

First Baptist Preschool Handbook

2020-2021 Academic Year



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

Days and Hours of Operation

First Baptist Preschool serves children 6 weeks old to 5 years old without regard to ethnicity, creed, ability, race, national origin, color, religion, sex, and age. We operate Monday-Friday, 7 a.m. – 6 p.m., August – May. We also offer a Summer Program that serves children ages 6 weeks to 5 years old Monday-Friday, 7 a.m. – 6 p.m. in June and July. We 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 2020 school year will correspond with the first day for students at Glynn County Public Schools. When severe weather or widespread illness warrants the closing of Glynn County Schools, First Baptist Preschool will also be closed. We do not add make-up weather days into our schedule.

The preschool operates year-round, but it will be closed on the following days in the 2020-2021 academic year:

Labor Day (September 7)	MLK Day (January 18)
Veteran's Day (November 11)	Spring Break (April 5-9)
Thanksgiving Break (November 23-27)	Summer Break (May 31- June 4)
Christmas Break (December 21-January 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 was created with our school children 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.

Our Staff

At First Baptist Preschool, the Preschool Director, Alicia Shell, is responsible for oversight of all school operations, as well as maintaining relationships with parents, staff, and campus community. The director welcomes feedback, concerns, and comments regarding ways to improve the program. Parents may contact the director's office at any time during school hours at 912-634-1454. 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 director, provide credible references prior to employment, maintain certification in CPR/First Aid and fire safety. The faculty participates in eighteen

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

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 - Assistant Director - Lead Teachers - Assistants/Co-Teachers/Floater - Substitute Teachers

The First Baptist Preschool Advisory Board, FBCSSI's Senior Pastor, and FBCSSI finance and personnel committees oversee the policies and procedures of First Baptist Preschool.

Anytime children are present in the school, the director, assistant 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 board outside the office door.

Office Hours

First Baptist Preschool's office is open Monday – Friday, 7 a.m.- 6 p.m. where the director or assistant director will be available to assist you in person, via email, or on the phone. You may contact the office at 912-634-1454 and leave a message at any time before or after school hours. We will return your call as soon as possible. First Baptist Preschool uses email (preschool@fbcssi.org) to communicate parent information, school activities, and meetings. We check email regularly throughout each business day and we will return emails sent after 6 p.m. 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.

Communication

At FBP, it is our goal to keep parents informed of all classroom activities, special events, skills learned, and announcements. Our primary method of communication is email. Therefore, please provide your current email, and check it regularly. In addition to email, teachers and office staff also use the following methods of communication:

- 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 bookbags
- Weekly emails with lesson plans and reminders
- Monthly calendars
- School website and Facebook posts
- Family/teacher conferences twice a year - During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

- Phone calls. Please note that teachers will not be giving out their personal cell phone numbers. Should you need to get in touch with your child’s teacher, please call the office.
- FBP Suggestion Box – This is located outside the office and checked weekly.

Enrollment

Parents who wish to enroll their child may do so by contacting the Preschool Director, Alicia Shell, to schedule an appointment to meet teachers, 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 may secure a position on the wait list with \$20 non-refundable fee. Children must meet the class age by September 1 in accordance with current state kindergarten requirements. Enrollment is prioritized by currently enrolled children and their siblings, then First Baptist Church 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.

Immunization Record

Your child must have proof of immunizations to attend First Baptist Preschool. State Law requires a current Certificate of Immunization on your child at the time of enrollment. As a private institution, we choose not to accept religious exemptions for vaccines. A new certificate is required prior to the expiration of the previous certificate. The official form 3231 must be completed by your child’s pediatrician or the county health department. When your child receives immunizations, please bring the new immunization form to the school or have the doctor fax it to us at 638-5793.

Form 3300

For students 4 years and older, we must also keep form 3300 on file. This form states the results of a child’s vision, hearing, dental, and nutrition screening. Please bring a copy to the office from your child’s pediatrician or health department upon completion when they are 4 years old.

