



OUTREACH PRESCHOOL

1300 S CONGRESS BLVD

SMITHVILLE, TN

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PARENT & STUDENT HANDBOOK

Hello & Welcome

We are so excited to have your child at Outreach Preschool. We know that this year will be a fun, educational and exciting adventure for everyone. We have many events and activities planned to not only get your child academically ready for school, but also excited for their education.

Please use this handbook as a guide for policies and procedures at Outreach Preschool. If you have any questions or concerns, please contact us at obcsmithvilleprek@gmail.com, messaging the preschool Facebook page, message us on the Remind app, or call the preschool cell phone at:

We are so happy your child is here!

A Day at Preschool

(Our Schedule)

Preschool Times:

7:45- 1:45

Tuesday and Thursday

Outreach Preschool follows the DeKalb County School system calendar. If they are closed for a holiday, season closing, or a weather closing the preschool will be also. We notify you through the remind app and also on the preschool Facebook page.

Education

Each day your child will have the following educational times in addition to all dramatic and age appropriate play time.

Morning Meeting: A time filled with prayer, pledge, singing, calendar, weather, and story time.

Math: A time for our little learners to review colors and shapes, and our older learners to begin looking at numbers and counting.

ELA: Our littles will enjoy stories, nursery rhymes and dramatic play while our older learners begin to identify letters, letter sounds, and writing their names.

Bible: Our favorite time of the day where all of our friends get to hear a Bible Story and have a craft to accompany it.

Nap/Quiet Time

We will have a nap time each day. We are aware that not all children will nap however we will give them this time to rest on their mat.

Lunch and Morning Snack

We will have a snack each morning.

Students are required to bring their own lunch. Teachers will assist your child in opening their lunch however please do not send in anything that will need heated since classrooms are not equipped with microwaves.

Things to Know

Illness

For the safety of the staff and children please be sure that your child is healthy each day they come to school. Students must be 24 hours without a fever or throwing up to return to preschool. If you are unsure if your child is ready to return to school, please contact their pediatrician. If your child has to be out due to sickness, please let your child's teacher know.

If your child has any allergies or any medical conditions, please let your child's teacher know immediately. This will ensure we have time to let the entire staff know and the information posted in the kitchen.

Medication

If your child takes a daily medication, please bring the medicine to the preschool office in its original bottle so the staff can put it in a secure lock box.

Safety

We want to provide a place that is safe for every child. All school doors will be locked at all times. If you need to pick your child up early, please call the preschool and someone will let you in. Please also make sure that anyone picking up your child is on their pickup list.

Behavior

A place where all students can learn is our goal. We will work directly with you and your child to encourage good choices and behavior. If behavior continues, the director and parents will work together to make a plan for the individual child.

Clothing

Please send in a complete change of clothes in a gallon Ziploc bag on the first day of school. We will keep this in your child's cubby in case it is needed. Please label each piece of clothing.

Daily Folder

On the first day of school, your child will receive a folder that will come home daily. In the folder you will find your child's log for the day and any notes we need to send home.

Parties

The preschool will participate in several holiday parties! You will receive a note from your child's teacher once each party is near with information regarding the upcoming party games and snacks.

Birthday Parties: We love birthdays too! If you would like to celebrate your child's birthday by bringing in a special snack, please get with your child's teacher to set up a time.

Fees

Registration Fee: \$20

Supply Fee: \$50

Tuition: \$1500

Tuition is spread over 10 months equaling \$150 a month.

Tuition is due the first preschool day of each month, beginning with August and ending in May.

If tuition is late, a \$5.00 late fee will be added for each day it is late. Tuition is an annual fee. No refunds are given for absences due to illness, family vacations, snow days, etc. and these days cannot be made up.

Should you withdraw your child from preschool, any tuition paid during the month will not be refunded.

Acceptance of the application will be subject to the availability of space for the program.

Supply List

- Backpack (large enough for daily folder)
- Lunchbox
- Nap Mat (you may send a blanket, small stuffed animal, and small pillow for your child also)
- Change of Clothes (Top, bottoms, underwear, socks, and shoes)

Wish List

(These items are not required)

- Lysol Spray
- Clorox Wipes
- Baby Wipes
- Snacks
- Hand Sanitizer
- Cardstock

Handbook Form

Please return this page to the preschool, and keep the handbook for you to reference as needed.

Please sign the following acknowledging you have received, reviewed, and agree to follow the policies and procedures put in place by Outreach Preschool.

Child's Name: _____

I understand that Outreach Preschool has these policies and procedures in place for the safety and smooth operation of the preschool. I agree to follow these policies and procedures to ensure a wonderful school year.

Parent's Name: _____

Parent's Signature: _____

Date: _____