

# First Baptist Preschool Handbook



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## **FIRST BAPTIST PRESCHOOL BOARD MEMBERS**

**Dr. John S. McCallum II, Pastor**

Kim Gower, Preschool Director  
Mike Pounders, Administrative Pastor  
Danny Bryson, Minister of Education  
Kelly Beckwith- Chairman  
Christine Dyberg  
Julie Sanders  
Jenny Slaton  
Mandy Jackson  
Amber Rottinghaus

## **FIRST BAPTIST PRESCHOOL STAFF**

### **Director**

Kim Gower

### **Assistant /Financial Administrator**

Lorrie Hall

### **Afternoon Administrator**

Susie Davis

### **Morning Teachers**

Shannon Biles  
Alena Blackwood  
Billie Jo Carvin  
Lesley Dodd  
Elizabeth Mask  
Robyn Miller  
Kayla Tillery

### **Afternoon Teachers**

Judy Jones  
Dayna McCallum  
Rachel Olive  
Sarah Rabaz  
Abby Reynolds  
Jane Varney

### **Cook**

Donna Self

**New Hope Therapy**  
**Dawson Co-op Educational Services**

# STATEMENT OF PURPOSE

The goal of First Baptist Preschool is the development of the whole child; promoting physical, intellectual, emotional, and spiritual growth in a Christian environment. As your child's first educational experience away from home, our program is intended to help build a foundation for learning, build self-esteem, and successful social skills.

During the school year, your child will be *introduced* to:

- ❖ Variety of enrichment curriculum for kindergarten readiness
- ❖ Alphabet
- ❖ Numbers and number concepts
- ❖ Shapes
- ❖ Music & Movement
- ❖ Art
- ❖ Important basics such as health, safety, manners, and patriotism and how they relate to God's world

It is our sincere desire to prepare your child to be successful in kindergarten through academics, structured playtime, and social interaction with classmates. We establish and present educational concepts and work habits based on kindergarten requirements set forth by the Arkansas Department of Education.

## TUITION FEES

Full Time -	\$140.00 per week
4 day -	\$120.00 per week
3 day –	\$ 90.00 per week
2 day –	\$ 70.00 per week

Tuition includes lunch, 2 snacks, chapel, music, and other activities.

**NO Registration/Supply fee for any students.**

**Your first week of tuition must be paid to hold your position, and it is non-refundable. Without a 2-week notice, you will be expected to pay even if your child does not attend. Tuition is based on the weeks in each session, not on if your child attendance. If your tuition falls more than 2 weeks behind, you will be required to add a credit/debit card to your account. Your account will then be billed every Monday automatically. Late fees will apply. If you are unable to add an auto draft your child may be dismissed**

# POLICIES

We have open enrollment for the upcoming summer session and school year. Registration is open to current students and siblings first, followed by the public. **A child is not considered enrolled until all registration forms are completed, a copy of immunization records is provided, and required fees are paid.**

Tuition is due on the first day of attendance for the week for all students. Tuition is considered past due at the end of day Wednesday if you pay weekly and if you are, paying monthly your account is due the first week of each month. A \$25 late charge will be added to your account for each day your account goes unpaid. Monthly tuition payment can be figured by counting each Monday of the month (some months do contain 5 Mondays) and payment is due the first of each month. Tuition will not be paid for the two weeks we are closed for the Christmas holidays, the one week we are closed for spring break and the 1 week between the summer and fall session. **Tuition is considered late if it is not paid on the first day of your attendance (first of the week or first of the month). If your tuition is not paid on time, your child will not be allowed to return to school until the past due amount is paid in full.** Tuition is paid regardless of days your child misses due to illness, vacation, inclement weather, power outages, flooding, or other causes.

