



# First Baptist Preschool Handbook

Our Mission is to be a Christ-centered preschool that provides fun, love, safety, and encouragement to parents and children; while we encourage growth and academic learning!

## Welcome

### Days and Hours of Operation

First Baptist Preschool serves children 6 weeks old to 4 years old without regard to ethnicity, creed, or ability, race, national origin, color, religion, sex, and age. It will operate Mondays-Fridays, 7:00a.m. – 6:00p.m, August – May. We also offer a summer camp program that serves children ages 6 weeks-4 years old Mondays-Fridays, 7:00a.m. – 6:00p.m. for the months of June and July. We will observe the same calendar as the Glynn County School System (with a few exceptions), including but not limited to, seasonal breaks. The first day of the 2018 school year will correspond with the first day for students at Glynn County Public Schools. When severe weather warrants the closing of Glynn County schools, First Baptist Preschool will also be closed.

The preschool operates year round but will be closed on the followings days in the 2018-2019 school year:

Labor Day (September 3)	Thanksgiving Break (November 19-23)
Christmas Break (December 20-January 7)	MLK Day- (January 21)
Spring Break (April 1-5)	Summer Break (May 27- 31)
Independence Day (July 4, 5)	

### Purpose of the Handbook

The purpose of the handbook is to make parents aware of our policies and procedures. Please read it carefully. It has been created with all of the children who attend our school in mind. We recognize that it may not cover every situation that may occur; however, we feel that it is as comprehensive as possible. Please do not hesitate to contact us if you have any questions, concerns or suggestions concerning areas not covered in the handbook.

### Enrollment

Parents who wish to enroll their child may do so by contacting the Minister to Children & Families, Rev. Rebekah White at [Rebekah@fbcssi.org](mailto:Rebekah@fbcssi.org), to set up an appointment to meet, tour the school and receive a parent information packet. If a space in the desired class is not available at the time of the tour, parents will have the opportunity to secure a position on the wait list. Children must meet the class age by September 1<sup>st</sup> in accordance with current state kindergarten requirements. Enrollment is prioritized by currently enrolled children and their siblings, then First Baptist SSI members, followed by the general public. Upon enrollment, families will pay a non-refundable, non-transferable \$100 per child registration fee. Enrollment of your child is finalized upon receipt of a completed registration packet, full payment of the registration fee, and an updated immunization record.

### **Tuition, Late Fees & Delinquent Payments**

The financial agreement regarding tuition and fees is between the parent(s) on record and First Baptist Preschool. The school will not mediate collections of tuition or other school fees with parties not on the enrollment agreement (i.e. parents or guardians that are separated, divorced or any form of third party). Tuition is due prior to child attending on a monthly basis. Students enrolled will be charged regardless if the child attends their registered time. No refunds or credits are issued for absences, illnesses, or vacations. Any exemption to this policy must be presented, in writing, to the Board for consideration. Tuition covers the operating costs of the school (utilities, teachers' salaries, maintenance, etc.). As a not-for-profit organization and private school, First Baptist Church does not get allocations from the local, state, or federal government to subsidize items that were not approved by the finance committee for the budget. We rely on tuition and fees to operate the preschool ministry as an outreach program to our First month's tuition for the 2018 school year is due June 1, 2018. Subsequently, monthly tuition is due the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a weekend or school holiday, tuition is due Monday or the first day school resumes. Please note that tuition is not prorated to reflect any absences or time missed in that month for any reason. All tuition and fees are non-refundable and non-transferable. Families who submit tuition payment later than the 10<sup>th</sup> of the month will incur late fees at the rate of \$25 per day. If full tuition plus the accrued late fee is not received by the 15<sup>th</sup> day of the month, First Baptist Preschool reserves the right to withdraw students whose account is delinquent. A charge of \$35 will be applied to accounts that have Insufficient Funds.

### **Annual Registration Fees**

Upon enrollment in any of our school-year programs which run from August-May each year, families will pay a non-refundable, non-transferable \$100 per child registration fee.

### **Annual Summer Camp Fees**

There is a non-refundable, non-transferable \$50.00 per child registration fee for summer camp participation.

### **Annual Supply Fees**

A supply fee of \$250 per child is due annually for the school year when your child begins attending First Baptist Preschool and annually each year thereafter. All supply fees are non-refundable and non-transferable. The supply fee can be paid in two equal installments due in August and January at the same time that month's tuition is due or in its entirety in August. These fees are due whether or not your child is in attendance on the first day of school (this applies to infants through Preschool students). Supply fees cover the costs of all curricular supplies and consumable materials used in the classroom on a daily basis. Supply fees also go toward purchasing school resources such as books, toys, CDs, games, furniture, classroom displays/décor, batteries, disinfectant/sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

## **Withdrawal Procedures**

The preschool reserves the right to drop any child from enrollment whenever it appears to be in the best interest of the child and/or other children in the preschool. A written notice will be given to the parents in situations when it is deemed in the best interest of all parties to withdraw the child from our program. Likewise, parents may withdraw their child from enrollment of First Baptist Preschool upon issuing a 30-day written notice.

First Baptist Preschool reserves the right at any time to permanently withdraw a child for the following reasons:

- Non-payment of tuition and fees (payments must be cleared through the bank.)
- The needs of the child or the needs of the program are not being met. Children who display inappropriate and/or aggressive behavior toward other children and/or teachers will not be tolerated.
- Parents or guardians displaying inappropriate behavior such as, but not limited to: posting or commenting on posts using negative/derogatory remarks about the school, church, or staff on social media; using profanity or belligerent language/actions toward staff/students; using physical aggressiveness, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises.
- Non-compliance of school policies and procedures and/or blatant disregard for the state regulations

## **Children's Files**

A file is maintained on each child enrolled. State law requires that each child's file must be current at all times. Files must include any inclusion services, current immunization records, and a completed packet. Please keep the Director/teachers/administration closely informed about changes and updates that need to be made regarding your child's enrollment information, so that we may contact you or an authorized person swiftly in cases of illness or emergencies. (Phone numbers, address, emergency contacts, custody paperwork.) All children's records are kept confidential in a secured area accessible only by Leadership.

