

First Baptist Church
Tallassee
Preschool Academy
Parent Handbook
2023 - 2024



Train a child in the way he should go,
And when he is old he will not turn from it.
Proverbs 22:6

Welcome...

The Preschool Academy of First Baptist Church extends a warm welcome to the children and families coming into our program. We look forward to a rewarding year of discovery and learning! There is no greater joy than for us to see a child grow up in the nurture of the Lord.

Your child's day will consist of a variety of activities including Bible time, Bible memorization, academic curriculum, learning centers, art, music, and outside play. Children will be nurtured with hugs, smiles, training, and encouragement. We will help them learn skills such as self-control, problem solving, and decision making. We will seek to help them develop emotionally, socially, and intellectually, and spiritually. Children will learn to treat others the same way that God has treated them.

The Preschool Academy is a ministry of the First Baptist Church. The Preschool Academy Committee consists of at least 3 church members, in addition to our church staff communicating closely with the daily operations of our program. This committee works with the Preschool Director in the planning and operation of the Preschool Academy. The Preschool Academy of First Baptist Church has a committed staff, and we desire to work with parents in mutual support. We wish to have good communication between staff and parents, providing consistency for the children at all times.

Our Statement of Purpose...

The Preschool Academy of First Baptist Church exists to provide stay at home moms and care-giving grandparents scheduled breaks to meet personal and family needs, while at the same time, providing quality care and educational experiences in a nurturing, distinctively Christian environment.

Core Values

- We will help children lay the foundation for faith in Jesus Christ by teaching them about God, the Bible, and the Church.
- We will create a loving, home like environment.
- We will use a modified version of the ABEKA curriculum for one, two, three, and four year olds. This curriculum will lay a foundation for the Kindergarten and First Grade classes at the Tallassee Elementary School.
- We will operate the Preschool as a preschool and NOT as a daycare. While many women must work, and we offer no criticism of them, *our* purpose is to help stay-at-home care-givers.
- We will operate as a non-profit ministry of First Baptist Church, Tallassee – under the authority of the church, as a vital part of the overall church ministry. We are first a church, then a Preschool Academy.

First Baptist Church Preschool Academy
1279 Friendship Road
Tallassee, AL 36078
334-283-2287

General Information

State of Alabama DHR Exemption

First Baptist Church Preschool Academy is exempt under law from regulation by Department of Human Resources; however we strive to maintain HIGHER requirement standards.

Enrollment Procedures

Admission

FBC Preschool Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, employment policies, and other school administered policies. Children with possible or identified special needs shall be reviewed and admittance will be based on our ability to meet the child's needs.

Placement for children will be determined by their age on September 1st of the current school year. The September 1st date is the same as that used by surrounding area schools. For example, your child must be three (3) years old by September 1st in order to enter the three year old program.

All children entering the K3 and K4 classes must be completely potty-trained and able to handle bathroom needs independently. Pull up diapers are not an acceptable substitute.

Hours of Operation

The Preschool Academy hours of operation:

- 1 and 2 year old classes, Tuesday through Thursday, 8am to 12pm.
- 3 and 4 year old classes, Monday through Thursday, 8am to 12pm.

Arrival begins at 7:45 each morning, class begins at 8am. Departure begins at 11:45 and all children are picked up by 12pm. At this time drop "in" care is NOT available.

The holiday schedule is listed on the 'Yearly Calendar of Events' form in your handbook package. A yearly overview can also be found on our church website www.fbctallassee.com.

Registration

Registration begins in February. Our existing families and church members have priority before it opens to the community on March 1st. Once it opens to the community, it becomes a first come, first serve opportunity. Applications are accepted throughout the

year depending on availabilities in each class. The class (age group) will be closed once it is full.

Registration and supply fees MUST be paid in order to secure your child's enrollment. The registration fee is a one-time per family fee. The registration fee is waived for all FBC members. Registration and supply fees are NON-REFUNDABLE. Only a parent or legal guardian may enroll a child in the preschool.

