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First Baptist Weekday Preschool  
Over 30 years of loving, learning, and growing

Parent Handbook  
2025 -2026

## Who We Are

First Baptist Preschool (FBP) is a non-profit ministry of First Baptist Church, offering preschool classes for children ages 1–5.

## Philosophy & Mission

FBP is an educational outreach of First Baptist Church that provides a high-quality, low-cost preschool program for all children, regardless of race, gender, or creed.

We strive to:

1. Provide a safe, healthy, and stimulating environment.
2. Consider the developmental needs of each child and group.
3. Offer a curriculum focused on learning through play.
4. Encourage responsibility, independence, and creativity.
5. Nurture self-esteem and respect using the Conscious Discipline model of emotional intelligence and self-regulation.
6. Promote parent involvement and support families.

## Curriculum

Our classrooms are arranged into learning centers to promote social, emotional, intellectual, and physical growth. Centers may include:

- Manipulatives – puzzles, blocks, Legos, pegs, pattern blocks.
- Books/Language – books, pictures, music, instruments.
- Art – easels, crayons, paint, scissors, markers.
- Dramatic Play – play kitchen, food, dolls, dress-up.
- Sensory Table – sand, rice, beans, noodles, water play.
- Discovery/Science – scales, magnets, magnifying glasses, nature items.

## Discipline Policy

### - Our Approach: Conscious Discipline

At First Baptist Weekday Preschool, we use Conscious Discipline, a research-based social–emotional learning and classroom management approach. Conscious Discipline helps children learn to recognize and manage their emotions, build healthy relationships, and develop lifelong self-regulation skills.

In our classrooms, you will see tools such as a Safe Place for calming, breathing techniques for emotional regulation, picture schedules and job charts that promote responsibility, and connection rituals like greetings and “Wish You Well.” Teachers model empathy, problem-solving, and respectful communication, guiding children to use these skills in real time.

Our goal is to create a school family where children feel safe, connected, and valued, which supports both their emotional well-being and their learning.

-If concerns arise, parents and staff collaborate on strategies or referrals (e.g. Project Enlightenment).

## Volunteers

Parent involvement is encouraged but not mandatory. You are welcome to:

- Volunteer in classrooms.
- Serve on the Preschool Committee.
- Share your skills or visit for lunch.

## Photography

Do not post photos of other children on social media without permission.  
Photos may be shared on Brightwheel, our secure parent communication platform.

## Governance

The Weekday Preschool Council oversees the program, with members including parents and early childhood professionals, alongside the Preschool and Church leadership.

## Enrollment & Admission

- Enrollment opens first to current families, then church members, then the public.
- Registration Fee: \$375 (**non-refundable**) due at placement.
- Age cut-off: August 31 of the enrollment year, *although the preschool reserves the right to move children as needed based on developmental age.*
- Placement is final after paperwork and payment are both received.
- The preschool reserves the right to deny enrollment if unable to meet a child's needs.
- Days enrolled are not interchangeable. For example... if you enroll MWF you cannot makeup a missed day on a Tues/Thurs.

## Class Assignments

The August 31st birth date cut-off sets class assignments in accordance with public school policy, placing children with the group with which they will eventually go to kindergarten. For the most part, groups of children remain together as a class until the following August. At this time, children will be promoted to the next appropriate class based upon their birth date. Class placements are solely at the discretion of the First Baptist Weekday Preschool administration, although we encourage parents to communicate with us if there are special concerns or requests to take into consideration when placing children. Make these requests in writing and deliver them to the Preschool office.

## Withdrawal

Notify the Director in writing at least 1 month before withdrawal. For example... if withdrawing October 15<sup>th</sup>, November tuition is still due regardless of attendance. No partial month refunds will be given.

## Tuition

- Paid monthly in advance, drafted on the 5th via electronic withdrawal.
- Late after the 15th: \$25 late fee. Returned checks: \$50 fee.
- Tuition is non-refundable; no discounts for absences, travel or weather closures
- Limited scholarships available with volunteer opportunities.

## Drop-off & Pick-up

- Sign in/out with Brightwheel on the tablet located in the preschool entry area
- One complimentary key fob per family; extras \$15 (max 2). Lost fob replacement: \$50.
- Late pick-up after one warning will incur after-school charges.
- Written authorization and photo ID required for alternate pick-ups.

## Parking

Use the church lot on McDowell Street.  
Passenger loading zone: Hillsborough Street entrance (3-min limit enforced).

## Closings

FBP follows Wake County Public School System (WCPSS) closures/delays.

- Closed if WCPSS is closed.
- 1-hour delay → Open at 10:30 AM.
- 2-hour delay → Open at 11:15 AM.
- Early dismissal → Close at 12:30 PM or earlier based on the Director's discretion.

## Immunization Policy

At First Baptist Weekday Preschool, the health and safety of our children, families, and staff is our highest priority. To help protect everyone in our community, all children must be fully immunized according to the North Carolina Department of Health and Human Services immunization schedule.

We are unable to accept exemptions of any kind (religious, philosophical, or medical). Current immunization records must be provided before enrollment and kept up to date while your child is enrolled. We appreciate your partnership in maintaining a safe and healthy preschool environment for all.

## Health & Sickness

As per the guidelines Keep children home if they have:

- **Fever** (100.5°F or higher within past 24 hrs)
  - **Vomiting/diarrhea** within 24 hrs
  - Green/yellow **nasal discharge** with cough
  - **Sore throat, croup, unexplained rash**
  - Contagious diseases (measles, chickenpox, etc.)
  - **Pink eye** or **skin infections**
  - **Unable to participate**- if a child is too lethargic, weak or ill to participate comfortably in regular activities.
- If symptoms appear at school, the child will be isolated until picked up.

## Medications

- Parents must administer medications.
- Exceptions for epi-pens and allergy meds are decided case-by-case with the Director.
- Diaper Crème may be applied if provided by the parent with permission to apply.

## Accidents

Parents will be notified of any incidents, and a written report will be placed in the child's file.

## Meals & Snacks

- Daily snacks and fresh healthy lunch provided daily, no cost.
- No outside food unless approved for special circumstances.
- Peanut-free facility

## Clothing

- Dress in play-appropriate clothing and safe shoes.
- Label all belongings.
- Bring a spare set of seasonal clothes in a labeled bag.

## Potty Training

Begins in the 2-year-old class, with goal of completion before the 3-year-old class. Our staff will support parents in the process. We strongly recommend a child is potty

trained before entering the 3-year-old class.

## Field Trips

Mostly walking trips; occasional parent-transported events.

Volunteers are welcome for field trips.

## Special Activities

-May include Spanish, Creative Movement, Yoga, Chapel, Music, Vision and Speech Screenings, and Seasonal Pictures

-Activities vary yearly and we welcome parents to lead a special activity.

## Birthdays

-Coordinate with your child's teacher if you would like to bring in a treat!

-Treats must be nut free.

-Home party invitations may only be distributed if the whole class is invited.

## Communication

- Monthly classroom newsletters and calendars are sent home.

- Monthly newsletter from the Director published on Brightwheel.

- Monthly updates board in entry area.

- Weekly reminders on preschool suite table.

- School-wide updates via Brightwheel.

- Sign up for a conference with teachers outside of drop-off/pick-up for detailed discussions.