



# FBC preschool

## 2025-2026 Parent Handbook

220 Masonic Street

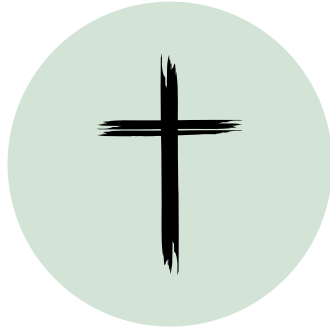
Dyersburg, TN 38024

731-285-4808

Lauren Newell

Director

[lnewell@fbcdyersburg.church](mailto:lnewell@fbcdyersburg.church)



# FBCpreschool

Below you will find the Parent Handbook along with several important documents that must be reviewed prior to your child's first day of preschool. As you go through the packet, you will come to a page labeled **"Required Registration Forms."**

All documents **before** this page are for you to **read and keep for your records**. All documents **after** this page must be **completed and turned in** to be included in your child's file.

All required forms, registration and material fees, and an up-to-date immunization record must be submitted to **Lauren Newell no later than August 1, 2025**. These may be dropped off at the preschool on **Tuesdays or Thursdays between 9:00 AM and 12:00 PM**, or scanned and emailed to [lnewell@fbcdyersburg.church](mailto:lnewell@fbcdyersburg.church).

If you choose to print them, please print them as single pages, **not** double-sided.

Please note: **No child may begin school until all required documents have been received.**

We appreciate your prompt attention to these items and are looking forward to a wonderful year ahead!

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# About our Program

## Welcome

Parents,

Thank you for choosing First Baptist Preschool to partner with you during these precious preschool years. Whether you are joining us for the first time or returning for another wonderful year, we are deeply honored to be part of your child's early learning journey. As we begin preparations for the 2025–2026 school year, please know that we do not take our responsibility lightly. We consider it a great privilege to help your child grow in “wisdom and stature, and in favor with God and man” (Luke 2:52). Each child is a unique and treasured gift from God, and we are excited to see all that He has in store for the year ahead.

We invite you to Meet the Teacher Night on Thursday, July 31st, from 5:30 PM to 7:00 PM. This event will begin in the sanctuary for a brief parent meeting. I will review the contents of the handbook. Then you will be dismissed to go to your child's classroom. This is a special opportunity for you and your child to explore the classroom, meet your teacher, connect with classmates and other families, sign up for class parties, and ask any questions you may have. You are not required to stay until 7, just as long as you need. We hope this evening helps ease the transition and builds excitement for the school year!

In preparation, there are several required forms that must be completed, signed, and returned to the Preschool Office no later than July 25, 2025. Office hours are Tuesdays and Thursdays from 9:00 AM to 12:00 PM. You may drop off forms in person or scan and email them to me at [lnewell@fbcdyersburg.church](mailto:lnewell@fbcdyersburg.church).

Please note: due to licensing requirements and for the safety of all children, no student may begin preschool until all required forms have been submitted.

## Philosophy

At First Baptist Preschool, we believe that a child grows in many ways—mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences that nurture the whole child. Our goal is to meet each child where they are, allowing them to grow at their own pace while experiencing a sense of joy and success in learning. This growth is encouraged through engaging, hands-on activities in thoughtfully designed learning centers, direct instruction, and the daily example of our staff, who strive to model the love and character of Christ. We recognize that development is a journey, not a moment—and along that journey, we offer a progressive Kindergarten Readiness Program to help lay a strong foundation for your child's future.

# About our Program

## **Parent Partnership**

We believe in partnering with parents to ensure each child has a positive experience at First Baptist Preschool. As such, communication is an integral part of our program. Teachers provide daily communication, and the director will also keep you informed of programming throughout the year. Daily communication is sent by Brightwheel. Program-wide communication is also sent by Brightwheel. We ask that you also keep us apprised on anything pertinent to your child, and we encourage you to be involved in your child's education. There will be several opportunities for you to participate in meetings and events. We hope you will take advantage of them.

## **Licensing Agency**

First Baptist Preschool Dyersburg is licensed by the Tennessee Department of Human Services and is required to follow their rules for childcare centers to ensure a safe and quality environment for children. The full licensing rules can be accessed at:

<https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04.htm>

## **Non-Discrimination Policy**

First Baptist Preschool does not discriminate on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

# Tuition & Fees

## Tuition Prices

	2 Day	4 Day	Pre-K
Material Fee	\$115.50/YR.	\$143.00/YR.	\$192.50/YR.
Registration Fee	\$40.00/YR	\$40.00/YR	\$40.00/YR
Tuition	\$110.00/MO.	\$143.00/MO.	\$275.00/MO.
Early Care	\$10.00/MO.	\$20.00/MO.	\$10.00/MO.
Extended Care	\$25.00/DAY	\$25.00/DAY	\$12.50/DAY
Parent's Day Out	\$25.00/DAY	\$25.00/DAY	

### Entrance Requirements

Children must be two, three or four years of age by August 15. All required forms must be completed prior to the child's first day of school.

### Registration/Material Fee

There is a \$40.00 non-refundable registration fee which must accompany each application. This reserves a place in the program for your child. There is material fee that is non-refundable. Please see the table above to determine the cost for your child.

### Tuition

Tuition is based on a yearly cost divided by 10 equal payments. Monthly tuition payments will be made by automatic withdrawal on the 26<sup>th</sup> day of each month.

### Schedule

Our two day classes meet on Monday/Thursday or Tuesday/Friday. Our four day classes meet Monday, Tuesday, Thursday and Friday. Morning classes begin at 8:00 AM and end at 11:00 AM. Pre-K classes are 5 days a week and begin at 8:00 AM and dismiss at 2:30 PM. Early drop off begins at 7:15 AM. Extended Care, on Mondays, Tuesdays, Thursdays, and Fridays, begins immediately after class and all children must be picked up by 5:30 PM. Parent's Day Out on Wednesdays begins at 8:00 AM and ends at 2:30 PM.

### Signing In and Out

All children must be signed in and out through Brightwheel. Whoever is picking up the child should be the one to sign the child out. We should not have children signing themselves out.

# Tuition & Fees

## **Early Care**

An early care room is available beginning at 7:15 AM. The charge for this is \$20.00 per month for 4 day classes and \$10.00 per month for 2 day classes and Pre-K. If you sign in on Brightwheel before 7:50 AM, you will be charged for Early Room. Early Care payments will be made by automatic withdrawal on the 26<sup>th</sup> day of the following month (ie. August's Early Care charges will be made by automatic withdrawal on the 26<sup>th</sup> of September).

## **Extended Care**

Extended Care is available on Mondays, Tuesdays, Thursdays, and Fridays from 11:00 AM - 5:30 PM for our 2 and 4 day classes. It is also available for Pre-K on Mondays, Tuesdays, Thursdays, and Fridays from 2:30 PM - 5:30 PM. The cost of extended care for 2s and 3s is \$25/day. The cost for Pre-K is \$12.50/day. Extended Care payments will be made by automatic withdrawal on the 26<sup>th</sup> day of the following month (ie. August's Extended Care charges will be made by automatic withdrawal on the 26<sup>th</sup> of September).

## **Parents' Day Out**

Parents' Day Out is available for our 2s and 3s on Wednesdays from 8:00-2:30. The cost of Parents' Day Out is \$25/day. Parents' Day Out payments will be made by automatic withdrawal on the 26<sup>th</sup> day of the following month (ie. August's Parents' Day Out charges will be made by automatic withdrawal on the 26<sup>th</sup> of September).