Registration and Supply Fees:

Registration Fee: \$100 (One time per family) Ages 1 thru 4y

Registration Fee is waived for First Baptist Church Members

Supply Fee: \$90 - Ages 1 and 2

\$110- Ages 3 and 4

Tuition Rates

1 and 2 year old Monthly Rate: 3 days per week \$170

3 and 4 year old Monthly Rate: 4 days per week \$215

Requirements for enrollment

ALL children must have a current immunization record. This can be obtained through the child's physician or the health department. A completed Child Information Form and all signed permission forms are required to be CURRENT BY THE FIRST DAY OF EACH SCHOOL YEAR.

You will receive a copy of the policies and procedures handbook and should go through them thoroughly. You will need to sign the Parental Agreement form which indicates policies, procedures, and agreed upon fees.

Waiting List Procedure

Priority of placement is given to FBC church members, staff, and siblings of children currently enrolled in the program.

Teacher-Child Ratio

We require that our staff be responsible and caring people with Christian convictions. We require that they have passionate love for small children and knowledge of their development. They participate in continued training of professional advancement in order to remain alert to the ever changing needs of today's families and changes in our community. Our classroom-student ratio will meet or exceed the DHR standards.

Age (Class)	1 Year Olds 12 to 24 months	2 Year Olds 24 to 36 months	3 Year Olds	4 Year Olds
Ratios	1 to 5	1 to 6	1 to 10	1 to 12

Curriculum

ALL ages use a modified version of the Abeka curriculum. We strive to obtain the goals set at the start of each year by following intentional lesson plans and activities that are set to help obtain these goals. These yearly goals are laid out by the curriculum and the development milestones set by the American College of Pediatricians.

Growth/Progress Reports

Learning and growth evaluations will be completed several times throughout the year. This provides us with intimate knowledge of a child's strengths and weaknesses. It also provides us knowledge that we are accomplishing our goals as a preschool. While we are not equipped to diagnose or label a child in any way, this process shows us where a child may struggle in ways that are not typical for his/her age group. This allows us to strengthen those weaknesses that we see and grow a child's confidence in the learning experience.

We teach from a Biblical worldview, God is the source and the one who defines our world around us. This includes, creation, marriage, families, gender, loving others, etc. Along with the curriculum resources provided by Abeka, your child's day will consist of daily bible reading, music, crafts, outside play (as weather permits), and center time. Our children focus on a specific bible story a week. Bible verses and character words are introduced by the month. We learn what it looks like to apply our bible verses and we act out our character words within the classroom setting. It's not just about memorizing these things but showing them what they look like in our choices. We probe the hearts during the daily activities. Our goal is to teach by shaping the mind, drawing the heart, so that the will of a child may follow. The truth of what God's word says about ourselves and the world around us will lay the foundation for trusting Christ.

All age groups learn the academic fundamentals in a variety of ways:

- Colors, shapes, and objects
- Numbers and counting
- Cutting, drawing, and writing
- Socializing and sharing
- Time and seasons

K4 Classes

The K4 classes will include, pre-reading, pre-math, and motor skills. We partner with and strive to meet the goals expected in the local (TES) 5 year old Kindergarten class.

Chapel

Our K3 and K4 classes attend Chapel as ministers are available. They receive daily Bible teaching and training in the classroom with their teacher.

Each day consists of the following activities:

- Bible Story, Bible Verse, Character Word, Pledges, and Prayer
- Academics
- Craft
- Lunch/Snack
- Outside play (as weather permits)
- Center time/Social

Homework

The 4 year old classes will be asked to complete certain homework sheets per week. This is a way to encourage parental involvement. This introduces responsibility to the child, and with your involvement, lets the child know that his/her work at school is important to you.

Communication

Folders are sent home daily. Please check your child's folder for necessary notes and classroom work. Teachers will provide you with their contact information. You may contact them with any questions or concerns. We do ask that you do NOT contact them during class time. Please do not use drop off or pick up times as a time to discuss your concerns with the teachers.

