

First Baptist Preschool Handbook



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FIRST BAPTIST PRESCHOOL BOARD MEMBERS

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Kim Gower, Preschool Director
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Danny Bryson, Minister of Education
Wesley Morgan, Chairman
Brandy DeLee
Judy Hargrove
Jill Heard
Susan Blount
Melynda Gidcomb

FIRST BAPTIST PRESCHOOL STAFF

Director

Kim Gower

Assistant /Financial Administrator

Lorrie Hall

Afternoon Administrator

Susie Davis

Morning Teachers

Shannon Biles
Billie Jo Carvin
Shannon Currington
Elizabeth Dewitt
Lesley Dodd
Robyn Miller

Afternoon Teachers

Abigail Bridgewater
Judy Jones
Sherri Kelly
Taylor Richardson

Cook

Donna Self

Dawson Co-op Educational Services

STATEMENT OF PURPOSE

The goal of First Baptist Preschool is the development of the whole child; promoting physical, intellectual, emotional, and spiritual growth in a Christian environment. As your child's first educational experience away from home, our program is intended to help build a foundation for learning, build self-esteem, and successful social skills.

During the school year, your child will be *introduced* to:

- ❖ Variety of enrichment curriculum for kindergarten readiness
- ❖ Alphabet
- ❖ Numbers and number concepts
- ❖ Shapes
- ❖ Music & Movement
- ❖ Art
- ❖ Important basics such as health, safety, manners, and patriotism and how they relate to God's world

It is our sincere desire to prepare your child to be successful in kindergarten through academics, structured playtime, and social interaction with classmates. We establish and present educational concepts and work habits based on kindergarten requirements set forth by the Arkansas Department of Education.

TUITION FEES AND POLICIES

Full Time - \$135.00 per week
3 day – \$ 85.00 per week
2 day – \$ 65.00 per week

NO Registration/Supply fee for any students.

Your first week of tuition must be paid to hold your position and is non-refundable.

We have open enrollment for the upcoming summer session and school year. Registration is open to current students and siblings first, followed by the general public. A child is not considered enrolled until all registration forms are completed, a copy of immunization records is provided, and required fees are paid.

Tuition includes lunch, 2 snacks, chapel, movement & music, and other activities. The lunch fee is \$3.00 for parents wishing to stay for lunch.

Tuition is due on the first day of attendance for the week for all students. Tuition is considered past due at the end of day Wednesday if you pay weekly and if you are, paying monthly your account will be considered late after the 10th of each month. A \$25 late charge will be added to your account for each day your account goes unpaid. Monthly tuition payment can be figured by counting each Monday of the month (some months do contain 5 Mondays) and payment is due the first of each month. Tuition will not be paid for the two weeks we are closed for the Christmas holidays, the one week we are closed for spring break and the 2 weeks between sessions. **Tuition is considered late if it is not paid on the first day of your attendance (first of the week or first of the month). If your tuition is not paid on time, your child will not be allowed to return to school until the past due amount is paid in full.** Tuition is paid regardless of days your child misses due to illness, vacation, inclement weather, power outages, flooding, or other causes.

Your tuition payment holds your child's position here at the school. Unpaid tuition of one week can result in the dismissal of your child. Our school hours are 7:00 a.m. to 5:30 p.m. **Please, do not bring your child before 7:00 a.m.** We appreciate your promptness in picking up your child by 5:30 p.m., as our teachers have obligations to their own families after that time. **Late pick-ups will result in a charge of \$5.00 for every minute past 5:30 p.m., and it will be due at the time of your arrival.**

POLICIES & PROCEDURES

These policies and procedures are in place as an expression of love and safety for the children in our care. Thank you for adhering to and understanding our position on these issues:

ENROLLMENT: A child must be 2.5 by August 1st, and he/she **MUST BE COMPLETELY POTTY TRAINED** to qualify for our three-year-old class. A child must be four years old by August 1st, and he/she **MUST BE COMPLETELY POTTY TRAINED** to qualify for a four-year-old class. We are not licensed for children who are not potty trained. We, of course, encourage the children to use the restroom numerous times all throughout the day. When accidents do occur, they will be documented. After the first incident, you will be asked to come to the school and change out your child. You will also be asked to meet with the director at that time. If potty accidents continue, your child will be dismissed. This dismissal will be at the discretion of the Director.