Your tuition payment holds your child's position here at the school. Unpaid tuition of one week can result in the dismissal of your child. Our school hours are 7:00 a.m. to 5:30 p.m. **Please, do not bring your child before 7:00 a.m.** We appreciate your promptness in picking up your child by 5:30 p.m., as our teachers have obligations to their own families after that time. **Late pick-ups will result in a charge of \$5.00 for every minute past 5:30 p.m., and it will be due at the time of your arrival.**

**Drop-in days can be inquired about but are based on availability.**  
**Drop ins are \$40 per day.**

# PROCEDURES

**These policies and procedures are in place as an expression of love and safety for the children in our care. Thank you for adhering to and understanding our position on these issues:**

**ENROLLMENT:** A child must be 2.5 by August 1st, and he/she **MUST BE COMPLETELY POTTY TRAINED** to qualify for our three-year-old class. A child must be four years old by August 1st, and he/she **MUST BE COMPLETELY POTTY TRAINED** to qualify for a four-year-old class. We are not licensed for children who are not potty trained. We, of course, encourage the children to use the restroom numerous times all throughout the day. When accidents do occur, they will be documented.

**The following steps must be completed for enrollment:**

- 1) Possible screening for placement if your child has a late birthday
- 2) Completed registration form
- 3) A copy of immunization records
- 4) Pay first week's tuition

**We will not accept a child, or we will dismiss a child if:**

- 1) We feel we cannot medically provide for or meet his/her medical needs.
- 2) We cannot adequately care, in a qualified manner, for a child with a life-threatening illness or circumstance.
- 3) There are realistic limitations in certain medical situations that may arise.
- 4) A child is not potty trained.
- 5) If a parent is verbally or physically abusive to any preschool staff and/or a student.
- 6) Second late pick-up notice is given.
- 7) He/she bites

**Your potty-trained child:**

- **Will tell the teacher he/she needs to use the restroom.**
- **Can go to the bathroom (urinating or bowel movement) on his/her own. This includes being able to remove clothing, sit on the toilet, wiping self, putting clothing back on, flushing the toilet, and washing and drying his/her hands.**
- **Is aware of the need to use the toilet without reminders from the teachers (teachers do make requests of children at various times throughout the day).**
- **Will not be in diapers or pull-ups at all. He/she must be in regular underwear.**

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We do understand that even potty-trained children will occasionally have toileting accidents.

By definition, “accidents” are unusual incidents and should not happen frequently. In these instances, the teachers help children to change their clothes, encouraging independence as much as possible. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season in a Ziploc bag with your child’s name on it. Parents will be notified if a child has an accident. If accidents continue to happen, you may be called to come and change your child out and meet with the director. If the accidents continue after that, your child may be dismissed.

**DISCIPLINE POLICY:** First Baptist Preschool does ***not*** implement corporal punishment or spanking. Instead, we incorporate methods designed to bring attention to right behavior instead of emphasis on the wrongdoing. Steps in discipline include:

- 1) Positive words used to encourage right behavior.
- 2) Remove the child from the situation and/or redirect the child’s attention.
- 3) Child sits in “time out” with instruction to think about what rule was broken, and what better behavior or choice could have been made.
- 4) If the above methods have been applied and the child persists in ignoring requests by the teacher, then parents will be contacted, and a disciplinary notice will be sent home.
- 5) If the child’s behavior does not improve after working with the child in conjunction with action taken by the parent(s), the child will be dismissed from the school.

**We reserve the right to dismiss a child for the following reasons:**

- a) If we are unable to influence a student to thrive in a classroom situation.
- b) If student cannot adjust to our preschool program.
- c) A parent is repeatedly late in picking up a child.
- d) Failure by parent to submit records – including application form and authorized record of immunizations as required.
- e) Failure to pay tuition and school fees. Delinquent tuition of two weeks or more can result in the expulsion of the student and possible legal action. Those having extenuated financial difficulties may work out other arrangements with the preschool.
- f) If the parent is verbally or physically abusive to any preschool staff or student.
- g) If child is not potty trained.
- h) Biting will not be tolerated. It is not only a disciplinary issue, but a health hazard as well.

Tuition will not vary due to a child’s absence and must be paid on designated due dates. We cannot hold a place for your child if tuition is not paid. A two-week written notice and a \$10.00 administration fee are needed for a child to change class attendance. Parents planning to withdraw a student before the end of the school year must give a two-week written notice. Tuition for the two-week notice period must be paid regardless of student attendance.

