



## PARENT HANDBOOK

2026-2027

@ASBURY CHURCH

1331 Hwy 42

Petal, MS 39465

Office Phone: 601-582-4686

Office hours: Monday – Thursday 8:00am-12:30pm

Student hours: August to May; Tuesday – Thursday 8:30am-12:00pm

Email: [asburyplayschool@gmail.com](mailto:asburyplayschool@gmail.com)

## **Mission of Asbury Playschool**

Asbury Playschool believes that every child of God should have an opportunity to develop emotionally, intellectually, physically, socially, and spiritually to the fullest potential. The playschool is an outreach ministry of Asbury Church and is part of its total Christian education program. Through this program, we want every child to feel at home in God's world and their community. We accomplish these goals by:

- Fostering the child's heart by providing monthly opportunities for scripture memory
- Providing an environment for self-expression
- Developing positive self-concepts
- Modeling respect for self and others
- Encouraging healthy peer relationships in class and at play
- Teaching each child to care for personal needs
- Encouraging independent thinking and problem-solving skills
- Promoting creativity in art, music, and movement
- Teaching kindergarten readiness skills (in accordance with the state preschool & kindergarten frameworks)

## **Staffing**

Asbury Playschool offers quality caregiver/educators by requiring the following as stated in the MSDH Regulations Governing License of Child Care Facilities, February 2022:

- High School Diploma or GED (early childhood experience is desired.) [Rule 1.5.3 and 1.5.4]
- Caregiver/educators 21 years and older [Rule 1.5.3 and 1.5.4]
- Background checks as well as fingerprinting for Criminal History and Child abuse registry check [Rule 1.5.2]
- Current certification in CPR/First Aid (minimum of 2 staff) [Rule 1.8.1.4]
- 15 hours of continuing education annually [Rule 1.5.8]

## **Schedule of Operation**

Tuesday – Wednesday – Thursday – 8:30am - 12:00pm

Starting date – Tuesday, August 4, 2026

Ending date/4's Graduation – Thursday, May 20, 2027

Holiday Schedule – Fall Break: September 21, 2026 to October 2, 2026

Thanksgiving break: November 23-27, 2026

Christmas break: December 21-31, 2026

Spring break: March 8-19, 2027

## **Financial Information**

- Asbury Playschool is a self-supporting ministry of Asbury Church
- Monthly tuition of \$200 is due on the 1<sup>st</sup> of every month. Online payments are encouraged, though not required. A late fee of \$15 will be assessed after the 6<sup>th</sup> of each month.
- Registration and supply fees of \$180 to be paid upon registration. These fees are non-refundable and hold child's position for the upcoming school year. Payment to be made with check or cash. (online not currently available)

## Entrance Requirement

- Application must be completed and returned with all above fees paid in full.
- Students must meet State age entrance requirements (age on or before 9/1 – MS Code Title 37-13-91)
- Immunization Compliance Form 121 or Certificate of Medical Exemption Form 122
  - Must be turned in BEFORE first day of school.
- Three- and four-year-old children must be **fully self-sufficient** in the bathroom.
  - Pulling clothes up and down (not completely undressing)
  - Use the toilet and flushing
  - Wiping self (assistance will be given to 3's only if child asks)
  - Washing hands

## Clothing

- Washable play clothes, socks and tennis shoes. Please do not wear sandals or open-toed shoes.
- Always keep a set of seasonally appropriate clothes in child's bag.

## Photography

- Students will be photographed for a variety of reasons. Occasionally these photos will be used on social media. If you DO NOT want your child to appear on social media or any media to promote Asbury Playschool, **please let the director AND student's teacher know.**

## Transportation

- Transportation to and from the Playschool is the responsibility of the parent or guardian. The carpool line will begin unloading at 8:30am and pick-up begins at 12:00pm. Children cannot be dropped off before 8:30am. Staff are not available before 8:30am.
- Pick-up begins at 12:00pm. A late fee of \$1.00 a minute is assessed beginning at 12:10pm.
- A child safety seat is required. The seat must meet Federal Motor Vehicle Safety Standards. **No child will be released if the required safety seat is not present.**
- Children are only released to adults listed on the registration form unless the staff is notified in writing by the parent of the child being released.