Monthly Bible Stories, Bible Verses, and Character Words

Each month your child will receive a newsletter that will list character words, bible stories, and bible verses, etc. You will receive a hard copy of this so that you can post it on your refrigerator or another location for reminders. We want you to be able to communicate with, encourage your child, and take advantage of the consistent opportunities to teach at home as well as at school.

Clothing

All children should be clothed in appropriate play clothes. Children often participate in messy activities. Precautions are taken, but accidents do occur. Comfortable, easy to remove clothing (for bathroom and diapering purposes) should be worn to preschool. *Belts are considered difficult items. We do not want to make bathroom and diapering time difficult.*

Children should be dressed appropriately for the season. Make sure your child has a jacket for outside play on those cool days.

Girls, (especially 3y and 4y) are required to wear shorts or bloomers under dresses.

These are important years to begin teaching modesty. Our classes tend to sit on the floor in a crisscross style and this helps prevent them from sitting inappropriately when wearing dresses.

UMBRELLAS ARE NOT ALLOWED AT SCHOOL. YOUR CHILD MAY USE ONE TO COME INTO THE BUILDING, BUT IT WILL NOT BE ALLOWED IN THE CLASSROOMS.

Shoes

Recreational friendly shoes are required. Tennis shoes are best. *Flip flops, clogs, sandals, and croc style shoes are NOT allowed.* These type shoes make it difficult throughout the day. *Boots and shoes with any type of hard heel are also NOT allowed.* (Those heels cause a lot of pain for little fingers during center time and the make outside play difficult). We know that our little ones love to wear different types of shoes, however, please know these requirements are in place because of past experiences. We want to stage the classroom environment with little distractions as well as the outside play.

Snacks

We will provide a daily snack and drink for your child.

Arrival Procedures

Upon arrival use the doors closest to the playground. You will sign your child in at their classroom door. If we are experiencing heavy rain at drop off time, we will receive the children at the front entrance of the church under the cover. You will drive up and a teacher will help your child from the car and into the building. We ask that you help us make drop off as quick as possible on these days due to the number of cars that can be under the cover. You will be notified by your child's teacher on the mornings that we will need to do front door drop off.

When arriving...

- Arrival begins at 7:45
- Take your child to his/her classroom.
- It is required by law that each child be signed in and out daily. You will sign your child in at their classroom door.
- To help with security and safety, parents and siblings are NOT permitted to enter the classroom at arrival or dismissal time.
- The children are taught to enter independently/confidently into their classrooms.
- Any toys, food, or other items brought from home will be taken and placed in your child's backpack at this time.
- Please be sure your child does not come in with gum or candy in their mouths as these can be choking hazards.
- Side doors are locked each morning at 8:10.

Separation Anxiety

Some have a really hard time with separation. We want to encourage and love our children through this transition. We will work with the child and the parents in the best ways possible. A good rule of thumb, and one that we recommend, is "QUICK GOODBYES"

MAKE FOR DRIER EYES” while we want to be considerate of tearful children, drop off is easier when parents do NOT stay visible to their children for extended times.

Parental Supervision at Preschool

We want to keep our children safe, teaching them boundaries and how follow the rules that are good for them. Children should never be allowed to run or walk freely away (inside or outside) from their parents or guardian. The parking lot can be busy and we want to ensure the children’s safety while on the premises.

Cell Phones

We encourage NO cell phone usage during drop off or pick up times. We recommend that you NOT use your cell phone while entering and exiting the parking lot.

Security

In order to provide SAFETY AND SECURITY for our children, the side doors will be locked at 8:10 each day. You may speak with your teacher for instructions on how to enter the building after this time.

Departure Procedures

All ages – will be released from the side door entrance of the church. You will come to the door, sign your child out, and your child will be released to you. There will be no reason to enter the building. This procedure will be subject to change during threatening weather conditions. Please park in the side parking lot during departure time. This will ensure safety for the children. CHILDREN SHOULD NOT BE RELEASED TO RUN OR PLAY DURING THIS TIME. WE ENCOURAGE YOU TO HOLD THE HAND OF YOUR CHILD DURING THIS TRANSITION FROM THE BUILDING TO THE CAR.

