



*An Unlicensed Registered Ministry with the State of Indiana*

**Preschool Policy Handbook  
2025/2026**

Antioch Bible Church  
3007 E US Hwy. 50  
Washington, IN 47501  
812-254-2651 Preschool

**Antioch Preschool strives to provide your child with several opportunities to:**

- Experience the love of God through daily activities.
- Acquire a sense of his/her identity and personal worth.
- Develop self-control and responsibility for themselves and others.
- Become a participating member of a group.
- Learn behavior appropriate to different expectations and circumstances.
- Acquire and apply new knowledge and skills appropriate to his or her age.
- Integrate his or her experiences within and outside the home.
- Prepare them for their next step after Preschool.

***Antioch Preschool exists to provide a safe and loving place where our staff works together to nurture the whole child, uniquely designed by God.***

### Classes Offered

3-4 AM Class      Tues/Thurs      8:30-11:30      \$94 per month

3-4 PM Class      Tues/Thurs      12:30-3:30      \$94 per month

4-5 AM Class      Mon/Wed/Fri      8:30-11:30      \$144 per month

4-5 PM Class      Mon/Wed/Fri      12:30-3:30      \$144 per month

Supply Fee (paid at time of enrollment)

3-4 Class: \$75

4-5 Class: \$100

\*We offer a 10% discount for paying the entire year's tuition in August at our Meet the Teacher nights. Please bring a check made out to Antioch Bible Church.

3-4 Yearly Tuition: \$676.80

4-5 Yearly Tuition: \$1036.80

**\*Antioch Preschool does not offer refunds for initial enrollment, supply fees, monthly tuition or yearly tuition.**

**\*The following forms are provided in your child's packet and MUST be completed and turned in at the end of the Meet the Teacher Night:**

- Parent's Notice
- Consent of Emergency Care
- Shot Records
- Field Trip Permission Slip
- Enrollment Form
- Discipline Statement
- Policy Agreement
- Medication Release (*if necessary*)
- Consent to Release
- Hands Pest Control agreement

***All forms listed above are required by state and this center.***

***\* All information must be completed including their current shot records before they can attend preschool. (\*If you have chosen opt out of vaccinations for your child, you must fill out our refusal to vaccinate form.)***

**Antioch Preschool**  
**2025-2026 School Calendar**

September 2:	3-4 Classes Begin
September 3:	4-5 Classes Begin
October 13-17:	Fall Break - No School
November 26-28:	Thanksgiving Break - No School
December 22 -January 2:	Christmas Break - No School
January 5:	School Resumes
March 23- 27:	Spring Break - No School
May 6:	4-5 Last Class Day*
May 7:	3-4 Last Class Day*
May 8:	4-5 Graduation <i>(Ceremony begins at 6:30/refreshments to follow)</i>

***\*School Year may be extended if a week of classes are missed due to weather.***

***\*\*Antioch Preschool will be in session even if Barr-Reeve is closed for make up days or teacher work days.***

**Antioch Preschool**  
**Special Events Calendar**

Desserts with Dad	November 13th
Mommy & Me Tea	February 19th

\*If mom or dad are not able to attend, the student may bring another special person such as a grandparent with them.

\*\*Please do not bring siblings to these special nights. The evening is intended to be a special time for you and your preschool student.

***\*Please Note:***

***We will be sending home more information about each event as the dates approach.***

***Field Trips will be scheduled throughout the school year. You will be notified prior to each field trip with details. Please plan on AM & PM Classes attending their field trips together, beginning @ 8:30 AM***

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## **Fees and Payments**

In order for the school to meet its financial obligations, tuition must be paid in a timely manner. All tuition is due by the 5th of each month.

If tuition is not received by the 10th of each month, a late fee of \$5.00 will be due with the current month's tuition. For your child to continue in classroom participation, this late fee and the monthly tuition must be paid in full by the first class day of the following week.

