

First Baptist Christian Schools of Stockton
Early Education
PARENT-STUDENT HANDBOOK
2017-2018



3535 N. El Dorado St. ♦ Stockton, CA 95204
Phone: (209) 466-1577 ♦ Fax (209) 466-4337
www.fbcschools.com

LIC# 393601254
LIC# 393615199

TABLE OF CONTENTS

NON-DISCRIMINATION STATEMENT	3
MISSION STATEMENT.....	3
STATEMENT OF FAITH.....	3
STATEMENT OF PHILOSOPHY OF EDUCATION	5
STATEMENT OF EDUCATIONAL GOALS	5
SCHOOL PROPERTY.....	6
PERSONAL POSSESSIONS.....	6
HARASSMENT POLICY.....	6
CHRISTIAN TRAINING.....	6
FINANCIAL POLICY.....	6
PAYMENT REMITTANCE.....	6
TUITION AND FEES.....	7
FIELD TRIPS.....	8
EARLY WITHDRAWAL	8
HOLIDAYS AND TEACHER-IN-SERVICE.....	8
ATTENDANCE POLICY.....	9
TERMINATION OF CARE.....	10
BITING POLICY.....	10
DISCIPLINE POLICIES.....	10
HEALTH DOCUMENTS.....	10
STUDENT HEALTH.....	10
MEDICATION.....	10
EMERGENCY PREPAREDNESS.....	11
FOOD SERVICE.....	11
SUPPLY LIST FOR STUDENTS.....	11
TOILET TRAINING.....	12
WHAT TO WEAR TO SCHOOL	12
NAP TIME.....	12
JEWELRY.....	12
LOST & FOUND.....	13
BIRTHDAYS, PARTIES, & REFRESHMENTS.....	13
VOLUNTEERS & VISITORS.....	13
PARENT-STUDENT HANDBOOK CHANGES.....	13
ADDITIONAL INFANT AND TODDLER INFORMANTION.....	13-15

NON-DISCRIMINATION STATEMENT

First Baptist Christian Schools of Stockton admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. However, FBCS reserves the right to refuse admission or to discontinue enrollment of any student unwilling to comply with the school's policies.

MISSION STATEMENT

The mission of First Baptist Christian Schools is to glorify God by educating, training, and nurturing students in their spiritual, academic, physical, emotional, and social development, which leads to the formation of God's character within and equips them for a life of service to their Savior, homes, churches, vocations, and communities (Prov. 22:6). This is achieved through a Christ-centered education based on the authoritative and infallible Word of God.

STATEMENT OF FAITH

- **In essential beliefs - we have unity.**
"There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all..." (Ephesians 4:4-6)
- **In non-essential beliefs - we have liberty.**
"Accept him whose faith is weak, without passing judgment on disputable matters...Who are you to judge someone else's servant? To his own master he stands or falls...So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God." (Romans 14:1, 4, 12, 22)
- **In all our beliefs - we show charity.**
*"...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have **no love**, I amount to nothing at all." (1 Corinthians 13:2)*

THE ESSENTIALS WE BELIEVE:

WE BELIEVE the Bible to be the inspired, infallible and authoritative Word of God without error in the original writings...
(2 Timothy 3:15-17)

WE BELIEVE in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit...
(Acts 2:32-33; Matthew 28:19)

WE BELIEVE that all people have sinned and come short of the glory of God; regeneration by the Holy Spirit through faith in the Lord Jesus Christ is absolutely essential for the salvation of the lost and sinful people...
(Romans 3:22-24; 6:23; John 16:5-11)

WE BELIEVE in the Deity and the virgin birth of our Lord Jesus Christ, that He died upon the cross as a substitutionary sacrifice for the sin of the world, that He rose from the dead and ascended into heaven, from where He will return with power and glory, and He provides the only means of salvation for us through his grace...
(Matthew 1:20-25; Acts 2:22-36)

