



First Baptist Weekday Preschool

Over 30 years of loving, learning, and growing

HANDBOOK
Updated January 2017

**FIRST BAPTIST WEEKDAY PRESCHOOL
HANDBOOK**

**99 N. Salisbury Street
Raleigh, NC 27604
919-832-4485 ext. 209**

Who We Are

First Baptist Preschool (FBP) is a not for profit ministry of First Baptist Church. FBP offers weekday preschool classes for children ages one to four.

Philosophy and Mission

The weekday preschool program is an educational outreach of First Baptist Church that provides a high-quality, low-cost preschool program to children regardless of race, gender, or creed. Our goal is to enhance the growth and development of each child by:

- 1 Providing a safe, healthy, and stimulating physical space;
- 2 Considering the developmental needs and interests of each child as well as the group;
- 3 Offering a curriculum that focuses on the “process” of learning in a play environment;
- 4 Providing a rich variety of experiences and an environment that encourages responsibility, independence, and creativity;
- 5 Providing opportunities to nurture children’s self-esteem and self-respect;
- 6 Encouraging parent involvement and supporting the family in its child-rearing roll.

Curriculum

FBP strives to expose children to a varied, stimulating, and developmentally appropriate curriculum. Our classrooms are divided into “centers,” or basic areas of play, that include activities that afford opportunities for developing social, emotional, intellectual, and physical skills. Centers found in most rooms include but are not limited to:

- 1 Manipulatives (puzzles, blocks, Lego’s, pegs, pattern blocks);
- 2 Books/Language (books, pictures, music, instruments);
- 3 Art (easels, crayons, paint, scissors, paper, markers);
- 4 Housekeeping (play kitchen, food, dolls, dress-up clothes);
- 5 Sand/Water Table (water, sand, rice, noodles, beans);
- 6 Discovery/Science (scales, magnets, magnifying glasses, things from nature).

Discipline Policy

Positive interaction between adult and child is essential to the development of the child’s social and emotional health and development. Discipline techniques that teach the child what to do, rather than what not to do, have been proven to be more effective in helping the child learn self-direction, self-control, and self-confidence. Thus corporal punishment will not be a method of discipline at FBP. Praise for good behavior and success is the encouraged method for guiding children’s behavior. We also train each year in the conscious discipline model. This helps children learn self-regulation tools.

Should a child show behavior that needs correction, the teacher may:

- 1 Redirect the child to an appropriate activity;
- 2 Model to the child an acceptable way to handle the situation
- 3 Move the child away from the group for a short time, always in view of the teacher;
- 4 Discuss the behavior with the parent if it becomes necessary;
- 5 On rare occasions, the director may remove the child from the classroom until the child is ready to participate with the class appropriately.

If the problem persists, a conference will be scheduled with the parents, teacher, and the director to determine the best course of action.

Volunteers

FBP strongly encourages parent involvement. We have times available for you to volunteer in classrooms, or to serve on our Weekday Preschool committee, however it is not mandatory. We believe in the importance of family involvement in a child’s education and hope to build a strong bond between family and teachers. We continue to have an open door policy... one in which all parents are welcome to come in and volunteer time, have lunch with their child, or share any special talents or gifts to enhance the preschool program. We look forward to having you come in our classrooms and many times you may be surprised at how much you might learn and take away from the day!

Cell Phones

In regards to cell phone usage during volunteer times or lunch with your child, the following guidelines are in place to safeguard children and staff:

- NO CELL PHONE USAGE OF ANY KIND IS ALLOWED IN THE CLASSROOMS. If there is an emergency or you are expecting an important call, please notify the director and the teacher. You may step out of the classroom area and take a call in the case of an emergency, otherwise keep all cell phones out of the classroom. You may also let your family know the direct number to the preschool –(919) 832-4485 ext 209 in case of an emergency.
- Absolutely NO VIDEOS OR PHOTOGRAPHS are allowed to be taken without the explicit permission from the director.
- If you are picking up a child or dropping off a child, please finish your conversations in the hallway. DO NOT ENTER THE CLASSROOM ON YOUR PHONE TO PICK UP OR DROP OFF.

Governance

The Weekday Preschool Committee assists the church in administering the weekday preschool program. The Committee has six members serving two year staggered terms; at least two of the members are parents of children in the program and at least one member (other than the director) is specifically trained in early childhood education. The director of weekday preschool and the Director of Preschool Ministries are ex-officio members of the committee. This committee serves from September 1 through August.

Operating Procedures

Enrollment and Admission

The preschool program operates on a reservation basis only, with all children being pre-registered. Admission to the program is based on the date of application and receipt of the registration fee. The application process is opened first to students and siblings currently in the program, then to church members, and then enrollment is open to the community. First Baptist Church members are given first preference if there is a waiting list. The director will notify you in a timely manner of your child's placement within the program.

