

Fairfield Christian Preschool



Parent Handbook

Developing a Biblical world-view one child at a time

Table of Contents

Welcome - About Our Preschool	3
Days & Hours of Operations	3
Vacations & Holidays.....	3
Preschool Daily Schedule	4
Academic Time & Activity Centers.....	5
Monthly Focus: Character & Values.....	5
Supplies List /what to bring	6
Admissions Policy.....	6
LIC Forms & Immunization requirements	6
Tuition & Fees / Withdrawal & Termination Policy.....	7
Snack & Lunch.....	7
Dress Code.....	7
Sign In & Out / Absence & Illness Policy.....	8
Medication / Emergency Medical Care / IMS.....	9
Field Trips, Programs & Events	10
Lost and Found / Toys at School	10
Discipline	10
Parent / Teacher Conferences	11
Conflict Resolution / Policy Changes.....	11

Our Preschool Program

Fairfield Christian Preschool (FCP) is dedicated to nurturing and training children in a loving and safe environment with exciting “hands-on” teaching that will encourage a desire to learn.

Fairfield Christian Preschool will provide opportunities for children to develop spiritually, socially, emotionally, physically, and intellectually. We are able to accomplish this objective successful with the partnership of you, the parent and the Holy Spirit.

Through the knowledge of our Lord Jesus Christ and Bible stories, academic instruction and work with ABEKA curriculum, social skills and emotional awareness practiced daily, we will provide experiences that will help build confidence and teach necessary skills to enter Kindergarten ready and equipped for their formal education.

Our class schedule provides a variety of activities including structured academic time and free play, a good balance of indoor and outdoor activities, snack-time, lunch-time and nap-time for all of our preschool students.

Our program is designed for children ages 2 - 5 years old

- *Must be 2 years old before date of enrollment
- *Must be fully potty trained
- *Must be well & ambulatory
- *All Immunizations are required and must be up to date (see admissions policy)

Days & Hours of Operation

Monday-Friday from 7:00 am -5:00 pm

(Please see School Calendar for Holidays & Additional Days Closed)

Program Options :

- 5 Full days / Monday - Friday
- 3 Full days / Monday, Wednesday, Friday
- 2 Full days / Tuesday & Thursday (If available)

Holidays & Vacation Policy

FCS is closed for one week in November for fall Break, two weeks in December for Winter Break and one week in January for spring Break. FCS also observes most federal holidays. Please refer to the Fairfield Christian School calendar for specific dates that we are closed, for holidays and school-wide events.

Fairfield Christian Preschool will plan several events that for our Preschool families only, and these events will be announced in our Monthly Newsletter, 30 days prior to each event. Attendance at our events is always optional, however alternate care will not be provided on non-school days. Tuition secures your child's placement in our program and there will be no reimbursements for absences and / or family vacations taken during regular school days.

Preschool Daily Schedule

Monday - Friday / 7:00 am - 5:00 pm

Morning Routine

7:00 Preschool Opens for Full Day Preschool Students

- Daily Health Check
- Parent Sign - In
- Free Choice Play & Praise Time

8:20 Clean-Up Time / Prayer & Pledges

8:30 Prayer & Snack Time

8:50. Clean-Up / Potty Breaks / Transition Toys

Classroom Instruction Time

9:00 Welcome Time

- roll call, job duties, calendar, & weather

9:20 Bible Time

Prayer, Praise & Worship, Bible Story, Memory Verse

9:40 Academic Time*

10:00 Activity Centers**

10:20. Clean-Up Time/ Bathroom Break

10:30 A.M Recess

11:00. Water Break / Line-Up

11:15 Prayer & Lunch

11:45 Clean-Up / Potty Breaks / Transition Toys

12:00 Circle Time / Concept Review

- Music & Movement
- Letters, Numbers, Shapes, Colors
- Teacher Story Time
- Naptime Prayer

Afternoon Routine

12:15 Bathroom Breaks /Naptime Transition

12:30 Naptime Begins

2:30 Arise & Shine / Bathroom Breaks

3:00 Prayer & PM Snack

3:30 PM Recess

4:00 Indoor Free Play

4:45 Clean-Up / Closing Activities

5:00 Dismiss Full Day/ Preschool Closes

Academic Time*

ABEKA Curriculum includes but is not limited to:

- Letter Recognition & Phonics
- Colors & Shapes
- Math & Number Skills
- Art / Science Exploration
- Handwriting & Fine Motor Skills
- Language & Literacy Development
- Gross Motor Skills

