

2018-2019



sprouts preschool

**PARENT HANDBOOK
&
ENROLLMENT FORM**

WWW.SPROUTS-PRESCHOOL.COM

SPROUTS PRESCHOOL

Parent Handbook

Dear Parents,

Welcome to Sprouts Preschool at FBC Hurst. We are so excited to have your child learning and growing with us! Sprouts teachers and I will strive to help your child develop: mentally, physically, spiritually, socially, and emotionally. Your child will grow in these areas by using age-appropriate hands on activities and learning centers. Our "little" Sprouts will attend a weekly school wide chapel and daily music. We also offer Spanish and Library time for our 3 and 4 year old classes on Mondays.

This handbook was prepared to help you know and understand our policies and goals for this year. It will help us work together as a team to help your child have a successful year. Please feel free to contact me if you have any questions or if I can assist you in any way.

Blessed to serve you,

Stacy Roach - Director
Sprouts Preschool Staff
817.409.1106

www.sprouts-preschool.com

School Calendar

Opening Date: September 5, 2018

Closing Date: May 22, 2019

We will use the HEB ISD School Calendar for holidays and closings with a few exceptions that are noted in our Sprouts Calendar.

Our Philosophy

At Sprouts Preschool, we believe in providing our students with many different enrichment activities such as learning centers, circle time, story time, music, bible stories, bible verses and nature. We use the Wee Learn curriculum to promote the development of the whole child, as well as the Zoo Phonics curriculum to help our students become familiar with letters and sounds. In addition the 3 and 4 year old classes will implement parts of the Core Knowledge Curriculum and will have Spanish and library. We strive to provide children with a greater awareness and understanding of the way God created them by incorporating Bible stories into our daily activities along with tangible learning opportunities.

*Sprouts Preschool is a partner with the Hurst-Euless-Bedford ISD and our teachers attend trainings provided for preschool education.

Policies

Age of child

Sprouts Preschool enrolls children 6 months to 5 years as of September 1.

What to bring

Each day your child will need to bring a **lunch** and **nap mat** or something to rest on. It is helpful to pack an **extra set of clothes and shoes** in case of an accident.

Health and Safety

Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a rash) **must be symptom free for 24 hours** before returning to school. If your child becomes ill during the course of the day you will be called to pick up your child. We want to provide a healthy environment for all students and staff.

Our staff may only give your child prescription medications in the original prescription bottle and with your written consent.

If your child is allergic to something be sure to include that on the registration form and let your child's teacher know.

Arrival and Departure

Parents will sign children in and out and note if someone other than themselves will be picking up. Please inform a staff member when you will be dropping off a child or picking them up at a time other than normal school hours.

Authorized Pick-up

Your child will only be released to persons listed on the enrollment form. If someone other than who is listed on the sign in sheet comes for pick up, they will be asked to show ID and the enrollment form will be checked.

Food

Please pack your child a lunch and a drink. Lunches need to be finger foods that do not need to be warmed. Snacks will be provided by the preschool or a parent volunteer. If your child is allergic to something be sure to include that on the enrollment form and inform your child's teacher.

Clothes

Please pack diapers and wipes if your child needs them. It is a good idea for all children to keep a change of clothes in their bag in case of an accident.

Discipline

The staff will use redirection, time-out, and Conscious Discipline.

Toys

Please do not bring toys from home; however, something to nap with is acceptable.

Outdoor play

Weather permitting all classes will have recess every day, *please dress your child appropriately.*

Dismissal of a Child

The program reserves the right to dismiss any child if, he/she is unable to participate in group experiences or if fees have not been paid and arrangements have not been made.

Fees

Monthly tuition is \$200.00 for 2 days a week and \$150.00 for one day a week. This is due at the first of each month.

*Please note: One day a week is not offered for our 2's, 3's and 4's classes. The 3's are required to be potty trained by their first day of Sprouts. No diapers will be allowed in the 3's class. Parents will need to let the director or assistant director know if they are not potty trained so they can keep their child in the lower class until they start the potty training process.

\$20.00 off for siblings (first child is \$200.00 and each additional sibling is \$180.00 per month.)

A late charge of **\$10.00** will be added if fees are paid after the 10th of each month.

Sprouts Preschool does not prorate for holidays, professional development, and inclement weather in which school is cancelled or any missed days from your child.

Picking up a child after **2:05 p.m.** will result in a late fee of **\$1.00** per minute.

Registration fee is **\$50.00** per year. (Non-refundable)

Supply/Activity fee is **\$150.00** per year. (Non-refundable) This fee includes classroom supplies, special activities, and Shutterfly Photo album.