Tuition, Late Fees, and 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 a child attending on a monthly basis. Students enrolled will be charged regardless if the child attends their registered time. If you enroll your child, but choose to begin them at a later date, you will still be responsible for paying for that month’s tuition, whether the child is present at FBP or not. This ensures that all open spaces in a classroom are filled by paying families. 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 Preschool does not get allocations from the local,

state, or federal government to subsidize items that were not approved by the church finance committee for the budget. We rely on tuition and fees to operate the preschool ministry as an outreach program of our church. Tuition is due the 5th of each month. If the 5th falls on a weekend or school holiday, tuition is due the following Monday or the first day school resumes, whichever comes first. 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 5th of the month will incur late fees at the rate of \$25 per day. If full tuition plus the accrued late fees is not received by the 15th 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 Program Fees

For current students, there is a non-refundable, non-transferable \$50.00 per child registration fee for Summer Program participation. For new students, there is a non-refundable, non-transferable \$100.00 per child registration fee for Summer Program 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, once in August and once January, due at the same time of that month's tuition. Or, you may pay its entirety in August. These fees are due regardless of your child's 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 daily in the classrooms. Supply fees also go toward purchasing school resources such as games, books, toys, furniture, classroom displays, batteries, sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

Late Pick-up

Please contact the school if you will be late picking up your child for the day. Children must be picked up by 6 p.m. in order to avoid late pickup charge 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 office. You will be charged by the time shown on the attendance computer where you sign your child in and out each day. If you do not have the cash at pick-up, it will be added to your SmartCare account the following business day and due before 6 p.m. 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 6:30 p.m., then a faculty member will call you to facilitate pick-up arrangements. If the child is still at school after 7 p.m., law requires us to call the Division of Family & Children Services (DFCS) 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.

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 two-week written notice. If parents do not supply a two-week written notice prior to the 5th of the month their child will not attend, full tuition will be due. For example, if a child will no longer attend FBP in October, a written notice of withdrawal from the school is needed by Sept. 21 (the two-week mark before the tuition due date of Oct. 5). If the notice is not received on or before Sept. 21, October's full tuition is due.

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.
- Children who put themselves or others in danger by perpetually running away from teachers, out of classrooms, and out of the school will be dismissed.
- 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

Arrival and Departure/Security System

Entrance and Security

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 with a fingerprint identification system for parents. This system provides an important added measure of security for your child while he/she is at the preschool. Parents and employees are asked to use ONLY the main entrance to enter and exit the school. Our children need to see us obeying this rule, so they are never tempted to leave the school or the building unescorted.

Check In

When you arrive at First Baptist Preschool each day, you must accompany your child to the classroom. Per state regulations, all students must be signed in/out each day using the SmartCare Kiosk on the reception desk in the preschool lobby. **STATE LAW REQUIRES CHILDREN'S ARRIVAL AND DEPARTURE TIMES TO BE RECORDED.** Please do not skip this step.

Wash Hands

Upon arrival, we ask that parents assist their children with washing their hands in order to minimize the spread of germs and illness. Before you leave your child, it is important for you to wait for an acknowledgment from the teacher indicating his/her awareness of your child's presence.

Update Teacher

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 adapt to the class and gain some reassurance that you will be returning.

Pickup/Sign Out

First Baptist Preschool makes a concerted effort to protect the safety and well-being of all the children in our care. You are asked to notify the FBP 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 are 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. 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. You will be contacted if someone not on the approved list attempts to pick up your child.

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 may also have a folder to take home each day. This folder will house important information regarding updates, school news, parent information, etc. Please take a moment to check this each day.

Once you receive your "Daily Activity Report" and/or folder, and gather 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.

Safe Exiting

In addition, we ask that children are not permitted to open the doors or depart from the preschool or building without being accompanied by an adult due to high volumes of traffic in the parking lot.

Visits

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.

Attendance

If your child will be absent, please notify First Baptist Preschool 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 daily schedule. Consistent attendance and arrival time help children feel confident and comfortable at school.

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 unsettling 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 in advance about drop-off. 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/her 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 him/her. You are welcome to call the school or come back to check on your child at any time. We have video monitors in the office, so you may observe without your child seeing you and becoming upset.

After your child's first day, if he/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.

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.)

