



**Dear Parent/Guardian,**

**Welcome to Dallas Bay Preschool. Our talented staff specializes in planning their class tailored to your child's age and learning strengths. Our purpose is providing love and safety as your child begins to explore the many aspects of learning.**

**We love that you are part of our preschool family. Our prayer is your family connects lifelong friendships that begin with your child's preschool experience. If you have questions or concerns regarding your child, please contact me at any time.**

**Our church number is 423-842-9299 and our fax is 423-515-1813. You may also reach me by email at [dnoles@dallasbaychurch.com](mailto:dnoles@dallasbaychurch.com). Please check our website at [www.dallasbaychurch.com](http://www.dallasbaychurch.com) for updates and events.**

**I look forward to having your child be part of our preschool program.**

**Dawn Noles  
Director of Preschool Ministries  
Dallas Bay Church**

# Dallas Bay Weekday Preschool

## Policies & Procedures

The following policies & procedures are compiled to provide information and clarification concerning the program of preschool age children at Dallas Bay Weekday Preschool. These guidelines are not intended to be restrictive but rather to enhance and improve our program. Please read this document carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call 423-842-9299.

Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool program offered at Dallas Bay Weekday Preschool.

### FEES

There is a \$30.00 non-refundable registration fee due at the time of registration. This payment will reserve your child/children a place in our program. The registration fee for additional children will be \$20.00 per child. A \$125 school supply and \$50 related arts fee will be charged per child. These fees in the amount of \$175 are due by July 1<sup>st</sup>, 2024. The supply and related art fees do not have discounts for additional children and is non-refundable after July 15<sup>th</sup>, 2024.

### TUITION/LATE FEES

Yearly tuition is \$1,800.00. Payments may be made yearly, per semester, or monthly. Tuition payments are to be made on the first day of the month if paying monthly. Please note the schedule below. Payments are to be made online on our MDO page at [www.dallasbaychurch.com](http://www.dallasbaychurch.com). A \$10.00 late charge per child will be added to payments not made on schedule. A \$10.00 late pick up fee will be charged per child in increments of 15 minutes. (Ex: 1-15 minutes late \$10, 15-30 minutes \$20) In the event that payments fall behind for 1 month, your child's spot will become available.

- |                              |                          |
|------------------------------|--------------------------|
| 1) August 1st                | 6) January 1st           |
| 2) September 1 <sup>st</sup> | 7) February 1st          |
| 3) October 1st               | 8) March 1st             |
| 4) November 1st              | 9) April 1 <sup>st</sup> |
| 5) December 1st              | 10) May 1 <sup>st</sup>  |

### 3 PAYMENT OPTIONS AVAILABLE FOR THE PROGRAM:

- Option 1- One-time payment of \$1,800.00 on August 1<sup>st</sup>.
- Option 2- Two payments of \$900.00 on August 1<sup>st</sup> and January 1<sup>st</sup>.
- Option 3- 10 Monthly payments of \$180.00 on the first of each month. Aug-May

### WITHDRAWALS

In the event you choose to withdraw your child from the program, you are required to give a written one-month notice. If we do not receive the month notice, you will be required to pay tuition for that month. In the event you decide not to attend the last month of school, even with a month's written notice, a required payment of half of May will be required. You agree to this contract by signing the registration forms.

### BUILDING ACCESS:

All doors to the building stay locked for the safety of our children. If you need assistance, please call the preschool office.

### ARRIVAL/DEPARTURE PROCEDURES

Your child/children will be given car line tags. Please read and follow those procedures carefully. Our drop off times will be 8:50-9:00 and pickup will be from 2:25-2:35. In the event that you may need to verbally change pick-up arrangements by phone, we will take the name of the adult picking up, require that you have placed them on your child's application and require him/her to show identification at pick-up unless they have a car tag that is assigned to you at the beginning of school. The verbal agreement will require this for all persons, including parents. Your help with this policy is appreciated and enforced to protect our children. If a pattern of arriving late begins, you will be reminded of start times and special arrangements may be made. Being tardy on a consistent basis not only disrupts your child's schedule but the entire classroom as well. **NO EARLY DISMISSALS AFTER 2:00.**

## INCLEMENT WEATHER

The most accurate and quickest way to receive communications regarding inclement weather from our preschool is through text. Providing your cell number and downloading the Lillio App (formerly HiMama) is how to enroll in our texting and email system. Make-up of inclement weather days will be at the discretion of the Director. Please note that we typically have 3-4 days each year of inclement weather and it does not change the price of the program. We may also have times of several being out due to illness or other unforeseen instances that will require school cancellation.

## EMERGENCIES

Fire Drills, severe weather and other emergency drills are practiced periodically throughout the school year. Dallas Bay Preschool adheres to the Emergency Procedures as outlined in the Dallas Bay Church Handbook of Loss Prevention and Campus Safety and Security.