WE BELIEVE in the doctrine of justification by faith, realizing that it is impossible for a person, through works, to save oneself. “Therefore, being justified by faith, we are at peace with God through our Lord Jesus Christ.”
(Ephesians 2:8-9; Romans 5:1)

WE BELIEVE in the eternal security of the true believer...
(Romans 8:31-39; 1 John 5:18; 2 Timothy 1:12; John 14:16; Ephesians 1:13, 14)

WE BELIEVE in life after death, “that there shall be resurrection of the dead, both of the just and unjust.”
(Acts 24:15)

WE BELIEVE in the resurrection of the saved into everlasting life in heaven, and the resurrection of the lost or unsaved into eternal punishment...
(Matthew 25:36; John 5:24-29)

WE BELIEVE it is important to clearly communicate the message of the cross, our personal relationship with Jesus Christ and to make disciples of all people.
(Matthew 28:18-20)

WE BELIEVE that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its distinctions, including preborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
(Psalm 139)

WE BELIEVE that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image of nature and of God. We believe that rejection of one’s biological gender is to reject the work of the Creator.
(Gen. 1:26-27)

WE BELIEVE that the term “marriage” has only one meaning: the unity of one man and one woman in a single, exclusive union, as delineated in Scripture (Ge. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

WE BELIEVE that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

WE BELIEVE that in order to preserve the function and integrity of First Baptist Christian Schools as the local body of Christ, and to provide a biblical role model to the FBCS members and the community, it is imperative that all persons employed by FBCS in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith.
(Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22)

WE BELIEVE that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
(Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)

WE BELIEVE that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FBCS.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT:

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God which speaks with final authority concerning truth, morality, and the proper conduct of

mankind, is the sole and final source of all that we believe. For purposes of FBCS' faith, doctrine, practice, policy, and discipline, the Diaconate Board of First Baptist Church is FBCS' final interpretive authority on the Bible's meaning and application.

STATEMENT OF PHILOSOPHY OF EDUCATION

The philosophy of First Baptist Christian Schools is based on a God-centered view that the only truth is God's, and that the Bible is the inspired, infallible, and authoritative Word of God that contains this truth. The aims of our program are as follows:

- To clearly communicate the message of salvation through faith in Christ and power through the Holy Spirit to live a redeemed life.
- To provide an educational experience based on God's Word that will result in clear, critical thinking and the development of a biblical world view and Christ-like character in each student.
- The staff of the school is dedicated to the responsibility of providing a high standard of Christ-centered education.
- Preschool's philosophy of education is that children learn through play as well as teacher directed instruction.

STATEMENT OF EDUCATIONAL GOALS

The educational goals at First Baptist Christian Schools are designed to foster and complement the student's development on four areas. These areas parallel the growth of Jesus Christ as expressed in Luke 2:52, "and kept increasing wisdom and stature and in favor with God and man". FBCS seeks to develop the student in the area of:

PHYSICAL

- Provide a safe and healthy environment where children may develop physically.
- Promote the continual development of gross and fine motor skills.
- Teach children that their bodies are a gift from God.
- Encourage and develop health and hygiene practices.

MENTAL

- Develop competence and satisfaction in the mastery of new skills.
- Build a positive attitude towards education and life long learning.
- Help the student learn to interpret man's wisdom in light of God's Word.
- Stimulate academic curiosity, creativity, and imagination.
- Promote an understanding of God's universe and the people of His world.
- Teach a core educational program appropriate to a child's readiness.
- Challenge the student through high academic standards.
- Teach and encourage the student to utilize good study habits.

SPIRITUAL

- Show a student his or her need to acknowledge and accept Jesus Christ as his or her Savior and personal Lord.
- Help develop a love for God's creation and man's stewardship.
- Help develop a sense of self worth as beings created in God's image.
- Help the student mature as a Christian through Bible study, prayer, and service to others.
- Model Christ like behavior and promote Godly character, honor and respect.
- Encourage the student to attend and be committed to a local church.

