



**2024-2025
PARENT
HANDBOOK**

TABLE OF CONTENTS

1

Purpose & Mission

2

Enrollment

3

Tuition/Closure

4

Prepare your child

5

What will my child learn

6-9

Policies & Procedures

KNOWN VALUED LOVED

PURPOSE STATEMENT

Third City Christian Preschool is an outreach and ministry of Third City Christian Church. The Preschool offers carefully planned activities to help your child begin to "learn how to learn". We will bring new opportunities every day to the children to:

- learn through playing, investigating, and expressing themselves;
- help the children learn what God's Word says to them;
- help them establish habits, attitudes, independence, and responsibility in line with God's examples as shown in the Bible;
- and prepare the children to enter Kindergarten.

It is the mission of Third City Christian Preschool to provide a strong foundation for children's learning and development in a gospel-based environment

We want every family and child to feel known, valued and loved.

Third City Christian Preschool admits students of any race, color, religious, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the Preschool. It does not discriminate on the basis of race, color, religious, national and ethnic origin in administration of its educational and admissions policies.



ENROLLMENT

In order to register for the Third City Christian Preschool classes the following must be completed:

- Sign up at amilia.com
- Purchase TCCP membership
- Register for your specific class(es)
- 2 optional classes:
 - Extended AM
 - purchase multipass
 - Extended PM
 - only for M-F all-day



CLASSES OFFERED

3 year olds:

- M/W/F - Mornings 8:30-11:30
 - \$145 per month
- T/Th - Mornings 8:30-11:30
 - \$115 per month
- M-F - All-day 8:30-3:30
 - \$540 per month
- Extended Care for All-day
 - 3:30-6:00
 - \$260 per Month

4/5 year olds:

- M-Th - Mornings 8:15-11:15
 - \$200 per month
- M-F - All-day 8:15-3:30
 - \$540 per month
- Extended Care for All-day
 - 3:30p-6:00
 - \$260 per Month

****Early drop off \$2.50 per day from 7:30a-8:30a**

PREREQUISITES

- Preschool Students must be toilet trained. No pull-ups are allowed. While the staff will be supportive of child learning management in this area, the primary responsibility for toilet training lies with the parents.
- Sit thru a short story
- Children cannot be combative to themselves or others
- Ability to follow directions from teacher

If these are not met, a conference will be set-up with director and teacher to determine how to meet the needs of the child within current programming.

Age requirement for classes:

- 3 year old class - 3 year's old by July 31st, 2024
- 4/5 year old class - 4 year's old by July 31st, 2024



TUITION

Tuition will be set-up for installment payments. Automatic payment will be run on the 10th of each month (August-April).

- Failure to pay for a month's tuition will prohibit the child from being enrolled in the class for the following month.
- There will be an annual, non-refundable registration/supplies fee of \$75 per child.

LATE PICK-UP

Parents/Guardians/Caregivers will have 10 minutes after their child's class to pick up their child. If a parent/guardian/caregiver is running late it is the parent/guardians/caregiver's responsibility to contact TCCP to let the teacher and Director know. There is no early arrival time for the classes unless your child is signed up for AM Extended Care. Parents will have up to 10 minutes after dismissal time to pick up their child; promptness is appreciated.

PRESCHOOL CLOSURE

Preschool will not be in session if Grand Island Public is closed due to severe weather. The morning preschool classes will be canceled in the case of a late start. Announcements will be made via social media and Bloomz.

- No classes will be rescheduled.
- If TCCP has staff out due to illness and no substitutes are available, that class will be cancelled. This will be communicated as soon as possible via Bloomz, email and social media.

PREPARING YOUR CHILD

At Third City Christian Preschool, we feel confident that a strong bond between home and school, parent and teacher, God and Family, will help your child find his/her years in preschool rewarding and enjoyable. This will help set the mood for the school years ahead.

1:1 MEET THE TEACHER

We start off your child's preschool year with a visit to the preschool. This will allow your child to meet his/her teacher, and allow for any questions your family may have.

