

First Baptist Weekday Preschool

2021-2022 Parent Handbook

At First Baptist Weekday Preschool we provide opportunities for children, ages 2 to 5 years, to grow according to their individual needs through a structured schedule that balances the academic, social, physical and spiritual aspects of development. Our curriculum includes opportunities for a variety of experiences. Children will be exposed to colors, numbers, letters, shapes and calendar time, in addition to art activities, Biblical themes, outdoor play and more. Each day children have time to develop their large and small motor skills, communication skills and social interaction skills. We are committed to quality Christian development.

A volunteer board of church members who set policies and procedures, governs the Preschool Board. The Preschool Director works closely with the Board and the Senior Minister to provide the needed support for our preschool. Please contact the Director, Alyssa Metze, with any questions, comments, or concerns throughout the year.

Contact Information:

Alyssa Metze - FBC Weekday Preschool Director

Alyssa's Cell Number: 803.468.3367

Preschool Office Phone Number: 704.283.8534

Preschool Fax Number: 704.282.2194

Email: msalyssaprek@gmail.com

Registration and Enrollment

The enrollment period for each class will begin in February. Parents are urged to enroll their child as soon as possible, so that plans can be made for each class. The enrollment period will continue until opening day or until each class reaches its maximum number of students. The maximum number for each class is as follows:

Caterpillars: 12

Owls: 12

Starfish: 12

Busy Bees: 18

TK: 12

A registration form must be completed, and a registration fee must be paid before any child can be considered enrolled. The registration fee is non-refundable **unless** the child moves out of driving distance from the preschool. In order to get your fee refunded, you must write a letter giving the new address.

School Hours

School hours will be 9:00am-1:00pm for all classes.

Arrival

Assistant teachers will meet parents at their cars at the portico from 8:50-9:10 am each morning. Daily health screenings will be completed via the Brightwheel App when checking in your child. We ask that as many parents use the carpool line for drop-off as possible, however, you will also have the option to park and walk your child to the outside door. We will not be able to allow parents to enter the building for drop-off to maintain social distancing and decrease the number of exposures to other people.

We will have staggered drop off times. The students will be separated into two groups by first letter of their last name. Each group will have 10 minutes to drop-off. Please only come during your assigned drop-off time.

Group 1 8:50-9:00 - Last names beginning with A - L

Group 2 9:00-9:10 - Last names beginning with M - Z

The children will be escorted inside the building and then to class by an assistant teacher. If you decide to walk your child to the outside door, a quick kiss and hug are what we recommend to make the separation easiest. Let your child know that you will be back soon. Some children exhibit anxiety when starting school and specifically at drop-off time. Usually, the child adjusts within minutes and has a wonderful day. If this is not the case, we will certainly call you promptly. We want preschool to be a positive experience. Sometimes the child recovers more quickly from the separation than the parent. Please take comfort in knowing that we care for your child and are trained to make the transition as smooth as possible.

Here are some tips to make this process a success:

- As the parent, have a positive, calm attitude about going to school. Your child will pick up on your mood. If you are anxious, your child will be able to tell.
- Don't assume your child is worried about school. Don't ask leading questions that may make your child think he should be worried. Some kids will not have any trouble with the separation.
- Attend open house with your child. Meeting the teacher ahead of time and spending time in the classroom with your child will help the transition to school tremendously. Your child will feel more comfortable on the first day because the surroundings are familiar.
- Prepare ahead of time for the first day of school. Talk with your child about what will happen in the morning on the first day of school and express your excitement.
- Don't drag out the separation process, especially on the first day. Take your child to the classroom, hug her, tell her that you love her, tell her what time you will be back to pick her up, and then leave. Do not stay or return if your child begins to cry. The teachers will know how to distract and make your child feel comfortable.
- Plan ahead about how YOU will handle your own feelings about leaving your child. Plan what you will say so that you will not be visibly upset in front of your child.
- Always be there on time to pick up your child. If your child believes that you will be there to pick him up when you said you would, then he will be more likely to separate easily.

We give every child a 6-week adjustment period. If your child is not adjusting well, we reserve the right to ask you to withdraw your child from the program. We will, however, request a conference with the parents prior to any decisions. Our concern is for the well-being of your child as well as the other children.

If a child arrives after 9:10, please text the director. Either the director or assistant teacher will meet you at the door or in the gathering area to assist you with check in and walk your child to class. Please try your best to be on time so that the classroom experiences the least amount of disruptions possible. When a child is late, this disrupts the flow of morning routines, such as circle time, where a lot of instruction is held. The doors to the 2-year-old class and to the hallway upstairs will be locked at 9:15 strictly for security reasons only. If you know ahead of time that you will be later than 9:30 arriving to school, please let the teacher know. If tardiness becomes a reoccurring problem, you may be asked to wait until morning activities are completed before your child can enter the classroom.

