



## Tiny Town Preschool Parent Handbook 2024-2025



Ministry of West Side Free Will Baptist Church  
1403 S. Cheyenne Rd  
Sapulpa, OK 74066  
Director: **Heather McDougal 918-606-8825**  
Church Phone Number 918-224-7229

Dear Parent,

This handbook has been prepared to help you understand the policies and procedures of Tiny Town Preschool. Please read it carefully and save it for future references.

It is our desire to cooperate with you in making your child's preschool experience a meaningful time of growth and development. We realize that each child has a unique and different personality and set of strengths and weaknesses. We will strive to accommodate our student's individual needs. We welcome your input anytime and look forward to a wonderful year.

In Him,

Heather McDougal, Director

**918-606-8825**

**Preschool email:** [Tinytownpreschool@gmail.com](mailto:Tinytownpreschool@gmail.com)

**Facebook:** Tiny Town Preschool Sapulpa

**Church website:** [westsidefwb.org](http://westsidefwb.org)

**Preschool website:** [tinytownpreschool.org](http://tinytownpreschool.org)

\*\*\*\*\*

**West Side FWB Worship Opportunities**

Sunday Small Groups ..... 9:45am

Morning Worship.....11:00am

Evening Worship.....6:00pm

Wednesday Evening.....7:00pm

**Our Church Staff:**

Roger McDougal, Lead Pastor 918-949-8636

Caitlyn Green, Secretary 918-224-7229

Anton Thery, Youth Pastor 405-590-6260

Russell Hylton, Children's Pastor 918-807-4493

Lloyd Morris, Seniors Pastor 918-639-2847

## **Tiny Town's Policies & Procedures**

**Our Mission:** Tiny Town Preschool is a Christian facility based on the teaching of God's Word and the advancement of your child's spiritual, intellectual, social, and physical needs.

"Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these. And he took the children in arms, placed his hands on them and blessed them." Mark 10:14, 16

**Our Motto:** "Little People Going Big Places"

We believe that God has BIG plans for your child's future. We are committed to helping them realize their potential in God and helping them build their confidence in themselves and their abilities.

**Ages:** 1-4year old's

**Hours of Operation:** Tuesday-Wednesday-Thursday 8:30-12:30

**Enrollment fee \$80.00 which is NON-REFUNDABLE**

**Admission & Withdrawal:** To enroll in Tiny Town, your child must be the appropriate age by Sept. 1<sup>st</sup>. We look to fill classes for ages 1, 2, 3, & 4-year old's and it will depend on the child's stage of development and potty-training skills how they will be placed.

All children, regardless of race, national origin, or religion are welcome at Tiny Town, but our instructors will only be teaching in the English language.

Class space is limited. If classes are full, you're welcome to put your child on our waiting list and you will be contacted immediately if a spot opens.

For parents wishing to withdraw their student, we ask for a 14-day notification, when possible, so we can contact other students to fill the upcoming opening.

A child may be dismissed for serious disruptive behavior or if we feel the child is not ready for preschool at any given time. In the sad event that our school cannot meet the needs of a student, or if a child would need to be dismissed, the decision will be reached in a caring, Christian manner through consultation involving the director, teacher, parent, and pastor if needed.

**Registration Requirements:** The following is necessary for enrollment. Payment of our annual non-refundable supply fee of \$80 and a completed application for Tiny Town.

**The school year runs the day after Labor Day in September and goes through mid-May with some holiday breaks. (See calendar for those.)**

3 days a week (12 hours of learning weekly) Tues, Wed, and Thursday.

**Tuition is \$1,620 a year.**

We divide it equally among the 9 months to make it a simple total.

**\$180.00 a month**

You may choose to send your child 1, 2, or all 3 days a week, but it's still one universal price.

We offer a \$20.00 monthly discount for sibling sets.

**Tuition is due on the 3rd of every month. Tuition is due regardless of the number of days or hours.** To be financially self-sufficient, we must have the tuition coming in to be able to pay our teachers since we do not have any outside income sources. Thank you for your understanding on this matter. <3

#### **How can you make your payment?**

1. **Cash** in an envelope with your child's name
2. With a **check**, please indicate the child's name on the memo line. All returned checks will be charged an additional \$20.00. After the second return check there is a cash only policy.
3. On the preschool website: **[tinytownpreschool.org](http://tinytownpreschool.org)**  
Click the red pay tuition/donate button on the homepage.

**Arrival & Pick up:** Our hours are 8:30-12:30am. The Preschool doors will not open until exactly 8:30 so the teachers can finish preparing for the school day. Each day is a busy learning day. Late arrivers can complicate things and make for a rough start so please make all efforts to be on time for the school day. Please be on time to pick your child up at 12:30. You will be assessed a late fee of \$5.00 for every 5 minutes you are late.

Communication is key. If you are running late in the mornings or if you need to pick your child up early that day, please let the teacher or director know so we can plan accordingly.

Your child's safety is the utmost importance to us. We cannot dismiss any child to an unauthorized person. Please make sure you write everyone's name down on the registration form that may or may NOT pick your child up. We will have to ID anyone who is not familiar to us. This is only for the protection of your child. You will have a name tag for your car with your child's name. Please make sure you display it on the visor or windshield, so we recognize you are an authorized pick-up person. You get two name tags, but more can be requested. If someone else is picking your child up that day, please give them the name tag as well.

**Our Curriculum:** Here at Tiny Town, we are all about play based learning. We have a curriculum that we utilize which includes monthly seasonal themes that introduces letters, shapes, colors, some sign language, songs, poems, finger plays, 11 bible stories, 9 good character traits, and 10 memory verses. Weekly we will work on manners, social skills, hand eye coordination, fine motor skills with prewriting activities and gross motor activities to continue to build their strong muscles and balance.

