

SMALL WONDERS
Preschool
A MINISTRY OF FIRST BAPTIST DEXTER

2020-2021 Handbook

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ATTENDANCE AND PAYMENT

Small Wonders Hours: 7:00 am – 5:15 pm

Small Wonders is a Preschool and we follow the Dexter Public School calendar to allow the children and the staff a break from a busy and structured schedule. At the beginning of the school year you will receive a list of days we will be closed.

FEES:

Enrollment Fee *non-refundable	\$30.00
Yearly Supply Fee	\$30.00
Daily Rate- All spots are full time	\$22.00
Late Pickup Fee *after 5:15pm	\$20.00

We employ personnel and budget operational expenses based on need according to our enrollment and the state guidelines. These expenses are fixed regardless of whether all children are present. Therefore, the following policies have been set regarding payments and fees:

Tuition payment for the week is due on Friday. If you need to set up a payment plan for paying by the month, every other week, or otherwise, please talk with the Director. **After one month of not paying your tuition your child will be dismissed from Small Wonders.**

1. If Small Wonders is open on the day your child is scheduled to attend, but your child does not attend for any reason, payment is still required for that day. Even if your child is sick or hospitalized, you will still owe for your scheduled day.
2. Children must be picked up by 5:15 pm. Please be prompt. If you are late picking up your child, a late fee of \$20.00 will be charged for that day. The front doors of the church are set by computer and will automatically lock at 5:00 pm, for the safety of children and staff. You will receive a late slip if you are here after 5:15 pm, even if you call.
3. We do not allow vacation days as we follow the Dexter Public School calendar. Payment is still required on your child's scheduled days.
4. Returned Checks Policy: If Small Wonders receives notice of a bad check fee, you will be billed for that fee. If the check is then returned unpaid, you will have to pay the bank fee plus the amount of the check.

5. Please make sure your account is paid in full at the end of May and at the end of the year in December. You will be sent notices each week in your child's cubby stating your tuition balance.

SNOW DAYS:

When weather conditions are bad and Dexter Public Schools are closed because of snow, Small Wonders will also be closed. If school is closed during the day after you have dropped off your child we ask that you pick up your child as soon as possible so our staff will be able to get home.

EMERGENCY CLOSINGS:

If for any reason Small Wonders needs to close early due to situations out of our control, you will be contacted or a contact person listed on the enrollment form will be contacted. If school lets out early due to hazardous weather conditions, Small Wonders will also close. We ask that you pick your child up as soon as possible to enable our staff to get home.

FIELD TRIPS:

We make every effort to take our children on walking field trips and be involved in our community. We will always inform you when we will be taking a walking field trip as we will need your signature and a contact phone number on the permission form which will be posted at the greeter desk.

GOALS

FIRST BAPTIST CHURCH OF DEXTER IS INTERESTED IN YOUNG CHILDREN, THEIR FAMILIES, AND THEIR COMMUNITY. THROUGH OUR PROGRAM WE HOPE TO MEET SOME OF THE NEEDS OF THE CHILDREN IN OUR CARE.

Remembering the uniqueness of each preschooler and his/her individual rate of growth we will strive to:

1. Facilitate the development of an image of self as a unique and competent person.
2. Provide opportunities for the church, school, and home to work together in meeting the needs of the child.
3. Provide a group situation in which the child can grow physically, socially, emotionally, spiritually, and mentally.

PHYSICAL – To facilitate the child's gross (large muscle) motor development, his fine muscle control, and his eye-hand coordination by providing an assortment of experiences and equipment for the child to encounter in the environment.

SOCIAL – To provide opportunities for the child to have satisfying experiences in work and play with those his own age and with non-related adults.

EMOTIONAL – To help the child develop self-control and to express his emotions (fear, anger, love, sadness, excitement etc.) in a socially acceptable manner.

MENTAL – To advance the child’s functioning knowledge by structuring the environment for creative play and scientific exploration. To provide opportunity for various methods of verbal, musical, and creative expression. To encourage a child’s natural curiosity and desire to learn.

SPIRITUAL – We will tell a daily Bible story and constantly emphasize the rule, “Treat others the way you would like to be treated.” We do not teach any doctrine. We will strive to encourage the child’s feeling of being special and unique through Bible truths of God’s love, creation, and Jesus’ life.

POLICIES & PROCEDURES

Small Wonders Policies & Procedures are printed here to facilitate healthy communication for the mutual benefit of child, home, and school.

1. Prior to admission, each child must complete and have on file the following forms required by the state: Enrollment and Information Form, signed Parent Agreement, completed Medical Examination Form (should be turned in within 2 weeks of child starting), copy of current Immunization Record, Emergency Form and a Photography Consent Form.
2. The school will be open from 7:00 am to 5:15 pm. Always make sure a member of staff is aware when you drop off or pick up your child. When you come to pick up your child please take them at that time. Do not leave them and come back. This is very confusing to our staff and the child.
3. **The Small Wonders doors are kept locked every day. This is for your child’s safety. When coming to Small Wonders please ring the doorbell outside our front doors.**
4. Small Wonders closes promptly at 5:15 pm. Please make every effort to pick up your child by or before that time. If you are unable to pick your child up on time, please arrange for someone else to and notify the school. If you are late in picking up your child there will be a charge of \$20.00 added for **that day**.
5. FBC closes every Friday at noon. All FBC doors are locked as Small Wonders is the only one in the building. We ask that you use the buzzer at the FBC Front Door or the Rain Drive Door and we will buzz you in.

