

# Anchored Christian Preschool

Parent and Preschool Student Handbook

2025 – 2026



A Ministry of Glendale Baptist Church

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## Introduction & Welcome

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Welcome to Anchored Christian Preschool! Thank you for allowing us to partner with you in teaching and guiding your child(ren). We are grateful for your interest in providing a Christian education for your child(ren) and appreciate your confidence in our school. Anchored Christian Preschool is a ministry of Glendale Baptist Church that provides year-round quality early childhood education.

Our focus is sharing the Gospel of Jesus Christ and God's Word. We believe that the most important thing we teach is the Bible. Our students are engaged in daily prayer, Bible study, and praise and worship time.

Other areas we focus on include early learning skills in literacy, math, art, and science. We also work on social and emotional skills as well as self-help skills. Our curriculum, various activities, and daily experiences provide children with opportunities for fun, enriching, and joyful early learning while they build meaningful relationships with their peers and teachers. Character building is an important focus and is woven throughout our curriculum.

## Mission Statement

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Anchored Christian Preschool's mission is to provide students a Christian education that encourages commitment to Jesus Christ, academic excellence, high moral character, and service to others.

## Doctrinal Statement

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1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. **We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. **We believe** in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

## Policies & Procedures

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### **Tuition:**

You agree to pay tuition and fees for your child in accordance with the Fee Schedule, which is incorporated herein by reference, and the School Calendar published by the school. There is a \$100 application fee. You will also be charged a \$200 supply fee at the beginning of the school year. You may pay tuition in a monthly installment plan or in whole for the school year. Tuition will be paid through the Bright Wheel app; you can choose automatic or manual payments. The cost of tuition is \$180 per week. This cost covers regular school hours from 7:30am to 3:15pm. Aftercare will be offered from 3:15pm to 5:00pm. The charge for aftercare will be \$25 per week. Tuition payments are due by the 1<sup>st</sup> of each month, with a grace period of 5 days. **After the grace period, the tuition will be considered late, and a late fee of \$25 will be charged.**

### **School Inclement Weather/Emergency Closing:**

Any changes to the school day due to inclement weather will be announced on WBKO-TV as early as possible. The director will also send an email as early as possible. Parents may also call the school office and check the answering machine for updates related to school closings. ACP does not follow the Warren Co. or Bowling Green City Schools' policies or calendar. When the school has a delayed opening, closing, or emergency early closing, **tuition will not change or be refunded.**

### **Immunization Records:**

Each child's immunization record must show the day, month and year of each vaccination and must be signed by a physician or health department official. No child will be admitted to school without providing proof of current required immunizations unless officially exempted for medical and religious reasons that satisfy Kentucky law. Consult with your physician about requirements and proper documentation for exemptions.

### **Dropping Off Your Child at School:**

An adult must accompany children to the classroom (or to the gym, if we are in there) where a teacher will greet them each day. The person who drops off the child must sign the child in every day with time of arrival and initials under the time. The child's hands should also be washed upon entering a classroom, and information on any changes in the child's daily routine shared with teachers. It is imperative that your child's teacher acknowledges your child's arrival. Never leave your child unattended.

### **Picking Up Your Child from School:**

We take the safety of all children on campus seriously. While children are in the care of our staff, we supervise them carefully and enforce rules that pertain to safety. It is important for parents to follow and enforce the same safety rules when picking up their children and moving outside the classrooms, since the children are no longer in the presence of our staff. While you are welcome to stay at school and socialize with other children and parents, we would like to request that you pay particular attention to your children when they are in your care to ensure their safety.

Parents must pick up their children by ringing the doorbell and entering the building through the front door. The person who picks up the child must sign the child out every day with time of departure and initials under the time. Your child must be picked up promptly according to our program's hours. Children will only be released to adults (18 and older) previously authorized, and picture identification is required for anyone not recognized by our staff. You must make sure that your child's teacher acknowledges that you are taking your child from the class or gym. It is unlawful for a person under the age of 18 (other than a parent), to sign in or out, regardless of their relationship to the child. Therefore, children will not be released to siblings, relatives, or friends under the age of 18.