Each year during enrollment you are required to provide us with a nonrefundable yearly deposit consisting of 1 month's tuition & a supply fee. The tuition deposit will be applied to your child's last month (May 2026) of tuition.

## **Payment Envelopes**

Please use the payment envelopes and locked payment box located at the entrance of your child's classroom. Do not send money in with your child to give to the teacher. Please fill out the payment envelope with your child's & parent/guardian's name. Please indicate what you are paying for. (*i.e. tuition, field trip, late charges, late pick up fees, etc.*)

## **Brightwheel**

We utilize the app Brightwheel for our online payment option and our main communication to parents. You will receive an invitation from us at the beginning of the year. You are not required to pay online, but each parent must have an account. We will notify you of delays, closings, field trips, & fun themes for the month/day. This is an excellent way to communicate with parents & remind them of fun activities that we have planned. We know that life can be very busy and we want all of our students/families to stay active & involved.

\*\*\*Please use the Brightwheel app to contact the teacher or use our Antioch Bible Church phone line 812-254-2651. Please do not message teachers through social media or text/call their personal phones.

## **School Closings**

Weather: In the event of inclement weather, Antioch Preschool will follow **Barr-Reeve Community Schools** procedure. We will contact you via Bright Wheel. If Barr-Reeve Community Schools closes, Antioch Preschool closes. If Barr-Reeve Community Schools is operating on a **1 or 2 hour delay, Antioch Preschool will operate on a 1 hour delay for the morning class only and begin school at 9:30am.**

*\*Please Note: Any Delays will NOT affect PM classes. They will run on normal schedule.*

## Drop Off/Pick Up

When dropping off your child the doors will be open at 8:25 AM/12:25 PM. Children should be brought into the preschool through the covered entrance door on the northeast side of the building and proceed into the classroom. **Students should always be accompanied inside the building by an adult at drop off and pick up.** Our teachers will escort daycare students to the preschool and return them to daycare after class. Any arrivals after 8:45 A.M./12:45 PM must be prearranged & preapproved by the lead teacher. This limits classroom disruption and the overall experience for all of the students in the classroom. If this has not been prearranged your child **cannot** attend school that day.

For the protection of your child, we require each student to be signed in and out daily. Your child will not be allowed to leave Antioch Preschool with anyone that is not listed on his or her enrollment form/emergency information list. We require all changes to this list be made in person and not over the phone/messaging if it can be avoided. Anyone unfamiliar to the teachers must present a picture ID. No child will be allowed to leave with an unauthorized person. Also, it is very helpful if you notify us that your child will be out for the day or is running late.

We understand that on occasion there may be times when you arrive late to pick up your child. If you are going to be late, we would appreciate a phone call so that we can reassure your child that you will be here shortly. After 11:35 AM/3:35 PM a charge of \$1.00 will be applied for every minute you are late. If you are late picking up your child you will receive a late pick up notice with applicable fees assessed on the next class day. We ask that you please bring cash or a check made out to Antioch Bible Church to cover this fee. Your late fee is due no later than one week after the notice was sent home.

If you need to speak with a staff member following class, please wait until the other students have been dismissed.

***\*Afternoon Class pick up procedure: Antioch is a Barr-Reeve Schools bus drop off and pick up location. The busses will be dropping off children during our afternoon dismissal time. We ask that if you have a Barr-Reeve child being dropped off, please pick up your preschooler before getting into the bus pick up line. For all other parents picking up preschool children we ask that when leaving preschool you circle to the back of our building and join the Barr-Reeve parents in exiting our parking lot. See picture for reference.***



## **Behavior Redirection**

A gentle but firm reminder of inappropriate behavior is all that is usually needed. At Antioch Preschool we try to create an environment for a child that is self-correcting. We use a ***“Step Discipline Policy.”***

- Step 1: Try to have children work out the problem. Redirect and explain the problem to the child.
- Step 2: Redirect/ Warning
- Step 3: Thinking Time – Time to reflect on your actions & how you can change them.
- Step 4: Your child’s teacher will talk to the parent after school or send home a message to the parent or guardian via Bright Wheel. A conference may be set up to discuss the behavior with the parent.