**A monthly school calendar will go out in your child's backpack so you will know what your child will be working on with any special notes, upcoming activities, and will include when your child's snack day is so they can share their favorite ones with their friends.**

We want to provide an environment and experience that will allow your child to learn that Jesus loves them and wants to be their forever friend, make a successful transition from home, learn to be with other children, develop social skills, develop an interest and joy in learning, develop self-control, a feeling of success, self-expression, creativity, and a secure feeling through trusting relationships.

### **What Should My Child Bring to School Daily?**

**\*A backpack and all other objects labeled with your child's name**

**\* Change of clothes in backpack**

**\* Pull-ups and wipes if needed**

**\* Sack lunch with a beverage**

**Please send food that does not need heated and prepare food by cutting into appropriate pieces.**

**\* A smile. It's going to be a great year**

**Dress, Backpacks, & Personal Toys:** Children are encouraged to wear play clothes and rubber soled shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves. Parents will need to supply the school with one complete change of clothes in case of an accident. It can just be the ones in their backpack if they are always in there. Should we need these clothes, the teacher will notify the parents that day, so they can send another set of clothes the following school day. The soiled outfit that was sent home in the bag should be cleaned immediately.

**Please do not send personal toys to school with your child or allow them to bring any of their own.** Tiny Town is not responsible for the return of personal toys. We cannot ensure their safe return. The only exception to this is for Show-n-Tell days, but you will be notified by a note when these days will be held.

**Health & Safety:** We will make every effort to provide a clean and safe environment for your child. Please remember that we must have your cooperation to achieve accomplish this goal. Children should be kept at home until they have been symptom free of any illness for 24 hours or more. If your child exhibits any of the following symptoms at home please wait to send them to school; vomiting, diarrhea, temperature over 100, pink eye, unusual rash, any evidence of lice, scabies, or other parasitic infection. If your child exhibits any of these symptoms at school, you will be asked to come pick him/her up.

Tiny Town cannot administer medication of any kind. Please contact your family doctor to arrange a medication schedule that will not interfere with your child's school schedule.

If your child needs immediate medical attention while at school, a parent will be notified immediately. If we are unable to contact a parent, we will check the registration info sheet for the next emergency contact number. If no one is reached at that number, emergency personnel will be called at the expense of the parent/guardian.

**Backpacks:** Please check your child's backpack often. This is where we will put their weekly artwork, any notes from the teacher or director, and the monthly calendar. Should you put a tuition check or money in there please let us know so we can make sure to check all pockets and secret compartments ☺ before the end of our day. This just gives us a heads up.

**Outside Days:** We want the kids to get to play outside for their allotted time as often as possible so please make for sure you dress them weather appropriately daily such as jackets or coats in colder seasons. Also, in the warmer months we find kids have a hard time keeping on flip-flops while trying to run and play so keep that in mind also.

**Incidents & Accidents:** If your child is involved in a school incident or accident, you will be sent home with an incident/accident report in the backpack. This will let you know what happened and you may always call with any questions.

**Insurance:** The preschool is an outreach of West Side Free Will Baptist Church. Therefore, Tiny Town Preschool is completely covered under the church insurance policy.

**Field Trips:** Due to the large number of little ones on site and transportation concerns, we do not leave the grounds.

**Discipline Policy:** At Tiny Town each child will be treated with love, respect, and understanding. It is our responsibility, as entrusted to us by the parents, to help each child learn to make appropriate choices and to accept the responsibility for these choices. It is our responsibility to help each child develop self-respect and respect for others.

- Identify the inappropriate behavior.
- Give the child time to respond.
- If the undesirable behavior persists, state the limits, and provide warning.
- Follow through. The child will be instructed to take a "time-out", requiring that he/she be seated until self-control is regained.
- Should a child lose physical or emotional control, he/she will be removed from the immediate environment to reduce stress and stimuli.

All discipline will be a positive, re-directive nature. Under no circumstances will verbal abuse, physical manhandling, or corporal punishment be allowed. Disciplinary measures will not be related to the child's basic needs such as food, rest, toileting, thirst, etc. If difficult behavior continues, the teacher will plan a meeting with the parent and discuss further action. If after a family conference, difficult behavior continues, we will start doing daily reports on how the child interacted with other peers and staff. If the negative behavior continues to be a couple times a week, dismissal may be necessary. Tiny Town must remain a safe place for all children.

**Birthdays:** We enjoy celebrating birthdays here at Tiny Town. We take pleasure in making your child's day special. Please let your child's teacher know in advance if you plan to bring a special snack or treat on that day. Bring enough for the whole class, but no gifts please. Homemade treats are welcome.

**Holidays:** We also enjoy celebrating holidays. We usually have special class time activities for Fall, Thanksgiving, Christmas, Valentine's Day, Easter, and/or end of the year activities. If anything is needed from home, your teacher will notify you.

**Inclement Weather:** Safety is a top priority. We will always evaluate the weather and road conditions before making any decisions such as a snow day. Should we decide to close for the day, it will be posted on our Facebook page, Tiny Town Preschool Sapulpa, and you will receive a text message through our Remind App, so we always encourage families to sign up for this feature.

## Important Dates for the 2024-2025 School Year

Aug 5th - Aug 9th Welcome letters will be mailed out with detailed info to parents and students.

Aug 29 Meet the Teacher 6:00-7:00 pm

Sept 3 First Day of Tiny Town

Oct 15-17 Fall Break

Nov 26-28 Thanksgiving Break

Dec 24-26, 31-Jan 2 Christmas Break

Jan 7 School Resumes

Mar 18-20 Spring Break

May 7 End of the year art show and program

May 15 Last day family picnic party

\*Subject to change if need arises