The following steps must be completed for enrollment:

- 1) A tour between director and parent
- 2) Possible screening for placement if your child has a late birthday
- 3) Completed registration form
- 4) A copy of immunization records
- 5) Pay first weeks tuition

We will not accept a child, or we will dismiss a child if:

- 1) We feel we cannot medically provide for or meet his/her medical needs.
- 2) We cannot adequately care, in a qualified manner, for a child with a life-threatening illness or circumstance.
- 3) There are realistic limitations in certain medical situations that may arise.
- 4) A child is not potty trained.
- 5) If a parent is verbally or physically abusive to any preschool staff and/or a student.
- 6) Second late pick-up notice is given.
- 7) He/she bites.

DISCIPLINE POLICY: First Baptist Preschool does *not* implement corporal punishment or spanking. Instead, we incorporate methods designed to bring attention to right behavior instead of emphasis on the wrong doing. Steps in discipline include:

- 1) Positive words used to encourage right behavior.
- 2) Remove the child from the situation and/or redirect the child's attention.
- 3) Child sits in "time out" with instruction to think about what rule was broken, and what better behavior or choice could have been made.
- 4) If the above methods have been applied and the child still persists in ignoring requests by the teacher, then parents will be contacted and a disciplinary notice will be sent home.
- 5) If the child's behavior does not improve after working with the child in conjunction with action taken by the parent(s), the child will be dismissed from the school.

We reserve the right to dismiss a child for the following reasons:

- a) If we are unable to control student in a classroom situation.
- b) If student cannot adjust to our preschool program.
- c) A parent is repeatedly late in picking up a child.
- d) Failure by parent to submit records – including application form and authorized record of immunizations as required.
- e) Failure to pay tuition and school fees. Delinquent tuition of two weeks or more can result in the expulsion of the student and possible legal action. Those having extenuating financial difficulties may work out other arrangements with the preschool.
- f) If the parent is verbally or physically abusive to any preschool staff or student.
- g) If child is not potty trained.
- h) Biting will not be tolerated. It is not only a disciplinary issue, but a health hazard as well.

Tuition will not vary due to a child's absence, and must be paid on designated due dates. We cannot hold a place for your child if tuition is not paid. A two-week written notice and a \$10.00 administration fee are needed for a child to change class attendance. Parents planning to withdraw a student before the end of the school year must give a two-week written notice. Tuition for the two-week notice period must be paid regardless of student attendance.

DIVORCED OR SEPERATED PARENTS:

We would like one parent to be responsible for paying the fees of the preschool. Payment must be made for your child on time regardless of "who's turn it is" to pay. This is to insure that your child is not dismissed form our program for non-payment of tuition.

ARRIVAL AND DEPARTURE: You **MUST** sign your child in every morning and sign them out when you pick them up. Please make sure that your child is inside a classroom and that the teacher is aware of his/her presence. Planned activities will begin between 8:30 a.m.

and 9:00 a.m., depending on the individual class schedule. All children should be present at this time in order for them to receive the full benefit of class instruction. All preschool curriculums are scheduled in the morning hours. At noon, the children begin getting ready for rest periods. All children are required to “rest” during their rest time. The older children may only rest for an hour, while the younger children will rest for 1 1/2 to 2 hours. Rest periods are mandatory by the Arkansas Department of Human Services. We ask that you provide a small pillow (camping size), small blanket and a sleep friend that can stay at school. Please do not send keepsakes or cherished belonging.

It is important that your child eats breakfast and is well rested when they arrive.

Students must be picked up no later than 5:30. Students not picked up by 5:30 will receive a late fee of \$5.00 for EVERY MINUTE past the pick-up time.

