

# Parent Handbook for First Baptist Weekday Preschool 2019-2020

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 Jennifer Trull, Director, with any questions, comments or concerns throughout the year. The number at the church is 704-283-8534 or you can email Jennifer at [jtrull@fbcmonroenc.com](mailto:jtrull@fbcmonroenc.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:

Sea Turtles: 12

Caterpillars: 10

Ladybugs: 12

Owls: 12

Starfish: 18

Busy Bees: 18

TK: 10

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. The registration fee will be pro-rated for those registering after October 31.

## **School Hours**

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

## **Arrival**

Assistant teachers will meet parents at their cars at the portico from 8:55-9:10 am each morning. The children will be escorted inside the building and then to class. If you decide to walk your child into the building, please park in the parking lot outside of the gym. A teacher will be there to open the door for you so you can walk him or her to his or her class. A quick kiss and hug at the classroom door 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 from Lisa Medoff\* 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, the parents will be responsible for walking their child into the classroom. Please try your best to be on time. 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. Parents must knock or ring the doorbell. This is strictly for security reasons only. 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**

We start dismissal procedures at 12:55pm. At the end of the day, The Sea Turtles will be dismissed from the gym. Parents will park in the back-parking lot and come to the gym doors to pick up their children. The Ladybugs will be dismissed from the double doors on the side of the church near the larger playground. The Caterpillars will be dismissed from the other set of double doors on the side of the church. Parents are to park their cars along Parker Street and come to the side doors to pick their children

up. The Owls, Starfish, Busy Bees, and Lions will dismiss from the covered portico every day. If it is raining, all children will be dismissed from the portico. A message will be sent home using the remind app to announce dismissal changes. In the case of inclement weather, all children will be in the gathering area located inside the area by the covered portico.

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.

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. Payment is due the

next school day your child attends. Please call the school 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 2019-2020 school year are as follows:**

3 days a week: Tuesday-Thursday (9:00am-1:00pm) - \$180.00 per month

4 days a week: Monday-Thursday (9:00am-1:00pm)- \$210.00 per month

TK: Monday-Thursday (9:00am-1:00pm)- \$230.00 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 10<sup>th</sup> of the month. You will receive a late fee notice in your child's bag. 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.

Checks should be made payable to First Baptist Church Weekday Preschool (FBC Weekday Preschool) and given to the teacher. Please place payment in your tuition envelope in the child's folder. Many parents have paid preschool tuition using online bill-pay through their financial institution. If you do this, please make

sure the check is made out to AND addressed to First Baptist Church Weekday Preschool. 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 10th. 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 10<sup>th</sup>, 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 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.

All allergies should be listed on the medical form. Please also fill out the allergy action plan. 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 on a daily basis. 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, 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**

We encourage parental visits **except** during the first six weeks of preschool when the children are adjusting and learning school

routines and procedures. 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 few curriculums we use to teach our classes. One that we use is called, Nobel Learning. It is 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**

HWOT is another curriculum we implement. *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.

### **Biblical Values**

It is important that each child needs a strong foundation in both academics and character. Children will learn bible verses, bible stories, and learn how to pray. Teachers will also discuss values such as friendship, honesty, and being helpful.

## **Newsletter**

A school wide 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. Please do not send in items that need to be heated.

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.

## **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 us 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 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).

### **Field Trips**

We will periodically take field trips. You will be notified in advance of these trips. 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, Jennifer Trull, 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 remind app, monthly newsletters, Facebook, morning message board, calendars and the website. You may 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 on January 21st. 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.

## 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.

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Parent Signature

Date

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Child's Name

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Child's Name

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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

- \_\_\_\_\_

- \_\_\_\_\_