

# **First Baptist Church Weekday Preschool**

124 S. Washington St.

Farmersville, Texas 75442

972-782-6244 or 972-782-8428

<https://www.fbcfarmersvillepreschool.com>

## **Parent/Student Policies**

**2024 - 2025**

**Tuesday and Thursday**

**9:00am – 2:00pm**

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

# Table of Contents

|   |   |
|---|---|
| Purpose Statement and Core Values         | 1 |
| General Information                       |   |
| Our Program                               | 2 |
| Curriculum                                | 2 |
| Non-Discriminatory Policy                 | 2 |
| Special Care Needs Policy                 | 2 |
| Enrollment/Financial Information          |   |
| Tuition/Registration                      | 3 |
| Receipts                                  | 3 |
| Health/Immunization                       | 3 |
| Calendar                                  | 3 |
| Attendance Information                    |   |
| Arrival                                   | 4 |
| Departure                                 | 4 |
| Curb Service                              | 4 |
| Visitors                                  | 4 |
| Withdrawal/Dismissal                      | 4 |
| Parent Communication Methods              | 5 |
| School Policies                           |   |
| Animals                                   | 5 |
| Bad Weather                               | 5 |
| Behavior Management                       | 5 |
| Birthdays                                 | 6 |
| Biting                                    | 6 |
| Dress Code                                | 6 |
| Field Trips                               | 6 |
| Nap/Rest Time                             | 6 |
| Nutrition/Snacks                          | 7 |
| Parent Concerns                           | 7 |
| Personal Belongings                       | 7 |
| Separation Anxiety                        | 7 |
| Snacks                                    | 7 |
| Special Events                            | 7 |
| Toilet Training/Children using the Toilet | 8 |
| Transportation of Child                   | 8 |

|                               |    |
|-------------------------------|----|
| Health and Safety Information |    |
| Background Check              | 8  |
| Child Abuse/Neglect           | 8  |
| Medication                    | 8  |
| Epi-Pen Information           | 9  |
| Illness                       |    |
| After an Illness              | 9  |
| Medical Emergencies           | 10 |
| Ministries of Our Church      | 10 |
| Common Communicable Diseases  | 11 |
| Emergency Plans               | 12 |

# Parent Handbook

## Purpose Statement

First Baptist Church Weekday Preschool is a ministry of First Baptist Church of Farmersville and seeks to provide a nurturing Christian environment in which every child can grow in the love of Jesus and develop physically, emotionally, socially, and mentally. The purpose of this ministry is to create a positive learning environment in which young children can grow and develop to their fullest potential.

## Core Values

### **Faith:**

It is crucial to our program to have well-trained, Christian teachers. It is our desire to develop the total child within the context of a Christian perspective. We want to help each child become all God has created them to be.

### **Family:**

It is vital to partner with families to provide effective Christian education for children. Our preschool is privileged to work alongside families to meet the common goal of providing excellence in education while developing Christian character.

### **Education:**

Children learn best through play. We follow each child's interests and decide the best approach to help prepare them for success in school. Play is not a break from learning - it is the way young children learn.

### **Environment:**

It is important to provide a secure, safe, and well-equipped environment that enhances hands-on learning, creativity, and developmental play. Additionally, FBCF Weekday Preschool provides age-appropriate teacher/child ratios to optimize the learning experience for each individual child.

## **General Information**

### **Our Program**

FBCF Weekday Preschool provides parents and children with quality preschool to children ages 2 years through 4 years. Our early childhood program focuses on the unique learning styles of each child. Our teachers facilitate stimulating lessons, which motivate a child to develop self-direction, independent thinking, and executive function skills. All staff members are CPR/First Aid certified, background checked, and attend training.

### **Curriculum**

Children learn through a theme-based, custom curriculum that emphasizes essential skills for Kindergarten readiness.

