

Parent Handbook for First Baptist Weekday Preschool

At First Baptist Weekday Preschool we provide opportunities for children, ages 18 months to 5 years, to grow according to their individual needs through a structured schedule that balances the academic, social, physical and spiritual aspects of development. Our curriculum includes opportunities for a variety of experiences. Children will be exposed to colors, numbers, letters, shapes and calendar time, in addition to art activities, Biblical themes, outdoor play and more. Each day children have time to develop their large and small motor skills, communication skills and social interaction skills. We are committed to quality Christian development.

A volunteer board of church members who set policies and procedures governs the Preschool Board. The Preschool Director works closely with the Board and the Senior Minister, John Hewett, to provide the needed support for our preschool. I encourage you to contact Liz Mshar, Director, with any questions, comments or concerns throughout the year. The number at the church is 704-283-8534 or liz.mshar@monroefirstbaptist.org.

Teaching Staff

2 year old Monday/Wednesday class: Joan Ladzinski

2 year old Tuesday/Thursday class: Joan Ladzinski

3 year old Monday/Wednesday/Friday class: Carol Johnson

3 year old Tuesday/Thursday class: Carol Johnson

4 year old Monday/Wednesday/Friday class: Ronda Beck

4 year old Monday-Thursday (9-1) class: Christy Sells

Transitional Kindergarten class: Kailyn Petty

Teaching Assistants: Christina Kale and Debra Brantley will assist as needed in each class throughout the week.

Admission and Policy for Class Development

Admission is open to all qualified applicants. Priority will be given to families who have a child presently enrolled in the program and to members of First Baptist Church. Children are placed in classes based on their age on August 31 of the current school year. Children must have been born on or before February 15, 2005, to be accepted into the Transitional Kindergarten class.

Registration and Enrollment

The enrollment period for each class will begin in February. Parents are urged to enroll their child as soon as possible, so that plans can be made for each class. The enrollment period will continue until opening day or until each class reaches its maximum number of students. The maximum number for each class is as follows:

2's: 12 18 mo. - 2's: 10 3's: 16 4's: 18 TK: 10

A registration form must be completed and a registration fee must be paid before any child can be considered enrolled. The registration fee is non-refundable **unless** the child moves out of driving distance from the preschool. In order to get your fee refunded, you must write a letter giving the new address. The registration fee will be pro-rated for those registering after October 31.

School Hours

School hours will be 9:00 am – 12:00 noon for all classes except for the four day 4 year old and TK classes. Those two classes will dismiss at 1:00 pm.

Arrival

Assistant teachers will meet parents at their cars at the portico from 8:50 am-9:10 am each morning. The children will be escorted inside the building and then to class. If you decide to walk your child into the building, please walk them straight to the classroom door. A quick kiss and hug at the classroom door is what we recommend to make the separation easiest. Let your child know that you will be back soon. Some children exhibit anxiety when starting school and specifically at drop-off time. Usually the child adjusts within minutes and has a wonderful day. If this is not the case, we will certainly call you promptly. We want preschool to be a positive experience. Sometimes the child recovers more quickly from the separation than the parent. Please take comfort in knowing that we care for your child and are trained to make the transition as smooth as possible. Here are some tips from Lisa Medoff* to make this process a success:

- As the parent, have a positive, calm attitude about going to school. Your child will pick up on your mood. If you are anxious, your child will be able to tell.
- Don't assume your child is worried about school. Don't ask leading questions that may make your child think he SHOULD be worried. Some kids will not have any trouble with the separation.
- Attend the orientation and open house activities with your child. Meeting the teacher ahead of time and spending time in the classroom with your child will help the transition to school tremendously. Your child will feel more comfortable on the first day because the surroundings are familiar.
- Prepare ahead of time for the first day of school. Talk with your child about what will happen in the morning on the first day of school and express your excitement.
- Don't drag out the separation process, especially on the first day. Take your child to the classroom, hug her, tell her that you love her, tell her what time you will be back to pick her up, and then leave. Do not stay or return if your child begins to cry. The teachers will know how to distract and make your child feel comfortable.
- Plan ahead about how YOU will handle your own feelings about leaving your child. Plan what you will say so that you will not be visibly upset in front of your child.
- Always be there on time to pick up your child. If your child believes that you will be there to pick him up when you said you would, then he will be more likely to separate easily.

