

**First Baptist Church  
WEEKDAY EDUCATION  
PROGRAM HANDBOOK  
2020-2021**



Jesus said, "Let the little children come to me..."  
Matthew 19:14

Dear Parents:

Thank you for enrolling your child in our Weekday Education Ministry here at First Baptist Church. I want to welcome you and your family to First Baptist and hope you will feel free to contact me with any questions or concerns you may have. First Baptist is a loving congregation of Christian believers dedicated to carrying out the mission of our Lord Jesus Christ. It is our hope that you and your family will feel comfortable with us.

Our staff is committed to Christ and to serving Him in this ministry. Our desire is to provide the best educational experience and environment for your child.

Thank you for sharing your child with us. We are looking forward to working with you and your child to create a memorable and productive school year.

In Christ's love,

Jessica Newton  
Preschool Director



Dear Parents:

We welcome you to the First Baptist Weekday Ministry. We are excited about working with you over the next several months to guide your child through opportunities for growth based on our philosophy. Children bring much joy and love to our lives. As a gift from God, they are both a responsibility and a reward. The teachers here at First Baptist are dedicated to the task of providing a learning experience for your child in a Christ-centered environment. We approach this task in a loving, conscientious, and prayerful manner.

First Baptist Church Weekday Staff

## OUR PHILOSOPHY

Our Weekday Program was founded as a ministry to families with young children. We believe the early childhood years should be filled with happy, memorable experiences. We believe that a child needs a loving environment where he or she has the opportunity to grow spiritually, socially, emotionally, intellectually, and physically. We believe that the Weekday Program should work together with parents to foster growth in these areas. We believe that the child learns best through play and participation in “hands-on” activities that are developmentally appropriate. We believe that the child should be given opportunities for growth AS HE OR SHE IS READY, and that each child is WONDERFULLY created by God and should be respected for his or her unique personality.



First Baptist Weekday Preschool Ministry admits students of any race, color, national or ethnic origin to all the 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 or ethnic origin in administration of its educational policies and admissions policies.

## Admission Requirements

Classes are provided for children 2 years of age by September 1, 2020 through Pre-K 4 years old.

*We will not accept a child for enrollment or continue a child's enrollment in the Program where the staff determines that services necessary to protect the health and safety of the child while enrolled in the Program cannot be provided. (DHR 290-2-2-.08)*

**Children entering three-year-old and four-year-old classes must be COMPLETELY toilet trained.**

**The following are to be completed prior to enrollment:**

- \* An enrollment application
- \* Paid registration fee for each child

It is the responsibility of the parents to promptly notify the director ***in writing*** of any change in address, phone numbers, schedule or other pertinent information.

**A current certificate of immunization (3231 Form)** is required within 30 days of a child's first day of class. An updated certificate is required each time shots are administered.

## Monthly Tuition Rates 2020-2021

Registration (all enrolling students)                      \$ 100.00

### Twos

3 Days - Monday, Wednesday, & Friday                      \$ 150.00

5 Days – Monday through Friday                      \$ 175.00

Please no bottles or pacifiers.

### Threes \*\*

3 Days - Monday, Wednesday, & Friday                      \$ 150.00

5 Days                      \$ 175.00

### Fours\*\*

5 Days                      \$ 175.00

\*\*Children entering three and four year classes must be **COMPLETELY** toilet trained.

**Tuition is due on the first of each month.** A late fee of 10% of tuition is charged at noon on the 10th. Failure to pay tuition for ***two months*** is reason for **immediate dismissal** from the program. ***Tuition is based on a yearly amount that is divided into equal monthly payments for your convenience.*** If you are having difficulty paying your tuition, please contact the **Director of Preschool/Children's Ministries (Jessica)**.

Classes follow the Carroll County School calendar in closings with a few noted exceptions. Days missed cannot be "made-up". Children are to be picked up no later than 11:45 am.

15 minutes	\$5.00	30 minutes	\$15.00
20 minutes	\$10.00		

An **\$8.00** service charge will be assessed on returned checks.



## Weather Closings

In the event of severe weather, the Weekday Program will attempt to follow whatever Carroll County Schools elect to do in regard to closings. However, if the schools do not open until 10:00 am or later, we will not have **preschool** that day since the children would only be here for 1 ½ hours. If Carroll County opens prior to 10:00 am, we will hold classes from that opening time until our regularly scheduled release time of 11:30 am. The **Kindergarten** class will begin at whatever time Carroll County Schools elects to open and continue for 4 ½ hours from that start time. For example, if Carroll County opens at 10:00 am, the children enrolled in the Kindergarten class will attend that day from 10:00 am until 2:30 pm.

