



Parent Handbook 2026-2027 School Year

155 S Louisville St.

Harlem, GA 30814

706.449.8088

www.harlembaptist.org/pre-k



Dear Parents,

We are delighted to welcome your child(ren) to our Pre-K program! This handbook is designed to provide an overview of our program and outline the policies that help us maintain a safe, nurturing, and loving environment. Our goal is to make your child's transition into our care a smooth and enjoyable experience.

At our church, HBC Pre-K is more than just a program—it is a vital ministry. Our dedicated staff is committed to loving each child and providing meaningful opportunities for learning, growth, and discovery. Please know that we are here to support both you and your family in any way we can. If you have questions or need assistance, do not hesitate to reach out to us.

Warm regards,

Lindsey Rogers- Director

lindsey.rogers@harlembaptist.org

(706) 449-8088

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Harlem Baptist Pre-K

Harlem Baptist Pre-K is a ministry of Harlem Baptist Church. At Harlem Baptist Pre-K, we believe each child is a special gift from God, with unique talents and abilities. We offer a warm, nurturing, Christ-centered environment.

Contact Information:

Mailing Address: Harlem Baptist Pre-K
Attn: Lindsey Rogers
155 South Louisville Street
Harlem, GA 30814

Office Hours: 9:00-5:00

School Hours: 8:10-4:10

School Tours: By appointment only

Telephone: 706.449.8088

Email: lindsey.rogers@harlembaptist.org

Website: www.harlembaptist.org/pre-k

Mission Statement:

The mission of Harlem Baptist Pre-K is to provide our students with a safe and loving environment that encourages spiritual, emotional, academic, and physical growth within a Christ-centered program.

I. Admission

A. General Policy

Children must have obtained the age of 3 or 4 by September 1st. HBC Pre-K does not discriminate on the basis of race, color, national/ethnic origin, disability, religion, or gender. HBC Pre-K operates from early August through May. The school is open Monday through Friday with regular school hours from 8:10-4:10.

Harlem Baptist Church Pre-K Calendar 2026-2027

*HBC Pre-K closely adheres to the Columbia County School District Schedule.

** Open House for the 2026-2027 school year will be held on August 4th from 5:00-7:00.

First Semester

July 30-August 5..... Pre-Planning for Teachers
August 6..... First Day of School
September 7..... Labor Day Holiday
October 9&12..... Student/Teacher Fall Break
November 11..... Veteran's Day Holiday
November 23-27..... Thanksgiving Holidays
December 18-January 5..... Christmas Break
January 5..... Teacher Work Day

Second Semester

January 6..... First Day of Second Semester
January 18..... Martin Luther King, Jr. Holiday
February 12&16..... President's Day Holiday
March 26..... Good Friday Holiday
April 5-12..... Spring Break
May 25 Last Day of School
May 26-29..... Post-Planning for Teachers

B. Tuition, Late Fees, Registration, & Supply Fees

Tuition is due on the **1st of each month** and considered late after the **5th**. Weekly or bi-weekly payment options are not available, so please plan accordingly. Exceptions to this schedule require a **written request** and approval in advance; otherwise, due dates will be strictly enforced.

Tuition received after the 5th will incur a **\$25 late fee**, payable immediately with the tuition. Failure to make timely payments may result in your child's dismissal from the HBC Pre-K program.

Payments can be made by **check** to the director or through our **parent communication app**. Please include your child's name in the memo line. While cash is **not recommended**, it may be dropped off in the preschool office with the director if necessary.

Tuition is **the same amount for all ten months** of the school year and does not vary based on the number of school days in a month. **No refunds** will be issued for absences or weather-related school closings.

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A **10% discount** applies for siblings.

A **\$30 fee** will be charged for any returned checks.

If you have any questions or concerns, please contact **Lindsey Rogers, Director of HBC Pre-K**.

The registration fee is required with the application/registration form and is non-refundable. Your child's spot in a class can only be reserved and guaranteed after the registration fee is paid and submitted with the application/registration form. Failure to pay on time could result in the loss of your child's spot.