Your child will only be released to individuals that you have approved and granted permission to pick up your child. This information will be obtained on the child information form. Please notify your teacher and/or the director of any changes with this procedure. The Preschool Academy reserves the right to require photo identification on individuals who pick up your child.

In the Event of Special Services

There will be times the departure procedures may change due to funeral services or special services at the church. You will be notified in advance when these changes may occur.

Late Pick Up

Late pick up is not available at this time. There will be a late fee of \$10 per quarter hour should you be habitually late in picking up your child. This fee is for those who are habitually late and who have a tendency not to respect our pick up time. YOU ARE CONSIDERED LATE AFTER 12PM.

Please know that we understand that situations do occur at times. This fee is NOT for those unexpected times. When the unexpected does happen, please send a text and please KNOW that your children will be taken care of in the event that you are late.

Payment Schedule

We strive to keep tuition rates as low as possible. Tuition is based on a 10 month payment schedule which begins in July. Payments are paid *one month in advance* throughout the school year. Payments are considered late after the 10th of each month. Payments received after this due date will be assessed a **\$15 late fee**. Monthly fees are nonrefundable.

July and August Payments

Due to preschool not being in session during the month of July, we ask that you please mail these payments to First Baptist Church, 1279 Friendship Rd, Tallassee, AL 36078, Attn: Preschool Academy. You may drop off payments by the church office. Please do not send cash payments through the mail. The church secretary will provide receipts for those who pay cash for the July payments. Keep in mind that ALL payments are collected and posted by the Preschool Director and NOT the church secretary.

Once school is in session, all other tuition payments may be sent in your child's daily folder or you can drop them in the mailbox outside the preschool office. **DO NOT place cash in the mailbox or send cash in your child's folder. Cash payments must be made in the Preschool Office, a receipt is required at the time of a cash payment.** Unless the Director makes an exception, cash payments should be received by the director ONLY. Payments should be made during DROP OFF ONLY! Payments CANNOT be received at the end of the day.

All checks should be made payable to FBC Preschool Academy. No additional payment is required when there are five weeks in a month, nor will a refund be given for vacation time, sick days, or holidays. Please remember that you are paying for a space in the program, not for the days that your child attends.

Returned checks will need to be cleared up immediately. You will be responsible for the check amount as well as any fees charged by our bank.

We are self-supporting ministry of First Baptist Church Tallassee. All tuition and fees are used to provide quality teachers, curriculum, supplies, and maintain our facilities. First Baptist Church co-labors with the academy in providing the classrooms, utilities, custodial care and other resources throughout the year. This is a ministry of the church.

Families who have difficulty with tuition payments during the year may discuss arrangements with the director. The director may ask for the removal of your child from the program if your account is more than 30 days delinquent.

Withdrawal

Please contact the director as soon as possible should you decide to withdraw your child from the program. No refunds will be given for that month. If you decide to re-enroll during the same year, no registration or supply fees will be required. However, if the class has become full, your child will be placed on a waiting list.

The provisions of this Parent Handbook do NOT constitute a contract between FBC Preschool and any student or students' family. FBC Preschool Academy reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. All major changes are approved by the proper administration.

What to Bring

1 year olds and 2 year olds – We ask that you bring a DAILY change of clothes and a sippy cup. For children who are not potty-trained, please send enough diapers for the day.

These children will need back packs that are large enough to store all items. Pull-ups are not recommended until a child is in the 2 year old class. At this time we ONLY ALLOW PULL UPS WITH THE VELCRO SIDES.

K3 and K4 – We ask that each child bring a seasonal change of clothes (winter/spring) to keep at preschool. These are to be in a gallon size ziploc bag and labeled with the child's name. These will be returned to you at the end of the school year. Each child is required to have a backpack that is large enough for daily folders and lunch boxes. This makes it easier for the child during departure at the end of the day. **BACKPACKS WITH WHEELS ARE NOT ALLOWED.**

All items brought to preschool should be labeled with the child's name. This includes clothing, jackets, backpacks, pacifiers, and cups.