Confidentiality

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

Children's Files

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

Inclusion

Children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging at First Baptist Preschool. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Transitions

Transitions from Home to Center

Before your child's first day, you will have a chance to tour the center, meet your child's teacher, and discuss any questions or concerns. Please share the best communication methods that the teacher may use to reach you.

Transition between Classrooms or Learning Programs

Children typically do not transition to the next classroom until the following August due to state licensing requirements and space availability. However, teachers will tailor their classrooms and curriculum to meet the developmental needs of their students and to prepare them for the next classroom. When it is time to transition, current and future teachers will meet with you to develop a plan to introduce your child into the new classroom or program.

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 the concept that children learn more from the process of the activity rather than the final product. 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/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. Teachers are required by the licensing agency to post their weekly/monthly plans, and you will also receive a copy of the lesson plan via email each week.

Children will also attend chapel once a week and parents are encouraged to join us during this time to bridge the religious communication between home and school.

Playball with Coach Jake, a physical education program, is offered once a week to children ages 18 months and older.

What to Bring

Teachers can store items in their classrooms so there is no need to bring a large diaper bag/bookbag every day. We ask that you send something large enough to carry their take home folder and lunch. Toddlers, early preschoolers, preschoolers, and pre-k students will need the following items brought to school with them, if applicable: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, 2 to 4 complete seasonally appropriate changes of clothes including shoes and underwear, lunch, eating

utensils, snack, milk, bookbag, sippy cup/water bottle, pacifier, nap roll, blanket, and a 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 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 daily to be laundered. Napping materials for toddlers through preschool age will be sent home every Friday to be laundered.

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. 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.

Below is an outline of a typical schedule for the toddlers through preschoolers. You will receive a specific schedule from your child's teacher, as different ages have different needs.

7:00-8:00	Arrival/Free Play (All Centers Open)/Breakfast
8:30-9:15	Outside Play (Weather Permitting)
9:15-9:30	Bathroom/Diapers/Music and Movement
9:30-9:45	Circle Time
9:45-10:00	Snack
10:00-11:00	Free Play (All Centers Open)
11:00-11:45	Planned Activity
11:45- 12:00	Bathroom/Diapers/Music and Movement
12:00-12:30	Lunch
12:30-2:30	Nap
2:30-3:00	Snack
3:00-3:30	Free Play (All Centers Open)
3:30-4:00	Outside Play (weather permitting)
4:00-6:00	Free Play (All Centers Open)/Prepare for Dismissal

All children should be dropped off by 9 a.m. to ensure that they receive plenty of educational time and do not disrupt the class's instructional time. Nap time is roughly 12 p.m. to 2 p.m.; we ask that children are not picked up or dropped off during this time. Though we understand that appointments may need to be made during the day, picking up or dropping off children during these times becomes disruptive to

the whole class. If your child needs to miss any part of nap time, you are required to pick up before noon.

Rest Time

All students ages 1-5 years of age will be offered a nap each day from approximately 12 p.m.-2 p.m. (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 need to bring a nap roll or a fitted crib sheet and blanket, and they may also bring a lovey, blanket, and/or pacifier to use during naptime. All bedding 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. Infant crib sheets will be sent home daily.

During rest time, quiet music and/or white noise will be played. The lights will be off, and all children are expected to lie quietly and rest. Please see your child's teacher for specific information about nap and rest times. Teachers are not allowed to keep your child up during rest time and cannot forcibly wake a child up during our set rest time. First Baptist Preschool does not have an "awake room" to keep children who do not fall asleep and cannot be asked by parents to remove their child in order for them to skip a nap; the children who do not fall asleep on their own will be given a quiet activity to do on their cot during rest time. For development, it is important for children of this age to get a certain amount of rest time daily. We keep the children very busy at school and they need to give their bodies and minds time to relax.

Outside Play

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

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 if needed, so please send a bottle of sunscreen labeled with your child's first and last name. Families will sign waivers at the beginning of the school year for the duration of the calendar year that permits the teachers and staff to reapply sunscreen as needed. 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.