## **PARENTS (DIVORCED or SEPERATED), GUARDIANS:**

We would like one party to be responsible for paying the fees of the preschool. Payment must be made for your child on time regardless of “who’s turn it is” to pay. This is to ensure that your child is not dismissed form our program for non-payment of tuition.

## **COVID RESTRICIONS OR CHANGES**

**ARRIVAL AND DEPARTURE:** Your child will be received every morning by one of our staff members. While we enjoy consistency there will be times when there will be a different staff member getting your children from your vehicle. Each morning you will enter from the south side of the church. When you approach the preschool, we ask that you do so slowly. From time-to-time children are having a hard time and guardians will pull over and children could pull away or just be excited and run to us. PLEASE DRIVE SLOW WHEN DROPPING OFF OR PICKING UP. Put your car in park when you come to a stop this is for the safety of all. We will be receiving children in till 8:30 am. Pick up will be the same. Pull up and your child will be brought to you, or you will be instructed to go to the playground. When you pull up to the playground your child should be waiting for you at the gate. When you approach the gate, the gate will be opened by staff. Your child will not be let out of the gate until your attention is on your child. If you are in a conversation with someone, please leave your child on the playground until you are ready buckle your child into their child safety seat.

**YOU MUST** sign your child in every morning and sign them out when you pick them up. Planned activities will begin between 8:30 a.m. and 9:00 a.m., depending on the individual class schedule. All children should be present at this time for them to receive the full benefit of class instruction. All preschool curriculums are scheduled in the morning hours. At noon, the children begin getting ready for rest periods. All children are required to “rest” during their rest time. The older children may only rest for an hour, while the younger children will rest for 1 1/2 to 2 hours. Rest periods are mandatory by the Arkansas Department of Human Services. We ask that you provide a small pillow (camping size), small blanket and a sleep friend that can stay at school. Please do not send keepsakes or cherished belongings.

It is important that your child eats breakfast and is well rested when they arrive.

Students must be picked up no later than 5:30. **Students not picked up by 5:30 will receive a late fee of \$5.00 for EVERY MINUTE past the pick-up time.**

Your child may leave only with those persons authorized on his registration form and/or pick-up list. If someone other than a parent is to pick up your child, we must be notified in advance by the parent or guardian. Please make sure that we have the name and number of the person who will be picking up your child. Persons not known to the preschool staff will be required to show a picture I.D., even if their name appears on your child’s information card.

**HEALTH:** Children who show signs of illness **MUST NOT** be brought to school, and we cannot keep your child inside during outside play time. We play outside every day that the weather permits. We will call you to pick your child up when they have a fever of 100° or higher. **Please do not send children to school if they have a fever, diarrhea, or have been**

**vomiting the previous 24 hours.** Your child may not return to school for 24 hours if they were sent home for fever, vomiting, or diarrhea. This policy is precautionary, as we do not know if your child has a contagious illness. A child returning to school after having a contagious illness must have a written statement from a doctor. It is also implemented with the child's comfort in mind.

In case of a medical emergency, a parent will be called. If they cannot be reached, the preschool director or afternoon administrator will determine if the child needs to be transported to a medical facility before or in conjunction with parental contact.

## **ARKANSAS LAW:**

### **Car Seats:**

Arkansas state law requires all children under 16 to be properly secured in a vehicle. **Children under six and weighing less than 60 pounds must ride in a car seat.** A booster seat is appropriate for children ages 5-8 and under 4'9". Kids ages 6-15 and weighing 60 pounds or more must wear seat belts.

### **Smoking:**

A law was passed in Arkansas making **it illegal for anyone to smoke in** a car with a child under six-years old. The Governor of Arkansas signed a law to keep drivers from smoking anytime a child is age 14 or under is in the vehicle. ... For those who are caught breaking the law, there will be a penalty.

**MEDICATIONS:** Need to be given to office staff and should never be left in backpacks or given to teachers. Permission must be given to us, and forms filled out before meds can be given.

