



Parent Handbook

Come Grow With Us!

IABC Preschool/PDO

9507 Indiana Ave

Lubbock, TX 79424

(806)748-8800

Hours: M-TH, 9:00am till 2:45 pm

September – May

Our Mission

The goal of IABC Preschool/PDO is to show God's love to children while educating them to their fullest potential; sharing with them our relationship with God and His Word, in hopes they will grow closer to Him.

Our Philosophy

IABC Preschool/PDO is a ministry of Indiana Avenue Baptist Church. The purpose of the program is to provide a safe, happy, nurturing, Christian environment where children can grow spiritually, socially, emotionally and cognitively. We believe that children learn best through play and activities that are appropriate for each child's age and development.

Program Goals

- *inspire an awareness of God's Love
- *promote a positive self-image
- *develop a sense of responsibility
- *introduce healthy habits
- *develop a love and respect for others
- *encourage curiosity and creativity
- *provide a safe, clean, Christian environment
- * assist children in reaching their full potential

Enrollment/Registration

IABC accepts enrollment applications for the current school year, year round depending on availability. Children 6 months – 5 years, ages as of September 1st may participate in our program.

Registration for the following school year for currently enrolled and church members, begins the first week of February. Registration for the public opens the second week of February. All forms (listed below) must be completed and on file before the first day of school.

*Completed Enrollment Forms
*Safe Sleep Form (infant -18months)

*Physician's Statement
*Copy of Immunization Records
*Food Allergy Plan

Tuition Payment/Registration Fees

Registration Fees are a one-time payment made at enrollment. Your child's placement is not guaranteed until the registration fee has been collected. To hold a spot in our infant room, the registration fee must be paid at time of enrollment and tuition paid each month starting in September. Tuition is paid monthly.

(See current fee schedule for pricing.)

Payment Options

Payment can be made by cash, check or online, please see office for more information. A lock box is located outside the PK/PDO office. If paying cash, place cash in a sealed envelope with the child's name written on the outside. Receipts will be given for all cash payments. A \$25 fee will be charged for any returned checks.

Overdue Tuition

Tuition is due the 1st of each month. A late fee of \$15 will be assessed if payment is received after the 5th. If the office staff has not been contacted by the 10th of the month and your child may be dropped from our class roll.

Drop-In A child may attend on a day not regularly enrolled only if prior arrangements have been made and space is available. PDO Drop-in: \$25 PK Drop –in: ½ day \$25.00 full day \$30.00

Withdrawal from IABC Preschool/PDO

IABC Preschool/PDO requires a two week notice for leaving our program. Monthly tuition can be prorated if given 2 week notice. If two week notice is not given, IABC Preschool/PDO cannot prorate tuition.

Late Pick-up

Children clocked out late (after 12:00 for half-day and 2:30 for PDO/full-day) will assess a \$1 per minute late fee. If the child is checked out 15 minutes late or later, a late fee of \$15.00 will be assessed.

Field Trips

Field Trips are only taken by our Preschool programs and are planned a month in advance. Parents must give permission for their child to go on Field Trips. Our Field Trip permission form is part of your child's enrollment forms. Parents will be given detailed information for each field trip and given the opportunity to refuse their child's participation. Field Trip expenses are not included in tuition.

Security

Our doors will be unlocked for drop off and pick-up. If you arrive at any other time, the doors will be locked, please press the intercom and the office staff will let you in.

IABC Preschool/PDO School Delays or Cancellations

IABC Preschool/PDO follows public school delays or cancellations. If any school districts in the Lubbock area (LISD, Cooper, Frenship) delay, our facility will open 30 minutes later. For example, if a school district delays until 9:00 our facility will open at 9:30. If more than one school district delays we will begin our school day thirty minutes after the latest delay. If any of the school districts cancel we will not have classes.

Parties

Birthday

Parents may send a special snack for the class in celebration of birthdays. Please make prior arrangements with the teacher. Classroom allergies must be considered and planned around.

If your child is planning a birthday party or playgroup please keep the following in mind:

- We can only give phone number and addresses for families that have given permission.
- If invitations are being given at school then all children in the class need to be invited.
- It needs to be clear on the invitation that it is a personal party and is not sponsored by the school in any way.

Class Parties

Classrooms have special activities planned for Christmas, Valentines, Easter and End of School. Teachers will plan activities and ask parents to provide any needed items/snacks. Keep in mind, all food served and activities planned will be age appropriate for all children and free of any classroom allergies. If an activity requires class-wide participation (book/ puzzle or Valentine exchange) notes will be sent home with all students requesting the needed item.

School Supplies

1-2 day Program

Children, Preschool

- 4 boxes of Kleenex, 150 count each

3-4 day Program

Children, Preschool

- 8 boxes of Kleenex, 150 count each

1-2 day Program

Children, Infant – 2 years

- 6 packages of wet wipes, 80 count each

3-4 day Program

Children, Infant – 2 years

- 12 packages of wet wipes, 80 count each

Teachers greatly appreciate any donations of: crayons, markers, pencils, colored pencils, playdough, tempura paint, water colors or dry-erase markers.

Daily Supplies

All items mentioned below need to be brought from home daily and clearly marked with the child's name.

Toddler – Preschool

- Nap-mat
- Backpack large enough to hold their daily folder and supplies
- Non-breakable/spill-proof water bottle labeled with first name and last initial
- Healthy lunch in a lunchbox with cooling packs if needed
- Change of clothes – including socks and underwear
- 5 diapers or pull-ups labeled with first name if in 2s or younger

Infants

- Diaper bag

- 5 diapers labeled with their name
- Bottles labeled with first name and last initial with breastmilk or formula
- Pacifier (cannot be the kind with attached stuffed animal)
- Snacks and baby food
- Change of clothes
- Written feeding instructions updated every 30 days
- Sleep Sack (non-swaddling) - if needed

If your child has a **special blanket or item** they sleep with or comforts them please send it to school with them.

Clothing

Clothes worn to school should be comfortable and weather appropriate. We ask that children wear comfortable sturdy shoes. The children have recess daily and PE on a regular basis.

We love to see children dressed up for school; however, our teachers plan many art activities that involve paint, glue, markers and other mediums. We use washable paints/markers and smocks when needed; however, we cannot guarantee paint/marks won't end up on children's clothing and even washable paint/markers do not come out of all fabrics.

Nap time

Infants will be allowed to maintain their own sleeping and wake patterns.

All other classrooms have scheduled nap times. If children do not fall asleep after one hour of lying quietly, an alternate quiet activity will be given to the child.

Indiana Avenue Preschool and PDO is a ministry of Indiana Avenue Baptist Church.

If we can be of any assistance to you or your family, please contact us.

Indiana Avenue Baptist Church Main Office – (806) 797-9704

Senior Pastor	Steve McMeans
Executive Pastor	Tommy Martin
Children Minister	Brenda Loftus
Preschool/PDO Director	Bianca Foley