Children must be of the appropriate age for the class in which they are seeking enrolling by August 31st of that year.

The registration fee is equal to one month's tuition and is due at the time of application. These fees are used to purchase supplies needed for the child during the school year. If there are no vacancies at the time of application the registration fee will held until a vacancy is available. If a vacancy does become available, the registration fee will only be deposited once both parties agree on taking the space. Registration fees will be pro-rated for those children enrolling after the start of the preschool year.

The registration fee is non-refundable.

Placement in a class is not final until all paperwork and payment are received and in order.

The preschool reserves the right to deny enrollment if we feel that we cannot best meet the needs of a child. In this case, we are happy to refund the registration fee.

Withdrawal

If a child is absent for more than one week, the parent should contact the director with regard to his/her continued enrollment. Should the child need to be withdrawn, one month's written notice to the director is requested so that we may keep our enrollment at capacity.

Tuition

Tuition should be paid one month in advance. Tuition should be paid electronically through a direct withdrawal system and will be drafted on the 5th of each month. Tuition is due on the first school day of each month and late after the 15th. Tuition is to be drafted electronically or placed in the FBP tuition box or mailed in. **Payments received after the 15th of the month will be subject to a \$25.00 late fee.** There will be a \$50.00 service charge on all returned checks. If payment is not received by the 15th, the director will remind the parent in writing. If payment is not received by the 25th, the account will be turned over to the Weekday Preschool Committee.

Should families need financial assistance with tuition, parents are encouraged to discuss their need with the

director, as some scholarship money is set aside for this purpose, and generally used in conjunction with some volunteer opportunities.

Tuition is not refundable, as a child's absence or early withdrawal does not significantly reduce preschool expenses. Regretfully no tuition allowances can be made for extended illness, voluntary absences, or school closings due to inclement weather.

The tuition rates are set by the Weekday Preschool Committee and will not change during a school year. They are however subject to change from year to year. Parents will be notified of any changes at the time of application each year.

Carpool

Carpool will begin PROMPTLY at 9:25 each morning and run through 9:35am for drop off. There is NO carpool in the afternoon. Carpool begins in the church parking lot by the black canopy and entrance near playground. Carpool line should wrap around the parking lot so as not to block main roads. If the lot is full at the time of arrival, please circle the block and pull in once there is space. Children will be assisted out of the car in the mornings.

IF you do not arrive in time for carpool line in the morning you must walk your child in the building to their class.

You will receive one warning for late pick up. After that warning, you will be charged for after school care. If tardiness becomes habitual, the matter will be turned over to the committee.

On the occasion that the child is to be picked up by someone other than the parent, the parent must send in written authorization, and the adult picking up must present a photo ID at pickup. If, in an emergency, this is not possible, parents must call and notify the director personally of the situation.

Parking

Parking is available in the church lot bordered by McDowell Street. Yellow spaces are rented out during the day, thus parents must park in the WHITE LINED SPACES ONLY to avoid being ticketed. If all white spaces are filled, please see the director for a parking pass.

There is a passenger-loading zone located at the Hillsborough Street entrance to the building. Be aware that the city strictly enforces the 3-minute parking limit in these "loading zone" spaces along the street.

Closings

Generally, closings are due to holidays or inclement weather. In both cases FBP observes the same closings as the Wake County Public School System (WCPSS). The schedule is as follows:

- 1 If WCPSS is closed, FBP is closed.
- 2 IF WCPSS is delayed one hour, FBP will open at 10:30 AM.
- 3 If WCPSS is delayed two hours, FBP will open at 11:15AM.
- 4 If WCPSS closes early due to severe weather conditions, FBP will close at 12:30PM or earlier. All efforts will be made to inform parents.

If there is inclement weather, listen closely to the radio (AM 680) or TV (WRAL 5) for information on closings and delays. In the case of early closing, be as prompt as possible so that parents, children and staff can get home safely. Be aware that most of our staff have children in the public schools and will need to leave to get their own children.

Health and Sickness Guidelines

Parents of children taking any medication during the school year need to inform the teachers. Behaviors and toileting needs often change as a result of medications.

For the health and well-being of everyone involved, PLEASE KEEP SICK OR ILL-APPEARING CHILDREN HOME!

When a child appears ill, the teacher and/or director will inform the parent and, if necessary, remove the child in an effort to reduce the spread of infection.

