



Parent Handbook  
2023-2024



# Second Friends Preschool

## CONTACT INFORMATION

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Website: <https://www.2bcliberty.org/second-friends-preschool>

Brightwheel is our main tool for communication with parents. Please watch Brightwheel for reminders of special events, preschool closings, and peeks into the happenings at preschool. Also, connect with us on Facebook!

# WELCOME!

Second Friends Preschool is a ministry of Second Baptist Church, Liberty MO. Parents, we welcome you to our program, and we look forward to working with you and your child!



## Mission

We provide a **happy and secure** learning environment for each child. We communicate our **Christian faith** through the way we speak, act, listen, react, and care. We provide many opportunities for children to **discover, explore, question, wonder, and discuss experiences.**

We believe that each child is a **unique individual** created by God with specific abilities and differences. We help each child grow socially, physically, cognitively, and spiritually at his or her own pace. We build a foundation for children who may always love to **learn and create**, who are **not afraid to make mistakes**, who **embrace Jesus and His love**, and who **enjoy being part of a community of friends.**

We believe the best assurance for the success of children is the **close cooperation between parents and preschool staff.**

# Admission Policy and Enrollment

Second Friends admits students of any race, color, nationality, and ethnic origin and does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admission procedures and other school administered programs.

Enrollment is for either the entire school year or the balance of the school year. When the enrollment forms are completed and enrollment fee (see "Tuition and Fees") is paid, a spot is reserved for the student in one of the class sessions. A returning student must also be in "good standing" financially at the end of the school year or their spot will be released.

## Overview of Curriculum

Second Friends Preschool has offered a preschool built on the Christian values of love, grace, and acceptance for children ages 3-5 since 1995. Our preschool program promotes a positive and nurturing environment for each child to learn and grow academically, emotionally, physically and spiritually.

We use Missouri Early Learning Standards to plan our curriculum. Additionally, we offer Bible Time, Music, Spanish, and classroom activities at the developmentally appropriate levels. Children have daily outdoor playtime as weather permits. At Second Friends, we believe that free play is an important opportunity for children to learn socialization skills, and free play is part of each child's daily routine. We believe children learn through play, and they discover more about themselves through trial and error. We see mistakes as learning opportunities. Children are curious by nature, and through play they acquire, practice and master skills. If young children discover that learning can be exciting, there is a strong possibility they will continue to enjoy the adventure of education in the future!

### **Our preschool emphasizes the following:**

- Socialization and group interaction
- Development of a positive self-image in a loving, caring environment
- Opportunities to work in large groups, small groups and independently
- Fine motor and gross motor development
- Pre-Kindergarten skills in the areas of language/literacy, math, and science
- Music, art, and foreign language appreciation
- The Christian values of love, grace, and acceptance

# Enrollment

The State of Missouri requires all students to have the following forms on file by the first day of attendance.

1. Enrollment Form (online) with current emergency contact information

- Note: *If at any point during the year there are changes to the information provided on the enrollment forms, parents are to supply the new information. We must have up-to-date contact information for all families, including parent phone numbers and emails, emergency contact numbers and the names and information of those persons authorized to pick up children.*

2. Medical Authorization Form

3. Notice of Parent Responsibility Form

4. Signed permission forms (online) are also required for the following:

- Photographs for press releases, our website, or social media
- Field trip attendance

5. Health Records

- Health and up-to-date immunization records are due prior to the first day of preschool.
- All children must be fully immunized. **We no longer accept exemption forms for new students.**



# Preschool Policies and Procedures

## **Program Options:**

### **For those who have turned 3 years old prior to Aug 1:**

- 3s/4s class: Monday/Wednesday (9am-1pm OR 9am-3pm)
- 3s/4s class: Tuesday/Thursday (9am-1pm OR 9am-3pm)

### **For those who have turned 4 years old prior to Aug 1:**

- Pre-K class: Monday/Wednesday OR Tuesday/Thursday (9am-3pm)
- Pre-K 3 Day class: Tuesday/Wednesday/Thursday (9am-3pm)

## **Tuition & Fees:**

- \$100 non-refundable registration fee is due with enrollment form.
- Full Day Tuition: \$220 per month (9am-3pm, 2 days/week)
- Part Day Tuition: \$148 per month (9am-1pm, 2 days/week)
- 3 Day Tuition: \$326 per month (9am-3pm T-Th)
- Tuition is due on the 5<sup>th</sup> of each month, beginning Aug. 5 and ending April 5. If specific situations prohibit families from participating in payments through Brightwheel, they can speak with the Director. Arrangements can be made to pay at the beginning of each semester.
- No credit is given for absences, i.e., illnesses, vacations, or canceled preschool days.
- There is a \$10 late charge per child beginning 10 minutes past the dismissal time, and an additional \$1 for each minute beyond the initial 10 minutes.

