



**Liberty Pals**  
Enrichment Center

# **Parent Handbook**

## **2021-2022**

Established 1996



12001 Liberty Parkway  
Vestavia Hills, Alabama 35242  
(205)-969-1245

Dear Parents,

Welcome to Liberty Pals Enrichment Center!

We have prepared this handbook to help you have a better understanding of our preschool program and to assist and guide you as you seek answers to any questions that you may have regarding the center.

It is our sincerest desire to provide the utmost care for your child/children in a loving Christian atmosphere. God's word tells us that Jesus Himself "grew in wisdom and stature and in favor with God and man". Just as His caregivers instructed Him, we are honored to teach and care for your child/children and take seriously the trust that you have given us to do so.

Thank you for sharing your preschooler with us. We are excited about this new year and look forward with great anticipation to what the Lord has in store for all of us as we partner together as a Liberty Pals family.

Please feel free to contact us at any time should you have additional questions or concerns.

Blessings,

Kari Burr -Director

Susie Chambliss - Assistant Director

Danielle Gambino - Assistant Director (Trainee)

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## LPEC Faculty

|  |  |
|--|--|
| LPEC Director.....                     | Kari Burr<br>205-969-1245 <a href="mailto:kari.burr@libertypark.org">kari.burr@libertypark.org</a>                   |
| LPEC Assistant Director.....           | Susie Chambliss<br>205-969-1245 <a href="mailto:susie.chambliss@libertypark.org">susie.chambliss@libertypark.org</a> |
| LPEC Assistant Director (Trainee)..... | Danielle Gambino   |
| 6 Months – 12 Months Teachers .....    | Briana Stallworth<br>Mary Margaret Byrd  |
| 12 Months - 18 Months .....            | Nina Dunkerley   |
| 18 Months – 24 Months.....             | Erin Turner  |
| 2K Teachers.....                       | Melanie Crowell<br>Anne Gray<br>Bonnie Gray  |
| 3K Teachers.....                       | Kristina Caldwell<br>Courtney Curran<br>Lassie Hatley  |
| 4K Teachers/K-PREP 101.....            | Lacey Harrell<br>Mandy Ivy<br>Mallory Richardson<br>Tiffany Thompson   |
| Aides.....                             | Katie Nelson<br>Briana Stallworth<br>Erin Turner<br>Vanessa Williams   |
| Music Teacher.....                     | Kari Burr  |

**Regular Hours of Operation: 9:00am – 1:00pm**  
**Early Care Drop Off: 7:55am/Extended After Care 1:00pm – 2:30pm**  
**Phone Number: (205)-969-1245**  
**Website: [www.libertypark.org](http://www.libertypark.org)**

**The Church at Liberty Park**

Pastor.....Randy Overstreet

Associate Pastor.....Nate French

**Church Office Hours:** 8:30am - 4:30pm / Monday-Thursday

Church Office Phone Number: (205)-969-1236

Church Website: [www.libertypark.org](http://www.libertypark.org)

**Weekday Education Committee**

**Chair:** Angie McLean

Shelley Eudy, Mary Huston, Steven Ray, Beth Smith, Susan Smith, Katy Stanford

## **Purpose**

It is our mission to provide an environment for children to explore and discover the world that God made through hands on experiences. It is our desire to help children develop a sense of responsibility and respect for themselves, others, and the environment. In Proverbs 22:6, we are instructed by God to “Train up a child in the way he should go, and when he is old, he will not depart from it”. Therefore, it is the vision of Liberty Pals Enrichment Center along with The Church at Liberty Park to minister to and meet the needs of each child and their families using Christ-centered love and daily care.

## **Curriculum**

Liberty Pals uses the Abeka Curriculum, which is a Bible-based curriculum originated in Pensacola, Florida. It is designed to encourage the development of the whole child: intellectually, socially, emotionally, physically, and spiritually, while also promoting a sense of self-worth and a personal joy of learning.

## **Enrichment Opportunities**

**Chapel** provides the opportunity for children enrolled in our 3K, and 4K classes to attend an age-appropriate worship service each Thursday morning. Children enrolled in our 2K classes will begin chapel attendance in January. Each service will include a time of prayer, praise through music, and biblical instruction.

