

First Baptist Church Weekday Preschool

124 S. Washington St.
Farmersville, Texas 75442
972-782-6244

Tuesday and Thursday
9:00am - 2:00pm

Parent/Student Handbook
2019 - 2020

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

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Parent Handbook

Purpose Statement

The First Baptist Church Weekday Preschool exists as a ministry to the community and a loving environment for children to grow in the love of Christ. The purpose of this ministry is to create a positive learning environment in which young children can grow and develop to their fullest potential. Physical, mental, emotional, social and spiritual development will be encouraged as we involve children in a balanced program of early childhood education.

Our Program

At FBC Preschool, we use the Wee Learn curriculum, which is a developmentally appropriate, child-oriented teaching guide. The primary learning time takes place during center time, a time in which the children choose activities from the different learning centers that the teacher has prepared. Children are engaged in active learning through hands-on activities. The curriculum is written so that every child can be successful regardless of maturity. Through its use, we seek to instill in each child a sense of security, initiative, self-esteem and lifetime enthusiasm for learning. We will supplement this curriculum with age-appropriate academics (ABC's and 123's). We accept children 1 year through Pre-K.

Calendar/Policies

Preschool operates from September through May, on Tuesday and Thursday from 9:00 a.m. until 2:00 p.m. **We open our doors to the waiting area at 8:50 am. The preschool hallway opens at 9:00 am.** The preschool doors will be locked at 9:30am and will reopen at 1:30pm. We observe the same school holidays as the Farmersville ISD.

Bad Weather Days

We observe the same bad weather days as the Farmersville ISD. If the Farmersville schools are closed due to bad weather, the preschool will be closed as well. If FISD delays the start of school, the preschool will be **closed**.

Enrollment Procedure

In the spring, an enrollment packet for the following school year will automatically be sent home to all preschoolers currently enrolled in preschool. To secure your child's spot at the preschool for the next school year, you must return the registration form and the \$100.00 **non-refundable registration fee** within 7 days. Parents will be notified in writing if there are any changes to the enrollment process. We accept children age 18 months of age by September 1st through Pre-K. **Children entering the 3 and 4 year old classes must be potty trained and able to go to the bathroom independently.**

Health/Immunization

A statement of good health from your doctor and a current shot record must be provided before the first day of preschool. For the protection of your child and the other children enrolled, **there will be no exceptions to this rule.**

Tuition/Registration

A **non-refundable annual** registration/supply fee of \$100.00 is to be paid at the time of registration. Our monthly tuition is \$130.00. If you have more than one child attending, the monthly tuition will be \$120.00 per child. **It is due the first week of the month. There are no refunds for absences. There will be a \$10.00 late charge if tuition is not paid by the fifteenth of each month. Tuition must be paid in the month it is due in order for your child to return the following month. Tuition that is not paid in the month that it is due will incur an additional \$10.00 late fee.** Accounts that have two returned checks must pay by cash or money order for as long as your child attends preschool.

Nutrition

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. 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.

Snacks

Parents please sign up to bring snacks for your 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

Arrival/Departure

Arrival: We do not accept children prior to 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 leave him/her in the presence of a teacher. You must sign your child in and out each day on the Sign In/Out sheet located on the clipboard outside the classroom door. Please do not leave your child unattended at any time while waiting for class to begin.

Departure: Picking up your child on time should be a priority. **Children will be released ONLY to a parent or person designated by the parent on the enrollment form and they must show a driver's license.** If your child is to be picked up by someone not designated on the form, we must have a note from the parent or a phone call, and the person picking him or her up must show a driver's license. **There are no exceptions to this rule.** Our main concern is keeping your child safe.

Preschool ends at 2:00pm, please pick your child up at this time. Children picked up after 2:15pm will be charged a late fee of \$5.00 every 5 minutes until the child is picked up. Parents visiting our preschool or needing to visit with the director are to check in first for the safety of the children.

