

Fairfield Christian Preschool



Parent Handbook

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Table of Contents

Welcome - About Our Preschool.....	3
Days & Hours of Operations	3
Class Time Schedule.....	4
Daily Schedule	5
Supplies List.....	6
Admission Policy.....	6
Vacations & Holidays	6
Tuition & Fees	6
Refund Policy/Withdrawal.....	6
Snack & Lunch	7
Dress Code	7
Sign In/Out	8
Absences	8
Sick Policy	8
Medication.....	9
Emergency Medical Care.....	9
Parent/Teacher Conferences.....	9
Field Trips, Programs & Events.....	9
Lost and Found.....	9
Toys At School	9
Discipline	10
Conflict Resolution.....	10
Policy Changes	10

About Our Preschool

Fairfield Christian Preschool is dedicated to nurturing and training children in a loving and safe environment with exciting “hands on” experiences that will encourage a desire to learn. This is all accomplished through the knowledge of the Lord Jesus Christ. The preschool experience will help build confidence & teach the necessary skills to enter Kindergarten ready and equipped for their formal education.

Days of Operation:

Monday-Friday from 7am-6pm

(See Calendar for Holidays & Optional Day-Care Days)

Our program is designed for 3 & 4 year olds.

*Must be 3 by September 1st

*Must be fully potty trained

*Must be well & ambulatory

We offer:

5 full days - 7am-6pm - M-F

5 half days - 8am-12pm - M-F

3 full days - 7am-6pm - M/W/F

3 half days - 8am-12pm - M/W/F

2 full days - 7am-6pm - T/TH

2 half days - 8am-12pm - T/TH

Our class schedule provides a variety of activities including quiet and active play, snack time, lunch time and nap time for full-day children.

Our first objective is to provide a climate for children to develop spiritually, socially, emotionally, physically, and intellectually. We accomplish this objective with the aid of you, the parent:

- By your actions and words, assuring your child that you love them.
- Providing time to share activities with your children that are of their interest.
- Reading to your child every day.
- Setting a daily routine and following it as best you can.
- Making sure he/she gets plenty of rest (10-12 hours).
- Being an example of what you want your child to be.

Class Time Schedule

8:30 Welcome (activity/songs)
Roll Call
Pledges to Flags

8:45 Bible Story, Prayer, Bible Memory Verse

9:00 Academic Time

9:40 Bathroom Break

9:50 Snack

10:00 Recess

10:30 Academic Time

10:55 Academic Time

11:20 Bathroom Break

11:30 Lunch

12:00 Dismissal for Morning Class Only / Recess for Full Day Children

"Academic Time" includes but is not limited to:

- Intro to Letters & Sounds
- Intro to Colors & Shapes
- Circle and Story Time
- Art / Science
- Sign Language
- Cooking
- Music
- Dramatic Play
- Gross Motor
- Language / Literature

Daily Preschool Schedule

7:00 Welcome children & help them engage in an activity

8:20 Clean-Up – Go to class

8:30 “Class Time” Begins (see Class Schedule)

11:30 Lunch

12:00 Dismissal for AM children
Recess for Full-Day children

12:30 Bathroom Break – Get ready for nap

12:45 Lights Out / Story Time

2:45 Wake-Up / Bathroom Break

3:00 Snack

3:15 Recess

4:00 Inside Free Play

5:45 Clean-Up / Quiet Play / Books

6:00 Center Closes

Supplies List

- 1 Large Box of *Kleenex*
- 2 Large Glue Sticks
- 1 Pkg Colored Washable Markers
- 1 Box of Crayola Crayons
- 1 Baby Wipes or Disinfectant Wipes
- Back Pack (full-size)
- Mat Cover (full-day children)
- Change of clothes in a *Ziploc* bag with child's name on each article of clothing.
 - *Please include shirt, pants/shorts, underwear, and socks.

Admissions Policy

Attendance at Fairfield Christian Preschool is a privilege and not a right. Students or families whose behavior, whether in action or in attitude, whether on-campus or off-campus, is not in a spirit of cooperation with the school's policies, may be asked to withdraw. It is and shall be the policy and practice of Fairfield Christian Preschool, in the admission of it's students, not to discriminate on the basis of the applicant's race, color, gender, national or ethnic origin.

Vacations & Holidays

Please refer to our school calendar for specific dates. There will be no reimbursements for family vacations taken during regular school days.

Tuition and Fees

A current list of tuition & fees can be found on our website, www.fcslions.com.

Late Pick-Up

The late pick-up fee is \$5 per 1 minute. Enrollment will be subject to termination after the 3rd offense.

Miscellaneous Fees

A late fee of 10% will be applied if monthly payments are not made in full by the 5th of each month. Occasionally there may be minor fees for field trips and other special events. Parents will be given ample notice to prepare for these fees.

Withdrawal Policy

Enrollment at FCPS constitutes a contract for the entire school year. If a student is withdrawn for any reason, the balance of tuition will be pro-rated through the current week & a termination fee of \$300, according to FCS financial policy, will be assessed.

Snack & Lunch

A monthly calendar will be sent home for AM snack: parents will take turns providing snack for the class - approximately once a month. PM snack will be provided by the school. Snack must include 2 out of 3 food groups plus milk or juice.

- *Snack portions: 1/2 cup of milk/juice
- 1/2 cup of veggies/fruit
- 1/2 slice of bread/alternative

We do not offer a Lunch Program for Preschool at this time. Please send a nutritious lunch for your child. We do not allow soda or candy. Lunches must be "ready to eat," right from the lunchbox as we do not have the ability to heat or refrigerate .

Dress Code

Dress standards apply to all school sponsored activities. Students are to be within the dress code the entire time they are on campus or attending a school sponsored event. Please dress your child in comfortable play-wear and something that allows them to be independent in the bathroom. No pull-ups.