## CLOTHING AND PERSONAL BELONGINGS

Please mark all belongings with your child's name. Dress your child comfortably for school activities. We go outside daily (weather permitting), to the gym, and work with paint, glue, and other messy substances on a regular basis. If your child's clothing can be ruined, then you probably should not send them to school in it. Athletic footwear is recommended. Sturdy and closed-toe shoes are safest. Cowboy boots, flip-flops, and crocs are unsafe on climbers and inappropriate for school. Some hair accessories and jewelry are choking hazards. Please leave these items at home. Please send a change of clothes on the first day of school with your child. These should be placed in a gallon Ziploc bag and labeled with your child's first and last name. Toys from home are NOT to be brought to school unless a child has show-n-tell or is the star student. If they are brought and get broken or lost, we are not responsible.

## HEALTH POLICIES

It is your responsibility to notify us in writing of any medical conditions or allergies your child has or medications taken regularly. A plan for children with allergies or chronic medical conditions, which requires special accommodations, must be agreed upon with your child's teacher and Director. A completed form, by the child's physician, detailing the steps to take in case of emergency and planning for any needed accommodations in the classroom **is required. An up-to-date immunization record must be signed by your health care provider and faxed to 423-515-1813 before your child attends school.** If your child receives further immunizations during the year, please provide us with information so our records remain current. **NO** child may attend school without a health record on file. For the protection of all children and adults, parents are requested not to bring a child who appears to be ill.

The following symptoms or illnesses should also be need for a child to be kept at home:

- Fever – 99.9 and higher currently or within the previous 24 hours (without medication)
- Vomiting or diarrhea
- Any symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, RSV, or whooping cough
- Sore throat/Croup/Cough/Green nasal drainage.
- Any unexplained rash/skin infection
- Pink eye or other eye infection
- Hand, Foot, and Mouth Disease
- Head Lice
- Signs of flu and/or Covid-19 (If parents or siblings have flu or covid, we advise to keep your little one home.)

If your child is not being his/her usual self and just “feeling” bad, we will call for them to be picked up.

A parent will be notified if a child develops illness during the day. We will keep your child in the office until parent/guardian arrives. If your child contracts a childhood disease following a session, please contact the Preschool Director. No oral medications will be given to a child. (Please keep all medications in parent's possession.) Please report any allergies or special needs to the Preschool Director.

## NUTRITION

Your child/children will be served a snack each day. Parents are welcome to send snacks to be shared by the class, but please notify the Director in advance. Children are required to bring a nutritional lunch each day. Please do not send carbonated drinks or food or beverage in glass containers. Please send your child's lunch in a lunch bag. It is hard for students to understand if meals are brought in from area restaurants. Dallas Bay Preschool is not considered a peanut free school.

## **DISCIPLINE**

Physical punishment is never used at school. If there is a problem in the classroom, we use it as an opportunity to reinforce relationship skills, verbal skills, problem solving skills, and compassion for one's neighbor. If there is a persistent problem, we will work with you on further courses of action to help your child regain control of his/her behavior. In the event that your child can not gain control of his/her actions, they will be sent to the Director's office. Please refer to your child's folder for their daily behavior sheet. Consistent biting or bad behavior may require dismissal from the program.

## **TOTE BAGS**

Your child will be provided with a tote bag at the beginning of the school year. These are our link to home and we will be placing artwork, notes, letters, etc. in them to get to the parents. Please check your child's bag and folder each day. Backpacks are not be used. The children have difficulty with the zippers.

## **BIRTHDAYS/HOLIDAYS**

We would love to celebrate your child's birthday at school with special refreshments. Please contact your child's teacher to make arrangements for a date to bring in treats. Summer birthdays may be celebrated during the school year also. If you are sending in invitations to school for an outside party, every child in the class **MUST** be invited. Teachers will communicate in their newsletter or on our Facebook page (Dallas Bay Preschool) of class needs.

## **STAFF**

Teachers have experience and education working with preschool children. Background checks have been completed on each one and regular training is required which will enhance our program. In the event a problem arises with a staff member, please notify the Preschool Director for a scheduled meeting. **Please do not contact staff by text, social media, or personal phone to ask questions regarding your child's behavior or class needs.** If you have concerns, please contact the office and the appropriate steps will be taken to answer your questions.

## **PROGRAMS/FUNDRAISER/SOCIAL MEDIA**

We will have several opportunities for parents and children to participate in activities throughout the year. Our Pre K classes will participate in a graduation performance. We have Spring Pictures which is a playground fundraiser for our program. Social media is a great way to see a glimpse into your child's preschool activities and positive comments. In the event that the preschool or staff is being discussed in a negative manner, a meeting will be scheduled, with the Director, for review of continued attendance at the school.

## **LEARNING**

Not only does our program exist to provide a secure, nurturing environment for preschoolers but our goal for growth is to provide your child with activity and biblically based teaching. This will allow your child to progress with problem solving, sharing, and expressing themselves in appropriate ways, thinking of others with kindness and learning to love others as themselves. Your child will be challenged with activities for which they are ready and which will help them grow in body, mind, and spirit.

## **ORIENTATION/PHASE-IN**

We will assign phase in days for our students which will allow half of the class to attend one day and the other half on another day. Your child's phase in day will consist of a time to tour your child's class at drop-off, along with meeting the teacher. This will be limited to 2 adults per family. Your child will need to bring a lunch and plan to stay all day. Once your child is dropped off to class, parents will attend a brief meeting in our sanctuary.