## **Organizational Structure**

In order to provide a program that functions smoothly and is beneficial to everyone, First Baptist Preschool uses the following organizational framework of administration and employees:

Director

Lead Teachers

Assistant/Co-Teachers

ANYTIME CHILDREN ARE PRESENT IN THE SCHOOL, THE DIRECTOR, OR DESIGNATED "EMPLOYEE IN CHARGE" WILL BE ON THE PREMISES. At all times, a list of these individuals' names is posted on the bulletin boards and/or doors located throughout the preschool.

## **Our Staff**

At First Baptist Preschool, the Director is responsible for oversight of all school operations, as well as maintaining relationships with our parents, staff and campus community. The Director welcomes feedback, concerns and comments regarding ways to improve our programs. Parents may contact the Director's office at any time during school hours at 912-638-3337. Educated and experienced teachers staff our classrooms, and they welcome suggestions and ideas for school enhancement as well. Preschool staff members must maintain a clear criminal background check, undergo an interview process with the Preschool Board and Church Personnel, provide credible references prior to employment, and have been trained in CPR/First Aid and fire safety. The faculty participates in ten hours

of professional development/continuing education opportunities throughout each year; these may include organizational meetings, teacher workshops, and professional conferences.

### **Office Hours**

First Baptist Preschool's office is open Monday – Friday, 7:00am-6pm where the Director or Assistant Director will be available to assist you in person, via email, or on the phone in managing accounts and to address school-related questions/concerns. You may contact the office at 912-638-3337 and leave a message at any time before or after school hours, and we will return your call as soon as possible. First Baptist Preschool uses email to communicate parent information and parent group activities and meetings. We check email regularly throughout each business day and will return emails sent after 6pm the following business day. Keep in mind, there are times in which technology fails us. If you do not have a response back within the allotted timelines, please resend or call the office.

### **Arrival & Departure/Security System**

First Baptist Preschool is a facility with one main entrance located inside the foyer of First Baptist Church. There is a security lock on the entrance doors and a doorbell and voice box available for visitors. There is also a fingerprint identification system for parents. This system provides an important added measure of security for your child while he or she is at the preschool. Parents and employees are asked to use ONLY the main entrance to enter and exit the building. Our children need to see us obeying this rule so they are never tempted to leave the building unescorted. When you arrive at First Baptist Preschool each day, you must accompany your child to the classroom. Prior to dropping your child off or immediately following their drop off, please sign your child in using the computer on the reception desk in the preschool lobby. Once at the classroom door, it is important for you to wait for an acknowledgment from the teacher indicating her awareness of your child's presence. Older siblings will not be allowed to check a child out of his/her classroom unless they are older than 18 and on the authorized pick-up list. In addition, we ask that children not be permitted to open the doors or depart from the building without being accompanied by an adult due to high volumes of traffic in the parking lot at pick up times. As you are preparing your child to enter the class for the day please take this time to make the teacher aware of any pertinent information (requirements for the day, lack of sleep the previous night, changes in the home, etc.). We ask that you help our teachers and staff by acknowledging your child before your departure as it helps the child and teachers, especially the younger ones, to begin to adapt to the class and gain some reassurance that you will be returning. When dropping off and picking up your child, be sure to sign in/out on the computer each day. The child's safety may be dependent upon the parent fulfilling this responsibility. Per state regulations, all students must be signed in/out each day using the computer attendance software located on the reception desk in the school lobby. STATE LAW REQUIRES CHILDREN'S ARRIVAL AND DEPARTURE TIMES TO BE RECORDED. Caution should be exercised in the parking area as young children are often difficult to see. First Baptist makes a concerted effort to protect the safety and well-being of all the children in our care. You are asked to notify the First Baptist Preschool office and your child's teacher anytime your child is being picked up by anyone other than you. This confirms parental approval for release of your child to another individual. Upon arrival, the approved individual, if unrecognized by the staff, will be required to present identification with his or her picture on it. Children will be released only to properly identified persons who have been listed on the "Pickup/Release Authorization" section of the enrollment form. The names of persons who may pick up the child MUST be kept current by the parents, and emergency contacts MUST include local persons. You will be contacted if someone other than those on the approved list comes to pick up your child. We welcome and encourage parent involvement and simply ask that you let the teacher or school office know ahead of time that you will be visiting. At the end of

the day your child will undoubtedly be ready to see you. When you come to pick up your child you will receive a "Daily Activity Report" which will give you a snapshot of your child's day. Please take a moment to review it and ask any questions you may have. Children in Preschool and Pre-K may also have a folder that is to be taken home each day. This folder will house additional important information regarding updates, school news, parent information, etc. Please take a moment to check this each day as well. Once you have gotten your "Activity Sheet", checked your child's folder, and gathered your child's belongings we ask that you sign your child out (using the computer at the reception desk) for the day before leaving the building. You may elect to sign your child out prior to retrieving him/her from the classroom. Parents upon request may enter and visit the center.

### **Late Pick-up**

Please contact the school if you know you will be arriving later than your scheduled time indicated on the enrollment form. Children must be picked up by 6 pm, in order to avoid late pickup charges of \$1 per minute. If a second offense occurs within a three-month period, the fee increases to \$5 per minute. If a third offense occurs within a three month period, a \$10 per minute charge will be enforced. The late fee is due, in cash, to the teacher in charge of your child. You will be charged by the time shown on the clock on the attendance computer where you sign your child in and out each day. After three late pick-ups, a conference may be scheduled to discuss the ongoing issues and possible solutions. Your child may be dismissed due to noncompliance of this policy. If a child is left at the preschool past 6:30pm, then a faculty member will call you to facilitate pick-up arrangements. If the child is still at school after 7 pm, law requires us to call the Department of Social Services (DSS) to arrange care for the child. Any escort must present picture identification when picking up the child. Faculty will not release a child to an escort without proper identification and authorization.