## **Late Fees**

A \$5.00 late fee will be charged for any child left in our care after 11:05 AM or 2:35 PM for Pre-K on Mondays, Tuesdays, Thursdays, and Fridays. At that time, the late fee will be \$1 per minute until the child is signed out of Brightwheel. Extended Care will begin immediately after class and any child still here at 5:35 PM will be charged \$10.00. At that time, the late fee will be \$1 per minute until the child is signed out of Brightwheel. Parent's Day Out will begin at 8:00 AM and end at 2:30 PM. A \$5.00 late fee will be charged for any child left in our care after 2:35 PM. At that time, the late fee will be \$1 per minute until the child is signed out of Brightwheel.

## **Drop Off and Pick Up**

At drop off parents will park, walk their child to class and sign in on the iPads through Brightwheel. If you have to bring them early they will need to go to Early Room. If you arrive at 7:50 or later, take your child to their appropriate classroom. Please stand at the door and **DO NOT** enter the classroom so we can ensure safety for all students. All classes start at 8:00 AM. Pick up time for 2's and 3's is from 10:50AM - 11:00 AM. Pick up time for Pre-K is from 2:15 PM - 2:30 PM. At pick up time you will park, walk in to pick up your child, and sign them out on the iPad through Brightwheel.

# Important Information

## Registration

Families are required to register annually. New families are required to tour the program prior to registering. Spots are filled in the following order:

1. Currently enrolled children wishing to enroll in the next year
2. Church Members
3. Children of staff members
4. Siblings of currently enrolled students
5. Other applicants in the order that their registration forms/waiting list applications and fees were received

In order for a child's spot to be fully secured, parents are required to submit:

- Completed registration form
- Completed registration fee - \$40

## Withdrawal

Parents are required to give a written notice of their intent to withdraw a minimum of two weeks prior to withdrawing from the program. If the child is in Pre-K, the parent may be responsible for the following two months of tuition, depending on the condition of withdrawal.

## Dismissal

First Baptist Preschool reserves the right to terminate services for any child when such action is considered necessary. The following circumstances warrant termination of services:

- Repeated failure to pick up a child by closing time
- Failure to abide by the payment contract and late fee policy
- Failure to abide by the policies outlined in this Parent Handbook
- Behavior from a child that is hazardous to the health and safety of other children
- Behavior that requires continual one-on-one attention from staff or the Director
- Physical or verbal abuse of staff or children by a parent

# Attendance

## **Hours of Operation**

First Baptist Preschool is open from 7:15 AM - 5:30 PM , Mondays, Tuesdays, Thursdays, and Fridays. Hours of operation on Wednesdays is 7:15 AM - 2:30 PM.

## **Scheduled Attendance**

If your child will be absent, please notify the director or teacher. Children are only permitted to attend on the days in which they are registered. No drop-ins or one-time schedule changes are permitted.

## **Inclement Weather**

First Baptist Preschool follows the closing policy of Dyersburg City Schools in **most cases**. If Dyersburg City Schools is closed because of inclement weather, we will also be closed. If Dyersburg City Schools closes mid-day or cancels after school activities, we will close early and parents may be called to pick up their children immediately depending on the situation.

## **Other Closings**

In the event First Baptist has to close temporarily due to an outbreak of contagious illness within the program, pandemic, prolonged power outage, natural disaster, or other force majeure, First Baptist Preschool will communicate with you through Brightwheel.

# Programming

## Schedules

All classrooms follow a schedule. A typical day consists of free choice/center time, planned activities, recreation, snack and lunch times, and rest time. Each classroom has their own daily schedule, which is communicated from the Teacher at the beginning of the school year.

- **Free Choice/Center Time:** During free choice and center times, materials within centers are available to use, and children have the freedom to choose what they would like to do. Centers are stations in the classroom that contain activities and toys that focus on a particular area. Typical centers include art, reading/literacy, science/math, games/puzzles, blocks/manipulatives, dramatic play, sensory, and music.
- **Planned Activities:** Each week, teachers will introduce a new theme. At least once per day, the teacher will introduce a special activity centered around the theme that hits learning objectives or provides practice in specific skills. For young children, this might be a simple arts and crafts activity that encourages fine motor movements, or for older preschoolers, this might include a tactile, hands-on activity that develops letter recognition.
- **Recreation:** Exercise and fresh air is an important part of our program. Please dress your child accordingly in layers for comfort and closed-toe shoes for running/playing. If all of the following conditions are present, then staff and children will go outside: presence of sunlight, absence of rain, and temperature is between 32-95°F (taking into consideration wind-chill and the heat-index). If conditions dictate staying indoors, children will play in the ball room/gymnasium until indoor playground is complete.
- **Snacks & Lunch:** Children will have a morning snack time available, and lunch time for Pre-K and 2s and 3s that will be staying for Extended Care. Children staying for Extended Care will have an afternoon snack as well. For lunches, please bring ready-to-eat items and a beverage that do not require refrigeration or microwaving. Please send a protein, grain, fruit, and vegetable each day. Remember First Baptist Preschool is a nut-free facility, so no nut products may be brought to school. This includes things like peanut butter and Chick-fil-a.
- **Rest Time:** Rest is required by the state. It is also integral to a child's overall wellness, so all children have rest time built into their day. Though we certainly encourage it, we know not all children may sleep during this time; children who have dropped napping can rest on their nap mats during this time.

# Student Policies

## What to Bring

### Backpack

Each child will need a backpack with a full change of clothes inside (top, bottom, underwear, and socks). This will be brought back and forth to school daily. Teachers will give students folders to keep in their backpacks. These should be checked DAILY. These are the only things that should be inside the backpack. All items should be labeled. Per the state, children cannot have anything labeled “keep out of reach of children” in their backpack. This includes things like hand sanitizer and chapstick. If your child is still in diapers, please have your own diaper bag and a separate bag that goes back and forth to school. If you have to bring a diaper bag because your child is going with someone else for the remainder of the day, please it in the director’s office.

### Lunchbox

If your child is in Pre-K or staying for Extended Care, they are required to bring a lunch that contains a protein, grain, fruit, vegetable, and drink. All personal items should be labeled (lunch box, water bottle, etc.) FBC Preschool does not provide condiments, straws, spoons, etc. All items needed for lunch should be packed in the lunchbox. In addition, FBC Preschool does not microwave lunches as it is a safety risk for children.

### Rest Time Items

Pre-K and Extended Care children should bring a thin crib sheet and blanket for rest time. We are limited on space so items should be thin, not bulky. Pre-K must leave all stuffed animals and other items at home/in their backpacks during rest time. Sheets and blankets will be sent home at the end of each week.

### Personal Items

All personal items should have a clear and easily readable name printed on it.

To keep personal belongings safe, please keep toys at home. The only exception is if your child requires a lovey to sleep with during nap time (2s and 3s only), he or she may take it out of their bag at that time only. We are not responsible for lost, stolen, or broken items brought to First Baptist Preschool. If your child does lose an item, please check the lost and found box. At the end of every month, items in the lost and found box are repurposed or donated to a charitable organization.

### Dress

Please dress your child in comfortable clothes and appropriate shoes. Please do not send children in flip flops. As outdoor play, painting, and other fun activities are a part of every day, we recommend sending your child in play-condition clothing that will not be ruined if dirtied. In addition, children should be dressed appropriately for the weather outside.

# Student Policies

## **Birthday Celebrations**

Parents may pre-arrange a date with their child's teachers, and are welcome to send a special treat for the class to celebrate their child's birthday (please be mindful of allergies and that all food items are nut-free). Teachers will let you know what time the celebration will occur. In addition, balloons are not permitted for children in the preschool for any occasion due to safety concerns for all children.

If you wish to send birthday party invitations home with your child's classmates, teachers are happy to pass them out as long as all members of the class are invited.

