

First Baptist Church Preschool Parent/Student Handbook

2020 - 2021
First Baptist Church
Buffalo, Texas
903-322-4332

Updated 7/2020

Welcome to First Baptist Church Preschool

We are privileged that you have chosen to entrust your child to us at First Baptist Church Preschool. Your child's education and spiritual development are very important to us! Our Program Goals are that each child comes to understand, experience and respect:

1. God, His Love, and His care for all Creation.
2. The Bible, God's Holy Word and our Blueprint for Life.
3. Church and the concept of Worshipping God.
4. Self and others as unique and very special people who God created and loves.

Our Program Goals are also that each child:

5. Develop motor skills through play, exercise and practice.
6. Enjoy creative expression through music art, dramatic play and other activities.
7. Be introduced to the concepts of letters, numbers, colors, and shapes.

Curriculum will be based in the Bible and balance bible teaching with the introduction of foundational concepts to prepare children for the future.

Admission and Enrollment

Children must be three years old as of September 1 of the beginning of each school year and be completely potty trained to attend First Baptist Church Preschool.

Tuition

First Baptist Church Preschool is a ministry of First Baptist Church, Buffalo. We rely on your tuition payments to cover the expenses of operating preschool. Each child must pay full tuition. Tuition has been calculated based upon the total number of days in the school year, taking into consideration months of differing length, holidays or bad weather. Tuition payments are for Enrollment in the program and not based on Attendance. A full month's tuition is expected every month.

Tuition consists of a Fall Registration Fee of \$40.00, a Spring Supply Fee of \$40.00 and \$85.00 per month each month of the school year. Payment of at least \$40.00 is required to consider the child enrolled and to hold their spot for the upcoming Preschool year. Tuition is due on the first day of the month and is delinquent on the fifteenth day of the month. You will be responsible for any charges incurred by the church should your check be returned due to insufficient funds.

All school supplies are provided with the registration and supply fees. Parents are asked to provide a backpack and a lunch box.

Hours of Operation

FBC Preschool's hours of operation are 8:30am to 12:00noon, each Tuesday and Thursday of the school year. The first day of Preschool will be the first Tuesday on or after Labor Day of each year. The last day of Preschool will be the last Thursday before Memorial Day each year. We reserve the right to adjust those dates as necessary.

FBC Preschool will follow the Buffalo Independent School District Calendar with the exception of start date and end date. We will also observe all student holidays and bad weather policies, with one exception. *If BISD cancels school due to bad weather then FBC Preschool will be canceled as well. If BISD schedules a late start due to bad weather then FBC Preschool will cancel for the day.*

Arrival, Dismissal, and Pickup Authorization

Children may be dropped off no earlier than 8:00am each school day. Instruction will not begin until 8:30am but they will be allowed supervised play until then.

For the first week of class, children may be walked in to their assigned classroom. Please leave your child playing and let the teacher take over from there. Tears usually don't last long once your child is engaged in an activity. We love families and children and are privileged to be chosen to help nurture your child's journey toward education and independence.

For the remainder of the school year, children should be dropped off and picked up at the back of our church building. FBC Preschool Staff will be in the back ready to assist you with loading and unloading.

Please arrive promptly at or before Noon to pick up your child. You are welcome to pick up your child at an earlier time as needed. Please inform the teacher of your intent so they can be prepared for your child's early departure.

Only those persons listed on the child's enrollment form will be allowed to pick up that child. You may add or delete persons on your authorized pickup list at any time. If your child will ride home with someone else other than his usual ride, please notify the teacher with a note.

For security reasons, the doors of First Baptist Church Preschool remain locked at all times. Parents are more than welcome to drop in during the day. Please use the back entrance, ring the doorbell and wait for someone to open the door for you.

Illness and Exclusion Policy

A child should not attend preschool if he or she has the following symptoms and/or diseases:

- *Fever – Children: 99.8F or above; Adults: 100.4F or above
- *Vomiting and/or diarrhea (abnormally loose, water stool), with accompanying abdominal pain.
- *Thick yellow or green discharge from the nose or eyes.
- *Persistent cough or increasing severity of cough, not improving after 4 to 5 days.
- *Unusual spots or rashes accompanied by fever or behavior changes indicating illness.
- *Severe itching of body or scalp, or scratching of scalp.
- *Behavior indicating that he or she is not well. For example, child is cranky or less active than usual; child cries more than usual.