## **Attendance and Health Policies: All children must be fever-free, vomit-free and diarrhea-free for 24 hours before returning to preschool from an illness.**

For the health of your child and others, please keep your child home for the following reasons:

- Fever of 100.4 or higher in the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Feeling unwell and not able to participate in routine school activities
- Draining sores/lesions that cannot be adequately covered
- Other contagious illnesses at the discretion of the preschool director and teachers.
- If a child becomes ill during the school day, a parent or person listed as an emergency contact must be available to pick up the child.
- Any student with asthma, food allergies, or a seizure disorder must have an action plan from the health care professional and appropriate emergency medications that can be left at school. Please contact the Director for more information.
- If your child needs prescribed medication while at school, place medication in a labeled plastic bag along with instructions (dosage and time to be given) from physician. All medications must be in the original container and should be given to the Director.

## **Fundraisers**

- Fundraisers help pay for field trips, special events, supplies, equipment, Spanish and Music programs. Parent participation is optional but appreciated. Fundraising information will be communicated through the newsletters. Be on the lookout for opportunities to get involved!

### **Communication**

- Contact the teacher or director if your child will be absent. Brightwheel is the preferred tool, or you may call or email.
- Please contact the director or your child's teacher if you have concerns and would like to schedule a conference. **Teachers will not be able to give their full attention to your concern during drop-off or pick-up times.**
- Parents will receive weekly newsletters and a list of important upcoming dates.

### **Termination**

- A child may be dismissed from the preschool by the director for the following reasons:
  - Refusal to comply with school policies as established in the parent handbook.
  - Consistently displaying behavior that endangers other students' well-being or continually negates a teacher's effectiveness. Prior to termination, every effort will be made for children to learn pro-social behavior. Incident reports will be sent home, and a conference will be held with the child's parent, teacher, and preschool director.
  - Non-payment of fees.

### **Safety and Security**

- All teachers and assistant teachers have registered with the Family Safety Care Registry and completed a background check.
- Some staff have training in CPR and First Aid.
- The building is locked during the preschool hours and entry may only be requested by pressing the buzzer.
- An emergency plan includes regular safety drills for fire and tornado. All effort is made to help the children stay calm and unalarmed during these drills.
- Teachers are aware of the plan for what to do if there is a dangerous intruder.
- Teachers are aware of the current Sex Offender List, which contains names and photos of those whose addresses are within 1000 feet of the preschool.

# The Preschool Day

## **Arrival at Preschool**

Arrival times will be staggered by class to keep the hallways free from congestion. Each class will be assigned a 10-minute window in which to arrive at the curb.

Staff members will be ready to meet parents and children at the entrance. Staff members will take children into the building where a teacher will be waiting.

*Children will use hand sanitizer or wash with soap and water as they enter their classroom in the morning.*

## **Dismissal Procedures at the End of the Preschool Day**

Dismissal from preschool will be staggered, with each class having a 10-minute window for pick-up. Staff will stay with children until parents/caregivers arrive at the sidewalk.

After children are secured in their car, parents are asked to leave the curb so that parents from other classes may arrive for the next class dismissal.

## **During the Day**

Preschoolers are assigned to classrooms led by a teacher and assistant teacher. Each class has a "special" each day: Music, Spanish, or Bible Time. The day is full of learning activities planned by the teachers and appropriate for the children in the class.

## **School Closure**

- If Liberty Public School District closes or does online learning, Second Friends Preschool will also be closed.
- The director may cancel preschool when Liberty schools are in session if weather is unsafe for young children. Parents will be given as much notice as possible.
- No tuition refunds nor make-up days are given for cancelled days.

## **Early Release Days**

- Early release (noon) days are scheduled for some days with programs. These are noted on the calendar. Children do not need to bring a lunch on these days. **There will also be no extended care on early release days.**



# Additional Information

## **Bathroom Expectations**

- Students must be toilet trained and able to use the restroom independently. The classrooms are not set up for cleaning and changing children.

## **Clothing and Supplies**

- Send an extra change of clothing labeled with child's name. This may stay at school all year.
- Label all clothing, jackets, and backpacks with child's name.
- Dress children in comfortable, practical clothing for painting, playing outdoors, and using the bathroom independently.
- Dress children in shoes that are appropriate for outdoor play. Crocs, flip-flops, sandals, and dress shoes create difficulty on the playground.
- Please make sure children bring a backpack daily to easily carry notes and/or projects from the day.