**Music Class** provides a special time each week for the children to enjoy singing, playing instruments, and develop a sensitivity to the sounds of music through rhythm and movement.

**Physical Movement** will include outdoor play and planned activities to give the children an opportunity to exercise, interact socially, and play cooperatively.

**Field Trips** are designed for 3K and 4K classes to expand on daily curriculum and enhance learning. The students will experience in-school field trips offering hands-on crafts and activities with guest speakers as an alternative to a traveling field trip. Our **4K and K-PREP 101** classes will attend at least one traveling field trip per year. Parents are required to give written permission for their child to attend each field trip. The center will send home a form that will include details of the trip and will need to be completed and returned to the teacher prior to the date of the trip.

**Extracurricular Activities** are offered after regular school hours to our 3K, 4K and K-PREP 101 classes. Activities offered will include Science Scouts, Soccer Shots, LPEC Preschool Dance, Art, and Liberty Pals Amigos (*preschool Spanish*). Fees for these activities are owed separately from tuition and will be paid directly to the director/teacher of each class.

## General Policies

### Enrollment

Our program is available for children six months through five years of age. All children must be registered and have all the required forms on file. The required forms include a completed student application with ACH form, an updated immunization form obtained from the child's pediatrician, a form listing the names of adults authorized to pick up your child, emergency care form, media release form, hand sanitizer permission form, and signed parent handbook agreement form. Enrollment is limited to children who require no special education needs or a specialized physical environment.

### Registration Fees and Tuition

A registration fee and supply fee are due at the time of registration. **These fees are NON-REFUNDABLE under any circumstance.**

Monthly tuition is due by the 5<sup>th</sup> of each month and will be automatically deducted from your bank account.

There will be **no adjustment in tuition fees** for vacations, holidays, child illness, or when we are forced to close due to circumstances beyond our control.

### Monthly Tuition Fees:

|              |        |          |
|--------------|--------|----------|
| 6-12 months  | 2 days | \$240.00 |
| 12-18 months | 2 days | \$240.00 |
| 18-24 months | 2 days | \$240.00 |
| 2K           | 3 days | \$280.00 |
| 2K           | 5 days | \$340.00 |
| 3K           | 3 days | \$280.00 |
| 3K           | 4 days | \$310.00 |
| 3K           | 5 days | \$340.00 |
| 4K           | 5 days | \$350.00 |
| K-PREP-101   | 5 days | \$375.00 |

\*If a third child is enrolled, there will be a \$25 discount monthly per family.

\*Families who enroll a fourth child will have the monthly tuition waived for that child.

### Late Fees

All children must be picked up by 1:05pm each day. There will be a \$5 fee charged for each five-minute increment occurring after this time. After the 3<sup>rd</sup> tardy, there will be a fee of \$25 charged each time a "late pick-up" occurs.

### Pals Playtime

Playtime is an early/late care option that is available for children enrolled in our 2K, 3K, 4K, and K-PREP 101 classes. It is offered Monday through Thursday each week. Early drop-off begins at 7:55am with a fee of \$8 each morning. All students attending late care must be picked up no later than 2:30pm. Applicable fees for late care are listed below:

1:00pm until 1:30pm - \$4

1:30pm until 2:30pm - \$8 (for students entering late care after extracurricular activities)

1:00pm until 2:30pm pick-up - \$12

If your child is picked up after 2:30pm our "late fee" policy will go into effect. Please make every effort to pick up your child on time, as our teachers have other afternoon obligations as well. There will be no carpool for early/late care. (Please see the temporary guidelines listed below regarding "drop off" and "pick up" from "Early/Late Care Playtime.")

### **Temporary COVID Health and Safety Precautions**

At this time all faculty members will be required to wear face coverings. No coverings will be required during outside activities. Our faculty will also wear face coverings during carpool and at any time in which interaction with the children or others is closer than the proper social distancing recommendation.

We are NOT requiring the children attending Pals to wear a face covering, but certainly will agree to and respect your decision as a parent to enforce the wearing of a covering at your discretion.