## **Behavior Expectations**

First Baptist Preschool knows social and emotional learning is a major part of development at the preschool age. We approach behavior management from a place of love with the intention of teaching children the right thing to do so that they can make good choices in the future.

Teachers will communicate behavior expectations frequently and teach acceptable behaviors through modeling, positive discipline, and positive reinforcement techniques. If a child behaves outside of expectations, teachers may use some of the following approaches to guide the child to better choices:

- Redirection
- Reminder of expectations
- Behavior reflection
- Behavior incentives
- Loss of privilege

Teachers will communicate your child's behavior to you on a daily basis. Please have conversations with your child at home about school expectations, and at any time, feel free to share any techniques or tips with your child's teacher about what's working well at home.

In the instance of recurring behaviors that require continual one-on-one attention, First Baptist Preschool might call a parent conference to address the behavior and ask the parents to help create a plan for encouraging future success of the child in the program. Depending on the frequency or severity of the behaviors, or in the instance that the parent is unwilling to work with the staff to help modify the child's behavior, the Director may, at his or her discretion, suspend or terminate care for the child.

# Student Policies

## **Biting Procedure**

First Baptist Preschool takes measures to address biting. If a biting incident occurs, the teacher will comfort the child who was bitten while addressing the child who bit. The teacher will wash and care for the bite, then fill out an incident report for both children. Due to confidentiality, First Baptist Preschool will not disclose the name of the biter to the family of the child who was bitten. However, if the biting becomes a repeat behavior, we may call a conference with the parent of the biter to discuss additional mitigating measures, such as having a temporary one-on-one shadow to keep a close eye on interactions. If the biting continues, the Director may, at his/her discretion, dismiss the child from the program.

## **Potty Training**

Children in our program typically begin potty training between 24-30 months. Teachers watch for common signs of readiness such as:

- Child has interest in the potty or in underwear
- Child is keeping the diaper dry for at least two hours at a time
- Child is communicating when the diaper is dirty
- Child is communicating when they are going or about to go pee/poop in the diaper
- Child is turning away or going somewhere private to poop

When it is time to begin potty training, please keep in frequent communication with the teachers about what is working/not working at home and your preferred method (if you have one). We will not begin potty training until you have started it at home.

Once your child begins potty training, the child should wear loose, easy-access clothing. Onesies, overalls, and tight-fitting pants are not ideal during this time, as they slow down a child's ability to undress in a hurry. Please send extra clothing during potty training in case of accidents. Additionally, until your child is able to stay dry while sleeping, please send pull-ups or diapers for nap time.

All children must be potty trained by the time they enter the Pre-K classroom.

# Health

## Illness

Children experiencing illness must remain home. First Baptist Preschool is not a suitable environment for a sick child and needs to be able to rest. Policies are based on the recommendation from the report of infectious disease of the American Academy of Pediatricians.

If a child is experiencing symptoms while at First Baptist Preschool, the teacher or director may call the parent and require them to be picked up immediately. This is for the child's personal health, as well as to safeguard other children and staff from illness. Examples of symptoms that require a child to remain at home include:

Children **may not** come to preschool with the following:

- Fever within the past 24 hours - Fever is a temperature of 100.5 orally. Do NOT give anti-fever medicine (i.e. Tylenol, Advil) to a child with fever and proceed to send them to preschool.

## Hair and Skin

- Head lice – Must have clear check note from health care professional to return
- Scabies (body louse) – may return after treatment
- Viral exanthems (rashes)
- Chickenpox – may return after all lesions are crusted over – about 5-7 days after lesions appear
- Shingles – may return after 7 days
- Roseola – may return after rash disappears
- Hand-Foot-Mouth Syndrome – if pharyngeal lesions present, may return 5-7 days after lesions appear
- Impetigo – may return after oral antibiotic for 48 hours or a topical antibiotic for 48 hours
- Boils/abscess – cover the lesion and return after antibiotic for 48 hours

## Fungal infections

- Scalp – may return after oral medication for 48 hours
- Skin – may return after occlusive dressing and cream for 48 hours

## Eye Infections

- Bacterial conjunctivitis (pink eye) – may return after drops for 24 hours

# Health

## **Nose/Lungs**

- Upper Respiratory Infection/Common Cold – main requirement for returning is fever free for 24 hours without medication
- Bronchitis – use fever and breathing treatments as key as for when to return to school
- Croup – may return 5 days after onset of illness
- Influenza – may return after being fever free for 24 hours without medication (usually 5-7 days)

## **Pneumonia**

- Viral – Return after no fever for 24 hours
- Bacterial – return after on antibiotics for 24 hours and no fever
- Asthma – no need to stay home unless the child may not play outside or must limit physical activities

## **Mouth/Throat**

- Thrush – may return after treatment is started
- Strep Throat – may return after on antibiotics for 48 hours

Parents must contact First Baptist Preschool if their child has been diagnosed with a highly communicable disease such as:

- Hand, Foot, and Mouth Disease
- Strep Throat
- Flu/Covid
- Chicken Pox
- Mumps
- Lice

These illnesses may require more strict parameters for disinfecting the preschool and returning to school, so please inform the Director immediately to discuss a return plan.

# Health

## **Minor to Moderate Injuries**

Every effort will be made to ensure the safety of children within our care. Should an injury occur, teachers will attend to the child with a bandage, ice pack, or other first aid supply. Parents are notified of minor bumps and bruises at pick-up. Some injuries may require that we notify the parent immediately. Those instances include:

- A bump to the head
- A bite from another child
- A moderate amount of bleeding (more than a small scratch or cut)
- Follow-up medical treatment may be required
- The child is complaining of more than mild discomfort

Whenever there is an injury, the teacher will fill out an incident report, which the Director signs. The parent will also be asked to sign the report upon pick-up, and a copy will be made available.

## **Emergency Medical Care**

In the instance of a medical event, staff will first attempt to contact the parent, then the emergency contact(s) if the parent cannot be reached. If the emergency requires immediate medical care, staff will call an ambulance while also contacting the parent. Staff will ensure the child receives care until the parent or medical professionals arrive. Many of First Baptist Preschool staff are certified in Pediatric First Aid/AED/CPR and are authorized to provide care if the situation dictates immediate care and first responders have not yet arrived.

## **Medications**

First Baptist Preschool is a Medicine Free Facility. We will not administer medicine to children at First Baptist Preschool. As a parent, you may come to the preschool and administer medicine to your child, but our staff will not administer any medication to children. This also includes creams, chapstick, etc.

# Safety

## **Campus Safety**

Safety is First Baptist Preschool's top priority. We take safety seriously and have implemented a number of measures such as cameras and monitored entrances and exits to create a secure environment. Parents can help by calling Lauren Newell immediately at 731-676-2021 to report any suspicious activity, not holding the door open for anyone when entering or exiting the building, and communicating any changes to pick-ups to the Director.

Smoking, vaping, e-cigarettes, and alcohol are not permitted on the premises. Firearms and weapons are also not permitted anywhere on the premises, including in vehicles (the sole exception of law enforcement officers).

## **Non-Medical Emergencies**

In addition to the Director, all staff are authorized and expected to immediately call 911 if they discover a threat to safety.

In the event an evacuation is needed, staff and children will exit the building through their designated exit door. The Director will conduct a "sweep" of all areas, including the restrooms, classrooms, and hallways to make sure that all children have exited the building safely. Groups meet outside in the designated area. Staff will take attendance.

If a lockdown is necessary, staff will quickly gather nearby children into the closest room, lock the doors, turn off the lights, and remain quiet and out of sight, away from windows and doors. If the threat is outside, the Director will lock the exterior doors.