## **COVID RESTRICIONS OR CHANGES**

**FOOD:** A morning snack, lunch and afternoon snack will be served to the children daily. Please let us know if you would like to bring something special for your child's birthday or regular snack time, at this time all items brought to the preschool must be store bought.

**NO PEANUT BUTTER OF ANY TYPE CAN BE BROUGHT INTO THE PRESCHOOL.**

We have several children with allergies and sometimes the allergies are severe.

**PHOTOS:** We take photos all year long. These photos are used on our slide show for the end of year program, our website, and our Facebook page. During our end of year program parents take pictures of their kids and post them to social media. If you choose to have your child participate, we are not responsible for your child's photo being placed on social media.

## **COVID RESTRICIONS OR CHANGES**

**BIRTHDAY PARTIES:** Children are allowed to have small parties with **store bought treats** in their class during the morning snack time with advanced notice to your child's



teacher and the preschool office. Party items need to be brought the morning of the celebration and not contain a choking. Please check with your teacher to schedule a party. Please let the preschool know if you would like to send party invitations through us.

**RECORDS:** If you change jobs, relocate, or have a phone number change, please notify the school immediately. If you must be more than a normal distance for the day or week and your child is still in attendance, make sure we have alternative emergency contacts and their phone numbers. It is always imperative that we be able to contact you or a designated person. This is for the health and safety of your child.

**CLOTHING:** Washable play clothes are most suitable. We will get dirty! Please do not send children in their best clothing or clothing that is too restrictive. Children must be able to maneuver in and out of their clothing on their own and with ease.

Coats and sweaters should have the child's name written inside in a visible place. In cold weather, please dress your child accordingly. Make sure they have warm outerwear for outside play. Please change out your child's extra clothing according to the season, so that it is appropriate for the weather. Some children may need a light sweater or jacket to be kept in the classroom.

**TOYS:** The preschool will provide a sufficient number and variety of toys for all children. **Children may not bring personal toys to school except for special days that the teachers will specify.** They may bring a "sleep buddy." We encourage cooperative, constructive play and discourage play with guns, swords, and other toys of a violent nature. Show-n-tell days are very important day for your child. It is an opportunity for him/her to share with the other children something that is special to him/her.

### **COVID RESTRICIONS OR CHANGES**

**VISITORS:** There are no visitors allowed in the preschool at this time.

### **COVID RESTRICIONS OR CHANGES**

**SPECIAL EVENTS/CLASS PARTIES:** Parent involvement with preschool events will be up to the discretion of the preschool director and could change due to mandated requirements. Typically, we will have an open house in the fall, and an "**End of Year Program**" for family and friends.

**Christmas and Easter will be decided by the director. Your teacher will post classroom needed items through ProCare or text. You are always welcome to call the preschool if you need additional information.**

**SAFETY:** For your child's safety, we encourage children to wear closed-toe shoes. Non-skid soles are also recommended for indoor/outdoor safety.

Due to the danger of choking, hard candies, gum, cough drops, and balloons are not allowed. Please do not send any of these items to school with your child.

**SURVEILLANCE CAMERAS:** We are continuing to advance our security and safety measures. Our church has always been very supportive and wants our school to have the safest environment possible.

Some of our safety measures include mag lock door with shatter proof glass, cameras covering every entrance and exit, cameras in our classrooms (cameras record 24 hour a day), panic buttons, lemon aid and our candy drill. Our goal as a preschool and church is to keep our families safe.

**HOLIDAYS:** Please review our school calendar for all holidays and school closings. Our closings are in alignment with the public schools. Tuition will **not** change for closures on government designated holidays.

**INCLEMENT WEATHER:** If the preschool is forced to close due to inclement weather, the decision to close will be based on road conditions, other school closings, safety concerns, and common sense. The final decision to close will be made by the preschool director. If we have no electricity or water regardless of other schools being open, the preschool will be closed as mandated by DHS.

Please check our Facebook and/or you will receive a notification regarding school closings through email.

### **COVID RESTRICIONS OR CHANGES**

**PARKING LOT/DRIVEWAY:** Our parking lot (crosswalk) and driveway are blocked daily during school hours. This is to protect our children and teachers. We are sorry for any inconvenience, but the safety of our children is very important to First Baptist Preschool.