### Guidelines for Dropping Off and Picking Up Children

**PLEASE NOTE:** (Our regular guidelines for "dropping off" and "picking up" children have been suspended until further notice due to COVID health and safety precautions. Therefore, **at this time, no parents or family members will be allowed to enter the building. The driver and all adult passengers of each vehicle will be required to wear a face covering while in the carpool line.** Please see our temporary plan below and help us keep the carpool line flowing by following the traffic directions of our faculty who are working carpool duty each morning and afternoon.



### **Temporary "Drop-Off" and "Pick-Up" Guidelines Plan:**

At this time, no parents or family members will be allowed to enter the building and there will be NO "upstairs" area carpool. All carpool will take place "downstairs" in a double line at the rear entrance of the building.

#### **Drop-Off:**

Do not park and get out of your vehicle. Drop off will occur in a double carpool line underneath the portico. A faculty member will remove your child from the vehicle and escort him/her into the building. Our faculty WILL NOT climb into your vehicle to remove your child from a "third row" seat. Therefore, if your child's car seat is not accessible, you will need to pull into a parking space and walk your child to the entrance of the building.

Morning carpool begins at 8:45am and ends promptly at 9:10am. No children will be accepted before 8:45am, unless they are registered for "Early Care". If your child is attending "Early Care", you must walk your child to the entrance of the building and someone will meet you at the door to escort him/her to the "Early Care" classroom.

#### **Pick-Up:**

Please pull your vehicle forward under the portico and have your child's name plate visible to our faculty by hanging it from the mirror of your vehicle. A faculty member will bring your child outside of the building and assist you by loading him/her into the vehicle. Our faculty WILL NOT climb into your vehicle to buckle your child in a "third row" seat. Therefore, if your child's car seat is not accessible, you will need to pull into a parking space and walk to the entrance of the building to pick up your child.

Parents should not get out of the vehicle.

Please refrain from cell phone usage while in the carpool line in order that you may be able to communicate with your child as he/she is loaded or unloaded.

Afternoon carpool begins at 12:45pm and ends promptly at 1:05p.m. If you arrive after 1:05p.m. our "late fee" policy will go into effect.

If your child attends "Late Care", you will need to park your vehicle and walk to the entrance of the building. Please call the center (205-969-1245) and someone will come to the door to assist you. A faculty member will then bring your child to you for "pick up".

**\*PLEASE NOTE:** (Our normal “Drop Off and Pick Up” plan has been suspended until further notice due to COVID health and safety precautions. It is noted below with an \*.)

**\*Normal “Drop-Off” and “Pick-Up” Plan:**

The use of our carpool line is strongly encouraged. Your participation in carpool drop-off and pick-up lessens the child/parent separation anxiety and provides a happier start to your child’s day. Therefore, please try to refrain from walking your child to his/her classroom. It is much easier for a child to say “good-bye” at the car, rather than the classroom door. Please make every effort to have your child arrive at preschool on time. Late arrivals tend to disrupt the morning routine of the classroom and may often lead to the unnecessary emotional distress of your child.

You will be given a name plate to hang from the mirror of your vehicle. Teachers and aides will assist you by loading and unloading the children. Parents should not get out of the vehicle. Please refrain from cell phone usage while in the carpool line in order that you may be able to communicate with your child as he/she is loaded or unloaded.

It is a requirement that all children be buckled in car seats before the vehicle pulls away from the carpool line. If you do not have a car seat or insist that your child be loaded in the front seat, we will not be able to load your child. It is the responsibility of the parent to make sure the car seat is properly installed. We will not install car seats in any vehicle.

Morning carpool begins at 8:50am and ends promptly at 9:10am. No children will be accepted before 8:50am, unless they are registered for “Early Care”. The building doors will be locked at 9:10am. If you arrive after this time, you must walk your child to his/her classroom.

Afternoon carpool begins at 12:45pm and ends promptly at 1:05p.m. If you arrive after 1:05p.m. our “late fee” policy will go into effect.

## Security

**\*PLEASE NOTE:** (Some of the policies listed below have been suspended until further notice due to COVID health and safety precautions. The suspended policies will be noted with an \* where applicable throughout the handbook.)

### Authorized Pick-up

Children will be released to authorized adults only. A completed authorized pick-up form will be required for each child. Any changes will require notification to the director/assistant director via phone call, email, or written note.

