

First Baptist Church of Bremen Weekday Preschool Handbook



Welcome to
Preschool

PHILOSOPHY

The philosophy of First Baptist Church Preschool is centered on the teachings of our Lord. We use the A Beka curriculum to offer a balance of Biblical education as well as readiness skills for academic success and everyday life situations.

All students will be taught age appropriate phonics, math, science, and social studies skills. Social skills will be taught each day through classroom routines and play. Bible time will be taught on a daily basis and will compose of Bible stories and verse memorization.

Each day, your child will experience activities designed to strengthen his fine and gross motor skills. Creativity will be emphasized through crafts and play. Music and movement will be a part of our daily curriculum. We believe children learn best through play and our daily routine centers around structured and unstructured play.

Our preschool strives to prepare your child's heart for Jesus as well as preparing his mind for academic success.

We appreciate you sharing your child with us at First Baptist Church Bremen!

First Baptist Church Weekday Preschool

This handbook is planned for your use. It is designed to explain the preschool program and show you how you can help your child make his/her first adjustments to school.

CHURCH RELATIONSHIP

The preschool is under the full sponsorship and control of the First Baptist Church. Financially, however, we operate from tuition and donations.

The Preschool Committee governs our preschool and is composed of five members plus the chairman. It is the job of this committee to provide guidance and support for the preschool.

AIM OF THE WEEKDAY PRESCHOOL

The preschool will strive to obtain high academic standards. It will seek to include everything that is used to prepare your child for kindergarten success, plus the Christian emphasis.

OBJECTIVE

The overall objective of a church weekday preschool is to provide a rich program of worthwhile experiences in a Christian environment, thus preparing the child for skills that are basic to success in later years.

AGE REQUIREMENTS

Each student must be an appropriate age by September 1st of the school year. We adhere to the age guidelines as the Bremen City School System. (example: a child registered for the two year class must be two by September 1st).

REGISTRATION

The registration fee for all classes is \$100.00. **The registration fee is not refundable.** The student is not considered registered until the fee is paid and the application is returned.

Tuition is not included in the registration fee. The registration fees purchase the student A Beka materials and provide the supplies that support the curriculum.

Registration opens in February for current students and church members. A student must return the application form and pay the registration fee before being fully registered. We do not hold places for any students. We register based on the order applications and registration fees are received.

TUITION

Tuition is due by the 1st of the month. If tuition is not paid by the 5th of the month, a \$10.00 late fee will be charged. Consideration for special arrangements can be made by the preschool director, however, non-payment is considered unfair to the other students and the people on the waiting list.

A parent will be contacted if tuition is late and a late fee will be assessed. If tuition is not paid by the 5th of the month, the student will not be allowed to attend preschool until the tuition and late fee is paid. If both are not paid by the end of the month, the student will not return to preschool.

All fees must be paid before the last day of school. Students or siblings may not register for the next school year if they owe money from previous years or if their account is not current. If a student falls behind on tuition after registering, the owed money must be paid by the last day of school in order to remain registered in our program for the following school year.

Students in the 4 year classes will not be allowed to graduate if all fees are not paid by the graduation date.

TUITION PAYMENT

Tuition may be paid by an electronic check or by our ACH draft. Information will be given to parents at orientation on payment options. We are unable to accept personal checks or cash.

WITHDRAWAL

It is understood that a child who is admitted to the preschool is to be enrolled for the entire school year. **It is requested that parents give a 30 day advanced notice to the preschool if it is necessary to withdraw the child from the program. Tuition will be charged during the 30 day notice.**

SCHOOL YEAR

As much as possible, holidays and closing dates of the preschool will be the same as the Bremen City School System.

Our preschool will be canceled if weather conditions are unfavorable for safe travel conditions. Please watch the church website, church Facebook page, Atlanta news or listen to the Bremen radio station for notice of cancellations. If Bremen City Schools are closed, our preschool will also be closed.

If Bremen City Schools delay their start time, FBC Preschool will also. If Bremen City Schools delays until 10:00 am, we will not have preschool on this day.

SCHOOL HOURS

All classes will meet from 8:20-11:15. Early morning drop off starts at 7:45 (\$3 fee) Pick up ends at 11:30.

- 5-day 4 yr—Monday-Friday
- 5-day 3 yr—Monday-Friday
- 3-day 3 yr—Monday, Wednesday, Friday
- 2-day-2 yr—Tuesday, Thursday
- 5 day-2 yr—Monday-Friday

LATE ARRIVAL TO PRESCHOOL

We run our pick up line until 8:30. If cars are still in line, we will unload until the line is completed. At 8:30, we begin our school day. Anyone dropping off after 8:30 will need to walk their child into the church and to the door of their classroom. Please stop by the church office to pick up a hall access key.

DISMISSAL AND PICK UP

Students will begin the dismissal process at 11:15. All students must go through our car line. For safety reasons, we ask that parents do not park and pick up their child.

If you must walk in for a special reason during drop off or pick up time, please do not park in our main lot. You must park in the lot across the street from the school (across from the four year old playground).

If picking up from the top parking lot, we ask you to make a right turn when leaving the lot. Turning left causes traffic to back up and creates an unsafe environment for everyone.