### **Adjustment Period**

While attending First Baptist Preschool is an exciting experience for a young child, it can be difficult at first. Feeling nervous or anxious, for both children and parents, is normal. Separation can be a difficult process. Between ages 8-10 months, babies can become distressed upon separation from their parents. Typical reactions associated with anxiety are crying, clinging, and trying to follow you. New people and new routines can be intimidating for little ones of any age. As your child takes social cues from you, responding positively to the drop-off will reflect positively on your child. Talk to your child ahead of time as to what is going to happen. Establish a friendly relationship with your child's teacher and a positive drop-off routine. If you enter the classroom with your child, you can settle him by offering a toy or book. Say your good-byes to your child and then leave, as making the departure definite will ease the anxiety. If your child begins to cry while you are leaving, please do not turn around and come back, as it will be harder the second time around to calm them. You are welcome to call the school or come back by to check on your child at any time. We have video monitors in the office so you observe without your child seeing you and becoming upset. After your child's first day, if he or she is having difficulty, please say quickly and without hesitation, "Goodbye, I will come back later." Then, please leave without looking back. Children seldom continue to cry for more than a few minutes after the parent is out of sight. If your child does not adjust after a reasonable period of time, you will be contacted. In most cases, after a short period of time, the engaging daily routine and care from teachers will rectify all anxiety and full

adjustment will be established. Sometimes, children who had easy drop-offs during the first week or so may suddenly start to become upset at their parents' departure. This is a typical reaction in a school setting, and as time goes on trust will be established and the child will be comfortable with the school routine.

### **Daily Schedule**

Each day is set up to offer your child a balance of language, social, physical and cognitive development. The daily schedule provides a framework for planning and organizing the daily routine and play activities for the children. Adjustments to the schedule are made as needed. Some common changes you may notice in your child's behavior after enrollment in any group setting included altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. The following is an outline of a typical schedule for the toddlers through preschoolers (The infant classes function on a much looser schedule than any other classroom. Younger infants who are not yet on a consistent schedule are able to eat and sleep as needed):

7:00 - 8:00 Arrival of students- self-directed play or outside play

8:00 -9:00 Circle Time: calendar, songs, Lord's Prayer, restroom

9:00-10:00 Snack, Story, Outside Play

10:00 – 11:00 Centers

11:00-12:00 Lunch

12:00- 2:00 Rest time

2:30-3:30 Art/Music/Snack

3:30-4:30 Games/Outside Play

4:30-6pm – Self-directed Play/ Prepare to go home

### **What to Bring Each Day**

Toddlers, early preschoolers, preschoolers, and Pre-K students will need the following items brought to school with them each day, if applicable: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, 2-4 complete seasonally appropriate changes of clothes including shoes and underwear, lunch, eating utensils, snack, milk, book bag, sippy cup/water bottle, pacifier, nap roll, blanket, sweater or jacket. All personal items should be clearly labeled with the child's first and last name( use permanent marker). Specific directions about additional items needed will be shared with you by your child's teachers. When your child is almost out of something, the teacher will indicate this on the daily report. Clothing and nap time items can be brought in a tote bag labeled with your child's name and left at school during the week, but wet/soiled items must be taken home on a daily basis to be laundered.

## **Snacks and Meals**

Children are not expected to clean their plate, as appetites vary from child to child and from day to day. It is our policy to limit sweets and sugar served to the children. Parents are encouraged to join their child for lunch from time to time in the classroom.

All enrolled children MUST bring a lunch, snacks, and water bottle/ sippy cup each day. If you forget one of these items you will be called and asked to bring back missing items to school. Classrooms are equipped with refrigerators and microwaves for heating and cooling lunch items as needed, but please limit food that needs to be heated so that students can finish their meals in the allotted time for lunch. If your child is in the class with a student who has food allergies, it is extremely important to take every precaution to be very aware of the snacks and meals you send to school with your child. Parents will provide formula, breast milk, milk/milk substitute, lunches, and snacks. Per Bright From the Start regulations, parents of all infants must complete an infant feeding plan to be posted in the classroom and updated anytime changes are made. Parents are responsible for sending in a healthy, well-balanced lunches and snacks that adhere to the state requirements. If snacks/meals do not meet state requirements First Baptist Preschool will supply necessary supplements to meet requirements. Please ensure that all meals and snacks meet the choking hazard requirements. See teachers for specific details about lunch time and recommendations for foods to send in each day that will be easy for your child to eat in that allotted time. Please note that all sippy cups, utensils and lunch box containers will be returned home each day. These containers may be returned emptied and/or rinsed out but will not be washed at school.

## **Rest Time**

All students ages 1-3 years of age will take a nap each day from approximately 12-2pm. (Infants sleep throughout the day according to their individual sleep schedules.) A comfortable cot will be provided by First Baptist Preschool for your child. Each child will bring in a nap roll, and they may also bring a lovey, blanket, and/or pacifier to use during naptime. Nap rolls will be sent home each Friday (and anytime a child is sent home sick) to be laundered, and we ask that you return them on Monday. Pull-Ups can be worn by students during nap and rest times, if needed, if they are being potty trained or if they are newly potty trained. During rest time, quiet music will be played. The lights will be off and all children are expected to lie quietly and rest. If a child does not go to sleep after a reasonable period of time, quiet alternate activities will be offered. See your child's teacher for specific information about nap and rest times.

## **Clothing & Shoes**

In order for your child to enjoy participating in all of the indoor and outdoor activities of our program, please ensure that he or she is dressed for the weather. We will attempt to go outside every day, even if cold temperatures limit the time we spend outside. The need for children to run around and get some fresh air is important. Please send a hat, mittens, or gloves, or an extra sweater if it is an extremely cold day. Since our children are involved in activities that can be messy, it is important that they wear comfortable, play clothes that are easy to wash. Your child will run, climb, paint, paste and color. These are all developmental skills. Please dress your child in comfortable clothes that you do not mind getting dirty.

