

# PARENT/STUDENT HANDBOOK

## 2026/2027

COMPASS CHRISTIAN PRESCHOOL IS A MINISTRY OF EMMAUS BAPTIST CHURCH  
16001 S WESTERN AVE, OKLAHOMA CITY, OK 73170

Dear Compass Family,

Welcome to Compass Christian Preschool! Compass is a ministry of Emmaus Baptist Church. We are so excited that you will be a part of Compass! We are committed to providing loving care and teaching not only preschool fundamentals but biblical foundations as well. We are here to partner with you as you raise your preschooler. A good relationship between you and the staff of Compass will contribute to a successful experience for your preschooler. Preschoolers grow so fast and we all play an important role in helping them develop and grow like Jesus grew. "And Jesus increased in wisdom and stature and in favor with God and man" Luke 2:52.

I look forward to working with your family and am excited to see the blessings that are in store for us this upcoming year. The Compass staff and I are praying for you and your family and will be cheering you on throughout the course of the school year. Please let me know how I can be of assistance to you.

Have a Happy Day,

Paula Lawson  
Director of Preschool Ministries  
Emmaus Baptist Church  
paula@emmausokc.org

P.S.

Here is a song in Spanish that your child will learn over the course of the school year. Enjoy!

Los Colores

(Tune: "Frere Jacques" Children repeat each line.)

Red is rojo. Red is rojo.

Blue is azul. Blue is azul.

Yellow, amarillo. Yellow, amarillo.

Verde, Green. Verde, Green.

Black is negro. Black is negro.

White, blanco. White, blanco.

Purple is morado. Purple is morado.

Brown, marron. Brown, marron.

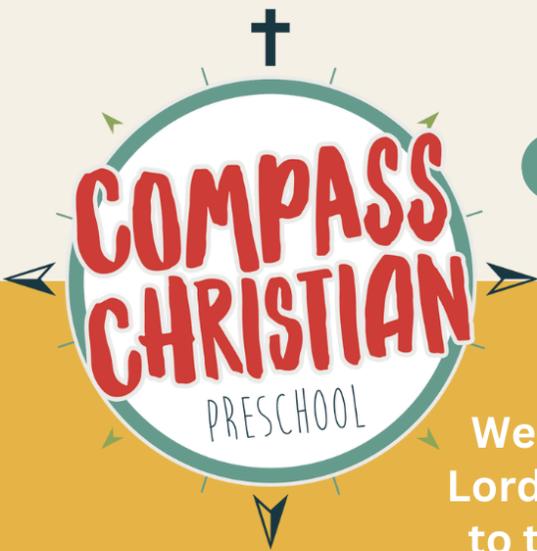
Pink, rosado. Pink, rosado.

Gray is gris. Gray is gris.

Orange, naranja. Orange, naranja.

Shout Hooray! Hooray! Shout Hooray! Hooray!

Los Colores on Youtube:  [Los Colores: The Colors in Spanish Song by Risas y Sonrisas SpanishforKids.com](https://www.youtube.com/watch?v=...)



## What We Believe

We believe that children are a gift from the Lord. He has entrusted a great responsibility to those who raise and care for children. At Compass, we view every moment spent with a child as a teachable moment and an opportunity to point them to Jesus.

**Show** me your ways, Lord, **Teach** me your paths. **Guide** me in your truth and teach me for you are God my Savior, and my hope is in you all day long.  
**Psalm 25:4-5**

## Why Compass?

At Compass, we focus on the development of the whole child. We utilize various settings and materials to aid in the ongoing growth in the physical, cognitive, social, emotional, and spiritual developmental areas. Our curriculum incorporates a wide variety of hands-on, interactive activities, and materials that are aligned with age appropriate benchmarks and standards. In addition to the preschool classroom experience, children will enjoy sessions of Music, PE, Spanish, and Chapel. The goal of the Compass staff is to Show, Teach, & Guide preschoolers as they prepare for "big school". Compass Christian Preschool is open to children 3 months - Pre-K and follows the Moore Public School calendar.