Snacks and Meals

All enrolled children **MUST** bring a healthy lunch, snacks, and water bottle/sippy cup each day. Per state regulations, we must offer milk to children toddler age and up at lunch and water throughout the day. FBP will provide milk at lunch time for children ages 1 and up unless your child requires a special milk or milk substitute. Water cups will be refilled throughout the day. If you forget one of these items, you will be called and asked to bring missing items to school. Classrooms are equipped with refrigerators and microwaves for heating and cooling lunch items as needed.

Parents are responsible for sending in healthy, well-balanced lunches and snacks that adhere to the state requirements. Lunches must include protein, vegetables, fruits, grain, and milk. If snacks/meals do not meet state requirements First Baptist Preschool will supply necessary supplements to meet requirements and parents will be alerted to the supplements provided. If we supply 3 supplements in one month, a \$15 supplement charge will be added to your account to cover the cost of the food provided.

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 of infants will provide formula, breast milk, milk/milk substitute, lunches, and snacks.

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. If your child is in 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.

Please note that all sippy cups and lunch box containers will be returned home each day. These containers may be returned emptied and/or rinsed out, but we will not wash them at school. Parents are asked not to send food in glass containers.

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. Our licensing requires that juice and sweet treats are reserved for special occasions and not served with a typical lunch. Parents are encouraged to join their child for lunch from time to time in the classroom.

Allergies Peanuts/Milk

Please list any food allergies your child may have on the enrollment form prior to starting school.

Choking Hazards

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). 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.

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 Preschool. Food that is not cut appropriately or that falls into a choking category will not be offered to your child and will be sent home in their lunchbox.

According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifier clips, necklaces, including teething necklaces, or other hazardous items).

Parties

We celebrate various holidays throughout the year. Parties will be coordinated by 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 can 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.

Invitations to private birthday parties may be passed out at school but must include all classmates.

Clothing & Shoes

For your child to enjoy participating in all the indoor and outdoor activities of our program, please ensure that he/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 in the fresh air is important.

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.

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.

A complete set of seasonally appropriate clothing should be sent in and kept in your child's cubby and will be used as needed. Check the cubby daily to make sure a full set of clothes (in the appropriate size/season) is always available. Accidents of all kinds can and do happen. Children under three years old should have 2-4 changes of clothes appropriate for all seasons. A change of clothes consists of underwear, outerwear, socks, and shoes. Be prepared for changing weather by dressing your child in layers. Please send a hat, mittens, or gloves, or an extra sweater if it is an extremely cold day.

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.

Children who are toddler age and up must come to school with closed toed shoes or sandals with heel straps that fit securely. Shoes should be sturdy and easy to get on and off. We do not recommend Crocs or flip-flops be worn to school for safety reasons. Shoes with Velcro closures are wonderful for children. We ask that children please not wear cowboy boots and other hard-toed/heeled shoes at school as they can present play hazards.

The Infant Program

Per Bright From the Start regulations, all infants must be placed on their backs to sleep in an empty crib (no blankets or lovies). Infants may wear a sleep sack and use a pacifier while in a crib. If infants can turn over by themselves, teachers must still place them in the crib on their backs. 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). Pillows are not allowed.

We practice a shoeless environment in our infant program and ask that adults entering those rooms to either remove their shoes or slip on shoe covers before entering. This is to prevent outside contaminants from being brought into the room, as our babies spend much of their time exploring and playing on the floor. As a measure to keep those classes as germ-free as possible, we ask that older siblings of our infants do not enter the classroom at drop-off or pickup. We encourage families with older children, 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.

Infants who are brought in a car seat will not 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.

Before or on the first day, please bring the following: diapers, wipes, diaper ointment, pacifier (labeled with name), 2 to 4 complete sets of extra clothing (including socks labeled with name), 5 to 6 mini crib sheets, 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 to 4 family photos for posting in the classroom. 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 send in breastmilk in bottles that are labeled with the child's name and date. Infant feeding plans must be completed by parents for teachers to post in their rooms. Parents, please updated as any changes are made to ounces or when new foods are introduced or every 3 months, even if nothing has changed.

Daily reports will be sent home with each infant and will indicate the baby's sleeping, eating, and bathroom habits, as well as his/her temperament and 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 the time of the last diaper change.

