



Dear Families:

We are excited to introduce you to Ascent Preschool, a year round preschool program at Barefoot Church. Ascent is a place where all kids are accepted and valued while being equipped to learn basic skills to help them thrive where they are now. At Barefoot Church we believe children are never too young to begin to discover the plan and purpose God has for their lives. For that reason, our teachers will often remind the children that God created them, loves them, and has a great purpose for them in this world. We believe everyone has the opportunity to reach their God-given potential.

We find there are many amazing opportunities to show children the love of Christ as we teach them in fun and creative environments.

Our teachers are eager to partner with you to teach your child as they grow on their faith journey with Jesus. Jesus used children as an example of those who have faith. This continually challenges us to grow in our relationship with Him as we grow in our relationship with your child.

We are diligent to seek out teachers who have a heart to be an encouragement to young children and see them growing in their relationship with Jesus. Our teachers are professionally trained and ready to see your child having a blast while learning about the Bible and basic skills.

In the pages to follow are the details that will help guide you in enrolling your child in this program. This handbook is designed to introduce you to our program and help answer any questions you have. I ask that you read and notate our policies for a successful year.

I thank you for entrusting your child to our care, and appreciate you for being a part of Ascent Preschool.

For His kids,

Ann Black
Life Development Pastor

OVERVIEW

Ascent Preschool at Barefoot Church provides an incredible place for newborns (six weeks old) through pre-kindergarten age children to learn of God's love while obtaining basic academic and social skills as they progress through Ascent. Ascent operates Tuesdays, Wednesdays, and Thursdays year round.

Our preschoolers learn biblical truths and principles through creative methods such as puppets, music, story-telling, crafts, fun teaching, and discussions. Preschoolers also learn by observing and modeling. Therefore, each classroom is staffed with teachers who are committed to loving and teaching your child.

The vision of Barefoot Church:

We're convinced God sees amazing things in all of us. The way we see it is everyone matters, we all have something to offer and are created to do more than the ordinary.

At Barefoot Church we believe you should live you, the God-given you. Because you are worth living.

With this vision in mind, Ascent Preschool is a place where kids are accepted and valued for who they are as they are nurtured in spiritual values and academic and social skills in their young lives. Teachers and staff will partner with parents to lead kids to begin their journey to discover God's plan and purpose for their life.

OUR BELIEFS

Children are a gift from God and should be loved and cared for, as they are extremely valuable in the kingdom of God. Children deserve a safe, positive, nurturing, and age-appropriate learning environment that is free of fear, pressure to "grow up", or prejudice.

- Our teaching is not just to children, but with children. We learn from children as we teach them.
- Positive self-esteem is promoted so both personal growth and growth in a relationship with God can flourish.
- Ascent is creative, innovative, and in touch with the children and families. Effective and compassionate teachers are the most important component of our program.
- We give lots of hugs, smiles, developmental nurturing and lots of love.
- Each child two years and older will participate in activities designed to develop creative thinking, memory, decision-making, problem solving, and comprehension through a Biblical perspective.
- Our pre-kindergarten program focuses on preparing your child for Kindergarten both socially and academically.

Statement of Beliefs More details on our beliefs can be located at barefootchurch.com/about/our-beliefs/

There is one God, eternally existing in three persons – Father, Son and Holy Spirit–each possessing all the attributes of deity.

God created mankind to have fellowship with Him, but because of man's disobedience, sin entered the world separating us from God.

To end our isolation, the Father sent His Son, Jesus Christ, to live a sinless life on Earth. Jesus voluntarily died on the cross; offering Himself as a worthy substitute for the consequences of our sin. This exchange brings forgiveness and restoration to mankind and allows those who accept Him to live forever in fellowship with Him.

Through the power of God, Jesus conquered death and returned to life, accomplishing salvation for all who believe in Him. Salvation comes through God's grace, not our own works, and is received personally by turning from our sin and trusting in Him.

Through His resurrection, Jesus became the only Mediator between God and man. With that relationship restored, believers have been equipped with the Holy Spirit living inside of them.

The Holy Spirit drives the transformation that continually helps believers to be more like Christ and gives them power to conquer sin.

It is the Holy Spirit, displayed in and through the people of God that attracts non-believers to Christ. It is every believer's responsibility to represent God and share this message of forgiveness and restoration through Christ.