Toys

Personal toys, books, or other items should NOT be brought to preschool unless requested by the teacher. The Preschool Academy will provide resources for your child to have a quality learning experience throughout the day.

Lunches

A healthy, convenient lunch will need to be prepared and sent with your child. Insulated lunch boxes with a cold pack are recommended. Please include items that are easy for children to handle and eat. Please provide spoons and forks for your child if they are needed. No microwave meals or items that need to be heated are allowed (e.g., chicken nuggets, spaghetti O's).

Objects that can cause choking, such as nuts, popcorn, or hard candy are not allowed. Please know that we will NOT feed these items to your child.

Grapes, hot dogs, vienna sausages are considered a choking hazard and MUST be cut into bite size pieces by the parents . Our teachers are NOT allowed to feed these items to your child in the classroom setting if they are not properly cut. We understand that you may be comfortable with your child eating these items, but also understand that this puts our teachers at a risk with multiple children.

Lunch provides many opportunities for teaching, one being healthy eating. We want to help you encourage your child to establish good healthy eating habits. We allow for protein type foods, veggies, dairy, breads, etc. to be the “grow” foods. We teach that sweets including pudding, cookies, and candies come last at lunch time. Your child will be encouraged to eat their food in this order. Remember a child’s diet contributes to their behavior and their moods throughout the day.

Health Guidelines

FBC Preschool Academy reserves the right to make the final decision on absences and children being able to return from illnesses. We make every effort to provide a healthy and germ free environment. We are a well child facility and are equipped to care only for well children.

If your child develops a fever, diarrhea, or vomiting while at school, he/she will be removed from their classroom and you will be contacted to come and pick them up. Your child will need to be fever/vomiting/diarrhea free for 24 hours without medication before returning to school.

Diarrhea due to teething does not apply. However, if a child has more than 2 watery episodes within 1-2 hour period a parent will be called. *A child may return after 24 hours of being diarrhea free.*

If your child has begun antibiotics, they must wait 24 hours before returning. If your child is actively sick with various viral or bacterial infections (such as pink eye, hand foot mouth disease, or ear infections) they will need to stay home until the illness has run its course or is under control of medication. Children will be allowed to return when they are no longer contagious or no longer experiencing serious discomfort. Unexplained skin irritations will be addressed and must be cleared by a Doctor’s excuse.

Let us know if your child develops a contagious illness so that appropriate measures can be taken to minimize spreading. We want to keep our children and teachers healthy. If your child is sick, they must stay at home.

Medications

Acetaminophen or ibuprofen will not be given to control fevers. Dispensing medication at school is discouraged.

If your child requires an emergency type plan such as asthma medications (inhalers), Epi pens, Benadryl, a meeting is required with the director prior to the first day of school. An appropriate emergency plan will be written and kept on file. For the safety of all our children, emergency medicines cannot be stored in a backpack. These must be kept in an appropriate place.

Food Allergies

In the event that a child has special food restrictions or requirements other than the daily provided snacks and drinks, a parent will need to provide the appropriate foods for their child.

Toilet Training

This applies to the 1 and 2 year old students. Our staff is available and ready to help you with your child's toilet training. We will assist you in helping your child succeed; however, in the event that a child has multiple accidents and does not cooperate with the training process, it will be necessary to place your child in a pullup. Please discuss your techniques and terminology with your child's teacher, so that we can say and do the same things. Please dress your child in clothing that makes this process easier for him/her.

Accidents

We are not liable or responsible for injuries resulting in medical expenses sustained while your child is in our care. An ouchy report is completed on accidents such as bites, scratches, and falls. Parents will receive a copy of all reports in their child's daily folder. In case of an emergency or head injuries, parents are contacted immediately.

Basic first aid will be administered should an accident occur. This will include antibiotic ointment (such as Neosporin) and Band-Aids. You will be notified immediately should a more serious injury occur such as a head injury. Appropriate emergency measures will be taken immediately if needed.

Abuse and Neglect Reporting Requirement

Our staff is required by law to report any suspected child abuse, neglect, exploitation, or deprivation according to Alabama Department of Human Resources.

