



Central Baptist Church
Proverbs 22.6

Tiny Treasures 2024 - 2025

August 29 th	Meet the Teacher
September 3 rd	First Day of School
October 24 th	Fall Party
November 21 st	Thanksgiving Feast
November 25 th - 29 th	Thanksgiving Holidays
December 19 th (1pm)	Christmas Program & Party (Dismissal following Party)
Dec. 20 th - Jan. 6 th	Christmas Break
January 23 rd	PJs & Pizza Day
February 13 th	Valentine's Party
March 6 th	Donuts with Dad
March 10 th - 14 th	Spring Break
April 10 th	Easter Egg Hunt & Party
April 24 th	Splash Day
May 8 th	Muffins With Mom
May 15 th	Last Day of School
May 15 th (evening) 6pm	Graduation (4's class <u>only</u>)

*** Our school year will follow the KISD school year calendar with exception to our start and end dates. Additionally, if KISD dismisses because of bad weather, we will as well.**

I. POLICIES AND PROCEDURES

Tuition

For your convenience tuition has been divided into 9 monthly instalments.

	Yearly Tuition		Monthly Tuition
2 yr olds	\$1,890	÷ 9 months =	\$210
3 & 4 yr olds	\$1,755	÷ 9 months =	\$195

Tuition is due the first day of each month. Credit nor reimbursement is given for a child's absence including vacation, illness, holidays and KISD emergency closings.

If tuition is not paid by the 5th of each month, you will receive a reminder and a \$10.00 delinquent fee per child assessed. After the 15th, the child may not continue in the program unless special arrangements have been made with the Director.

A fee of \$25.00 will be charged for checks not honored by your bank due to insufficient funds. Returned checks must be redeemed with a cash payment for the month.

Our School Year

We will follow the KISD school year calendar concerning holidays and vacation time (except Thanksgiving). Our starting and completion dates will be different from the public school. If the public school dismisses because of bad weather, we will as well. If ever in doubt, please follow the local news station's reports on school closings.

Social Environment

Developing and enhancing social skills is a priority at Tiny Treasures. We encourage kids to interact with each other in a positive way. Respect and kindness towards others is highly encouraged.

Aggressive and disruptive behavior will be dealt with promptly to ensure the well-being of all children. If a recurring problem arises with a child we will try our best to work with the child and the parent to resolve it. If we do not see an improvement in the child's behavior, we will have to evaluate if the child will be able to remain in our program. We need to ensure that every child in the classroom is receiving the attention and education they deserve in a safe and productive environment.

Tiny Treasure's desire is that all children grow and learn in a fun and positive

surrounding where parents know their child is given the best socially, emotionally and spiritually.

II. YOUR CHILD'S HEALTH

We will take precautions to safeguard the health of all children attending Tiny Treasures Preschool. This includes refusing to admit sick children into the class and isolating a child who becomes ill while at school. If your child becomes ill, we will notify you so that you may come to school and take him/her home. If neither parent can be reached, persons listed on the application form under emergencies will be called. It is very important that you sign your child in every morning and write down a number where you can be reached that day.

When should you keep your child at home?

If he has a fever or has had one during the last 24 hrs.

If he has diarrhea or vomiting or has had these symptoms during the previous 24 hrs.

If he is taking an antibiotic (first day)

If he has a heavy nasal discharge

If he has a constant cough

If he is fussy, cranky and not feeling well

If he has symptoms typical of communicable disease (please notify school)

III. WHAT TO SEND WITH YOUR CHILD

- 1) **School Tote or Backpack**
- 2) **Jacket or Sweater:** If weather is cool, we will still go outside.
- 3) **Sturdy Shoes:** Children must wear closed toe shoes to school **No flip-flops please.**
- 4) **Lunch:** Send lunch in a lunch box **ready for your child to eat** (packed to keep hot or cold).

***allergies** - if there is a child with a peanut allergy in your child's class we will ask that the class be nut-free. If there is any other type of allergy we will make the accommodations necessary for your child.

- 5) **Water Bottle:** All children must bring drinks in a spill proof cup.

- 6) **Nap Mat (plastic):** you can find these at stores like Amazon, Target or Mardel's (for 2 yr. old class only)
- 7) **Snacks:** Send a snack for your child in his/her lunch box. Please make sure to label it so teachers know to save it for snack time.
- 8) **Change of Clothing:** A full change of clothing is required. Please place in ziplock bag in your child's backpack.

*2 yr olds must bring enough diapers/pull-ups for each day. **If your child is potty training you must send him/her with pull-ups not diapers. Make sure to let the teacher know what stage of potty training your child is in so they can work with your child accordingly.**
- 9) **Labeling:** Label your child's items (lunch box, backpack, change of clothing, etc).

IV. ARRIVAL AND DISMISSAL

School begins at 9:00 am. Doors will open at 8:50 am.

When picking up, please be on time. If you are unable to pick your child up on time please notify the office immediately. **There will be a \$5.00 fee for every 10 minutes the child is not picked up. Charge will be applied to next month's tuition.**

V. PICKING UP AND DROPPING OFF

Drop Off

There will be a sign-in sheet at the entrance. Once you have signed in, please walk your child to their classroom.

Pick Up

We will have a pick up line to pick up your child. Make sure to place a sign on your windshield with your child's name. Please do not park and walk in to pick up your child.

If you are having someone else pick up your child, please notify the office prior to dismissal. Person must show ID to verify identity.

VI. BIRTHDAYS

Birthdays are recognized and celebrated. Each month we will have a fun celebration recognizing every child who has had a birthday that month (all summer birthdays will be celebrated towards the end of the school year). More detailed information will be sent home once school has started.

VII. CLASS PARTIES/EVENTS

We will have several class parties and events throughout the year. Class parties are celebrated in class with friends (Valentines, Easter, Pjs & Pizza Day) whereas special events (Thanksgiving, Christmas Party, Donuts with Dad and Muffins with Mom) will be celebrated with moms and dads.

There will be a sheet for parents to sign up to bring certain items prior to each class party. We would love to have everyone participate. This is a great opportunity for parents to get involved!

**Also, a couple times a year we will have a pizza party. We will ask each child to bring \$3.00 to help with the cost of the pizza.

VIII. SCHOOL RECORDS

Immunization

All immunization records must be current on your child. The medical form must be completed for each child, signed by the child's physician and returned prior to the first day of school. As your child receives new immunizations, please bring the doctor's written verification to school so that we may update our records. If there is any change in doctor information, please notify the office.

Emergency Authorization To Consent For Treatment Form

This form must be filled out, notarized and on file in the office prior to start date.

Please read the Tiny Treasures Handbook in its entirety, sign below and return this form to your child's teacher on the first day of school. If you have any questions or concerns, please call me at 281-492-2689. Thank you!

I have read the Tiny Treasures Handbook. I understand the guidelines and procedures and agree to comply with them.

Child's Name: _____

Parent Signature: _____

Date: _____