

FIRST BAPTIST CHURCH



# Parent Handbook

## 2023-2024

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## **1. Introduction and Welcome**

Welcome to First Baptist Church of Elkin Playschool! We are glad your family has chosen us to care for and teach your children! FBCE Playschool has been in operation for over thirty years and was established as an outreach program supported and operated by First Baptist Church of Elkin. The program is the responsibility of the Playschool Director and is directly run by the Director along with a highly vetted staff of teachers that lead each classroom. The playschool is supported by the FBCE Playschool Advisory Board that consists of church members that meet regularly to oversee operation and activity.

## **2. Childcare and Teaching Philosophies**

We believe that parents should have the knowledge that their child is in a safe, caring, Christian environment that will provide opportunities for fun and socialization and learning when being cared for outside the home. We, FBCE Playschool, will provide age-appropriate opportunities for the children to learn through play, hands on experiences, and our curriculum. We always maintain a Christian atmosphere. Many of our stories and activities will be Christian based but will not promote any specific doctrine. “Wee Learn” is the curriculum we follow and is a non-denominational program widely used in preschools across the country. We seek to:

1. provide an enriching and safe environment while the children are in our care.
2. promote an awareness of Christian values in everyday life without placing an emphasis on any specific doctrine.
3. provide an environment for socialization and creativity so the children can grow in their skills: sharing, playing together, playing alone, following directions, listening, and singing.
4. help the children develop a positive attitude toward oneself, embracing individuality.
5. provide an educational environment for children that is appropriate for their development.

## **3. Operating Information**

### **Days and Hours of Operation:**

FBCE Playschool is held Monday through Friday from 9:00 AM – 1:00 PM. Carline begins at 8:50 AM and afternoon pickup begins at 12:45 PM. All children are expected to be picked up by 1:00 PM.

### **Holidays:**

Enclosed in your orientation folder is a calendar for the new school year. Please reference this calendar for the start/end dates, holidays, or any other days off.

**Bad Weather Policy:**

We will follow the Elkin City Schools weather policy. If the city schools report 1 hour late, we will report at 9:00 AM. If the city schools report 2 hours late, we will report at 10:00 AM. A 3-hour delay will result in a Playschool closure for that day.

**Eligibility:**

Children from one year of age through five years are eligible for admission into the FBCE Playschool Program.

**Pre-K Class Entrance:**

Must be 4 years old by August 31st. If your child has a summer birthday or if the birthday falls very close to the cut off date, you may request a teacher/observation assessment and/or teacher/director conference to help determine if your child is developmentally ready for this class. Pre-K class is offered 5 days-Monday through Friday. Children in the Pre-K class must be completely potty trained to remain in the class.

**Class Size:**

Within legal childcare guidelines, the average class size ranges from 12-20 students and may increase or decrease in size depending on the need and appropriate staff to child ratio. Each classroom always has a lead teacher and a support teacher in the room.

**Toilet Training:**

Please be sure your child is going to the toilet 90% of the time before placing them in pull-ups. We will help you work with your child when your child is ready. If a child wears overalls, please be sure they have snaps in the legs for easier changes. **Children in the Pre-K class must be completely trained to remain in the class.**

**Playschool Director:**

Ms. Pat Eaton is the Playschool Director and has an office in the Playschool. She can be contacted via the information below and is available for office hours upon request.

Ms. Pat Eaton

(336) 366 – 9679

fbceplayschool@gmail.com

**4. Enrollment and Withdrawal Policies****Enrollment:**

Registration will be held once a year for the fall and spring sessions. This will be done in May. The deadline for each will be posted and sent to current families. Medical release forms must be filled out and returned before the deadline. Registration ensures your child(ren) will have their

"spot" for the next session. Registration is open first for current families and then to other families as space is available. A registration fee is due upon registration. This fee is not refundable or applicable to the monthly tuition. The fee may vary according to how many days the child is registered and for the Pre-K class.

\$185 - 3 years and under (3 days)

\$240 - 3 years and under (5 days)

\$255 - Pre-k Program (5 days only)

### **Tuition:**

Tuition for pre-registered regular children is:

\$205 - 3 years and under (3 days)

\$260 - 3 years and under (5 days)

\$275 - Pre-K program (5 days only)

Tuition is due by the 10th of each month. Tuition will not be adjusted for closings or days missed by an individual child. Missed days cannot be "made up." Checks should be made payable to First Baptist Church of Elkin Playschool. If paying after the 10th, a late payment charge of \$10 is due with tuition. If payment is late for two months, your child will not be able to return until your account is paid.

### **Immunizations:**

The Health Department or your child's physician must verify that your child's immunizations are up to date. Please complete the immunization form and return before the first day of Playschool.