POLICIES – Listed in alphabetical order to make it easier to locate what you are looking for.

ABSENCE

If your child's absence is known in advance, please inform the teacher. If your child will be out any particular day please call the school and leave a message. If your child's absence is going to be prolonged, please contact the school with details. There is no credit for absences.

ACCIDENT OR INJURY OF A CHILD

If a child has a minor scrape or bump, the teacher or staff will work with the injury and apply ice and bandage, if necessary. The parent will be informed of the injury or accident when the child is picked up. If the child falls or sustains an injury that is more than a scrape, an Accident Report will be completed and signed by the teacher and the parent may be contacted by phone. The office will retain the copy of the Accident Report in the child's file and the original will be given to the parent.

In the case of a more serious incident, the parents will be notified at once. If they cannot be reached, and it is determined that immediate medical attention is needed, 911 will be called. If emergency personnel determine the child must be transported to a medical facility, and the parents have still not been located, a staff member will go with the child, taking his or her full file containing the medical release form. Throughout this procedure, a staff member will be assigned the task of locating the parents through the use of all available phone numbers: home, work, cell, emergency contact person, etc.

Please notify the office immediately of any change in your phone numbers, emergency contact person, or physician.

ADMISSIONS POLICIES

Ascent Preschool does not discriminate on the basis of race or ethnic origin. However, we do not guarantee enrollment to everyone. We reserve the right to prioritize applicants contingent upon any of the following criteria:

- Date that the completed registration form is received
- Registration fee is paid in full
- Sibling(s) currently enrolled
- Space availability
- The ability to meet the needs of the child

ADMISSIONS PROCEDURES

A completed Registration Form with a \$50.00 non-refundable registration fee per child must be submitted to the office. Children will be placed on a waiting list if the age-appropriate room is full. If your child withdraws from the program during the school year, a new \$50 registration fee will be charged for re-enrollment.

AGES OF STUDENTS

We accept children who are 6 weeks old through pre-kindergarten aged.

ATTENDANCE

All students are enrolled for the full school year term unless a parent chooses the option of the school year term, defined as ten months (September of the enrollment year through the third week in May of the following year) or the summer term (May – August). We also continue through the summer months for the full year program. We may not be open on all dates set forth on the calendar due to inclement weather. Inclement weather days will be made up in May. There will be no deductions in tuition for Spring Break, Thanksgiving and Christmas holidays, other government holidays, illnesses or absences.

BELONGINGS

Be sure your child's first and last name is clearly and permanently marked on outer clothing (coats, sweaters, bags, lunches, bottles, etc.) and other items of importance so they can be easily identified.

BIRTHDAYS

Birthdays are very special occasions for children. On your child's birthday, you are welcome to bring a treat to share with the entire class during snack or lunchtime. Please let the teacher know a **week** in advance of this treat. The teachers are required to put up

an allergy note of any outside food that is brought into the classroom. Be sensitive to tender feelings. If your child has a birthday party outside of Ascent that does not include the entire class, please mail the invitations.

CLOSURE OF Ascent PRESCHOOL

Should bad weather or emergency situations occur which would force the closure of our school, you may call the office at 843.580.6427. Ascent Preschool follows closings of the Horry County School District. Please check your local TV station for closing information. If Horry County Schools close or delay opening, Ascent Preschool will be closed. Ascent will send out a text to parents if the school closes.

CHILD ABUSE PREVENTION / REPORTING

Teachers undergo training in Child Sexual Abuse Prevention and will be made aware of what constitutes child abuse according to the South Carolina Family Code and South Carolina Penal Code.

Every person is legally responsible for reporting known and reasonably suspected cases of child abuse to the state officials.

Teachers must make a report to the Life Development Pastor or her designee immediately if there is a suspicion of abuse. Teachers will be aware of the nature and content of the report and supplement all oral reports in writing as soon as possible. If the report is anonymous, the telephone contact should be made in the presence of at least one independent witness who can verify later, if necessary, the identity of the reporter. All independent witnesses must make notes of their observations and turn them in to the Life Development Pastor under seal, who will keep them as received unless and until the identity of the reporter becomes an issue. This may become important if the teacher is charged with negligence for failing to make a report.

The Life Development Pastor or her designee will notify the States regulatory and Child Protective Services (DSS) within 48 hours after the abuse or potential for abuse is first suspected. DSS determines if an immediate danger to the child exists. DSS will send an investigator.

