

First Baptist Church

Children's Weekday Education Center

Purpose

We are a Christian preschool that endeavors to give your child enriching experiences that will help him to grow spiritually, emotionally, physically, socially, and cognitively.

We will give your child the loving care and Christian guidance that children need in their formative years. One of the most important things we want your child to learn is that he is unique and special, made by God for a special purpose. This will be our main theme throughout each day as we use a developmentally oriented curriculum to teach children about themselves and about God's work.

The purpose of the preschool is to extend the ministry of and help accomplish the purpose of First Baptist Church by providing care, education, and development for each child enrolled to his/her greatest potential. Our goal is to have a program that allows each child to grow and develop as Jesus did - "in wisdom and stature, and in favor with God and man" (Luke 2:52).

Mission

"You made all the delicate parts of my body, and knit them together in my mother's womb. Thank you for making me so wonderfully complex! Your workmanship is marvelous . . . You saw me before I was born and scheduled each day of my life before I began to breathe."

Psalms 139:13-16

A child's growth is comprised of many dimensions: spiritual, emotional, physical, social, and cognitive. We strive to provide developmentally appropriate experiences that allow each child to progress in these areas at his/her own rate and to enjoy feelings of success. This is best done through hands-on activities in learning centers.

Administration

The FBC Weekday Education Center is part of the children's ministry program of First Baptist Church. The school was begun in the Fall of 1987. Our program is governed by a church-appointed committee and administered by the director who reports to the Weekday Education Committee and the Children's Minister. It is operated as a non-profit ministry to the children in our community.

Current board members are: Scott Alarcon, chairperson
Faith Arnold, board member
Kim Ashby, board member
Lesley Boyd, board member
Leslie Sager, board member

Non-voting members are: Pam Emmert, Children's Minister
Paula Miller, Weekday Education, Director

Staff

Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning point in building trusting, secure relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child. Our teachers participate in training that includes leadership training conferences, staff meetings, and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 15 hours of training/enrichment each calendar year.

Curriculum

Curriculum is based on the WEE LEARN series published by the Baptist Sunday School Board, Nashville, Tenn.; in addition, many supplementary texts are also used in planning.

Teachers plan unit themes based on interests of and relevancy to the children and the classroom. The curriculum is appropriately designed to the age groups and to the stages of development of each child. Since children learn best through hands-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his environment. Thus, a love and appreciation for God, Christ, and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his life.

Goals and Objectives

Curriculum is planned to enable each child to:

- grow in trust, independence, and initiative
- feel good about himself
- experience God's love for him through loving relationships with other children and adults
- enjoy happy times at church and school
- explore the world around him/her
- develop small muscles through art, puzzles, block, and homeliving activities
- exercise large muscles through movement activities indoors and outdoors
- enjoy creative expression through music, art, and other play activities
- think and make choices for individual and small group activities

WEEKDAY EDUCATION PARENT POLICIES

Enrollment

Enrollment at the FBC Weekday Education Center is limited to maintain a low student-teacher ratio. The birthday cutoff for each class is September 1st.

These forms are due by July 31st:

1. **Enrollment Form** (filled out at the time you register)
2. **Emergency Medical Care Agreement** (must be notarized)
3. **Parent Handbook Acknowledgement Form**
4. **Physicians Statement**
5. **Copy of Current Immunization Record**
6. **Student Biography/Allergy Form**
7. **Release Form**
8. **Committee Request Form**
9. **ID Request Form**

If these forms are not submitted in the time frame stated, enrollment will be suspended till all forms are submitted.

Fees and Payments

This preschool is a non-profit organization and exists to provide a ministry. Tuition and fees are calculated to recover the cost of operating the School. Our tuition is based on an annual fee divided into nine equal monthly payments. **Make all checks payable to FBC Weekday Education with notation to the child's name and the month you are paying for at that time (ie. "November tuition").** These payments may be left in the basket outside the Education Center offices. Payments may also be made by direct deposit or online. ACH forms can be found on our website. Please e-mail gcrowe@fbcqt.org or call 869-2586 and speak with Karen Horton for further information on how to participate. There are no refunds for illness, absences or withdrawals after the first of the month. **The computer will automatically charge a late fee of \$10 for any payments received after the 6th.** In the event that you will be out of town when tuition is due, payment should be mailed to: **FBC Weekday Education Ctr, 1333 W. University, Georgetown, TX 78628.**

Families with more than one child enrolled in the weekday education program will receive a \$15.00 per month discount for the second child.