Your child may leave only with those persons authorized on his registration form and/or pick-up list. If someone other than a parent is to pick up your child, we must be notified in advance by the parent or guardian. Please make sure that we have the name and number of the person who will be picking up your child. Persons not known to the preschool staff will be required to show a picture I.D., even if their name appears on your child’s information card.

HEALTH: Children who show signs of illness **MUST NOT** be brought to school, and we cannot keep your child inside during outside play time. We play outside every day that the weather permits. We will call you to pick your child up when they have a fever of 100° or higher. **Please do not send children to school if they have a fever, diarrhea, or have been vomiting the previous 24 hours.** Your child may not return to school for 24 hours if they were sent home for fever, vomiting, or diarrhea. This policy is precautionary, as we do not know if your child has a contagious illness. A child returning to school after having a contagious illness must have a written statement from a doctor. It is also implemented with the child’s comfort in mind.

In case of a medical emergency, a parent will be called. If they cannot be reached, the preschool director or afternoon administrator will determine if the child needs to be transported to a medical facility before or in conjunction with parental contact.

FOOD: A morning and afternoon snack will be served to the children daily. Please let us know if you would like to bring something special for your child’s birthday or regular snack time. PLEASE SEE BIRTHDAY PARTIES BELOW

BIRTHDAY PARTIES: Children are allowed to have small parties in their class during the morning snack time with advanced notice to your child’s teacher and the preschool office. Parties need to be limited to 30 minutes and be during morning snack time. Please check with your teacher to schedule a party. Students may deliver birthday party invitations **ONLY** if everyone in the class is receiving one. Children’s feelings get hurt when they have been excluded.

RECORDS: If you change jobs, relocate, or have a phone number change, please notify the school immediately. If you leave the city while your child is still in attendance, make sure we have alternative emergency contacts and their phone numbers. It is imperative that we be able to contact you or a designated person at all times. This is for the safety of your child.

CLOTHING: Washable play clothes are most suitable. Coats and sweaters should have the child's name written inside in a visible place. In cold weather, please dress your child accordingly. Make sure they have warm outerwear for outside play. Please change out your child's extra clothing according to the season, so that it is appropriate for the weather.

TOYS: The preschool will provide a sufficient number and variety of toys for all children. **Children may not bring personal toys to school except for special days that the teachers will specify.** They may bring "sleeping buddies." We encourage cooperative, constructive play and discourage play with guns, swords, and other toys of a violent nature. Show-n-tell days are very important day for your child. It is an opportunity for him/her to share with the other children something that is special to him/her.

VISITORS: All visitors must sign the visitation sheet in the office upon entering the preschool. Parents are welcome to visit and observe our classrooms. We look forward to showing you all of the things your child is learning. If you would like to just read a story, please let us know, so that we can call on you. Sometimes it is necessary for a teacher to be away from class. If you are interested in being a substitute teacher, please let us know so we can place your name on our list.

SPECIAL EVENTS/CLASS PARTIES: Our special events will vary each school year. Typically, we will have an open house in the fall or during the holiday season, a special day at the end of the school year, and an "**End of Year Program**" for family and friends. **We will only have open class parties at Christmas and Easter. Your teacher will post a sign-up sheet on their door for items that will needed.**

SAFETY: For your child's safety, we encourage children to wear closed-toe shoes. Non-skid soles are also recommended for indoor/outdoor safety. Due to the danger of choking, hard candies, gum, cough drops, and balloons are not allowed. Please do not send any of these items to school with your child.

SURVEILLANCE CAMERAS: We are continuing to advance our security and safety measures. Our church has always been very supportive and wants our school to have the safest environment possible.

Some of our safety measures include, mag lock door with shatter proof glass, cameras covering every entrance and exit, cameras in our classrooms (cameras record 24 hour a day), panic buttons and our candy drill. Our goal as a preschool and church is to keep our families safe.

HOLIDAYS: Please review our school calendar for all holidays and school closings. Our closings are in alignment with the public schools. Tuition will **not** change for closures on government designated holidays.