SOCIAL

- Guide the student in making Christ-like choices in daily situations.
- Teach love and forgiveness of others as Jesus modeled on earth.
- Develop the ability to resolve interpersonal problems in a God honoring way.
- Develop the social skills of cooperation and interaction with other students.

SCHOOL PROPERTY

- First Baptist Christian Schools will not replace and/or reimburse students for lost/stolen articles.
- Students and their parents/guardians are responsible for damaged property (personal, school or church) whether the damage was accidental or willful.
- Unclaimed lost and found items will be cleaned out every two weeks and donated to a charitable organization.

PERSONAL POSSESSIONS

Students are encouraged not to bring personal possessions to school. Personal possessions that are brought to school are brought at the responsibility and risk of the owner. The school is not responsible for loss of or damage to an individual's possessions.

HARASSMENT POLICY

First Baptist Christian Schools is committed to maintaining a school environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The administration will take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Students who feel they have been subjected to conduct of a harassing nature should promptly report the matter to the school administration. Students who observe conduct of a harassing nature should also report the matter to the school administration. All complaints will be promptly investigated.

CHRISTIAN TRAINING

First Baptist Christian School's biblical role is to teach, train, and mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the biblical principles of the school as expressed in the Statement of Faith. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

FINANCIAL POLICY

PAYMENT REMITTANCE

Payments can be made in person or placed in the white drop box located directly outside of the school office. We accept cash, money order, or checks. Debit card (ATM) payments are accepted in the school office during the hours of 8:00 am to 4:00 pm, excluding the lunch hour from noon to 1:00 pm. We do not accept credit card payments.

For your convenience we also accept payments through the FACTS Tuition Payment Program. Payments are deducted on the 5th of each month from your designated checking or savings account. The annual service fee charged by FACTS will be the financial responsibility of the parent. Please come to the school office if you would like additional information.

Payments for First Baptist Christian School tuition, Preschool, and hot lunch fees must be issued by separate checks.

TUITION AND FEES

- A non-refundable registration fee is due upon enrollment.
- Submission of the completed student enrollment packet is due one week prior to start date.
- Students who desire to re-register for the next school year will be charged a re-registration fee.
- Tuition is due the 1st of each month and incurs a late fee of \$25.00 if not paid in full by the tenth of the month.
- A service fee of \$25.00 will be charged for all returned checks.
- There will be no credit for missed days, absent days, school closures or holidays.
- Preschool is a year round educational institution. Vacation credit is limited to one (1) calendar week per school year. The 2017-2018 school year runs from June 1st to May 31st of the following year. All vacation requests must be submitted in writing one month prior. Forms are available in the preschool office. Vacations must be taken as a one (1) week interval. A vacation week is based on the child's contracted attendance schedule. Unused vacation cannot be carried over to the following school year. Upon receipt of the written notification monthly tuition will be pro-rated accordingly.
- A late fee of \$20.00 per 15-minute increments will be charged when a child is picked up late, 1/2 day or full day. A 4-minute grace period is given.
- Thirty (30) day written notice must be given prior to withdrawing a child from the program. The parent/guardian will be financially responsible for the full month's tuition if they fail to give 30 days notice.
- Accounts that become 30-days past due will result in immediate withdrawal until the account returns to good standing.
- If your account is delinquent twice, resulting in two late fees, you will be required to have your tuition payments automatically deducted from your bank account through the FACTS Tuition Payment Program.
- All rates are subject to change at any time. A 30-day written notice will be given prior to changes.
- Thirty (30) day written notice must be given prior to changes in enrollment. Additional days must be pre-approved by the director.

- When enrolling your child the registration fee and the first month's tuition must be paid in full by the first day of school. Both amounts are non-refundable.
- Any fines incurred by the State of California due to incomplete student files or failure to sign-in and sign-out daily will be the financial responsibility of the parent.