Curb Service

We offer curb service to parents, grandparents and babysitters who have babies/toddlers in the car that do not attend preschool. If you have small children in the car, please feel free to use this service. 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. Curb service is only offered to parents, grandparents and babysitters with other small children in the car. ***Please keep in mind that it is a felony to leave any child unattended in a car.*** If you choose not to participate in our curb service, please bring all children in the building with you when dropping off and picking up.

Withdrawal/Dismissal

Please notify us as soon as possible if you are going to withdraw from our preschool. We reserve the right to dismiss a child for serious behavior problems, non-compliance with our policies or non-payment of fees. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Personal Belongings

Please dress your child in comfortable clothing that is easy for him/her to remove for restroom breaks. When dressing your child, please remember that children will experience messy activities at school. Children should not wear any clothing with inappropriate words or pictures. Our playground surface is covered in pebbles, so open toe sandals are not recommended! **Please bring a backpack or bag with a complete change of clothing each day.** **Please be mindful of what is in your child's backpacks. Do not put medications or anything that could be potentially harmful to children.** All items of clothing (coats, hats, etc.) backpacks and lunch kits 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 do go outside during cool weather, so a coat is a necessity during the winter months.

Medication

If a child needs prescription medication, please administer at home before attending preschool if possible. No medication will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the preschool. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Please bring your own dropper or dosage cup. **Prescription medications will be the only medication given.** If your child is sick, they must remain home. **Medicine may not be kept in your child's backpack, lunchbox, etc. for the safety of all preschool children.** You are responsible for bringing it to us and picking it up every day. **No medications are to be included in juice cups, etc.**

Epi-Pen Information

If your child has a food allergy that requires the possible use of an **Epi-Pen**, parents are responsible for supplying the school with the Epi-Pen and signing a form that authorizes the school the use of the Epi-Pen. The administration of an Epi-Pen to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. In addition, our preschool requires the written order of the prescribing physician that shall include:

- 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

First Aid training requires us to phone 911 if Epi-Pen is administered.

Illness

For the protection of your child, as well as others, children must not be brought to preschool if they are ill. Please keep your child 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 **Common Communicable Disease** on back page)
- ⊗ 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. It is important that you pick up your child promptly. **After an illness, children must be free of fever and other symptoms for 24 hours, or 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. 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 entire preschool staff is trained in CPR and First Aid. In the event of a medical emergency, the preschool staff will immediately administer first aide and/or CPR, if necessary, and contact 911. Upon administering first aide and/or CPR and contacting 911, we will notify the parents or the emergency contact person listed on your registration form. If it is necessary to transport your child to the hospital, we will notify you which hospital your child will be taken too.

Behavior Management

We believe that discipline and guidance should be loving, consistent and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children. However, any behavior considered inappropriate will first be redirected in a positive manner. A “time-out” will be used if a child continues with the inappropriate behavior. A time-out will last, in minutes, no longer than the child’s age (example: a 3-year old will be in time-out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. If necessary a conference will be scheduled with the parents. We reserve the right to dismiss a child for serious behavior problems and/or aggressive behavior. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

Birthdays

Children love celebrating their birthdays. We want them to feel special here, as well. If you are planning to bring a special snack for your child’s birthday, please inform the teacher one school day prior to the event. Teachers can also make you aware of any allergies of the students in her care. Birthday parties are fun unless you are the only child not invited. Invitations may be passed out here at our preschool **ONLY if all students in the class are invited**. Otherwise, please mail your invitations. Due to confidentiality rules we cannot release children’s addresses.

Field trips

Permission slips are sent home to notify you of the date and to be signed and returned in order for your child to attend.

Ministry

If our pastor and/or any other ministers of our church can help you or your family, please call the church office at 972-782-8428. We are located at 124 S. Washington St., Farmersville, Texas 75442.

Bart Barber	Pastor
James Cheesman	Pastor of Music
Tracy Odneal	Pastor of Students
Jason Points	Kids Pastor
Marv Patterson	Financial Secretary
Gwen Harris	Records Secretary
Shelly Crotty	Weekday Preschool Director
Penny Garner	Weekday Preschool Assistant Director

Church office hours 9am – 5pm Monday – Friday Closed from 12pm – 1pm for lunch

Common Communicable Diseases

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