Our Bible-based curriculum intertwines academic elements such as letter, word, and phonics recognition, writing skills, basic math and counting skills. Teacher lesson plans are developed utilizing a variety of resources such as Wee Learn, Abeka, and various online curriculum sources. All aspects of learning embrace the following concepts:

- Biblically Based
- Activity Based
- Allows for Physical Development
- Encourages Creative Expression
- Include Beginning Group Experiences
- Makes Learning Fun
- Invites Conversation

### **Non-Discriminatory Policy**

With the understanding that FBCF is a Christian, Bible-based ministry, FBCF Weekday Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

### **Special Care Needs Policy**

FBCF Weekday Preschool cares for the success and safety of each student that attends preschool. If a student has any seasonal allergies, medical conditions, learning differences, special needs, or disabilities, please let the director or assistant director know during the application phase. Due to the nature of our group care facility, FBCF Weekday may not have provisions available for students requiring special education. Our school may not have the ability to provide one-on-one care, nor have the resources or physical facility to handle behavior differences. Children with special needs will be considered on an individual basis and admitted or enrolled only as our capabilities allow.

## **Enrollment/Financial Information**

FBCF Weekday Preschool accepts children 2yrs (on or before Sept. 1) through pre-kindergarten and is open Tuesday and Thursday 9:00 am to 2:00 pm.

### **Tuition/Registration**

A **non-refundable annual** registration/supply fee of \$150.00 is due upon registration. Monthly tuition of \$185.00 is due before the 15th of each month. We accept cash or checks payable to FBC Farmersville. A sibling discount of \$10.00 per child is offered to families. Tuition is non-refundable. FBCF will hold your child's classroom spot whether they are present or not; thus, we are not able to offer refunds for absences. Late fees will be assessed in the following manner.

- There is a \$10.00 late charge if tuition is not paid by the fifteenth of each month.
- Tuition that is not paid within the same month, will incur an additional \$20.00 late fee.
- If more than two returned checks are on any given accounts, cash or money orders will be required for the remainder of the school year.

### **Receipts**

Receipts for your preschool tuition/registration fees are available by request. Ask the assistant director if you would like one at the time of payment.

### **Health/Immunization**

A statement of good health from your doctor and a current vaccination record/or affidavit declining immunizations must be provided before the first day of preschool.

## **Calendar**

Preschool operates from September through May, on Tuesday and Thursday from 9:00 a.m. until 2:00 p.m. **We will open our doors right at 9:00 a.m. The preschool doors remain locked at all times during preschool hours. If no one is at the children's building door, please go to the main office door and ring the doorbell.** Our program follows the same school holidays as the Farmersville ISD calendar for all holidays, school closings, and bad weather days.

## **Attendance Information**

### **Arrival**

We accept children at 9:00 a.m. This enables our staff time to prepare for your child's arrival. Please walk your child to the classroom door and sign your child in and out each day on the clipboard outside the classroom door. Please do not leave your child unattended at any time while waiting for class to begin.

### **Departure**

Preschool ends each day at 2:00 p.m. Please pick up your child on time. If you recognize that you will be late, please contact the preschool as soon as possible. This will assist in reassuring your child that you are on your way. Children will be released to the designated adult on the enrollment form. Driver's license recognition is required the first time an authorized adult is picking up.

We recognize at times, that a non-designated adult is necessary to pick up your child. In this situation a phone call from the parent is required in advance. For the safety of all kids, no exceptions will be made.

Children not picked up by 2:15 p.m.

- A call will be made to the designated adult.
- \$5.00 will be charged each 5 minutes after 2:15 p.m. until your child is picked up.

### **Curb Service**

We offer curb service to parents, grandparents and babysitters who have babies/toddlers in the car that do not attend preschool or to older adults that may not be ambulatory.

- Curb service is offered from 9:00 a.m. – 9:15 a.m. each preschool morning and from 2:00 p.m.– 2:15 p.m. each afternoon.
- If you wish to participate in our curb service, please contact Penny Garner at 972-782-6244 and provide a description of your vehicle.
- Please do not leave unattended children in your car.

### **Visitors**

For the safety of kids, parents visiting our preschool should check in with the director or assistant.