If the child is diagnosed with any of the contagious conditions listed below please notify Teachers as soon as possible. Teachers will then let you know approximately when your child may return to Preschool. Chicken Pox, Cold Sores, COVID-19, Diphtheria, Head Lice, Hepatitis,

Impetigo, Measles, Meningitis, mumps, Pink Eye, Pertussis (Whooping cough), Rubella, Scabies, Strep Throat (any strep infection), Tuberculosis.

A parent will be asked to come and pick up a child should symptoms of illness occur during the day and a sick child will be isolated from other children until the parent arrives.

FBC Preschool will not dispense any medication unless it is provided, with instructions, by the parent, except in emergencies.

Snacks and Lunches

FBC Preschool will provide a mid-morning snack and drink for children each day. Snacks usually consist of crackers, fruit, popcorn, cereal, water or juice. We often have snacks that go along with the letter, shape or theme for the day.

Parents shall provide their child(ren) with a lunch and a drink each day. Our lunch time begins at 11:00am. For the safety of your child, we will not heat any foods sent in a lunch kit.

Food allergies should be stated on the enrollment form. Children with food allergies will be provided with an alternative snack and drink in any event.

We are a peanut free environment. Peanut allergies are a growing concern and to better protect all children attending Preschool, no peanut products will be served during snack time. Please do not send peanut products in lunches, on birthdays or party days.

Birthdays are awesome and we welcome special treats to celebrate your child's big day, Please give notice to your child's teacher if you plan to provide a snack for their class. Our snack time begins at 9:00am so please plan to have your snack at the church by 8:45am.

Preschool Dress Code

When dressing your child for Preschool please keep in mind that we may get messy! We cover their clothing with smocks as needed but they don't always stay on or stay in place. When creating with paints and markers, clothing can become stained.

Girls must wear shorts, bloomers or leggings under skirts or dresses.

Accidents happen! Please enclose an extra set of clothing (including underwear and socks) in your child's backpack using a large ziplock bag. Should an accident occur, this saves you an extra

trip to preschool and your child can change immediately. The ziplock bag will be used to send the messy clothes home to be washed.

To help prevent an accident from happening, please dress your child in garments they can easily pull up and down themselves during bathroom breaks. Belts, snaps and overalls can be tricky for their little hands and shouldn't be worn unless the child is able to successfully maneuver them without assistance.

Preschoolers are active learners. Please send children in shoes suitable for active play – tennis shoes, boots, sandals with heel straps. Preschoolers are not allowed to remove their shoes for any reason so make sure they are comfortable and self-reliant choices. We will make use of our outdoor areas often so please note the weather and include a jacket when needed.

Preschool Code of Conduct

An important part of the preschool experience is helping children learn how to get along and enjoy being with other children as well as following the direction of an adult other than their parent/guardian. Our preschool teachers focus on the positive behaviors of children and reinforce those behaviors as often as possible. Corporal punishment is not used at First Baptist Church Preschool.

At FBC Preschool, the emphasis of discipline will always be in love with grace. The following strategies will be used to help preschool children who exhibit disruptive behavior:

- *Encouraging children to “use their words” when having a disagreement

- *Redirection behavior

- *Separating a child from the group

- *Counseling children individually about their behaviors

- *Making parents/guardians aware of disciplinary concerns

Field Trips

As additional safety precautions, we will forgo field trips and class parties where parents have attended until further notice. We value parents and commit to share your child's preschool experience as much as possible.

Parent Communication

We use our Facebook Page, FBC Buffalo Children's Ministries and the Remind App to communicate. Parents can download the Remind App from iTunes or Google Play and join our FBC Preschool Class using the code @gab4f. We may still send hard copy communication so please check your child's backpack for paper notes, updates, and announcements.

COVID-19 Response Plan

We have outlined our response and updated policies in an Addendum. Please see our COVID-19 Response Plan for more details on how we plan to continue to provide quality Christian preschool in these unprecedented times. Parents will be required to sign a Waiver and Release before their child can be fully enrolled in FBC Preschool.