## Loss of Power and Water

In the event that there should be a loss of power or water in the building, we will continue to stay open as long as we can ensure the well-being and safety of the children and the teachers. However, if we should decide that the needs of the children are not being met appropriately, it may become necessary to have the children picked up immediately and close the school until the problem is resolved.

## Concerns

Concerns are to be brought to the attention of the Director who will respond in a timely manner.

## Conferences

Teacher conferences are offered as needed. A conference may be requested at any time by a parent, teacher or the director if there is a special concern. Conferences are NOT held in a child's presence.

We believe communication between parents and teachers is essential for your child to experience the best educational experience we can provide. Please do not hesitate to come to the staff with any concerns or problems you may have. We will do our best to provide solutions that best meet the needs of the students enrolled in the program

## Clothing

Children are to be dressed in comfortable play clothes appropriate for the weather since they play outside each day. A complete change of **seasonally appropriate** clothing is to be brought on the first day of school to be kept in the classroom. Please send these items in a gallon-size plastic Ziploc bag. Label all pieces of clothing and the plastic bag. These clothes will be sent home during season changes to be replaced by the appropriate clothing. Coats, jackets, hats and mittens are to be labeled with your CHILD'S FIRST AND LAST NAMES.

## Dismissal

Every effort is made to help each child have a happy and profitable experience. If the faculty determines that a child has not satisfactorily adjusted and/or exhibits behavior that disrupts the learning environment of the class and is detrimental to others, the school reserves the right to dismiss the child at any time without prior notice.

## Parties and Birthdays

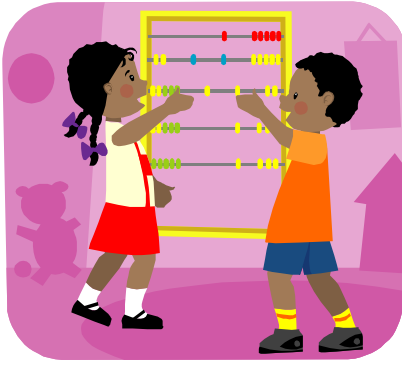
- ❖ **Check with your child's teacher before making plans.**
- ❖ **Keep it simple (Sweet, Salty, Juice)**
- ❖ **For health and safety reasons, we ask that you not bring nuts, hard candy, red juice, or latex balloons**

Birthdays are important and we look forward to celebrating with your child on his/her special day. To ensure good birthday memories, please remember and follow the guidelines above.

## Positive Beginnings

The adjustment period into a new situation can be exciting yet somewhat stressful for both parent and child. Allow time for your child to become comfortable with the new faces, setting, and routines. Please realize that a child's hesitation of the unfamiliar is only normal. Even though the initial morning separation might be a little difficult, with constant reassurance and involvement in the various fun activities, the child usually starts to become comfortable. The following are some suggestions that might help you and your child settle in.

- ❖ Be positive and reassuring. Smile and look comfortable! Let your child know that the teachers will take good care of him, that he will play and have lots of fun, and that you will be back soon.
- ❖ Don't be too alarmed with a child's tears - it is his/her way of expressing a normal apprehension of the unfamiliar.
- ❖ Feel free to ask questions so that *you* are comfortable too!



## Food

**Children are to be served breakfast *prior* to arrival. Children may not bring breakfast food items from home into the classroom.**

Parents furnish a nutritious snack and drink each day. Please no gum or carbonated drinks. We suggest that your child bring snack in a lunchbox that is clearly marked with his/her name. Parents, please remember this is a SNACK. Send something your child can eat QUICKLY and will enjoy. If your child has any allergies, especially to certain foods, please notify the teacher. A list of allergies is posted in each classroom, so please be sure to write this information down.

## Personal Belongings

All materials necessary for a happy experience are provided in the classroom. **Personal toys, books and other items are not to be brought to school unless requested by a teacher.** Toy guns and superhero figures are never permitted. The program is not responsible for lost or broken items.

## Safety & Security

A **transportation notice** is to be completed and left in the child's classroom any time someone other than a custodial parent is to pick up a child. **These are available in the classroom and the office.** If the person picking up is unknown to the teacher, picture identification is required. If you become aware of a change after your child has been dropped off at school, please contact the director with the person's name and a description of the car that will pick up your child.

## Curriculum

The core curriculum is *Wee Learn Curriculum Guide* published by Convention Press of Lifeway of the Southern Baptist Convention. Other materials are used to enhance the core curriculum. Experiences include Bible, language arts, math readiness, music, art, and science. We strive to stimulate interest and create a desire to learn in children.

## Library

Classes aged 3 & 4 will have story time once a month here at the Marlow Library.

## Music

Musical experiences for children include the playing of instruments, movement, singing, and enrichment of gross motor skills.

