

FBP is the place to be!



Dear Parents,

We are so glad you have chosen First Baptist Preschool (FBP) for your child! We take pride in our program and strive to provide quality care to each and every child. We are so excited to have your child join us on this adventure!

Our hours are 7 a.m. to 5 p.m. Our key instructional time is between 9 a.m. and 3 p.m. The school year begins on Tuesday, August 11, 2020.

Fall registration begins March 27, 2020 at 7 a.m. To complete registration and reserve your child's spot, please complete and return the following:

- A fully completed registration packet
- The \$100 Annual Registration Fee (non-refundable, non-transferable)
- The \$250 Supply Fee (non-refundable, non-transferable)
- Your child's current certificate of immunization. (As a private preschool, we require that all children receive vaccinations on schedule.)
- **Your child's spot is not reserved until we have all of the above.**

Monthly tuition is due by the 5th of each month; a late fee of \$25 per day will incur after.

There is a sibling discount of 10% for the youngest child.

Children will be placed in classes according to their age on September 1, 2020.

Pricing per month:

Infants	\$860
Toddlers	\$700
Early Preschool	\$620
Preschool	\$600
PreK	\$600

Thank you for joining First Baptist Preschool! Contact us at preschool@fbcssi.org or (912) 634-1454 with any questions or concerns.

In Christ,
Alicia Shell (Director) and Ellie Moser (Assistant Director)

First Baptist Preschool Handbook Highlights 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!

This is a shortened version of our school handbook. Please refer to the official FBP Handbook on our website (www.fbcssi.org/weekday-preschool) for more information. Below are some updates and highlights for the 2020-2021 handbook. Please review and sign.

- First Baptist Preschool's office is open Monday – Friday, 8 a.m.- 5 p.m. The phone number is 912-634-1454. Our primary method of communication is email (preschool@fbcssi.org). Therefore, please provide your current email, and check it regularly. To get in touch with your child's teacher during the school day, please call the office or you may email the office/teacher if the matter is not urgent. Teachers will not give out their personal phone numbers.
- When severe weather warrants the closing of Glynn County Schools, First Baptist Preschool will also close.
- 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. All tuition and fees are non-refundable and non-transferable. Tuition is not prorated to reflect any absences or time missed in that month for any reason.
- Parents may withdraw their child from 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.
- 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. Children must be picked up by 6 p.m. to avoid a late pickup charge of \$1 per minute. The late fee is due in cash to the office. Please notify the office staff if your child will be absent from school.
- We request that families apply sunscreen to their child prior to arriving at school. Second applications will be applied after nap time if needed.
- Please label all items with your child's first and last name. Personal belongings such as electronics and other toys should be left at home. FBP is not responsible for any lost, damaged, or stolen items.
- According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifiers, teething necklaces, or other hazardous items). Children who are toddler age and older must come to school with closed toed shoes or sandals with heel straps that fit securely. We do not recommend Crocs or flip-flops be worn to school for safety reasons.

- Lunches must include protein, vegetables, fruits, grain, and milk. Please include an ice pack in your child’s lunch box. FBP staff cannot cook or prepare food; we can only reheat food. However, please limit the amount of food that needs to be heated so our students can finish lunch in the allotted time. Ready-to-cook foods such as macaroni and cheese cups are not permitted.
- 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. 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).
- 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. Teachers in the early preschool (twos) classrooms will work with children on potty training skills as they are developmentally ready.
- Children with a 100.4 temperature or higher will be sent home from First Baptist Preschool. A child with 2 or more loose bowel movements in a 30-minute period or 3 overall will be sent home. You must pick up your child within 30 minutes of being called to pick up a sick child. Please refer to the full handbook to review the complete sick policy. Children sent home sick from school cannot return for one full school day and 24 hours after symptoms stop.
- Please do not administer fever reducing medications to your child before school as this can mask a contagious illness.
- FBP Staff are not able to distribute medicine to any child per our licensing. Should your child require emergency medication such as an inhaler or EpiPen, the office staff or employee in charge will administer medication and then follow our emergency notification protocol.
- FBP staff will inform the parent of any illness or injury that results in administering first aid.

Please sign and detach this bottom portion and return it to the office. Thank you.

I have received and read a copy of the 2020-2021 First Baptist Preschool Handbook and its highlights. I agree to abide by the policies and procedures therein.

Child’s Name: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

First Baptist Preschool 2020/2021 School Year Enrollment Form



Child's Full Name _____

Gender _____ Age _____ DOB _____

Home Address (Street) _____

City _____ State _____ ZIP _____

Parent/Guardian Name _____ Home Phone _____

Address (if different from child's) _____

City _____ State _____ ZIP _____

Email Address _____ Cell Phone _____

Place of Employment _____ Work Phone _____

Employment Address _____

Parent/Guardian Name _____ Home Phone _____

Address (if different from child's) _____

City _____ State _____ ZIP _____

Email Address _____ Cell Phone _____

Place of Employment _____ Work Phone _____

Employment Address _____

Child's living arrangements (check one) Both Parents Mother Father Other

Child's Legal Guardians (check one) Both Parents Mother Father Other

This child may be released to the person(s) signing this agreement or to the following:

*Name _____ Address _____

Phone Number _____ Relationship to child _____

Relationship to Parents or Guardian _____

*Name _____ Address _____

Phone Number _____ Relationship to child _____

Relationship to Parents or Guardian _____

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Phone Number _____
Name _____ Phone Number _____
Name _____ Phone Number _____

Your child's doctor or clinic name _____ Doctor/clinic phone _____
My child has the following special needs/services _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the school (physical therapy, speech therapy, case worker visits, etc.) _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies (including food) or health concerns: NO YES _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____ suffer an injury or illness while in the care of First Baptist Preschool, and the school is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for the payment of services.

Parent/Guardian _____

Signature _____

Date _____

I agree to have someone pick up my child within **30 minutes** of being notified to minimize the spread of contagious illnesses to other students or staff. I also agree not to send my child to school without a **doctor's note** if symptoms of sickness are present or if he/she has been ill in the past **24 hours**. Failure to adhere to these policies may result in my child being permanently dismissed from school.

Parent/Guardian Signature _____

Date _____

Parental Agreements with First Baptist Preschool (FBP)

My child will typically arrive at _____ a.m. and will depart at _____ p.m. each day.

I understand that failure to submit a written notice within 2 weeks of withdrawing my child from First Baptist Preschool will incur a penalty of one month's full tuition.

_____ (initial)

My child will not be allowed to enter or leave FBP without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

_____ (initial)

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., phone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, immunization records, etc.

_____ (initial)

First Baptist Preschool agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to foods, etc., which include my child.

_____ (initial)

First Baptist Preschool agrees to obtain written authorization from me before my child participates in water-related activities occurring in water that is more than two (2) feet deep.

_____ (initial)

I authorize the school to obtain emergency medical care for my child when I am not available.

_____ (initial)

I, _____, have received a copy of the First Baptist Preschool Handbook, and agree to abide by the policies and procedures of First Baptist Preschool.

_____ (initial)

I understand that FBP will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in all school activities.

Signed (Parent/Guardian) _____ Date _____

I am currently a member of First Baptist Church, SSI. YES NO

I am not currently a member of First Baptist Church, SSI, but I am interested in finding out more about what this church has to offer my family. YES NO