Please be sure that all clothing and personal items are marked with your child's first and last name in permanent marker. First Baptist Preschool cannot assume responsibility for lost or damaged items. We take much care to ensure that your child's belongings are well taken care of. However; the school is not responsible for lost or damaged belongings including clothing. A complete set of seasonally appropriate clothing should be sent and will be kept in your child's cubby and used as needed. The cubby should be checked daily to make sure a full set of clothes (in the right size/season) is available at all times. Accidents of all kinds can and do happen. Children under three years old should have two (2)-four (4) changes of clothes appropriate for all seasons. A change of clothes consists of underwear, outerwear and socks. Be prepared for changing weather by dressing your child in layers.

Shoes should be sturdy and easy to get on and off. We recommend Crocs or flip-flops NOT be worn to school for safety reasons. Shoes with Velcro closures are wonderful for children. Children in the Toddlers and up must come to school with shoes each day. Children need to come to the center with closed toed shoes or sandals with heel straps that fit securely. We ask that children please not wear cowboy boots and other hard-toed/heeled shoes at school as they can present play hazards. Children are not permitted to wear any shirts, jackets, sweatshirts, jewelry or articles that are tied around the neck. Hooded jackets, sweatshirts, and shirts that have drawstrings present a major hazard for children. The cord can become caught while a child is climbing, sliding, or engaged in other active play and result in choking or other serious injury. The same risk is associated with necklaces, locket, keys, or any other article hung around the neck. Per state regulations, children shall not be permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items.

### **Outside Play**

Your child will have the opportunity to participate in outside play twice a day every day, weather permitting. Running, climbing, crawling, sliding, jumping and stretching help with children's large motor development and fresh air helps maintain good health. We extend our classroom curriculum to the playground and incorporate creative activities during outside time as well. We follow the state requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures.

### **Sunscreen/Bug Spray**

We request that families apply sunscreen to their child prior to arriving at school. Second applications will be applied after nap time (weather permitting), so please send a bottle of sunscreen labeled with your child's first and last name. Families will sign waivers at the beginning of school year for the duration of the calendar year that permits the teachers and staff to reapply sunscreen as needed. In order for teachers to reapply topical treatments, it will be necessary to have on file a signed form 590-1-1-.20(1) "Authorization to Dispense External Preparations" at the beginning of each school year.

### **Parties**

We celebrate various holidays throughout the year. Parties will be coordinated by a parent volunteers who sign up to help with these events at the beginning of the school year. Birthday parties may be held in the classroom and/or at the picnic tables and must be kept simple lasting no longer than thirty

minutes with teacher's approval. Latex balloons can pose a choking hazard and are not allowed in the classrooms. This is a licensing regulation imposed by the State of Georgia. Be mindful of any food allergies before bringing any special snacks.

### **Birthday/ Party Treats**

The licensing rules that govern our preschool detail what types of treats we are allowed to serve at school.

- For birthdays or classroom celebrations, treats of any kind must be in the original labeled container with the ingredients clearly visible. This is to protect our classmates that have severe allergies to many common baking ingredients such as eggs, nuts, etc.
- Birthday treats must be in pre-packaged single serving sizes (i.e. cupcakes, chips, veggies with single serving dressing, ice cream, etc.)
- No candles or latex balloons are allowed in the Preschool for the safety of the children.
- Schedule any classroom activity with your child's teachers at least one week in advance to ensure that it is worked into the classroom schedule.
- Foods and drinks with little or no nutritional value, i.e. sweets, soft drinks, etc. shall be served only on special occasions such as class parties.

### **Our Curriculum**

First Baptist Preschool's program supports and encourages each child's individual development: social, emotional, cognitive, language, physical and spiritual. Learning through play is the basis of our curriculum as research supports this as a valuable means of learning for young children. We embrace that concept that children learn more from the process of the activity rather than the final product of an activity. Our curriculum includes: Bible stories, music, language development, creative art activities, character traits, large and fine motor skill activities, science, shapes, colors, numbers, and letters. Teachers and staff provide both teacher-directed and child-initiated activities to help each child develop language, reading readiness, and other cognitive skills appropriate to his or her stage of development. All classes follow our school-wide monthly and weekly themes with daily, developmentally appropriate activities. Each classroom teaching team creates a lesson plan based on the weekly theme that is guided by the Creative Curriculum and supports the Georgia Early Learning Standards and. Teachers are required by the licensing agency to post their weekly/monthly plans, and the Director will also email lesson plans to families each week.

### **Custody Issues**

If a parent's name (other than your own) is listed on your registration packet, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file which either denies custody or specifically prohibits that parent from taking your child from the center, we will refuse pick-up. If the prohibited parent demands release of your child, our employees are instructed to talk to the parent, telling him or her that the child cannot be released; however, if the parent forcibly takes the child, our employees are not legally bound to physically withhold the child. We will notify you immediately. We will also notify the authorities, if you request us to do so. (The above policy also applies to legal guardianship situations.)

### **Child Abuse**

If any preschool staff member suspects possible child abuse or neglect of a child, he/she should immediately contact the program's director or church pastor. The Director or Pastor will file a report with the local Department of Family and Children Services within 24 hours and retain documentation. All preschool staff members receive training on recognizing and reporting abuse and neglect. Although anyone may report suspected abuse or neglect, as a licensed childcare facility, we are required by law to report any suspected child abuse or neglect. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling the local Department of Family and Social Services (262-3200) or the Child Abuse and Neglect Hotline at 1-800-552-7096 or after hours at 1-855-Georgiachild. Reports may be made anonymously. If you choose to provide your name, it will not be released to the reported family, except by court order.

### **Confidentiality**

Employees of First Baptist are required to maintain strict confidentiality in regard to information about all children and families that we serve.

### **Attendance**

If your child is going to be absent, you are asked to notify First Baptist as early in the day as possible. Regular tuition fees remain due when your child is absent; this assures that your child's space will be retained. Regular attendance is encouraged so that your child will become familiar with our routine and a consistent daily schedule.