CHILD ARRIVAL

Parents **must** escort children to the classrooms and sign them in and out each day. For safety reasons, children must **never** be dropped off outside the building. Children may begin being dropped off at 8:50 AM.

CHILD DISMISSAL

Parents must sign out their children at the classroom. We will not dismiss a child to anyone other than the parent or guardian without consent from you. If a child is to be picked up by another adult, please inform the child's teacher. In an emergency, we may release a child to an adult with verbal permission from the parent or guardian. Please

call the office with the information of the adult who is picking your child up. Identification will be checked if the teacher does not know the person to whom the child is being released.

CLOTHING

Preschool can be messy at times. Dress your child appropriately for outdoor play time and/or ease of movement.

COMMUNICABLE DISEASES

Parents are required to report to the office any communicable diseases that may affect other children, such as lice, chicken pox, hand, foot, mouth, pink eye, etc.

CURRICULUM

Ascent Preschool uses age-appropriate curriculum designed specifically for children ages 1-5 years. Pre-kindergarten curriculums are used for our pre-kindergarten classes. Curriculums used include but not limited to Mathematics Their Way, Hand Writing Without Tears, etc. We love to use science experiments and activities that help kids with their fine motor and cognitive skills as well as develop each child as a whole. Activities that support school-wide themes are tailored to each age level and class.

DAYS AND HOURS

We are open Tuesdays, Wednesdays and Thursdays throughout the year. Hours are 9 AM-1 PM. A school calendar will be given each August. And parent newsletters will be sent home monthly updating with the happenings of each month.

DIAPERING

Children in diapers will be checked a minimum of once per hour and changed as needed. Please provide disposable diapers. For sanitary reasons in a group setting, cloth diapers are not allowed. Daily diaper sheets are sent home each day so the parent will be able to keep up with their child's schedule.

DISCIPLINE - REDIRECTION

We believe redirection is synonymous with training. With love and concern for our children, we are intent on guiding each child toward behavior that helps self esteem. Our method of discipline has three components: reinforcing positive behavior, giving children freedom of choice when appropriate, and allowing them to experience natural consequences.

When a child needs to be disciplined, an adult will talk with him or her about the misbehavior and may use time-out. Corporal punishment is never used. Our teachers will be fair, consistent, and nurturing, and will state our expectations clearly. If a teacher has specific concerns about your child's behavior, they will talk with the Life Development Pastor. Together the teacher and LDP will determine the best action to take.

EMERGENCY CARE

In case of illness or accident, we will provide any emergency care for your child that the staff deem necessary, including but not limited to treatment by public or private facilities or personnel. Please know a conscientious effort will be made to locate you (or the emergency contacts designated on your child's registration form) before any action is taken. You will be responsible for any charges or fees incurred for such care.

EXPECTATIONS

We are committed to disciplining through redirection in love at Ascent. This means being Christ-like models and loving our kids enough to train them in godly ways and expect from them appropriate behavior. We have outlined these general expectations in an effort to provide consistency:

1. Respect and obey all adult instruction.
2. Respect all other kids.
3. Be good stewards of what God has given us.
4. Use appropriate language and voice level.
5. No fighting or physical roughness.

EXPRESSING CONCERNS

If you have a concern regarding a classroom situation or your child's progress, it is best to first discuss that concern with your child's teachers. If you have an administrative or general concern please schedule an appointment with the Life Development Pastor by calling the office.

FIRES / HURRIACNES / TORNADOS

In the event of a fire drill or actual fire, the teachers will guide the children to follow the evacuation routes posted in the classrooms. All exit doors and classroom doors will be closed.

In the event of a tornado or hurricane warning or sighting, all classrooms will follow the emergency procedure posted in each room. All children will be moved to the church main auditorium.

HARMFUL BEHAVIOR

When a child harms another child or adult by biting, scratching, kicking, hitting, pinching, etc., the teacher will explain to the harming child that what they did hurt their friend. We place the child in time-out, away from others but in plain sight of the teachers. After a short period, we hug the child and express love to him/her and to the others by stating again that we don't hurt our friends. Then we help the child rejoin the class. We observe the child to guard against further harm. The teacher will inform the parents of both children, omitting names, and an Incident Report will be filed. The school will seek advice from the parent on procedures that have worked at home as well as how we can

help prevent the behavior before it takes place next time. If the child harms again, he/she will visit the office for a discussion of the behavior. If a child develops a habit of hurting, we will ask his/her parents to help by sitting in the child's room to observe the harmful behavior. Young children learn from imitation, so it is important in a group setting to end any harmful behavior before other children begin to imitate and harm others. If after three episodes of a child harming others and the parents not being able to break the child's habit, for the safety of others, the child will be excused from participating in Ascent.