### Building Safety

It is our desire to provide the highest quality of safety for your child. An automatic door-lock system is in place and therefore, the center's doors will be locked from 9:10am until 2:30pm each day with the exception of 1:00pm carpool dismissal.

\*If you need to enter the building during preschool hours, please ring the buzzer on the right-hand side of the door and the lock will be released.

### Visiting the Center

**Due to COVID health and safety precautions, at this time, no parents, family members, or visitors will be allowed to enter the building.** If you need to check your child in late, or check your child out early, please park your vehicle and walk to the entrance of the preschool. Please call the center (205-969-1245) and someone will come to the door to assist you.

\*All visitors must sign in at the front desk and will be asked to wear an identification label while inside the building. Each visitor will be required to sign out upon exiting the facility.

## **Discipline**

### **Classroom**

Discipline in the classroom is necessary and should be handled in a developmentally appropriate way. Verbal confirmation and praise promote acceptable behavior. If a child demonstrates unacceptable behavior, he/she will be removed from the situation for a period of "time-out" in order for the child to calm down and decide when he/she is ready to rejoin the class with appropriate behavior. If inappropriate behavior persists, the child will be removed from the classroom to sit in "time-out" with the director/assistant director. If these attempts do not improve the child's behavior, the parents will be notified and may be asked to take the child home for the remainder of the day. A conference will then be scheduled to seek the best solution in order that the child may continue to have a positive preschool experience.

It is the goal of the center to provide a safe environment for all children attending the preschool. After all necessary attempts have been made to correct a child's over aggressive behavior, it will then be the discretion of the center to dismiss the child if the situation is still unresolved and necessitates itself.

### **Biting**

The procedure for handling a biting problem is as follows:

- For the first and second incident, a report will be written and sent home to the parents and kept on file in the office. "Time-out" will be used in the classroom.
- For the third incident, the child will be suspended from the center for a period of two weeks. After the two-week period the child will be permitted to return to the center. However, if a biting incident occurs again, the child will then be dismissed for a longer period and possibly for the remainder of the year. The child will continue to be enrolled during the suspension period provided tuition is kept current.

## **Health Requirements and Information**

All children must be able to participate in all daily activities of the center. The children will have a scheduled playground time and will go outside each day as weather permits and the temperature is at least 45 degrees. It is not possible for a child to remain inside during the scheduled outside/playground time of the class. We are not equipped to supervise individual children.

### **Special Health Information**

Please make the center aware of any special or unusual conditions that your child may have that would require extra individual attention, (i.e. food allergies, asthma, hearing loss, visual problems, etc.).

### **Certificate of Immunization**

All children must have a certificate of immunization with a current expiration date on file. This form may be obtained from your child's pediatrician and must be kept current. Once the form has expired, there is a ten-day grace period to submit a new form. **If a new form is NOT received within ten days, NO child will be able to attend the preschool until the new form is received.** Parents will receive written a notice of expiration date.

### **Medical Emergencies/Accidents**

In the event that a child has a medical emergency or severe accident during preschool hours, and time is crucial, the center will call "911" and the parents will be notified immediately.

### **Illness**

**LPEC will follow and abide by the guidance for childcare centers as outlined by the CDC and the Alabama and Jefferson County Health Departments in regard to and the management of COVID-19. ([alabamapublichealth.gov](http://alabamapublichealth.gov), [cdc.gov](http://cdc.gov))**

In order to reduce the spread of germs in the center, children will wash or sanitize their hands frequently throughout the day and when transitioning from one area to another as needed after exposure to shared items. To use hand sanitizer in the center we are required to have an authorization form on file signed by the parent.