## Snacks/Food

- Breakfast must be eaten before drop-off.
- Parents send a nutritious snack and drink every day. A list of approved snacks and drinks is included as well as posted in the files on the Facebook page, emailed to parents, and given to each parent at Meet the Teacher.
- Please send snacks in a child-friendly snack box or Ziplock bag. Snack time is typically 20 minutes.
- Per State requirements, we are allowed to have TWO parties each month. One of which may be a birthday celebration; however, if there are multiple children celebrating birthdays during the same month, we ask parents to coordinate food to celebrate. The second party varies by curriculum and month.

## Special Events

- Trunk or Treat/Fall celebration – Last Thursday in October. All families are invited to participate in Trunk or Treat, either by sending candy or hosting a trunk. Details will go home at the beginning of October.
- Christmas Program/Party – Parents are encouraged to attend and support their child.
- Easter Egg Hunt – Parents are asked to assist in hiding eggs and provide special snack foods
- Graduation/End of year celebration – May
- Additional information will be sent via students' folders as well as emailed or posted in Brightwheel before each event.
- **Unfortunately, due to limited space, inside classroom parties are limited to ONE parent/guardian. Each parent is asked to sign up to help with at least two parties (sign-up available at Meet the Teacher).**

## Health and Medical

(MSDH Regulations Governing License of Child Care Facilities, February 2022, Appendix I)

- Fever of 100\* and over, the student must stay home.
  - Students may return after being fever free ***without aid*** of fever reducer for **24 hours**.
- Pink eye: eyes must be totally clear and free of any matte.
- Vomiting, chills, earache, sore throat, upset stomach, undetermined rash or other symptoms of illness the student must be kept home until symptoms are gone.
- Report communicable diseases such as chicken pox, measles, the flu, COVID, etc., to the Playschool Director immediately.
- Head lice: We are a nit-free facility, must be treated twice and proof of treatment is required upon return (receipt of lice treatment).
- Minor cuts and scrapes will be cleaned and bandaged by the staff. Head injury will be treated with ice and the parents notified immediately.
- In the event of an accident, an accident report will be completed, and a copy given to the parent.
- An ambulance will be called in case of a major injury or a child becomes unresponsive.

***Asbury Playschool nor Asbury Church provides liability insurance coverage for accidents or injury to the students.***

## Discipline Guidance

- Corporal punishment in any form is not allowed at Asbury Playschool.
- Parents are notified when behavior becomes serious or are detrimental to the classroom environment.
  - If needed, a disciplinary plan will be discussed and agreed upon with staff and parents.
  - Unresolved discipline issues are presented to Playschool Board for guidance.
  - After being presented to Board, continued unresolved issues will be grounds for withdrawal.
- Discipline is used to help children learn self-control. Students will be praised for acceptable behavior and will be encouraged to stop and think about his/her unpleasant behavior enabling the child to redirect his actions. The staff will lovingly, but sternly, correct the children when necessary.

## **POTENTIAL TECHNOLOGICAL HAZARDS HAZARDOUS MATERIALS TRANSPORTATION**

**IMMEDIATE DANGERS:** Highway 42 major transportation route between Hattiesburg and Southeastern Alabama.

### **Warning Procedures:**

When an emergency occurs involving hazardous substances, Asbury Playschool, neighboring businesses and residents will be alerted by local or state officials such as Forrest County Sheriff Department, Petal Volunteer Fire Department, Petal Police Department or the Emergency Management District via phone, door-to-door notification, or vehicle PA systems. Directions will be given concerning an evacuation route depending upon weather and wind direction.

### **Evacuation Destination Locations\*\***

Notification will be given to family members that in case of an accident, such as hazardous materials, transportation to a safe place will be given to the students using staff personal vehicles.

**Primary:** Petal Civic Center, 712 S. Main Street, Petal MS

**Secondary:** Macedonia Baptist Church, 609 Macedonia Road, Petal, MS

### **Evacuation Route in case of hazardous material incident on Hwy 42**

(Note: The route you take will depend on the location of the incident. When you are notified of the incident, authorities will tell you which direction to go.)

**Route 1:** Proceed East on Hwy 42 to Macedonia Road and turn left on Macedonia Road, cross over Old Richton Road and continue until you see the church on the left.