** Lisa Medoff, Ph.D holds a B.A. in psychology, a master's degree in school counseling, and a Ph.D. in child and adolescent development.*

We give every child a 6 week adjustment period. If your child is not adjusting well, we reserve the right to ask you to withdraw your child from the program. We will, however, request a conference with the parents prior to any decisions. Our concern is for the well-being of your child as well as the other children.

If a child arrives after 9:10, the parents will be responsible for walking their child into the classroom. The doors to the 2 year old class and to the hallway upstairs will be locked at 9:15. Parents must knock or ring the doorbell. This is strictly for security reasons only.

Dismissal

At the end of the day the children are dismissed from the playgrounds, weather permitting. In the case of inclement weather, children will be in the gathering area located inside the area by the covered portico. Parents are encouraged to use the carpool line during dismissal from the gathering area. Our guidelines are for safety purposes. Here are some carpool guidelines:

- All cars should enter the parking lot from Parker Street and follow the arrows through the parking lot to the covered portico.
- **Parents should remain in their cars.** A staff member will bring your child out to the car and put them inside the vehicle. Parents should then proceed to an empty parking space in the lot to fasten the child safely. All children are required to have car seats.
- Drive slowly and carefully please.
- If you decide not to use the carpool line, please wait **outside** of the building for your child.

If someone other than the usual pick-up person is picking up your child, please send in a note stating the change, the date and the name of the person picking up your child. If we are not familiar with the person we will ask for photo ID.

Late Pick-Up Policy

School dismisses promptly at 12:00 pm and 1:00 pm. For each child not picked up before 12:05 pm and 1:05 pm, there will be an **initial \$5.00 charge and then \$1.00 per minute after 12:10 or 1:10 until the parents arrive.** Each parent will receive one free late charge a year if the time does not exceed 15 minutes. If you are late, you will be asked to sign a late checkout form and you will receive a late fee slip with the date and amount owed in your child's book bag. This is due preferably the next school day your child attends or not later than with the next tuition payment. Please call the school or teacher if you know you are going to be late.

Inclement Weather

During inclement weather we follow the Union County School System. If they are closed, we are also closed. If they have a 2-hour delay, we will have a **1-hour delay**. If they have a 1-hour delay, we will **NOT** have a delay.

Business Transactions: Classes offered and rates for the 2009-2010 school year are as follows:

Class	Days	Time	Registration Fee	Yearly Tuition	Monthly Installments
2 year old	Mon/Wed	9-12	\$85	\$900	\$100
18 mo - 2 years	Tues/Thurs	9-12	\$85	\$900	\$100
3 year old	Mon/Wed/Fri	9-12	\$95	\$1035	\$115
3 year old	Tues/Thurs	9-12	\$85	\$900	\$100
4 year old	Mon/Wed/Fri	9-12	\$95	\$1035	\$115
4 year old	Mon/Tues/Wed/Thurs	9-1	\$100	\$1260	\$140
TK	Mon/Tues/Wed/Thurs	9-1	\$100	\$1755	\$195

The tuition is for a nine month school year and can be paid in one payment or monthly. The monthly payment is due the first of each month. A late fee of \$10.00 will be charged for any payment received after the 10th of the month. You will receive a late fee notice in your child's bag. We are a non-profit organization and it is very important that we receive tuition on time. If no payment has been made in 2 months, your child will be withdrawn from the program.

We require that the equivalent of the first and last month's payment be paid in September. If this causes a hardship, please contact the director to plan a payment schedule.

Checks should be made payable to First Baptist Church Preschool and given to the teacher. The teachers will look for the tuition in book bags. Please do not send checks to the church office. A returned check fee of \$25.00 will be charged for any returned checks. The Preschool Director is willing to work with you if you have a problem or concern.

Health Requirements and Sickness

A health assessment and physical exam form must be completed and returned by October 1. All state of NC required immunizations should be up to date and a copy attached to the health assessment form. If the form is not turned in by October 1, your child will not be allowed to attend preschool until the paperwork is completed. Our focus is the health and safety of the students in this matter.

