



# **FBC Weekday Preschool**

***A Ministry of First Baptist Church***

***Parent Guide and Handbook***

***\*\*First Baptist Weekday Preschool is exempt from licensing under the qualifications of religious exemption and annually files all necessary documentation with the Department of Social Services.***

## Preschool General Information

### **Physical Facilities**

Our school is located in a building called The Preschool Place which is owned by First Baptist Church—Waynesboro and is located at 349 S. Wayne Avenue in Waynesboro. Classrooms are on the first and second floors of The Preschool Place. A fenced area beside The Preschool Place is utilized for outdoor play. Furthermore, there is a basement located inside the church building (First Baptist Church—Waynesboro) that is utilized for indoor play during inclement weather. Play equipment that is routinely checked for safety and that is also developmentally appropriate is available in both areas.

There are kitchen facilities available in the preschool building and the main church building. The preschool is yearly regulated by the local health department. The kitchen is utilized to store and prepare snacks on a daily basis.

Each classroom at The Preschool Place is served by its own restroom.

The preschool building is inspected annually by the Waynesboro Department of Health and the Waynesboro Fire Department.

### **Daily Snacks**

A snack and drink will be provided daily for students and is part of your monthly tuition.

# Preschool General Information (continued)

## **Enrollment at Weekday Preschool**

Weekday Preschool has the following ratios to maintain for each corresponding class:

- The ratio for the two-and-a-half-year-old class is 1 teacher for every 6 students (10 students maximum per class).
- The ratio for the three-year-old class is 1 teacher for every 6 students (12 student maximum per class).
- The ratio for the four-year-old class is 1 teacher for every 8 students (16 students in a larger class or 8 students in a smaller class).

The ratio of students to teachers is maintained at all times by obtaining substitute teachers and volunteers when applicable and when we are in need of maintaining our ratios.

Enrollment is started by completing a registration form and providing a registration fee to the preschool. The registration fee(s) are \$50 for the first child and \$40 for any additional student(s) or sibling(s). First Baptist Church Waynesboro members may register all students for the \$40 registration fee.

## **Insurance**

First Baptist Church Weekday Preschool is covered under the public liability insurance policy of First Baptist Church Waynesboro.

## **Staff Requirements**

Teachers and Teacher Aides are selected on the basis of educational background as well as personality, love for children, and ability to work with them in individual and group settings. Our teachers are warm, sensitive, understanding, and experienced in working with preschool-aged children.

Each staff member is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Additionally, each staff member has passed required criminal background and Virginia State Police record checks and has submitted related sworn disclosure statements. Up-to-date certification in Infant/Child CPR is required for all staff members as well as training to recognize child abuse and neglect and is obligated to report suspected cases to proper authorities. Finally, as a preschool within a church, our staff provides an ongoing Church witness to children enrolled in our school and to their families.

# Programming

First Baptist Weekday Preschool offers a Christian environment which helps the individual child develop social and readiness skills for later entrance into kindergarten. The school extends this service to families within our church and to those of other denominations and faiths, regardless of race, gender, or nationality. Our goals for **each** child are:

- To provide an example of the foundations of Christian beliefs
- To develop positive self-concept and to experience personal success
- To develop and grow respect for other children and adults in authority
- To grow in ability to work and play with others
- To expand language abilities and develop pre-reading skills
- To improve large and small muscle coordination
- To grow an awareness, knowledge, and appreciation of our world

Our programming varies based on child need and family need. We have recently expanded our programming to include curriculum implementation in all of our classrooms. While we are offering curriculum in our classrooms, the core values of First Baptist Weekday Preschool will remain the same. The implementation of curriculum is designed to help teachers plan for students and assess them on a more regular basis, involving parents in developmental progress throughout the school year.

Curriculum offering(s) at our Weekday Preschool include:

- The Creative Curriculum for Infants and Toddlers (2 ½ year old classroom)
- Core Knowledge Preschool Sequence for 3s (3 year old classrooms)
- Core Knowledge Preschool Sequence and Core Knowledge Language Arts (CKLA) (4 year old classroom)

For further information regarding these curriculum selections, please visit:

<http://teachingstrategies.com/curriculum/> (Creative Curriculum) or

<http://www.coreknowledge.org/about-the-curriculum> (Core Knowledge Preschool Sequence and/or CKLA)

# Safety and Security

In order to maintain a safe and secure environment for our children to learn and play, we adhere to the following daily policies:

- 1) Doors will be locked from 9:00 am – 11:30 am each daily. This is for the general safety of all students and staff members. You are **always** welcome to drop by unannounced; simply ring the doorbell located at either entrance, and someone will greet you.  
We do not permit anyone to wander around the children's classes or playground areas. If you see an adult other than a teacher or recognized parent in these areas, please notify a staff member immediately.
- 2) Parents or others picking up a child must come to the classroom to sign the child out. Children will not be released with any person who is not on the approved list provided by the parent.  
**If there are any special circumstances such as custody or guardianship, a copy of the court order concerning these circumstances must be placed in the child's personal file.**  
If the child will be picked up by someone other than who regularly does so, please notify the teacher or director in person or by telephone call prior to 11:45 a.m.  
If we do not recognize the person picking up the child, they may be asked to show a photo I.D. for safety reasons.
- 3) When a church or community related event takes place at the church (e.g. funeral, luncheon, etc.), parking lot traffic is subject to increase. If there is an event that parking will become excessive, parents may be notified of alternate dismissal plans and/or an early dismissal.
- 4) Under **any** circumstances, children should not be allowed to travel down the stairs or outside the building without an adult present.
- 5) When a special activity occurs at the preschool such as a breakfast or concert in which parents and students are in attendance, parents are responsible for their children upon dismissal and/or leaving the activity.

# Emergency Response Plan

For the safety of our children and staff, we have put the following procedures in place:

- Evacuation of building due to fire
- Evacuation of building for a bomb threat
- Severe storm / Civil defense drill
- Stranger on campus threat
- Shelter – in – place due to biological or chemical emergency

Our children and staff practice evacuating the building throughout the year (approximately once a month) at announced and also unannounced times. Their participation provides them valuable information and reduces their fears as they gain a sense of control. We strive to practice such drills in a serious, but not frightening or threatening manner.

In the event of a fire, bomb threat, or other reason for evacuation of our building, children will be taken first to the green area (see color coded map on next page). In case of inclement weather or for other safety concerns, the children will be moved to the old fellowship hall in the basement of the main church building and will be released to parents in the parking lot in the corner of 11<sup>th</sup> Street and Chestnut Avenue.

**\*\*Please note their locations on the corresponding map. In the event of an evacuation, you may call the First Baptist Church office at 949-8187 for information.**

# Enrollment Requirements

A child must be two-and-a-half, three, or four-years-old by **September 30<sup>th</sup>** of the beginning school year in order to enter their respective class.

Exceptions in age or prior preschool experience may be made at the discretion of the Director and/or Pre-Kindergarten teacher.

All children are to be toilet trained before entering the 4-year-old and the Pre-Kindergarten classroom. Parents of two- and three-year-olds should provide diapers or pull-ups for children who are not toilet trained.

All children must have an up-to-date immunization record from a physician. This will be kept in the child's personal file. If the child is not immunized, parents must produce a letter of waiver explaining so.

Each child must have a certified birth certification, which must be shown to the director prior to entering school, but will not be kept on file.

The following forms must be provided to the school to be kept in the child's locked personal file:

- Enrollment Application
- Permission and Medical Release Form
- Certificate of Immunization from the child's physician
- Identification and Emergency Information Form
- Health History Form
- Acknowledgement of Parent Handbook signature form (proof that you have read this booklet)

# Health and Behavior Policies

The staff at First Baptist Weekday Preschool is committed to producing a healthy environment for all students and staff members. In accordance with the Centers for Disease Control and Prevention recommendations, we request that you **not** send your child to preschool if any of the following symptoms or conditions are present:

- Tuberculosis, until an appropriate health care provider or health official certifies that the child is in appropriate therapy and can attend school or daycare.
- Impetigo, until 24 hours after treatment has been initiated.
- Chickenpox (Varicella-Zoster)—until all sores have dried and crusted (usually six days).
- Mumps—until nine days after an onset of parotid gland swelling.
- Measles—until four days after an onset of rash.
- Rubella—until six days after an onset of rash.
- Fever, when accompanied by behaviors changes or other symptoms such as sore throat, rash, vomiting, diarrhea, earache, etc.

Fever means a temperature of 100 degrees F or higher taken under the arm. Any elevated temperature in an infant under age four months should be referred to a physician for evaluation.

- Diarrhea—frequent, runny, watery stools.
- Blood in the stool not explained by dietary change, medication, or hard stool.
- Vomiting two or more times in a 24-hour period.
- Body rash with fever.
- Sore throat with fever and swollen glands or other sores with drooling.
- Eye discharge—thick mucus or pus draining from the eye.
- Scabies or head lice when apparently not being treated.
- Severe coughing with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.
- Persistent abdominal pain (more than two hours) or intermittent pain with other signs and symptoms.
- Signs of possible severe illness such as irritability, unusual tiredness, or neediness that compromises the teacher's ability to care for other children.
- Uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.