## Playgrounds

Children participate in outdoor activities every day the weather permits. Playgrounds are age-appropriate and meet safety guidelines issued by the U.S. Product Safety Commission.

## Discipline

We consider discipline a learning experience designed to help guide a child toward making appropriate choices and self-regulation. We believe that positive reinforcement, the explanation of natural consequences, and redirection help foster appropriate behaviors in a child. Under no circumstances will corporal punishment be administered. If there is consistent inappropriate behavior that is disruptive to the class as a whole, we reserve the right to remove the child from our enrollment.

## Parental Access

Any time a child is in attendance, custodial parents are permitted access to all educational areas. However, we ask that you respect the teacher's classroom time with your child. If you have an issue to discuss with your child's teacher, please arrange to do so outside of the designated teaching time. A parent must make his/her presence known to the staff before removing his/her child.

## Morning Arrival/Dismissal

Morning drop-off and afternoon pick-up will be from the front of the church building, under the carport. If you are the first to arrive, please do not block the carport. If you feel you need to walk your child into the building, please park in the lot and do not block the flow of the car line. We ask that after the first week of school you do this only in special circumstances as it is usually harder on the child and teacher when you come into the building. Please be on time bringing your child to school. The first part of your child's day is his/her free play time. This is a time where your child has the opportunity to choose from different activities and to experience several different types of learning through play. It is also an important time of interaction with the other children, as well as one-to-one time with the teacher. Your child should arrive between 8:15 am and 8:30 am.

Please use the car line to pick up your child after 11:30. Do not park and walk up to get your child. We will walk your child to your car, do not get out and call your child to you as this creates a dangerous situation. Please make every effort to be on time, as children tend to get anxious and upset when a parent is late. You will be given a car sign with your child's name on it. Please be sure whoever picks up your child has one of these. If you need more than one, let us know. If your child is riding home with someone who usually does not pick him/her up, please send a note that contains the name of that person.

With so many different styles of car seats on the market today, we ask that after we load your child you pull your car forward into the lower parking lot to buckle your child into his/her car seat. This will enable us to load children quickly and ensure that each child is correctly and safely buckled into his/her car seat.

## Health

Employees are instructed in the universal precautions and procedures for general hygiene and are required to follow them.

**Latex balloons, glass containers, chewing gum, hard candies, and nuts are prohibited from use in preschool classrooms.**

In order that we may promptly get in touch with you in the event of an emergency, **please update your information immediately as changes occur.**

Please share any changes in your child's health or family situation so that we may have that additional perspective to help us work closely with you.

**An updated certificate of immunization is required each time shots are administered.**

## Illness

For the protection and well being of your children, the Illness Policy is carefully and consistently enforced. Our Illness Policy is in accordance with the guidelines set forth by Bright from the Start: Georgia Department of Early Care and Learning. *Your understanding and cooperation are necessary to help keep all the children as healthy as possible.*

A child with any of the following may not attend school:

- ❖ A fever of 100 degrees and above
- ❖ Diarrhea or vomiting
- ❖ Rashes other than normal skin irritations
- ❖ Any other contagious symptoms (e.g. green nasal discharge, sore throat, open sore, etc.)
- ❖ Any symptoms related to a communicable illness (e.g. pink eye, chicken pox, etc.)
- ❖ Severe coughing

We are unable to accommodate requests for students to remain inside.

**If you are notified that your child is ill at school, we ask that you make every effort to pick up your child within the hour. A SICK CHILD MAY RETURN TO SCHOOL AFTER BEING SYMPTOM FREE FOR 24 HOURS (without any aid from**

**medicines which may mask symptoms such as Tylenol for a fever or Imodium AD for diarrhea). A child may also return if accompanied by a doctor's note stating that the child is not contagious.**

**Children may return after being released by a physician.**

If your child has been diagnosed with a communicable illness (e.g. chicken pox or lice), ***please inform the school immediately.*** We need to know so that we may react accordingly and notify the other parents.

*The Americans with Disabilities Act* prohibits discrimination against HIV-infected persons.

**Emergency Notification Procedure**---A parent is notified immediately of any illness or injury requiring professional medical attention.

In the event that a parent cannot be contacted, the emergency contact person is notified. If none of these are available, the child's physician will be contacted. We will contact 911 if an illness or injury requires immediate professional medical attention.

**Non-Emergency Notification**--A parent is notified upon arrival if a child has become moderately ill or has an injury that does not warrant professional medical attention

When symptoms of illness occur during the day, a child is moved to a supervised area away from other children and provided the necessary attention until leaving the center or returning to the group.

**Accident report forms** are completed by the teacher when an accident or injury occurs and signed by the parent when the child is picked up. Parents receive a copy.