Please note the **Tax #74-1356592** for your records.

TUITION FEE SCHEDULE

	Two Days	Three Days	Registration Fee (non-refundable)
Toddlers	\$160.00		\$50.00
Twos	\$160.00		\$50.00
Threes	\$160.00	\$210.00	\$50.00
PreK		\$210.00	\$50.00
Kindergarten		\$260.00	\$75.00
Kinder/ Curriculum Fee	(one time only fee)	\$250.00	

Annual Registration

Beginning in February the registration process for the next year begins. One week is dedicated for currently enrolled students to register, the next week is dedicated for FBC church membership to register and the following week is dedicated for the waiting list. At this time of registration the following registration fees are required:

- A registration fee of \$50.00 (2 or 3 day) is required per year per child for enrollment in class.
- A registration fee of \$75.00 (kindergarten) is required per year per child for enrollment in class.

This registration fee is a **non-refundable fee**. By June 6th, all families pay for May's tuition of the next year. You may mail it in or drop it off at the church office. **This tuition is refundable only if withdrawal is done before by July 31st. After July 31st, no tuition is refundable, unless it is a job transfer. Please bring a letter in on letterhead regarding the transfer.**

Hours

Children's Weekday Education Center hours are: 9:00 a.m. to 2:00 p.m.

Kindergarten hours are: 8:30 a.m. to 2:30 p.m.

If you arrive early you may wait in the preschool foyer till 9:00 a.m. Your child's teacher arrives at 8:15 and planning time is imperative to make your child's day a very productive and exciting day. Please do not be offended if the doors to your child's room are closed or if you are asked to wait in the foyer.

If you arrive after 9:30 a.m. and before 1:45 p.m. the double doors in front will be locked for security purposes. It will be necessary for you to come through the front doors of Education Building III.

When you enter the building please park in a designated parking space and not in the fire lanes, or in front of the sidewalk landing in front of the building or handicapped parking spots (we do have grandparents and parents that need handicapped parking). This will enable traffic to flow smoothly for everyone. We suggest that you discuss traffic safety so that your child understands the danger of darting away from you between cars. **Also, DRIVE SLOWLY & CAUTIOUSLY!**

Late Pick up Fees

Any parent who leaves a child at School past 2:00 p.m. will pay a late pick up fee according to the following schedule:

2:00-2:14.....	\$10.00
2:15-2:29.....	\$15.00
2:30-2:44.....	\$20.00
2:45-2:59.....	\$25.00

Late pick up fees will automatically be charged to your account at the time you pick up your child. Failure to pay may result in dismissal from the school. We realize these fees are high, but we assure you that they are for the security of your child and his/her teacher. **It is important that everyone leave the preschool by 2:15** as all teachers have clean up responsibilities before they leave, are Moms and have children to pick up, school buses to meet and the maintenance staff begins their cleaning at this time. **If you have more than one child in the program, please arrive early enough to have the last child picked up by 2:00 p.m.**

Health and Medical

- A current record of the child's immunizations and physician's statement must be furnished.
- Parents are responsible for keeping current in our files the name of the child's physician, as well as, the name of the person to contact in an emergency when the parent cannot be reached.
- In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If we are unable to locate the parents, office staff or the director will take the child to the emergency room specified/or the local hospital emergency room.
- **Always be sure the school knows where to contact you. Keep all phone numbers and addresses current in our records.**

Illness

Children may not be brought to school if they are ill. We are depending on you to help us maintain this policy. Parents will be notified to pick up their children immediately if signs of illness occur during the day. **Your child may not return to pre-school for 24 hours from the time they are picked up at pre-school.** An ill child must not be admitted for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in facility activities.
- Fever (within the last 24 hours)
If your child has an ear reading of 100.4 or greater, armpit temperature of 99.4 degrees or greater accompanied by behavior changes or other signs or symptoms of illness indicates that the child cannot be included in school activities and you will be notified.
- Diarrhea (within the last 24 hours)
Children will be sent home after two incidents of diarrhea in one day.
- Vomiting (within the last 24 hours)
Vomiting will necessitate our sending your child home.
- Impetigo (Until all lesions have healed)
- Pink eye (24 hours after anti-biotic has been administered, follow doctors advice.)
- Strep Throat or Sore Throat (24 hours after antibiotic has been administered)
- Persistent Cough
- Head Lice (all nits removed from hair and proper cleaning treatment received)
- Chicken Pox (at least one week after eruptions appear or until lesions are dry.)
- Rash
- Other communicable disease