# Health and Behavior Policies (continued)

## In addition, the following policies apply:

- All children entering the Preschool must present an immunization record showing all immunizations are current, or a letter of waiver immunization.
- Parents or guardians are asked to inform the teacher of any situation that may affect the child's behavior or if the child has an infectious or communicable disease.
- First Baptist Weekday Preschool shall exclude from school any child with an infectious or communicable disease.  
A doctor's note is needed stating the child is well before returning to school following such an illness.
- A child should be kept home **a full 24 hours after disappearance of symptoms.**
- In case of an infection of head lice, children need to be nit-free before returning to school. All parents will be informed if a case of head lice has been reported.

## Biting

- **First Occurrence:** Parents will be called to immediately pick up the child from school. A letter will be sent to parents documenting the date of biting and the policy on this behavior by the Director.
- **Second Occurrence:** Child will remain home for one to five days of school depending on age and circumstances. This will be determined at the discretion of the director. Prior to returning, the parents must meet with the director to discuss a plan of action.
- **Third Occurrence:** Child will be dismissed from Preschool.

*Biting is dealt with on a case by case basis, specifically in classes with younger children. Often, children bite because they are dealing with things such as communication issues, behavior issues, or because of their age.*

***The school reserves the privilege of suspending or dismissing any child if, after entering, he/she is deemed unable to participate in group activities or who continuously exhibits uncontrollable and/or inappropriate behavior.***

# Weekday Preschool Advisory Team

A Weekday Preschool Advisory Committee, composed of current and former professional educators and former directors of the Weekday Preschool as well as one Weekday Preschool parent, oversees and monitors the activities of the Preschool. This board is open to any questions or concerns of parents. Please contact Judy Roller, Chairperson at: [fbc\\_preschoolcommittee@yahoo.com](mailto:fbc_preschoolcommittee@yahoo.com)

Staff grievances should be addressed with the Preschool Director, Lauren Simmons, immediately. All issues should be brought to her attention. The church has a personnel committee that can be reached should the director not be able to come up with a sufficient solution to a valid issue. That contact information will be provided should a grievance reach that level and need further treatment.

# Fees and Payment Information

Monthly tuition is due on the 1<sup>st</sup> day of each month, September through May, and should be:

- Placed in the locked drop box on the first floor of the Weekday Preschool Building
- Mailed to 301 S. Wayne Avenue, Waynesboro, VA 22980, to the attention of Brenda Miller, Financial Administrator

**\*\*\*Please, do not give payments to teachers or the director as they can easily get lost in daily “shuffle”.**

If payment has not been received by the 5<sup>th</sup> day of the month, a reminder card will be sent to the parent(s). If no arrangements have been made by the 10<sup>th</sup> day of the month, a \$10 late fee will be applied to the account and a letter will be sent to the parent(s).

If payment has not been received by the last day of the month, your child will no longer be eligible to return to preschool until payment of received.

The responsibility for payment of tuition will be that of the person(s) whose name(s) appear on the enrollment application.

Monthly payment envelopes will be provided and should be included with payment each month for proper credit. This envelope will be returned to parent(s) as a receipt.

Tuition checks should be made payable to **First Baptist Church**.

For questions about tuition or payments, please contact Brenda Miller, Financial Administrator, at (540) 949-8187.

## Fee Schedule

2 ½ year olds	\$95 / month	\$855/year
3 year old (3-day)	\$115/month	\$1,035/year
3 year old (5-day)	\$145/month	\$1,305/year
4 year old (5-day)	\$150/month	\$1,350/year

**Please note: Although monthly installments are permitted, preschool tuition is calculated on a yearly basis on what it takes to run the preschool.**

# Fees and Payment Information

(continued)

## Withdrawal

We request that a **one month written notice** must be given when a child is withdrawn from the program during the school year. Inquiries are made year round and it is discouraging to turn away several students to find that a family is moving and/or leaving preschool the following week.

We make every effort to help a child adjust to our preschool. If, however, it becomes apparent that a child is not thriving with us, we will give parents at least **one week's** notice, unless the situation warrants immediate termination.

## Scholarships / Financial Assistance

First Baptist Church Weekday Preschool is pleased to offer scholarships to families of preschoolers on a **limited** basis. They are given to those who show a financial need. **Students who receive scholarships to the Weekday Preschool are committed to becoming good patrons of the school with regular involvement and attendance.** To be considered for a scholarship, please request a scholarship form from the Director. Upon completion, it will be placed in a sealed envelope and reviewed by the Preschool Committee and the Financial Administrator. Scholarships are a confidential matter and will be handled as such.

# Snacks

A snack will be provided by the school each day and is included in your monthly / yearly tuition.