**Route 2:** Proceed West on Hwy 42 to South Main Street. Turn South on South Main to designated evacuation destination location.

**\*\*Evacuation routes were chosen to be utilized in the above-mentioned emergencies – however, due to weather conditions (wind direction) alternate routes or destination locations may need to be substituted depending on the situation.**

Kim W Morgan  
Director

## Approved Snack list from Mississippi State Department of Health

100% real fruit snacks

Animal crackers

Applesauce

Blueberry or fruit muffins (no chocolate chip)

Cheese crackers

Cheese, cheese cubes, string cheese

Fig Newton's

Fresh fruit (must be ready to eat- peeled and/or sliced)

Fresh vegetables with or without dip

Fruit and grain cereal bars

Fruit cups

Fruit kabobs

Goldfish crackers

Graham crackers, Teddy Grahams

Granola bars

Jello fruit cups

Peanut butter crackers

Peanut butter toast/sandwich

Peanuts (children 3 and older)

Plain or multi-grain Cheerios/Chex/Kix

Popcorn (children 3 and older)

Pudding

Raisins, Craisins, dried fruit (can be yogurt covered)

Rice cakes

Turkey or Ham roll-ups

Vanilla wafers with Peanut butter

Whole grain cereals

Whole wheat pretzels

Yogurt/Gogurt

**Juice must be 100% juice. (State regulation)**

**Water**

**Milk**

## CHILDCARE REGULATIONS SUMMARY FOR PARENTS

The Regulations governing Licensure of Childcare Facilities requires that childcare providers supply you with a summary of the Childcare Regulations that govern the licensure of childcare facilities. The Childcare Regulations are the rules and regulations that each childcare facility in Mississippi must follow in order to maintain their Childcare License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Childcare Regulations are:

- Licensing Requirements • Buildings & Grounds • Rights of Entry & Violations • Health, Hygiene, Safety • Facility Policies & Procedures • Nutrition & Meals • Personnel Requirements • Discipline & Guidance • Records • Transportation
- Reports • Diapering & Toileting • Staff Requirement Appendix A-Child Abuse & Neglect Reporting Appendix C-Nutritional Standards Appendix E-Dishwashing Procedure Appendix G-Diaper Changing Procedure • Swimming & Water Activities • Program Activities • Feeding of Infants & Toddlers • Children with Special Needs • Night Care • School Age Care • Summer Day Camp & School Age Program • Hourly Childcare • Hearings, Emergency Suspensions, Legal Actions & Penalties • Release of Information • Rest Periods • Equipment, Toys, Materials

APPENDICES Appendix B-Reportable Diseases Appendix D-Playground Safety Standards Appendix F-Hand Washing Procedure Appendix H-Cleaning & Disinfection Procedure Appendix I-Communicable Disease/Conditions &Return to Childcare Guidelines

Appendix J-Rules & Procedures for State Level Administrative Hearing

A full copy of the Childcare Regulations should be in the Director's office of your childcare facility. It should be available for your examination upon request. You may also access the regulations at [www.healthmys.com](http://www.healthmys.com) (from the left menu, select Licensure, then Childcare & Youth Camps) You may direct your questions to your local licensing officials, or you may contact the Childcare Licensure office in Jackson at (601)364-2827. Should you have a complaint concerning a childcare facility, contact your local licensing official, Tamika Pratcher at 1(769) 209-7453, email the Investigation Unit at [CCComplaintUnit@msdh.ms.gov](mailto:CCComplaintUnit@msdh.ms.gov) or mail the complaint to: Mississippi State Department of Health Childcare Facilities Licensure PO Box 1700 Jackson, MS 39215

Developed: 07/22/2013 Revised: 01/26/2022

Please sign and return this section

I have read and understand the procedures, disciplinary actions and information presented in the Asbury Playschool Handbook 2025-2026.

\_\_\_\_\_ Student Name

\_\_\_\_\_ Parent Name

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Yes my child can be photographed. Photos may be used on social media or in any publication to promote Asbury Playschool or Asbury Church.

\_\_\_\_\_ NO, my child may not be photographed. Photos may not be used on social media or in any publication to promote Asbury Playschool or Asbury Church.