### **Withdrawal:**

Parents withdrawing their child from FBCE Playschool will not be obligated to pay further tuition provided a two-week notice is given. A two-week notice is **mandatory** for withdrawal from the program to avoid a full month tuition charge. If developmental challenges or behavioral issues render us unable to meet the needs of your child, a referral may be given to another agency or school for their services.

## **5. Drop-Off and Pick-Up Procedures**

Carline begins at 8:50 each morning. Vehicles will enter single file from the main Gwyn Ave entrance and make their way towards the Playschool entrance.

For morning Carline, a Playschool teacher who is assigned traffic duty will direct your vehicles into either Carline 1 or Carline 2. The first vehicles in both lines are asked to stop at the designated orange cones. Once the two lines are formed, parents will turn off their vehicles,

unbuckle their child(ren), and stand ready by their vehicles for a teacher to receive the child(ren) for the day. We ask that you have already said your goodbyes at this point and refrain from chit chatting with the teachers so we can efficiently get all children into the building as quickly as possible.

At no time should vehicles be in operation while children are being received into the program. A teacher will signal to the first car in both lines when it is appropriate to exit down the hill onto Main Street. Once both lines are emptied, the teacher on traffic duty will repeat the process, forming two lines. This will be done until the carline is empty. Please do not unbuckle your child until you are inside the designated carlines.

For afternoon pick-up, vehicles will enter Carline 1 or Carline 2. Vehicles should be turned off, and the parent/guardian should stand ready by their vehicles to receive the child(ren) from a teacher. A teacher will signal to the first car in both lines when it is appropriate to exit down the hill onto Main Street. Again, please refrain from parent/teacher conferencing during this time to allow for an efficient pick-up process.

Please keep in mind that all persons who have permission to pick up your child must be on the approved list on your child's registration form. Please include those that you can count on if there is a family emergency. We do not release children to anyone that is not on the approved list.

### **Child Release:**

All persons who have permission to pick up your child must be on the approved list on your child's registration form. Please include those that you can count on if there is a family emergency. We do not release to anyone that is not on the list.

## **6. Supplies, Dress and Snacks**

### **Lunch and Snacks:**

Children should bring their lunches in a lunch box. A napkin should be included. If lunch requires utensils or bowls, please pack them. Please use a "Bento" style closable lunch plate for your child's food. Place all foods in the compartments. One yogurt tube is fine or use flip top baggies for crackers. Please make healthy food choices for your children.

Some suggestions we have seen that children like are:

PB&J sandwiches or ham & cheese sandwiches, halved for children under 3 years, whole for 4 and 5 years old (if there are peanut allergies in the class, we will notify you)

Soup or beef-aroni in a thermos

Cheese crackers

Yogurt raisins

Yogurt

Fresh fruit cut in bite sizes, fruit cups, carrot sticks & dip

Pre-packaged foods such as cookies/chips, fruit roll-ups, etc. have little nutritional value. Children also need variety in their diet, so try not to pack the same meal every day. Send a water container, 100% juice box or container. The water container must be a type with a straw and spillable cap. No colas, tea, or kool-aid please. Fruit is an excellent choice for "dessert". Please DO NOT send chocolate, cookies, brownies, snack cakes, candy, etc. Often, we have little parties with dessert provided, so desserts are not necessary.

### **Dress and Personal Belongings**

Children should be dressed in comfortable play clothes appropriate for the weather. Coats, hats, and gloves should be worn as needed. We would prefer your child wears sneakers instead of sandals and boots. (No flip-flops, open toes, or Sunday shoes.) A change of clothes is necessary for ALL children, especially for those potty training. Children should not wear jewelry or other items that are easily lost. Please do not dress your child in "Sunday best." We do "hands-on" and some-times messy activities each day. Even with a paint smock, clothes are not always fully protected.

Children should not bring any toys or money. We will have a scheduled "share time" and if your child brings items from home, they must be kept in the child's bag in the hallway. DO NOT bring toys or items into the classroom for the teacher to separate from the child. Any items must be put in the child's bag BEFORE your child is released to the teacher. No stuffed animals are allowed for sanitary reasons unless it is a "share time day." If a child requires a comfort item, this can be kept in the child's bag during the day.

Please provide enough diapers/pull-ups and wipes for your child for the day.

Label belongings: all clothing, lunch boxes, and individual supplies should be clearly labeled to help prevent the loss of these items.

Pacifiers/baby bottles are only allowed in the 1 year old room. This is for sanitary reasons.

### **Supplies:**

First Baptist Church of Elkin will take monthly donations to supply the playschool with all classroom needs. If your child has a special supply need, we ask that you let the Director know prior to the start of the school year.