Our driveway will be blocked even during rain. There is an overhang to the awning, and your child will be dropped off here daily rain or shine.

**All safety measures are subject to change and will be decided by the preschool director and church pastors. These decisions will be made based on the safety and needs of the preschool.**



**SAMPLE SCHEDULE (4-YEAR-OLDS)**  
(3-year-old schedule looks similar)

7:00 – 8:30	Free Play (all classes)
8:30 – 9:00	Bathroom, snack, and getting ready to start our day.
9:00 – 9:15	Class group time begins (calendar, weather, stories, etc.)
9:15 – 9:30	Academics (ABC's, numbers, colors, etc.)
9:30 – 10:00	Arts and centers
10:00 – 10:30	Playground
10:30 – 11:00	Academics & Music and Movement
11:00 – 11:30	Group time (Bible story, songs, games, etc.)
11:30 – 12:00	Bathroom (get ready for lunch)
12:00 – 12:30	Lunch
12:30 – 2:30	Rest time
2:30 – 2:45	Bathroom, snack
2:45 – 5:30	Playground & interactive play

## REPORTING ALLEGATIONS OF CHILD MALTREATMENT AND/ OR LICENSING VIOLATIONS:

### THIS SERVES AS NOTICE:

If a mandatory reporter or employee of First Baptist Preschool suspects abuse, employee will immediately notify director for assessment of all information.

If abuse is suspected, an employee will call the child abuse hotline and immediately notify the licensing unit.

Children are subject to be interviewed by licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements.

The facility shall provide a written procedure for reporting suspected licensing violations. (Clarification - Serious licensing violations shall be reported to the Licensing Unit. These include, but are not limited to, violations relating to transportation, inappropriate behavior guidance, leaving children unattended or unsupervised, staff/child ratio violations, children requiring medical attention or care at a medical facility or doctor's office, or any other violation that could imminently affect the health and safety of children.)

### ALL STAFF ARE MANDATED REPORTERS

**DO NOT LEAVE ANY CHILD UNATTENDED IN YOUR CAR OR THE PARKING  
LOT**

**YOUR CHILD MUST BE IN AN AGE AND WEIGHT APPROPRIATE CAR SEAT**

**YOU MUST SIGN YOUR CHILD IN AND OUT MORNING AND AFTERNOON**

PLEASE SIGN

\_\_\_\_\_ CUT HERE and return to the preschool \_\_\_\_\_

*I have read, understand, and agree to conform to the guidelines of First Baptist Preschool and understand that failure to adhere to these policies will result in the dismissal of your child.*

*Paying Parent/Guardian Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# REMINDERS

## Late Charges

Please pick up your child on time. Your child is enrolled he/she must be picked up no later than 5:30 p.m. **Students picked up late will incur a charge of \$5.00 for every minute past scheduled leave time.** If someone else is picking up your child, please make sure that he/she is aware of this policy as it will be enforced at all times. After a second late pick-up offense, we reserve the right to dismiss the student. Thank you for your understanding and cooperation in this matter.

## Tuition

Tuition is due on your first day of class attendance of each week. Tuition will not vary for closings due to holidays. Advance tuition payment is encouraged and appreciated. If you are going to pay for a month, semester, or year, we ask that you pay at the beginning of that timeframe. If tuition is not paid by Wednesday of each week, your child will not be able to return to class the following week until the previous week and the current weeks of tuition are paid in full. Your account will also be charged a \$25 late charge for everyday your tuition is not paid. Payments can be made at the preschool by, cash, check, or credit/debit card. Online payments can be made at [myprocare.com](http://myprocare.com).

Let's work together to make this a great year for your child. Good habits and skills learned in our preschool will follow your child throughout their early years. We want the very best for your child and thank you for entrusting him/her to our care.

Our pledge to you is that First Baptist Preschool will be *offering love and guidance to your most precious gift...*

If you do not have a church home, we invite you to visit First Baptist. Our church is known for its warm and caring congregation and Bible teaching.

Serving you and your child,

Kim Gower,  
First Baptist Preschool Director