

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
2020 - 2021

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	1
Our Program	1
Calendar/Policies	1
Bad Weather Days	1
Enrollment Procedure	1
Health/Immunization	2
Tuition/Registration	2
Nutrition/Snacks	2
Arrival/Departure	2
Curb Service	3
Withdrawal/Dismissal	3
Personal Belongings	3
Medication	3
Illness	4
Medical Emergencies	4
Behavior Management	4
Birthdays	5
Fieldtrips	5
Ministry	5
Common Communicable Diseases	6
Addendum	7

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 2 year olds 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 plus a sanitation fee of \$5.00. This will make our monthly tuition \$135.00 per month. We only accept cash or check. 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 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

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 (page 6). 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
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

First Baptist Church Weekday Preschool Addendum

Our pandemic plan is based on the childcare guidelines of the Center for Disease Control, Governor Abbott's Minimum Standard Health Protocols for the reopening of Texas Childcare given on May 18, 2020 and guidance from the Department of Health and Human Services. We will comply with these guidelines during this pandemic. Policies written in this addendum supersede policies in the 2020-2021 policy guide. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by letter or email.

Young children are not able to follow the same social distancing strategies as adults. Therefore, infection control measures may differ from those suitable for other settings. Many of the measures are amplified measures that we already do to reduce the transmission of contagious diseases. Other measures, like physical distancing, are done in such a way as to keep our loving, friendly, learning environment that supports relationships between children and our staff.

Personal Belongings, Dress Code, Face coverings and Protective Wear

Staff as well as parents will be required to wear their masks at all times while inside our preschool facility. Children under the age of ten are not required to wear masks. Masks are considered choking hazards for children ages 2 and under. As state guidelines are lifted, these restrictions may change.

Students are required to bring an extra change of clothes in case their clothes get soiled during the day.

Soiled clothes or bibs will be placed in a sealed plastic bag to be sent home with the child to be washed in a washing machine.

The child's and caregiver's hands must be washed after changing clothes.

Sign In/Sign Out Procedures, Release of Children, Pick Up and Drop Off

We will limit contact between parents and staff as much as possible depending on the age of the child. Adults dropping off and picking up children should wear a face mask in order to protect other families and our staff.

We will set up a schedule of pick-up and drop-off of children outside the facility. Parents will be notified before the start of school.

To reduce the number of people in a given area **please limit drop off and pick up to one adult per child**. Please avoid bringing siblings if possible. This will limit the exposure to yourself, your child and our staff.

Everyone who enters our building will have to undergo a health screening.

Sign In/Sign Out Procedures, Release of Children, Pick Up and Drop Off

We highly encourage parents/caregivers to take their child's temperature at home every morning to make sure their child does not have a fever. If a child does have a fever they will be sent home.

Please understand, we are making every effort to expedite the drop of and pick up process. We ask for your patience at this time, as we are all trying to keep you, your child and our staff safe.

If parents wish to socialize, they must do so outdoors and follow social distancing guidelines.

Personal Belongings, Birthdays and Other Celebrations, inside the classroom

Student lunch boxes, backpacks and nap mats should be plastic so they can be easily sanitized. Water bottle brought from home will be made accessible to students when needed.

At this time, no outside food is permitted. Staff and families will not be allowed to share food with students. Example - cupcakes or cookies

Show and Tell items are not allowed to be brought to preschool.

Students will be given their own supplies while in the classroom. This includes but is not limited to glue, pencils, crayons, markers, etc.

Children will remain with their same group of friends throughout the preschool day. Groups will not be combined for extracurricular activities or special events.

Teachers will continue to provide engaging and stimulating curriculum.

Hallways, playgrounds and possibly the gym are the only areas multiple groups will use each day. Classrooms will not be allowed to commingle while on the playground or in the gym.

Children will continue to be loved and comforted. Staff will always put the needs of a child first.