### **Withdrawal/Dismissal**

Please notify us as soon as possible if withdrawal of your preschooler becomes necessary. If a child leaves the program for any reason, two weeks notice should be given to the preschool. If no notice is given, the parent is responsible for monthly payments even if the child has not attended.

FBCF may choose to dismiss a child if it is determined that FBCF is not the appropriate classroom environment to meet a students developmental needs.

## **Parent Communication**

### **Communication Method**

We will communicate with parents about illness, medical emergencies, policy changes and additions, schedule changes and other matters requiring parental notification using one or more of the following means:

- Emails
- Text Messages
- Phone Calls
- Online Private Social Media
- Newsletters

Please join the First Baptist Church Weekday Preschool-Farmersville Facebook page to stay in touch.

## **School Policy Information**

### **Animal Policy**

Occasionally FBCF preschool may have petting zoos during preschool. FBCF requires a minimum standard of \$1,000,000.00 certificate of liability to protect our kids. Parents will be notified in advance if animals will be on campus. Please notify your classroom teacher if your child is not able to be around animals.

### **Bad Weather**

Preschool follows the Farmersville ISD School Calendar from September through May on Tuesday and Thursday from 9:00 a.m. until 2:00 p.m. We observe the same school holidays and inclement weather days as Farmersville ISD. If FBSD delays the start of school, the preschool will be **closed**.

### **Behavior Management**

We believe that discipline and guidance should be loving, consistent and based on understanding individual needs and development. Learning how to take turns and cooperate with others is an ongoing process for children. We strive to assist our children to gain inner-control and self-regulation.

Teachers will model a spirit of love and firm acceptable behavior. They will actively listen and interpret the situation for the child to prevent the problem from progressing. Giving outlets for energy to prevent behavioral problems will be employed. Modifying the environment may also be used to alleviate a potential problem.



FBCF will adhere to these guidelines for behavior management in the following order.

- Redirection
- Time-Out (a time-out lasts one minute for every year of their age).
- Loss of a privilege (sucker the at end of day)
- Parent will be contacted, and the child will go home for the day.
- Parent/Teacher/Director Conference will be held to assist in understanding the child's needs.

### **Birthdays**

Children love celebrating their birthdays and we want them to enjoy their special day. Please inform the teacher one school day prior to a birthday if you would like to bring a special snack.

If you are having a party for your child outside of FBCF and would like to distribute party invitations to the class, please provide invitations for everyone in the entire class and the teacher will distribute them. Due to confidentiality rules we cannot release children's addresses.

### **Biting**

Biting is a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. We will notify parents if their child bites or is bitten while at FBCF. Each case of biting will be handled on an individual basis, but if biting persists a child may be asked to take a temporary break from FBCF Preschool.

### **Dress Code**

Dress your child in comfortable clothing that is easy for him/her to remove for restroom breaks and allows for freedom of movement. Children should not wear clothing with inappropriate words or pictures. A full set of emergency clothing should be located in each child's backpack.

### **Field trips**

Permission slips are required for your child to attend. Please check your child's folder for permission slips, sign and return to the school.

### **Nap/Rest Time**

All 2 and 3 year old classes are required to rest after lunch. Teachers will dim the lights and play soft music to encourage a restful environment. Children will be expected to remain on their mats quietly during rest time but are not required to sleep. Parents need to provide a nap mat for their child.

## **Nutrition**

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

Each child should bring a nutritious lunch from home. Children will not be allowed to share food with classmates. Teachers do not have access to a microwave or refrigerator in the classroom; therefore, please **do not send food that needs preparation, heated, or refrigerated**. Please include a drink that is sealed.

## **Parent Concerns**

Please feel comfortable addressing any questions or concerns with your child's teacher. If at any time further discussion is needed, feel free to call the office or make an appointment with the directors.

## **Personal Belongings**

- All items of clothing, backpacks, lunch kits and water bottles should be clearly labeled with your child's name.
- Please leave any personal items and toys at home so that they will not get lost.
- We play outside, so a coat on cool weather days is required.
- A nap mat is required for 2 and 3yr. old's. The nap mat should be clearly labeled.

