

# Parent Handbook

## 2020-2021 Preschool Year

### Welcome Preschool Families

Welcome to our Fall 2020 preschool family. Preschool is an exciting time filled with wonder and exploration. We are delighted you have chosen The Nest. Our mission is to develop a love of learning, preparing children for academic success throughout their life.

Our Bible-centric curriculum incorporates God's Word at every level. Daily our children learn following our strategic, objective-oriented daily lesson plan. There are specific learning objectives for each age group with our trained, qualified teachers filling the classroom day with both teacher-directed and independent student learning opportunities.

Our curriculum is divided into nine units that begin with the story of God's creation and important Old Testament truths and stories. As an example, Unit Four (taught in December) culminates in a celebration of Christ the Redeemer's momentous arrival at Christmas. Beginning in January, we begin learning about the parables and miracles of Jesus, and our Savior's promise to personally know us. We encourage them to share this great news with their friends and family.

Through our Brightwheel app, teachers regularly share pictures and videos throughout the preschool day. We provide regular newsletters and event updates through our Brightwheel tool. Our subjects taught throughout the day include chapel, movement/motion, music, reading and language, writing, as well math and science. Our well-sourced Resource Room utilize hands-on educational tools with centers set up to augment and support learning for young children.

Our Parent Handbook is designed to answer questions and inform you about our day-to-day operating policies and procedures. Once you have read and agreed to the policies outlined in the handbook, please "docu-sign" and return the last page (acknowledgement/signature) electronically (or by regular mail). The signed acknowledgement must be on file by August 15<sup>th</sup>. If you have any questions or concerns, you are welcome to communicate via our Brightwheel system. You are also encouraged to join us as we pray for a safe, successful, and impactful year for each little child at The Nest. We pray that everyone in our preschool community learns to love and serve the One who loves them best . . . Jesus.

Thank you,

**The Nest Team**

**(940) 765-6647**

[thenestpreschoolargyle@gmail.com](mailto:thenestpreschoolargyle@gmail.com)

## 1. Office Hours and Contact Information

The Nest Christian Academy is a two-day per week (Tuesday and Thursday) preschool program for children ages two (2) years through Pre-Kindergarten, including a Bridge program for advanced prekindergartners.

We encourage and support regular and timely parent communication with the teaching and administrative staff; and invite you to address any concerns you have by email or Brightwheel. Our office hours vary on days other than Tuesday and Thursday, but you are always welcome to leave an email or BW message and we are committed to a timely response.

### Office Hours:

Tuesdays and Thursdays 8am to 4pm

Phone Number: **940.765.6647**

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

Website: [www.thenestargyle.com](http://www.thenestargyle.com)

## 2. Tuition and Fees

### Payment & Fee Policy:

#### **Tuition**

Our tuition is based on a nine-month program. It is important for you to know our tuition basically covers the cost of teacher salaries. The monthly tuition rate applies regardless of days in attendance. Tuition is due on the first of each month. We require automatic payments through Brightwheel. A processing fee will be charged. You must be signed up for automatic payments upon registration. Unpaid tuition will be subject to late fees.

Monthly Tuition **\$210/month** for twos and twees; three classes; Pre-K and three's tuition: **\$225/month**. Refunds/changes may take up to fourteen (14) days (standard timeframe for financial institutions). You should let us know if there are any problems regarding billing or payments.

#### **Registration Fee**

Every year, a non-refundable registration fee of \$100.00 per child is required to secure final placement for the upcoming preschool year. Once you have registered your child, you will receive an invitation to join Brightwheel and to sign up for our automated billing program. Because of the unusual circumstances in the 2020 season, fees will be refunded if local, state, or federal mandate to shutter schools occur.

#### **Supply/Curriculum Fees**

A \$110.00 Supply Fee is due for each semester (Fall & Spring). The Fall 2020 Supply Fee is due by August 15, 2020. The Spring Supply Fee is due by December 15, 2020. Fees will be billed through our Brightwheel system. Failure to pay fees could result in your child not being able to attend preschool, and cancellation of enrollment in our program.

### 3. Enrollment Confirmation/Registration

Each year enrollment for the upcoming preschool year is open first to Nest families. Our goal is to allow our current children and their siblings the first opportunity to enroll. You are requested to complete the registration form each year as soon as notified of open enrollment. An assessment to establish academic levels and learning readiness may be requested by our Director of Education. Classroom assignments are made at least one week prior to preschool start date. Classroom placement is made based on a variety of factors for successful learning for all students. Children may be reassigned to another classroom on occasion for the best classroom teacher/student ratio and to have the most successful learning experience for all students. We will discuss any changes with our parents and teachers.