Withdrawal

Two week notice in writing is required for withdrawal.

Parent Agreement

I, _____, whose child _____ is enrolled in the 2018-2019 school year of the Sprouts Preschool, have received a copy of the Parent's Handbook. I have read and understand the policies and guidelines as described in the handbook, and I agree to abide by them.

Signature of Parent/Guardian

Date

I, _____ permit my child, _____ to cross the church parking lot with Sprouts teachers and play at Mayfair Park or go on nature walks.

I do not hold Sprouts/FBC Hurst responsible for any accidents that may happen to my child(ren).

Signature of Parent/Guardian



Enrollment

Child's Name: _____ DOB: _____ Sex: _____

Parents' Relationship to Each Other Married Divorced Separated Single

Child Lives with (please check all that apply):

Mother and Father Mother Father Other _____

Father's Name _____ Driver's License _____

Home Address _____ Phone _____

City _____ State _____ Zip _____

Occupation _____ Employer _____

Work Phone _____ Cell Phone _____

Email address _____

Mother's Name _____ Driver's License _____

Home Address _____ Phone _____

City _____ State _____ Zip _____

Occupation _____ Employer _____

Work Phone _____ Cell Phone _____

Email address _____

Are you a member of First Baptist Church Hurst? Yes No

Family Religious Preference _____

How did you find out about our program? _____

Please list at least one person who will be available to assume responsibility for your child in an emergency in which parents cannot be reached.

Name _____ Driver's License _____

Relationship to Child _____

Home Address _____ Phone _____

City _____ State _____ Zip _____

Work Phone _____ Cell Phone _____

Email address _____

Release of Child

I authorize that my child, _____, be released by **Sprouts Preschool** to the following persons, in addition to those already listed on this form.

Name _____ Driver's License _____
Relationship to Child _____ Phone _____

Name _____ Driver's License _____
Relationship to Child _____ Phone _____

Name _____ Driver's License _____
Relationship to Child _____ Phone _____

Child's Health Information

Child's Name _____ DOB _____
Physicians Name _____ Office Phone _____
Office Address _____

Health Information

Please mark only those conditions that are applicable to your child. Attach a sheet to this form to provide additional health information if necessary.

Asthma _____	Heart Condition _____	Seizures _____
Diabetes _____	Hemophilia _____	Urinary _____
Ear Tubes _____	Orthopedic _____	Vision Defect _____
Hearing Loss _____	Respiratory _____	Speech Delay _____

Known Allergies (i.e. food, drugs, plants, etc.)

Behavioral Issues

Hospitalizations/Operations

Other Serious Illnesses

Immunizations are current: Yes _____ No _____

Any Medications/Drugs taken regularly by this child

Please attach a photocopy of your child's most recent immunization record.

Notarization Required

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

In order to meet all legal requirements, I hereby authorize a representative of the Sprouts Preschool at FBC Hurst to give consent for any and all necessary medical care for my child, _____, while said child is in said individual's custody.

Signature of Parent or Guardian

I, the parent of the above named child, hereby give my approval for our child's participation in activities at Sprouts Preschool at FBC Hurst. I assume all risks and hazards incidental to such participation. I do hereby waive, release, absolve, indemnify and agree to hold harmless Sprouts Preschool at FBC Hurst, the teacher, organizers and sponsors for any claim arising out of an injury to my child.

Signature of Parent or Guardian

SUBSCRIBED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____ 20____

NOTARY _____

COMMISSION EXPIRES _____
STATE OF _____ COUNTY OF _____

Publications, Video and Internet Consent Release Agreement

Students who attend Sprouts Preschool are occasionally asked to be a part of school publicity for our website or brochures. In order to guarantee student privacy and ensure your agreement for your student to participate, we ask that you sign and return this form to Sprouts each school year for your children.

The form referenced below indicates approval for the student's name, picture, written work, voice and verbal statements or portraits (video or still) to appear in school publicity, videos, or on the Sprouts website. For example, pictures and articles about school activities may or may not personally identify the student. The pictures and/or videos may be used by the school in subsequent years.

Agreement

Parent/Guardian release to Sprouts Preschool the Student's Name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to use by Sprouts Preschool.

Sprouts Preschool agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, publicity, and instruction.

Parent/ Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.

If the Parent/Guardian wish to rescind this agreement they may do so at any time with a written notice.

Effective Date of Agreement: _____

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

*"I will pour my Spirit into your descendants and my blessing on your children.
They shall SPROUT like grass on the prairie, like willows alongside creeks."
Isaiah 44:3-4*