Activity Centers**

Fun “Hands-on” exploration of several activity centers that are updated monthly to promote educational themes :

- Creative Art & Crafts
- Dramatic Play /Doll Houses
- Science & Sensory
- Blocks & Building
- Fine Motor Manipulatives
- Train Table
- Alphabet Center
- Puzzles & Games
- Magnets
- Teacher Tables

Monthly Focus: Character & Values

Aug: Attentiveness & “How to be a preschooler”

Sept: Obedience & Diligence

Oct: Self-Control & Patience

Nov: Thankful & Thoughtful

Dec: Generous & Giving

Jan: Cheerful & Respectful

Feb: Kindness & Courteous

Mar: Helpful & Orderly

Apr: Gentle & Polite

May: Truthful & Dependable

Supplies List & What to Bring

Please bring the following on your child's first day of Preschool

- 1 Box of 8 or 10 Large Crayons
- 1 Box of 8 or 10 Jumbo Markers
- 1 Box of 12 Colored Pencils
- 1 8oz. bottle of glue & 2 large glue sticks
- 1/2-inch 3 Ring Binder
- 1 Large Box of Kleenex, Baby Wipes, Clorox Wipes (Classroom Use)

Please be sure your child brings the following items to school daily:

- Water Bottle & Lunch in Lunchbox or Lunchbag
- Small Blanket, Mat cover and soft toy
- 1 Full Size Backpack with Change of Clothes*

*Full change of clothes with child's name on each article of clothing

Please include shirt, pants/shorts, underwear, socks & shoes

Admissions Policy & Procedure

Admission to Fairfield Christian School 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 its students, not to discriminate on the basis of the applicants race, color, gender, national or ethnic origin.

The enrollment procedure at FCS is to complete the following steps:

1. Schedule Tour & Interview With Preschool Director
2. Complete Enrollment Packet with LIC Forms enclosed
3. Provide a copy of Birth Certificate, Physician's Report , and immunization record
4. Complete an Admissions Agreement
5. FCS will email an enrollment link to set up a FACTS account and pay the enrollment fee

LIC Forms & Immunization Requirements

Fairfield Christian Preschool is Licensed through Department of Social Service and Community Care Licensing the following Forms are required in order to enroll and must be kept up to date throughout the school year:

LIC 700 Identification and Emergency Information
LIC 702 Child's Pre-admission Health History Parent's Report
LIC 701 Physician's Report
LIC 627 Consent for Medical Treatment
LIC 613A Personal Rights
LIC 995 Parent's RIGHTS

Immunizations Required:

Age 2 - 5 years old - 3 Polio, 4 DTap, 3 Hep B, 1 Varicella, 1 MMR, 1 HIB after 1st Birthday

Tuition and Fees

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

Late Pick-Up

The late pick-up fee is \$5/per 1 minutes (billed in 1-minute increments). Enrollment will be subject to termination if late pick-ups become habitual.

Drop-In Rate

\$15 /per hour

A request for "Drop in" care must be submitted to the FCP Director in advance and must be pre-approved based upon space, staff and required ratios.

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 advance notice to prepare for these fees.

Withdrawal and Termination Policy

Enrollment at FCP 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 and a termination fee of \$400, according to FCP financial policy, will be assessed. Please review "Discipline Policy" for Withdrawal/Termination criteria.

Snack & Lunch

The students daily schedule includes AM snack time, lunch time, and a PM snack time. A monthly snack schedule will be sent home each month with the newsletter.

- AM snack is provided by the students on a rotation and will be scheduled once per month,
- Lunch is provided by parents/guardians daily,
- PM snack is provided by FCS daily

At this time we do not offer a Lunch Program for Preschool. Please send a nutritious lunch for your child daily. Sweet & Sugary Treats will be removed and given after naptime. We do not allow soda or candy at school, these items will be returned home.

Dress Code

Please refer to the "Uniform Guide for Preschool" and these 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 are allowed at school.

General Clothing/Appearance Guidelines:

- Girls must wear shorts or leggings 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 always be worn.
- Hair must be well-kept, out of the eyes, and off the face
- We suggest that no necklaces or hanging jewelry be worn at any time.

The administration of Fairfield Christian Preschool maintains the ultimate authority in determining whether 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 our community.