FIELD TRIPS

- Periodic field trips may be planned for the children. Parents will be notified in advance of any planned trip. Fees for field trips are the financial responsibility of the parent. Each child must have a completed and signed permission slip with payment before their child may attend.
- Any child under the age of 8 must be in a child safety seat.
- Only students from the participating class may attend the field trips. Students or parents are not to bring siblings or friends on field trips.
- The number of chaperones for a field trip is at the discretion of the administrator and based on a first-come, first serve basis.
- FBCS uses the school vans for transportation to and from the field trip destinations. Parents who desire to drive the school vans must provide a valid driver's license and complete a Van Driver Authorization form available in the school office. Both of these items must be provided at least 72 hours prior to the scheduled field trip.
- In the event private vehicles are used, the drivers for field trips must have seat belts in their vehicle for each occupant, understand that the school's insurance is secondary to that of the owner of the vehicle, have liability coverage of at least \$100,000.00/\$300,000.00, and refrain from doing anything that is out of the guidelines of the field trip or school policies.

EARLY WITHDRAWAL

If it becomes necessary to withdraw a student from Preschool, the parent/guardian must complete a withdrawal form which is available in the school office. A 30-day notice is required for withdrawal of a student. Failure to give a 30-day notice will result in paying a full month's tuition.

HOLIDAYS AND TEACHER-IN-SERVICE

Preschool will be closed on the following major Federal holidays, teacher in-service, and staff development dates:

2017-2018 Preschool Closures

August 1	Teacher In-Service
September 4	Labor Day
October 30-31	Teacher In-Service
November 10	Veteran's Day
November 23-24	Thanksgiving
December 25-26	Christmas Holiday
January 1-2	New Year's Holiday

January 15	Martin Luther King Jr. Birthday
February 19	President's Day
March 30	Good Friday
April 2	Easter Holiday
May 28	Memorial Day
July 4	Independence Day

ATTENDANCE POLICY

Preschool is open Monday through Friday from 6:30 am to 5:30 pm. Upon arrival, each child must be signed in by an adult, accompanied to the classroom, and a teacher must be notified that the child is on the premises.

A teacher will greet your child and assure they are in good health and fit to attend school.

A full signature is required on the sign-in/ sign-out sheet. It is imperative that your child is signed in and out correctly everyday. Not signing in or out is now a type A violation by the State of California. Should a fine incur for your failure to sign in or out, this fee will be your financial responsibility.

JANUARY 25, 2017 ADDENDUM TO THE FIRST BAPTIST CHRISTIAN SCHOOLS EARLY EDUCATION HANDBOOK

CHARGE FOR MISSED SIGNATURES IN STATE-REQUIRED SIGN IN/OUT BINDERS:

Parents and their authorized representatives must sign their child in at the time of drop off and out at the time of pickup on the days that their child is in attendance in the early education program. Failure to do so may result in a \$3.00 charge to the client for each missed signature. Not signing in or out is a Type A violation by the State of California. Should a fine occur for your failure to sign in or out, this fee will be your financial responsibility.

Students are only allowed to attend school on the days contracted for at the time of enrollment. Additional days are allowed for an additional fee indicated on the rate sheet. All extra days must have prior approval from the administrator. A minimum of 24 hours notice is required. Students who attend on days not contracted for will need to be picked up by a parent.

Any permanent modifications to the contracted days of enrollment will need to be approved by the administrator. We will try to accommodate your requests. Please understand that all requests may not be granted due to enrollment and staffing. A 30-day notice is appreciated

Only an adult 18 years or older can pick up and sign out a child.

We ask that all children arrive no later than 9:00 am.

All half-day children must be picked up by 12:00 pm so that nap time is not interrupted.

A child will not be released to anyone other than the parent or legal guardian unless named on the Identification and Emergency Information Child Care Centers/ Family Child Care Homes (LIC 700).

If someone other than the parent or legal guardian is to pick up the child, staff **must be notified in writing** ahead of time.