### **Discipline Policy**

Discipline is a very important part of our total program for children. We believe good discipline first begins as we show the children that we love them. They need to see that we care enough about them to establish boundaries, expectations and guidelines. Discipline is consistency, prevention, guidance and training. It is not punishment. We base our plan for discipline on our philosophy that if children are busy and happy, they are more likely to be well behaved. Our approach to discipline is one of a positive approach of helping children develop self-discipline or self-control over their actions. We accomplish this by teaching them the difference between right and wrong, through establishing good routines, setting limits, clearly stating the rules, and establishing a caring, loving atmosphere. Discipline will be constructive in nature and include techniques:

- Providing a stimulating and challenging environment designed for success on the child's individual level- an environment filled with TLC (tender, loving care).
- Planning activities that encourage active, purposeful and enjoyable involvement on the child's developmental level.
- Watching for actions that could lead to possible conflicts or negative behavior and being ready to divert attention to positive actions.
- Talking to the child about his or her negative feelings or behavior. Explaining the right way or a better way to feel or behave, and asking what he or she thinks would be a better choice next time.
- Allowing the child to express personal feelings- giving the child the freedom to establish his or her own personality.
- Providing healthy outlets for the child to vent anger and frustration.
- Regarding each set of circumstances as new and different.
- Assessing each action of the child in an individual manner.
- Realizing that no single approach will work successfully with every child.
- Helping the child to learn self-control in order to become self-directed.

- Giving the child a brief time-out away from the group (no more than one minute for each year of age) and within the direct sight of a staff member until he or she agrees to acceptable behavior.
- Distracting and redirecting the child's attention to more positive activities.

### **Disciplinary Actions**

Please know that if inappropriate behavior occurs which is harmful to your child, other children or the staff, your child

may be suspended at any time for the duration of the day.

Steps Taken Prior to suspension:

1. Teacher will speak with the child about concerns of inappropriate behavior.
2. Teacher will use the redirection technique to avoid further inappropriate behavior.
3. Child will be given a time-out for reflection. (Not to exceed 1 minute for each year of age)
4. Office Visit - Child will discuss behavior issues with the Director.
5. Conference with parents, teacher, and/or the Director.
6. Continuing behavior problems may result in suspension and/or permanent dismissal.

We are a ministry that provides a loving, nurturing and educational environment. Every effort will be made by the Director and the classroom teacher to avoid permanent dismissal. Physical or verbal abuse will not be allowed, nor will children be denied food, rest, or bathroom privileges or threatened with such as a means of discipline. Employees are instructed that all continuing discipline problems must be brought to the attention of the Director. Any continuing discipline problem that your child may experience will be discussed with you.

### **Biting Policy**

Although it is not uncommon for young children in a group setting to occasionally bite, it is our goal to train children that biting is unacceptable behavior. Periodic outbreaks of biting may occur among infants, toddlers, and early preschoolers, and every child in these classrooms is a potential biter or will potentially bite. School settings present challenges and opportunities that are unique from home, as students are surrounded by other children for hours at a time. Children bite for a variety of reasons: teething, impulsiveness or lack of control, excitement or overstimulation, frustration, as a means to communicate if the child has not yet acquired words, simple sensory exploration, seeking to be noticed, "cause and effect" experimenting, or intense desire to have a toy. Every effort will be made in a loving, nurturing way to redirect the child and/or resolve the conflict or frustration that initiated the biting. Upon the first biting incident, the child will be told that biting hurts, we cannot bite our friends, and that God gave us teeth to bite food. A biting notice will be sent home with both children to inform the parents of the incident. Upon the second biting incident, the child will again be told that biting others is unacceptable. The teacher will notify the parent and a biting notice will be sent home with both children involved. If a subsequent incident occurs, the child will be taken to the office to discuss the incident with the Director. The Director may contact the parent to discuss techniques used at school to prevent further biting incidents from happening. The Director may then request a meeting with a parent and teacher if continued incidents occur. Repeated occurrences may result in the child being dismissed for the remainder of the day in which that incident occurred if the injury warrants that type of consequence.

### **Infant Program Information**

What to bring on the first day (or before) in the infant program: diapers, wipes, diaper ointment, pacifier (labeled with name), 2-4 complete sets of extra clothing (including socks labeled with name), premixed

bottles labeled with name and date, burp cloths, bibs, prepared baby food and/or snacks (as are age appropriate), feeding and eating utensils and equipment, and 2-4 family photos for posting in classroom. We practice a shoeless environment in our infant program; therefore, we ask that adults who enter those rooms either remove their shoes or slip on shoe covers before entering. We take this action to prevent outside contaminants from being brought into the room, as our babies spend much of their time exploring and playing on the floor and we want it to be as clean as possible. As a measure to keep those classes as germ-free as possible, we ask that older siblings of our infants not enter the classroom at drop-off or pickup. We encourage families with older children and infants to take the older child to their class first in the mornings and to pick up the older children last in the afternoons to help keep the babies' space as sanitary as possible. Per Bright From the Start regulations, all infants must be put to sleep in an empty crib (no blankets or lovies), and they must be placed on their backs. If the infant can turn over by himself, the teachers must still place them in the crib on their backs. Infants nap according to their own schedules. If an infant should fall asleep while being rocked, in a bouncy seat, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months, cot sleeping will be introduced. Children who are sleeping on cots may bring a soft stuffed animal or other soft attachment item (blanket). Due to limited space in the infant classrooms, we will not be able to accommodate car seats being left at school nor will infants who are brought in a car seat be left in them to continue their sleep. Cribs will only be used for sleep and not for playing, so we encourage this same practice at home to allow for smoother transitions to our classroom policies. It is not uncommon for an infant to sleep less or shorter periods of time at school than they do at home. The teachers will work with the babies' routines and schedules as much as they are able to, so please communicate your baby's preferences for anything that will be helpful in their adjustment from home to school. Pacifiers are allowed, but we cannot have anything attached to the child's clothing to hold the pacifier in place as that poses a choking hazard. Teachers will warm bottles (if that is how your child best takes the bottle), but they are not allowed to mix formula. Nursing mothers are welcome to feed their babies here at school or to send in breast milk in bottles that are labeled with name and date. Infant feeding plans must be completed and posted for each child and updated as any changes are made to ounces or when new foods are introduced. Daily reports will be sent home with each infant and will indicate the babies' sleeping, eating, and bathroom habits, as well as their temperament and their activities. We ask families to complete the portion of the report that lets the teachers know the time the baby last ate, how they slept the night before, and what time the last diaper change occurred. Teachers will share pictures and videos with you, per your approval, anytime your baby reaches a developmental milestone or is involved in an activity for the first time. Diapers will be checked and changed every 1 to 2 hours as needed. Adequate diapering facilities are available in each room housing infants/toddler children. Prior to diapering children, staff will wash hands with soap and warm water. After diapering, staff will clean and disinfect area and rewash hands again. Diapering facilities will remain safe and sanitized at all times. There will be additional supplies on hand for cribs, diapers/wipes.