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 Preschool 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 at least 24 hours after the condition has returned to normal. The child may return after 24 hours SYMPTOM FREE and (depending upon the illness) after they have received the first dose of an antibiotic. If you are not sure about if you should 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. Any COVID related illnesses will require extra precaution and we will ask our FCP families to observe current recommendations from local health authorities for quarantine before returning to school activities.

We at FCS Preschool will continue to monitor and observe all health and safety recommendations given to us by our local health authorities. We will also make sure every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. Please see "FCS Preschool Health & Safety Protocols" handout for additional safety measures taken by FCS Preschool to prevent the spread of illness.

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 through the office. We can also administer an over-the-counter medication as directed on the label with a signed Medical Release form.

An Incidental Medical Service Plans (IMS) Form will be provided to each child who may need

Emergency Medical Care / IMS

If a child becomes ill or is injured, more than a minor cut or scratch, we will notify parents and/or guardians to ask how they would like us proceed. However, with written permission if unable to reach a parent, we will make prompt arrangements for obtaining medical treatment. The incident will be documented.

An "Incidental Medical Service Plan" (IMS) will be created for each child who requires administration of an EpiPen, Nebulizer, blood glucose testing, etc. This should be submitted with enrollment forms. This plan is a detailed plan for each child's medical needs.

Field Trips, Programs & Events

We have several programs, field trips and events throughout the year. Your participation in these events is encouraged. However, In order for your child to attend the FCP field trip they must be accompanied by a parent or trusted adult. No alternate care will be provided for students who do not attend field trips. Details of these events will be given one month prior so that arrangements can be made for alternate care if needed:

- Beach Field trip in August/ Pumpkin Patch Field Trip in October
- Thanksgiving Program in November
- Christmas Program in December
- Friendship/Valentines Party in February
- Easter Celebration and Egg Hunt in April
- Preschool Promotion May / Possible end of year field trip

Lost and Found

Lost and found items are located in the office. 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

Toys may not be brought to school except on assigned "share days" Lost and broken toys can cause great heartache, so we ask that all toys be left at home. On assigned "share days" the toy being shared must remain in the child's backpack except during the time allotted for sharing.

Guidance and Discipline Policy

The preschool years are critical learning years. There may be occasions when children naturally "test boundaries" and we will be providing clear expectations and consistent consequences daily. We will be lovingly, yet firmly guiding your child through this process. Teachers will be modeling love and forgiveness, reassuring them that God still loves them and we do too. We will be redirecting them and teaching them about self control and obedience and why they are important, by using Bible stories and Character Cards to help illustrate these concepts in a way they can understand. Using Positive behavior reinforcements in addition to other proactive and preventative teaching strategies we hope to guide them to make better choices on their own.

If a child refuses to cooperate, participate, and /or pushes boundaries persistently, the following consequences will be enforced:

1st - Warning/Reminder of Expectations & Consequences /Redirection

2nd - Consequence; removal from area /Time out / Privilege or rewards taken away

3rd - Documentation and/or note home

We have a zero tolerance policy for unsafe and harmful behaviors directed towards the other children and/or teachers. Including, but not limited to interventions requiring one on one assistance, which prevents teachers from having visual supervision of all of the students. Our program is created for one teacher for every twelve students and if a child requires hands-on/ or one on one assistance persistently, this program may not be the right fit for their needs. (Please see Withdrawal/Termination Policy)

Dismissal / Termination of Enrollment

We will document and communicate consistent difficulties in behavior. Different Behavior plans may be needed and implemented to meet the needs of the child. A parent / Teacher conference and intervention plan will be made and attempts to assist with unsafe behavior. However, if there after several attempts there is no improvement and unsafe behavior continues, we may deem this a situation where this may not be the right fit for their needs.

Ultimately, the child may asked to withdraw from the program or enrollment will be terminated. The deciding factor will be the consideration of the health, safety and welfare of the child and/or the other children in the program. A child needing one on one care is also an example of our childcare center not being the right fit as we are a 1:12 ration program and must have eyes on all of the children at all times.

Parents and/or authorized pick-up personnel must be available to pick-up during an emergency at all times and those authorized to pick up will be included in enrollment forms and required as per community care licensing.

At the beginning of the school year, all children are given a two week "grace period" as we introduce them to class procedures and preschool expectations. We will be partnering with you to help train them up in the way of Christian Values & Character.

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. Dates for scheduled conferences will appear on the school calendar.

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

FCP administration & governing board reserve the right to change our school policies at any time. If any changes are made during the school year, parents will be notified in writing.