CONFERENCES

Parent-Teacher conferences will be conducted in the fall and the spring. Feel free to contact the teacher any time in between if you feel there is a need.

DRESS FOR SCHOOL

Please ensure that your child is dressed appropriately for the weather at the time of arrival.

Children will go outside if the "feels like" temperature is above 32 degrees and if there is no standing water on the playground.

- Sandals will only be permitted if your child can safely run in them.
- We will be playing with all types of messy material, please dress your child in clothing you are ok get dirty.

SCHOOL SUPPLIES

Please purchase a backpack for your child that is large enough to hold papers and books. Label any personal items your child brings to school such as backpacks, coats, hats, boots, etc.

THINGS NOT TO BRING

Children should not bring to school any gum, candy, toy weapons, toys, or money.

PICK-UP

In the best interest of your child, we ask that you would not use your cell phone when picking up your child. Your child is excited and anxious to tell you about their day and when you are not available, this cuts off important communication with them. We understand that this is not always doable, but please try to make the call after talking with your child.

WHAT WILL MY CHILD LEARN

We are using a fantastic classroom program called Connect4learning®. This is truly a 21st-century teaching tool for our 21st-century children! It includes fun activities to build your child's skills in:

- Science
- Math
- Literacy
- Social and Emotional Skills

Each day we will have activities such as these:

- Read-Alouds
- Lessons to share new concepts
- Time in play centers (blocks, art, dramatic play, and more)
- Small-group teaching
- Outdoor play

CHAPEL & WORSHIP

Preschoolers are growing up in a world where they are longing for belonging and want to know who they are. We want them to learn at an early age who God is and what that means when it comes to identity and belonging. A solid foundation on the truth of the gospel combined with a safe and engaging environment where all preschoolers feel welcomed and cared for will make room for them to explore, learn, and grow in a way that will impact them for a lifetime. We are using a curriculum called Hyfi

What is Hyfi?

- Creates a culture of belonging centered on relationships.
- Roots identity in Christ through 12 simple truths that teach preschoolers who God is.
- Provides Biblically sound content with a clear picture of Jesus and the gospel in every session teaching wrapped in fun monthly themes.

Worship Singing

We use a combination of songs from Hyfi, Orange and Hillsongs to create a fun and active worship experience. We believe kids who SING God's Word, KNOW God's Word. There's something about singing that locks the message of a song deep in your heart unlike anything else.



POLICIES & PROCEDURES

SEPERATION ANXIETY

Some children may experience "separation anxiety" (crying, clinging, reaching for you) when left at preschool. This is a normal adjustment process, harder for some than others. It is easier on the staff, your child, and you if you do not prolong the process. Tell them good-bye, that you are positive they will have fun and that you will be back to hear all about preschool when you pick them up. Give them a hug and kiss and then go ahead and leave.

We will always call you if they do not settle down. Most children are fine within a few minutes. When you delay leaving, the children worry about when you are going to leave, knowing they will eventually have to separate.

Please feel free to contact us about any questions or concerns you have. We care about the children and want to do whatever we can to help them adjust as easily and quickly as possible.

DISCIPLINE POLICY

Every effort is made by our staff to create a loving and positive environment for your child. The classroom rules we have established will help us meet these goals:

1. We listen when someone else is talking.
2. We keep our hands to ourselves.
3. We use nice words, like "please" and "thank you".

We will use positive reinforcement to help the children follow these rules. If a child chooses not to follow the rules:

1. The child is asked to stop the behavior.
2. The child is asked a second time.
3. If the child continues to make a bad choice, he/she will be removed from the group/activity and told why.
4. If the behavior persists, the child will be isolated from the group but will remain in sight of the teacher.
5. Parents will be notified if #1-4 do not change the child's Behavior.
6. If unacceptable behavior persists, a conference will be arranged with the parent and child. If an agreement can't be made, the child will be expelled from the program. In most instances, #1-3 are all that is needed for the child to make better choices.