### **Health and Wellness**

If your child is sick or will not be attending school on any given day, please notify the school. In order to provide the most effective infection control and the healthiest environment, First Baptist Preschool adheres to the following policies:

#### **Hand washing/sanitizing**

One of our most effective lines of defense against infection is hand washing. You are asked to wash/sanitize both your child's hands and your own hands as you enter the classroom each day. The staff will take constant precautions to prevent the spread of contagious diseases. Most common childhood diseases are contagious and can be prevented with proper hand washing. Faculty members

are required to practice stringent and specific hand washing procedures throughout the course of each day (before and after handling food, after diapering and toileting, after being outside, when hands are dirty/messy, etc.). Hand washing regulations and procedures are posted near all sinks throughout the school. A rigorous routine for cleanliness is maintained to minimize the spread of germs. Toys in all classrooms are cleaned at least once per day with disinfectant. Feeding tables are disinfected before and after each use. Staff members who work with infants, ones, and twos, wear gloves while changing diapers. Changing table pads are disinfected after each diaper change. Used diapers are disposed of in containers and emptied at least once per day. Floors are swept and mopped daily and rugs are vacuumed at least once per day. Toilets, counters, and sinks are disinfected at least once per day by the church's janitorial service. Door knobs, light switches, computer keyboards, etc., are disinfected at least once per day.

### **Immunization Record**

State Law requires a current Certificate of Immunization on your child at the time of enrollment. A new certificate is required prior to the expiration of the current certificate. The official form (#3231) must be completed by your child's pediatrician or the county health department. When your child has a doctor's appointment and receives immunizations, be sure to get a new immunization form or have them fax it to us (638-5793).

### **Daily Observation**

The health of your child is very important to us. We will conduct a visual screening of your child every day. Your child's general health status will be monitored informally each day upon arrival and throughout the day. If the Director determines that your child is unable to remain at school based on symptoms that are consistent with illness or communicable /contagious diseases, you will be notified to make immediate arrangements for your child's pick-up and care. If the Director notifies you to pick up your child due to illness, we ask that you or an authorized pick-up person come within 30 minutes. Children who are sick will be removed from the classroom and can be picked up in the office.

### **Sick Policy**

If your child exhibits any of these symptoms, for the health and safety of all students, we ask that you please keep your child at home if he/she:

- Has green or yellow nasal discharge
- Has fever of 100 degrees or higher within the past 24 hours
- Has severe coughing
- Has pinkeye or any eye discharge
- Has a sore throat or trouble swallowing
- Has a rash of unknown origin that may be contagious
- Has been on antibiotics for less than 24 hours
- Has had vomiting or diarrhea within the past 24 hours
- Is too ill to play inside/outside or participate in classroom activities

If your child exhibits any of these symptoms or situations during the school day, you will be called to come and take your child home. If we cannot reach you, we will contact the persons listed on your emergency contact form.

### **Illness**

From time to time your child will inevitably have a minor illness. Children in a school setting generally have about seven respiratory and/or gastrointestinal illnesses a year. Most illnesses seem to be concentrated in the winter months when children are in closer contact with each other. The most

common types of illnesses we see are Fever, Diarrhea and Colds. The Preschool understands that children will have runny noses and coughs. If a child comes to school with a cold, we believe that he or she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities, we ask that he/she remain home in your care until they are well enough to participate in the activities at school. We will send home children that are unable to participate in the classroom routine and are uncomfortable due to illness. Occasionally one of our children catches a communicable disease (chicken pox, strep throat, flu, hand foot mouth disease, etc. or parasites such as ring worm, lice, etc.), has a serious injury, or is admitted for surgery; these events are viewed as "major" illnesses. Our policy regarding major illnesses requires that prior to re-admittance, we receive a statement from your child's attending physician acknowledging that it is safe for not only for your child to return, but that is safe for your child to return as it relates to the other children at First Baptist Preschool. In the event that your child is diagnosed with a communicable disease, please call the school within 24 hours of a diagnosis so that we may notify our other families about the exposure to possible communicable and/or contagious illnesses. Communication and cooperation of parents are of great importance in helping to prevent the spread of diseases to other students and staff members. Per Bright From the Start licensing regulations, we will notify the Health Department (depending on the diagnosis) and follow any precautions they deem necessary. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from First Baptist Preschool for a period of time. Parents will be notified by email if/when a communicable disease is discovered/identified. They are as follows:

### **Diarrhea**

When diarrhea is noted, your child's temperature will be taken. If there is a fever, you will be notified to pick up your child within 30 minutes. If your child does not have a fever but has a second liquid stool, you will be notified to pick up your child within 30 minutes. Your child may not return to First Baptist until symptom free for twenty-four (24) hours unless you present a doctor's statement that your child is not contagious. When your child returns to First Baptist after being sent home with diarrhea, your child will be sent home again if symptoms recur within the week, not to return without a physician's certificate stating that he/she is not contagious. Proof of negative stool culture may also be required if diarrhea persists. Although we understand that babies who are teething may have loose stools, the local pediatricians we consulted confirm that diarrhea is not a symptom of teething.

