject to review by the receiving classroom staff and/or our admin team.**

If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with our administrative team.

| <u>Symptoms/Diagnosis:</u> | <u>When a child will be sent home or Excluded:</u> | <u>When a child can return:</u> |
|---|---|---|
| Fever | If your child has a temperature of 100.0 or higher. | The child must be fever free for 24 hours without fever reducing medication before returning to school. (Ibuprofen/Motrin, Tylenol/Acetaminophen, Any natural/herbal fever reducers) |
| Respiratory Symptoms | If a child exhibits difficult or rapid, shallow breathing or severe coughing, the child shall be excluded from the program. If the child makes high pitched croup or barking sounds after he/she coughs, and the child is unable to lie comfortably due to continuous coughing, the child shall be sent home. | When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and the child can cope with the routine activities of the program. |
| Cold Symptoms: (Nasal Congestion, Sneezing, Watery eyes, Cough) | If accompanied by fever (see fever criteria above) | The child must be fever free for 24 hours without fever reducing medication before returning to school or with a doctor's note stating the child is not contagious |

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| Runny Nose | If the mucus coming from a runny nose seems to be infectious (is yellow/green in color), the parent may be called to pick up the child. | The child is free of a fever for 24 hours without fever reducing medications, the child is on an antibiotic , or presents a doctor's note stating they are not contagious. |
| Diarrhea | After 2 occurrences within a <u>ONE-hour</u> period | When diarrhea subsides for 24 hours without medication or Doctor's note stating the child is not contagious. |
| Diaper Rash | If sores are oozing and leak body fluid | When exclusion criteria are resolved |
| Active Head Lice | When live nits/eggs are present | When exclusion criteria are resolved and 24-hrs after first Treatment. |

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| Hand, Foot & Mouth Syndrome | When spots/bumps/lesions are noticed or present in the following areas: <ul style="list-style-type: none"> •Hands, feet and/or mouth •Diaper area •Thighs/legs | The child must be fever free for 24 hours without fever reducing medication before returning to school. All lesions are dried out and mouth sores healed. |
| Irritability | If irritability cannot be redirected and/or prevents child from being able to participate comfortably and safely. | When a child can participate comfortably in the routine activities of the program. |
| Appearance or Behavior Changes -Lethargy | If the child looks or acts differently, is lethargic, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation. If the child cannot participate in the daily activities and routine of school, they should remain at home. | When exclusion criteria are resolved |

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| Mouth Sores | When the sores cause drooling (Not associated with teething.) | When exclusion criteria are resolved or with a doctor's note stating the child is not contagious |
| Eye Discharge -Pink Eye (Conjunctivitis) - Allergies | <ul style="list-style-type: none"> ▪ Thick mucus or pus from eyes ▪ When discharge is noticed ▪ Pinkish/red, swollen or irritated eyes. | When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and has taken medication for at least 24-48 hours. |
| Rash – Skin/Scalp | When an unidentified rash is noticed and is accompanied by a behavior change, persistent itching, fever, open/oozing sores or wounds and/or child is unable to participate in normal activities. | When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and can return. |
| Chicken Pox | When lesions are noticed or present | When all lesions are dried and crusted. Typically takes 6+ days and a doctor's note stating that the child can return. |
| Vomiting | After one occurrence within a 1-hour period. | When vomiting subsides for 24 hours without medication and able to participate comfortably in the routine activities of the program. |
| Itching | If itching is suspected to be caused by any of the following: Impetigo, Ringworm, or Scabies. | When exclusion criteria are resolved or with a doctor's note stating the child is not contagious. |

Food Policy

The following foods will need to be diced into safe bite size pieces:

Grapes
Fruits
Raw Vegetables
Hot dogs
Large slices of meat and cheese

The following foods will need seeds removed prior to packing:

Apples
Watermelons
And other fruits with seeds

The following foods are PROHIBITED and will not be served to children under the age of 4:

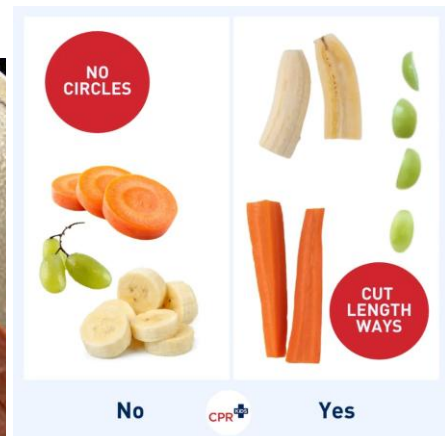
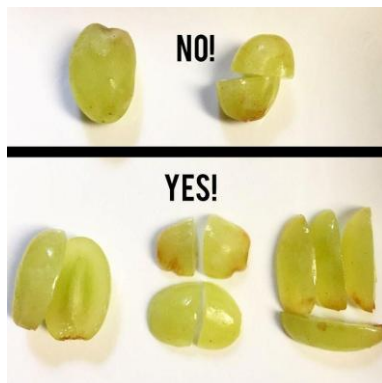
Popcorn
Raisins
Crunch chips
Nuts
Hard candy
Sticky candy
Chewing gum

The following are PROHIBITED and will not be served to children:

Hard Candy
Sticky Candy
Chewing gum

If your child does not have enough nutritional foods in their lunch that follow these guidelines, you will be given the option to bring them a replacement lunch or pick up the child from school prior to lunchtime.

Below are a few examples of acceptable food preparations:



Emergency Procedures

Pineview Preschool has an Emergency Action Plan for all emergencies concerning fire, severe weather, and intruders. We hold the required fire and tornado drills to prepare our children and teachers for such emergencies. In addition, we have tornado shelters that will be used in severe weather situations. In the case of such an emergency, all parents will be notified as soon as possible via Bright Wheel. Our top priority is making sure that the children and staff are safe.

Communication

Communication is very important! Please read all newsletters, notes and other materials that are sent home. Most communication will be through Bright Wheel Messages and/or email. Teachers and administrators can give real time updates on diaper changes, feedings, bathroom breaks, and class activities/work using Bright Wheel. Please know that teachers will update Bright Wheel as much as possible, but caring for the students will be the top priority. Please feel free to reach out to both teachers and/or our director at any point during the day to check on your little one!

Our director will always be glad to talk to you about any concerns or questions that you may have.

If for any reason our staff and/or administration must contact you during the day, and you are unable to respond due to work, or not having a phone nearby, it happens, and we understand. Please make sure to communicate with the teacher that you may be away from your phone, and leave a second contact, if possible. If an emergency arises and parents are unable to be reached the emergency contact listed for the student will be called.

Conferences

If you have any questions for the teachers, please feel free to schedule a conference after school hours.
This will enable the teacher to lend their full attention to your concerns.

It is not recommended that parents discuss behavior and sensitive issues about children where others, especially other children, can overhear.

Conferences may be held at the request of the parent, teacher, and/or director.

Director may be included in conferences.

Child Abuse/Neglect:

If there is any abuse or neglect suspected of any children in our care, we are required to report it.

Please be aware that children will NOT be released, under any circumstances, to impaired individuals.

Discipline Policy:

Pineview Preschool seeks to demonstrate positive guidance for children. Simple rules and consistent reminders for children are used throughout the day.

The staff will speak calmly to the child about their behavior.

No physical punishment will be used at any time.

If a behavior problem persists, the child will be taken to the director and parents will be notified.

If a child's behavior continually disrupts the class or poses a threat to anyone including themselves, the child may be dismissed from the program.

Updated Information:

Please notify us as soon as possible of any changes regarding your address, phone number, custody agreements, etc. In doing so you are helping us best to keep your child safe.

General Schedule/Closings:

We follow Pineview Christian Academy in the event of any early releases, delayed openings, and closings due to inclement weather, and holidays. Post about this information will be made on Bright Wheel as soon as information is received.

Class Assignments:

Children will be assigned to classes according to age on or before September 1 of the enrolling year.

Ex: A) Student that turns 4 on August 24th will be placed in the PreK (4-year-old) class.

B) Student that turns 4 on September 5th will be placed in the 3-year-old class.

Three-year-olds must be potty trained before they can enroll in the three-year-old class.