Snacks For Your Child's Classroom

Please sign up with your child's teacher to bring snacks for your child's classroom. Snacks **must be in individually wrapped packages**. Examples: Goldfish, pretzels, cereal bars, Chez-Its, granola bars, fruit snacks, please no sugary snacks.

Medical, Medication and Illness

Upon arrival we will screen all children according to CDC guidelines before allowing entry into our facility. This process includes, completing a health check survey, checking the temperature of each child and washing hands or using hand sanitizer.

Medical, Medication and Illness cont.

Entering our facility will be denied to any person who meets one of the following criteria:

- Fever or signs or symptoms of a respiratory infection, such as a cough, shortness of breath or sore throat.
- Close contact in the last 14 days with someone who has a confirmed diagnosis of COVID-19, or someone who is ill with a respiratory illness.
- International travel within the last 14 days.

Children may not return to our preschool until the following criteria are met

72 hours symptom free (without the use of fever reducing medications)

No sign of respiratory symptoms

Students may return without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on alternative diagnosis.

Children who show any sign of illness will be sent home immediately. Children displaying any symptoms of COVID-19 will be required to bring a doctor's note before being allowed to return to preschool.

For families with multiple children , both children will be excluded from our preschool if they do not meet admittance criteria for health.

If our preschool families know they have been exposed to someone with a lab-confirmed case of COVID-19, someone experiencing symptoms of COVID-19 or someone under the investigation for COVID-19, they should self-isolate and monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

Please contact our preschool immediately.

Once we are notified a child or preschool staff member has tested positive for COVID-19, we will immediately notify our preschool parents. At this time, the Health Department recommends waiting 7 days from the date of exposure with a confirmed case of COVID-19 before getting tested so there is less chance for a false negative result.

We will have an isolation room available for children who become sick while at preschool. If a child begins showing signs of sickness while at school, they will be taken to the sick room and parents will be contacted immediately. Parents are required to pick up their child within 30 minutes of being notified. If a parent cannot pick up their sick child with 30 minutes, they must designate someone who can.

Tuition and Fees

Our monthly tuition is \$130.00 plus a sanitation fee of \$5.00 per month. If our preschool or your child's class is shut down, parents will be responsible for tuition for up to a two-week period per each occurrence to maintain your child's enrollment. Parents would not be financially responsible for tuition if school closes beyond a two-week period. Registration fees are non-refundable. Parents who choose to keep their child at home until they are comfortable sending their child to preschool, are required to pay their monthly tuition to maintain enrollment.

Sanitation fee

There will be a sanitation fee added to the monthly tuition to help with the cost of the extra cleaning that will be done to keep your child safe. A fee of \$5.00 per child will be added to your monthly tuition. This fee will be eliminated when the additional cleaning guidelines are lifted.

Sanitizing Procedures

Classrooms will be cleaned and disinfected throughout the day. Special emphasis will be on common areas such as doorknobs, counters, tables and chairs. Tables will be sanitized before and after eating. Each classroom will be deep cleaned prior to each day of preschool.

Personal Belongings - School Supplies

Backpacks and diaper bags should be made of plastic for sanitation purposes. All school supplies must fit inside the backpack. This includes lunch box, water cup, change of clothes and diapers. Please do not allow your child to bring any toys from home.

Sanitizing Procedures - Handwashing

Handwashing will occur-

- After diaper changes and bathroom use
- Periodically throughout the day
- Before and after eating and drinking

Special Classes and Large Group times

In order to limit interaction between classes, special classes and large group times, these will be taught in each child's classroom.

Naptime

Children three and under have a naptime daily. Parents may choose to pick up their child before naptime and allow them to nap at home. Tuition will remain the same even if you chose to pick your child up early. Please send loveys for naptime that can **remain at preschool**. For sanitation purposes, each child must bring a plastic nap mat labeled with their name. When transporting the nap mat, place it inside a plastic bag (garbage bag).