Biting and/or Aggressive Behavior

Biting is a very serious and dangerous occurrence with little children. The teachers at all times try to work with the child and the family to stop this behavior. If a second biting incident occurs the parents will be called to remove their child from preschool until the behavior has ceased. The Weekday Education Director in consultation with the parents of the child, will decide when the child is able to return to preschool. Re-admittance to preschool will initially be on a trial basis to ensure that the behavior does not recur. If biting continues, though, a child may be subject to dismissal from the program.

Medications

FBC Children's Weekday Education Center teachers may not administer any medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. All medication must be given by the parent. Each teacher is trained to administer emergency first aid.

Hearing & Vision Screening

All children who turn four during the school year or those that are already four must have an annual vision & hearing screening. This will be performed at the school by the director & asst. director.

Potty Training

Children entering the three year old program **must be** toilet trained. An occasional accident can be expected of any preschool child. However, children who regularly soil themselves cannot be enrolled in the Threes, Pre-K or Kindergarten.

Parent Participation

Parents are invited to submit suggestions for improvement of the school services at any time. These suggestions may be given to the director or office staff. Suggestions for changes in **parent policies** should be made in writing and discussed with the director.

Parents are welcome to visit the school at any time. Normally, these visits are best made after the first weeks of school.

We hope that you will take the time to be active in our program by sharing talents and joining field trips. We also welcome parent participation in planning holiday class parties. Your child's teacher will be asking for volunteers during Back to School Open House and Parent Orientation.

Parent/Teacher Conference

Parent/Teacher conferences result in better understanding and better guidance for your child. We encourage these conferences. Parents or teachers may take the initiative in arranging for a conference. The teacher will request a conference with a child's parent if the teacher has concerns about health, behavior or development of the child. All children will receive a written evaluation of their academic and social progress once a year. If you have any questions concerning these reports, we encourage you to discuss these with your child's teacher.

Parent-teacher communication is vital for the best care of your little one; however, these conferences need to be held when your child is NOT present in order to maintain his/her positive self-esteem.

Parent Communication

Monthly newsletters will be posted on the website informing you of many activities involving your child. Special notices or changes in school schedules will be found on the website. Our website www.fbcjunglewalk.com will be our main line of communication. Please read any letters and other notices carefully so that your communication with the school and teacher will be maintained.

The school calendar, forms and parent handbook are on the website for your convenience.

School Attendance

Regular attendance is important in any school program. It is difficult for the child to feel part of a group if attendance is irregular, and bad habits and poor attitudes toward school may be formed. Also, it can be disturbing to your child to enter a group already involved in an activity if he is always tardy. It is to your child's advantage to be on time, as they may miss out on planned activities when they are late. If your child will be absent, please notify the office (869-2586 x.218 Ed. Bldg. I or x.247 Ed. Bldg. III). If your child is absent, payment will still be due in order to hold the child's place.

Snow or Bad Weather Days

If Georgetown ISD closes schools or has a late starting time due to snow or other bad weather conditions, the school will also close or start late. Please listen to local TV, radio stations and the website for announcements. Even if GISD chooses to have school during inclement weather we reserve the right to close to ensure the safety of our staff and students.

Withdrawal

A two-week written notice is to be made to the Director before withdrawing a child so another family can be notified to fill the vacancy.

Dismissal

The school reserves the right to dismiss a child upon a one week notice for serious behavior problems or non-payment of fees. It is also understood that the Director of FBC Children's Weekday Education Center has the authority to terminate enrollment for non-compliance with policy.