First Baptist Weekday Preschool abides by the following recommendations from the Committee on Control of Infectious Diseases of the American Academy of Pediatrics. Children should be kept at home if there is evidence of any of the following:

1. Fever - currently or within the previous 24 hours;

- (Oral over 99.5*, rectal over 101* or ancillary (under arm) over 99*) Must be fever free without medication for a minimum of 24 hours.
2. Vomiting or Diarrhea within 24 hours;
 3. Common Cold with:
 - A) runny nose with yellow/green discharge
 - B) cough which may represent bronchitis or pneumonia;
 4. Sore Throat;
 5. Croup;
 6. Any unexplained rash;
 7. Any symptom of childhood disease such as scarlet fever, measles, whooping cough, mumps, chicken pox;
 8. Any skin infection - impetigo, ringworm, etc;
 9. Eye Infection - pink eye.

Should your child exhibit any of these symptoms at school, he/she will be separated from the other children, and the parent will be called and asked to pick up the child immediately. If the director is unable to reach the parent within one-half hour, the emergency contact will be called to pick up the child.

Dispensing Of Medications

If a child needs medicine while at school, the parents must come to the school and administer the medication. In the case of a severe allergy, epi pens and or benedryl may be kept at the school. Each situation will be decided upon independently between the director and the parents in this situation.

Playground Safety Guidelines to be used by teachers as well as parents who are supervising their own children on the playground:

1. CLOSELY SUPERVISE CHILDREN AT ALL TIMES
2. TAKE TURNS
3. FEET FIRST DOWN THE SLIDE
4. STAIRS ARE FOR CLIMBING
5. SLIDES ARE FOR SLIDING

Accidents

Children may be involved in minor accidents at preschool. Every effort will be made to inform the parent about the nature of the injury, time and place of occurrence, first aid steps taken, and the name of the staff member who observed the accident. A record will be made and placed in the child's file. The director or teacher will be available to discuss the accident with the parent if it is necessary.

Snacks and Lunch

A nutritious snack will be given to the children each morning. Parents take turns providing snacks for the class according to the suggestions and procedures set by each classroom teacher. The staff recommends healthy snacks such as fruits and raw vegetables as well as muffins, cheese and crackers, and bagels. Failure to bring in snacks will result in snacks provided by the school and billed to your account. Lunch is provided daily on Tuesdays through Thursdays for all children. All possible accommodations will be made for children with food allergies when a doctor's note is provided. Lunches from home will not be allowed.

If you prefer not to bring in snacks on a rotation in your child's class, talk to the director about other options.

** No peanuts allowed in the preschool suite. We strive to be a peanut free facility. You may also be asked to provide specific snacks in a particular classroom due to those classrooms allergies. Please try to help us out with this.

Clothing

Children need to come to preschool in comfortable clothes and shoes that can endure painting, play and all the fun explorations that take place in preschool. All removable garments such as jackets, hats, and gloves, should be clearly labeled with the child's name. Please do not send jackets that have a hood with a drawstring as this presents a choking hazard.

Children will also need to bring a complete change of seasonably appropriate clothes in a labeled zip-lock bag in case of emergency. These will be stored in classroom cubbies.

Parents are responsible for furnishing diapers for your younger child until they are toilet trained.

To encourage independence, we encourage children to dress in clothes that he/she can easily remove and put back on during bathroom trips.

Children are welcome to bring their “lovey” or blanket, pacifier, or other soothing personal item. Depending on the class and age groups, the teachers may require that the item stay in the child’s cubby or backpack during the day. Please do NOT send in toys of any kind.

Potty Training

Our staff supports potty training efforts starting in the two-year-old class and prefers for children to be potty-trained by the time they enter the three-year-old classroom. If they are not, the teaching staff will make every effort to assist the children in their potty-training efforts while at school.

Field Trips

Volunteers are a necessity for fieldtrip success and safety. Parents will be called on occasionally to help on these fun and educational outings.

Because of our unique location, we will only take walking field trips. However, we may have a field trip occasionally where parents take children to the field trip location and pick up from that location. Most, but not all, field trips will take place on Mondays in our three/four combo class.

Birthdays

Parents are welcome to include their child’s weekday preschool friends in birthday celebrations at preschool. This needs to be planned with the child’s teacher and needs to take place during the last thirty minutes of the school day. Invitations for home parties cannot be sent home via children’s cubbies unless the entire class is invited.

Communication

At the beginning of each month, classroom teachers will send home a newsletter with a calendar of events and activities for the month. Please check your child’s bag carefully each day for these and other important communications. Should you have any questions at any time, feel free to contact your child’s teacher or the director.

All other communication (monthly Director’s newsletter, school wide calendar, pictures etc) will be done electronically through our MEMBERHUB or through direct emails. If electronic communication is not your preferred method, please see the Director to work out other options.

As situations arise, teachers may also verbally communicate with parents during pick up.

If your family uses another person besides mom or dad to drop off and pick up your child(ren) there is a special form for you to complete in regards to how best communicate with the family. Please complete that form and return it to the school.