## **7. Sick Days and Schedule Interruptions**

**Sick Days:**

If your child is sick, please keep him/her at home until the illness is over. Your child needs to be without fever, **unmedicated**, for 24 hours before returning to Playschool. If your child acts sick in the morning - lethargic, vomiting, nauseous, etc., please keep your child at home.

For runny noses: a clear drip is fine, but children with green or profusely runny noses needs to stay at home. If you have other sick children at home, with contagious illnesses, it would be wise not to send your child that day. If your child has a contagious illness, please check with your doctor before sending him/her back to Playschool to ensure the proper time has been allotted.

We will follow recommendations of the CDC from the current Covid-19 policy and guidelines, including quarantine procedures.

**Administering Medications**

Playschool Staff do not administer prescription medications to children except for rare circumstances that would require a signed note from the child's parent/guardian with specific instructions. Playschool Staff also do not administer OTC medications or creams (including bug sprays) without written consent from the child's parent/guardian. Sunscreen should be applied at home before coming to school. If there is a special request regarding sunscreen use, please speak directly with your child's teacher. In the rare circumstance that a medication does need to be administered, the parent/guardian will send in a note stating the name of the child, name of the medication, specific instructions for administering the medication, and signed consent with the date.

The medication should be in its original container, secured in a ziplock bag in the child's backpack. The Playschool Staff who is designated to administer the medication will log the child's name, medication name, dosage, date given, and time given for Playschool records. Any adverse effects noticed during the course of treatment will result in the parent being contacted for immediate pick-up.

**Sick or Injured at School:**

If your child becomes ill or injured during the FBCE Playschool time, we will attempt to reach a parent by telephone. It is important that we have a phone number where you can be reached and the name and phone number of another person who will care for your child in the event you cannot be reached. This person must be listed on your child's release form.

**Other Schedule Interruptions:**

If you must pick up or drop off your child outside of the designated times, please contact your teacher directly to arrange notification of when you plan to arrive/depart. In case of an emergency and you cannot reach your teacher, please use the intercom system at the playschool



entrance door to get contact with a staff member. Please remember that all persons who have permission to pick up your child must be on the approved list on your child's registration form. Please include those that you can count on if there is a family emergency. We do not release to anyone that is not on the list.

## **8. Special Classroom Activities**

### **Special Days:**

We will celebrate some holidays with lessons from the "Wee Learn" curriculum. There are so many special days that individual families observe and we often observe the same holiday in different ways. We will plan our themes around the seasons of the year and our curriculum. In the short time we have with your child, we could never share all the holidays in everyone's own way. We will spend our time learning how to play with others and learn more about God's wonderful world and all that God has given us.

### **Field Trips:**

Field trips are both enjoyable and educational. Older children may have the opportunity to go on field trips throughout the year. A permission slip stating the date, time, place, and cost of the trip will be sent home. Any child not returning a properly signed slip will remain at the church with an adult.

### **Movies:**

We feel that our children should be actively engaged during the short time they are with us. Because of this, we will only show movies on rainy days or when a movie goes along with our unit theme. There are so many movies to show, and everyone has their own idea of what is appropriate. We feel it is best for us to preview a movie before it is shown to the children. We offer all our children (toddlers-5 years) the option of watching the videos. Therefore, we must be sure it is age appropriate for all of them. We prefer not to show full length feature films and will not show PG films to preschoolers.

### **Birthdays:**

If you wish to plan a special celebration for your child, please notify the teacher in advance at the beginning of the month. We prefer this at snack time unless you are providing lunch (healthy choices please). Please use the bite size cupcakes, and low sugar or 100% fruit juices. Sugar-Free Jello is a fun option. Also, please limit sugar items in "goodie bags." We will only host 1 party per week, so check with the Director and Lead Teacher before scheduling a party. We may also have a special dietary need in the classroom that you need to be aware of.

## **9. Code of Conduct and Disciplinary Procedures**

**Discipline:**

For the younger classes (2 years and under), we will use redirection. For the older classes, (3-5 years) we will use "time-out." Repeated inappropriate behavior may result in being removed from the classroom for a brief, supervised time-out in Mrs. Pat's office. If inappropriate behavior continues, we will schedule a conference with the parents at the school or by telephone.

We are adamant about teaching children not to spit, bite, or hit other children. Continued spitting and biting, in particular, may lead to a child having a one-day suspension or dismissal from the program. Of course, for babies and toddlers, it is a developmental issue, however, it is not tolerated in the Pre-K classroom. If all disciplinary procedures fail, continued unprovoked aggression may lead to the child's removal from our program at the Director's discretion.