Mondays—Thursdays:

FCS has a modified uniform dress code. Students are required to wear a plain polo shirt in the one of the school colors: navy, gray, or white. While other outer apparel (jackets, sweatshirts, etc.) are allowed outside, ONLY dress code approved apparel is allowed inside the classroom. This makes it easy for teachers to determine if a student is abiding by school dress code policies. Jeans, shorts or pants may be worn according to the general guidelines listed below.

Fridays:

On Fridays, FCS apparel may also be worn, such as spirit-wear, as well as obvious Christian themed shirts.

General Clothing/Appearance Guidelines:

- **No "super heroes" on clothes, socks, underwear, shoes, lunch boxes or backpacks will be allowed.**
- Jeans, khakis, slacks, shorts are acceptable but may not be torn or have holes, even if other clothing is worn underneath. Leggings, Jeggings or similar are not acceptable as pants as they are generally too tight. No "sweat" type material or athletic type material (basketball shorts, etc.) may be worn except on announced "Casual Dress" days.
- Girls must wear shorts under their dresses.

- Tennis shoes or a closed-toed shoe is recommended for the playground. No flip flops or shoes without a back will be allowed. Shoes must be worn at all times.
- No extreme hairstyles are allowed, including “mohawks”, unnatural colors, designs, etc.
- No necklaces or hanging jewelry be worn at any time.

The administration of Fairfield Christian Preschool maintains the ultimate authority in determining whether or not a student's attire is appropriate. Just as administration trusts that students be dressed in an appropriate manner, parents should have faith that administrative decisions regarding an individual's dress is done solely to ensure the modesty and integrity of both the individual and the community as a whole.

Field Trip Shirts:

Field Trip shirts will be available for purchase at Back-To-School Night & through the office. We encourage parents & students to wear these shirts for school outings.

Sign In/Out

Students are only released to people authorized to pick them up. If someone not on the authorized list is going to pick up your child, you **MUST** send written authorization to the teacher or director. For your child's safety, those we are not familiar with will be asked for their photo ID. All children must be signed in & out daily with a full signature, as required by law. Children will not be released to anyone under the age of 16.

Absences

If your child is ill or going to be absent, please notify the teacher or director as soon as possible. (This includes vacations & extended absences).

Sick Policy

Fairfield Christian Preschools is a “well-child” facility and at no time do we provide childcare for sick children. Under no circumstances may a parent bring a sick child to school. The following illness policies will be strictly enforced for the health, well-being, and safety of all concerned.

If your child is unable to participate in the normal activities of school (including being able to play outside), then your child **MUST** stay home.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally. A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol or any other fever reducing substance.
- Sore throat, rash, irritability, or confusion.
- Vomiting and diarrhea: 24 hours after last episode.
- Breathing trouble, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose, weepy eyes.
- Frequent scratching of body or scalp, lice, ringworm, or other spots that resemble childhood diseases.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If you aren't sure about whether or not to bring your child to school, please call the Director or Teacher. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

Medication Policy

If your child is on a doctor prescribed medication, we will be able to administer medications at lunch time (12pm) with a signed Medical Release form available in the classroom. We can also administer an over-the-counter medication as directed on the label with a signed Medical Release form.

Emergency Medical Care

If a child becomes ill or is injured, more than a minor cut or scratch, we will immediately attempt to notify the parents and ask for instructions. Should we be unable to reach a parent, we will make prompt arrangements for obtaining medical treatment. The incident will be documented.

Parent/Teacher Conferences

Conference days are set up at the end of the first semester and at any other time according to individual requests. Like any other parent/school communications, these may be initiated by either party.

Field Trips, Programs & Events

We have several programs, field trips and events throughout the year. Your participation in these events is very important. Students will be driven by a parent or qualified representative the parent has named on all field trips. Your attendance at the preschool programs and field trips is very important to your child.

- Pumpkin Patch Field Trip
- Thanksgiving Feast
- Christmas Program & Party
- Zoo Field Trip
- Six Flags Field Trip

Lost and Found

Lost and found items are located in the Preschool classroom. Clothing and items clearly marked with the student's name will be returned directly to the student. Otherwise, items will be held until the end of the semester and then donated.

Toys at School

No personal toys are allowed at school. Lost and broken toys can cause great heartache, so we ask that all toys be left at home.

Discipline Policy

The preschool years are critical learning years. Children learn by example and "testing the waters." Two of the most important character traits to learn are *respect & self-control*. We will be lovingly, yet firmly guiding your child through this process. As parents and teachers we want to model love and forgiveness, reassuring them that God still loves them. As a child crosses the line or pushes boundaries, here are the steps we take:

- Verbal redirection/warning
- "Reflective" think time
- Time-out
- Note sent home
- Parent contact/parent conference

At the beginning of the school year, all children are given “mercy” as we introduce them to class procedures and our expectations. We want to partner with you in training up your child to be the godly person you want them to become.

Your child will never be humiliated, intimidated, threatened, or refused daily living functions. We will never, at any time, use corporal punishment or inflict pain.

We keep in close communication with parents whose children are having consistent difficulties. Different behavior plans may be implemented to meet the needs of the child. If necessary, outside assistance will be sought and, ultimately, the child may be dismissed from the program, especially when the health, safety and welfare of the child, and/or that of another child or children are at risk.

Conflict Resolution

Parents must first address any concerns with their child’s teacher before consulting the Director. (Matt. 18) If, after consulting together and praying for mutual understanding, there is no reconciliation, they should agree to go together to consult with an administrator.

Policy Changes

FCPS administration & governing board reserve the right to change it’s policies at any time. If any changes are made during the course of the school year, parents will be notified in writing.