# Parent Handbook
# 2026-2027

**“Let your light shine before others, so that they may see your good works and give glory to your Father in heaven.”**
**Matthew 5:16**

Quail Springs Baptist Church
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# PROGRAM INFORMATION

**Objective and Purpose**

We believe that a child learns about God from the Bible and the people and experiences in his environment. Thus, love and appreciation for God and the things God has made are stressed through appropriate educational activities.

The Weekday Ministries program at Quail Springs Baptist Church was developed to provide a variety of early childhood learning experiences for children from age 2 months through Pre-Kindergarten. These experiences help young children develop spiritually, academically, emotionally, socially, and physically in a loving environment.

**Our Staff**

A Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers love children and are enthusiastic about spending time with their students. Many of our teachers have college degrees, and all our teachers have experience with young children. Our teachers attend regular staff meetings and continue their education by attending training workshops.

**Age Requirements**

Students in our program are placed in classes with other children close to their age. We structure classes based on your child's age as of September 1 since this is the date used by our local school districts for grade placement. Children will stay in the same class for the nine-month school year.

**Classes Offered**

Mother's Day Out

Babies (starting at 8 weeks old)
1's (must have turned 1 by September 1st)
2's (must have turned 2 by September 1st)
M/W 9:30 a.m. – 2:30 p.m.

Preschool for 3's (must have turned 3 by September 1st)
M/W 9:30 a.m. – 12:00 p.m.

Preschool **Plus** for 3's (must have turned 3 by September 1st)
M/W 9:30 a.m. – 2:30 p.m.

Pre-Kindergarten for 4's (must have turned 4 by September 1st)
M/W/F 9:30 a.m. – 2:30 p.m.

## Enrollment Procedures

Enrollment is processed when the proper forms have been filled out and returned to our office with a copy of your child's immunization record, and a $100 registration fee has been paid for each child enrolled in the program. THIS REGISTRATION FEE IS NON-REFUNDABLE AND MUST BE A CHECK! Enrollment is not guaranteed until you are contacted by our director or assistant.

## Curriculum

Our curriculum is based on the WEE LEARN series published by Lifeway Christian Resources in Nashville, TN. Our teachers also use materials from our resource library and other sources to enrich and expand class activities. Teachers share songs, stories, teaching pictures, Bible stories, and conversation in the learning centers. The learning centers include home living, blocks, puzzles, books, nature, music, sensory bins and art. Since children learn best through hands-on activities, lessons are built around play and experimental learning.

Along with the regular activities, children in Preschool will be exposed to the alphabet, shapes, numbers and colors. Our Pre-K program also includes math, science, reading, art, STEM and cognitive thinking skills as we strive to prepare your child for Kindergarten. The Mother's Day Out classes will have engaging activities that help children begin to learn shapes, numbers, and colors. Please remember that all children learn at a different pace and we attempt to expose your child to these skills in a fun environment.

Our daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their classes.

## Additional Preschool Information

Children in the Preschool and Pre-K classes will have music and physical education classes on a weekly basis and will attend age-appropriate Chapel services at the beginning of each month.

Individual conferences will be held with preschool and Pre-K parents during the fall and spring semesters to discuss your child's progress.

**All students in the Preschool and Pre-K program MUST be potty trained and able to manage bathroom needs independently**, i.e. clothing fasteners, personal hygiene, and hand washing. Those children entering our Preschool program who cannot manage bathroom needs **FULLY** independently will be able to enjoy our morning session only. This decision will be made at the discretion of the director if necessary. When this has been mastered they will be welcome to join extended day if they would like.

# Faith and Family Statement

The Weekday Ministries program is a ministry of Quail Springs Baptist Church. Therefore, every program is conducted in accordance with the church's convictions surrounding faith and family.

Faith

We affirm The Baptist Faith and Message 2000 as an accurate confession of faith based on the Holy Bible. Because of this, all programs, curriculum, and teaching are aligned with these doctrines. It is imperative that all persons employed by the Church in any capacity or who serve as volunteers abide by our doctrinal beliefs and conduct themselves accordingly.

Family

The Holy Bible, our Statement of Faith, and The Baptist Faith and Message 2000 express our fundamental biblical conviction that Christian marriage is the uniting of one man and one woman in a covenant commitment for life. This conviction guides how we teach, model, and conduct family-related aspects of our program.