Tuition Options	Registration Fee Non-Refundable	10 Month Option	Full Payment
K3 & K4	\$200	\$615.00	\$6,350

Registration Fee:

Due at the time of registration.

C. Withdrawal Policy

I. Children admitted to the program are expected to remain enrolled for the entire school year. If it becomes necessary to withdraw your child, parents are required to provide **two weeks' written notice** to the Director. A child is considered actively enrolled until such notice is received.

Monthly tuition is due for all enrolled children, regardless of attendance. Tuition is **not prorated** for absences due to illness, vacation, or holidays.

If a child stops attending HBC Pre-K without providing notice, we will make every effort to contact the parent or guardian. If we are unable to reach you, your child's enrollment will be terminated, and the spot may be filled.

II. HBC Pre-K reserves the right to dismiss any student or family whose presence is deemed detrimental to the well-being of the student, their peers, or the school community as a whole.

D. Health & Insurance Requirement

Parental signatures are required for each student, authorizing the HBC Pre-K Director to seek medical care if a parent or emergency contact cannot be reached. Additionally, all students must have a current immunization record on file at the school. This record can be obtained from your child's pediatrician.

E. Toilet Training

All children must be fully potty trained before the start of the school year. This includes the ability to recognize the need to use the restroom, communicate that need to a teacher, manage clothing independently, and complete wiping. In the event of an accident where a child cannot manage these tasks on their own, a parent or guardian will be contacted to assist. Frequent accidents—occurring multiple times per week—may indicate that the child is not yet ready for our program. HBC Pre-K reserves the right to dismiss any student who is not fully potty trained.

F. Children with Special Needs

HBC Pre-K reserves the right to accept or decline enrollment, or to discontinue enrollment, for any child whose individual needs we determine we are unable to adequately meet within our program.

This includes children with diagnosed special needs, as well as children who have not received a formal diagnosis but who may be developing at an uneven rate or exhibiting behaviors requiring accommodations beyond the scope of our available resources.

Enrollment decisions are made on an individual basis and take into consideration factors such as available staff, facility limitations, program structure, and our educational and school-readiness objectives. While we strive to support all children, HBC Pre-K is unable to implement modifications or accommodations that would significantly disrupt the overall operation of the program or compromise the learning environment for other students.

Parents/guardians are required to inform HBC Pre-K of any ancillary or support services their child is receiving. Failure to disclose such information may result in dismissal from the program.

II. Medical Information

A. Emergency Contact

We expect to be able to reach you or someone on your emergency call list in a timely manner. Emergency contacts must have local phone numbers and be able to pick up your child at school should we call. If we are unable to reach you or one of your emergency contacts, or if you or your contacts fail to pick up your child within one hour of being notified, we will set a conference with both parents to determine a plan to prevent this from happening again. In case of emergency, every effort will be made to contact emergency contacts. If no one can be reached, the school will take immediate necessary medical action. **Please notify the office of any changes of information.**

B. Illness

HBC Pre-K will adhere to a strict illness policy in order to protect the health of all children and staff. Any child with a fever of 100 degrees or higher, or any child exhibiting other contagious symptoms such as rash, diarrhea, vomiting, sore throat, etc. will be required to be picked up from the facility within 1 hour. In this event, the sick child will be made as comfortable as possible and held away from the other children until they are picked up. Any child sent home from our facility can not return for 24 hours and must be fever free or symptom

free for 24 hours without assistance of medication. HBC Pre-K reserves the right to go against a doctor's note stating your child can return if they still are showing signs and symptoms of illness. Any parent who brings their child sick to school on a routine basis may be unenrolled from our program. It is important for sick children to stay home in order to get well and limit the spread of any illness.

If your child has been diagnosed with a communicable illness, please notify the director immediately (via phone or email). Notifying parents of the illness gives them an opportunity to monitor their child for any symptoms of that illness. Your child's personal information will never be shared on the notices, and your child's health status will never be disclosed or discussed with any other parent. Any child diagnosed with a contagious illness must remain out of the preschool until they are symptom free (without the assistance of medication) for 24 hours.