Dismissal

To maintain social distancing between classes, the Caterpillars classes will begin dismissal at 12:40 and the Owls, Starfish, Busy Bees, and TK will begin dismissal at 12:50pm. At the end of the day, The Caterpillars will be dismissed from the gym. Parents will park in the parking lot on the corner of Morrow Ave and N Hayne St, and walk up to the gym doors to pick up their child. The Owls will be dismissed from the double doors on the side of the church near the larger playground. Parents are to park their cars along Parker Street and come to the side doors to pick their children up. The Starfish, Busy Bees, and Lions will dismiss from the covered portico every day. In the event of inclement weather during dismissal, all students will dismiss from the portico. We will have to seat the classes in a way that maintains social distancing, so please be patient with us as it may take a little longer to get everyone to their cars.

Our guidelines are for safety purposes. Here are some carpool guidelines when picking up students under the portico:

- All cars should enter the parking lot from Parker Street and follow the arrows through the parking lot to the covered portico.
- Parents should remain in their cars. A staff member will bring your child out to the car and put them inside the vehicle. Parents should then proceed to an empty parking space in the lot to fasten the child safely. All children are required to have car seats.
- Drive slowly and carefully please.
- If you decide not to use the carpool line, please wait **outside** of the building for your child and maintain 6ft social distance between others.

If someone other than the usual pick-up person is picking up your child, please send in a note stating the change, the date and the name of the person picking up your child. If we are not familiar with the person, we will ask for photo ID.

Late Pick-Up Policy

School dismisses promptly at 1:00 pm. For each child not picked up before 1:10 pm, there will be a \$5 late pick up fee. For every additional minute after 1:10 pm is a \$1 fee. (Example: Pick up time at 1:13 pm, fee of \$8.) Each parent will receive one free late charge a year if the time does not exceed 15 minutes. If you are late, you will receive a late fee slip with the date and amount owed in your child's folder the following day or notification via Brightwheel. Payment is due the next school day your child attends. Please call or text the director or teacher if you know you are going to be late.

Inclement Weather

During inclement weather we follow the Union County School System. If they are closed, we are also closed. If they have a 2-hour delay, we will have a **1-hour delay**. If they have a 1-hour delay, we will **NOT** have a delay.

Business Transactions:

Rates for the 2021-2022 school year are as follows:

3 days a week: Tuesday-Thursday (9:00am-1:00pm) - \$190.00 per month

4 days a week: Monday-Thursday (9:00am-1:00pm)- \$220.00 per month

TK: Monday-Thursday (9:00am-1:00pm)- \$235.00 per month

The tuition is for a nine-month school year and can be paid in one payment or monthly. The monthly payment is due the first of each month. A late fee of \$10.00 will be charged for any payment received after the 10th of the month. You will receive a late fee notice in your child's folder or via Brightwheel. We are a non-profit organization, and it is very important that we receive tuition on time. ***If no payment has been made in 2 months, your child will be withdrawn from the program.***

We require that the equivalent of the first and last month's payment be paid in September. If this causes a hardship, please contact the director to plan a payment schedule.

We will accept credit card and ACH payments via Brightwheel. If paying with a credit card a 2.7% processing fee will be applied to your final total. ACH payments will be no additional charge to you.

You may also pay with cash or check. Checks should be made payable to First Baptist Church Weekday Preschool (FBC Weekday Preschool). If paying with cash or check, please use the tuition envelope provided to send payments to school. You may place the tuition folder containing payment in your child's folder and the teacher will be sure it gets to the director.

A returned check fee of \$25.00 will be charged for any returned checks. The Preschool Director is willing to work with you if you have a problem or concern.

Health Requirements and Sickness

A health assessment and physical exam form must be completed and returned by October 14th. All state of NC required immunizations should be up to date and a copy attached to the health assessment form. If the form is not turned in by October 14th, your child will not be allowed to attend preschool until the paperwork is completed. Our focus is the health and safety of the students in this matter.

Young children are very susceptible to colds, the flu, and other diseases. For the good health of our children, we cannot allow sick children to attend preschool. Sickness would include any of the following:

- Fever within the last 24 hours
- Nausea, vomiting or diarrhea within the last 24 hours
- Discharge in or around the eyes
- Thick, colored mucus from the nose
- Excessive coughing
- Questionable/unidentified rash
- Any communicable disease

Any child who comes to preschool with any of the above conditions will not be allowed to stay and the parent or emergency contact will be called. If any of these symptoms begin during the school day, you will be contacted. We are not allowed to administer any type of medication or ointments unless it is stated on the child's allergy action plan. If your child requires medication during the school day, she will need to remain at home. Please call the preschool to let us know your child is sick.