## **Separation Anxiety**

Separation anxiety is a normal part of child development. FBCF staff is trained to deal with such situations and understands that this can be difficult for parents. FBCF asks parents for patience during this process as it can take a few weeks for children to adjust to preschool and sometimes longer. When bringing your child to school, please say goodbye and quickly leave their line of sight. Prolonged goodbyes can often cause children to feel more insecure which makes separation more difficult. Parents are welcome to contact FBCF preschool director or assistant director to check on their child.

## **Snacks**

Parents, please sign up to bring snacks for your child's class. Please bring an **easy-to-serve** snack that is somewhat healthy. (Goldfish, crackers, Pretzels, Cereal etc.) Cookies and cupcakes should be reserved for special occasions such as holidays or birthdays.

## **Special Events**

Special events such as Open House, Graduation, Holiday Celebrations occur throughout the school year. Parents may be asked to assist by providing snacks or a small fee to cover supply costs.

### **Toilet Training**

Changing stations are not available in three and four year old classrooms. FBCF desires for all children entering the 3yr. old class to be fully toilet trained.

### **Children using the Toilet**

Children in the 3 and 4y. old classrooms often need assistance in the restroom. Children will be allowed to function as independently as possible. If assistance is needed, the teacher will wear gloves and the restroom door will be left ajar.

### **Transportation of Child**

On special occasions, the children will attend a field trip during preschool. All children will ride on church transportation and a driver will be provided through the church. All church drivers are required by church policy to:

- Be a member of FBCF
- Completed a Background Check
- Completed a Drug Screening

## **Health and Safety Information**

### **Background Checks**

All FBCF staff have undergone a background check, been trained in childhood safety and are mandated reporters of Child Abuse/Neglect required by Texas State Law.

### **Child Abuse/Neglect**

The staff of FBCF has been trained in the recognition and prevention of child abuse. All staff is required by law to report suspected child abuse, neglect or sexual molestation to the Texas Department of Family and Protective Services. Failure to report would mean neglect on our part to protect children in our care. If you or a member of your family would like to chat with a church staff member please contact the church office.

### **Medication**

FBCF does not administer medicine unless it is a life-threatening situation, Epi-pens and inhalers should be checked in with the director or assistant director with a doctor's order. Medications or herbal supplements should never be put in backpacks/sippy cups.

We cannot administer or perform any medical testing on a child including, but not limited to, monitoring and testing of a child's blood glucose levels. If a child's condition requires medical testing, then the designated adult/guardian must agree to conduct any medical monitoring and testing required for the child to enroll or remain enrolled in the school.

### **Epi-pen Information**

Parents are responsible to provide an Epi-pen for children that have a life-threatening allergy. Additionally, a parent is required to provide a signed authorization that allows the school to administer the Epi-pen at their discretion.

The authorization will include from the child's physician:

- The purpose of the medication
- The time at which the medication shall be administered
- The length of time for which medication is prescribed
- The possible side effects of the medication

If an Epi-pen is administered 911 will be contacted, for the safety of the child, and the designated adult.

### **Illness**

For the protection of your child and others, keep your child at home if any of the following symptoms/conditions exists or have existed in the past twenty-four (24) hours:

- Fever
- Vomiting or diarrhea
- Any symptom of usual childhood disease (see below)
- Common Cold (from onset through one week) this includes runny noses with green mucous.
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection (boils, ringworm, impetigo, etc.)
- Suspected Mononucleosis
- Pink Eye

If your child develops a fever or any other symptoms while at preschool you will be notified to pick up your child immediately.

### **After an illness:**

**Children must be free of fever and other symptoms for 24 hours.**

**Children with a diagnosed illness must have been on medication for a 24-hour period before returning to our program.**

Please notify us if your child is ill with a communicable disease (see page 11). Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help our preschool have a healthy environment for all the children.

### **Medical Emergencies**

The preschool staff is trained in CPR and First Aid. In the event of a medical emergency, the staff will administer first aid and/or CPR and contact 911. The parents and/or the emergency contact person listed on your registration form will be contacted following 911.

