

# Parent Handbook



## First Baptist Church Weekday Preschool

First Baptist Church Preschool  
601 St. Mary's Street  
Garner, NC 27529  
919-779-4177

## CURRICULUM

Our PURPOSE is to provide quality child care for the children in our program in an atmosphere of Christian love.

Our GOAL is to help each child grow physically, emotionally, socially, intellectually and spiritually.

### DAILY SCHEDULE OF ACTIVITIES

#### Morning Play or Work

The child is offered a variety of creative activities using blocks, clay, paint, puzzles, science, experiments etc., and is allowed to participate in the activity of their choice. They learn to share, take turns, and to make good use of their time.

#### Group Experience Time

This period of time is used for story telling, sharing experiences, singing songs, listening to music, responding to rhymes, participating in readiness activities and “acting out” stories.

#### Snack Time

The preschool will provide a light snack in the morning. The children take turns being helpers and serving one another.

#### Outdoor Free Play

A playground with age appropriate slides, and toys are available for the children to use to develop good physical coordination. We are also blessed with our Christian Life Center that has indoor gym facilities for use during inclement weather.

#### Special Activities

In addition to our regular activities, we also include field trips, cooking activities, Bible stories, and special holiday activities. We offer a music class 1 time per week for our 3 & 4 year olds starting in October.

#### Class Time

Each week our thoughts center around a unit theme. In addition to emphasis on social adjustments, children are introduced to colors, shapes, numbers, alphabet, days of the week, months, seasons, music, and art.

#### Lunch

Parents will need to send a finger food lunch, including a drink.

**\*\*Please see our policy regarding Allergies and Health concerns\*\***

## POLICIES FOR OPERATION

### Days and Hours of Operation:

Monday - Friday, 9:15 a.m. - 1:15 p.m. We follow the same holiday and vacation schedule as the Wake County Public Schools traditional calendar. Teacher workdays are scheduled at the discretion of the Preschool Director. The preschool is not closed for all the scheduled Wake County teacher workdays. These days, not scheduled as teacher workdays, will be reserved as our make up days in case of inclement weather. Therefore, inclement weather days will not be made up.

### Tuition and Fees:

CHECKS PAYABLE TO: FBC Preschool  
Or cash.....we do not accept credit or debit cards....THANK YOU!

**There will be a non-refundable registration fee of \$75.00. September's tuition payment has already been collected, therefore there will be no tuition payment due until October.**

### Tuition Rates

Two days a week .....	\$140.00
Three days a week .....	\$175.00
Four days a week .....	\$200.00
Five days a week .....	\$225.00 (this is for our four year old classes only. Other age groups enrolled 5 days must add the two day rate and three day rate together to get the 5 day price.)

Tuition is due by the 1<sup>st</sup> of each month, and is considered late after the 10<sup>th</sup> of the month. A tuition box is located at the preschool desk. No tuition allowance or adjustment can be made for illness, vacation, family emergency, personal reasons, or school closings due to the traditional Wake County Schools. **Effective in October, if payment is made after the 10<sup>th</sup> a \$10.00 late fee will be charged.** Reminder notes will go out as soon as the tuition is late. A response to the late notice must be made to the Director **within 24 hours**. Failure to do so after 2 incidences are grounds for dismissal from the program. If the tuition is not paid by the 15<sup>th</sup> of the month, it will be assumed that the child has withdrawn. In that case, parents are required to pay a fee equal to two weeks of tuition, and the slot will be filled. Please see the Director if you have a hardship or extenuating circumstances.

**\*\*Many parents have found it helpful to set up an automatic check payment from their bank account to the preschool.** Once you have set it up with your bank, they will automatically send the preschool a check for the tuition amount each month. The bank will need to put your child's name and the word PRESCHOOL in the memo section of the check and the church secretary will make sure it is given to the Director of the preschool. **As the church office is closed on Fridays and does not receive mail, you will need to make sure you have your check sent early. It will never be deposited before the 10<sup>th</sup> of the month.** You will also need to give your bank our address:

First Baptist Church of Garner  
601 St Mary's Street  
Garner, NC 27529

If you have questions, please let the Director know and she will try to help you with this process.

Arrival and Departure:

9:00-9:15 AM Teachers are preparing for the day. Please be considerate and do not enter your child's classroom until the teachers open their doors.

**9:15-9:30 AM Arrival time** for the preschool students. Parents will walk their children to their classroom.

**1:00-1:15 PM Pick-up time** for the students. Children will be dismissed to their parents from the classroom. If your child has not been pick-up by 1:15, he/she will be taken to the Director's office. If your child is not picked up by 1:15 there will be a late fee as follows:

- 1:15-1:20...\$5.00
- after 1:20....\$5.00 for each additional 5 minutes or part there of.