INCLEMENT WEATHER: If the preschool is forced to close due to inclement weather, we will take into consideration the closing of local school districts, before and after-school care, and the safety of staff and students who live in the outlying areas. The decision to close will be based on road conditions, other school closings, safety concerns, and common sense. The final decision to close will be made by the preschool director. If we have no electricity, regardless of other schools being open, the preschool will be closed. Check our Facebook page, or tune to US 97, KLAZ, or check the KARK web page for school closings.

PARKING LOT/DRIVEWAY: Our parking lot (crosswalk) and driveway are blocked daily during school hours. This is to protect our children and teachers. We are sorry for any inconvenience but the safety of our children is very important to First Baptist Preschool.

REPORTING ALLEGATIONS OF CHILD MALTREATMENT AND/ OR LICENSING VIOLATIONS:

THIS SERVES AS NOTICE:

If a mandatory reporter or employee of First Baptist Preschool suspects abuse, employee will immediately notify director for assessment of all information.

If abuse is suspected, an employee will call the child abuse hotline and immediately notify the licensing unit.

Children are subject to be interviewed by licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements.

The facility shall provide a written procedure for reporting suspected licensing violations. (Clarification - Serious licensing violations shall be reported to the Licensing Unit. These include, but are not limited to, violations relating to transportation, inappropriate behavior guidance, leaving children unattended or unsupervised, staff/child ratio violations, children requiring medical attention or care at a medical facility or doctor's office, or any other violation that could imminently effect the health and safety of children.)

DO NOT LEAVE YOUR CHILDREN UNATTENDED IN YOUR CAR OR THE PARKING LOT

YOUR CHILD MUST BE IN AN AGE AND WEIGHT APPROPRIATE CAR SEAT

YOU MUST SIGN YOUR CHILD IN AND OUT MORNING AND AFTERNOON



SAMPLE SCHEDULE (4-YEAR-OLDS)

7:00 – 8:30	Free Play (all classes)
8:30 – 9:00	Class group time (calendar, weather, stories, etc.)
9:00 – 9:15	Bathroom, snack
9:15 – 9:30	Academics (ABC's, numbers, colors, etc.)
9:30 – 10:00	Arts and centers
10:00 – 10:30	Playground
10:30 – 11:00	Academics, Spanish & Music and Movement
11:00 – 11:30	Group time (Bible story, songs, games, etc.)
11:30 – 12:00	Bathroom (get ready for lunch)
12:00 – 12:30	Lunch
12:30 – 2:30	Rest time
2:30 – 2:45	Bathroom, snack
2:45 – 5:30	Playground & interactive play

REMINDERS

Late Charges

Please pick up your child on time. Your child is enrolled he/she must be picked up no later than 5:30 p.m. **Students picked up late will incur a charge of \$5.00 for every minute past scheduled leave time.** If someone else is picking up your child, please make sure that he/she is aware of this policy as it will be enforced at all times. After a second late pick-up offense, we reserve the right to dismiss the student. Thank you for your understanding and cooperation in this matter.

Tuition

Tuition is due on your first day of class attendance of each week. Tuition will not vary for closings due to holidays. Advance tuition payment is encouraged and appreciated. If you are going to pay for a month, semester, or year, we ask that you pay at the beginning of that timeframe. If tuition is not paid by Wednesday of each week, your child will not be able to return to class the following week until the previous week and the current weeks of tuition are paid in full. Your account will also be charged a \$25 late charge for everyday your tuition is not paid.

Let's work together to make this a great year for your child. Good habits and skills learned in our preschool will follow your child throughout their early years. We want the very best for your child and thank you for entrusting him/her to our care.

Our pledge to you is that First Baptist Preschool will be *offering love and guidance to your most precious gift...*

If you do not have a church home, we invite you to visit First Baptist. Our church is known for its warm and caring congregation and Bible teaching.

Serving you and your child,

Kim Gower,
First Baptist Preschool Director