Should an emergency occur, staff will notify parents as soon as it is safe to do so. The Director will be the first contact. If necessary, staff will aid in communication by calling/texting parents, notifying them of the situation and, if applicable, informing them of the new meeting spot for pick-up.

In addition to procedures for evacuation, lockdown, and reunification of parents and children, First Baptist Preschool maintains a comprehensive emergency plan that addresses the following situations: fire, tornado, earthquake, flood, bomb threat, power outage, chemical spill, domestic disputes, and intruder.

Fire drills are practiced monthly. Other natural disaster drills are practiced every third month. Staff receive training on all emergency procedures each school year and as needed.

# Safety

## **Media Policy**

Parents may deny permission for to take photos, record, or interview their child for promotional materials by informing the Director.

## **Abuse & Neglect**

By Tennessee law, all staff are considered mandated reporters. First Baptist Preschool recognizes our responsibility to report reasonable suspicion of abuse and/or neglect.

## **Community Resources**

Our Licensing Agency requires we share a list of health and safety resources. Below is a list of emergency and non-emergency numbers that might be useful to parents.

- Emergency: 911
- Non-Emergency Line for Dyersburg Police Department: 1-731-285-1212
- Non-Emergency Line for Dyersburg Fire Department: 1-731-288-7614
- Non-Emergency Line for Dyer County Sheriff's Department: 1-731-285-2802
- Non-Emergency Line for Dyer County Fire Department: 1-731-286-7831
- Poison Control Center: 1-800-222-1222
- Child Abuse Hotline: 1-800-422-4453
- Dyersburg Department of Children Services: 1-731-286-8304
- West Tennessee Healthcare Dyersburg: 1-731-285-2410

# Beatitudes

## “The Beatitudes for Parents Sending Their Children to a Faith-Based Preschool”

**Blessed are the parents who feel nervous on the first day,**  
for the Lord will give them peace that passes all understanding.

**Blessed are those who pack backpacks and kiss tear-streaked cheeks,**  
for they are planting seeds of independence and courage.

**Blessed are the moms and dads who pray over lunchboxes and little shoes,**  
for they invite the presence of Jesus into everyday moments.

**Blessed are the parents who trust others to care for their child,**  
for they are walking by faith and not by sight.

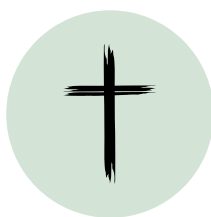
**Blessed are those who cherish each scribbled drawing and song sung from the backseat,**  
for they see the beauty of growth in the smallest things.

**Blessed are the parents who teach their children to love Jesus at home,**  
for their faith will take root and flourish.

**Blessed are those who hold both excitement and anxiety in their hearts,**  
for God is already in every classroom, every moment, every step.

**Blessed are the parents who remember their children belong first to the Lord,**  
for they will find rest in His perfect plan.

**Blessed are you, dear parent, who entrusts your child to a place of faith,**  
for you are not alone—God walks with you, and with your child, every single day.



# FBC preschool

2025-2026 School Calendar

## AUGUST

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH

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						1
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16	17	18	19	20	21	22
<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29

## APRIL

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- No Extended Care  
No Extended Care on the Last Day of School
- No School
- Parents' Day Out (2s/3s only)
- First and Last Day of School
- Pre-K Mother's Day Tea  
No Extended Care for Pre-K

# FBC preschool

Important Dates 2025-2026

7/31	Teacher Inservice
7/31	Meet the Teacher - 5:30 - 7:00 - One parent required to attend
8/4	First Day of School
9/1	Labor Day (No School)
9/5	Fair Day (No School)
10/6 - 10/13	Fall Break
10/14	Return to School
10/31	Fall Festival - No Extended Care
11/21	Gratitude Gathering/Thanksgiving Feast - No Extended Care
11/24-11/28	Thanksgiving Break
12/1	Return To Classes
12/16	Christmas Program - No Extended Care
12/17-1/5	Christmas Break
1/6	Return To Classes
1/19	Martin Luther King Jr. Day (No School)
2/13	Valentine's Parties
2/16	Presidents' Day (No School)
3/16-3/20	Spring Break
3/23	Return To Classes
4/2	Easter Egg Hunt (No Extended Care)
4/3	Good Friday - No School
5/4 and 5/5	Donuts with Grownups - 7:15-8:30 (Come and Go)
5/8	Mother's Day Tea - PRE- K ONLY (No Extended Care for Pre-K) - 9:30 AM
5/19	End of Year Parties (No Extended Care) Pre-K Graduation - 5 PM

## TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE AGENCIES

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at:

<https://www.tn.gov/humanservices/for-families/child-care-services.html>

### **Ownership, Organization, and Administration**

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Children's Records
  - Written consent for emergency medical care.
  - Written plan stating to whom the child shall be released.
  - Written transportation agreement between parent and the center regarding daily transportation.
  - Daily attendance that includes time in and time out for each child.
  - Prior written permission of parent for each off-site activity.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

### **Staff**

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator/ director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and

have a physical exam prior to beginning duties.

- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

### **Criminal Background Check**

- Criminal background checks are required for all staff at least every five (5) years.

### **Record Keeping**

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released
- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

### **Incident Reporting**

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

### **Duty to Report Child Abuse and Neglect**

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to

immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children’s Services and/or local law enforcement or the judge of the juvenile court in the county of the child’s residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.

- All child care agency staff shall receive annual training regarding proper procedures to report child abuse and neglect.

**Supervision**

- All areas of the building and grounds shall be visually inspected after closing the child care agency for the day to ensure no children have been unintentionally left in any part of the child care agency’s facilities.
- Children shall be released to only the child’s parent, or other person authorized by the parent in accordance with child care agency’s policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet that includes each child’s printed full name, date, time of entry, time of departure and space for the printed name and signature of parent or authorized representative.
- Educators providing supervision to children during meal and snack times are prohibited from performing activities/ duties unrelated to food service.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult:child ratios shall be doubled and attendance shall be checked upon departure and arrival at each destination and at the beginning and end of each activity (in family and group homes the adult:child ratio shall be increased by one (1) during field trips).
- When children are engaged in activities in or near a body of water, the following requirements shall be met:

AGE GROUP	ADULT:CHILD RATIO
6 WEEKS–12 MONTHS	<b>1:1</b>
13 MONTHS - 35 MONTHS	<b>1:2</b>
THREE (3) YEARS	<b>1:4</b>
FOUR (4) YEARS	<b>1:6</b>
FIVE (5) YEARS	<b>1:8</b>
SCHOOL-AGE (KINDERGARTEN AND ABOVE)	<b>1:10</b>

- One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.
- Safe sleep supervision procedures must be followed to prevent suffocation and deaths in infants:
  - Infants shall sleep in cribs or play yards.
  - Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
  - Bibs shall be removed prior to placing a child in a crib for sleeping.
  - Soft bedding, mobile toys and other toys that attach to any part of the crib are prohibited.
  - Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- Any practice that is an exception to the Department’s safe sleep supervision procedures shall not be used without written authorization from a physician.

**Health and Safety**

- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
- A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be

maintained for all children, and the parent shall be contacted and arrangements made for pick up.

- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- Impetigo and diagnosed strep shall be treated according to a licensed medical professional’s instructions prior to readmission to the child care agency.
- Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.
- All medications and preventative products such as non- prescription diaper cream, sun screen and insect repellent, shall be received from the parent by a designated staff person and administered by a designated staff person.
- Unused medication shall be returned to the parent.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children unless a physician’s authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Smoking is not permitted in any indoor area or vehicle of the child care agency at any time.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child. (In a private residence, these items must be locked, out of sight and inaccessible to children).
- All items labeled “keep out of reach of children” shall be stored so that they are inaccessible to children.
- Personal belongings of residents and staff (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- Children’s diapers should be checked throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting needs, shall receive assistance in a location designated for that purpose which provides privacy from other children and adults.
- Staff members with signs of a communicable disease shall not be present.