Daily Check In/Out Procedures

Starting this year, you will need to check your child in and out using the touch-screen computers located both Education Building I and Education Building III. As mandated by the state of Texas, we must be able to determine exactly who drops off & picks up each child. It's important that each authorized person have their own unique ID code. ID codes can be requested using the form online or by contacting Deborah Henderson at 869-2586 or in Education Building III. When you put in your ID code, the child's page will come up on screen. Each family has its own page, so if you are checking in 2 or more sibilings, you only need one ID code. If you are checking in 2 or more children who are not related, you will need your own ID code for each child. Security levels are assigned to each ID code. If you are a parent/guardian/primary caregiver, you will have top level security and will be able to see your account balance, immunization information

or messages from the staff/teacher. If a friend is picking up a child, they will have low level security and will not have access to anything other than the check-in/check out process.

How Families Check In and Out

1. *Enter your ID code: Touch the button that says: "Tap a Key or Touch her to continue . . ."*
2. *Select the child: Touch the child's name-it will turn green when checking in, red when checking out.*
3. *Look at information: If you have messages, you must read them before proceeding.*
4. *Finish Checking In/Out: Click the "finished" button. If you do not see THANK YOU, you must start over.*

Arrival and Departure

Arrival: All Parents are required to walk the child to his/her room, sign in using the touch-screen computers located in both Education Building I and in Education Building III, walk the child to his/her room and release the child to the responsible party. Children should not be left in the room unsupervised without a teacher being present. If your child should arrive late please be certain that a teacher is aware of the child's arrival.

Departure: Children will be dismissed only to those adults whose name appear on the Registration Form. **Parents or the responsible party picking up your child are required to sign-out using the touch-screen computers.** Parents are to put in writing or verify by a phone call and assign an ID code if someone other than those designated on the Enrollment Form is to pick up the child. That person must report and show a photo ID. A child will NOT be released to anyone under 18 years of age. Please be sure that your child's teacher, or designated teacher is aware of your child's departure

1. If there is a substitute in your child's room, please be prepared to show identification.
2. The Weekday Program has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party, or has issued some other order pertaining to the child. The Preschool must be furnished a copy of the document.
3. If a parent appears to be under the influence of alcohol, or other drugs, as determined by the Director upon arrival, a member of the staff will offer to take them home or call a person of their choice

for help. We want to insure that the child and the parent arrive home safely. If the parent refuses, the police will be called immediately.

Clothing

Washable, comfortable and weather-appropriate **play clothes** are suggested for children. Footwear should provide protection. For your child's safety cowboy boots, flip-flops, jellies, and sandals **should not** be worn. Rubber-soled sneakers are recommended footwear. Label all removable clothing such as raincoats, sweaters, jackets, hats, backpacks, gloves, etc. Fasteners on clothing and shoes should allow children independence in dressing themselves. Parents are to provide disposable diapers for children who are not yet using the toilet.

All children MUST have a complete change of clothing (this should include socks, underwear and outer clothing) in their bags every day. This includes Threes, Pre-K and Kindergarten. Preschoolers of all ages have accidents from time to time! Staff will use the articles in the event of a mishap and will return the soiled clothing in a plastic bag. Be sure and bring your child a jacket or coat if the weather is cool and label with your child's name.

Outdoor Play

We will be outside at times during the day unless the weather is below 40 degrees or above 100 degrees.

Birthdays

Every child's birthday may be celebrated at the school. If you wish, you may send or bring cupcakes or cake for children over three years old. For children under three, please bring cookies. Please let your child's teacher know in advance that you desire to furnish refreshments. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class (to spare hurt feelings).

Field Trips

Excursions from the building are planned to compliment the program. Notice of field trips will be posted in the School at least 48 hours in advance. Appropriate precautions will be taken and safety guidelines followed by the School. The First Baptist Church vehicles or a Georgetown ISD school bus will be used when transportation is required.

Photograph Release

The School is authorized to photograph the Child and use the resulting photographs for any school related use, including but not limited to new media or promotion, and the Parents release all rights, title, and interest in the finished photographs and negatives.

Fire/Severe Weather Drills

These are practiced routinely. An evacuation plan is in place in case of an emergency requiring evacuation of the FBC building.

“Show & Tell”time/Bringing pets to school

Children love to bring their belongings to the center, but many times the child will leave the center upset because of a lost or broken toy. Therefore, please do not let your child bring unnecessary items to the center. Your child’s teacher may designate a “Show & Tell” time. Please follow her directions as to the type of items she prefers.

