

First Baptist Church Sylvania

PRESCHOOL

Parents,

Welcome to First Baptist Church Sylvania Preschool! We are excited about this school year and feel privileged to be a part of your child's earliest school experiences. The Preschool is part of a ministry here at First Baptist Church and we are proud to offer excellent spiritual and educational services for your children as they grow. The First Baptist Church Preschool is governed by the Weekday Preschool Committee appointed by the Nominating Committee of the Church.

The mission of the Preschool Staff, The Weekday Preschool Committee and First Baptist Church is to offer your child a safe, healthy, and spiritual environment designed to promote learning and the positive overall development of your child. Please feel free to ask questions about our activities at any time, and feel free to share any information about your child with us that you think may be beneficial to us and our mission.

Communication between home and school facilitates a child's growth and development and promotes his or her adjustment to the school experience. If you have any questions or concerns, please contact us.

It will be such a joy and a gift from God to watch your child grow and learn at First Baptist Preschool. Working together, we hope to aid you in developing a solid foundation for your child.

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We invite you to First Baptist Church

In addition to our excellent preschool program, First Baptist Church offers engaging programs throughout the week for the entire family. We invite you to join us!

Sunday Worship Schedule

9:45 AM Sunday School *
11:00 AM Morning Worship Service*
6:00 PM Evening Worship Service*

**Nursery is Provided for these services*

Weekday Opportunities

Tuesday

6:45 AM—Men's Prayer Breakfast

Wednesday

5:30 PM—Children's Supper

6:00 PM—Children's Choir

6:00 PM—Youth Bible Study

6:45 PM—Children's Bible Groups

6:45 PM -- Adult Prayer Meeting

7:30 PM—Sanctuary Choir Rehearsal

Church Staff

Pastor Sean Vickers

Associate Pastor Clint Sheppard

Church Secretary Angela Mesecher

Preschool:

Director Jennifer Reddick

Parents Morning Out

Teacher Kayla Oliver
Helper Bailee Thames

PreK 2

Teacher Lesley Morgan
Helper Erin Sanders

PreK3

Teacher Jennifer Reddick
Helper Cori Cambree

PreK4

Teacher Brenda Weaver
Helper Janice Hopkins



Our Program at First Baptist Church Preschool

Our goal is to provide a well-rounded program, lovingly guided by Christian teachers in a safe and positive environment. Christian values prevail as trained, dedicated teachers give the children many opportunities to learn in a wide variety of areas.

Children develop in five identifiable ways – physically, socially, mentally, emotionally and spiritually. Each child grows and develops at his or her own rate and we respect, recognize and accept these differences in children. Our Preschool utilizes a scripture based curriculum, Pinnacle, which provides children with opportunities to learn about God’s world and how to live in it. Our PreK4 class utilizes the Abeka curriculum, which is designed to not only develop your child biblically, but also to learn a wide range of academic subjects to prepare them for the school years ahead.

Non-Discrimination statement

The FBC Preschool does not discriminate based on race, cultural heritage, national origin, marital status, religion, political beliefs, disabilities, or sexual orientation. We do not require parents to embrace our beliefs system and worldview to enroll their child(ren) in our program.

Non-Discrimination statement

Parents should acknowledge and understand that the curriculum and programming of First Baptist Church Preschool is centered in the work and character of Christ shown through the inerrant Word of God. We affirm the biblical belief that gender is assigned by God as distinctly male or female. This truth will be appropriately taught in the classroom and followed in use of pronouns, bathroom assignments, and other practical implications.

The FBC Preschool is governed by the FBC Preschool Weekday Committee, and is subject to policies and procedures established by First Baptist Church.

Policies and Procedures

Admissions

Classes are filled on a first to enroll basis according to the date of enrollment. If classes are full when a parent attempts to register, the child's name may be placed on a waiting list. Vacancies will be filled as they occur, beginning with the first person on the waiting list. If a waitlisted parent/child is contacted about an opening, the parent has 1 week to claim spot via registration fee & tuition. After this, the spot will be forfeited and the next parent/child on the waitlist will be contacted. Each year, a new waiting list will be created upon the request of the parent.