**Attendance:**

Attendance is not mandatory, however, our teachers do take daily attendance records. If a child misses more than 12 days of Playschool due to non-sick related absences, we reserve the right to relinquish the spot. This will not be done without prior warning and notification when the child has reached 10 absences.

**Parental Concerns:**

If you have concerns regarding any Playschool practices or policies, please bring those concerns immediately to the Director. It is our desire to ensure that all questions regarding practice and policy are understood appropriately.

**10. Health and Safety Regulations**

The safety of your child is taken very seriously at FBCE Playschool. We want parents to feel good about leaving your child in our care. We promote a loving, caring, nurturing environment with trained staff dedicated to the growth of your child. We provide, with your help, a safe environment that follows these guidelines:

1. All employees of FBCE Playschool, substitutes, and all FBC Elkin employees have been screened with national background searches.
2. All teachers have had training in child abuse/sexual abuse awareness and prevention. All have signed FBCE Church Policy Statements and have signed FBCE Playschool Employee Policy Guidelines. If a parent wishes to view a copy of our employee policy, it is available in the church office.
3. Our teachers have American Red Cross infant\child CPR and First Aid certifications.
4. We always prefer two teachers in the classroom. However, classroom situations may require one teacher to be alone due to bathroom breaks, craft readiness, etc. Children are never left unattended or unsupervised at any point. One adult is always present.

5. Teachers have emergency numbers in their file. Always be sure the child's teacher has numbers where you can be reached. We DO NOT release children to anyone that is not listed on your child's form. Include all people, and their numbers, including those parents approved for emergencies or play dates.

## **11. Emergency Procedures**

FBCE Playschool conducts random fire drills, emergency weather drills, and evacuation drills. If Playschool enforces an emergency shelter in place or evacuation, the following will take place:

### **Shelter in Place:**

In the case of an emergency that requires us to shelter in place, the children will be moved to a secure location in the building. The hallway will be utilized for most natural occurrences, while a secure classroom will be utilized for manmade occurrences. If a suspicious person enters the campus, all entrances and exits will be checked for security by Office Personnel. Once the children are secured in location, parents/guardians will be notified by their teachers of the actions being taken.

### **Evacuation**

In the case of an emergency that requires us to evacuate, a teacher will lead the children to a designated area on campus via an available exit door (the ramp at the Playschool entrance or the ramp at the Chapel entrance). Children in the 1 year old room will be placed in a mobile crib and pushed to the designated safe area (playground). Once the children are secured in location, parents/guardians will be notified by the teachers. Follow up instructions will be provided.

## **12. Parent Communication**

The primary form of communication will be via email ([fbceplayschool@gmail.com](mailto:fbceplayschool@gmail.com)) for regular information. Text messages will be sent to the numbers on file for last minute reminders or updates. We will also utilize the FBCE Playschool PRIVATE Facebook Page for updates and as a place to post pictures and share classroom fun times. This page will only be seen by other parents or guardians that have been approved by the Director. Parents must sign a media release statement to allow for your child to be posted on any social media.

### **Conferences or Private Teacher Meetings:**

If you need a conference with the Director or Lead Teacher, a date and time will be set-up upon your request. If the Playschool Director or Lead Teacher feels a conference is required concerning your child's behavior or other concerns, we will schedule one with you. We cannot have conferences during drop-off and pick-up times. Please do not ask teachers to discuss your child in front of other parents.



Please return this page to your child's teacher on the first day of school!

**FBCE Playschool Media Release Statement**

First Baptist Church of Elkin Playschool may use my child's artwork or photo (including child's name) on bulletin boards, the church website, or the town paper.

- I agree
- I do not wish for my child's name to be displayed
- I do not wish for child's photo to be displayed
- I do not wish for artwork to be displayed

**Other:**

Our playschool utilizes a private group page which enrolled families will be invited to join. The old public Facebook page is used just for advertising and no longer includes daily photos and activities. You may tag yourself, or save photos. We only ask that you use discretion if other children are in the photo before you share with your personal page.

Playschool is not responsible for others posting your child's picture, name, or art work on internet media. Our teachers are not allowed to post playschool photos on their personal pages and are asked to use discretion when tagged in a parent;s photo.

Signed \_\_\_\_\_

Child's name \_\_\_\_\_ Date \_\_\_\_\_

**Agreement to Adhere:**

I have read the policy book and understand its content. I will do my best to adhere to the policies set forth for the good of my child and the Playschool program.

I promise to bring my child regularly, encourage their attendance, and participate in their learning. (A folder will be sent home daily/weekly with brief and optional interactive activities for the parent and the child to do together.)

Signed \_\_\_\_\_

Child's name \_\_\_\_\_ Date \_\_\_\_\_