### **Updating of Authorized Pickup and Emergency Contacts:**

It is important that the school has an updated record of who is authorized to pick up your child. By law, we cannot release a child to anyone but parents/guardians unless they are on the Authorized Pick-Up Form. If there is a time you need someone to pick up your child who is not on the Authorized Pick-Up Form, you must call the office in advance to let us know. Please have the person who is picking up your child be prepared to show us their picture ID. It is important that the school maintains current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the school has current contact information. If there are any changes to this information, the office must be notified promptly so that they can update their records.

### **Grievance Procedure:**

If you have any concerns regarding school policies or the care your child is receiving, you are encouraged to speak to the appropriate person. If the concern is regarding a teacher, the classroom, or your child, you should first initiate a conversation with the teacher. Many times, this approach will result in a satisfactory outcome not requiring any further discussion. If you feel that the issue merits the attention of the Administration, you should ask for a meeting with the Director or Administrator. Any concern with financial issues may be discussed with the Business Manager. If at any time you feel that your concern has not been addressed to your satisfaction, you are encouraged to make an appointment with the Director, Administrator, or both. Please do not hesitate to express any concern at any time.

### **Communication:**

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. While teachers are not able to have lengthy conversations in the classroom during drop off or pick up, we are always happy to arrange a time for more detailed conversations. It is through working together that we can best meet your needs and those of your child. If you would like to have more than a few moments to talk, we encourage you to set up a phone call or a face-to-face conference with your child's classroom teacher. Early intervention by parents and the school provides the best opportunity for the resolution of difficult issues.

The connection between home and school is essential. We ask that you share information with us; including any changes at home that may affect your child at school. These changes could include a death in the family, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, family status change, or a new sibling. It is also important for us to be aware of any special support or services your child may be receiving outside of school. Information you share about your family is kept confidential. Changes that may seem routine or ordinary to an adult may be regarded as unusual by a young child who has not had as many years of experience in dealing with changes. These changes and others often lead to different behavior in the classroom. We can teach and work better with your child if we are aware of any changes at home.

### **Custody, Court Orders, and Changes of Family Status:**

Anchored Christian Preschool encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law. The school denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the noncustodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instruction will be accepted.

Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order. **Visitation with the non-custodial parent may not take place at school.**

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use these records rather than staff testimony in resolving these types of disputes.



**Medications:**

Medication will only be dispensed after the parent has filled out a Medication Dispensal Form detailing when and how much medication is needed. Medication will only be dispensed from the original package/container. Students may not keep any medication in their backpacks. All medication will be given to the teacher and kept in a locked storage container. For medication needing refrigeration, the teacher will store the medication in the refrigerator.

**Basic First Aid:**

In the course of normal supervised play, children occasionally get injured. In case of a minor injury or accident, our staff will administer basic first aid. Any cuts will be thoroughly cleaned with soap and water; ice will be applied to any bruises, bites, or other injuries. All injuries or illnesses not requiring immediate parental notification will be documented onto a Child Incident Report and provided to parents when the child is picked-up at the end of the day.

**Emergency Medical Care:**

In case of a medical injury or illness requiring immediate professional care (emergency), we will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

In case of an injury or accident in which an ambulance is not needed, but immediate professional care is required, we will contact the child's parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Our staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. The child may be transported to a hospital by ambulance for emergency treatment when necessary.

**School Building Security:**

All doors leading into the building as well as all doors inside the building remain locked at all times. Security cameras are in use outside surrounding the building and inside all areas of the school to assist with security and observation. Parents are to enter the school building through the main entrance at all times and must obtain a visitor's badge from the front office before proceeding to their destination. Students are instructed not to open any wing or side doors for anyone during the school day. A security system is in place for visitor admittance during and after school hours. Parents collecting students from after school activities or extended care must ring the bell and request entrance from an extended care staff member.

### **Emergency Drills:**

In accordance with Kentucky State Law, fire and evacuation drills are held throughout the year at different times of the day. Early in the school year all students are instructed in proper procedures and a scheduled fire drill is held. Unannounced drills are held monthly from that point on throughout the year. In addition, emergency school-wide severe weather, earthquake, and lock-down drills are also held periodically.