Toys:

No toys, including electronics, from home are to be brought to school.

The only exception to this rule is if the teacher has specifically requested the child to bring something to school. (i.e Show and Tell).

Birthdays:

Children may celebrate their birthday at school by sharing a treat with classmates during an approved time. Approval comes from the teacher. Please provide store bought treats for the students and be aware of any allergies in the classroom.

Invitations that are handed out at school, must include all classmates.

Clothing:

Please dress your child in comfortable play clothes so that they may play freely. Your child's shoes must be appropriate and safe for play. Shoes must have a back on them to help keep them on your child's feet.

Once potty trained, girls must wear shorts under their dresses to ensure modesty.

In warmer months please make sure your child has playground appropriate footwear.

In colder months, we will not go outside if it is under 65°F, please make sure your child has a jacket to wear outside.

All children are required to bring in an extra change of clothes. Please be sure to mark the bag clearly with their name.

Meals:

All meals are to be provided by the parents/guardians. All children will be encouraged to feed themselves (except for infants.) Please provide food that is easy to handle.

All lunch boxes, bottles, training cups, bibs, silverware, etc. must be labeled with the child's name.

Baby food must have an expiration date on it.

Lunch will not be heated (except for bottles for the infants).

Milk or water (NO SODA) should be sent in unbreakable/spill-proof bottles.

Please notify your child's teacher of any food allergies

Notification of allergies in your child's class will be sent out at the beginning of the year.

Please be mindful of these allergies when packing your child's lunch.

Safety:

A parent/Guardian/Authorized pickup person will have to check the child in and out every day using the child's code on our Bright Wheel kiosk

Driver's license will be checked prior to the child being released to any unfamiliar person.

We will not release any child to individuals not listed on the authorized pick-up form.

Biting/Pushing/Hitting Policy:

We understand that biting/pushing/hitting, unfortunately, is a part of a preschool setting. Our goal is to help identify what is causing the biting/pushing/hitting and resolve these issues.

If the issue cannot be resolved, this policy serves to protect the children that are bitten/pushed/hit.

If a biting/pushing/hitting incident occurs, state regulations require that the parent of the child biting/pushing/hitting and the parent of the child who was bitten/pushed/hit be contacted.

Names of the children are not shared with either parent.

Parents will be contacted on Bright Wheel and it will be labeled as an incident.

When Biting/pushing/hitting does occur:

The staff's job is to keep the children safe and help a child that bites/pushes/hits learn different, more appropriate behavior. We do not use techniques to hurt or frighten children.

Physical harm for punishment will **never** be used.

For the child that was bitten/pushed/hit:

1. The teacher will comfort the child and first aid is given as needed. If needed, the bite will be cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

For the child that bit/pushed/hit:

1. The teacher will firmly tell the child, "We do not bite/push/hit". The teacher will assist the child that bit/hit/pushed to check on the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.
4. A short time away from the whole class may be used.

The child will be shadowed to help prevent any biting/pushing/hitting incidents. The child will be observed by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

When biting/pushing/hitting continues:

1. If a child bites/pushes/hits twice in a single day, the child will be required to be picked up from preschool for the remainder of the day.
2. If a child inflicts more than 3 bites/hits/pushes in a one-week period (5 days of school attendance), a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
3. If biting/hitting/pushing continues within 5 school days after a conference is held. We may ask that the child spend up to five (5) school days at home.
4. If a conference has been held, 5 schools have been spent at home and the biting/hitting/pushing continues, the student will be removed from the preschool.

A child, who has been through step 1, 2 and 3 and goes 3 weeks (15 days of school attendance) without biting/pushing/hitting, will go back to step one if the child bites/pushes/hits again.

Other Helpful Information:

Please pray for our staff as they teach and care for your children.

- Please make sure your child's name is on everything to ensure it goes home with them.
- When sending money, please place it in an envelope and write your child's name, dollar amount, and purpose for the money on the front of the envelope.
- Please notify your child's teacher or the director of any absences by 9:00 the morning of.

Please note: Administration has final decision on any matter.

Administration can update and change policies as and if they see fit.



Lindsey Brown

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