Adequate diapering facilities are available in each room housing infants, and diapers will be checked and changed every 1 to 2 hours as needed. Prior to diapering children, staff will wash their hands with soap and warm water. After diapering, staff will clean and disinfect area and wash their hands again. Diapering facilities will always remain safe and sanitized.

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.

Potty Training

Students participating in the preschool or pre-k classes (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, wearing cloth underwear (Pull-Ups are allowed at naptime only), able to pull up/down their pants and underwear and with less than 3 accidents per week. Although accidents are bound to occur from time to time with children who are learning self-help skills, First Baptist Preschool must comply with the state regulations regarding diapering.

Teachers in the early preschool (twos) 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 and stickers for motivation to use the potty. We ask you communicate with our staff BEFORE you begin potty training at home and before your child is brought in wearing underwear. If you need additional strategies to ensure that your little one is potty trained before entering the preschool class, our staff will be glad to assist you in your efforts. Thank you for your dedication 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. Avoid switching back and forth from underwear to Pull-Ups/diapers; it can be confusing to a child. Once you make the big move to underwear, stick with it.

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.

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 (912-262-3200) or The Childhelp National Child Abuse Hotline (1-800-422-4453). 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.

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

One of our most effective lines of defense against infection is hand washing. You are asked to wash 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.

Sanitizing

A rigorous routine for cleanliness is maintained to minimize the spread of germs. A diluted form of bleach will be First Baptist Preschool's first line of disinfectant, per state guidelines. 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, sinks, doorknobs, light switches, computer keyboards, etc., are disinfected at least once per day by the teaching staff.

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 100.4 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
- Began antibiotics less than 24 hours ago
- Had vomiting or diarrhea within the past 24 hours
- Is too ill to play or participate in classroom activities

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

Exclusion Due to Illness

Children will be excluded from First Baptist Preschool 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 can 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 Preschool 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 Preschool and are in no way meant to be an inconvenience for families.

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/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-and-mouth disease, ring worm, etc. or parasites such as lice), 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 your child to return, but that is safe for your child to be around other children at First Baptist Preschool. If your child is diagnosed with a communicable disease, please call the school within 24 hours of a diagnosis so that we may notify other families about the exposure to possible communicable and/or contagious illnesses. Your child's classroom assignment may be shared, but not his/her name.

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 time. Parents will be notified by email if/when a communicable disease is discovered/identified.

Medication

Please note that First Baptist Preschool administration and staff CANNOT and WILL NOT administer medication of any kind to students including antibiotics, Tylenol, Motrin, or any other fever/pain reducing medications. Should your child require medication during the school day, YOU will need to come to First Baptist Preschool to administer it and complete a medication form (kept in the office).

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 Preschool who require breathing treatments during working hours must have treatments administered BY THEIR PARENT/GUARDIAN/AUTHORIZED FAMILY MEMBER ONLY. Administration and staff are not permitted to administer this, or any, medication to students.

Diarrhea

If 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 within the hour, you will be notified to pick up your child within 30 minutes. Your child may not return to First Baptist Preschool until he/she is symptom free for 24 hours unless you present a doctor's statement that your child is not contagious.

When your child returns to First Baptist Preschool 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. Therefore, we will never consider teething be the source of diarrhea.

Temperature Elevations

When a temperature elevation is suspected, your child's temperature will be taken with a doctor-recommended, calibrated ear thermometer. Children with a temperature equivalent to 100.4 degrees cannot be present at First Baptist Preschool and you will be contacted to pick up your child within 30 minutes. Your child may return to First Baptist Preschool when he/she has been fever free for 24 hours, (i.e. fever without the benefit of a fever-reducing medication) or with a doctor's note stating that there is no possibility of a contagious condition present. Fever is often a symptom of a contagious condition. Administering fever-reducing medication masks the fever so that a continuing contagious condition could go untreated. As a result, other children might be needlessly infected. Please avoid giving fever-reducing medicine to your child before school. The medicine could mask a contagious illness.