***Our goal is to help each child develop a strong sense of self discipline, self-esteem, and to work out one’s own problems. Each child and each situation are different. Therefore, one step might work better for one child than another.***

***\*Our teachers will typically use Biblical truth with addressing behavior. They will explain what the Bible says about obeying our parents and teachers. They will also share that God loves them even when they mess up. They will often share scripture and pray with the child as well.***

\*\*\* Our Preschool teachers give a sweet treat (usually marshmallows) at the end of each class period as a reward for good behavior. The teacher will contact you in the event your child did not get their reward that day.

## **Health and Safety**

If your child becomes sick at home or at preschool they will not be allowed back until they are symptom free without medication for 24-48 hours depending on state recommended time frame. Any other childhood illnesses or diseases will be dealt with on a case by case basis at discretion of the Lead Teacher in his/her classroom.

If your child is sick enough to require prescription medicine or suspected of being sick (*ex. Conjunctivitis, rash, strep throat, bronchitis, pneumonia, etc.*) Antioch Preschool requires you to keep your child home until he/she has been on medicine for at least 24 hours and are no longer contagious. For conjunctivitis (pink eye) we require 48 hours.

If you request that Antioch Preschool staff administer medications (*prescription or nonprescription*) to your child while at childcare, you must complete the medication release form beforehand. All children are required to submit a medication order form, signed by your pediatrician, listing all over the counter medications including ointments, lip balm, etc. your child will need while in our care. All medications must be in the original container (*with pharmacy label if prescription*) and clearly labeled with the child's full name, directions for the proper dosage, and time to be administered. We do not administer eye drops.

Children are only in the preschool's care for 3 hours at a time, we do not typically give medication or put on sunscreen. If at all possible, please do those things before or after preschool. We understand some children have emergency medications like an EpiPen or inhaler. You are welcome to keep those here as long as we have a signed (by a doctor) medical form.

**The symptoms of illness include the following:**

- \*Fever of 100 or higher
- \*Excessive coughing
- \*Runny nose
- \*Skin rash
- \*Diarrhea
- \*Vomiting
- \*Any parasitic infestation (i.e. lice or scabies)
- \*Discharge in or around the eye
- \*Chicken pox
- \*Any other communicable disease

***\*Please Note if your child becomes sick while they are at preschool, the Lead Teacher will make the decision if he/she is too sick to remain for the day. Once the decision is made that your child needs to leave, you will be notified and asked to pick up your child within 30 minutes of the phone call. Your child will then be separated at this time from the others to limit exposure. If you do not pick your child up within that 30 minute time frame, our late fee policy will be used (see page 8). You will receive a late fee notice the next class day that your child is able to attend. Refusal to pay fees will result in the dismissal of the child from Antioch Preschool.***

**All children entering Antioch Preschool must be up to date on all immunizations, unless there is a medical reason (documentation required). We also have a refusal to vaccinate form that must be signed by a doctor.**

If lice occurs, Antioch Preschool follows this policy:

1. Director will examine any child suspected of carrying head lice
2. Report presence of nits or lice to parent and arrange pick up of child to begin treatment.
3. Following treatment and upon returning to preschool, the child should be accompanied by the parent and must be checked by the Director. If, in the Director's opinion no treatment or unsatisfactory treatment has occurred, the child will be sent home with the parent. Evidence of lice or live nits would be the reasons to determine that a child should be sent home. If there is no evidence of remaining nits, (Director's discretion) the child will be allowed to return to preschool.
4. Other parents will be notified and informed of remedial measures when evidence of head lice is present, but not told who has the lice.
5. We do ask if your home has been exposed to head lice that you notify your child's teacher.
6. If a child is sent home with live lice five (5) times a calendar year due to lice infestation the child will be terminated from Antioch Preschool. After the child is terminated, the Director will make a referral to the Daviess County Office of Family and Children and the Daviess County Health Department will be notified.