### **Temperature Elevations**

When a temperature elevation is suspected, your child's temperature will be taken with a doctor-recommended, calibrated ear thermometer. Parents will be contacted if the child's temperature is equivalent to 101 degrees or higher. State law prohibits children with a temperature equivalent to 101 degrees to be present at First Baptist. If your child's temperature is elevated to the degree listed above, you will be contacted to come for your child immediately. Your child may return to First Baptist when he/she has been fever free for twenty-four (24) hours or with a doctor's note stating that there is no possibility of a contagious condition present; i.e. free of fever without the benefit of a fever-reducing medication. Fever is often a symptom of a contagious condition. Administering fever-reducing medication just serves to mask the fever so that a continuing contagious condition could go untreated. As a result, other children might be needlessly infected. On the day that your child receives immunizations, First Baptist will not administer Tylenol or Motrin or any fever/pain reducing medications. If your child seems to be experiencing discomfort, and the temperature remains elevated, you will be contacted to come pick up your child within 30 minutes. Although we understand that babies may have an elevated temp while new teeth are coming in, we must adhere to the state regulation in regards to sending children home who have an equivalent of 101 fever.

**Communicable Diseases**

When any suspected case of communicable (contagious) disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a communicable disease or has been exposed to a contagious condition, you are required to contact First Baptist Preschool with the diagnosis within 24 hours of doctor confirmation. This allows First Baptist to notify other families that their child has been exposed to a communicable or contagious disease. Per Health Department and state regulations, First Baptist reserves the right to require a physician's written release for your child's re-admission following a communicable disease or serious illness.

**Rashes**

Suspicious rashes are considered contagious until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child is present at First Baptist when symptoms are noticed, you will be contacted to pick up your child within 30 minutes.

**Congestion and Discharge**

Serious lung congestion or a continuous, purulent discharge from the eyes or nose will necessitate your child's absence. If your child is present at First Baptist when symptoms are noticed, you will be contacted to come for your child within 30 minutes.

**Pink Eye (Conjunctivitis)**

PINK EYE IS EXTREMELY CONTAGIOUS. If it appears that your child may be infected (eye is red/pink, yellow or green discharge is present in one or both eyes, eye is itchy and/or crusty, etc.), he or she will be removed from the group, and you will be contacted to pick him or her up within 30 minutes. Please check your child carefully for this infection before bringing him or her to First Baptist. Your child is considered contagious until the pinkness/colored discharge goes away and/or treatment has been administered or with a doctor's note stating the child is not contagious and ready to return to school.

**Vomiting**

If your child experiences vomiting before coming to First Baptist, he or she should be kept at home. If vomiting occurs while your child is at First Baptist, you will be contacted to come pick up your child within 30 minutes. Your child may return to First Baptist when he/she has not vomited for twenty-four (24) hours without medication and/or with a doctor's note stating they are not contagious and ready to return to school. When your child returns to First Baptist after being sent home for vomiting, your child will be sent home again if symptoms recur within the week, not to return without a physician's certificate stating that he/she is not contagious.

**Skin infections and Lesions**

If your child has ringworm, impetigo, or pin worms, he or she will not be allowed to be in attendance at First Baptist until the condition is gone or until we have a physician's note stating that they are not contagious and are ready to return to school. If your child has a skin lesion that is not considered contagious by the physician, and it is adequately dressed to prevent drainage while at First Baptist, he or she will be allowed to remain.

**Molluscum**

A viral infection common in school-aged children, molluscum is easily spread by direct skin-to-skin contact, by touching contaminated objects (such as toys, faucets or doorknobs), or by scratching a lesion and then scratching another part of the body. If your child gets this virus, it is imperative that you send

them to school with the affected area(s) covered by clothing or water-proof bandages to prevent it from spreading.

### **Head Lice**

Head lice require immediate attention considering how quickly they spread. If it is determined that your child is infected, he will be removed from the group, and you will be contacted to come get her. Treatment will be required and all eggs (“Nits”) will have to be removed from the hair before your child will be allowed to return to First Baptist.

### **Serious Illness or Accident**

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening) First Baptist will contact you to pick up your child within 30 minutes. If you cannot be contacted, emergency numbers in your child’s records will be called. If no one can be reached, your child will be taken by the Director or Employee in Charge to the emergency department of the St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center. Every effort will continue to be made to contact you.

### **Life-Threatening Illness or Accident**

If it is determined that your child’s illness or accident is life-threatening, an ambulance will be called, and you will be instructed to meet us at St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center.

### **Choking Hazards**

All foods included in lunches or snacks MUST be cut up into small pieces (lengthwise and then quartered BEFORE they are sent to school) to prevent choking hazards. Foods that may pose a choking hazard should be cut for your child. Per state regulations, peanuts, hot dogs (or any meat that is encased such as sausage, kielbasa, bologna, and pepperoni), raw carrots (and other fruits and vegetables that have that consistency when raw), popcorn, fish with bones, and grapes shall NOT be served to children less than 3 years of age. Children older than three may be served these foods provided that the foods are cut in such a way as to minimize choking (cut up into small pieces lengthwise and then quartered BEFORE they are sent to school). Although you may choose to feed the above mentioned foods to your child at home, we must adhere to the safety guidelines set forth by the state while children are present at First Baptist. According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifiers or other hazardous items).

### **Breathing Treatments/Nebulizers**

A nebulizer changes medication from a liquid to a mist so that it can be more easily inhaled into the lungs. Nebulizers are particularly effective in delivering asthma medications to infants and small children and to anyone who has difficulty using an asthma inhaler. Children attending First Baptist who require breathing treatments during working hours must have treatments administered BY THEIR PARENT/GUARDIAN/AUTHORIZED FAMILY MEMBER ONLY. Administration and staff will not be available to administer this, or any, medication to students.