### **Illnesses and Accidents:**

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children will not be permitted at our school if they are obviously not well or with any one or more of the following conditions:

1. Fever of 100 degrees or higher. **\*A student should be fever free without medication for 24 hours before returning to school.**

2. Any communicable disease or contagious infection.
3. Vomiting within the past 24 hours.
4. Diarrhea – three or more loose bowel movements in a 24-hour period.
5. Undiagnosed rash.
6. Eye discharge or Pink Eye; children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or after 24-hours on an antibiotic treatment.
7. Fatigue that prevents participation in regular activities.
8. Open sores and scabs, unless properly covered and 24-hours on an antibiotic treatment.
9. Head Lice – until treatment is effective and a follow-up evaluation has been made by our staff.
10. Any one or more of the following: earache, signs of irritability or confusion, sore throat.

When a child becomes ill or injured at school, the staff's priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour and the child may not return to school for 24 hours following the time sent home and until the symptoms subside.

Parents are advised to make alternate plans for care in the event that the child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child in a timely manner, or disregard of this policy by parents, may result in the removal of your child from school.

### **Children and Parent Rights – Pursuant to KRS 199.898:**

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

## Lunch:

Preschool students bring their own lunches. Children eat in the cafeteria under the supervision of their teacher. 1% Milk and water are provided by the school. To adhere to regulations from the Kentucky State Office of Childcare, no drinks, other than water, may be brought to school unless parents request permission to provide a milk alternative. **If your child requires a milk alternative, you must provide the director with a doctor's note.** Lunches **must have all the components** as listed in the Kentucky State Regulations, and candy and soft drinks are prohibited. If a component is missing, **you will be charged for supplementing items.**

### Snacks

**Pick 2 components:**

- **Milk**
- **Bread/Grain**
- **Meat/Meat Alternative**
- **Fruit/Vegetable/100% juice**

### Lunch/Dinner

**Must have all 4 components:**

- **Milk**
- **Bread/Grain**
- **Meat/Meat Alternative**
- **2 different vegetables OR one fruit AND one vegetable**

#### Unflavored Milk

Whole  
Ages: 12-24 Months  
4 ounces per Serving\*

Skim or 1%  
Ages: 2 Year Olds  
4 ounces per Serving\*

Skim or 1%  
Ages: 3-5 Year Olds  
6 ounces per Serving\*

Skim or 1%  
Ages: 6+Year Olds  
8 ounces per Serving\*

#### Fruits

Consider Berries, Apples, Oranges, Kiwi, Watermelon, Pears, Pineapple, Bananas, etc.

- 100% fruit juice served maximum one time a day
- Juice shall not be served to children under 12 months

#### Vegetables

Consider green vegetables such as Broccoli, Green Beans, Peas, Asparagus, Zucchini, Lettuce, Cucumber etc.

Other vegetables: Carrots, Peppers, Squash, etc.

#### Meat/Meat Alternatives

Consider Lean meats, Fish, Poultry, Tofu, Soy products, cheese (including cottage or ricotta cheese), Eggs, Cooked dry beans, Peanut or soy nut butter, Yogurt (plain or flavored), Peanuts, Soy nuts, Tree nuts, or Seeds

- No imitation cheese
- Yogurt should have 23g of sugar or less per 6 ounce serving
- Consider nut allergies

#### Bread/Grains

Consider whole grains such as Bread, Crackers, Tortillas, Tortilla Chips, Rice, Quinoa, Pasta, etc.

- Bread/Grain shall only consist of whole or enriched grains.
- Bread/Grain-based desserts shall not replace the bread/grain component

## Allergies or Special Dietary Needs:

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and the required treatment and discuss it with both your child's teacher and office staff. If there are additional items your child is allergic to, we will work with you in trying to prevent your child from coming into contact with the item(s). Despite our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot guarantee your child will not come into contact with an item that may affect him or her.

## School Day Information

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### **Back to School Night:**

Back to School Night is held for parents during the first month of school in the fall. This evening provides an opportunity to meet your child's teachers and learn about the curriculum in our program. We strongly encourage parents to attend.