*****Please read thoroughly the Covid-19 Protocols provided at the end of this document for more information regarding our sick policy for the 2021-2022 school year.*****

All allergies should be listed on the medical form. Please also fill out the allergy action plan given to you at Open House. Please record a written explanation of the allergies, the possible reactions, and the plan of action that needs to be taken.

Accidents

If your child has an injury of any kind, we will let you know at dismissal. The teacher will apply first aid to minor injuries (cuts, scrapes, bruises, etc). If there is a major accident, we will notify you immediately. We have an accident insurance policy that is covered by your registration fee. We also have an Incident Report form that is completed, and a copy is given to the parent.

Clothing

Children should wear comfortable play clothes and shoes. They will be painting, gluing, playing with water and playing outside daily. Please dress your child appropriately so that these activities can be enjoyed. Here are some guidelines for school clothing:

- Wear closed toe **and** heel shoes
- Wear clothing that the children can fasten independently

- Label coats, sweaters, gloves, and caps
- Keep an extra set of clothing, including socks and underwear, in a Ziploc back in the book bag

We have a supply of extra clothing at the school (sizes 2-5). If your child comes home in one of our outfits, please wash and return the items the following school day.

Visitors

Typically, we encourage parental visits, however due to the Covid-19 virus we will not be able to allow parental visits/volunteers inside the school building regularly. The health and safety of our students and teachers is our priority. Specialized services and emergencies will for additional adults in the building. Playmates, cousins, etc. will not be allowed to visit anytime during the school day due to insurance regulations. Siblings will not be allowed to play on the playground or in the gym during school hours. Our insurance covers only those children registered in our program.

Curriculum

We have a variety of curriculums we use to provide a well-rounded school environment. The utilize the following curriculum programs:

Nobel Learning:

A preschool curriculum that takes advantage of a child's readiness to learn with activities that are fun, challenging and engaging. It is organized into five developmental stages incorporating different subject areas. At each stage of the preschool journey, we introduce new concepts and skills while reviewing and re-enforcing existing skills. (Subject Areas: Language and Literacy, Social/Emotional, Creative Expression, Citizens of the World, Mathematics, Wellness, Science and Social Studies.)

Handwriting Without Tears:

Get Set for School is a flexible, play-based curriculum that offers a full pre-writing program and materials that build critical skills like early math and literacy. It includes three programs designed to prepare children for school: Readiness & Writing, Language & Literacy, and Numbers & Math.

Orange First Look Weekday Preschool (biblical curriculum):

First Look is a downloadable curriculum designed for babies through 5-year-olds. It's also the key preschool curriculum component of the Orange strategy! Every element centers on giving preschoolers a first impression of their loving heavenly Father. Everything we teach our preschoolers is based on one of three simple, but powerful, truths - *God Made Me; God Loves Me; Jesus Wants To Be My Friend Forever*. The entire curriculum is constructed to incite *wonder* in a preschooler and meet them where they are cognitively, spiritually, physically, emotionally, and socially. Through age appropriate activities, preschoolers are building their spiritual foundation so that by the time they graduate to Kindergarten they know the three basic truths.

Character Values:

It is important that each child needs a strong foundation in both academics and character. To aid our children in building strong character values we incorporate the teaching of specific character value each month.

Newsletter

A school wide digital newsletter will be sent home at the beginning of each month to inform parents of the activities and upcoming events. Each week you will receive a classroom newsletter with updates about what your child learned that week and what will be the focus of the following week. This will be sent either electronically or a hardcopy.

Snack/Lunch

All classes will eat lunch at school. Healthy food choices are encouraged. We are not able to heat food or keep food cold. Please pack your child's food accordingly.

If your child cannot have certain foods, please let the teacher know. If you would like to send in a special treat for a party or birthday, please discuss this with the teacher prior to the day so that you are aware of any allergies that may be present in the children. As you know, children with peanut and tree nut (pecan, walnut, and cashew) allergies often have serious reactions. We currently have children at our school with these allergies. You will be notified more specifically if there are particular allergies present in your child's classroom that would prevent you from sending in certain food items.

Each class/teacher will handle lunch procedures as they are appropriate for the children. Please pack things your child likes to eat.

Safety Drills

Your children will participate in 3 different safety drills while attending FBC Weekday Preschool. The goal of practicing these drills is to help our students feel safe at school and to know what to do should an emergency arise. We are sharing this information with you, so you may discuss the drills with your children if you chose to do so. Below is a brief description of the drills that will be practiced.