Biting Incidents

We will do our very best to prevent these incident from occurring. However, biting is a natural response of a toddler. Toddlers are learning how to cope and respond to the people and the things around them. When biting occurs, the parent of the biter will be notified along with the parents of the child that has been bitten. At NO time will the teacher release the name of the biter. When there is habitual biting from a child, a plan of action will be discussed with the parents.

Classroom Celebrations

Birthdays are a special time in a child's life. We would like to join you in celebrating this special day! Parents are invited to bring a special snack and or goodie bags on birthdays as a celebration. We ask that these be brought at drop off when you bring your child to school. Please coordinate with your child's teacher prior to the birthday with any plans.

Personal Birthday Invitations

Parents may send party invitations through the classroom folders ONLY if every child is included. If you wish to limit invitations, you must NOT send them through the preschool. Please be considerate of others if you wish to NOT include all the children. Addresses may be requested through the preschool office. *Privacy policy – if you do not wish for your address to be published for birthdays, a letter must be submitted to the preschool office.*

Summer Birthdays

We would like to recognize those who have summer birthdays. You may choose a day during the calendar school year to celebrate as "Your child's special day". Please communicate this with your teacher on when you would like to celebrate this day.

Holidays

Throughout the year we will celebrate different holidays. You will be notified of these events and when we will need help with providing food. Parents are generally asked to help out a couple times a year. During these times, there will be sign-up sheets available. We asked that parents take turns with these opportunities.

Discipline

The philosophy of our program is based on a biblical view of growth and development. Discipline is a *positive* and *good* thing for our children. One of the root words for discipline is "pupil" which in other words means "learner". Children do not naturally know how to choose rightly, they must be taught. No child is born with the ability to "know" right from wrong. *To discipline a child is to love a child.* The Lord disciplines those He loves so that they may bring Him glory. We want to teach our children to love God but to also fear Him with a reverence. We ourselves must learn and know what discipline looks like in our own lives in order to pass it along to our children.

We believe that choices have consequences. We have many opportunities to teach our children in making good choices. Those are everyday teachings; however, there will be times when a child may test the boundaries in extreme ways. With that being said, your child will not be permitted to mistreat himself/herself, others, or school property. We encourage appropriate behavior through modeling or praise. When negative behaviors persist, your child will have consequences to the choices that he/she makes. It is our desire to reinforce proper behavior. Children are given several opportunities to make the

right choice. His/her teacher will discuss the unacceptable behavior with your child and provide appropriate instruction on acceptable classroom behavior. We ask parents to help with reinforcing classroom rules. This reassures your child that you support the authority of the teacher in the classroom.

Our goal is to be proactive by providing an environment with a positive learning experience. If age appropriate, the teacher will talk through his/her choices: Example: Which is the good choice? Was what you did a good or bad choice? The idea is to help the child learn self-discipline in making choices for him/herself. If the behavior happens again then the child will have to sit quietly and miss certain activities for a brief period of time. Following through with a “calm down chair” or “thinking spot” will be the next step.

After many attempts at correcting a child’s behavior, it may be necessary to remove a child from the classroom setting. This is to benefit the one misbehaving and for those around him/her. When a child does not respond in a positive way to the teachers instructing, he/she will be taken to the preschool office for one-on-one, uninterrupted time with the director. Each visit to the Directors office will be documented and retained in your child’s file. An explanation of the visit will be given to the parents.

At NO time will it be acceptable to use corporal punishment, frightening methods of control, or humiliation as punishment. Emphasis is placed on teaching alternative behaviors and giving the child opportunities to choose acceptable habits. If you have ANY concerns please talk to your child’s teacher or the director.

It may become necessary to involve parents in correcting inappropriate behavior at Preschool. YOUR SUPPORT IS IMPORTANT. There are times when it is beneficial to sit down with both parents and discuss a child’s behavior and a plan of action. We understand these are the early years, and it may appear that these times are not significant in a child’s life, but these are crucial years in building the early foundation of a child’s behavior.