6. Always notify us as soon as possible if any person other than the parent will be picking up your child. Also, please list on your child's enrollment form all the people you will have pick up your child. We will not let your child go with anyone not listed on your form. If a face is not familiar we will check your ID with the name on the form. Our staff will check ID's until we are familiar with the person.
7. Due to the nature of our program – being a structured activity-based teaching/learning curriculum – the most appropriate ages for children to attend and participate are 3 years old through six years old.
8. **Children must be fully potty-trained to attend.** A child who is potty-trained can independently use the bathroom and clean their self, and has “accidents” only occasionally when sleeping. **If your child has a bowel movement and needs to be changed we will call you to come clean your child. We do not have the facilities to get your child cleaned up.**
9. A weekly newsletter will be printed and placed in each cubby. The purpose of the newsletter is to keep lines of communication open between school and home. Open and honest communication is encouraged between parents and the Small Wonders staff. Special notifications will be displayed at the greeter desk.
10. Each day children will be provided breakfast, a Grade A lunch, and an afternoon snack as stated on the daily schedule. Please do not send food for your child's lunch or afternoon snack or food that we need to prepare in any way for breakfast. If your child is on a special diet as prescribed by your doctor, please bring a note from your doctor stating your child's need to be on a different diet.
11. A child should not be brought to preschool if he/she has an infectious disease. (A temperature of 100+, red throat, bad cough, rash, nausea, or diarrhea) Should a student become ill during school hours, the parent or appointed person in charge will be notified and expected to pick the student up as soon as possible. In the event of an extended illness of a child, we ask that parents notify the Director/staff as to the nature of the illness and expected length of absence.
12. Should there be exposure to infectious disease (chicken pox, flu, lice, etc.) parents will be promptly notified.
13. **Parents should make every effort to administer any necessary medication at home.** If, however, medication must be administered during school hours, parents must fill out a medication form and one of the staff will administer the child's medicine at the given time. Always make sure to pick up your child's medicine on the last date we are to administer it. Medicine will be set at the greeter desk at the end of the day for you to take home.

14. Periodically we will check for head lice. If your child shows any symptoms of lice you will be notified and we ask that the child be picked up as soon as possible. We ask that the child not come back to Small Wonders until the child and the home has been treated.
15. Every effort is made to go outside at least a little while everyday. We believe that fresh air and outside play is extremely beneficial. Please dress your child appropriately and do not request that he/she stay inside-unless your child has an illness that would be greatly aggravated by going outside. If you feel your child needs to stay in for more than three consecutive days, we ask that you consult your doctor and bring an excuse to Small Wonders.
16. Small Wonders will be staffed by one Director, a cook, and as many teaching assistants as necessary to keep staff/child ratio according to state guidelines. The staff personnel will be published at the opening of school and changes or additions printed in the newsletter.
17. If, for any reason, a child needs to withdraw a **one week** notice is required.
18. When Small Wonders has a party or special event we ask that siblings not attend. Parents may attend and help with all parties. We have a **Fall Party, Valentine Party, Christmas Party and Easter Party**. Teachers will contact you to sign up for each of these parties.
19. No soliciting is allowed at Small Wonders. We cannot allow flyers or advertisements to be put in cubbies. Only birthday invitations to your child's party can be put in cubbies.
20. If your daughter wears a dress, we ask that they have shorts on under their dress due to the fact we are sitting on the floor often and their dress tends to come up.
21. We do not allow children to play guns or any type of pretend violent activity. **We do not allow guns, knives or any type of toy weapon.**
22. We do not allow parents to choose what teacher they want for their child.

DISCIPLINE:

It is our policy to maintain order through positive reinforcement. We will, from the beginning of school, establish with the children good behavior patterns and policies so that each child is aware of the expected behavior. It is our goal to develop and establish in each child the desire to follow good behavior patterns and appreciate the benefits of an orderly and well-mannered student body.

The following discipline procedures will be used:

1. Children who misbehave will receive a verbal warning and be redirected to another activity.
2. After 3 verbal warnings, if behavior continues, the child will be separated from the group and sent to a neutral place for not more than 10 minutes.
3. After 3 consecutive times in the neutral place, the child will be sent to the Director's office for a personal conference and the parents will be notified by a note or by phone. If unacceptable behavior continues, the parents will be called for a conference. These procedures apply to playground behavior, as well as classrooms, eating and indoor play areas.

Small Wonders reserves the privilege of dismissing any child who, after enrolling, seems unprepared for group experiences and is unable to adjust properly. Should the need arise for termination of student/school relationship, the matter will be thoroughly discussed between Director and parent so a healthy, positive relationship can be maintained in all respects. We ask the same courtesy from each parent should termination be desired on their part.

