

First Baptist Church Weekday Preschool Program Piedmont, Alabama

Educational Philosophy

The purpose of the First Baptist Church Weekday Preschool Program is to guide children to grow as Jesus grew – spiritually, intellectually, socially, and physically. We are committed to providing biblically based, age appropriate experiences to allow each child to progress in these areas at his / her own level of ability while enjoying feelings of success.

The Program

Your child will participate in a variety of learning center activities, which include art, books, blocks, puzzles and manipulatives, nature, music and dramatic play. Appropriate field trips are taken in the community, and you will be notified in advance of any field trip. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts, and verses are included in each teaching unit.

The Policies

Age of Child –

Younger 3 Year Old Class – A child may enroll if he / she is 2 ½ years old and potty trained by September 1st of the current school year.

Older 3 Year Old Class – A child may enroll if he / she is 3 years old and potty trained by September 1st of the current school year.

4 Year Old Class – A child may enroll if he / she is 4 years old and potty trained by September 1st of the current school year.

Waiting List –

In the event of full enrollment, a waiting list will be kept for students desiring attendance at First Baptist Church Weekday Preschool Program.

Withdrawal –

Two weeks' notice in writing is required for withdrawal and is to be submitted to the director of the First Baptist Church Weekday Preschool Program. All fees and

tuition must be paid to date. We expect all children enrolled to complete the entire school year.

Dismissal of a Child –

The program reserves the right to dismiss any child if, after entering, he / she is unable to participate in group experiences or if fees have not been paid.

Fees –

Registration Fee -- \$50 to cover most all materials for the child throughout the entire year such as textbooks, crayons, glue, scissors, etc.

Activity Fee -- \$50 to cover all field trips and special events throughout the year including a school sweatshirt and T-shirt.

Tuition –

Tuition is due on the first class day of every month. Make checks payable to First Baptist Church Weekday Preschool Program. Payment should be made to the director. If payment is not made by the fifth of the month, a \$25 late fee will be added to your account. If your account is past due more than one month, your child will be dismissed unless the parent / guardian takes the initiative to make definite arrangements for payment. Months with holidays will have the same rates as other months. We do not make deductions for sickness or absences of any nature.

Younger Three Year Old Class (MWF) -- \$80 per month

Older Three Year Old Class (M-F) -- \$100 per month

Four Year Old Class (M-F) -- \$100 per month

Records –

Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

Parent Meetings –

Parents are encouraged to attend parent meetings scheduled throughout the year. Conferences can be scheduled with the teacher as needed. Parents are invited to participate in program activities such as reading to the children, making a craft, attending field trips and helping on party days. Remember to schedule your participation with your classroom teacher.

Progress Reports –

Written developmental progress reports are provided twice a year for your child.

Health and Safety –

Your child will be observed each morning for any symptoms of colds or other illnesses. Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, suspicious looking rash, etc.) may not attend. Please keep your child at home if any of these symptoms are present within 24 hours of the school day: fresh cold, runny nose, ear ache, sore throat, temperature over 99°, rash, headaches, diarrhea or vomiting. If your child becomes ill during the day, he / she will be isolated from the group and you will be called to pick up him / her immediately.

In the event of exposure to a contagious disease within the group, you will be given written notice.

The weekday staff administers only prescription medication by written request. Complete a medication form in the weekday office and leave the medication with the office personnel. The medication must be in the original pharmaceutical container label with that child's name and dosage instructions. The medication must be prescribed for the child to whom it is to be given.

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the teacher or director, necessary for the welfare and safety of the child until a parent can be reached.

School Hours –

The First Baptist Church Weekday Preschool Program teaches from 8:00 a.m. until 11:00 a.m. The school building will be opened at 7:50 a.m. The doors will be locked at 8:30 a.m. and opened again at 11:00 a.m. Parents will deliver and pick up their child at the classroom door. Please remain outside the classroom and wait for the teacher to receive your child. Children remaining in the classroom after 11:10 a.m. will be escorted to After Care, and parents will be responsible for the \$10 After Care fee. After Care dismisses at 3:30 p.m. If your child remains after 3:35 p.m., a \$5 late fee will be charged with an additional \$5 for every 5 minutes.

Authorized Pick-up –

Your child will only be released to persons listed on the Enrollment Form under Release of Child.

Food –

Children are to bring a healthy snack each day in a container with his / her name printed clearly on all non-disposable items (lunch box, thermos, etc.) This snack is light refreshment. Your child only needs one item (such as fruit, crackers, etc.) and a drink (water, fruit juice, etc.) Please do not pack soft drinks or excessive

sweets. Children in After Care are to bring a lunch to be eaten during After Care. Please help your child know which items are for snack and which items are for lunch. Lunch may not be eaten during snack.

Parties –

Each class will have holiday parties throughout the year. You will be asked to bring items to share with the class.

Children having birthdays may bring packaged cakes or cookies to share with every child in their class. Children do not receive gifts on their birthdays. No party invitations will be distributed unless every child in the class receives an invitation.

Clothing –

Washable play clothes appropriate for each season are recommended for weekday activities.

Shoes –

Children should not wear open toe shoes, flip-flops, or sandals. The inside and outside play areas can be dangerous for unprotected feet.

Outside Activities –

The children will go outside everyday to play and exercise. Dress your child to appropriately to enjoy God's beautiful world. They will not stay outside for extended times if the temperature is at, near, or below freezing. There will be no outside activities on rainy days. However if it is snowing, we will go outside for a short period to enjoy this special treat! Any child who is too ill to go outside on cold days should be kept home until he / she recovers from the illness.

Messages –

Verbal messages brought by the child cannot be accepted. Please send messages in writing.

Toys –

The Weekday Preschool Program furnishes all materials and supplies for work and play. No toys may be brought from home unless requested by a teacher for Show and Share Day. No weapons or war toys are allowed at school.

Discipline –

The staff of First Baptist Church Weekday Preschool Program is committed to providing a positive learning environment and will use discipline procedures set by program policy to achieve this goal. The first few weeks of the school year are spent teaching rules and procedures. After several weeks of practicing expected behaviors, children will be disciplined for negative behaviors in the following manner:

1. After two warnings for the same unacceptable behavior, the child will be placed in the time out chair.
2. After three warnings and the time out chair for the unacceptable behavior, the child will sit with the teacher at play period.
3. After continued inappropriate behavior, parents will be called to pick up the child.
4. Parents will be called immediately if the child engages in severe behavior that is harmful to himself, others or school property. These behaviors include but are not limited to biting, fighting, willfully causing harm to another person, disrespect or defiance to the teacher, willful destruction of property, inappropriate language, or touching others inappropriately.
5. If parents are called three times, the child will be dismissed for the school year.

Parent Agreement

I, _____, whose child _____
is enrolled in the _____ school year of the First Baptist Church
Weekday Preschool Program, have received a copy of the Parent's Handbook.
I have read and understood the policies, guidelines, and procedures as
described in the Handbook, and I agree to abide by them.

Parent Signature

Date