**Application:**

 All children are welcome in our program.

 While we will care for every child and partner with every family, our teaching and activities will reflect our biblical convictions about faith and family.

 For this reason, certain events or participation opportunities may be limited to parents or guardians whose family arrangements are consistent with our stated beliefs.

**Religious Liberty Disclaimer**

The QSBC Weekday program is a ministry of Quail Springs Baptist Church and operates in accordance with the sincerely held religious beliefs of the church as expressed in its Bylaws, Statement of Faith, and the Baptist Faith and Message 2000. Nothing in this handbook shall be interpreted to require the church or its ministries to act in a manner inconsistent with these convictions.

# PROGRAM POLICIES

## Monthly Tuition

Payment is due in full on the first of the month. Payments will be considered late after the seventh of the month and your account balance will have a $15.00 late charge added. Failure to pay for 30 days as agreed will result in your child's place being forfeited.
(If special circumstances exist, please talk with the director.)

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| Babies: | $300.00 per month |
| Ones: | $280.00 per month |
| Twos: | $280.00 per month |
| Preschool: | $220.00 per month (9:30-12:00) |
| Preschool Plus: | $300.00 per month (9:30-2:30) |
| Pre-K: | $330.00 per month (9:30-2:30 M/W/F) |

Payments may be made online or with cash (exact change) or check at the front desk. No credits are given for absences.
**Please Note**: Your child's monthly tuition is based on the actual number of days that his/her class is scheduled during the 9-month school year. The total yearly tuition is divided into equal monthly payments for your convenience.

## Returned Checks

**A $25.00 fee will be charged on all returned checks. Cash payment will be required immediately to cover the check and related fees. After two returned checks, all fees will be on a cash-only basis.**

## Attendance

PLEASE CAONTACT YOUR TEACHER OR EMAIL rgibson@gsbc.org IF YOUR CHILD WILL BE ABSENT FOR ANY REASON.

It is the parent's responsibility to bring your child into the building and stay with your child until classroom doors are opened by the teacher at 9:30 a.m. All classes begin promptly at 9:30 a.m. It is VERY IMPORTANT for the child to arrive on time, so they don't miss out on any planned activities. A child who is consistently late will have a more difficult time making friends and adjusting to the routine.

Preschool children are to be picked up **promptly at 12:00**, unless they are enrolled in the Preschool Plus program. **Those children and all those in MDO are to be picked up promptly at 2:30 p.m.** If an emergency causes you to run late, please call the Weekday office so we can alert your child and the teacher. Children often become anxious when they remain behind after their classmates have left. A LATE PICK-UP FEE of $15.00 will be charged for those who are 10 minutes late. The fee will increase by $1.00 every minute thereafter.

In the event the Weekday program must close early due to weather conditions or other safety concerns, prompt response on the part of parents to pick-up their child is expected. If for any reason the Director feels parents have not attempted to fully cooperate in the early dismissal, late fees will be assessed as stated above.

## Withdrawals and Dismissals

A two-week advance, written notice to the Director is required if it becomes necessary for your child to withdraw from the program. Payment is required for this period. We do not provide refunds if you decide to withdraw in the middle of the month.

Weekday Ministries reserves the right to dismiss a child if, after entering, he/she seems unable to participate in a group situation.

## Discipline

Each classroom has its own set of rules and discipline procedures set by the teacher. These will be discussed with parents and children during Meet the Teacher Day at the beginning of the year. In younger classes, we primarily use redirection, helping change the focus of the child and helping guide the behavior in a more positive light.

In preschool and Pre-K classes, we use Green Choices vs. Red Choices. The teachers will send home information explaining this at the beginning of the school year, so parents are aware of the terminology and logic behind this technique of guiding behavior in the classroom.

Weekday Ministries reserves the right to dismiss a child whose behavior or actions interfere with the learning and/or safety of the other children. Parents will be notified of problems existing in the classroom, and a conference will be held with the parents, teachers and director to resolve the issues and alleviate the problems. If in the judgment of the Weekday staff no significant improvement is made after a set deadline, the child will be dismissed from the Weekday program.

Parents are liable and responsible for damage and/or injury done to property or other people while their child is at school.