**Food and Food Service**

- Educators and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat. ☒ Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers and microwaves:
  - 1.Crock pots are prohibited as bottle warmers.
  - 2.Crock pots shall be kept in kitchen and inaccessible.
  - 3.Microwave ovens and surrounding area, including cords, shall not be accessible to children.
  - 4.School-age children shall use microwaves only under direct supervision.
- In order to prevent choking:
  - Solid foods, including cereal, shall not be given in bottles

or infant feeders to children with normal eating abilities unless written authorization from doctor.

- Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
- Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
- Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
- Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00 a.m. and have not had breakfast at home. (Not required if received at school)
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

#### **Equipment for Children**

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own

bedding.

- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

#### **Program, Language and Literacy**

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play educators shall be alert for signs of weather related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.

- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

**Physical Facilities**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working telephone shall be available in the agency and the number made available to parents.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area prior to use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.
- Reptiles and amphibians shall not be kept as pets.

**Transportation**

- Child care agencies shall not transport children without prior written approval by the Department.
- Vehicle emergency evacuation drills conducted quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk through of the vehicle..

- Family and group homes with a single educator shall develop a
- Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle’s child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department’s toll-free Child Care Complaint phone number must be on child care vehicles.

**Emergency Preparedness**

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.

**Specific Requirements For Family Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.
- Family Child Care Home Ratios and Group Size Chart

MAXIMUM NUMBER OF CHILDREN AND AGES (INCLUDING CHILDREN “RELATED” TO THE PRIMARY EDUCATOR UNDER NINE (9) YEARS OF AGE)	EDUVATORS REQUIRED
SEVEN (7) OR FEWER CHILDREN; AND NO MORE THAN FOUR (4) UNDER TWO (2) YEARS	1
SEVEN (7) OR FEWER CHILDREN; AND FIVE (5) OR MORE UNDER 2 TWO (2) YEARS	2
MORE THAN SEVEN (7) CHILDREN; AND NO MORE THAN FOUR 3 (4) UNDER TWO (2) YEARS	3
MORE THAN SEVEN (7) CHILDREN; AND FIVE (5) OR MORE UNDER 3 TWO (2) YEARS	4

- Effective 7/30/2018, primary educators receiving an initial license shall have a high school diploma or equivalent.
- The primary educator shall not be employed or engaged in any other full-time activities during hours of operation.
- A qualified educator shall be on site any time the primary educator is not on site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- The maximum number of children present inside a physical space shall be determined by minimum square footage requirements.
- If the number of children exceeds seven (7) at one time or care is provided in one room of the home, the area shall provide thirty (30) square feet per child of usable play space.

**Specific Requirements For Group Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- The maximum number of children present shall not exceed twelve (12). Exception: Three (3) additional school-age children may be in care before/after school, school holidays/snow days

and during summer vacation.

- Group Home Ratio and Group Size Chart:

NUMBER OF CHILDREN	AGES OF CHILDREN	EDUCATORS REQUIRED
TWELVE (12) - FIFTEEN (15) (ANY NUMBER OVER TWELVE (12) MUST BE SCHOOL-AGED)	NO MORE THAN TWELVE (12) CHILDREN THREE (3) YEARS OF AGE OR OLDER	<b>1</b>
TWELVE (12) - FIFTEEN (15) (ANY NUMBER OVER TWELVE (12) MUST BE SCHOOL-AGED)	UP TO NINE (9) CHILDREN UNDER THREE (3) YEARS OF AGE; AND NO MORE THAN FOUR (4) PRESENT UNDER TWO (2) YEARS OF AGE	<b>2</b>
TWELVE (12) - FIFTEEN (15) (ANY NUMBER OVER TWELVE (12) MUST BE SCHOOL-AGED)	TEN (10) OR MORE UNDER THREE (3) YEARS OF AGE	<b>2</b>

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group child care home, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in an official capacity in a program sponsored or recognized by the Department.
- An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

**Specific Requirements For Child Care Centers**

- Adult: child ratios must be maintained at all times. When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.

Child Care Ratio and Group Size Charts:

AGE GROUP	ADULT:CHILD RATIO	MAXIMUM GROUP SIZE
6 WEEKS-12 MONTHS	<b>1:4</b>	<b>8</b>
13 MONTHS - 30 MONTHS	<b>1:6</b>	<b>12</b>
24 MONTHS - 35 MONTHS	<b>1:7</b>	<b>14</b>
3 YEARS	<b>1:9</b>	<b>18</b>
4 YEARS	<b>1:13</b>	<b>20</b>
5 YEARS	<b>1:16</b>	<b>20</b>
SCHOOL-AGE (KINDERGARTEN)	<b>1:20</b>	<b>NO MAX</b>

AGE GROUP	ADULT:CHILD RATIO	MAXIMUM GROUP SIZE
6 WEEKS-30 MONTHS	<b>1:5</b>	<b>10</b>
2 YEARS - 4 YEARS	<b>1:8</b>	<b>16</b>
2 ½ YEARS - 3 YEARS	<b>1:9</b>	<b>18</b>
2 ½ YEARS - 5 YEARS	<b>1:11</b>	<b>20</b>
2 ½ YEARS - 12 YEARS	<b>1:10</b>	<b>10</b>
3 YEARS - 5 YEARS	<b>1:13</b>	<b>22</b>
4 YEARS - 5 YEARS	<b>1:16</b>	<b>24</b>
5 YEARS - 12 YEARS	<b>1:20</b>	<b>NO MAX</b>

AGE OF CHILDREN	ADULT:CHILD RATIO	MAXIMUM GROUP SIZE
2 ½ YEARS - 5 YEARS	<b>1:10</b>	<b>10</b>
3 YEARS - 12 YEARS	<b>1:15</b>	<b>15</b>
4 YEARS - 12 YEARS	<b>1:20</b>	<b>20</b>

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall never be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult:child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child's belongings.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record- keeping for the child, communication, general interaction with and routine care of the child.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.
- Specific Requirements For Drop-In Child Care Centers
- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Ongoing training required in specific health and safety topics. ☒ Each educator who is used to meet the minimum required

adult:child ratio shall have a high school diploma.

- Children shall be placed in age appropriate groups and with adequate adult educator supervision:

AGE GROUP	ADULT:CHILD RATIO
6 WEEKS-15 MONTHS	<b>1:4</b>
TWELVE (12) MONTHS - THIRTY (30) MONTHS	<b>1:8</b>
TWO (2) YEARS	<b>1:12</b>
THREE (3) YEARS	<b>1:15</b>
FOUR (4) YEARS	<b>1:18</b>
FIVE (5) YEARS (NOT IN KINDERGARTEN)	<b>1:20</b>
SCHOOL-AGE (KINDERGARTEN AND ABOVE)	<b>1:22</b>

- The adult:child ratio for a multi-age group containing infants:

MAJORITY AGE OF CHILDREN PRESENT	ONE INFANT	TWO INFANTS
12 MONTHS - 30 MONTHS	<b>1:8</b>	<b>1:6</b>
2 YEARS	<b>1:10</b>	<b>1:8</b>
3 YEARS	<b>1:12</b>	<b>1:10</b>
4 YEARS	<b>1:15</b>	<b>1:12</b>
5 YEARS (NOT IN KINDERGARTEN)	<b>1:17</b>	<b>1:13</b>
SCHOOL-AGE (KINDERGARTEN AND ABOVE)	<b>1:19</b>	<b>1:15</b>

- If the child care agency provide's food, it shall be in accordance with the USDA's Child and Adult Care Food Program nutritional guidelines.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every year.
- Prohibited activities include swimming, transportation and the provision of specialized services.