HOLIDAY PARTIES

Teachers of toddlers and older children will plan holiday parties for Fall Harvest, Thanksgiving, Christmas, Valentine's Day and Easter. We may ask you to sign up to bring special treats (cookies, vegetables, etc.) for your child's class.

ILLNESS

Ascent Preschool is staffed and equipped to care for well children only. If your child is sick, please keep him or her at home, particularly if they:

- Have a fever above 100 degrees.
- Are vomiting, have diarrhea, or a contagious rash.
- Have green nasal discharge, drainage from the eyes or a persistent cough.
- Have been prescribed an antibiotic for a contagious disease.
- Have chicken pox.

Your child may return to Ascent after being symptom free for 24 hours.

You will be responsible for providing a doctor's note stating your child is not contagious if you bring your child to school with any of the above symptoms. (Ex: nasal drainage or teary eyes from allergies.)

If your child becomes ill while at school, you will be called. If we're unable to reach you, we will pursue the emergency contacts listed on your registration form. Whoever we reach will be asked to pick up the child.

IMMUNIZATION

An immunization card is not required. We do recommend that your child be up to date annually.

LATE ARRIVAL AND PICKUP

Please take your child to his or her classroom, and follow regular check-in procedures. Children remaining 10 minutes after the closing of their classroom will be taken to the lobby and parents will be called. If there is no answer, we will contact the emergency contacts you have listed. If you anticipate being late, please call the office to make other arrangements to have your child picked up on time. Continued inability to arrive on time

may result in dismissal from the school. A late fee of \$2.50 for each five minutes late will be charged if a child is not picked up after 1:00pm. Be respectful of the teacher's time as they have children and family responsibilities of their own.

LOCATION OF CHILDREN

The teachers are responsible for maintaining a current list of the children in their classroom at any given time. The office maintains a current list of all students and a schedule of all classes, enabling us to locate any child at any time during the school day.

LOST AND FOUND

Lost articles will be turned in to the office. Items of great value should not be brought to school. All personal items should be labeled clearly with the child's first and last name.

LUNCH

Children are to bring a lunch and drink in non-breakable containers. On occasion, children may picnic outside with their class. Normally, lunch will be eaten in their classroom. For special days, the older children may be offered Chick-Fil-A or pizza for lunch. Please watch for information and sign-up sheets in your child's classroom.

MEDICATION

No medication will be given, with the exception of diaper rash cream and sunscreen provided by the child's parent.

PARKING

Parking is located beside the upper kids building, behind the main auditorium, behind the kids building, and the side of the main building. If it's a heavy rain day, we will do our best to greet you in the parking lot and help you get to and from your car. Please do not move any gates to park. This is for the safety of the children.

PHONE NUMBERS

Ascent office number: 843.580.6427. The main church office number: 843.280.1270.

PHOTOGRAPHS/VIDEOS

Photographs and/or videos may be taken of all children throughout the year for use within the classroom on special projects, albums, slide shows, video presentations, etc. With parent permission, we may use these photos/videos for advertising purposes.

REGISTRATION

A non-refundable registration fee of \$50.00 is required for each child. Enrollment for the next school year term will be made available in March, 2017 for those currently enrolled and their siblings. Open enrollment will commence three weeks later.

REST TIME

Please bring a kinder mat or blanket and your child's favorite stuffed animal or other comfort item if they will be resting at school, please clearly mark them with your child's name. You will be responsible for laundering them on a regular basis.

SNACKS

Snacks will be provided and listed outside each classroom door daily. You may be asked to provide a healthy, nutritious snack for your child's class periodically throughout the year. The teacher will provide more details as this occurs.

SPECIAL NEEDS

At this time we aren't equipped to provide certain care that a special needs child will require to be successful at Ascent. If you would like to speak with someone about your child's restrictions please call the office. At that time we will look at each individual situation to determine if we can meet the needs of a particular child.