Registration

Registration for the upcoming school year enrollment is typically held in February. A non-refundable registration fee, covering school year programming, is due annually, per student, when a child is registered. A newly completed registration paper and registration fee must be submitted to re-enroll for the upcoming school year. Registration opens to currently enrolled students and First Baptist Church members first. Registration opens to the public at a later date, typically 1 week after enrolled students and FBC Sylvania members.

Tuition, Fees, and Fines

All classes meet half day 8am – 12noon	Registration Fee	Tuition
Parents Morning Out - Monday, Wednesday	\$70	\$170
PreK-2 and PreK-3 - Monday, Wednesday, Friday	\$70	\$170
PreK-4 - Monday through Friday	\$115	\$260

Annual tuition is pro-rated by month, which results in tuition being the same each month. **Tuition is due on the first of each month. A late fee of \$35.00 will be assessed for any payment received after the 5th of each month, regardless of the day the 5th falls on.** No excuse will be accepted. Any child/children whose tuition is 30 days late cannot return until the past due tuition plus late fee and current month tuition is paid in full.

Make check payable to First Baptist Church & place in preschool payment box
All cash fees must be paid in the Church Office.

Late Pick-Up Fee

Due to the operational staffing costs incurred when a parent/guardian is late, **a late fee will be applied for any child picked up after 12pm. This fee is \$2 per minute.** If the parent/guardian is aware that they are going to be late, they should contact the preschool to advise staff of this and of their plan to pick up their child(ren).

Multiple Child Discount

Any family with multiple children enrolled will pay full price for the child with the highest tuition and each additional child's tuition will be discounted by \$10. Only brother/sister relation qualify. Cousin relation is excluded.

Absences

There are no deductions for absences or holidays. The monthly tuition is pro-rated for the year, which means your tuition will be the same each month.

Returned Checks

A \$36.00 charge is assessed on returned checks. If you have two checks returned, all future payments must be made with cash or cashier's check.

Early Withdrawal

If you need to withdraw your child, notify the director. Reminder: Registration Fees and tuition are not refundable. When re-enrolling within the same school year, a \$70 registration fee is required.

Holding a Spot

After enrolling a child and paying the required registration fee, we will hold the child's spot as long as tuition payment is received by the date due. If tuition is not received, the child's spot will be filled.

Health and Medical Emergencies

First Baptist Church Sylvania Preschool strives to be a healthy, safe place for all students and teachers. We require a Certificate of Immunization from your doctor or health department (Georgia Department of Human Resources Form 3231). A Medical/Religious Exemption Form in place of the Certificate of Immunization is acceptable. This form must be signed and notarized.

Policies and guidelines related to outbreaks and communicable illness in our

preschool have been developed with the help of local health care providers. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms *within the past 24 hours*:

A fever of 99.9 degrees or higher

Signs of a newly developing cold or uncontrollable coughing

Diarrhea, vomiting, or an upset stomach

Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Any discharge or drainage from eyes, nose, or ears

Children who come to preschool with any of these symptoms will be returned home. A teacher will notify a parent/guardian of any child who develops any of these symptoms during the morning. If you are notified that your child is sick, we ask that you pick him/her up within 30 minutes of being notified. A sick child may return to school after being symptom free for 24 hours (**WITHOUT** aid from medicines such as Tylenol for fever or Imodium AD for diarrhea which may mask some symptoms, etc.). A child may return to FBCP earlier if accompanied by a doctor's note stating the child's symptoms are not contagious.

If you have questions about whether or not your child is well enough to attend FBCP, please call the center *before bringing your child*.

If your child has been diagnosed with a communicable disease (example: chicken pox, head lice, pink eye, etc.), please **notify the director immediately**. We are required to notify all parents about their child's exposure. However, no child's name will be given in this notice. We are also required to report diseases such as (but not limited to) chicken pox to the Department of Public Health.