***\*Note If any child shows evidence of abuse or abuse is suspected, we will notify the Department of Human Services.***

## **Independently Potty Trained**

All preschool children will be required to be independently potty trained prior to the first day of preschool. Independently potty trained includes the following:

1. The child is able to recognize the need to potty and enter the restroom area without being prompted by the teacher. Scheduled potty breaks are a part of the programming but may not always coincide with the “natural” flow of things that need to happen immediately. Children will be encouraged to go to the restroom at any point that they need to and do not need permission to use the facilities within the classroom.

2. The child is able to care for themselves unassisted in the restroom. This includes pulling down/up their own clothing, getting on/off of a standard size toilet, wiping (when necessary) on their own, flushing and washing their hands.

***\*If a child has more than 5 accidents in a month it will warrant a meeting with your child’s teacher. If a child has 10 (total) accidents within two months it will result in dismissal from Antioch Preschool.***

## **Other**

**Snacks:** Your child will be provided a drink and snack every day.

**Field Trips:** Car seats or booster seats are required or the child **will not** be allowed to participate. Also, please make sure that your child's car seat/booster seat has his or her name on it and that you properly install the seat in the provided transportation on Field Trip days.

**Holidays:** Three parties are celebrated during the school year, including Fall, Christmas, and Valentine's Day.

**Show and Share:** On occasion we have "show and share" days at preschool. We encourage students to bring in toys or items to share with the class. Other than these designated days, students should leave personal toys and other items at home. It is very easy for the toys to be forgotten or mixed up with school toys and it sometimes can cause problems with other students.

**Birthdays:** We will celebrate your child's birthday on the class date closest to his or her birth. If your child has a summer birthday, we'll celebrate it throughout the year as a special party day. Parents are encouraged to donate special birthday snacks. Please do not send a whole cake or cookie cake. If your special birthday snack is cupcakes, we ask for white icing only. We have several children who have a dye free diet. Some other suggestions that students have enjoyed in the past: donuts, cookies, Little Debbie snacks. Feel free to bring in a special drink for the class. Some suggestions might be: capri suns, or chocolate milk. Please do not bring caffeinated drinks, or drinks with dye in them.

As a part of our birthday celebrations children are encouraged (not required) to send in a wrapped gift for the class. They get to unwrap the gift in front of the class. We find this helps them learn how to be generous to others, and have fun unwrapping a gift at school. You will receive more information about this closer to their birthday celebration date.

**Clothing/Footwear:** Children will experience water activities, outside play, occasional bathroom accidents, etc. so an extra set of clothing will be kept at preschool. All clothes should be in a gallon size bag clearly marked with the child's name. Please remember that the children will be taken outdoors daily (weather permitting) and should be dressed accordingly. Closed toed shoes are best for outside play. Avoid sending your child to Preschool in sandals, crocs, or dressy shoes.

**Outside/Gym Play (Recess):** For outside playtime, all classes will go outside if the temperature is 40 degrees or above. We may not stay outside for an extended period of time, but we will go out for some fresh air. On those days when we cannot go out due to weather, we will play in the gym located in the Antioch Bible Church facility.

**Non-Discriminatory Policy:** Antioch Preschool and Daycare admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

**About Antioch Bible Church:**

*Christian education is more than a weekday program, but occurs daily in your child's life through your own example. To strengthen your growth and witness and to further develop your child's growth opportunities, we encourage you and your family to worship together each and every Sunday. If you have no current church home, we invite you to join us for worship. Bible Hour begins at 9:00am each Sunday morning. Full children's ministry programs are available during the 9am Bible Hour for children from birth to 8<sup>th</sup> grade. Family worship begins at 10:00am. It is our purpose and goal to unconditionally accept all people and guide each person into an active relationship with Jesus Christ.*

*If you have questions about Christian doctrine and church life, our church staff and Elders would be happy to talk with you. Please call the church office at 254-2651 with any questions.*