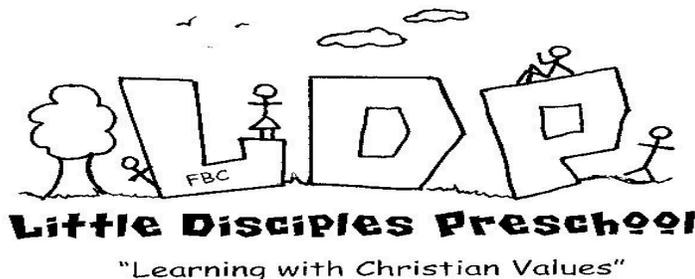


FIRST BAPTIST CHURCH



Objectives & Policies

OBJECTIVES OF PRESCHOOL

- A. To provide mothers with a regular block of time, free from children and family needs
- B. To provide opportunities for preschoolers to enjoy happy learning experiences at church
- C. To express loving interest and friendliness to families in our community

OBJECTIVES OF ENABLING CHILDREN

- A. To grow in understanding and love for themselves, their families and others in the world
- B. To grow in awareness that God loves them and Jesus is a special friend
- C. To grow in their ability to think, solve problems, and develop language skills
- D. To enjoy creative expression in music, art, and play

POLICIES & FEES

Time	Every Tuesday and Thursday from 9:00-3:00, except during Vacation Bible School, public school holidays, inclement weather days, and other announced times. Students in WEE Learn may attend one or two days a week. Preschool I and II students are required to attend classes Tuesday and Thursday.
Arrival	Children are not permitted in the rooms before 8:55 a.m. Please make sure children has had breakfast prior to arrival. Students enrolled in Preschool I and II should arrive by 9:10. It is recommended students enrolled in WEE Learn arrive by 9:30.
Departure	Children are to be picked up promptly at or before 3:00 p.m. An additional fee of \$5 per child per 15 minutes will be assessed beginning at 3:00 p.m.
Registration	Parents must complete registration materials before a child is accepted in the preschool program: 1) Enrollment form (Please update this information if you have a change in phone numbers, address, etc) 2) Liability release 3) Authorization of Emergency Medical Attention 4) Field trips 5) Photography/Newspaper release

Fees Fees are calculated per child.

Summer Semester

Registration Fee	\$10.00	
Supply Fee	Ages 3 & up	\$20.00
	Ages 2 & under	\$10.00
Tuition	\$175.00	(2 days per week)
Tuition	\$ 95.00	(1 day per week)

Fall and Spring Semester

Registration Fee	\$20.00	
Supply Fee	Preschool \$60 per semester	Wee Learn \$40 per semester
Tuition	\$175.00	(2 days per week)
Tuition	\$ 95.00	(1 day per week)

**Parents are required to pay tuition even if the child is absent.

Payment Fees assessed are due by the first Tuesday or Thursday of the month by 5:00 p.m. We ask that you pay monthly. If for some reason you absolutely cannot pay the whole balance on occasion, please let me know and we will work something out.

If an account is not paid by 5:00 p.m. on the first Tuesday or Thursday of the month a 5% late fee will be assessed on the balance for each class day payment is late. If an account becomes more than 30 days past due, the child will not be allowed to return to school until the ENTIRE balance is paid. This includes the balance that is past due as well as any current balance that the customer has. A notice will be sent out letting you know that the account is past due and the child will not be able to return until it is paid.

Payments are only accepted in the morning of the first Tuesday or Thursday or can be dropped off later at the church office.

You may make payments by check payable to First Baptist Church or credit card.

Cancellations If at all possible, please contact the preschool if your child will not be here. The preschool direct line is 549-3981.

Drop-Ins Drop-ins are welcome in the WEE Learn and summer program! Parents must make prior arrangements with the Preschool Director to insure proper placement of the child.

Lunches All children will need to bring a lunch from home. Prepared lunches should be quick and easy to serve. Send finger foods cut into bite size pieces as soon as your child is able to handle them. Refrigerator space is not available, so please consider using frozen inserts to help your child's lunch and drink stay cold. Please do not send microwaveable lunches. Label your child's lunch clearly and remember to pack a plastic fork/spoon, bibs, etc. if needed. Young children not yet eating table food will need to have their formula information written for the teachers.

Rest Time A scheduled rest time will be observed daily. Children need to bring a pillow and blanket or mat for rest time. Should your child require special security items for rest time, visit with your child's teacher.