### 4. Drop Off & Pick Up

You will use the portico entrance of the church for both drop-off and pick-up of children. When you are in the parking lot car line, you will be able to log into Brightwheel and complete the temperature check and health questionnaire. Barcode check-in stations will be available at your car. Lunchboxes and backpacks will be taken from the car and staff to be placed in the appropriate classroom. You will be provided a large placard with your child's name and classroom to place on the passenger side dashboard for our viewing at both pick-up and drop-off. The portico drop-off begins promptly at 9am.

#### **SCHOOL SCHEDULE: Twos and "Twees" Classes 9am to 2pm Three's Class and Pre-K Classes 9am to 2:30pm**

For children in a two's or "twees" class the day ends at 2:00pm. You should arrive at the portico entrance in the car line and children will be brought to the cars by our staff beginning at 2pm. If you need an earlier pick-up, please BW message your teacher that you will be arriving at a non-standard time and you should message again when you are at the portico entrance.

Three's and Pre-K classes day ends 2:30pm and you may begin car line at 2:20pm. Please place the child's name-card in the passenger side dash again to help identify the child and efficiently bring them to your car. After school activities will also be conducted via portico pick-up with times announced based on your child's dance class.

We understand that occasionally being late to pick up your child is unavoidable. However, consistently being more than ten (10) minutes late to pick up your child will result in a \$20.00 late charge per incident. We may add additional childcare charges to cover the cost of a teacher or staff member remaining after hours. Of course, should an emergency occur, please notify us and arrangements will be made for childcare as appropriate until someone arrives for pick-up.

## 5. The Nest Curriculum

Our philosophy at The Nest is to have a child-centered classroom focusing on the learner as an individual with unique God-given interests and abilities. Our curriculum promotes strong social and emotional self-control. We view preschool as an opportunity to grow in a structured setting; to learn both sharing and following directions; and to begin a healthy and happy foundation for learning. Each age group has specific learning objectives available for you to view, and each day follows a highly structured daily lesson plan. Our curriculum supports our academic, spiritual and developmental milestone goals.

We help with motor skills by allowing the child to explore the environment and challenge themselves. Our cutting-edge playground equipment (“Snug Play”) is one of the approaches used to offer a play space where children grow and develop. It is a family of large-scale, manipulative loose play elements that children can use separately or together in endless configurations. Our investment in top of the line equipment is an example of our commitment to making playtime fun and to support the mental, social, and emotional development of our children. We may also offer movement and motion classes scheduled throughout the day, and an option for Pre-ballet classes after school. You will be notified separately about these curriculum options.

Our curriculum supports our commitment to teaching little children Bible verses and stories. The children regularly attend chapel offering three components: praise and worship time; scripture memorization; and stories from God’s word. Our schoolyear is divided into nine units, and for each unit, Bible lessons and principles are presented through our daily lesson plans. Your child will come home with a Bible story booklet at the end of each month, and we encourage you to use this tool to ask questions about their Bible studies.

## 6. Toilet/Potty-Training Policy

Children age three and above must be potty trained before attending preschool. A fully potty-trained child can do the following: 1) Be able to tell the teacher they have to go to the potty before they have to go. 2) Be able to pull down their underwear and pants on their own and get them back up without assistance.

We also feel that children of this age deserve privacy. We realize “accidents” will happen. Accidents, by definition, are unusual incidents and should only happen infrequently. Potty-trained children no longer wear diapers or disposable underwear, can tell the leader they need to go to the bathroom, and can attend to their own hygiene. A teacher will always assist when needed and be present in the bathroom.

## 7. Health and Safety Policies

We work hard to maintain a healthy and safe environment for all our little ones. We need your help and cooperation in preventing and containing contagious illnesses. Your child must be completely fever and other symptom free from 6am of the prior day (this includes, but is not limited to, nausea/vomiting and/or diarrhea; rashes or skin outbreaks; any fever above 98.6F; cough or respiratory symptoms; runny nose; illness of other family members and child simply not feeling well by time school starts). You will also be required to answer a series of questions daily on your Brightwheel app prior to the start of preschool. You must be on Nest property to be able to complete sign-in and answer questions.

Anyone on our staff is subject to the same health screening as our children including temperature checks on-site and health screening. Students and staff should not attend preschool if they are sick or if anyone in their household is sick until a physician says they are not contagious.