**\*\*Please do not leave younger children unattended in vehicles at any time\*\***

Withdrawals:

Parents will be required to give a two week notice prior to withdrawing a child from the program, giving the Director time to fill the spot from the waiting list.

If no notice is given, parents are required to pay a fee equal to two weeks of tuition.

Security

Children will not be released to anyone other than the parent or guardian or persons listed on the approved pick-up list, unless FBC Preschool is given permission from the parent. This is for the maximum security of your child.

**In the event of custody issues, a copy of the Court order is requested to be on file at FBC Preschool.**

Pick-up by person(s) other than designated pick-up person(s):

All messages should be by phone, in person to a teacher, or in writing. **Children will not be permitted to leave school with anyone other than a parent unless a written or phone authorization is given to the teacher and/or Director. If authorization is given by the parent for someone else to pick-up your child, that person must provide proper picture identification before the child will be released.**

**NOTE: No person(s) designated or other will be allowed to leave the preschool with a child if they are obviously, visibly impaired by alcohol or drugs. The Director or designee reserves the right to contact a parent or the other parent to make them aware of the situation.**

Allergies and Health concerns:

**\*\*\*It is the parent's responsibility to provide information to the teachers regarding any food allergies, sensitivities or health issues. This information should be written and discussed with the teacher, to include any reactions that would put your child at risk for an emergency. Any preventative measures should be provided for the teacher's use in case of a reaction.**

**The preschool will not do any activities involving peanuts or peanut products. Children will still be permitted to bring peanut butter products in their lunches. Should there be a child that has an allergy to any food products, the teacher will take special precautions for that child.**

Medication Requirements

The preschool does not dispense medication except in the case of a child with a special situation such as asthma or a severe food or other allergy which requires immediate action. Parents of children in this type of situation need to discuss with their child's teacher the potential need for emergency medications.

Sunscreens must be applied before a child arrives at school. The preschool staff does not apply sunscreens.

The Director will give notice in the event of possible exposure to a contagious disease or parasite within any classroom once the condition has been confirmed.

These policies will be strictly enforced. We wish to keep all of our students and staff well.

General Health:

**We will call you to pick up your child if he/she has a fever, rash, vomiting, or evidence of a fresh cold. This for the protection of the other children and staff.**

**Please do not bring your child to school if he/she is sick or beginning to show symptoms of illness. Such symptoms include but are not limited to:**

**diarrhea within the last 24 hours  
fever within the last 24 hours  
vomiting within the last 24 hours  
nausea or upset stomach  
red eye or eyes accompanied by a discharge not clear in color  
scabies or lice  
diagnosed by a doctor that a condition is contagious  
continuous and or hacking cough  
runny nose which does not run clear  
sore throat  
undiagnosed or contagious skin rash or skin irritation**

**If your child has been sick, they must be symptom free for 24 hours before returning to school. Once the child returns to school, if any of the above conditions re-occur, parents will be called to pick up that child.**

**\*Please provide a copy of your child's immunization record**

**\*\*When a child gets sick at school\*\***

1. We will need to remove the child from the class.
2. The child will be taken to the Director's office.
3. The Director or assistant will call the parent or guardian
4. If the parent or guardian cannot be reached, a person from the emergency contact list will be contacted
5. The child will wait with the preschool staff person until parent or guardian arrives
6. Re-admission to school will not be allowed until the child is symptom free for 24 hours

**Emergencies:**

In the event of a major accident, we will contact the parents or, if the parents cannot be reached, the individual named in the Emergency Information section of the preschool application. Medical assistance will be called if immediate medical care is required.

If your child will be absent from school for more than 2 days, please notify the Director and/or your child's teacher.

**Child Abuse:**

We are required by law to report suspected child abuse.

**Clothing:**

Any clothing (heavy coats, sweaters, raincoats, hats) to be removed at school **should be clearly labeled** so that it is easily identifiable by your child. Each child should bring a complete change of clothing for any accidents that may occur. A complete change should include underwear and socks.

Please remember to change out these extra clothes with the season. **If your child has an accident and does not have a change of clothes, you will be called to come pick-up your child.**

**Toys:**

Because of the possessive feelings that children have toward their own toys and the discipline problems the toys may create, we ask that no toys be brought to preschool. **EXCEPTION:** In the event the teacher has a "share day," your child may bring items that will enrich the classroom. We request that no toy weapons be brought to school.

**Parties:**

Your child's birthday will be recognized through conversation and song. If you would like to send cupcakes for the occasion, please notify the teacher in advance. Classes will have parties for special holidays, and your child's teacher will have sign-up sheets for you to bring in items for these special occasions. We appreciate the contributions that you make to your child's class.

### Parent Participation:

Parents are encouraged to become involved in the many wonderful experiences your child will be participating in this year. You are invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is the close cooperation and understanding of the parents and the staff.