On a day that your child receives immunizations, First Baptist Preschool will not administer Tylenol, 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 pick up your child within 30 minutes. Although we understand that babies may have an elevated temperature when new teeth are coming in, we must adhere to the state regulation regarding sending children home who have an equivalent of 100.4 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 Preschool to notify other families that their child was exposed to a communicable or contagious disease. Per Health Department and state regulations, First Baptist Preschool 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 Preschool 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 Preschool 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/she will be removed from the group, and you will be contacted to pick him/her up within 30 minutes. Please check your child carefully for this infection before bringing him/her to First Baptist Preschool. 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 Preschool, he/she should be kept at home. If vomiting occurs while your child is at First Baptist Preschool, you will be contacted to pick up your child within 30 minutes. Your child may return to First Baptist Preschool when he/she has not vomited for 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 Preschool 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 note stating that he/she is not contagious.

Skin infections and Lesions

If your child has ringworm, impetigo, or pin worms, he/she will not be allowed to be in attendance at First Baptist Preschool 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 Preschool, he/she will be allowed to remain.

Molluscum

Molluscum is a viral infection common in school-aged children and 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, they will be removed from the group, and you will be contacted to come get them immediately. Treatment is required and all eggs (nits) must be removed from the hair before your child is allowed to return to First Baptist Preschool.

Accidents and Minor Injuries

In the event of an accident (fall, bump, cut, etc.) 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). A "Boo Boo Report" form is our official form for reporting minor injuries.

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.

Serious Illness or Accident

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening), First Baptist Preschool 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 Southeast Georgia Health System. We will continue efforts to contact you.

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 furthermore extensive treatment is necessary. At least one staff or faculty member will always remain with your child until you or someone you have designated arrives and feels comfortable with us leaving.

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 Southeast Georgia Health System.

Emergency Phone Numbers

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

Our Emergency Care Procedures

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.

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 discipline method is 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 caring, loving atmospheres and relationships.

Discipline will be constructive in nature and include several techniques. FBP teachers will:

- Provide a stimulating and challenging environment designed for success on a child's individual level.
- Provide an environment filled with TLC (tender, loving care).
- Plan activities that encourage active, purposeful, and enjoyable involvement on the child's developmental level.

- Watch for actions that could lead to possible conflicts or negative behavior, and they will be ready to divert attention to positive actions.
- Talk to the child about his/her emotions and behavior. Explain the better way to behave and ask, if age appropriate, what better choice he/she can make next time.
- Allow the child to express personal feelings and give the child the freedom to establish his/her own personality.
- Provide healthy outlets for the child to vent anger and frustration.
- Regard each set of circumstances as new and different.
- Assess each action of the child in an individual manner.
- Realize that no single approach will work successfully with every child.
- Help the child to learn self-control in order to become self-directed.
- Give 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/she agrees to acceptable behavior).
- Distract and redirect 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. The teacher will speak with the child about concerns of inappropriate behavior.
2. The teacher will use the redirection technique to avoid further inappropriate behavior.
3. The child will be given a time-out for reflection (not to exceed 1 minute for each year of age).
4. Office Visit - The child will discuss behavior issues with the director.
5. A 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 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 of severe biting (bites that break the skin or result in bruising) 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.

Fire Drills

A fire drill is conducted every month at First Baptist Preschool. We keep a record of each drill, notating the safety and expediency of each. A Fire Exit Plan is posted in each room of First Baptist Preschool. Children will be led by employees and moved 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 an unfixable power outage or damage to physical plant, children will be moved to a safe location posted in rooms and parents will be notified to pick up their children.

Inclement Weather

The final decision for closing First Baptist Preschool for inclement weather will be made by the director and will follow the decision made by the Glynn County Board of Education. When bad weather occurs, please listen to local TV and radio for information. You may also call the church office (912-638-3337) or the preschool office (912-634-1454).

Unforeseen Closures

In the event of a hurricane, health pandemic, or another catastrophic or unforeseen issue that results in the temporary closure of FBP, the decision regarding tuition due dates, dates of operation, etc. will be

decided on a case by case basis. These situations have numerous variables that differ for each case. The director and assistant director will clearly communicate all information in a timely manner as decisions are made regarding the operations of the preschool. Generally, past tuition payments will not be refunded as those payments are used to pay teachers' salaries.

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.

Thank you

Thank you for entrusting us with the care and education of your children. First Baptist Preschool Staff look forward to walking alongside you in your parenting journey.



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