A child may not attend preschool unless they have been completely symptom free for a minimum of 36 hours. Any child or staff diagnosed with COVID-19 may not return to school until a minimum quarantine period of 14 days. A doctor's statement is required to re-enter school. When you sign your child in at the beginning of the day, you are acknowledging they meet the sickness/illness standards. An exception to this policy requires a doctor's note stating the child is not contagious and is safe to attend preschool. You are also required to acknowledge and agree to our illness/health safety policies.

If your little one becomes febrile or complains of or exhibits any signs or symptoms of illness during their school day, we will isolate them from other children and immediately notify you for pick-up. Should a life-threatening emergency develop, we will call 911 and then notify you as per your emergency contact information. Our teachers are CPR and first-aid certified and attend a blood borne pathogen class either online or in person. We have enhanced building sanitation procedures. Teachers carry a sanitation backpack with them throughout the day. We follow recommended CDC guidelines for handling contaminants.

All staff and students must perform a daily health screening, which includes a daily temperature check and supervised monitoring for the following COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverishness, or a temperature greater than or equal to 98.6 degrees Fahrenheit

Anyone experiencing any of those symptoms or who has been around someone with the above symptoms should not come to the preschool.

## 8. Preschool Schedule/Calendar

We send an electronic calendar for the school year by August 30<sup>th</sup>. A printed monthly calendar will be placed in your child's folder. These calendars will show school days, events, activities, holidays and breaks that are school wide. (All large group gatherings will be subject to health and safety mandates that are in place when the special event occurs.) Classes occasionally schedule class parties or events, and your teacher will communicate that to you. For this preschool year, we will not offer option of celebrating a child's birthday with any food items. If you wish to send nonedible treats in individual packaging, you are welcome to ask your child's teacher how to bring treats into the classroom.

### **Inclement Weather:**

In the event of inclement weather only, our school will follow Argyle ISD scheduled closures. That information can be found on their website: [www.argyleisd.com](http://www.argyleisd.com) We do not otherwise follow the calendar of any local school district, so refer to The Nest calendar for school days.

## 9. Child Assessment Policy

A Child Assessment Form #7293 from the Texas Department of Family and Protective Services will be included in your student information packet and must be completed and returned to The Nest office by August 15<sup>th</sup>. Our goal is to begin a relationship of trust and respect leading to a strong cooperative partnership between parents and our preschool staff. This information is confidential and will not be shared without the parent's permission. The questions are designed to give us information to provide the safest, most appropriate care for our children.

## 10. Nuts and Allergens Policy

All children with any type of allergy must have a clearly marked medical alert bracelet on their wrist any time they are in the preschool. Our goal at The Nest is to reduce a true sense of danger to anyone with allergies, while acknowledging that a "nut free" school cannot be policed and insured with 100% certainty. We work to limit the allergen proximity to your allergic child, thus creating an environment that is safer and is manageable for students, teaching staff and families. **It is your responsibility to inform us of your child's allergies and the proper protocol.** It is also your responsibility to send clearly labeled snacks/drinks when a special event is scheduled.

We will help reinforce your child saying "no" to accepting food from others and watch carefully to ensure children do not share their food. **If you do not have one**, we will provide an colorful bracelet to be used at preschool. The child's lunchbox and drink must be labeled with specially designed stickers identifying the allergy to caregivers. Any classroom that has a child with allergies will be clearly marked.

Children with allergies may sit at a specially designated table whenever possible. We require a written, signed plan of action from your child's physician if your child has a prescribed protocol of Epinephrine (Epi-Pen) administration. You will be required to submit a detailed plan of action, including administration of any drugs. You should inform the school in writing of the history of your child's allergy and are also responsible for training the teaching and administrative staff of any special actions needed to keep your child safe. In any event of an allergic reaction it is our policy to render first aid, and immediately call emergency service. We then make every attempt to reach the parent or guardian as noted on your registration form.

## 11. Photography Policy

We reserve the right to publish photographs or videos taken at the preschool on our website, Facebook page, service illustration bulletins, and on our blog. We use photographs and videos to illustrate our service and curriculum, helping other parents make decisions about The Nest Christian Academy for their child and as a way for our families to share in their child's excitement at school. At no time will a child's personal information (including their name) appear alongside their picture. You are required to sign the photography release policy at the end of the policy manual.

