



## PARENT HANDBOOK

2024-2025

### ASBURY CHURCH

1331 Hwy 42

Petal, MS 39465

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## **Mission Statement**

Asbury Playschool believes that every child of God should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential. The playschool is an outreach ministry of Asbury Church.

Through this program, we want every child to feel at home in God's world. We accomplish these goals by:

- Providing an environment for self-expression.
- Developing positive self-concepts.
- Modeling respect for self and others.
- Encourage 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).
- Fostering the child's heart by providing monthly opportunities for scripture memory.

The playschool is an outreach ministry of Asbury Church and is part of its total Christian education program.

## **Staff**

Asbury Playschool offers quality caregiver/educators. We accomplish this standard by requiring;

High School Diploma or GED (early childhood experience is desired.)

Caregiver/educators 20 years and older.

Background checks as well as fingerprinting for Criminal History and Child abuse registry check.

Current certification in CPR/First Aid.

15 hours of continuing education annually.

## **Schedule of Operation**

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

Starting date – Tuesday, August 13, 2024

Ending date – May 22, 2024

Holiday Schedule – Follow Petal Schools Schedule

## **Tuition: \$175.00 a month**

Due the first of every month

Late fees assessed after the third day (\$10.00)

## **Financial Information**

Self-supporting ministry of Asbury Church

## **Registration Fee: \$75.00 (per family)**

Due annually upon registration and is non-refundable.

## **Supply fee: \$100.00 (per child)**

Due upon registration and is non-refundable.

## **Asbury bag fee: \$15.00**

New student requirement due with application and is non-refundable.

### **Entrance Requirement**

Application must be completed and returned with all fees.

Registration fee, supply fee, and Asbury bag fee paid in full.

Immunization Compliance Form 121.

Three- and four-year-old children must be fully self-sufficient in the bathroom.

### **Transportation**

Transportation to and from the Playschool is the responsibility of the parent or guardian. The carpool line will begin unloading at 8:30 am and pick-up begins at 12:00 pm. Children cannot be dropped off before 8:30. Staff is not available before 8:30 am.

Pick-up begins at 12:00 pm. A late fee of \$1.00 a minute is assessed beginning at 12:10 pm.

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.

### **Clothing**

Washable play clothes, socks, and sneakers.

Seasonably appropriate change of clothes in your child's bag at all times.

### **Snacks**

Parents send a nutritious snack and drink every day. A list of approved snacks and drinks are given to each parent at Open House.

Cupcakes/cakes or cookies may not be brought to share with the class for birthdays. Only scheduled classroom parties are exceptions.

Breakfast must be eaten before drop-off.

### **Special Events**

All family members are invited to participate in Trunk or Treat and attend the Christmas program and graduation.

Classroom parties are for the class only. Parents may not attend. Please sign up to help with at least two parties.

### **Health and Medical**

Fever of 99 and over, the child must stay home.

Child must be 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 must be kept home.

Report communicable disease such as chicken pox, measles, the flu, COVID, etc., to the Playschool Director immediately.

Head lice must be treated twice, and hair cleaned of all nits. Proof of treatment is required upon return. Repeat treatment as necessary.

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 parent.

An ambulance will be called in the case of a major injury or a child becomes unresponsive.

**Asbury Playschool or Asbury Church does not provide 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 behaviors become serious or are detrimental to the classroom environment.

A disciplinary plan will be discussed and agreed upon with staff and parents.

Unresolved discipline issues are presented to Playschool Board for guidance.

Discipline is used to help children learn self-control. Children 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.

(\*\*See note at bottom of the next page.)

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

**Secondary:** Petal United Methodist Church, 418 S. Main Street, 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. Proceed to Old Richton Road and turn left. Continue on Old Richton Road until it comes to Hwy 42 in Petal. Turn right on Hwy 42 and proceed to South Main Street to the designated evacuation destination location.

**Route 2:** Proceed west on Hwy 42 to South Main Street. Turn South on South Main to the 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.**

**Director:** Kim Morgan