EMERGENCY PROCEDURES

FIRE:

In the event of a fire in Small Wonders or the church building, each teacher will gather her class in their specified area outside behind Watkins Funeral Home. The teachers will count the children to make sure they are all accounted for. When all children are counted and the building has been cleared to enter, the teachers will lead the children back into the building.

When the alarm sounds, the Director will gather the daily attendance record, and the enrollment records and follow the children out. Upon hearing the alarm, the FBC staff will come to Small Wonders and do a walk through the classrooms, to ensure all children are safely outside.

In the event of a massive fire or long period of time out of doors; we will lead the children in groups to the "Fellowship Hall" or the Watkins Funeral Home, whichever is safest.

A fire drill will be held once a month during which the escape route will be practiced and children will remain outside for the shortest duration necessary.

TORNADO:

Should a tornado occur in Dexter which threatens the safety of the children and staff of Small Wonders, the following instructions will apply:

Upon warning by the community alarm or radio or such communication, the children will be directed to line up and will be led into the basement of the new building (Fellowship Hall).

When arriving in the basement, the children will gather in one of the classrooms and will color, read or work puzzles. Staff will stay with the children and try to make sure each child is attended to and comforted.

Each teacher is responsible for her 10 students and will check attendance before leaving Small Wonders. When in the basement, the Director or teacher in-charge will check attendance again. We will keep watch of all weather reports and will make sure all storms have passed before coming back upstairs to Small Wonders.

We keep emergency supplies in the basement.

EMERGENCY INJURY:

In the event of a serious or potentially serious injury the child/children who are injured are to be made to assume as calm/restful position as possible.

The staff person in charge will assume leadership in administering needed care or attention. The support persons will be responsible for maintaining a calm atmosphere for the other attending children and keep them away from accident victims. The attending staff person will designate one other staff person to call the Director and then relieve the Director of her responsibilities to attend the accident scene.

One of the staff will call the parents or one of the contacts on the enrollment form to come to Small Wonders. The Director will then determine whether moving to a hospital or waiting on parents is necessary. If the child needs to go to the hospital, the director and person attending the child/children will gather the child's record forms and take the child for appropriate care.

When reaching the facility, the Director will call parents or appointed persons and give information to hospital/staff while other staff person attends the child and gives needed details of accident to the attending physician/nurse.

It is the responsibility of both the Director and appropriate staff person to relay the exact circumstances as much as possible to the parents or emergency caregivers and upon returning to Small Wonders make a formal written report of all details of the accident, steps taken before, during, and after the injury was attended and given to the charge of parent or emergency caregiver.

Small Wonders Daily Schedule

4-Year-Old Classes

7:00 am	Small Wonders Opens
7:00 am – 8:00 am	Free Play & Learning Stations
8:00 am – 8:30 am	Breakfast
8:30 am – 9:00 am	Outside Play
9:00 am – 9:30 am	Bible Story
9:30 am – 11:00 am	Class Time
11:00 am – 11:30 am	Lunch
11:30 am – 12:00 pm	Outside Play
12:00 pm – 12:30 pm	Class Time
12:30 pm – 1:00 pm	Transition to Nap Time
1:00 pm – 2:30 pm	Nap Time
<u>Please wait until 2:45 to pick your child up as we have children putting nap items up.</u>	
2:30 pm – 3:00 pm	Transition from Nap Time & Snack
3:00 pm – 4:00 pm	Outside Play
4:00 pm – 5:15 pm	Free Play & Learning Stations
5:15 pm	Small Wonders Closes

Pre-K Classes

7:00 am	Small Wonders Opens
7:00 am – 8:00 am	Free Play & Learning Stations
8:00 am – 8:30 am	Breakfast
8:30 am – 9:00 am	Class Time
9:00 am – 9:30 am	Bible Story
9:30 am – 11:30 am	Class Time
11:30 am – 12:00 pm	Lunch
12:00 pm – 12:30 pm	Outside Play
12:30 pm – 1:00 pm	Transition to Nap Time
1:00 pm – 2:30 pm	Nap Time
<u>Please wait until 2:45 to pick your child up as we have children putting nap items up.</u>	
2:30 pm – 3:00 pm	Transition from Nap Time & Snack
3:00 pm – 4:00 pm	Outside Play
4:00 pm – 5:15 pm	Free Play & Learning Stations
5:15 pm	Small Wonders Closes

***THERE IS A \$20.00 FEE ADDED TO YOUR ACCOUNT FOR PICKING YOUR CHILD UP PAST 5:15 PM**

SCHEDULE DUE TO CHANGE FOR SPECIAL DAYS OR EVENTS

Small Wonders WILL NOT be in session the following days.

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| 1. 9/7/2020 | Labor Day |
| 2. 10/23/2020 | Fall Break |
| 3. 11/25/2020 – 11/27/2020 | Thanksgiving |
| 4. 12/21/2020 – 1/4/2021 | Christmas Break |
| 5. 1/18/2021 | Martin Luther King Day |
| 6. 2/15/2021 – 2/16/2021 | Presidents Day |
| 7. 3/12/2021 | Spring Break |
| 8. 4/2/2021 – 4/5/2021 | Easter Break |