All adults picking up children must be prepared to show picture identification upon request of First Baptist Christian Schools staff prior to any child being released.

TERMINATION OF CARE

We reserve the right to terminate care of any child for the following reasons:

- Failure to meet discipline guidelines
- Failure to respond within one hour when called to pick up a sick or disobedient child
- Continual biting
- Biting that breaks the skin
- Delinquent accounts
- Continual late pick up of child
- Parent and or student behaviors that conflict with Christian values and biblical principles

All attempts will be made to give a two week written notice of termination of care. We reserve the right to immediately withdraw students.

BITING POLICY

Any time a child bites and breaks the skin they will need to be taken home. The child is allowed to return the following day. Continual biting may result in termination of care.

DISCIPLINE POLICIES

Preschool staff uses positive reinforcement, appropriate consequences, and time out when needed to discipline a child. Parents of a student with a continual behavior problem will be contacted by the Administrator for a conference where both parties can work together to correct the situation. Based on the seriousness of the behavior it may become necessary for a parent to pick up their child, suspend care, or terminate care. All attempts will be made by the staff and the Administrator to work with the parent and child to correct the inappropriate behaviors. Under no circumstances will Preschool staff use corporal punishment, even under the request of a parent or guardian.

HEALTH DOCUMENTS

Every student is required by the California State Department of Health to have his/her immunization record on file in the school office. New students must provide an up-to-date immunization record with their registration packet.

STUDENT HEALTH

The physical health and welfare of each student is important. Please do not send your student to school within twenty four (24) hours of having a fever (a fever = 100.4 and above) even if they appear to feel fine.

MEDICATION

If it becomes necessary for medication to be administered at school, a parent of guardian must:

1. Obtain Consent for Medication form from the school office EACH TIME the need for a new medication arises.

2. Fill out the form completely and return it with the medication. The medication **MUST** be in the pharmacy labeled container for that specific medication.
3. Over the counter medications dispensed through the office require the same consent form to be filled out by the parent/guardian. The school will not be able to dispense any form of medication without a current signed Consent for Medication form.
4. Parents are to give a courtesy call when medications need to be administered.

NO MEDICATION, INCLUDING ASPIRIN, COUGH DROPS, SPRAYS, PRESCRIPTION DRUGS, ETC. ARE TO BE CARRIED BY A STUDENT WHILE ON THE CAMPUS OR AT A SCHOOL ACTIVITY. Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file with the office specifying the conditions for use.

First Baptist Christian Schools DOES NOT provide Tylenol, aspirin, cough drops, etc. for use by a student. Special health problems should be discussed with the Administrator.

There are some communicable diseases which require a child to have written clearance before readmission to school. A physician's note may be necessary for readmission to the school, (or if the student's recovery is in question). If your student is ill with a specified communicable disease, please call the school office before returning to school.

EMERGENCY PREPAREDNESS

First Baptist Christian Schools has developed an emergency preparedness plan in the event of a disaster. This would include disasters such as fire, earthquake, or power outage. The entire school staff is apprised of the steps to be taken in the event of a disaster and will provide for an orderly and systematic evacuation and or departure from the campus. Earthquake and fire drills are practiced on a regular basis.

FOOD SERVICE

Two nutritious snacks per day are included in the price of tuition. A menu will be posted at all times. No warm ups of food are allowed. Parents must send their child to school with a complete lunch daily.

Infant and toddlers may have their food and bottles warmed up with our crock pots. Infants and toddlers who are not eating table foods must supply their own food and bottles. All bottles must be prepared at home, each bottle labeled with child's first and last name and that day's date. Staff may not prepare bottles for any children. Sippy cups will be provided for toddlers until they are ready for a regular cup.