You can access the Department's website at:

<http://tn.gov/humanservices>

A wealth of child care information can be found on the Department's website.

You can:

- Learn more about the rules
- Learn more about the types of regulated care
- Locate a child care provider
- Learn more about the Report Card and Star Quality Program
- Locate the local child care licensing office
- Review the current personal safety curriculum
- Read about new initiatives in child care
- Locate the nearest child care certificate office
- Find info on choosing child care
- Locate a resource and referral center

And much more!

#### **Report Card and Star Quality Program**

<http://tnstarquality.org>

#### **Child Care Resource and Referral Centers**

Currently, there are eight (8) CCR&R service delivery areas located throughout the state. Child Care Resource and Referral helps parents find the type of care that is best for their child / children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services website.

#### **Child Care Complaint Hotline**

NASHVILLE AREA: (615) 313-4820

TOLL FREE: 1-800-462-8261

If you have a concern about an existing child care agency or wish to report an illegal operation call the Department's complaint hotline.

#### **Department of Children's Services Hotline**

Report Child Abuse or Neglect

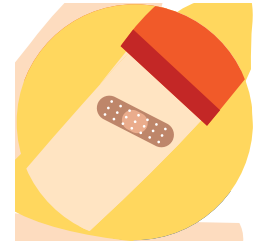
1-877-237-0004

Information about child health, education, and development as well as available state services: <https://www.kidcentraltn.com/>



# The Flu:

## A Guide for Parents



Influenza (also known as flu) is a contagious respiratory illness caused by influenza viruses that infect the nose, throat and lungs. Flu is different from a cold, and usually comes on suddenly. Each year flu viruses cause millions of illnesses, hundreds of thousands of hospital stays and thousands or tens of thousands of deaths in the United States.

Flu can be very dangerous for children. CDC estimates that between 6,000 and 26,000 children younger than 5 years have been hospitalized each year in the United States because of influenza. The flu vaccine is safe and helps protect children from flu.

What parents should know.

### How serious is flu?

While flu illness can vary from mild to severe, children often need medical care because of flu. Children younger than 5 years and children of any age with certain long-term health problems are at high risk of flu complications like pneumonia, bronchitis, sinus and ear infections. Some health problems that are known to make children more vulnerable to flu include asthma, diabetes and disorders of the brain or nervous system.

### How does flu spread?

Flu viruses are thought to spread mainly by droplets made when someone with flu coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby. A person also can get flu by touching something that has flu virus on it and then touching their mouth, eyes, or nose.

### What are flu symptoms?

Flu symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever.



## Protect your child

### How can I protect my child from flu?

The first and best way to protect against flu is to get a yearly flu vaccine for yourself and your child.

- Flu vaccination is recommended for everyone 6 months and older every year. Flu shots and nasal spray flu vaccines are both options for vaccination.
- It's especially important that young children and children with certain long-term health problems get vaccinated.
- Caregivers of children at high risk of flu complications should get a flu vaccine. (Babies younger than 6 months are at high risk for serious flu complications, but too young to get a flu vaccine.)
- Pregnant women should get a flu vaccine to protect themselves and their baby from flu. Research shows that flu vaccination protects the baby from flu for several months after birth.
- Flu viruses are constantly changing and so flu vaccines are updated often to protect against the flu viruses that research indicates are most likely to cause illness during the upcoming flu season.

### Is flu vaccine safe?

Flu vaccines are made using strict safety and production measures. Millions of people have safely received flu vaccines for decades. Flu shots and nasal spray flu vaccines are both options for vaccination. Different types of flu vaccines are licensed for different ages. Each person should get one that is appropriate for their age. CDC and the American Academy of Pediatrics recommend an annual flu vaccine for all children 6 months and older.

### What are the benefits of getting a flu vaccine?

- **A flu vaccine can keep you and your child from getting sick.** When vaccine viruses and circulating viruses are matched, flu vaccination has been shown to reduce the risk of getting sick with flu by about half.
- **Flu vaccines can keep you child from being hospitalized from flu.** One recent study showed that flu vaccine reduced children's risk of flu-related pediatric intensive care unit admission by 74%.

- Flu vaccine can prevent your child from dying from flu. A study using data from recent flu seasons found that flu vaccine reduced the risk of flu-associated death by half among children with high risk medical conditions and by nearly two-thirds among children without medical conditions.
- Flu vaccination also may make your illness milder if you do get sick.
- Getting yourself and your child vaccinated also can protect others who may be more vulnerable to serious flu illness, like babies and young children, older people, and people with certain long-term health problems.

## What are some other ways I can protect my child against flu?

In addition to getting a flu vaccine, you and your child should take everyday actions to help prevent the spread of germs.

Stay away from people who are sick as much as possible to keep from getting sick yourself. If you or your child are sick, avoid others as much as possible to keep from infecting them. Also, remember to regularly cover your coughs and sneezes, wash your hands often, avoid touching your eyes, nose and mouth, and clean surfaces that may be contaminated with flu viruses. These everyday actions can help reduce your chances of getting sick and prevent the spread of germs to others if you are sick. However, a yearly flu vaccine is the best way to prevent flu illness.

## If your child is sick

### What can I do if my child gets sick?

**Talk to your doctor early if you are worried about your child's illness.**

- Make sure your child gets plenty of rest and drinks enough fluids.
- If your child is 5 years or older and does not have a long-term health problems and gets flu symptoms, including a fever and/or cough, consult your doctor as needed.
- Children younger than 5 years of age – especially those younger than 2 years – and children with certain long-term health problems (including asthma, diabetes and disorders of the brain or nervous system), are at high risk of serious flu complications. Call your doctor or take your child to the doctor right away if they develop flu symptoms.

### What if my child seems very sick?

Even healthy children can get very sick from flu. If your child is experiencing the following emergency warning signs, you should go to the emergency room:

- Fast breathing or trouble breathing
- Bluish lips or face

- Ribs pulling in with each breath
- Chest pain
- Severe muscle pain (child refuses to walk)
- Dehydration (no urine for 8 hours, dry mouth, no tears when crying)
- Not alert or interacting when awake
- Seizures
- Fever above 104°F
- In children less than 12 weeks, any fever
- Fever or cough that improve but then return or worsen
- Worsening of chronic medical conditions



This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

### Is there a medicine to treat flu?

Yes. Antiviral drugs are prescription medicines that can be used to treat flu illness. They can shorten your illness and make it milder, and they can prevent serious complications that could result in a hospital stay. Antivirals work best when started during the first 2 days of illness. Antiviral drugs are recommended to treat flu in people who are very sick (for example, people who are in the hospital) or people who are at high risk of serious flu complications who get flu symptoms. Antivirals can be given to children and pregnant women.

### How long can a sick person spread flu to others?

People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms.

### Can my child go to school, day care, or camp if he or she is sick?

No. Your child should stay home to rest and to avoid spreading flu to other children or caregivers.

### When can my child go back to school after having flu?

Keep your child home from school, day care, or camp for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C)\* or higher.

\*Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever, but this number can vary depending on factors such as the method of measurement and the age of the person.



Tennessee Department of Human Services  
**Personal Safety Curriculum Notification**

Since 1985, Tennessee law has required that children in child care agencies receive annual instruction in personal safety, including child sexual abuse prevention. The personal safety curriculum shall include a Tennessee Department of Human Services (TDHS) recognized component on the prevention of child abuse.