Please **DO NOT** send your child(ren) to the preschool if he/she exhibits any of the symptoms listed below. We will contact the parent of any child(ren) who exhibits one or more of the following symptoms and he/she must be picked up immediately upon notification of the parent:

- Fever - Children **MUST** be "fever-free" for twenty-four hours without the aid of medication. Any temperature that reaches 100.0 degrees or higher will be considered a fever.
- Chronic cough, runny nose, discolored drainage, watery eyes, sore throat, etc.
- Vomiting and diarrhea - Children **MUST** be free of vomiting and/or diarrhea for 24 hours from the most recent episode. (Diarrhea should be defined as an unusual frequent or involuntary runny stool loss.)
- Abscess or draining sores of any kind

**(Please see continued illnesses on next page.)**

- Rash - Children with a rash will not be allowed to attend the preschool until it has been diagnosed and is determined “non-contagious” by a physician. A written documentation from the child’s pediatrician will be required upon his/her return to the preschool.
- Severe headache
- Excessive irritability or unusual passivity/lethargy
- Head lice
- COVID-19 Typical Symptoms

### **Allergies**

It is the responsibility of the parent to make the director/ assistant director aware of any allergies your child may have.

### **Medicine**

If a child requires medication during the hours of the center, the parent must come and administer the medication. If he/she has been given medicine before coming to preschool, please notify the teacher/director.

Children with severe allergies who may need emergency medications (i.e. Epi-pens, inhalers, puffer, etc.) should leave these items with the director/teacher and should be kept up to date. A note from your child’s physician necessitating the need for this medicine will be required.

Please keep the director, assistant director, and your child’s teacher informed of any medical problems that could affect your child while he/she is in the care of Liberty Pals.

### **Potty Training**

Potty training is important and is developmentally appropriate for each child according to his/her readiness. We will work closely with parents to insure readiness and proper timing. When a child reaches a 2K class and shows signs of readiness, the teacher will assist the child in learning proper restroom habits.

**All children entering 3K classes must be potty trained before the school year begins.**

## Nutrition

### 6-12 months:

- The parent is responsible for providing an adequate supply of bottles for the child. Please use plastic bottles and label each one.
- The parent is responsible for providing the adequate amount of baby food for your child. Please be sure to label all jars or containers.
- Please provide your child's teacher with specific feeding instructions.

### 12-24 months/2K/3K/4K/K-PREP101:

- Please send a nutritious snack and lunch that your child will eat.
- Please clearly label and package your child's lunch and snack separately.
- Please do not send food that needs to be heated or carbonated beverages.

## Dress Code

Please dress your child in comfortable play clothes. We would prefer that all children wear tennis shoes to ensure that they can run freely and play without any hindrance. While boots, crocs, sandals, and flip-flops are very fashionable, they are not safe for your child to wear on the playground.

Please send an appropriate change of clothes for your child in a zip lock bag that is clearly labeled with his/her name. The teacher will keep these clothes in the classroom and will only use them if necessary. Accidents can happen at any time, regardless of age. Keep in mind that the clothes should be changed according to the appropriate season.

## Sending Things from Home

**\*PLEASE NOTE:** These opportunities have been suspended until further notice due to COVID health and safety precautions.

**\***LPEC strives to provide toys and manipulative classroom supplies that are adequate and developmentally appropriate for all children attending the preschool. There will be some occasions when children are instructed and allowed to bring a special item from home to share with his/her class. Older children may have the opportunity to participate in "Show and Tell" and the teacher will set guidelines to follow regarding this learning activity. Please do not allow your child to bring items from home on other days that are not designated as such. The center will not be responsible for lost or broken items.

## **Inclement Weather/Emergency and Closing Procedures**

In case of inclement weather, the center will follow the Vestavia Hills City School System's policy. If there is an emergency due to weather, we will close or open accordingly. Parents are asked to monitor severe weather situations and be sure to check your cell phones regularly in order that you may be easily contacted in case of emergencies or early closure.

**Power Outage:** Unusual power outages may necessitate the closing of the center.

**Water Shortage:** The center will reserve the right to close if a water shortage occurs for an unusual length of time.

**Fire Alarm:** Children and faculty will evacuate according to the recommended fire drill procedures. If children are unable to return to the classroom for any reason, parents will be notified and asked to pick up the children in accordance with the specific instructions needed.

**Tornado Drill:** Children and faculty will seek shelter in the recommended safe locations of the building.

**Flood or Structural Damage:** Should the building suffer structural damage or flood waters that would endanger or threaten the safety of the children in any way, the parents will be notified and asked to pick up the children in accordance with the specific instructions needed.

**Holidays:** The center will follow the Vestavia Hills City School System calendar as closely as possible. There will be a LPEC preschool calendar provided for you each year with all holidays and important dates listed.