Young children are very susceptible to colds, the flu and other diseases. For the good health of our children, we cannot allow sick children to attend preschool. Sickness would include any of the following:

- Fever within the last 24 hours
- Nausea, vomiting or diarrhea within the last 24 hours
- Discharge in or around the eyes
- Thick mucus from the nose
- Excessive coughing
- Questionable/unidentified rash
- Any communicable disease

Any child who comes to preschool with any of the above conditions will not be allowed to stay and the parent or emergency contact will be called. If any of these symptoms begin during the school day, you will be contacted. We are not allowed to administer any type of medication or ointments. If your child requires medication during the school day, she will need to remain at home. Please call the preschool to let us know your child is sick.

All allergies should be listed on the medical form. Please give the teachers (and director) a written explanation of the allergies and the possible reactions.

Accidents

If your child has an injury of any kind, we will let you know at dismissal. The teacher will apply first aid to minor injuries (cuts, scrapes, bruises, etc). If there is a major accident, we will notify you immediately. We have an accident insurance policy that is covered by your registration fee. We also have an Accident Report form that is completed and a copy is given to the parent.

Clothing

Children should wear comfortable play clothes and shoes. They will be painting, gluing, playing with water and playing outside on a daily basis. Please dress your child appropriately so that these activities can be enjoyed. Here are some guidelines for school clothing:

- Wear closed toe **and** heel shoes
- Wear clothing that the children can fasten independently
- Label coats, sweaters, gloves, and caps
- Keep an extra set of clothing, including socks, in the book bag

We have a supply of extra clothing at the school (sizes 2-5). If your child comes home in one of our outfits, please wash and return the items the following school day.

Visitors

We encourage parental visits **except** during the first six weeks of preschool when the children are adjusting and learning school routines and procedures. Playmates, cousins, etc. will not be allowed to visit anytime during the school day due to insurance regulations. Siblings will not be allowed to play on the playground or in the gym during school hours. Our insurance covers only those children registered in our program.

Curriculum

We have a formal curriculum that each classroom is expected to follow. Each teacher makes the curriculum age-appropriate for the class. A newsletter will be sent home at the beginning of each month to inform parents of the activities and objectives for the month. Each class will have circle time, which is the most structured part of the day. Centers will be set up for children to rotate through during the appropriate time. We also incorporate a Bible theme each month. The following are year-round concepts that we will work on with the children continuously:

- Promoting a healthy self-esteem
- Social interaction with peers and teachers
- Respect for authority
- Taking care of property
- Listening skills
- Table manners
- Sharing

Snack/Lunch

A mid-morning snack will be provided for all classes that dismiss at noon. A variety of cereals, crackers, fruit, cheese and cookies are served with juice or water. Snacks are NEVER withheld as a form of discipline. Classes dismissing at 1 pm will eat lunch at school. Healthy food choices are encouraged. Please do not send in items that need to be heated.

If your child cannot have certain foods, please let the teacher know. If you would like to send in a special treat for a party or birthday, please discuss this with the teacher prior to the day so that you are aware of any allergies that may be present in the children. **As you know, children with peanut and tree nut (pecan, walnut, and cashew) allergies often have serious reactions. We currently have children at our school with these allergies. I believe that the best**

practice is to avoid sending in any food with your child that contains peanuts or tree nuts. You will be notified more specifically if there are particular allergies present in your child's classroom.

Show and Tell

We find this a great opportunity for your child to be in front of the class and to encourage language skills. The teachers are eager for the children to share special discoveries, prized possessions, pictures, neat rocks, stuffed animals, art work and stories with the class. Your child may bring anything they wish except for violent toys or loud noisemakers. It may be necessary for us to put some items up until show and tell time for various reasons. The teachers will notify you of the show and tell schedule.

Please feel free to bring in nature items for the science table at any time. These items provide wonderful teachable moments for the children. Show and tell must be something that your child can carry independently.

Special Days

We discuss most holidays with the children because they have a spiritual theme. However, we deal with these topics in a way that is appropriate for the Christian faith. We do celebrate Halloween as a time to dress up in costumes. We emphasize the safety and appropriate manners for this holiday.

Birthdays may be celebrated at preschool. The teachers will make this a special day in many ways. Children who do not have a birthday during the preschool year may choose a school day when we can celebrate with them. We try to celebrate only one birthday at a time, so please let us know at least one week in advance. Please do not bring balloons or small objects (bouncy balls, hard candy, etc) as treats for children. These types of items are often a choking hazard. We recommend mini cupcakes with white icing or cookies. Most children will not eat a whole cupcake.

We have parties for certain holidays of the year. Your child's teacher will communicate ways in which you can help with these events.