SUPPLY LIST FOR STUDENTS

- We discourage bottles and pacifiers for ages two and up and will work to wean your child.
- Children need to wear appropriate clothing and shoes for outside play. Open toe sandals or open back shoes are not acceptable.
- One change of clothing, including socks, well marked with your child's first and last name or initials. These items will be kept at school until needed and must be replaced each time they are worn home by your child.
- One small blanket for nap time marked with your child's first and last name or initials. This blanket will be sent home weekly to be laundered and returned.

- All clothing and bedding items must be contained in a cubby or zipped backpack that has your child's first and last name or initials.
- Non-potty trained children need to supply diapers, pull-ups, and wipes.

All attempts will be made to notify parents when items need to be replaced. Please be sure that all clothing is weather appropriate.

TOILET TRAINING

Children begin to show an interest in toilet training between eighteen months and three years old. It is important to seize the moment when a child first seems interested.

It is important that the staff and parents are in cooperation in order to help the child to be successful in toilet training.

We require that all students be potty-trained by the age of four. Any child who is not potty-trained by the age of four will be dropped from enrollment until potty-training is complete. We consider fully potty-trained children to be accident free for at least three weeks and one who does not wear pull-ups or diapers.

WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free of complicated fasteners. Clothing that is easy to manage encourages independence and self-help. Many restroom accidents are preventable if children can unbutton or unbuckle pants and belts without a struggle.

We will be using messy materials and playing on our playground so roomy, washable play clothes are best for school. Please make sure that all clothing is weather appropriate.

All shoes must have a hard sole. Open toe sandals or open back shoes are not acceptable. In order to prevent injury, parents may be contacted to bring appropriate shoes for their child.

Think of positive role models for our children. We know how children like to emulate those they admire, so please do not allow them to wear clothing which depicts undesirable or violent role models. Kids tend to act out television shows/movies and clothing can be a starting point. Clothing with Power Rangers, gargoyles, satanic depictions, etc. is not acceptable. All clothing items should uphold Christian values.

Finally, think of our collection of unlabeled and unclaimed clothing. Please label all outer garments, hats, backpacks, and extra clothing with your child's first and last name or initials. This will ensure that items are returned to the correct child.

NAP TIME

Nap time is approximately two hours. A child does not have to sleep but state licensing requirements are that we offer a two hour rest period. Children do not fall asleep unless they need to sleep, so a request to keep a child awake is not feasible. Cots and sheets are provided by the preschool. Pillows are not allowed due to health and safety reasons.

JEWELRY

Children are not allowed to wear jewelry to preschool with the exception of stud earrings. Necklaces, bracelets, rings, and dangling earrings can be dangerous for children. NO EXCEPTIONS.

LOST & FOUND

Lost and found items are maintained for two weeks. Articles not claimed are donated to a charitable organization. Please check the Lost & Found on a regular basis.

BIRTHDAYS, PARTIES, & REFRESHMENTS

Birthdays are special! We encourage parents to celebrate with your child's classmates. We ask that you make arrangements in advance with your child's teacher. We can only serve prepackaged food and please no soda or red or purple drinks and no lit candles.

VOLUNTEERS & VISITORS

Every family is encouraged to volunteer a minimum of four hours per year in or outside of the classroom. This may include helping set up or clean up at a special event or reading a story to the class, or being a support to our teachers. Your child's teacher will have more information on how and when you can help.

All volunteers or visitors must first check into the office and wear a visitor's badge while on campus. Friends or siblings are not allowed to attend class.

First Baptist Christian Schools also has a Parent Teacher Network in which you are automatically enrolled. Calendars and information regarding meeting times are made available to all parents. This is a great way to get involved. Our PTN is responsible for fundraising, special events, teacher appreciation and many other exciting programs.

PARENT-STUDENT HANDBOOK CHANGES

This handbook does not contractually bind FBCS in any way. Handbooks are subject to change without notice by the FBCS Board.

ADDITIONAL INFANT AND TODDLER INFORMATION

Daily Schedules

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Infants follow their own biological needs. They are fed, changed, and nap when they need it. Toddlers are changed/taken to the toilet before transitions in the day and as needed. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, she/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child's behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite.