## 12. Replacement Clothing Policy

Accidents with preschoolers can occur so please place a complete set of clothing inside their backpack. This includes underwear, bottoms, tops and socks. Seasonal replacement clothing should be provided for warmer and cooler times. You should clearly label **each item** of clothing (including their jacket) with their first and last name. If soiled clothing is sent home, you need to replace the labeled clothing in their backpack for the next school day.

## 13. Beverage and Food Policy

### **NEW POLICY FOR PRESCHOOL YEAR 2020**

We share your goal of proper nutrition and ask you to generally limit sugary or unhealthy items in lunches. Your child should have his/her own lunch with easy-to-open packaging each day. Clearly label lunch and beverage carriers and any reusable packaging including ice devices with your child's first and last name. Follow classroom restrictions on allowable food items as requested by teachers. It is important to reduce the risk for people with allergies by following food restriction guidelines in your child's classroom.

**We DO NOT PROVIDE SNACKS. You need to send an appropriate snack for your child as well as a drink.** You should clearly label water bottles and other beverage containers. You should send individually packaged food items, and help your child learn to open containers by practicing at home. If your child has food allergies, you should send clearly labeled, appropriate food and drink. Remember your child needs water for both lunch and snack time. Beverage cups must be clearly labeled, easy to use, and spill-proof with a lid.

## 14. Abuse and/or Neglect Policy

Staff members of The Nest are mandated reporters of suspected child abuse and neglect and will follow all government and ethical requirements for reporting. If in our official capacity as a preschool, we suspect or have reason to believe that a child has been abused or neglected, we will notify Texas Child Protective Services by phone, as per state mandate. We report anytime we have reason to believe a child is being subjected to conditions that would reasonably harm a child. We confidentially report facts and circumstances that lead us to suspect abuse or neglect, and do not have the burden of providing proof nor of investigation. All staff members are trained in Texas State law reporting mandates and follow the law that states: "a person who has cause to believe that a child has been adversely affected by abuse or neglect shall immediately make a report".

## 15. Classroom and Behavior Management Policies

The staff at The Nest understands there is no one strategy that works for all teachers and students. Our policies are designed to reflect our attitude and philosophy toward operating our preschool with a Christ-honoring, compassionate and loving approach. We have developed guidelines and objectives to help recognize and meet the unique and special needs of each child including:

- 1) Develop the ability to self-regulate
- 2) Learn how to problem solve
- 3) Learn positive alternative behaviors to replace negative behaviors
- 4) Learn to succeed in the classroom and preschool setting

### **General Behavior Strategies:**

The teachers at The Nest utilize age-appropriate behavior guidelines encouraging self-control, self-direction, personal responsibility, and cooperative behavior. Expectations are communicated in a positive manner, such as, "we walk in a line and keep our hands to ourselves" or "let's walk instead of running". We avoid subjecting children to humiliation,



being frightened or verbally abused or physical punishment of any kind. Any violation of the school's disciplinary policy is grounds for dismissal.

The staff occasionally uses a "think about it" time for your child to reflect on behavior and take some moments for calming and separation from a problematic situation. We are committed to finding the reason behind the behavioral issue and helping your child work through it.

We work hard together with our parents to construct and implement a successful day for each child and seek to keep each child happily engaged and constructively participating in our daily activities. It is our goal to meet the needs of our children throughout their preschool day. In the event negative or unusual behavior manifests and continues in a child that is outside the expected norms, and when and if the other children in the class are affected by one child's behavior, we will address a strategy for correction.

The first step in parent communication is the teacher directly communicating with the parent when there is a strong area of concern. Parents may request a meeting with teaching and/or administrative staff at any time. It is the intent of the program to provide a safe environment for all children.

If a child cannot adhere to the program rules and threatens the safety of others, they may be removed and/or suspended. A child may be sent home if they physically assault another child and/or their behavior cannot be managed. In the unlikely event our preschool is just not a good match for your child, we will help you in any way we can to find appropriate resources and facilities that are a suitable solution for your family. In the event a child is terminated from the program, tuition will be reimbursed on a prorated basis from last date of attendance. The Nest reserves the right to cancel enrollment at any time if the management and teaching staff do not believe our preschool meets the child's needs; and/or is unwilling or unable to be your child's preschool provider.

The Nest enjoys a consultative relationship with a licensed Speech and Language Pathologist, available to perform consultations and therapy sessions within our facilities. You should receive notice about Janie Gitter separately, and a staff member may also send a reminder that this service is available. You are required to sign a consent form so that appropriate information can be provided to our teachers or administrative staff as appropriate.

