

# Parent Handbook

2019-2020

First Baptist Church Forsyth  
Preschool Program



Train up a child in the way he should go and when he is old, he  
will not depart from it. Proverbs 22:6

A Ministry of  
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# **General Information & Policies**

The Curriculum Based Preschool Program is a ministry of First Baptist Forsyth. Our mission is to minister to preschool children and their families by providing a Curriculum Based weekday program to educate through God's Word and age appropriate learning skills. We will strive to help your child have a happy and meaningful preschool experience in a Christian atmosphere.

Classes meet at First Baptist Church Forsyth. Classrooms have the needed furnishings and recommended space suitable for each age level. The fellowship hall may also be used for indoor activities.

The Curriculum Based Preschool Program of First Baptist Church Forsyth does not discriminate against students of any race, sex, or religion.

The program is not required to be licensed by the Georgia Department of Early Care and Learning. This program is exempt from state licensure requirements.

## **— Clothing —**

Your child will be involved in many activities while at school. Your child will be using paint and glue, eating snacks and playing outside. We will make an effort to keep your child clean but we want each child to be able to participate in all activities. We recommend that children wear play clothes. We do go outside, even in cold weather, so dress your child accordingly. We encourage all children to wear tennis shoes.

All children need to have a complete change of clothes at school. They may be left in your child's book bag or left with the teacher. All clothing needs to be marked with your child's name.

## **— Conferences —**

Private conferences may be scheduled with your child's teacher after school hours.

## **— Delivery and Pick Up of Children —**

School begins at 8:00 am. Parents of all children are to walk their child to his/her classroom each morning. It is important that children be on time each day. If your child

cries, please make your good-byes quickly and leave your child with their teacher. Normally the crying will stop within five minutes once the parents leave. Feel free to call the preschool office anytime you are concerned about your child. We will call you if we need you.

At 9:15 AM we will lock the exterior door for safety reasons. If you should need in, please get someone's attention through the window. The door will be unlocked at 11:45 AM.

Dismissal will begin at 12:00pm. Your child will need to be picked up by coming into the preschool and signing them out. For your child's protection, anyone who picks up your child must be on the Pick Up Authorization form or you must give us written permission in the morning. Children become upset when parents are late therefore please be on time for pickup. Anyone picking up a child that is unfamiliar to us will be required to show a picture ID. If that person is not on the pick up list and we do not receive a written note from you granting permission for the child to leave with that person, we will call you to come and pick the child up. He/she will NOT leave with that person. Children become upset when parents are late therefore please be on time for pickup. There will be a \$10.00 fee for any child picked up after 12:15.

### **— Discipline —**

It is important that a child feel good about himself. A child grows through learning to handle situations on his own. In handling these situations, he/she learns self-control, how to make choices, and responsibility for these choices.

It is our desire to offer a nurturing learning environment for each child. If behavior problems arise the teacher or assistant will handle the situation as positively as possible. Directions will be given in positive statements. The child will be given choices to correct the problem. Redirection may be used in helping a child move on to a more appropriate activity.

"Time Out" is used to give the child time to be away from a problem that has arisen. An appropriate time is one minute for each year of age. After this period of time, the child and the teacher will talk about what has happened and the child may re-enter the play situation and try again.

The Director or lead teacher may be asked to intervene. If inappropriate behavior continues the teacher may either:

- Call the parents at home and discuss the problem.
- Request a conference with the parents at school.

-Request a conference with the parents and the Director.

Appropriate steps after these interactions will be taken to maintain the integrity of the program. At no time will corporal punishment be used.

### — Entrance Requirements —

- Mother's Morning Out Program- Walking – 2 years old.
- Two year old program – 2 years old on or before September 1<sup>st</sup>.
- Three year old program – 3 years old on or before September 1<sup>st</sup>.
- Four year old program – 4 years old on or before September 1<sup>st</sup>.

### — Health —

**Immunization Forms:** To meet state regulations, all children in our preschool program must provide the school with a current Day Care certificate #3231 no later than the second week of school. This form is available from either your own physician or from the county health department. The school is required to have the original form, not a copy or fax. If your child's form expires during the school year, you will be notified 30 days prior to the expiration. If you do not provide the school with a new form within the 30 days, by state law your child cannot attend school until a new form is obtained.

The health of your child is of utmost importance to us. Please do not send your child to school if they show any signs of illness, such as: runny nose, coughing, earache, skin rash, red eyes, fever, sore throat, diarrhea, etc.

A child should be free of fever for 24 hours before returning to school. For your child's sake and the protection of other children, we must insist that they be kept home under these conditions. If any of these symptoms appear at school, parents will be notified to come pick up your child.

If your child has an allergy of any kind, please see that we have this information on their registration form. Explain the allergy and the symptoms/reactions as well as the proper treatment.

Communicable diseases, such as chicken pox or pink eye, should be reported at once so we may notify other parents. Lice should also be reported immediately so we can treat the classroom.

The children in the three-year-old program must be completely potty trained. The children in the two-year-old program do not have to be potty trained. If your preschooler begins the potty training process at home, we will help your child as best possible while at preschool, but your child must remain in pull-ups until they are completely trained. This is due to sanitary reasons.

### **—Things to Bring & Not to Bring —**

- Each child will need a book bag marked with his/her name. Book bags must be big enough for a regular size folder to fit in it. The preschool will provide a folder. This folder must be checked daily. All important papers and your child's work will be in this folder. Your child **MUST** bring their book bag every day.
- No toys should be brought to school unless your child's teacher has given permission for these for Show and Tell. Please watch your child's book bag so that he/she does not bring toys to school.
- Every child **MUST** have a change of clothes in his/her book bag. This will save your child much heart ache in case of an accident.

### **– School Year —**

Our school year will correspond with the Monroe County school system and will observe the same holidays and school closings for inclement weather.

### **Mother's Morning Out**

Hours of Operation: Monday and Tuesday or Wednesday 8 AM – 12 Noon.  
(You may choose your two days)

### **2, 3, and 4 Years old program**

Hours of Operation: Monday, Tuesday, and Wednesday 8 AM – 12 Noon.

— Tuition and Fees for 2019-2020 —

**Weekday Program: \$50.00/Enrollment Fee (not applied toward tuition)**  
**\$155.00/Month for 2, 3, and 4 year old program**  
**\$120.00/Month for Mother's Morning Out Program**

Tuition payments begin on the first day of school, and are due on the first of each month from August through May. A \$10.00 late fee will be applied when tuition is received after the 10<sup>th</sup> of the month. We cannot make deductions for absences, holidays of any kind or school cancellations due to bad weather. We operate on a straight ten-month basis and tuition is paid accordingly. Tuition is not considered a charitable contribution for income tax purposes.

— Withdrawal —

If you find that you need to withdraw your child from our program for any reason, after the school year begins, **one month notice is required**. Parents should give notice of their intentions to the Weekday Director. One full month's tuition will be required for any portion of a month in which your child has attended. Since our class numbers and budget are limited, compliance with this request will give us time to make arrangements for another child to enter our program as soon as your child leaves.