In the event of an emergency situation, HBC Pre-K would call 911, and your child will be taken to the nearest hospital by ambulance. Parents would be notified immediately after 911 is called.

Fever:

If a child has a fever of 100°F (37.8°C) or higher they must stay home. They must be fever-free for at least 24 hours without the use of fever-reducing medication before returning to care.

Diarrhea:

If a child has diarrhea, they need to stay home until they are symptom-free for 24 hours.

Vomiting:

If a child vomits, they should stay home for at least 24 hours after the last episode, or longer if recommended by their doctor.

Hand Foot Mouth:

If a child has HFM, they should stay home until sores are scabbed over. No open or "wet" spots should remain. They must be 24 hours fever free with no fever reducing medications. HBC Pre-K reserves the right to go against a doctor's note stating your child can return IF they still are showing signs of HFM (have open wounds that are not scabbed over, etc...)

Strep Throat:

If a child has been diagnosed with strep throat, they must stay home a full 24 hours after starting antibiotics regardless of what a doctor's note says. For example: If you take "Johnny" to the doctor Monday morning and he tests positive for strep- despite how many doses of medicine he may get that Monday, he would not be able to return until Wednesday at the earliest. They must also be 24 hours fever free with no fever reducing medications.

Pink Eye:

If a child has been diagnosed with pink eye, they should stay home for 24 hours once starting treatment, and there should be no other symptoms remaining once returning to school (eyes watering, gunk in eyes, etc..).

C. Allergies & Medications

If your child suffers from an allergy, please notify us in writing, and we will post this in the classroom for the benefit of the director, teachers, staff, and substitute teachers. If your child has allergies or is at risk for an allergic reaction, please contact the school for an "Authorization for Medication" form for the use of Epi-pens or Benadryl should the case arise.

Any child requiring medications must have a current "Authorization of Medication" form on file. If medication is not prescribed and required to be used more than two weeks, a note from the child's physician is required. Expired medications will not be given to a child under any circumstances. Furthermore, we will not administer pain medication or fever reducing medication. Parents will be notified immediately of any adverse reaction to medication.

D. Incident Report

We are committed to providing a safe and secure environment for your child. However, despite our best efforts, accidents may occasionally occur. When this happens, an incident report will be completed, and parents will be notified. Depending on the severity of the injury, we may:

- Contact you immediately,
- Seek emergency medical treatment, or
- Send the incident report home at the end of the day.

If an incident report is sent home, we ask that parents review, sign, date, and return it to confirm they have been notified. Please note that in the case of head injuries, parents will **always** be contacted immediately.

E. Information

All information and records concerning your child are considered confidential and will only be accessible to you, and the HBC Pre-K staff. We will provide information to others only with your written consent.

III. Open House

A. Open House

Prior to the beginning of school, we ask that all parents of newly enrolled students join us for an open house. Parents and students will be able to meet the child's classroom teachers, become familiar with the classroom itself, and meet some of the child's fellow classmates.

B. Teachers

Our teachers are trained and experienced in working with children. All teachers and staff are required to maintain current CPR and First Aid certificates. All teachers participate in ongoing continuing education classes throughout the year.

IV. Parents/Guardians

A. Communication

We encourage parents to be involved as much as possible in their child's education and activities. Communication between parents and teachers is vital. We utilize the Procure App and daily folders as our primary means of communication.

B. Parent Involvement & Volunteer Opportunities

Parents are always welcome and encouraged to visit our preschool at any time. Throughout the year, HBC Pre-K offers numerous opportunities for families to join in classroom activities and share meals with their children. We warmly encourage you to participate in these special family events.

HBC Pre-K teachers will also hold parent-teacher conferences during the school year to discuss your child's progress and experiences. In addition, we invite all parents—and grandparents are more than welcome—to volunteer and support our program. Volunteers are required to submit a valid ID for a background check and complete fingerprinting.

V. Visitors, Tours, Student Guests, Security, & Release of Children

A. Visitors

All visitors will be admitted by the director between the hours of 8:10 and 4:10. Please knock on the door for entry into our building.