### **Accidents**

In the event of an accident that causes minor injury (cuts, scrapes, bruises) to your child, First Baptist preschool staff members will apply

First Aid. The circumstances of the injury will be reported to you at the end of the day (or earlier at the discretion of the Director or Employee in Charge). An "Incident Report" form is our official form for reporting minor injuries.

### **Exclusion Due to Illness**

Children will be excluded from First Baptist due to illness when:

1. The child's illness prevents the child from participating in routine activities.
2. The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.
3. Keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.
4. If the staff is uncertain about whether the child's illness poses increased risk to others, the child will be excluded until a physician notifies First Baptist that the child may attend.

All policies on illness, medication, accidents and injuries have been developed to protect the health, safety and well-being of all children and employees at First Baptist and are in no way meant to be an inconvenience for families.

### **Allergies Peanuts/Milk**

Please list any food allergy your child may have on the enrollment form prior to starting school. Parents will provide milk, milk substitute, juice, or water for your child each school day.

### **First Aid Kits**

A First Aid kit is kept replenished in the office and in classrooms. First Aid kits are also prepared for portable playground use.

### **Emergency Phone Numbers**

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control are posted by each phone in First Baptist. Emergency contact information for each child and staff member is kept readily available.

### **Our Emergency Care Procedures**

Many of our staff and faculty are trained in CPR and pediatric emergency First Aid. It is the school's policy to always have one, if not more, faculty or staff trained in these disciplines on duty. In the event of an accident that creates a need for medical attention, we will follow emergency care plans.

### **Inclement Weather**

The final decision for closing First Baptist preschool for inclement weather will be made by the Director and will follow whatever decision is made by the Glynn County. When bad weather occurs, please listen to local TV and radio for information. You may also call the church number (912-638-3337).

### **Fire Drills**

A fire drill is planned for each month at First Baptist. A record is kept of these drills with information as to safety and expediency with which each drill is carried out. A Fire Exit Plan is posted in each room of First Baptist. Children will be led by employees and moved very carefully to a designated area away from the building.

### **Tornado Drills**

Tornado drills are held periodically. During drills, children are led into the central hallway of our building. Tornado drills are required to ensure the safety of everyone and to give employees and children the necessary training to act quickly and appropriately.

### **Physical Plant Problems**

In the event of a power outage or damage to physical plant, if unable to be repaired or fixed immediately then children will be moved to a safe location posted in rooms and parents would be notified to pick up their child.

### **Minor Injuries**

In the event of a fall, bump, cut, etc. that is deemed a minor injury, a staff or faculty member will administer first aid and, depending on its severity, will contact you prior to the end of the day. Minor injuries will be reported on your child's daily report and/or an account of what happened will be provided to you by a staff member.

### **Major Injuries**

In the event of an accident that requires advanced medical attention, we will contact the parent and call 911 and have the child transported via Emergency Rescue to the designated or nearest emergency facility. We will instruct the emergency room staff to proceed if life-saving techniques are required but will await further instruction from the parent if further more extensive treatment is necessary. At least one staff or faculty member will remain with your child at all times until you or someone you have designated arrives and feels comfortable with us leaving.

### **Potty Training**

Students participating in the Preschool Program (3 years old) and older MUST be completely potty-trained prior to the first day of school. "Potty trained" at First Baptist Preschool is defined as using the toilet without the assistance of teachers AND wearing cloth underwear during their time at school (Pull-Ups are allowed at naptime only). Although accidents are bound to occur from time to time with youngsters who are learning self-help skills, First Baptist must comply with the state regulations regarding diapering.

In an effort to adhere to Georgia's guidelines, parents of students in our Preschool program may be notified, at the Director's discretion, to pick up their child for the remainder of the day if clothing is soiled due to not being potty trained. Teachers in the Toddlers and Early Preschool classrooms will work with children on potty training skills as they are developmentally ready. First Baptist preschool staff members will use positive methods such as praise, stickers, and treats for motivation to use the potty. If you are in need of additional strategies to ensure that your little one is potty trained before entering our Preschool program, our staff will be glad to assist you in your efforts. Thank you for your dedication to following through with consistent measures at home, so we can have our students skilled in this important developmental milestone. Success will come easily if parents and teachers are on the same page. Switching back and forth from PullUps or underwear to diapers is confusing to a child. Avoid mixed signals. Once you make the big move to underwear, stick with it.

### **Communication**

Each teacher will communicate information about classroom activities, skills learned, and announcements using the following methods of communication:

- Parent Bulletin Boards and desks located immediately outside the classroom door or inside the classroom
- Phone calls
- Daily report sheets/electronic reports that go home with all children at the end of the day
- Fliers in folders or attached to lunchboxes and/or book bags
- Weekly emails with lesson plans and reminders
- Monthly calendars
- School website and Facebook posts
- Parent/teacher conferences upon request

**Transportation**

All transportation will be provided by parents to and from school daily. There will be no field trips. Routine transportation will not be provided at this program.

**I have received a copy of the First Baptist Preschool Handbook 2018 and agree to abide by the policies and procedures therein.**

Child's Name: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

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

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

**Tuition, Fee and Delinquent Payment Acknowledgment**

The First Baptist Preschool is monitored by Bright From the Start who requires stringent staff-to-child ratios, smaller class sizes, organized curriculum and teacher education levels. Payment is due prior to child attending school. If tuition is not received a late fee of \$25.00 will be charged each day past the due date. If full tuition plus the accrued late fee is not received by the 10<sup>th</sup> day, First Baptist will be forced to withdraw the child from participation in the program. If payment plans are requested in writing to the Director, consideration will be given. A \$35.00 Non-Sufficient Funds fee will be assessed to each account if your payment cannot be processed due to insufficient funds. Tuition is required regardless of absence due to illness, vacation or holidays. I understand and agree to abide by First Baptist Preschool's Tuition, Fee and Delinquent Payment policies as set forth in the 2018-2019 Family Guide.

Child's Name: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

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

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