Public Chapter 1032 passed by the General Assembly in 2008 requires that child care agencies have a personal safety curriculum, including a child sexual abuse component, for children enrolled in the agency, and that parents/legal guardians be informed about the curriculum, methods and terminology that will be used in teaching children about personal safety. TDHS was directed to provide guidelines for this curriculum, but individual child care agencies may choose a curriculum that accomplishes the same goal, and may use different terminology in the curriculum. The child care agency is required to allow parents/legal guardians to review and ask questions about the curriculum, and to meet with representatives of the child care agency if they have questions.

In addition, the child care agency must obtain from parents/legal guardians a form acknowledging that they have been notified of the child sexual abuse/personal safety curriculum being used by the child care agency in which the child is enrolled. A copy of the form is required to be maintained in the child's record.

"Keeping Kids Safe" is the sample personal safety curriculum offered by TDHS. This curriculum takes a holistic approach to the safety of children. The curriculum is composed of the following units: Self Esteem, Family & Friends, Feelings, Problem Solving, Personal Safety (general) and Personal Safety (four to five (4- 5) year olds), and Safety Around Me. All sessions begin with group time and are followed by supplemental activities that give children additional practice in understanding the concepts. The curriculum uses hand puppets to serve as a group motivator and to introduce the stories. Together staff and parents decide what terminology to use when referring to the genitals, either the correct anatomical terms or the general term "private body parts" as specified below.

**Child care agencies, please provide an answer for the questions that follow.**

1. Identify the personal safety curriculum used by your agency:

- "Keeping Kids Safe" is the personal safety curriculum used by our child care agency.
- Our agency uses another personal safety curriculum described below:

Method of Instruction: Classroom Instruction provided by Lead Teacher

# Required Forms

**All pages following this one contain required registration forms, which must be fully completed and submitted.**



# First Baptist Preschool

## 2025-2026 Registration Form

**STAFF ONLY:** Date Forms Received: \_\_\_/\_\_\_/\_\_\_ Date of Admission: \_\_\_/\_\_\_/\_\_\_

Date of Pre-placement Visit: \_\_\_/\_\_\_/\_\_\_

This form shall be maintained for one year after date of withdrawal.

Date of Withdrawal: \_\_\_/\_\_\_/\_\_\_

### CHILD'S INFORMATION

**Child's Full Name:** \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age by August 15, 2025: \_\_\_\_\_

Name the Child Goes By: \_\_\_\_\_ Street Address: \_\_\_\_\_

Gender:  Male  Female City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

**Parent/Guardian's Name:** \_\_\_\_\_ **Parent/Guardian's Name:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Work Ph: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### EMERGENCY CONTACTS

Please list any additional emergency contacts authorized to act for the parents/guardians in an emergency:

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

### PICK-UP AUTHORIZATION/TRANSPORTATION PLAN

Please list any additional contacts, other than the parents/guardians and emergency contacts, authorized to pick-up your child:

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### FAMILY INFORMATION

Does the family have a parenting plan with the child splitting time between parents/guardians?  Yes  No

If yes, please describe the parenting plan: \_\_\_\_\_

Does the family have a custody order that restricts one parent's access to the child?  Yes  No

If so, briefly describe it here (a Certified Court-Ordered Custody Order must be submitted with this form): \_\_\_\_\_

Please list all adults living in the child's household(s) and their relationship to the child (parent, grandparent, etc.):

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Please list any other children in the family:

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_

### MEDIA CONSENT

During the school year, the staff at First Baptist Preschool may want to interview, photograph, or videotape your child to share with you and other families. The photographs and videos may be of groups of children or individuals.

Yes, permission is granted for my child.

No, permission is not granted for my child. Please do not publish any interviews, photographs, or videos of my child.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### VISITOR POLICY AGREEMENT

At First Baptist Preschool, we are committed to providing a safe, enriching environment that meets state regulations and supports community engagement. As part of this effort, authorized visitors such as licensing agents, safety inspectors, community helpers, and educational observers may occasionally visit classrooms under staff supervision. These visits help ensure quality, compliance, and meaningful learning experiences. By signing below, I acknowledge and consent to such visits while my child is enrolled.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### CHILD'S MEDICAL INFORMATION

Does your child have any medical condition(s) that requires ongoing care?  Yes  No

If yes, please explain what type of care is administered at home and by whom: \_\_\_\_\_

Are you requesting that this care be provided at the facility?  Yes  No

If yes, describe the care required: \_\_\_\_\_

List any allergies, indicating the severity (foods, medications, seasonal, etc.): \_\_\_\_\_

Does your child require an EpiPen?  Yes  No If yes, for what? \_\_\_\_\_

List any medications your child is currently taking and the dosage: \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

Name of Pediatrician: \_\_\_\_\_ Doctor's Office: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

### CHILD'S PERSONALITY & DEVELOPMENT

Does your child talk?  Not at all  Not very well  Somewhat well  Fairly well  Very well

At what age did your child crawl? \_\_\_\_\_ At what age did your child walk? \_\_\_\_\_

Which of the following words best describe your child's personality? Check all that apply.

- |   |                                    |                                       |                                      |                                      |
|---|------------------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fussy          | <input type="checkbox"/> Shy       | <input type="checkbox"/> Happy        | <input type="checkbox"/> Adventurous | <input type="checkbox"/> Playful     |
| <input type="checkbox"/> Grumpy         | <input type="checkbox"/> Quiet     | <input type="checkbox"/> Affectionate | <input type="checkbox"/> Determined  | <input type="checkbox"/> Inquisitive |
| <input type="checkbox"/> Quick tempered | <input type="checkbox"/> Cautious  | <input type="checkbox"/> Friendly     | <input type="checkbox"/> Confident   | <input type="checkbox"/> Easy-Going  |
| <input type="checkbox"/> Reserved       | <input type="checkbox"/> Sensitive | <input type="checkbox"/> Energetic    | <input type="checkbox"/> Independent | <input type="checkbox"/> Calm        |

What are some of your child's favorite things to play at home? \_\_\_\_\_

Does your child have any special interests? \_\_\_\_\_

Does your child play with children from other families? How? \_\_\_\_\_

How does your child react when he or she does not get their own way? \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### EATING HABITS

**Fill out this section about your child:**

Does your child feed him/herself:  Yes  No

What is your child's typical eating schedule? Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_ Snacks: \_\_\_\_\_

What is your child's general attitude toward eating? \_\_\_\_\_

Foods your child should avoid (allergies, intolerances, cultural/religious preferences): \_\_\_\_\_

Favorite foods: \_\_\_\_\_

Food dislikes: \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

### SLEEPING HABITS

Typical Bedtime: \_\_\_\_\_ Morning Wake-Up Time: \_\_\_\_\_ Average number of hours of sleep per night: \_\_\_\_\_

Describe your child's typical nap schedule with time(s) and duration(s): \_\_\_\_\_

What is your child's typical attitude toward napping/bedtime: \_\_\_\_\_

Habits associated with going to sleep: \_\_\_\_\_

Is bed wetting an issue? If yes, is it an issue at nap or bed time? \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

### TOILETING HABITS

**Fill this section out if the child is mostly or fully potty trained:**

Is your child mostly potty trained when awake (fewer than 2 accidents per week)?  Yes  No

Is your child fully potty trained, even during naps/overnight (fewer than 2 accidents per week)?  Yes  No

Can your child tell you when he or she needs to go?  Yes  No Can your child use the restroom on their own?  Yes  No

What words does your child use for urinating? \_\_\_\_\_ Bowel movements? \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

### INFORMATION CARD

Child's Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Mother's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Father's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Child's Doctor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**Person's, Other Than Parent's, Authorized to Pick-Up Your Child**

**Names & Phone Numbers:**

\_\_\_\_\_  
\_\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### PARENT/GUARDIAN DECLARATIONS

#### Confidentiality Notice

Due to state requirements concerning family confidentiality, we must gain your permission to include your child's name, address, phone number, parents' names, and birthday on a class list to be shared with other parents. Please sign below if you will grant permission to include you in this list.