STAFF/CHILD RATIO

Enrollment is limited in each class so that the child/teacher ratio is beneficial to the children.

TELEVISION AND VIDEO VIEWING

Video and television will be used sparingly and only to enhance units of study or in lieu of outside play on rainy days. All selections will be rated G. Children will not be watching TV as a regular activity.

TOILET TRAINING

We will make no attempt to toilet train children under 2 years old. We will make every attempt to follow parent's training guidelines for children older than 2 years old. Please speak with your child's teacher when you are ready to start toilet training.

TOYS

Children may be asked to bring playthings related to a study unit and/or for sharing time. They should never bring valuable or fragile objects, mouth toys, or toy weapons.

TUITION / PAYMENT PENALTIES / LATE PAYMENT FEES

Each month's tuition is due and payable on the first school day of each month. There will be no deduction in tuition for breaks, holidays, illnesses, or absences for all options of enrollment.

Parents have the following options when enrolling children for Ascent.

- Year round term. Runs all year.
- *School year term. (Sept. – May)
- Summer program. (May – Aug.)

*Tuition is prorated over the course of the ten month enrollment span for the school year program.

You may also choose to pay the years tuition in full at any time.

Year round or school year term: Tuition of \$190.00 per month for 3 days a week
Tuition of \$165.00 per month for 2 days a week
Tuition of \$100.00 per month for 1 day a week
Summer term will follow the above schedule depending on how many days each week you want your child enrolled.

There is a 10% monthly discount for each additional sibling enrolled.

When writing a check to us, please make it payable to Barefoot Church and notate the child's name in the memo section.

You may pay your registration fee and monthly tuition fees by check or online by using our secure payment plan through Paypal:

Barefootchurch.com/academy

You will find the link to pay through Paypal at this link below.

Payment Penalties

Tuition is considered late one week after your child's first school date of each month. A 10% penalty will be applied on all overdue payments. For returned checks, you will be contacted. The second offense of a returned check will be subject to a \$35.00 fee. A third offense of a returned check or late tuition payment may result in a meeting with the Life Development Pastor. Ascent Preschool has the right to refuse admission of a child if tuition is not paid accordingly.

Late Fees

A 10% fee will be charged monthly on all late tuition payments. All tuition is due on your child's first school day of each month. If payment is not made by the 10th of each month (unless arrangements are made in the office), you may not drop off your child.

A late fee of \$2.50 for each five minutes late will be charged if a child is not picked up by 1:05 pm.

WITHDRAWAL

Your child's enrollment may be terminated by a two-week notice to our office. Your registration fee and any tuition and other fees already collected will not be returned by Ascent.

For the school year program (Sept. – May): Regardless of notice, if you cancel after April 1st, the balance of the school year's tuition is due.

If you have questions please contact the Life Development Pastor.
Ann Black | 843.280.1270 | ablack@barefootchurch.com

Please sign and return the next page before the first day of school.

Thank you so much for entrusting your child to us at Ascent Preschool. This handbook is designed to help you and your child have a successful year.

Please initial, sign, and return this page to the Life Development Pastor, Ascent or the church office.

Child's Name (s): _____
(Please Print)

Choose the options that pertain to you:

_____ I want to enroll my child in the year round term.

Days per week to enroll my child. Circle all that apply: Tuesday Wednesday Thursday

_____ I want to enroll my child in the school year term. (Sept. – May)

Days per week to enroll my child. Circle all that apply: Tuesday Wednesday Thursday

_____ I want to enroll my child in the summer term. (May - August)

Days per week to enroll my child. Circle all that apply: Tuesday Wednesday Thursday

Check all below.

_____ I understand that full tuition is due each month regardless of how many days are in the month. For the school year tuition program tuition fees are calculated on a per year basis and divided by ten months.

_____ I understand that tuition payment is considered late if not paid before the second week of each month. If payment or arrangement of payment is not made by the 10th, my child may not be dropped off at Ascent Preschool.

_____ Regardless of notice, if I cancel after April 1st, the balance of the school's yearly tuition is due.

_____ I understand the Illness Policy of Ascent Preschool.

_____ I understand if my child withdraws from the program during the school year, a new \$50 registration fee will be charged for re-enrollment.

I have read the attached Ascent Preschool Parent Handbook and understand all policies and procedures.

Parent Name: _____ Date: _____
(Please print)

Parent Signature _____ Date: _____