Dismissal Policy

The director along with the counsel of the committee reserves the right to dismiss a child from the program if repeated attempts to correct inappropriate behavior are not successful. This decision is the last resort and is made with much regret. More serious behavior issues, such as biting or persistent use of foul language, will require parental involvement immediately to resolve. The preschool reserves the right to “suspend” children who cannot be controlled until problem behaviors have been addressed.

Communication

Your child will have a folder that goes home daily. We ask that parents check this folder on a daily basis and return it with the child. This will include a monthly calendar,

classwork, homework, etc. Each day you will find a green, yellow, or red face on the current day. This will indicate how your child's day went and any other special information you may need to know. You will also find that the yellow and red faces will include an explanation of what occurred during the day. Teachers will also communicate classroom news and other happenings through the use of these folders. This information will be specific to your child's classroom.

All information that is communicated from the school, either from the director or the teacher, will be put in your child's folder. It is very important that you check your child's folder daily. Also, when the need arises, your child's teacher may send a special group text to her student's parents.

Playground

Playground usage is allowed after preschool hours; however, children must be under parental supervision at all times. Children that are NOT enrolled in the preschool are not allowed to participate in the playground play until after all children have been dismissed. Children are NOT allowed back in the building after preschool hours. ***FIRST BAPTIST IS NOT RESPONSIBLE FOR ANY ACCIDENTS/INJURY THAT IS INCURRED AFTER PRESCHOOL HOURS.***

Parent /Teacher Conferences

Parents are encouraged to meet with their child's teacher as needed. Conferences are best kept between parents, teacher, and the director. Conferences may be scheduled by the teacher or parent when a concern arises. Please do not schedule a conference including your child. We encourage that you DO NOT discuss classroom behaviors or struggles while your child is present.

Parent /Teacher conferences are prohibited at drop off or pick up times in the doorway. These are confidential conversations that should not be overheard by others. Your child's teacher will be glad to schedule a prompt meeting after all the children have been picked up to discuss any questions or concerns.

The parent/staff partnership is an open line of communication. Every attempt will be made to keep you informed of your child's growth and development in the classroom.

Emergency Procedures

Your child's safety is vitally important. We have scheduled fire and tornado drills that are conducted to prepare teachers and children in case of any emergency. In the event of an active tornado warning, remember that these are times when all teachers and the director

are concentrating on the safety of ALL the children. When interrupted, you are not only compromising the safety of your child, but the safety of others also.

Tornado Warning

1. Children will be moved to a safe designated area of the church.
2. Children will be instructed to kneel down facing the wall with their hands covering their neck.
3. Children WILL remain in designated area until the warning has been lifted.
4. If the tornado warning interferes with departure time, the children will not be released until the warning has been lifted.
5. If you choose to pick up your child during a warning, he/she must be signed out from the director's office.

Freezing Condition

1. The preschool academy may be closed during inclement weather. When possible we will follow the weather decisions of the Tallahassee City Schools.
2. You may be called for early pick up.
3. You will be notified by note or text on school closings or schedule changes when the weather is an issue.

Fire

1. Children will be moved to the designated area away from the building in case of fire.
2. Parents will be contacted as soon as possible if children need to be picked up.

Reminders and Additional Information

- Remember to label everything
- 1's and 2's – send a daily change of clothes and diapers for the day
- Only 2's can wear pull-ups and they MUST be Velcro pull ups
- 3's, 4's must send a seasonal change of clothes to keep at preschool
- All ages need a backpack large enough for lunch boxes, daily folders, etc.
- Backpacks with wheels are NOT allowed
- Parents and siblings are NOT allowed in the classrooms during drop off
- Children are NOT permitted to walk alone through the parking lots, hallways or restrooms
- Flip flops, clogs, sandals, and crocs, are NOT allowed
- Boots with any type of rigid heel are not allowed
- Foods such as popcorn, nuts, grapes, and hot dogs are choking hazards for preschoolers
- Children must wear shoes at all times
- Do not use cell phones when dropping off or picking up a child.
- Children should be properly restrained in a car.