Typical Daily Schedule

6:30 – 8:30 Am Welcome, discovery and book

8:30-9:00 Clean up/diapering/toileting

9:00 - 9:15 Snack Time

9:15 - 9:30 Group Time
9:45 - 10:45 Outdoor Time
10:45 - 11:30 Art/diapering/toileting
11:30 - 12:00 Lunch
12:00 - 2:30 Naptime
2:30 - 3:00 Transition from Nap/diaper changes/toileting/discovery time
3:00 - 3:15 Snack Time
3:15-4:00 Outdoor play
4:30-5:00 Story time/diapering/toileting
5:00-5:30 Transition to go home/ clean up/ goodbyes

Infants

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. As your infant grows and becomes more adept at eating, s/he will be using their fingers for eating "finger-foods" and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, and table foods, parents will inform the teachers in the classroom as to what their child can eat. It is recommended that infants try new foods at home first.

If your infant (eating table food) or toddler should have a food allergy or food intolerance, please notify your child's teacher immediately. When a child has an allergy or an intolerance it is the parent's responsibility to provide an appropriate food substitute.

Bottles

Parents of bottle-fed babies will need to provide 4-6 labeled bottles. If you are breast feeding your child, all breast milk must be dated and have your child's name on it. Contents remaining in any bottle must be discarded within two hours. Only breast milk, formula, or water will be served in a child's bottle. **No bottles will be served with cereal or any other food product in them.** Juice can only be served from a sippy cup. Mothers are welcome to come and breastfeed their infants at any time.

Bottles are not heated in the microwave, as this will produce "hot spots" in the formula or breast milk, and are warmed by a small crock pot with water.

Older Infants and Toddlers

Children who are 12 months and older will be given the lunches and snacks that are being served and drink whole milk. If formula is served past age 13 months then a doctor's note must be in your child's file for this. Breast milk is considered the equivalent to cow's milk and does not require the note from your child's doctor to continue.

The older infants will be sitting in chairs with trays or a small table with chairs and toddlers will be at tables to eat their meals. Children in the toddler room will be using sippy cups or regular cups and using utensils. Depending on the age grouping of children in the Toddler room, bottle drinking may or may not be a practice. For example, if a young toddler around 12 months is in this room, then considering this child's use of a bottle, it may be comforting or helpful in the transition to a sippy cup for the bottle to be used at times. It is our goal to work cooperatively with the families and their child's routine; however, bottles are not the common practice as the toddlers get older.

Sleeping

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, cot sleeping will be encouraged. This will assist especially in the transition from the Infant room to the Toddler

room when that time comes. Toddlers also will nap on a cot. Sheets, cribs and cots for infants and toddlers is provided by the center and is washed and disinfected here.

Safe Sleeping Practices

Infants will be placed on their backs to sleep in a crib. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children are never sharing a crib at the same time. A blanket and sheet will be provided for your infant and toddler.

"Shoe-Free" Environment for the Infant Room

With infants commonly on the floor, FBCS wants to provide a clean, safe, and healthy environment in the Infant Room. We practice a "shoe-free" policy in this room. We ask that adults entering the carpeted area of the infant room please slip a pair of shoe covers over their shoes and or remove their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet; the infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible.

If your child uses a pacifier, parents are asked to provide a labeled one. Children in the Infant room who use pacifiers will have them on an as-needed basis throughout their day. Children in the Toddler room who use them will have a pacifier **only** at nap time. Toddlers will not be allowed to walk around the classroom with a pacifier during the day for the following reasons: it is not healthy for a child to pick up a pacifier off the floor once dropped and put back into their mouth; another child may put someone else's pacifier in their mouth; it is difficult to understand a child who is trying to talk with one in his/her mouth; and, their muscles in their mouth and tongue need to learn how to work when they talk without a pacifier in it.