B. Tours

Tours are arranged by appointment. Please call or email to set up an appointment.

C. Security

Doors will be locked at all times. Please knock if you need access during the day and/or notify the director by phone.

D . Release of Children

A parent/guardian consent form is kept on file at the school regarding the release of children from our school. For the child to be released to anyone other than parents/guardians, the names must be listed on the child enrollment form. Notify the school in writing by 2:30 p.m., or call the director if anyone other than an authorized person is sent to pick up the child. Please make the teacher and director aware of any potential problems.

VI. School Day

A. School Bags

Students will need to bring a backpack and lunch box to school daily. Teachers will place important information in your child's daily folder, which will be in your child's school bag. Please make sure to check this daily. Teachers and parents will use the daily folder for communication as well for reminders and notices. We will also send home any work your child completes in this daily folder.

B. Attendance

Strive for regular and punctual attendance. A child who is frequently absent misses opportunities for developing social skills and academic readiness. If your child will be out for more than two days please notify the teacher, preferably in advance.

C. Tardiness

Teachers stress that arriving at school on time is especially important for children at this age. Late arrivals can disrupt the class and make it harder for the child to settle into the day's routine. Please ensure children arrive between 8:10 and 8:30 a.m.

D. Security

For security purposes, all doors to the preschool will be locked at all times. Please knock if you need access during the day and/or notify the director by phone. HBC Pre-K takes the safety of your child very seriously. Please make sure you do not open the door or hold the door for another adult regardless of whether you are familiar with them or not. Cameras are also positioned around the building to ensure extra security (gym, playground, entrances, and classrooms).

E. Morning Drop Off/ Afternoon Dismissal

Morning Drop-Off:

Children may be dropped off between 8:10 and 8:30 AM at the HBC Family Life Center. Parents are required to walk their child inside and sign them in.

If you need to drop your child off before 8:10 AM, early care is available from 7:30–8:10 AM for an additional fee.

Dismissal and Aftercare:

Dismissal begins at 3:30 PM and continues until 4:10 PM. Aftercare is available from 4:10–5:00 PM for an additional fee.

Children not picked up by 5:00 PM will be taken to the office. A late pick-up fee applies: \$5 for the first minute and \$1 for each additional minute. Late pick-ups can cause children to feel anxious, so please make every effort to be on time. Repeated tardiness may result in your child being ineligible for late care.

Communication:

Please avoid lengthy conversations with teachers during drop-off and dismissal. Instead, communicate via phone, email, notes, or scheduled conferences.

Transportation:

HBC Pre-K does not provide transportation for any student under any circumstances.

F. Lunch & Snack

Please send a nutritious morning snack, lunch and afternoon snack with your child each day (reference the USDA Child and Adult Meals packet). Please provide water, milk, or juice for lunch. Parents will be made aware of any classroom allergies in advance. All students will be asked to bring in a water bottle for use throughout the day. Please make sure all items are labeled with your child's name. We ask that the following items NOT be served due to choking hazards: nuts, hotdogs, gum, or candy.

G. Chapel

All children will attend chapel weekly. Chapel will begin in September.

H. Birthday Celebrations & School Parties

We love celebrating children's milestones and encourage opportunities for them to enjoy their birthdays with classmates. Birthday celebrations are arranged with your child's teacher. If you would like to celebrate your child's birthday at school, please check with the teacher regarding any allergies in the classroom. All treats must be store-bought so that ingredient lists can be verified for safety.

Holiday parties are celebrated in the classroom, with your child's teacher coordinating opportunities for parents to contribute items. Participation is completely voluntary—please do not feel obligated to sign up. As with birthday treats, all food items must be store-bought to ensure safety for all students.

I. Clothing

We recommend that children wear **play clothes** that are **practical, comfortable, washable, and easy to put on and take off**. Many of our activities involve **glue, paint, glitter, and markers**, so spills are bound to happen. Please avoid sending your child in clothes you would be upset to see stained.

Shoes: Some shoes can lead to unnecessary accidents, particularly **CROCS and loose-fitting shoes**. The safest and most comfortable option is **tennis shoes that tie or have Velcro closures**.