Head Lice

Head lice are not a disease but, they are contagious! It's more of a nuisance than anything else. Anyone can contract head lice and it has nothing to do with hygiene. Most people get very embarrassed if they are told their child has head lice. This is nothing to be embarrassed about! It is, however, extremely important that you **notify the director immediately**! The director will in turn notify all families. This will be done very discretely! No names will be given, and this information is kept confidential. Other families are notified so they can watch for symptoms in their child. Without this we could wind up with an epidemic on our hands.

The child may return to preschool after being treated, all nits removed, and examined by a health care professional. You must ask for a note from them saying the child has no lice or nits and may return to preschool.

Medication

Medication is administered only when an authorization form is completed and signed by a parent. See the director for this form.

Due to the obvious danger, medicine must never be left in the cubbies, in your child's bag or anywhere in the classroom. Please give the medication to one of your child's teachers and they will put it in their cabinet. We will not dispense medications such as Tylenol for a fever or Imodium AD for diarrhea, or any medicine that may mask symptoms.

If your child has been given a medication that will affect his/her behavior (cause diarrhea, restlessness, drowsiness, etc.) please discuss this with your child's teacher before attendance.

Safety and Security Procedures

To maintain a safe environment for our children, First Baptist Church staff members, including our preschool staff, are required by law to report suspicions of child abuse or neglect, or any inappropriate behavior to local authorities and their direct supervisor. Georgia state law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

In the event that our facility experiences a power failure, that affects climate control, water, and/or structural damage, the staff will immediately move the children to a secure area and comfort and care for them while the director calls 9-1-1 and notifies parents. Experts will assess the damage, a plan of action will be determined, and parents will be notified.

Should severe weather bulletins be posted please pick your child up ASAP. Remember, telephone systems go down in this type of situation. IF the Screven County School System is closed due to weather, then FBC Preschool will also be closed.

Should the need arise to call 911, contacts will be made in the following order:

1. Screven County 911
2. Parents
3. Church Administration

It is imperative that we have current telephone numbers where parents can be reached during the day. It is the responsibility of parents to promptly notify the

director, *IN WRITING*, of any changes in home, work, or cell telephone numbers or addresses or any other changes in contact information.

Parent's right to immediate access

Any time a child is in attendance, custodial parents are permitted access to all childcare areas. We welcome classroom observation. Please make arrangements with your child's teacher in advance.

The director must approve all visitors. This includes students bringing a visitor or someone visiting the classes or staff.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) FBCP must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

Arrival

All parents are asked to enter the building through the doors nearest the playground. These doors will be opened at 8am.

At 8:15am, doors to the preschool will be locked and stay locked for the remainder of the day. Late arrivals will need to ring the door bell and wait for a teacher to let you in. Your child must be signed in upon arrival with your name and time.

Departure

All preschool & prek4 students will be brought to the lobby of the Family Life Center at 11:45am. Parents are asked to wait outside for their child to be brought to them. Please remember to take the time to put your child in their car seat/ booster seat before leaving. Parents/Guardians of the Parents Morning Out Class (1 year olds) may pick up from the outside door of the PMO Classroom.

If someone, other than you or those you have indicated on your child's forms, will be picking your child up, you should notify the teacher in **writing** or **by phone** PRIOR to their arrival at the center. Anyone picking your child up must show a picture ID before they will be allowed access to the child.

Late Pick Up

First Baptist Church Sylvania Preschool closes at 12pm. Parents are expected to allow sufficient time to pick up child, speak to staff and leave the center by 12pm. A late fee will be charged when a parent/guardian is late. This fee is \$2 per minute.

Guidance and Discipline

Guidance and discipline are based on understanding the individual needs and development of the child. Discipline is always done with the goal of teaching and correcting as opposed to punishment which is vindictive in nature. We consider discipline a learning experience to help guide a child toward making appropriate choices and learning self-control. We believe that positive reinforcement, the explanation of natural consequences and redirection help foster appropriate behaviors in a child.

If this is not successful, time away from the group may be utilized. Removal from the classroom may sometimes be necessary.