## **Discipline**

Second Friends Preschool uses positive guidance and redirection when inappropriate/disruptive behaviors occur. The focus is on teaching self-control in an environment that fosters personal responsibility, caring, and concern for others. Throughout the year, children are taught to (1) Respect the rights and feelings of others, (2) Make good choices and decisions, (3) Recognize and use words to express feelings instead of hitting or pushing, (4) Share materials, (5) Learn and follow everyday routines, and (6) Learn from mistakes. Second Friends does not employ corporal punishment.

- Discipline techniques may include:
  - Teaching an appropriate behavior
    - "Blocks are for building, not throwing."
  - Helping children understand how their actions affect other people
  - Helping children resolve issue together
  - Separation from the group may be needed for unacceptable behavior (maximum of 1 minute per year of age), followed by a chance to process the event with the teacher or director.

Inappropriate behavior will be reported to parents verbally or via incident reports. A copy of written reports will remain in the student's file for extreme behavior.

A crisis at home may impact the child's behavior at school. Let the teacher know about the joys, the upsetting experiences, or important changes that may affect a child's behavior. This information will be held in confidence and will help the teachers understand any unusual behavior.

### **Field Trips**

- There will be walking field trips within the downtown Liberty area. Teachers will let parents know before these occur. Parents may attend some field trips.
- Other field trips may occur, and parents will be informed and give prior consent.
- Parents sign permission on the online enrollment forms.

### **Parent Participation**

We have special days throughout the year when we encourage parent participation. Parents will be invited to join us for several activities, including **the Christmas Program** and **Last Day Celebration**. We also love to have parent volunteers. We welcome help at preschool events.

### **Quiet Time**

- All Full Day students will lay down for quiet time, about 45 minutes - 1 hour.
- Second Friends Preschool will provide each child with an individually assigned nap mat. Students may bring a small blanket or comfort item in their backpack if desired.

### **Snacks/Lunches**

- Each child will take turns providing a nutritious snack for the class such as fruit, crackers, cheese, dry cereal, etc., preferably individually wrapped. If not individually wrapped, staff will distribute while wearing gloves. Water is provided.
- A special snack may be sent for a child's birthday (or half-birthday for summer birthdays), but all items must be store-bought.
- Please do not bring peanut or tree-nut products for group snacks. A list of suggested items can be found at the end of this handbook.
- Children should bring a lunch and drink each day. Lunches are not refrigerated nor heated. \*Please be sure that prepackaged lunch items can be opened by your child if possible. Items like Pizza Lunchables are difficult to serve in our setting! 😊 Practice at home before sending in the lunch.
- Children should bring a reusable water bottle each day.

### **Specials Time**

- Students participate in Music each week. Spanish and Bible Time typically alternate weeks.

### **Toys**

- Toys and extra items from home are only allowed for "Share Days" as designated by the classroom teacher.
- Do not send weapon-type toys, valuables, or breakable items.

### **Playground**

- Each class has time to play on the playground each day, weather permitting.
- The playground is available to the public when not in use by the preschool or church.

Thank you for partnering with us.

We consider it a **privilege** to be part of  
your child's early years!



**Second Baptist Church** members support this preschool  
financially, and through prayer and love.



# Peanut and Tree Nut Free Snack Suggestion List

When choosing a peanut free snack for your child's class, it is important to ALWAYS check the label on the package to make sure it is free of peanuts and nuts of all kinds. **This list is only to serve as a resource.** It is in no way complete and is subject to manufacturer recalls and mislabeling. *Manufacturers may have changed their equipment or product line and method since this list was created.*

\*In some classes, there will be children with food allergies other than tree nut or peanut. The teachers will let you know of these. Some children with food sensitivity bring their own snacks in order to be safe at all times.

Do not send snack items to share if there is an allergy and ingredient alert such as:

**“May Contain Peanut or Tree Nuts”**  
**“Processed on shared equipment with Peanuts or Tree Nuts”**  
**“Manufactured in a plant with Peanut or Tree Nuts”**  
**“Contains Peanut or Tree Nut Ingredients”**

Thank you for reading the labels and discussing the topic of “safe snacks” with your child.