### **Ministries of FBCF**

Our church staff is available to you! Please call the church office at 972-782-8428.

|                |                                      |
|----------------|--------------------------------------|
| Bart Barber    | Pastor                               |
| James Cheesman | Music Pastor                         |
| Cameron Crow   | Student Pastor                       |
| Tracy Odneal   | Connections Pastor                   |
| Lanette James  | Kids Minister                        |
| Liz DeStefano  | Weekday Preschool Director           |
| Penny Garner   | Weekday Preschool Assistant Director |
| Marv Patterson | Financial Secretary                  |
| Gwen Harris    | Records Secretary                    |

#### Church office hours

9am – 5pm Monday – Friday  
Closed from 12pm – 1:30pm for lunch

## Common Communicable Diseases

| <u>Disease</u>        | <u>First Symptoms</u>  | <u>Incubation</u> |
|-----------------------|--|-------------------|
| <b>Chicken Pox</b>    | Fever, loss of appetite, red spots, clear blisters<br><b>Return: All lesions dried</b>   | 14 - 21 days      |
| <b>German Measles</b> | Signs of cold, swollen glands, rash<br><b>Return: 4 days</b>   | 14 - 21 days      |
| <b>Head Lice</b>      | Scratching of head, rash-like appearance around ears and neck, nits(eggs)<br><b>Return: after one treatment and all nits must be removed</b> | 3 week cycle      |
| <b>Impetigo</b>       | Small blisters with thin yellow fluid, blister breaks and scab forms<br><b>Return: 24 hours after treatment and sores must be covered</b>    | 5 days            |
| <b>Measles</b>        | Signs of cold, red eyes, fever, red spots<br><b>Return: 7 days or until scabs disappear</b>  | 10 - 14 days      |
| <b>Mononucleosis</b>  | <b>Return: Physician's note</b>  |                   |
| <b>Mumps</b>          | Swelling, fever, sore throat, difficulty swallowing, tired<br><b>Return: when swelling is gone, about 10 days</b>                            | 12 - 26 days      |
| <b>Pink Eye</b>       | Pink coloration of eyes, swollen eyelids, matted eyes, sticky discharge<br><b>Return: 4 days or doctor's written permission</b>              | 4 days            |
| <b>Ringworm</b>       | Raised round ring shape, red and itchy<br><b>Return: 24 hours after treatment and sores must be covered</b>                                  | 10 - 14 days      |
| <b>Scarlet Fever</b>  | Sore throat, fever, possible rash<br><b>Return: 7 days from onset and physician's note</b>   | 2 - 7days         |
| <b>Other Strep</b>    | Sore throat, fever<br><b>Return: 4 days if under antibiotic treatment</b>  | 2 – 7 days        |



# Emergency

Please follow the directions of the hallway supervisor. Adults will be notified when it is safe to resume normal scheduled activities.

## **Shelter In** (in the building)

1. **Lost Child:** Stay where you are. No one exits or enters.
2. **Tornado/Weather** (downstairs and upstairs): All classes move to the innermost wall of rooms (in the preschool hall) C102, C105, C106, C107, C108. Everyone kneels and covers their heads.
3. **Active Shooter:** Everyone in a classroom with the doors locked, lights out, and the door window covered. Stay as quiet as possible.

## **Shelter Out**

Take your classroom clipboard. Count your kids before you leave, when you arrive, and when you return. Infants and Toddlers use cribs for transport.

1. **Bomb Scare:** Follow the Evacuation plan in your room and the directions of the supervisor.
2. **Fire Alarm:** Follow the Evacuation plan in your room and the directions of the supervisor.

## **Medical**

**Life-Threatening:** Call 911 and notify a supervisor to meet the ambulance. The supervisor will notify a parent.

**Non-Emergency Medical:** For first aid needs, contact the hall supervisor. If necessary, medical personnel and/or a parent will be notified.

**Please do not call/contact/text message anyone.**