We ask that all children bring a **complete change of clothes**, including socks, in a gallon-sized Ziploc bag inside their book bags in case of accidents. Please **label all personal items**.

During colder weather, dress your child in **layers**. A **jacket with a zipper or buttons that is easy to put on and take off** works best. All clothing, especially jackets and coats, should be clearly **labeled with your child's name**. If a coat or jacket does not have a name, the teacher will write it on the tag with a permanent marker.

J. Lost & Found

Lost and found items are located in the preschool office.

K. Toys & Personal Items

These items need to be left at home except for scheduled show and tell items. This policy includes naptime. Please support the teachers in this matter.

VII. Holidays, School Closings, Weather, & Emergencies

A. Holidays & School Closings

Harlem Baptist Pre-K will closely follow the Columbia County Board of Education for the majority of holiday and school closings. Please refer to HBC Pre-K's Calendar for specific dates.

B. Inclement Weather

HBC Pre-K will closely monitor Columbia County Schools during inclement weather. Preschool and church administration will collaborate to make decisions regarding delays or closings, and all parents will be promptly notified via email and text through our communication apps. We will provide as much advance notice as possible.

Depending on the severity of the weather, HBC Pre-K reserves the right to open late or dismiss early. Ultimately, it is each family's responsibility to decide whether road conditions in their neighborhood and along their route to or from school are safe for travel.

Please note: HBC Pre-K is not required to make up any days missed due to inclement weather.

C. Severe Weather/Fire/Emergencies

In the event of severe weather or other emergencies, such as power or water outages, local emergency personnel will be contacted for guidance. If an emergency requires evacuation or the temporary closure of our building, parents will be notified immediately via our communication app. Please ensure your cell phone number and email address are always up to date. Updates will also be posted through our communication apps.

In the event of a fire, teachers will follow established emergency procedures to evacuate children safely and efficiently. Parents will be notified as soon as possible through the communication app.

Comprehensive emergency plans for all situations are in place and posted throughout the building, including classrooms, the director's office, and the gym.

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VIII. Discipline

Discipline is a developmental process through which we guide children to learn appropriate behavior. At HBC Pre-K, we emphasize positive reinforcement, thoughtfully planned and managed classrooms, and fostering self-control. Daily folders are used to communicate any inappropriate behavior to parents. If a behavior issue persists, the teacher and the HBC Pre-K Director will meet with parents to discuss strategies. **Corporal punishment is strictly prohibited** on our premises and by any staff member.

Our approach to classroom management focuses on **redirection and positive guidance**. Teachers reinforce good behavior and clearly explain which behaviors are unacceptable. If redirection is not effective, a child may be removed from an activity and given a brief “cooling-off period,” either sitting quietly by their cubby or with a teacher to discuss the situation. If necessary, the child may be asked to leave the classroom temporarily and sit with the director until ready to rejoin the group. After a break, the child will be reminded of expected behaviors and warmly welcomed back into the classroom. HBC Pre-K reserves the right to contact a parent for immediate pickup if staff are unable to calm a child.

Any aggressive behavior toward another child, staff member, or property will be documented in an **incident report** and shared with parents. Accumulating three or more incident reports within 30 days, or exhibiting ongoing behavior concerns without improvement, may result in dismissal from the preschool. HBC Pre-K also reserves the right to move to immediate withdrawal if circumstances warrant it.

IX. Child Abuse & Neglect

Teachers and staff are required by law to report any suspected child abuse, neglect, exploitation, or deprivation of a child to the Department of Children and Family Services. This information will be reported to the Columbia County Sheriff’s Office, and all staff members are required to cooperate fully with law enforcement should any investigation take place.

X. Contact Information

To ensure that our records and emergency contact information are always correct, please contact the office throughout the school year if your phone number, email address, physical address, or health insurance carrier/policy number should change.

Parent Handbook Documentation

I have read and received a copy of the HBC Pre-K Parent Handbook for my

child, _____.
Child’s Name

Parent/Guardian Print

Date

Parent/Guardian Signature

Date