Field Trips

We will periodically take field trips. You will be notified in advance of these trips. Field trips only occur during school hours. If a field trip does arise, we will require help with car seats from parents. Because of car seat requirements, we will not be taking 2 and 3 year old students of field trips. In house field trips will be scheduled for the 2 and 3 year old classes.

Parental Contacts and Communications

Your child's teacher is a professional person, one in whom you may place confidence. If, at any time, you have questions or suggestions about this program, come and discuss the problem with the teachers. Please set up a conference time with the teachers after 12 noon, so that they may give you their full attention. Please do not attempt to discuss issues with the teachers during school hours or on the playground. You may also contact the preschool director, Liz Mshar, at any time.

Clear communication is one of the keys to a successful preschool program. Parents are informed of the activities of the preschool through monthly newsletters, calendars and the website (www.monroefirstbaptist.org). The newsletter will

include unit topics, class activities and more. You may send in a written message and the teacher will get in touch with you. Please do not discuss your child with the teacher during class hours while your child is present.

Teachers will schedule conferences with each of you. Parents may request a conference at any time during the school year.

Withdrawal and Absences

We understand that there are circumstances that require parents to withdraw their children from preschool. The prepaid May tuition is refundable with a 30 day written notification of withdrawal. If the child is not officially withdrawn, the tuition should be paid as scheduled. Any attendance during the month constitutes a full month's tuition unless other arrangements have been made. All withdrawals must be made in writing to the Preschool Board.

The preschool reserves the right to request the withdrawal of a child for the following reasons:

- If, after a 6 week period, the child is not adjusting. A conference will be requested before any decision is made.
- If a child is continuously disruptive to a class. A conference will be requested before any decision is made.
- If tuition is not paid for a 2 month period.
- In an immunization record and/or medical form is not submitted.

Discipline and Behavior Management Policy

Praise! Positive reinforcement! Redirection! Quiet time (time-out). These will be the behavior management policies of our program. When children receive positive, non-violent and understanding interactions from adults, they develop good self-concepts, problem solving abilities and self-direction. Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management policy:

WE...

- DO praise, reward and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to prevent problems before they occur.
- DO listen to the children.
- DO provide the children with natural and logical consequences for their behavior.
- DO treat the children as people and respect their needs, desires and feelings.
- DO ignore minor misbehaviors.
- DO explain things to the children at their level.
- DO use short supervised periods of "quiet time."
- DO stay consistent on our behavior management program.
- DO use a calm tone of voice in all circumstances.
- DO explain the inappropriate behavior with the child in a calm reassuring tone and end in reassuring, loving positive attitude with the child.

Special Note

Please do not let your child come to school with food, drink, gum or any other candy. Please do not let your child bring money to school.

What to Bring

Two's – 2 diapers labeled with child's name each day in a bag and a change of clothes

Three's – Book bag without wheels and a change of clothes

Four's (3 day) – Book bag without wheels and a change of clothes

Four's (4 day) – Book bag without wheels, change of clothes and a lunch each day

Transitional Kindergarten – Book bag without wheels, change of clothes and a lunch each day

School Calendar 2009-2010

Based on the Union County Traditional School Calendar

August 31 – First Day of School

September 7 – Labor Day – No School

October 12 – Teacher Workday – No School

November 11 – Veteran's Day – No School

November 25 – Teacher Workday – No School

November 26-27 – Thanksgiving Holiday – No School

December 21-22 – Teacher Workdays – No School

December 23-31 – Christmas Holiday – No School

January 1 – New Year's Day – No School

January 18 – Martin Luther King, Jr. Holiday – No School

January 22 – Teacher Workday – No School

February 19 – Teacher Workday – No School

March 5 – Teacher Workday – No School

April 2 – Easter Holiday – No School

April 5-9 – Spring Break – No School

April 30 – Teacher Workday – No School

May 25 – Last Day for Students

Parent and Preschool Agreement: Due by October 1, 2009

I, _____, have read the Parent Handbook for the First Baptist Weekday Preschool. I understand the contents of the handbook and will follow all guidelines/rules listed.

Parent Signature Date

Parent Signature Date

Child's Name

Child's Name

Child's Name

How did you find out about our school? Please circle all that apply.

- From a friend or neighbor
- Driving by
- Internet
- From a church member
- Channel 17 ad on TV
- Postcard in mail
- I am a church member
- _____
- _____