HEALTH POLICIES

- Nebraska law requires parents or guardians of a child enrolled in an early learning program to provide proof of immunization within thirty days of enrollment. You have the right to submit a written statement refusing immunization for your child if you choose.
- A child is not to be sent to school with a cold or symptoms of illness. If your child has an outward appearance of being ill, or has a temperature of 100 degrees or more (taken orally), or has vomited or had diarrhea in the past 24 hours, they must stay at home. The teacher should be notified if a child has a contagious disease. Before a child returns after having a communicable disease, the school may ask that proof of recovery be made. If a staff member is pregnant, no child with cytomegalovirus will be allowed to attend during the illness.
- If a child becomes ill while at school, we will make every effort to make them comfortable. The parent or guardian will be contacted to pick up the child immediately.
- No medication shall be dispensed by a teacher to a child during school hours. We will consider exceptions for emergency medications, such as asthma inhalers, on a case-by-case basis. If a prescription medication has to be given it should include written instructions from the parents and be in the original container. A first aid kit will be available for minor injuries, such as cuts and scrapes. At least one staff member will be certified in CPR and first aid.
- Health records are required with permission to contact alternate care should the parent not be available.
- Personal hygiene items such as combs, toothbrushes, etc. should be left at home.



EMERGENCY PROCEDURES

Hazardous Weather (Tornado)

- In the event of dangerous weather, the children will be moved to the showers in the men's and women's restrooms in the main building.

Fire

- The first priority in any fire is that all children's and staff's safety is maintained. Any attempt by staff to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present. In the event of a fire, the following guidelines will be followed:
- When the alarm sounds (audible sound and flashing lights) or you are in immediate danger (see smoke or flames), stay calm.
- The children will be moved to the nearest exit and meet in the gravel parking lot.
- If the building is not safe, the children will be safely walked to Westridge Middle School and parents will be called for pickup there.

External Threat

- External threats take place outside of our facility. It is our goal to prevent the external threat from entering our facility. The following steps will be taken to assure the safety of those within our building.
- Communication – An announcement by designated personnel will be made to those in the building.
- Lockdown – Designated personnel will quickly lock all exterior doors. Any kids who are outside will be brought inside the building.
- Instructions – Depending on the threat, regular activities will resume without interruption inside the facility. If there is potential for real violence, teachers will move kids into classrooms away from doors and windows. We will ensure that no one leaves the building without authorization or until an all-clear command is given.



EMERGENCY PROCEDURES

Internal Threat

- Internal threats exist when the cause of danger is inside our facility or campus. Our goal is to seclude or remove adults and children to Westridge Middle School in safe, secure areas while the threat is removed.
- Communication – An announcement by designated personnel will be made and 911 immediately notified.
- Lockdown – Angie, Andrew or another member of the Kids Min team will quickly lock all appropriate doors. The children will be led into the classrooms and out of hallways and main bathrooms.
- Instructions – We will remain in place until an all-clear command is given by the designated personnel.
- If disaster requires us to relocate to Westridge Middle School, you will be expected to have your child picked up immediately.

GRIEVANCE PROCEDURE

- The parent has the right to express any opinion or grievance concerning any aspect of their involvement with Third City Christian Preschool. Concerns should be taken to the involved parties immediately.
- If the grievance is not resolved, it should be brought to the attention of the Director where it will be discussed and an agreeable resolution will be sought. -If the opinion or grievance is not satisfactorily resolved, it will be documented on an Employee Grievance form. In all cases, a formal grievance should only be filed if the problem cannot be resolved among those directly involved.
- The grievance will then be taken to the Director and Lead Kid's Pastor for review. A decision will be made and communicated to those involved within (ten) 10 working days. All steps and decisions will be documented on the grievance form.
- All parties involved in the grievance will observe confidentiality policies and will cooperate in carrying out the decision made in regard to the grievance.
- All grievance forms will be kept in the employee's file as long as they are employed by Third City Christian Preschool.



MEET THE DIRECTORS



ANGIE REISS

Preschool Minister

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308-384-5038



ANDREW BERNAL

Lead Kid's Pastor

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HANDBOOK UPDATES

Please note any updates to the Parent Handbook will be communicated to parents. This is a working document and updates will be made as needed.