## **FRUIT OR VEGGIES**

Fresh Fruit (no strawberries due to potential allergies)  
Fresh Veggies  
Raisins (plain, not yogurt or chocolate covered)  
Applesauce cups  
Mandarin orange cups  
Pear or Peaches cups  
Fruit Snacks (Betty Crocker, Target, Annie's Organic) **NOT KELLOGG**

## **DAIRY SNACKS**

Danimals, Go-gurts, Trix yogurt  
String Cheese (Sargento)  
Kraft Cubes or sliced cheese

## **CEREAL/BARS**

**KELLOGG:**  
Nutra-Grain Bars (apple, cherry, raspberry, blueberry)  
Pop Tarts

Apple Jacks  
Rice Crispy Treats (prepackaged)  
Corn Flakes  
Corn Pops  
Alpha Bits  
Frosted Flakes  
**GENERAL MILLS:**  
Cinnamon Toast Crunch  
Cheerios (regular, Fruity, Apple Cinnamon, frosted only)  
Kix (plain)  
Lucky Charms  
Trix  
Cocoa Puffs  
Cookie Crisp  
**QUAKER OATS:**  
Life Cereal

## **CRACKERS**

**AUSTIN:**  
Zoo Animal Crackers

**NABISCO:**

Cheese Nips  
Teddy Grahams (Cinnamon, Chocolate Chip, Honey, Chocolate)  
Nilla Wafers  
Barnum Animal Cracker  
Honey Maid Graham Cracker –Chocolate, Cinnamon, Honey  
Triscuits (plain)  
Wheat Thins  
Premium Saltines (original)  
Better Cheddars  
Ritz Crackers (not Ritz Bits)  
Ritz Chips (original, cheddar)

**SUNSHINE:**

Cheeze-its  
Big Cheeze-It

**KEEBLER:**

Vanilla Wafers (golden, mini)  
Elf Grahams (honey, cinnamon)  
Scooby Doo Graham Crackers  
Wheatables (original, honey wheat)  
Club Crackers  
5 pack cheese and pretzel dip  
Town House Classic Crackers  
Toasted (Wheat, Butter crisp)  
Wheat Thins

**PEPPERIDGE FARM:**

Goldfish Crackers (original, colors, cheddar, pretzel, giant, flavor blasted)

**KRAFT:**

Handi Snacks (breadsticks and cheese, Mister Salty and cheese, Oreo cookie sticks and cream, Ritz cracker and cheese)

**ANNIES ORGANIC:**

Organic Bunny Cheddar Crackers  
Organic Traditional Snack Mix Bunnies  
Organic Whole Wheat Bunny Crackers

Organic Sour Cream and Onion Bunnies  
Organic Bunny Grahams

**POPCORN**

Pop Secret  
Act 11  
Jolly Time  
Orville Redenbacher

**PUDDING/JELLOS**

Jell-O Gelatin and Pudding Cups  
Hunts Pudding  
Kraft Handi-Snacks Pudding Cups

**DIPS**

Kraft Ranch  
T 'Marzetti's Buttermilk Ranch  
T 'Marzetti's Veggie Ranch Dip  
Hidden Valley Ranch  
T 'Marzetti's Carmel Fruit Dip

**CHIPS****ROLD GOLD:**

Pretzels (rods, braided twists, tiny twist, cheddar)

**FRITO LAY:**

Doritos (any flavor)  
Cheetos  
LAYS Ruffles  
Tostitos  
Sun Chips (Original, Sour Cream, Cheddar, Flavored)  
Fritos  
LAYS BBQ, Plain

**COOKIES**

Nabisco Oreo (blue pack only)  
Nabisco Oreo Golden (yellow package)  
Rice Crispy Treats (pre packaged)  
Enjoy Life (all flavors) \*\*known for their allergen free cookies!  
Lorna Doone shortbread cookies  
 Keebler Vanilla or Rainbow wafers

## **COLD TREAT**

Popsicles, ice cups, swirled popsicles  
Icee-Squeeze up tubes  
Flavor Ice tubes  
Minute Maid Frozen Lemonade

## **CANDY/SWEETS**

Skittles (by Mars, Inc.)  
Starburst (by Mars, Inc.)  
Tootsie Rolls  
Tootsie Pops  
Smarties (by CE DE Candy)  
Mike and Ike (by Just Born)  
Twizzlers (by Hershey)  
Laffy Taffy (by Nestle)  
Life Saver Gummies (by Kraft)  
Dum Dum sucker  
Air Heads  
Hershey Kisses (milk chocolate only)  
DOVE Silky Smooth Promises (milk  
chocolate kind only)  
Junior Mints  
Yummy Earth Organic Lollipops  
Kraft Marshmallow  
Pillsbury Frosting (vanilla) blue container

\*\*FYI: Food is the only thing that is FDA regulated and required to put allergens on their label. Things such as potting soils do not. MIRACLE GROW potting soil contains nuts and needs to be avoided when doing planting projects in the classroom. This is not bolded on the label like a food label.