Clothing	Dress children for play. Label all outer wraps and include a change of clothing in the event of accidents. Rubber soled shoes are helpful since the children use the gym in the Family Life Center. Jackets should be worn every day when the weather is cool, even if it will be getting warmer later in the day.
Labeling	Label items such as baby food, lunches, diaper bags, nap pillows, and blankets.
Personal Toys	Please do not bring toys from home. Leaving items at home will reduce the possibility of them being broken, lost, or from upsetting classmates when they want the toy.
Curriculum	Materials are Christian based. All sessions will aid your child in the development of concepts of the natural world, family, God, church, the Bible, others, and self. WEE Learn by Lifeway is available for toddlers – age 4. Preschool I and II is more academic and will implement Saxon Early Learning for students 3 and over.
Discipline	Little Disciples Preschool understands that biting and aggressive behavior in young children is typical in normal early childhood development; however, we also believe it is in the best interest of both the children placed in our care and the employees to set limits for aggressive behaviors, such as biting, shoving, or hitting that may have potential to harm others. Therefore, the following policy will apply to all children enrolled. Behavior that is distracting or may cause harm to other students will fall under this policy to help ensure the safety of all children. The behavior does not have to be a repetitive behavior. As with any incident that occurs, there will be a note sent home to the parents/guardians and a copy kept in the student's folder.

If any aggressive and inappropriate behavior from one student causes physical harm to another student or staff member; as to cause bleeding, require medical attention or severe bruising; that student will be sent home **immediately whether or not it is their first offense. **

1st Offense- On the first offense of aggressive and inappropriate behavior, the student will be placed in time out with the minutes not exceeding the years in age. A note will be sent home to the parents/guardians. Should a second offense occur on the same day, the parents will be immediately notified and a note will be sent home at the end of the day. Should there be a third offense on the first day, the parent/guardian will be notified and the student is expected to be picked up immediately.

2nd Offense- On the second offense of aggressive and inappropriate behavior, the parents/guardians will be called and the student must be removed from the school immediately for the remainder of the day.

3rd Offense- On the third offense of aggressive and inappropriate behavior, the parents/guardians will be called and the student will be removed from the program for the rest of the school day. The student will then be suspended from the program for 3 consecutive school days.

4th Offense- On the fourth offense of aggressive and inappropriate behavior, the parents/guardians will be called and the student will be removed from the program for a complete month before returning to school. Before the student can return to school a meeting between teacher, parent and director will be scheduled.

5th Offense- Parents/Guardians will be called immediately and the child will then be removed from the program for the remainder of the year. The child will still be able to register the following year.

**** Biting** - Each biting incident will be dealt with on a case by case basis. We will base our decision on the child's age, frequency of bites, severity of the bite (i.e. blood, broken skin bruising) and the discretion of the teacher, directors, and if necessary the Board of Directors. If the bite does break the skin, draws blood, or bruise it will automatically fall under the aggressive behavior policy stated above and be subject to the corresponding discipline.

Medicine No medications are administered.

Illness **Children will not be allowed to attend Little Disciples Preschool if they are ill. Sickness would include but are not limited to: any fever in the past 24 hours (without the use of fever reducing medicine), diarrhea, vomiting within the last 48 hours, frequent coughing, sore throat, congestion, thick mucus, rashes, pinkeye, boils, ringworm, impetigo, head lice, or any other indication of illness. Please also make sure that we have current and accurate contact information for you and several other people that could pick up your child in the event they become ill while at school. Please also notify us if your child has any allergies to food, insects, etc.**

Extra-curricular Extra-curricular activities should be scheduled outside of the preschool day for students enrolled in Preschool I and II. This includes, but is not limited to, gymnastics, dance, and karate.

Inclement Weather

We will generally follow the Graham ISD standards for school dismissal for inclement weather. However, if we feel necessary, we may decide to release school early or cancel school all together. In the event this happens, we will have it announced on the local radio station. If there is any question about the weather and you do not hear anything on the radio, then you are to assume that school IS in session.

LDP will have 3 weather days each year. This means that we can close 3 days for weather or other unscheduled events without crediting tuition. Any days beyond that will be issued as a credit towards next month's tuition. The 3 days do not have to be consecutive, but collectively. Excludes scheduled holidays, spring break, etc.

FBC is a member of the *Texas Baptist Weekday Early Education Association*.

For more information you may contact:

Jean Gant, Director

Cell Phone: 940-521-4929

Email: jeangant4@gmail.com

School phone: 940-549-3981 (during preschool hours)

Church office: 940-549-2360