## **Policies and Procedures are developed in support of:**

### **Philosophy**

A child develops physically, mentally, emotionally, socially, and spiritually. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success.

### **Purpose**

To SHOW preschoolers the ways of the Lord through our actions. To TEACH them His paths through our day to day activities. To GUIDE them in His truth for He is God and He is our Hope.

Psalm 25:4-5

### **Objectives**

1. Provide well-trained, professing Christian teachers who are active members within their church. Teachers who truly care about preschoolers and who communicate love through individual attention.
2. Provide an environment designed to meet the needs of each child.
3. Provide a curriculum that combines biblical truths with preschool fundamentals.

## **PROCEDURES**

### **Abuse**

Oklahoma State law (10A O.S. 1-2-101) requires every person, private citizen or professional, who has reason to believe that a child under the age of 18 is a victim of abuse or neglect, to immediately report the matter to the Department of Human Services, at the statewide hotline (1-800-522-3511).

### **Arrival & Departure**

Parents will walk their children to and from the classroom. For the safety of the children, parents need to remain in the hall when dropping off or picking up their child. The teacher must see the parent before a child can be released. Teachers release children only to those who are on the Child's Enrollment Form. If someone other than those listed on the Enrollment Form is to pick up the child, the Director of Preschool Ministries must have written permission from the parent and a Photo ID will be required before the child will be released. "Pick Up Change Forms" are available through the Brightwheel App. Compass chooses not to get involved in custody disputes. In the event a court order is on file and pick up authorization needs to change, Compass will need a notarized copy of the court order for the student file before that change can be made.

**Arrival** - Please plan to drop your child off on time as learning rotations begin immediately upon arrival. For a successful drop off, please do not linger. If you need to visit with your child's teacher at length, please schedule an appointment for later in the day. **Compass doors will be closed at 10:00. If you are arriving after this, you will need to use the church office doors, sign in with the receptionist, and wait for your child's class to return from chapel/spanish.**

**Departure** - Doors will be opened for pick up at 2:40. Please pick up your child promptly as many of our staff need to leave in a timely manner to pick up their own children from school. We understand that unforeseen things can happen to cause late pick up. Please call ahead and let us know so we can reassure your child. If tardiness becomes a pattern, late fees could be charged in the amount of \$5.00 per every 10 minutes.

### **Communication**

Our primary school-wide method of communication will be Brightwheel. Monthly newsletters & yearly calendars will contain daily information, monthly themes, dress up days, events, and other special dates. Teachers send home notes with daily student 'work' in the STUDENT FOLDER.

## Curriculum

Compass will utilize various curriculum resources that incorporate a wide variety of hands-on, interactive activities and materials and be aligned with age appropriate benchmarks and standards. The biblical curriculum used by Compass is The Gospel Project produced by Lifeway.

## Daily Snacks/Birthday Celebrations

Each classroom has a snack bag that is sent home with each child on a rotating basis. The snack bag is for you to supply a healthy snack (i.e. fresh fruit, dried fruit, cheese cubes or sticks, pretzels, popcorn, crackers, etc.) for your child's class the following school day. The teachers will advise you if there are any food allergies or other restrictions within your child's classroom. Please take these restrictions into consideration when supplying the snack. We do not want to exclude anyone from this fun part of the day because of food allergies.

Birthdays may be celebrated by sending cakes, cupcakes, or cookies and a drink with your child. You may include special napkins, cups, and plates if you wish, but please no favors, balloons, candles, or parties. Be sure to discuss your plans with your child's teacher, so they will not assign snacks to someone else that day. Please do not send birthday party invitations to the preschool unless all children (or all boys/all girls) in the class are invited.

## Diapers/Potty Training

Diapers are provided by parents and will be changed as needed. Clean diapers are to be applied before nap, after nap, and before the child leaves for the day. Each child will be "potty trained" when he/she exhibits physical & intellectual readiness. Teachers and parents work together in this significant stage of development. A pull-up may be required if a child under the age of 3 is deemed potty-trained but has not yet mastered bowel movements in the toilet. **Children 3 years old and older must be fully potty trained.** If a child has more than 3 bathroom accidents in a one-month period, the child will be asked to take a two-week break from preschool to potty train at home (the child's spot in the class will be reserved, but tuition is still due.) After two weeks, if the child continues to have accidents, the child may be asked to withdraw from the program.