Fire Drill/Evacuation: How to exit the school in a quick and orderly manner. This is most typically used for a fire drill. Each class follows an exit route and are accounted for while waiting quietly with teachers outside the building. We practice fire drills once per month. No one can enter the school during an evacuation.

Lockdown: How students are kept safe when there is a potential threat within the school or on the campus. Children practice staying quiet and unseen within classrooms or the closest classroom. Nobody may leave their classroom during a lockdown and entry into the school is not permitted.

Tornado Drill: How to move students to a safe place in our school and how to utilize the "duck and cover" position or a "turtle hiding in its shell" position. Students will move to designated safe areas within the building. No one can enter the school during a Tornado Warning.

Special Days

We discuss most holidays with the children because they have a spiritual theme. However, we deal with these topics in a way that is appropriate for the Christian faith. We do celebrate Halloween as a time to dress up in costumes. We emphasize the safety and appropriate manners for this holiday.

Birthdays may be celebrated at preschool. The teachers will make this a special day in many ways. Children who do not have a birthday during the preschool year may choose a school day when we can celebrate with them. We try to celebrate only one birthday at a time, so please let your child's teacher know at least one week in advance. Please do not bring balloons or small objects (bouncy balls, hard candy, etc) as treats for children. These types of items are often a choking hazard. We recommend mini cupcakes with white icing or cookies. Most children will not eat a whole cupcake.

We have parties/celebrations for certain holidays of the year. Your child's teacher will communicate ways in which you can help with these events. We also will have "Spirit Days" with fun themes that your child can participate in (example pajama day).

Please note that due to the Covid-19 virus, only ONE parent will be able to join the class for birthday celebrations, and no parents will be able to attend class parties. Teachers will be sure to provide many pictures of these occasions for you to view and enjoy.

Field Trips

Our 4s and TK classes will attend two field trips during the school year. You will be notified in advance of our field trip dates. Field trips only occur during school hours.

Parental Contacts and Communications

Your child's teacher is a professional person, one in whom you may place confidence. If, at any time, you have questions or suggestions about this program, come and discuss the problem with the teachers. Please set up a conference time with the teachers after 12 noon, so that they may give you their full attention. Please do not attempt to discuss issues with the teachers during school hours or on the playground. You may also contact the preschool director, Alyssa Metze, at any time.

Clear communication is one of the keys to a successful preschool program. Parents are informed of the activities of the preschool through messages using the Brightwheel, remind app, monthly newsletters, Facebook, morning message board, calendars and the website. You may also send in a written message and the teacher will get in touch with you. Please do not discuss your child with the teacher during class hours while your child is present.

Parent teacher conferences will occur in January. Parents may also request a conference at any time during the school year.

Withdrawal and Absences

We understand that there are circumstances that require parents to withdraw their children from preschool. The prepaid May tuition is refundable with a 30-day written notification of withdrawal. If the child is not officially withdrawn, the tuition should be paid as scheduled. Any attendance during the month constitutes a full month's tuition unless other arrangements have been made. All withdrawals must be made in writing to the Preschool Board.

The preschool reserves the right to request the withdrawal of a child for the following reasons:

- If, after a 6-week period, the child is not adjusting. A conference will be requested before any decision is made.
- If a child is continuously disruptive to a class. A conference will be requested before any decision is made.
- If tuition is not paid for a 2-month period.
- If an immunization record and/or medical form is not submitted.

Discipline and Behavior Management Policy

Praise! Positive reinforcement! Redirection! Quiet time (time-out). These will be the behavior management policies of our program. When children receive positive, non-violent, and understanding interactions from adults, they develop good self-concepts, problem solving abilities and self-direction. Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management policy:

WE...

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to prevent problems before they occur.
- DO listen to the children.
- DO provide the children with natural and logical consequences for their behavior.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to the children at their level.
- DO use short, supervised periods of "quiet time."
- DO stay consistent on our behavior management program.
- DO use a calm tone of voice in all circumstances.
- DO explain the inappropriate behavior with the child in a calm reassuring tone and end in reassuring, loving positive attitude with the child.

Special Note

Please do not let your child come to school with food, drink, gum or any other candy that is not part of their lunch. Please do not let your child bring money to school unless it is intended for tuition, book orders or fundraisers.

****Please be sure to thoroughly read the 2021-2022 Covid-19 Protocols for any additional procedures that will be implemented this year for the safety and health of all our students and staff.****

Parent and Preschool Agreement

I, _____, have read the Parent Handbook for the First Baptist Weekday Preschool. I understand the contents of the handbook and will follow all guidelines/rules listed.

Parent Signature

Date

Child's Name

Child's Name

Child's Name

How did you find out about our school? Please circle all that apply.

- From a friend or neighbor

Name: _____

- Driving by
- Internet
- From a church member
- I am a church member

• _____

• _____