### Field Trips:

The 4 year olds will go on some field trips in the community. These will be scheduled in advance and notices sent home. Transportation for all field trips will be provided by parent's personal vehicles. If a parent cannot attend the field trip, written permission must be given in order for a child to ride with another parent.

Our 3 year old classes will participate in some in-house field trips.

**\*\*There may be additional costs associated with certain field trips\*\***

### Inclement Weather:

**In the cases of inclement weather, the preschool will make decisions about closings, delays, or early dismissals. Announcements of any kind related to inclement weather will be posted on our website and through our REMIND system. By signing up with the REMIND system you will receive notifications through text message or email (depending on how you elect to receive your communication from REMIND). Participation in the REMIND system is purely voluntary, but is encouraged, as it is our best form of up-to-date communication. If you do not participate in the REMIND system, it is your responsibility to check our website in adverse weather conditions!**

**Please check our website at [www.fbcgarner.org](http://www.fbcgarner.org)**

### Discipline Policy:

Discipline in our classrooms is determined by two things:

- The safety of the children
- Respect for others

We have simple rules:

- Be a good friend (no hitting, pushing, biting, pinching)
- Be kind to toys & equipment
- Take turns and share
- Use a quiet voice indoors
- Use walking feet indoors
- Sit on chairs; no climbing or standing on tables/chairs
- Obey the teachers

We strive to provide guidance for children to play together and to learn to respect themselves and others. At FBC Preschool, we try to do this without making the children feel belittled or inadequate. Children will be noticed for good behavior.

Discipline is not always synonymous with punishment. The goal is to teach self-control. We have many alternatives in approaching discipline and try to use these in dealing with children.

- Redirecting the child
- Praise-“Accentuate the positive, eliminate the negative”
- Set clear limits and appropriate consequences
- Embracing the child when he/she is out of control
- Use eye contact to break the momentum in a chain of misbehavior
- Accompany the child away from the group

Each disciplinary problem will be documented by the teacher (as needed) and will be handled As follows:

1. **First Time:** Talk with the child about what happened and how it made them feel. How it made their friends feel. Do they like feeling that way? Restate the rule.
2. **Second Time:** Separate the child from the group or materials he may be misusing to a special time-out. (3 to 5 minutes)
3. **Third Time:** Take the child to the office to sit for a while. Let the director talk with the child about what has happened.
4. If these strategies are not successful, the teacher, Director, and parents will meet to discuss observations and strategies and possibly suggest talking with an outside consultant such as Project Enlightenment.
5. If these efforts are not successful, the Director, may inform the parents that our program cannot meet their child’s particular needs. While we want to take every step possible to avoid removing a child from our program, it may be necessary for the well-being of that child and the other children/staff in the program.

**All parents are required to sign the “FBC Compliance and Release Form” acknowledging that they have read our Discipline Policy and the entire handbook.**

#### Removal from Care

We hope it will never be necessary to remove a child from our program. Nevertheless, FBC Preschool reserves the right to remove a child from the Program should we see fit. Removal from the program may be necessary if any One of the following occurs:

- \*Failure of a parent to pay tuition
- \*Failure of a parent to complete required forms
- \*Consistent failure of parents to pick-up their child on time
- \*Failure of a parent to abide by the policies set forth in this handbook
- \*Failure of a child to adjust to the program after a reasonable amount of time
- \*Consistent biting or other discipline and behavior problems
- \*FBC Preschool determines it cannot meet the needs of the child
- \*FBC Preschool determines it is not in the best interest of the child and/or program to continue care



The Director, under the advisement of the FBC Garner Minister to Preschool and Children will decide removal from care. Should care be terminated because of a failure on the part of a parent or a discipline problem of the child, no money will be refunded for lost tuition.

We care about our preschool families, and we want to work with you when problems or concerns arise. We hope to have an open dialogue with you about your needs and concerns. Furthermore, we pledge our assistance to you and desire to help you in any way possible. We take the responsibility God has given us to care for you and your family.

## 2022-2023 FBC Preschool CALENDAR INFORMATION

### STUDENT HOLIDAYS & EVENTS

September 1	First day of school
September 5	Labor Day
October 3 & 4	Fall school pictures
October 10	Teacher Workday
November 23 - 25	Thanksgiving Holiday
<b>December 21 - January 2</b>	<b>Christmas/Winter Break</b>
January 3	Classes Resume
January 16	MLK Holiday/ Teacher workday
March 7	Teacher workday
<b>April 1 - April 7</b>	<b>Spring Break - Easter</b>

### Event Dates

May 24	Last Day of School
May 25	Four-Year Old Graduation

A complete copy of our handbook is available upon request from the preschool office or on our website:

[www.fbcgarner.org](http://www.fbcgarner.org)