When a child exhibits behaviors that pose a concern, we encourage a parent/teacher conference to share information and ideas to help the child work through the phase.

FBC Preschool supports the basic premise of the Lee Canters Assertive Discipline, that each child has the right to learn, each teacher has the right to teach, and no one has the right to interfere with those rights.

Biting Policy

Biting can be a normal part of a toddlers development. If your child bites, we will make every effort to work with him/her. If biting continues frequently, this could be cause for disenrollment. A child who bites twice in the same day will be sent home.

Disenrollment Policy

Every effort is made to help each child have a happy and profitable experience at preschool. In certain circumstances, it may be necessary for the Director to decide it is time to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of the child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be due to such things as, but not limited to:

- The child does not satisfactorily adjust to Preschool
- Abuse of other children, staff, or property

- Disruptive or dangerous behavior
- The Preschool's inability to meet the child's needs
- Failure to pay tuition fees by the due date

Supplies

Most school supplies are provided through your monthly tuition and registration fee. If applicable, an additional supply list will be provided to you.

Toys/Personal Belongings

All materials necessary for a happy experience are provided in the classrooms. Personal toys, books and other items are not to be brought to school unless requested by a teacher. When you bring something for share day DO NOT allow your child to bring toy guns, knives, or other weapon-type toys. If you are undecided about an item, please check with your child's teacher. Personal items, not requested by the teacher will be placed in the director's room and may be picked up at the end of the day. Donations of preschool books and toys are always welcomed.

Clothing

Dress your child in comfortable play clothes that are:

- Washable... sometimes we get dirty learning and having fun!
- Appropriate for the weather... children play outside each day cold or hot (not when raining).
- Manageable for children... especially when they are potty training.
- Girls must wear cartwheel shorts (or something similar) under dresses.

Each child must have a complete change of clothes (socks included) at school each day. Please put your child's name on each piece, enclose in a zip-loc bag, and give to the teacher. If clothes are needed and are not available, you will be called to pick up your child.

Playground

Children participate in outdoor activities every day the weather permits. When they can't go out we have an indoor area that they can visit. Playgrounds are age appropriate and meet safety guidelines issued by the U.S. Safety Commission.

If you do not want your child to go out, please pick him/her up before playground time. An entire class cannot be kept in for one family.

Food

FBC Preschool does not provide breakfast. **Children will not be allowed to eat breakfast at school.** Please have them eat prior to arrival.

Parents/Guardians provide bulk salty/savory snack options at the beginning of the year and then periodically we will ask for snack donations. Examples: Crackers, Cheez-its, Pretzels, Whales, Goldfish, etc. Each class will have a monthly sign-up sheet for the option to bring fresh fruit as a snack. Please have fruit washed and pre-cut (where applicable). Bananas may be left whole. Because the following food items commonly pose choking hazards, they are not to be sent for a snack: whole grapes, nuts, carrots, popcorn, hard candies or whole wieners. The teachers will not serve these items. Please DO NOT send candy or soda for snack.

Each child must bring his/her own cup DAILY for drink throughout the day and for snack time. Spill proof is preferred. Please label your child's cup with their name. In the event your child forgets his/her cup, they will receive a disposable cup for water.

Birthdays and Special Celebrations

Birthdays are important and we look forward to celebrating with your child on their special day. Please follow these guidelines:

- Check with your child's teacher before making plans.
- Mini cupcakes with white icing, cookies, or a healthy snack work best.
- We ask that you do not use candles in the cupcakes
- For health reasons, we ask that you do not bring popcorn, nuts, hard candy, whole grapes or latex balloons. These items will not be given to the children!
- Invitations to parties away from the center will be passed out ONLY if every child in the class is invited.
- Teachers will post sign-up sheets for special occasion parties (Christmas, Easter, etc.)

Field Trips & Special Events

Preschoolers may enjoy special trips throughout the year. These experiences may include a visit to the farm, strawberry patch, as well as visits from policemen, firemen and library readers, ETC. All these are part of the educational activities that our children delight in.