If you choose to bring a pet to the center the following procedures must be followed:

- ***Please inform the teacher one week ahead of time, all parents must be notified in writing.***
- ***Documentation that any dogs, cats or ferrets have been vaccinated by the Texas Health & Safety Code.***
- ***Statement of health from a local veterinarian for dogs, cats or ferrets must be provided.***
- ***Children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas and amphibians, such as frogs and toads.***

Holiday Parties

Parties are scheduled for these holidays: Christmas, Valentines, and End of School. Parents are asked to plan the parties.

For Halloween the preschool has a Fall Festival during school hours. Costumes are accepted. It is our goal to retain the fun of dressing up without the violence and fearfulness that some costumes cause for young children. Therefore, please do not dress in witches, ghost, vampires or such.

For Thanksgiving we will have a school wide Thanksgiving Feast. Parents are asked to help plan and prepare for the event.

Lunches/Food

Your child should have eaten breakfast before he/she arrives at school. **Please do not permit your child to bring food to school unless there is enough to share with the entire class.**

Each child will bring his/her own lunch. Lunch time is very important and is greatly anticipated by the children. In order to comply with minimum standards, the child's lunch should provide one-third (1/3) of his/her daily food needs.

Please help us and your child by sending nutritious lunches.

Rest Time

All children have a quiet time after lunch and are encouraged to rest. Each classroom follows a routine of toileting, handwashing and listening to or looking at books and quiet tapes/music. Lights are lowered during this time. Special rest items such as favorite blankets or stuffed animals are permitted during this time.

All children must have a plastic, foldable kindermat for use during rest time. Please label your mats.

Child Abuse

No one likes to talk about child abuse, but it is a real issue and it happens to real children. Everyone has been made aware of the issue of child abuse in weekday education centers. Also, centers and staff members are required by law to report suspected child abuse, neglect or sexual molestation to the Texas Department of Regulatory and Protective Services (1-800-252-5400), 355 Texas Ave., Round Rock, TX 78664-2142, phone number 512-388-6200, www.tdprs.state.tx.us and the local police. Failure to report by the staff member or Center is a Class B Misdemeanor. Aside from legal implications, the failure to make a report would mean neglect on our part to protect children in our care. We will not knowingly fail to protect the children.

Parents may view a copy of the minimum standards from any teacher and a copy of the licensing inspection report is available to review in the preschool office.

Annual Registration Process

Each year the annual registration dates are listed on the school calendar. The first week of registration is for currently enrolled students. The second week of registration is for First Baptist Church members. The third week of registration is for the community waiting list. At the time of registration the **non-refundable** registration fee is required. Then the last month's (May) tuition is due by the first Monday in June.

Modifications of this Agreement

This Handbook may be modified by the Center, by written notice to the Parents, whenever any circumstances covered by the Handbook change.

Other Terms/Signatures

The Parents will cooperate with the policies of the Center, perform the obligations of parents set forth in this Handbook and abide by the rules, regulations, and policies provided by the Center. The Parents have read the terms of this Handbook and all questions have been satisfactorily answered. The Parents release the Center and Church, its director, church staff, and school staff from any liability for injury or damages of any kind not resulting from gross negligence.

Code of Conduct

Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community. The goal of our Center is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his classmate.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher. Students will be taught and encouraged to call their teachers by their surname with Miss or Mrs.; as well as addressing them with sir or ma'am.
5. Use of profane or unwholesome language.

Most correction will be handled by the teacher through verbal reminder, or by restricting the child's privileges. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavior change, a child will be sent to see the Director to "think about" cooperating in the classroom. Parents will be notified if their child is sent to the Director by receiving a copy of the DISCIPLINE REPORT. The original report will be placed in the child's file. Much care is taken to insure that correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

Parents are expected to support and uphold the Weekday Center policies. This cooperation produces the Center's effectiveness.

If at any time misunderstandings develop between the Center and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation.

The Center agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision, and communication with the home.

Cooperation with Weekday Center policies, as well as, parent participation, is critical to the health and well-being of the Center and the child.

Complaint Procedure

If you have a complaint or concern:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
2. **Tell it to the right person.** Concerns regarding the school or operations should be expressed directly to the Director or Assistant Director.
3. **Express your concern clearly.** Make sure the person to whom you are expressing your concern knows all the details of the situation, exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
4. **Pray about it.** Ask God to help make your complaint in such a way that it will result in the betterment of our School.

Updated: 07/01/2008