## Release of Children

Your child's safety is of upmost importance. We will not release a child to anyone other than the parent(s)/guardian(s) unless there is written permission from the parent(s)/guardian(s) on the child's Weekday Ministries enrollment form. Any new pick-up person must stop and check-in at the Weekday office before picking up a child. Proper identification (with photo) must be shown at that time. If you know in advance that your child will be picked up by someone other than a person listed, please notify the office in writing or by phone and give us the name of the person and dates/times of authorized pick-up. We will ask this person to show identification.

We have no legal authority to refuse either parent the right to pick up their child unless this is COURT ORDERED and a copy of that judgment has been given to the Weekday office. It is the parent's/guardian's responsibility to keep the Weekday office advised of any such circumstances.

## Illness/Medication Regulations

Please check your child daily for symptoms of contagious diseases or illnesses BEFORE they are brought to school. Sick children are most comfortable at home, and it is not fair to other families to expose their children to germs. **Parents are asked to exercise considerate judgment before subjecting their child's symptoms to other children.**

PLEASE KEEP YOUR CHILD AT HOME IF ANY OF THE FOLLOWING APPLIES:

Child has any unexplained rash
Child has diarrhea
Child has fever
Child has vomiting
Child has nasal discharge
Child has a chronic cough

Your child must be free of all the above symptoms for 24 hours BEFORE returning to school, or until the parent can provide proof (i.e. a doctor's note or call from the nurse) that the child is not contagious. We reserve the right to refuse to admit any child until such proof has been presented. If your child has a cough or nasal problems due to allergies, we will need a letter from his doctor in his/her file.

Teachers are not permitted to give any type of medication to any child. Parents may come to school and give it in appropriate situations. If your child has need of emergency medical device such as an inhaler or EpiPen, you must have documentation from a doctor and meet with the director before school begins.

## Accidents/Illness at School

Accidents happen! We are active inside and outside during the day, and sometimes children get bumped heads or scraped knees. When a child is hurt at school, teachers will administer appropriate first aid, hugs, and will complete a "Boo-Boo Report" to send home with the child to inform the parents about the incident.

If a child begins to exhibit symptoms of illness during the school day, a parent will be contacted to come immediately and pick up the child. We do not have any facilities to care for sick children.

In case of severe illness or accident, every effort will be made to contact a parent, guardian, or other emergency contact listed on the child's record card. When a parent cannot be contacted by the Weekday Ministries office and in the judgment of the teacher, the illness or accident requires immediate medical care; the child will be taken to Mercy Health Center Emergency Room at the expense of the parent(s)/guardian(s). A medical authorization form must be on file for each child.

## School Records

Please keep the school up to date on home, business, and emergency phone numbers. This is very important – emergencies do happen. If any of your family's information changes during the year (new cell phone number, more immunizations, etc.), please stop by the front desk and let us know, or drop a note in the payment box.

Your child's immunizations need to be current as appropriate for his/her age. A copy of updated immunizations needs to be turned in at the time of enrollment.

## Inclement Weather

We close due to bad weather when local schools are closed. Please listen to the local television and radio stations for that information. You will receive an email from the director and a text from your teacher informing you of school closure. **THERE WILL BE NO REDUCTION IN FEES DUE TO INCLEMENT WEATHER.**

## Rest Time

Children who stay until 2:30 will be given a rest time following lunch. Older children are not required to go to sleep, but they will need to be quiet for a while to rest their bodies from the day's activities. Children in class 1.2 and above must bring a mat to rest on. Mats may be purchased at little cost at most discount stores. Children enrolled in our Pre-K program will not have rest time and will not need to bring a mat.

## Toys and Personal Items

Weekday Ministries provides sufficient toys and equipment to allow for many types of play and learning activities during the day. We request that parents not allow a child to bring personal toys to their classroom. This helps avoid a wide variety of problems. Children who bring a toy will be asked to put it in their cubby until time to go home. We are not responsible for missing toys brought from home.

We do encourage a child to bring a personal item (soft toy, blanket etc.) that is needed for security or is required at rest time. Please do not send items that make noise.

Show and Tell items or other items the teacher may request during the year should be brought ONLY on the day planned by the teacher.

TOY GUNS AND OTHER WEAPONS are inappropriate for preschoolers and will be turned into the director if brought to class. VALUABLE ITEMS such as jewelry or collectibles are also inappropriate for preschoolers to bring.