There are many ways children can disrupt the learning experience in the classroom. They may complain, tattle, blurt out, chatter, get into fights and insist on having what they want, when they want it. Each type of disruption needs separate strategies and skills and we have developed guidelines for our staff. For consistency, you are requested to review these strategies and incorporate them into your own behavior strategies.

### **Tattling:**

Tattling is a very disruptive behavior disrupting the routine and consistency of the classroom and is detrimental to promoting harmony and cooperation between children. We encourage children to focus on the positives about each other, thus minimizing tattling. We teach the difference between "tattling" (trying to get someone in trouble) and "reporting" (when a child gets help for someone). We help children understand the differences by a variety of methods including role play. We promote saying nice things about each other offering no real sympathy or attention to tattling. We acknowledge their emotions but do not reinforce the behavior.

### **Complaining:**

Complaining is when a child forms a pattern of making negative statements to get attention. It may not be about other people but about situations. We work on diminishing constant negative behavior with the expectation of helping the child to consciously work to stop this behavior themselves. Children need to develop a sense of confidence learning from their experience and understanding and maximizing their strengths.

**Connection Strategies:**

One of the most important strategies for all children is to connect. We strive to let every child feel a sense of belonging and take time to connect and develop a strong relationship with the other children. We believe it changes the dynamics of working with even the toughest child when you develop the time-intensive model of power listening. We try to listen in a way so that children want to talk and grow to build an enduring bond with class members and staff.

**Power Struggles:**

Power struggles occur when children want their way, and they hold out until they get what they want. It is a learned behavior and we work to teach that power struggles will not be positively reinforced and will not work in the classroom. Typically, when there is a power struggle, the teacher can offer choices between positive options. An example of two positive choices would be “you may go to the reading center or you can work at the art easel. Which do you prefer?” We also may offer the child a distraction as a way of handling power struggles. This frequently results in the child being distracted from the power struggle and breaks the cycle.

**Conflicts Between Children:**

Conflict in early childhood is inevitable and occurs when two or more children have different views on a similar topic, and not only disagree but also try to convince the other child their views are the correct ones. We strive to replace a confrontation with a “carefrontation” where they disagree but agree to discuss the problem in a caring way with each other. We let children talk about feelings to keep angry feelings from escalating. Children can learn to develop caring skills and make “I” statements instead of “you did” statements. We teach our children to express their own needs, and then ask for what they want by modeling the behavior. We guide children through the process of discovering things they like about each other and giving big hugs.

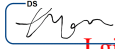
## 16. Communication

We appreciate your participation in open, two-way communication with our preschool staff. We work hard to meet the needs of all children in the classroom; and invite you to schedule regular communication with us. The teaching staff also welcomes the opportunity to give you important feedback about your child’s progress and invites you to discuss feedback or progress/behavioral concerns directly.



# THE NEST POLICIES AGREEMENT/ACKNOWLEDGEMENT

**Please initial, sign, and return:**



Liam Morgan

I give permission for my child: \_\_\_\_\_ pictures/videos to utilized by The Nest Preschool. Photos may be used The Nest Christian Academy LLC for their posted photos, website, Facebook page and/or blog. I acknowledge there may be times inadvertent pictures may be taken of my child and release The Nest from liability. I further agree to pictures being in the "All About Me" book prepared for each child at year-end.

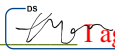


I have read and agree to the policies regarding fees and tuition.



I acknowledge that I have received The Nest Parent Handbook and agree to abide by and operate under the stated policies

(must be signed and returned prior to the first day of school either by hard copy or docu-sign copy).



I agree to abide by the enhanced illness/health safety policies as stated. I acknowledge the contagious nature of the Coronavirus (COVID-19) and that many other public health authorities still recommend practicing social distancing. I further acknowledge that The Nest Preschool has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19, and acknowledge that they cannot guarantee that a child attending The Nest will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 is a possible result from the actions, omissions, or negligence of myself and others, and include but are not limited to, Nest staff, and Nest families. We acknowledge that we are increasing the risk of exposure to the Coronavirus/COVID-19. We agree to abide by the policy of staying home if my child has been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.

I hereby release and agree to hold The Nest Christian Academy LLC harmless from claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of The Nest. This liability waiver and release extends to all owners, church organization, partners, and employees.

## PRINT AND SIGN BELOW

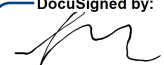
Liam Morgan

**STUDENT NAME:** \_\_\_\_\_

**PARENT NAME:**

Tayton Morgan

**SIGNATURE:**

DocuSigned by:  
  
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7/28/2020