Transportation on all trips away from First Baptist Church must be provided by a parent/guardian or parent designated chaperone. We welcome parents and family to attend field trips with us.

Parent Volunteers

It is our wish that the families of the children be involved in the program. There will be many opportunities to assist in the programs, to chaperone on field trips, to visit the classrooms as a resource person or to assist the teacher during a special event. It is documented that the child with a parent who is involved in his/her educational experience has a much better opportunity to succeed than those who do not. We want all our children to have a wonderful experience this school year.

Communication

Communication between home and school is essential to ensure a child's success. Parent/teacher conferences may be scheduled as needed during the school year. We communicate through text messaging, email, calls, and social media (Facebook).

A preschool newsletter is sent out via text at the beginning of every month. It is important we have a current phone number on file to receive this.

School events, updates, and pictures are regularly added to our preschool Facebook page. Upon registration you may request for your child's picture to be excluded from these posts.

Hours of Operation

The FBC Preschool operates from 8:00 a.m. to 12:00 noon.

Please check with your child's teacher for his/her class schedule. It is important that children arrive on time. Late arrivals interrupt the class.

We feel we are not only preparing the children for "real school", but the parents also!

School Calendar & Closings

School will begin this year on Monday, August 5, 2024 and will end on Friday, May 23, 2025. We will follow the Screven County BOE's School Calendar, with the exception of Good Friday. Listed below are the dates we will be closed.

Labor Day	September 1st
Fall Break	Oct 8th – Oct 10th
Thanksgiving	November 24th-28th
Christmas	December 18-January 2
MLK	January 19
Winter Break	February 19 th -20 th
Good Friday	April 3rd
Spring Break	April 6 th -10 th
Last Day	Wednesday, May 20 th

With regards to closing due to inclement weather, we follow the same schedule as Screven County Public Schools. On those occasions, you will be notified by text and Facebook.

Parent Conduct

FBC Sylvania Preschool reserves the right to dismiss a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes but is not limited to:

- *Abusive or profane language, spoken or written, to employees of FBC Preschool.
- *Disrespectful attitudes expressed toward FBC Preschool employees.
- *Out bursts of anger directed toward FBC Preschool employees in front of other children at FBC.
- *Abusive or profane language or outburst of anger on church property, including but not limited to the parking lot.

Mandated reporting or suspected abuse

Employees of First Baptist Church Sylvania are considered mandated reporters, under law. Employees of First Baptist Church are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. First Baptist Church employees take this responsibility very serious and will make all warranted reports to the appropriate authorities. DCFS is designed to protect the welfare and best interest of all children. Staff will call the 24-hour Child Abuse Hotline at 855-GACHILD (855-422-4453) if he/she suspects that a child has been harmed or is at risk of being harmed by abuse or neglect. If child is in immediate danger of harm, staff will first call 911. As mandated reporters, the staff of First Baptist Church cannot be held liable for reports made to DCFS which are determined to be unfounded, provide the report was made in "good faith".

Grievances

Please follow these procedures:

1. If the grievance is a classroom matter, the concerned parent should speak to the classroom teacher to get further information in an attempt to resolve the concern. If the matter is unresolved, the parent should contact the director for an appointment.
2. If the grievance is a school wide procedure or facility concern, the parent should request an appointment with the director. At this time, the director may ask for the grievance to be put in writing if the parent and director feel there needs to be further attention given to the grievance.
3. If further attention is needed with any type of grievance the director will take the written grievance to the Children's Minister and the Church Weekday Ministry Committee for further action. The director will then communicate these results to the concerned parent.
4. If further attention is needed, a meeting will be arranged with the concerned parent, the director, the Children's Minister and any other needed persons.

The Parent Handbook of First Baptist Church Sylvania Preschool was provided to me. I have reviewed the handbook and understand that this is a part of my contractual agreement with First Baptist Church Sylvania Preschool. I understand that I will be notified of any changes to these polices.

Child's Legal Name _____

Parents name (print) _____

Parents Signature _____

Date: _____