## Discipline

Hebrews 12:5-6 states that discipline takes place when a loving relationship exists. A parent/teacher has a head start on positive guidance when he/she:

1. Understands how a child develops and learns.
2. Knows what age-appropriate activities should be provided.
3. Prepares an appropriate learning environment.

Corporal Punishment WILL NOT be used at Compass. If a child is behaving in an undesirable manner, the teacher will attempt to redirect his/her attention to something else. If that is unsuccessful, a time out may be issued. If behavior continues, the child will then be taken to the Director of Preschool Ministries office. Excessive disruptive behavior will be handled on a case by case basis. In extreme cases, behavior may be such that a child will be sent home for the day or withdrawn from the program indefinitely. The goal of Compass is to partner with parents to "train the children in the way that they should go" Proverbs 22:6.

## Dress Code

Students are to be fully dressed when they arrive at school. Please dress your child comfortably for play— clothes that can have finger paint, dirt, or water on them. We try to keep your children as clean as possible, but sometimes the best creativity comes from getting a little messy! Tennis shoes are the best footwear with our playground filler. Girls who are dressed in dresses or skirts should have shorts, leggings, or "cartwheel shorts" underneath. Preschoolers outgrow clothing quickly! Please check that they are dressed modestly and can operate buttons and zippers adequately for their age. Also, please be mindful of the weather, as we will go outside as often as we can. Please be sure there is always a ziplock bag of an extra set of clothes in your child's backpack each day, in case of accidents.

## Hours of Operation

Compass operates Monday, Wednesday & Thursday from 9:45-2:45 during the school year. Compass is only authorized to care for children during these specified times. We closely follow the Moore Public School Calendar. If MPS is closed for inclement weather, Compass will not be in session.

## Illness and Medication

Compass does not accept children with contagious illness and will not administer any form of medication.

- **Fever**  
Children are to remain home if their temperature is over 100.9 degrees or more. They are to be fever-free for 24 hours without the use of fever-controlling medicine before returning to Compass
- **Cough**  
Children are to remain home if cough is persistent and productive coupled with thick or constant nasal drainage
- **Diarrhea (loose or watery stools)**  
Children are to remain home for 24 hours after the last episode of diarrhea without the use of any medicine
- **Vomiting**  
Children are to remain home for 24 hours after the last episode of vomiting without the use of any medicine
- **Rashes**  
Parents are to be contacted if a rash develops at Compass. A health care provider to ensure that the rash is not a sign of something contagious.

## Emergency Situations

1. Illness/Accident –Teacher will immediately notify the Director of Preschool Ministries. Complete an Incident Report form and document the illness/accident.
2. Fire – Compass will conduct and document monthly fire drills. Evacuate buildings according to the evacuation plan posted in each room.
3. Tornado – During the severe weather season, Compass Christian Preschool will monitor the news outlets and make informed decisions about early dismissal.

In the event that Compass Christian Preschool is under a **Tornado Watch** and severe weather is headed to our area, Compass staff will calmly lead children to classrooms just outside the Worship Center (Building A). Parents will be notified that this procedure is in effect via Remind, email, & social media.

### **Tornado Watch Classroom Designations:**

Pre-K - BLDG A Classroom #104

3's - BLDG A Classroom #103

1's & 2's - BLDG A Classroom #101

Infants - BLDG A Classroom #102 (will use evacuation cribs to transport children)

Once children are settled and weather allows, one teacher from each classroom will return to Building B to collect the personal belongings of the children and bring them to Building A. Parents are permitted to pick up their children during this time. Vehicles can pull through under the awning in front of Building A. Parents are asked to remain in the vehicle. Compass staff will escort children to their vehicle.