Please notify the teacher in writing of specific food allergies, needs, or prohibitions so that adequate arrangements can be made.

Special snacks are welcome, so long as there is an adequate amount for each child in the class. Please advise the teacher if you will be bringing a special snack to avoid duplicates. Some classes will post a special snack schedule and ask parents to bring items for a particular event or learning opportunity.

Birthdays are celebrated at school (summer birthdays will be spread throughout the school year). The 2 ½ and 3 year old classes are welcome to bring a treat to share on their school birthday. The 4 and 5 year old classes will make their own cake in the Preschool building on their birthday.

First Baptist Weekday Preschool is pleased to be a smaller school that is equipped to deal with a variety of things. If there are severe food allergies, please let us know so that we can work with your child and/or family to be at school free of allergies.

# What to Bring

Supply lists are provided for each class prior to the beginning of school. In addition, each child should have a complete change of seasonal clothes in a Ziploc bag. For those in the early stages of potty training, extra underwear and/or pull ups should be left at school as well for accidents.

On Show and Share Day (4-year-olds / Pre-Kindergarten), please allow your child to bring only safe, non-valuable items from home. Items from nature are especially appropriate. Toy guns, knives, or other dangerous items (weapons), and items that can easily transmit germs or disease (such as horns or harmonicas) are not appropriate, and will **not** be allowed.

Children are discouraged from bringing toys from home. If they do, they should be left in the child's cubby. They are easily lost in the classroom and children are also reluctant to share, which causes problems with classmates.

## Distribution of Information / Invitations

Any correspondence, fliers, or other written materials directed to parents needs to be approved by the director **before** distribution. The distribution of written invitations for a select group of children is not allowed. Invitations may only be distributed at school if the entire class will be invited; otherwise they should be distributed by mail, telephone, or by hand. If in doubt, please consult the director.

# Information Regarding Social Media

With the changing usage of computers, the Internet, and specifically social media, there is a need to address the school's usage of Facebook versus teacher usage of Facebook. First Baptist Church Weekday Preschool utilizes a Facebook page to post pictures taken at school and/or announcements regarding upcoming events and/or weather related closings or cancellations. Pictures will never be posted of your child or children without a signed Photo Release form on file. Photos will always come on that page and should never be posted from a teacher's personal Facebook page. Therefore, with difficulty, if you are a student or parent requesting to be a teacher's "friend" on Facebook, please do not be surprised or offended if your request is ignored, or if you are unfriended. As an employee at First Baptist Church Weekday Preschool, procedures and practice discourage teachers from "friending" students or parents on a personal Facebook page. It is encouraged that you "like" our school to find out more about what is going on there. With that said, if you have prior relations with a teacher at our school, we encourage you to professionally keep those relationships private and not mix school and personal relations on Facebook.

# Arrival / Departure and Cancellation Policies

**School Operating Hours 8:45 a.m. – 11:45 a.m.**

**\*\*Doors open at 8:40 a.m. promptly. Please do not arrive earlier; teachers and staff gather for a daily talk and Opening Prayer prior to greeting students during the day.**

- 2 ½ year old classes: Tuesday / Thursday
- 3 year old class (3-day): Monday / Wednesday / Friday
- 3 year old class (5-day): Monday – Friday
- 4 – 5 year old class (5-day): Monday – Friday

## **Arrivals and Departures:**

- Parents or caretakers are to accompany their child into the building, assist the child with coats and books bags and see him/her to the classroom door.  
Parents must sign the child in on the sheets provided, listing an emergency number for that morning, and informing the teacher of any changes in the pick-up schedule.
- Parents should wait in the hall outside the classroom until children are dismissed.
- No child should ever leave the building or walk downstairs without an adult under **any** circumstances.
- **Please be prompt in picking up your child each day. Failure to do so creates anxiety for children in not knowing where you may be.**
- **Excessive late pick-up of a child will result in a fee of \$1 per minute that you are late. Please make every effort to call and not make a habit of late pick ups.**

**Weather Related Cancellations and Weather Policy:**

Weekday Preschool will begin to follow its **own** weather-related policy. Closing information will **not** be posted on the television or radio.

***Please call (540) 942-2253 and listen to the voicemail on the morning that weather may be in question.*** As always, if you feel unsafe, please use your best judgement in coming to school.

**Acknowledgement**

**By signing this form, you acknowledge that you have read all pages of the Parent Handbook and are aware of the policies and procedures set forth. Please utilize this handbook throughout the year should you have any further questions.**

I \_\_\_\_\_ (Parent/guardian name) acknowledge that I have read the Parent Handbook for the 2015 – 2016 school year. I agree to abide by all guidelines set forth to the best of my ability.

Parent/Guardian Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_