## Dress

Please consider your child's comfort and dress him/her simply in EASY-TO-MANAGE play clothes. Older children should wear clothes that do not require assistance for them to go to the restroom. We have many active playtimes – inside and outside – so please send your child in appropriate shoes. Backless, slip-on shoes or flip-flops make it hard to run & climb and can fly off and hit another person.

Children that are in diapers need clothes with snaps or those that can be easily removed from the waist, so diapers can be changed quickly. We keep the rooms at comfortable temperatures – children should not need more than 2 layers of clothes.

Although children often wear smocks, many of our activities are messy. All children should have a change of clothing (including shoes and socks) in their bag or backpack

every day in case of a mess or spill. Those being potty trained or “newly trained” should also bring an extra pair of pants for certain emergencies – accidents do happen!

LABEL all diaper bags, backpacks, blankets, sleep mats, and other items with the child’s name. Label all clothing that the child might remove during the day (i.e. coats, sweaters, etc.)

Unless it is VERY cold, we try to go outside for fresh air each day. Make sure your child has appropriate outside clothing every chilly day including hats and mittens.

## Snacks/Lunches

We will provide a morning snack and drink each day. Each child enrolled in a program that continues until 2:30 p.m. must bring a lunch, including a drink (children may bring water bottles). Please make lunches of “finger type” foods the child can manage on his/her own, make sure to cut up their food into small bites. Do not send anything that needs to be heated/refrigerated. Please limit the number of sweets in their lunch and do not send any soda. Label all lunch boxes and plastic lunch items with the child’s name.

## Nut Free Facility

We are a peanut and nut free environment. We kindly ask that you do not send anything in your child’s lunch that may contain peanuts, peanut products or nuts of any kind. We allow sun butter but require a note letting us know it’s safe. Please let us know if you need suggestions for lunches.

## Birthdays

Birthdays are a special time for children, and they often like to celebrate with their friends. If you wish to provide a small treat for your child’s birthday, please talk with the teacher in advance. Birthday treat must also be nut-free and purchased from a store. Invitations to parties will be distributed ONLY if there is one for each child (this prevents hurt feelings).

## Holidays

We love to celebrate holidays! For individual class parties, teachers may ask parents to provide treats, paper products, etc. In the days before the party, there will be sign-up sheets outside each classroom listing various needed items so you can choose whatever is most convenient for your family.

All our activities are conducted from a Christian perspective, and we do not discuss secular holiday symbols like Santa Claus or the Easter Bunny. We do not observe Halloween in any way.

## Pictures

School pictures are taken twice a year, once during the fall semester and once during the spring semester. You will be notified of “picture days” by your child’s teacher, take home notes, and school emails.

Teachers may take photographs of children throughout the year to use for the classroom. If you wish that your child NOT be photographed, please notify the Weekday office in writing at the time of enrollment.

## Parent/Teacher Communication

Children enrolled in Mother's Day Out classes will have a "This is How My Day Went" information form sent home with them each day. Monthly calendars will be sent home with every child as well. We also send emails and text reminders as needed. Please read these to remain informed about various upcoming events and dates.

The parents of all Preschool and Pre-K children will have individual conferences with their child's teacher at the end of each semester. You will be notified of available conference dates and times by your child's teacher. Every effort will be made to schedule a time convenient to both parents and teachers. Please feel free to discuss any questions or concerns you may have with your child's teacher or the director.

## Other Ministries for Preschoolers at QSBC

At QSBC there are many other opportunities provided for our preschoolers to have happy times at church learning through Bible teaching activities. Information about programs for older children is available from the church office, 755-9240. Parents are invited to be involved in Bible Study and Worship during these times.

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| Sunday School | 8:15 a.m., 9:30 a.m. and 11:00 a.m. |
| Worship Services | 8:15 a.m. and 11:00 a.m. (traditional)<br>9:30 a.m. (modern) |
| Children's Choir* | Wednesdays 5:45 p.m. – 6:30 p.m. |
| Bible Buddies* | Wednesdays 6:30 p.m. – 7:30 p.m. |

*For Pre-K children ages 4 to 5. Nursery is available for younger children while parents attend other on-campus activities.

Our contact Information:

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