### **Tornado Warning:**

Should the severe weather intensify and we are placed under a Tornado Warning, we will move children and staff directly from the designated classroom into the reinforced area beneath the stadium seating of the Worship Center. Severe Weather Emergency Tubs with items to comfort and tend to children will be utilized during this time. Children and staff will shelter in place until the all clear is given. Children will not be released during a Tornado Warning.

## **Personal Daily Items (MUST BE LABELED WITH CHILD'S NAME)**

Items that need to be sent with your child each day include:

- Child size reusable water bottle (bottles for infants)
- Child size diaper bag/backpack with a seasonal change of clothes
- Washable nap mat with attached blanket/pillow (3 yrs and under)
- Diapers (2 yrs and under unless potty-trained)
- Lunch box with healthy, safe, & easy to eat foods that does not require heating

## Teaching Procedures used by Compass Staff

1. Lesson Plans – Lessons and supplemental activities will be planned on monthly Compass workdays. This will allow all teachers to be on the same page and brainstorm together. A copy of these plans are to be turned in by the assigned due date given at the Compass workday.
2. Daily Schedule – Daily schedules will be posted outside the classroom door. These schedules are to be followed as closely as possible in order to honor the schedules of the other Compass classes.
3. Outdoor Play – Outdoor play is a part of daily schedule and is part of the learning environment. Children will go outside everyday weather permitting. In the event of inclement weather or extreme temperatures (below 45 degrees or above 95 degrees), indoor recess will take place. On days that the weather does not permit, children will use the gym for gross motor play. Teachers will be vigilant to make sure children are playing safe. Any unsafe equipment is to be reported to the Director of Preschool Ministries immediately.
4. Sharing Space – Teachers are responsible to leave each room clean and attractive after every use and ready for the church service that will follow. When decorating - less is more. Classrooms that are heavily decorated or cluttered can overstimulate preschoolers and therefore have an adverse effect on the learning that takes place. All decor is to be Christian in nature. Doors are to remain free of all decor. Bulletin boards are to be used for the majority of the classroom decor. Please be respectful of the other decorations put in place by Sunday morning & Wednesday night teachers. Our goal is to cooperate with everyone using the facility.
5. Supervision – Children are never left unattended. A teacher is in the room at all times.
6. Development Checklists – Will be completed for each child (Birth-3 Years) twice a year. Once in December and once in April. A copy will be sent home. The original will be kept in the students file.
7. Report Cards - Will be completed for each child (4's & Pre-K) on a quarterly basis with Parent/Teacher Conferences twice per year. A copy will be sent home. The original will be kept in the students file.

## Tuition

Tuition is due on the first school day of each month (August through May). Tuition is payable according to this tuition schedule whether or not the child attends. ACH draft & credit/debit card payments are available on the Brightwheel App. If you choose the ACH option, Compass will cover the processing fee. If you choose to use your credit/debit card for online payments, that processing fee will be passed onto you. Tuition payment of checks or cash can be placed in the metal tuition box just outside the Compass office. Payments will be considered late if not paid within 10 days of the due date and will be charged a late fee of \$10. If tuition and/or late fees are not paid within 20 days of the due date, the enrolled child cannot return to school until paid.

In the event of a NSF check or ACH return, a \$35 NSF check penalty will be added to. Additional late payment fees may also be added upon receipt of a returned payment. If Compass receives 3 or more NSF checks or ACH returns in a one-year period of time, enrollment may be terminated.

Compass chooses not to get involved in custody disputes. In the event a court order is on file, Compass will not acknowledge which party is responsible for payment of tuition fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for tuition fees.

## Our Goal in Working with Parents

Since interaction with parents provides a foundation for a quality relationship, each teacher:

1. Informs the parents about their child's progress.
2. Is positive in relating a child's experiences; discusses problems only with the parents of the child involved, without the child being present, and after consulting the Director of Preschool Ministries.
3. Maintain and protect the trust of families by not discussing the progress of any child with others. Confidentiality is of utmost importance between the Director of Preschool Ministries, Teachers, and Parents.
4. Listens actively to what parents have to say regarding their child or family situation.
5. Is kind and professional in maintaining policies.
6. Refrains from negative conversation regarding Compass issues through texting, social media, or face-to-face conversations.