### **Arrival:**

Beginning at **7:30am**, parents of preschool students may park in the front parking lot and enter through the main doors. In order to meet state licensing requirements and for the safety of your children, parents must **walk their children to their classroom and sign them in unless a staff person is available to take them to their classroom**. Please do not leave until the teacher has acknowledged your child's presence. A binder is available outside the classroom for you to sign your child in.

### **Dismissal:**

Children will not be dismissed to anyone other than their parents unless the parent has given written permission. We will ask for a photo ID if we are unfamiliar with an adult picking up a child. Parents of preschool students must park in the front parking lot and enter through the main doors to pick up their child. In order to meet state licensing requirements and for the safety of your children, **parents must sign their children out before leaving**. School day dismissal is at **3:15pm**.

### **School Day:**

Preschool classes begin at 8:00am. Prompt arrival is necessary to ensure the students are maximizing their learning time. Preschool classes end the school day at 3:00pm.

### **Supplies:**

There will be a \$200 supply fee due at the beginning of the school year for each child. This fee will help offset the cost of consumable materials used in the preschool classrooms including curriculum.

### **Toys:**

Unless a teacher has requested that your child bring a toy from home (i.e. "Show and Tell" time), all toys from home should remain at home. Toys found with the child will remain in the teacher's possession until the end of the day.

### **Snacks:**

We will have snack time every morning and afternoon. Snacks will be supplied by the school.

**Birthdays:**

We are happy to celebrate birthdays. There are special requirements for licensed centers providing food to children that require all food served to the children to be store bought and not homemade. Please check with the teacher in advance before providing special snacks or treats at school.

**Curriculum:**

The curriculum that we use at Anchored Christian Preschool is Abeka. Preschool students will receive daily, hands-on instruction in the following areas:

**Bible:**

Our preschool program focuses on familiar children's stories of the Bible. These include stories of creation, Noah, Abraham, Joseph, Moses, David, the birth of Jesus, the many miracles Jesus performed, and the cross and resurrection of Jesus. The Bible lessons teach good values, morals, character building, and most importantly, that Jesus loves all people and will save us.

We also incorporate daily prayer as well as praise and worship!

**Language Arts:**

Teachers use phonics-based instruction for teaching letter identification and letter sounds. This is supplemented with various learning activities through games, stories, and workbook activities.

**Library:**

The Warren Co. Public Library graciously hand picks books and delivers them to us bi-weekly! We have daily story time with these books and other books that the teachers have picked from their classrooms.

**Mathematics:**

Hands-on manipulative activities are used to teach patterning, sorting, number sense, and counting. This is also supplemented with workbook activities.

**Science:**

Preschool students will study the way God designed our world by exploring different scientific concepts. They will learn to ask questions and answer those questions through hands-on exploration.

**Writing:**

Preschool students will begin the early stages of writing. This includes correctly holding a pencil, tracing, and eventually forming letters and numbers.

## **Discipline:**

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. Anchored Christian Preschool has developed a positive behavior plan called the HEART Discipline Plan. We believe that a school environment that is positive, proactive, and instructional teaches responsibility, structures for success, establishes firm and clear limits, is inclusionary, communicates a high expectancy of success, and has an inviting climate throughout the school. To produce desired learning results, there must be expectations in place at all levels in all areas.

The HEART Discipline Plan is based on biblical standards and is designed to teach and guide our students to strive to develop Christ-like characteristics.

## **HEART**

### **Honor God** – Matthew 22:37

Love the Lord your God with all your heart, all your soul, and all your mind.

### **Excellence** – Colossians 3:23

Work willingly at whatever you do, as though you were working for the Lord rather than for people.

### **Accountability** – James 1:22

But don't just listen to God's word. You must do what it says. Otherwise, you are only fooling yourselves.

### **Respect** – Matthew 22:39

Love your neighbor as yourself.

### **Testimony** – Matthew 5:16

In the same way, let your good deeds shine out for all to see, so that everyone will praise your heavenly Father.

**Time Out:** In some cases, time out may be used as a disciplinary action or just to take a minute to reset. A time out will not exceed 1 minute for each year of the child's age.