## **Pet Policy**

Animals and pets are not allowed inside the center. During certain weeks throughout the year, there may be an occasion when a 4K teacher will arrange for a child's pet(s) to visit the classroom. If this occurs, the teacher will make an appointment to set up a planned time for the visit and the class will meet the pet outside.



## **Parental Involvement**

The best assurance for the success of your child's experience in preschool is the close cooperation and understanding of parents and faculty working together. We encourage open communication with our parents and teachers.

**\*PLEASE NOTE:** These opportunities have been suspended until further notice due to COVID health and safety precautions.

### **Room Parents**

Each class will have a volunteer room parent. The responsibility of this parent is to help the teacher coordinate special events or class parties.

The center will have head preschool moms to assist the director/assistant director with preschool wide parties, teacher appreciation, or other special events.

### **\*Conferences:**

Parent-Teacher conferences are always welcomed and may be held at any time the need arises. Children enrolled in our 2K, 3K, 4K, and K-PREP 101 classes will participate in age appropriate assessments during the second semester of each preschool year. The teachers will send home the completed evaluations and parent conferences may be scheduled as needed.

If you need to address a concern or a problem, please schedule a conference with your child's teacher at a mutually agreeable time. Often a phone conference will handle the situation. However, if you are unable to solve the problem to your satisfaction after talking with the teacher, please contact the director or assistant director.

**Due to COVID-19 health and safety precautions, a phone conference will be offered to address parental concerns/problems.**

### **Birthdays**

Please make arrangements in advance with your child's teacher to celebrate his/her birthday. All celebrations will take place in the classroom and should consist of a simple "store bought" snack or dessert treat (i.e. cupcakes, cookies, donuts, etc.).

**Please DO NOT SEND** home baked treats, candles, decorations, balloons, party favors, or gifts.

**\*PLEASE NOTE:** These opportunities have been suspended until further notice due to COVID health and safety precautions.

**\*Mystery Reader**

3K and 4K teachers may schedule a special time for a parent to visit the center and read a book to the class. We encourage you to participate in this fun experience and ask you to be willing to follow the teachers' guidelines regarding the activity.

**\*PLEASE NOTE:** These opportunities have been suspended until further notice due to COVID health and safety precautions.

**\*Field Trip Chaperones**

Parents will be notified in advance of any field trips and transportation is provided by the parents. **All drivers are responsible for the students in their care during a field trip. Therefore, under no circumstance are younger siblings allowed to attend field trips.**

**\*PLEASE NOTE:** These opportunities have been suspended until further notice due to COVID health and safety precautions.

**\*Seasonal Parties**

Seasonal parties will be held at various times throughout the year. Parents may assist the room mom of the class by volunteering to donate food/drink items, party themed plates and napkins, simple decorations, etc. We invite parents to visit the classroom on special days when it is appropriate. Listed below are the seasonal special occasions held each year:

- \*•Orange Parade/Party - October
- \*•Christmas Party - December
- \*•Valentine Tea Party - February
- \*•End of the Year Party - May

## Ways Parents Can Help

- Make sure your child is well rested and nourished with a good breakfast or bottle before arriving at the center. Monitor your child's health behavior before dropping him/her off each day. Please **DO NOT** send your child to preschool if he/she is sick.

- Get to know your child's teacher and work with her to confer about your child as needed.

- Please refrain from carrying on lengthy conversations with other adults or faculty while they are caring for other children in the classroom or during carpool.

- Take time to check your child's daily work folder/binder. Important notes from the teacher as well as a behavior chart will be communicated through this folder each day.

- Teach your child his/her full name, age, address, and phone number at the age appropriate time. Please notify the center as soon as possible with any changes regarding your address or phone number.



12001 Liberty Parkway  
Vestavia Hills, Alabama 35242  
205-969-1245

**2021-2022**  
**Parent Handbook Agreement Signature Page**

I \_\_\_\_\_, whose child(ren) is/are enrolled in this current  
(printed parent name)  
preschool year have received a copy of the Parent Handbook. I have read and  
understand the policies and guidelines as described in the handbook and I agree to  
abide by them.

\_\_\_\_\_  
Printed Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date