## **OUR PROMISE**

Our staff will love, protect, encourage, and care for your child as you would at home.

**BY SIGNING MY CHILD'S APPLICATION, I AGREE TO THE ABOVE POLICIES AND PROCEDURES.**

# DALLAS BAY PRESCHOOL 2024-2025 CALENDAR

August 13<sup>th</sup> & 15<sup>th</sup>

Assigned Phase-In Days

August 20<sup>th</sup>

All students first day

September 10<sup>th</sup>

Open House 5:30-6:30pm

October 14<sup>th</sup> – 18<sup>th</sup>

Closed – Fall Break

November 26<sup>th</sup> & 28<sup>th</sup>

Closed – Thanksgiving

December 10<sup>th</sup> – January 8<sup>th</sup>

Closed – Christmas Break

March 17<sup>th</sup>-21<sup>st</sup>

Closed-Spring Break

May 6<sup>th</sup>

Pre K Graduation

May 8<sup>th</sup>

Last Full Day of School

# DALLAS BAY PRESCHOOL

2024-2025 Application

**TUESDAY/THURSDAY PROGRAM** (6 weeks – Pre-K)  
Tuition and payment options are listed in policies & procedures  
9:00 - 2:30

Date Received: \_\_\_\_\_ Registration Pd: \_\_\_\_\_ Supply Fee: \_\_\_\_\_ Art Fee: \_\_\_\_\_ First Month: \_\_\_\_\_  
**(OFFICE USE ONLY)**

Child's Full Name \_\_\_\_\_ Goes By \_\_\_\_\_

DOB \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Allergies/Medications: \_\_\_\_\_

Child lives with: \_\_\_\_\_ Special Concerns: \_\_\_\_\_

## Parents:

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mom's Cell: \_\_\_\_\_ Father's Cell: \_\_\_\_\_

Mom's Work # \_\_\_\_\_ Father's Work# \_\_\_\_\_

Mom's Employer: \_\_\_\_\_ Father's Employer: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Siblings Name & Date of Birth: \_\_\_\_\_

Church Affiliate: \_\_\_\_\_

## EMERGENCY INFORMATION: (In case of an emergency, if family cannot be reached, notify)

1. \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

2. \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

Policy Holders Name: \_\_\_\_\_

Group # \_\_\_\_\_

Dates of coverage: \_\_\_\_\_

Dr. Phone # \_\_\_\_\_

Insurance Phone # \_\_\_\_\_

Policy Holders DOB \_\_\_\_\_

Policy # \_\_\_\_\_

**RELEASE NOTICE**

My child may be released to the following people: Both parents: \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, explain)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

My child CANNOT be released to the following people:  
Please provide court documentation if custody is restricted by a parent.

Name \_\_\_\_\_ Name \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION**

I, the undersigned, being the parent or legal guardian of the child named below, give permission for our child/minor to attend and participate in Dallas Bay Preschool during the 2024-2025 school year. I certify that my child/minor is physically fit and adequately prepared to participate in this program. My signature also certifies that I will abide by the policies and procedures of Dallas Bay Preschool.

**MEDICAL TREATMENT AUTHORIZATION**

In the event of an emergency or non-emergency situation in which medical treatment is required as a result of participation in Dallas Bay Church We Preschool; every reasonable effort will be made to contact the parent/guardian and emergency contacts listed. If unsuccessful in contacting the persons listed, consent/permission is hereby given for treatment by personnel. Furthermore, unless specified otherwise, consent/permission is hereby given to all accompanying adult staff or volunteer leaders to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery as recommended by qualified medical personnel. If possible, the adult leader should make final decisions in cooperation with medical personnel. I agree that my insurance company will be used for such medical care expenses, and I am aware that the medical provider for any medical treatment expenses not covered by my insurance may bill me. I understand that if I do not have medical insurance coverage that I am responsible for the payment of any and all medical bills.

**LIABILITY RELEASE**

(I), the undersigned, do hereby release, forever discharge and agree to hold harmless Dallas Bay Church and Preschool, its directors, employees, volunteers, and agents (collectively herein the "Church") from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever, which may be incurred by the undersigned and the Participant(s) while involved in Dallas Bay Preschool. Furthermore, we (I) {and on behalf of our (my) minor Participant(s)} hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation at Dallas Bay Preschool involved therein. The undersigned further hereby agree to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant(s), including expenses incurred attendant thereto.

**PHOTOGRAPH WAIVER**

By signing this document, I give consent for my child/minor to be photographed, videotaped or filmed while participating in Dallas Bay Preschool, and for the resulting images to be used by Dallas Bay Church for promotional purposes. I also allow the church to post photos and video to various social media.

**THIS FORM MUST BE SIGNED BY A LEGAL GUARDIAN. IN THE EVENT THAT THE LEGAL GUARDIAN IS NOT THE CHILD'S PARENT, WE MUST RECEIVE DOCUMENTATION OF GUARDIANSHIP.**

NAME OF MINOR \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN NAME PRINTED \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**THIS APPLICATION WILL BE VALID FROM JULY 1st, 2024 – MAY 31st, 2025.**