I, \_\_\_\_\_ (print your name), hereby authorize First Baptist Church/Preschool of Dyersburg to use, reproduce, and/or publish photographs and/or videos that may pertain to my child \_\_\_\_\_ (print child's name)- including an image, likeness, and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service announcements (PSAs) or for other related endeavors. This material may also appear on the FBC website. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, FBC may publish materials, use my child's name, photograph, and/or make reference to my child in any manner that the FBC deems appropriate in order to promote/publicize service opportunities.

\_\_\_\_\_ parent's signature

\_\_\_\_\_ print name \_\_\_\_\_ date

### EXPULSION POLICY

At First Baptist Preschool, we are committed to maintaining a safe and nurturing environment for all students and staff. Physical aggression toward others is taken seriously and will be addressed promptly and consistently.

#### Behaviors That May Lead to Expulsion:

- Repeated physical harm to another child
- Repeated physical harm to a teacher or assistant

#### Steps for Disciplinary Action:

##### First Incident:

- Parents will be contacted and informed of the behavior. A meeting may be scheduled to discuss concerns and next steps.

##### Second Incident:

- The child will be required to miss two days of preschool as a consequence and to allow time for reflection and behavior planning.

##### Third Incident:

- The child will be dismissed from the preschool program and will not be allowed to return.

Our goal is always restoration and support. However, repeated unsafe behavior will result in removal from our program to ensure the safety and well-being of all. By signing below, you acknowledge this information.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### PARENT/GUARDIAN DECLARATIONS

#### Signatures

#### Please affirm the following declarations:

I visited the facility prior to my child starting preschool OR my child was enrolled last year.

Pre-enrollment visit date: 07/31/2025

I have received a copy of the Parent Handbook. I have read it and agree to follow all of the policies.

I received a copy of the Tennessee Department of Human Services Summary of Licensing Requirements for child care centers and understand it.

My child is up-to-date on their immunizations or has a religious exemption. I have or will submit an up-to-date, typed certificate of immunization.

The Tennessee Department of Human Services requires child care centers to educate parents of children regarding the importance of immunizing their children against influenza. I have received this information.

I hereby authorize emergency medical care for my child. In the event of an accident or illness, I grant permission to the First Baptist Preschool staff or representatives to administer necessary first aid and/or call an ambulance to take my child to the nearest medical facility for additional care.

### CHILD CARE AGREEMENT

#### Our promise to you:

- Provide a loving, nurturing, and supportive environment for children
- Teach and model the love of Jesus
- Offer opportunities for children to grow cognitively, spiritually, emotionally, socially, and physically
- Communicate pertinent information with you about your child and our program

#### Your promise to us:

- Follow all established First Baptist Preschool policies and procedures
- Follow payment procedures in a timely and accurate manner
- Read and discuss rules and updates with your child
- Inform us of any changes in registration information, attendance, or payment options

### PARENT/GUARDIAN SIGNATURE

**I have read the above terms and understand that by signing, I agree to follow the terms of contact.**

A \$40.00 non-refundable registration fee must be submitted with this contract if it has not already been paid.

**Name of Parent/Guardian** (please print): \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

### EXTRA CARE

#### 2025-2026 Early and Extended Care

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Which age group is your child in: (mark one)

- 2-year-olds  
 3-year-olds  
 Pre-K (4-year olds and 5-year-olds)

Will your child need Early Care?

- Yes  
 No

Please list the days you will need early care. If your child does not need early care, please skip.

\_\_\_\_\_  
\_\_\_\_\_

Will your child need Extended Care?

- Yes  
 No

Please list the days you will need extended care. If your child does not need extended care, please skip.

\_\_\_\_\_  
\_\_\_\_\_

Will your child attend Parent's Day Out?

- Yes  
 No

Reminder:

If your child is participating in Extra Care at FBC Preschool, you must bring all the items they will need. These can be found in the handbook.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Extra Care Information**

- Early Room is offered **Monday - Friday**. The hours are **7:15 AM - 7:45 AM**. The cost is \$10/month for Pre-K and \$20/month of 2's and 3's
- Extended Care is offered on **Mondays, Tuesdays, Thursdays, and Fridays**. The hours for 2's and 3's are **11:00 AM - 5:30 PM**. The hours for Pre-K are **2:30 PM - 5:30 PM**. The cost for 2's and 3's is \$25/day. The cost for Pre-K is \$12.50/day.
- Parents' Day Out is offered on **Wednesdays** for 2's and 3's only. The hours are **7:50 AM - 2:30 PM**. The cost is \$25/day.

# First Baptist Preschool

## 2025-2026 Registration Form

**\*\*You will find information regarding The Flu in the supporting documents. Please do not sign this until you have read through The Flu information.\*\***



### Tennessee Department of Human Services Influenza Information Notification Form

PUBLIC CHAPTER 687 requires the Department of Human Services and the Department of Health to work together to educate parents of children in child care agencies regarding the importance of immunizing their children against influenza. The Department of Human Services works with child care agencies to ensure that this information is distributed annually to parents in August or September.

I/We acknowledge that we have received information on the importance of immunizing children against influenza.

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_

# First Baptist Preschool

## 2025-2026 Registration Form

**\*\*You will find information regarding Keeping Kids Safe in the supporting documents. Please do not sign this until you have read through the Keeping Kids Safe information.\*\***

2. For all personal safety curriculum, please provide the sample anatomical terminology to be used: Sample Terminology: friends/family/strangers, private parts of body, happy/sad, personal safety rules

The instructional materials used in the agency personal safety curriculum are available for review by the parents or legal guardians.

I/We acknowledge that we have been provided an opportunity to review the agency's personal safety curriculum, and have been notified of the sexual abuse/personal safety curriculum for our child/children.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

←-----  
Some child care providers use the "Keeping Kids Safe" personal safety curriculum. The bottom portion of this form lists the web address where you can find this sample curriculum, provided by TDHS. Please take the bottom portion with you so that you can review the curriculum at your leisure.

[http://www.tn.gov/assets/entities/humanservices/attachments/keeping\\_kids\\_safe\\_content\\_updated\\_wdraft\\_cover.pdf](http://www.tn.gov/assets/entities/humanservices/attachments/keeping_kids_safe_content_updated_wdraft_cover.pdf)

# First Baptist Preschool

## 2025-2026 Registration Form

### First Baptist Church - Direct Payment Authorization Form: Fixed Payments

We are pleased to offer you a new service – the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways:

- It saves time - fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner - even if you're on vacation or out of town.
- Your payment is always on time - it helps maintain good credit.
- It saves postage – many people spend close to \$100 a year on postage.
- It's easy to sign up for, easy to cancel.
- No late charges.

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear on your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date. The Direct Payment Plan is dependable, flexible, convenient, and easy. To take advantage of this service, complete the attached authorization form and return to us.

All you need to do is:

1. Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. Attach a voided check for verification of all financial institution information.
4. Sign the form!

\* There is a \$2.50 fee for all entries returned for insufficient funds.

I authorize First Baptist Church to initiate electronic debit entries to my

\_\_\_\_\_ Checking account (or) \_\_\_\_\_ Savings account (ATTACH VOIDED CHECK)

For payment of my \_\_\_\_\_ (type of bill).

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date: \_\_\_\_\_ Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_

Financial Institution (please print) \_\_\_\_\_

Financial Institution City and State \_\_\_\_\_

Signature \_\_\_\_\_