**2020-2021 Policies and Procedures**

**Tulip Grove Baptist Preschool**

Welcome to the Tulip Grove Baptist Preschool. This ministry was established to provide families in our community and church with a preschool program of exceptional quality that helps young children grow in the knowledge of God and His love, and gives them a firm foundation for their educational future.

**Entrance Requirements**

To be enrolled in Tulip Grove Preschool, your preschooler must be one year of age by August 15, 2020.

**Days/Hours of Operation**

Monday and Wednesday 9:30am – 2:00pm (Beginning Tuesday, August 18 with Orientation Day and school beginning Wednesday, August 19)

Tuesday and Thursday 9:30am – 2:00pm (Beginning Tuesday, August 18 with Orientation Day and school beginning Thursday, August 20).

Orientation Day for the Monday/Wednesday program is 9:30-10:30 on Tuesday, August 18 and Orientation Day for the Tuesday/Thursday program is Tuesday, August 18 from 11:00-12:00. This is a day where you and your child will meet your teacher, see the classroom, and get acquainted with fellow classmates.

Preschool doors open at 9:25am. Classes begin at 9:30. Please pick up your student at 2:00. There will be a late fee of $5.00 beginning at 2:05pm.

**Calendar Information**

The Tulip Grove Preschool program follows the Wilson County Schools calendar (see attached)

\*In the case of inclement weather closures, our school follows Wilson County Schools closure decisions. If Wilson County Schools are closed due to inclement weather (snow, flooding, etc.), we are closed. If Wilson County Schools open late, we will open on time. If we miss 4 or more days (per program) due to inclement weather, we may make those days up by adding days to our school calendar.

**Tuition**

A $60.00 NON-REFUNDABLE registration fee is required with each application. Monthly tuition is:

$120.00 per month for one child two days a week

$100.00 per month for the second child two days a week

$90.00 per month for the third child two days a week

Monthly tuition is due on the first of every month and is late after the 15th of the month.

\*Tuition can be paid in a variety of ways.

-Pay online by going to www.tgbc.org. Then click on the Ministries tab. Choose the Mother’s Day Out option. Click on the pay online link on the left side of the page. Payments online are made through a ‘PayPal’ account.

-Make checks payable to Tulip Grove Baptist Preschool and drop your check in the tuition box located at the front doors of our school.

-Arrangements can be made through your bank to make automatic tuition payments.

**The tuition for this program is based on a yearly budgetary figure that is then separated into nine equal monthly payments. Full tuition is due each month regardless of the number of days missed due to illness, weather, or holidays.**

If you must withdraw your student from the MDO program, a two week notice is requested and you are responsible for the current month’s tuition.

**Health Requirements**

Each child is required to have completed the series of State of Tennessee immunizations. A current shot record will need to be submitted during the enrollment process. Your pediatrician will issue you a copy of your child’s immunization record or it can be emailed directly to us. It should be turned in no later than August 31, 2020. A notarized medical release form is also required for enrollment. The church will be happy to provide a blank copy for you to complete and notarize it for you when ready. Preschoolers showing any signs of illness should not be brought to school. Signs of illness include:

1. Any fever in the past 24 hours

2. Stomach virus symptoms (no vomit or diarrhea in the past **24** hours)

3. Green, runny nose indicative of a cold or infection

4. Flushed skin, earache, red eyes (including “pink eye”), rash, sore throat, or chills.

Teachers are not allowed to administer medicine of any kind.

**Church Security**

For security purposes all doors to the church are locked at all times. The MDO Director will be located at the entrance door from 9:25-10:00 every morning and every afternoon from 1:35-2:00pm to greet you and let you in. If you arrive after 10:00, you will need to ring the bell for assistance.

**Authorization to Pick Up Child**

Parents must come into the building to pick up your child. Only those individuals listed on the registration form will be allowed to pick up your preschooler. ANYTIME someone different will be picking up your preschooler, you must let your teacher and director know **in writing**.

**School Rules and Discipline Policy**

In order to enhance learning, we have established some school rules that are taught to your preschooler beginning the first day of school. Each teacher goes over these rules every day during group time.

**School Rules**

1. We always listen and obey our teacher.

2. We walk in the building.

3. We play nicely with our friends.

4. We share our toys.

5. We have lots of fun at school.

**School Discipline Policy**

1. When a rule is broken a verbal warning is given.

2. The consequence for a second offense is to sit in time out (one minute for every year of age of the preschooler).

3. The third offense sends the child to the MDO Director’s office. The director talks with each child then incorporates them back into the classroom. If needed, a parental conference will be scheduled.

**First Day of School Items**

1. Backpack - Please label with your preschooler’s name in a visible place on the outside.

2. Rest mat – We request that you use the 1 inch rest mats and label the mat with your preschooler’s name. Students do not have to sleep, but they must rest quietly and not disturb their neighbor. Transitional items such as pacifiers, special blankets, or a small pillow may be packed for rest time.

3. A complete change of clothes

4. Lunch box

5. Diapers and diaper wipes for children not potty trained.

**Lunch Box Information**

Please pack a healthy lunch that your child can eat with minimal assistance. Please do not include the following items in your lunch:

1. No red drinks (they stain)

2. No soups or other “messy” foods (this includes taco and pizza snack packs)

3. No carbonated drinks

4. No candy

**Clothing and Possessions**

Play is an important part of our school. Please see that your child is suitably dressed in play clothes that are comfortable and easily managed. Please send an extra set of clothing (including underwear and socks) to school in case an accident should occur.

We ask that toys from home remain at home unless a “show and tell” day is designated.

**Contact Information**

Tulip Grove Preschool: (615)884-2707 Website: [www.tgbc.org](http://www.tgbc.org)

Linda Sharp, Director: (615)579-1416 E-mail address: [lsharp@tgbc.org](mailto:lsharp@tgbc.org)

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