Safety of our students is of the utmost importance. Teachers are not allowed to conference at drop off or pick up time. Their responsibility is to assure all students go home safely. Always feel free to call and schedule a conference before or after school.

PICK-UP TIME (AFTER SCHOOL HOURS)

Pick-up time begins at 11:15 am. If your child is not picked up by 11:30am, it will be recorded as a late pick up. After 3 late pickups, a \$5 fee per late will be assessed. For each offense thereafter, a \$15 fee will be assessed.

We will use universal cellular system time to determine the time at pick up and drop off.

Please be on time to pick up your child. If a parent is continually late, the matter will be taken to the preschool committee and the child may be removed from our preschool.

ATTENDANCE

Regular attendance is beneficial to your child. If your child is absent more than one day, please contact your child's teacher. If your child has a communicable disease, please contact the preschool office.

HEALTH

Cooperation of parents is needed to help prevent the spread of communicable diseases. Parents should watch their child for colds and symptoms such as sore throat, nausea or vomiting, runny nose, diarrhea, skin rashes, inflamed eyes, earache, coughing, flushed face or fever.

If a child develops any of these symptoms at school, the parent will be notified to pick their up immediately. We ask for the child to be picked up within 30 minutes of calling.

If your child runs a fever (100.4 or above), he must be fever free for 24 hours without medication before returning to school. If the child is brought to school and still shows signs of illness, a parent or guardian will be called to pick up the child. We ask for the child to be picked up within 30 minutes of calling.

If your child is diagnosed with flu, he must remain out of preschool for 7 days past diagnosis.

If your child is positive for Covid 19, we must know immediately. We are under the authority of the Department of Public Health and will follow their guidance on quarantine or school closing. We will require a doctor's note before your child can return to preschool.

If anyone in your child's home or who is regularly around your child has Covid, we ask the child not to attend school during the contagious period. A doctor's note may be required for your child to return to preschool.

IMMUNIZATIONS

Georgia law requires preschool students to have specific immunizations or provide a waiver that exempts them from vaccinations. We are required to keep an updated immunization record on file.

Each student has 30 days from the beginning of school or from the expiration of the shot record to bring in the necessary forms to school. Please contact your private physician or local health department for certificate of immunization. Legally, we cannot continue enrollment for a student who has not provided an immunization record after 30 days.

If you choose not to vaccinate, you must provide a waiver. Georgia law allows two types of exemptions to vaccinations (medical or religious). We can give you a waiver at orientation.

FIRST AID

We strive to provide a safe environment for your child. Our teachers have been trained in CPR and first aid.

LICE

Lice can be a problem in the preschool setting. If a student has lice, he will be removed from the classroom. A parent will be called and the student will be sent home. If a case of lice occurs, the room will be treated after preschool hours.

A student with lice must be treated and checked by the director before coming back to preschool. Proof of treatment must be provided and the student must be completely nit free before the student is allowed into the preschool classroom.

If a child returns to preschool more than three times with lice, the student will be referred to the preschool committee for further action.

CLOTHING & PERSONAL BELONGINGS

All personal belongings and clothing such as hats, sweaters, gloves, coats should be clearly marked with the child's name.

Outer wear should be large enough for the child to put on without assistance. Coats will be stored in your child's book bag. **Please choose a book bag that is large enough to store your child's winter coat.**

RESTROOM HABITS

3 and 4 year old children must be potty trained to participate in the preschool program.

2 year old children are not required to be potty trained. We will work with the child in potty training if the child is showing interest.

If the child is not potty-trained, proper supplies should accompany the child, (diapers and wipes). Two year olds are asked to leave a change of clothing at preschool.

If your child has soiled clothes and does not have a change of clothing, we will contact the parent and the parent will be required to pick up the child.

If we cannot adequately clean up your child, the parent will be contacted to pick up the child. The preschool has an obligation to all students to educate them in a sanitary environment. All bags of extra clothing needs to have proper identification for the child.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are encouraged. We consider these of vital importance to the child, parent, and the teacher. The teacher will be glad to talk with you at an appointed time arranged between parents and teachers. Teachers will not discuss any problems the child may have in the presence of the child. Please call the preschool department to schedule a conference at any point in the school year. We are not allowed to conference during pick up or drop off.

VISTORS

We welcome parents to visit our preschool. Please stop by the church office to pick up a hall access key before visiting our classroom.

When leaving our preschool, we ask you to only exit out the office doors. Some of our doors do not automatically lock. We want to make sure our exterior doors are locked at all times. Safety of our students is very important to our preschool.

DISCIPLINE

One of the most important objectives to learn at preschool is how to get along with other people. School rules are developed to protect the rights of all students. These rules should be followed by students.

Learning to have control of one's behavior is a very positive learning experience for students. It adds tremendously to their feelings of self-worth. We believe that developing a sense of caring about the preschool, the community, and each other is very important. We provide opportunities for students to learn about getting along with others.

Students are expected to:

- Respect all preschool personnel
- Respect their fellow students
- Be attentive to the instruction planned by the staff so that all may learn and achieve success
- Not to use profane, obscene, or threatening language
- Fighting is not permitted under any circumstances.
- Show respect for the property of others

Each classroom teacher is to establish rules of conduct (classroom procedures) and the consequences for the failure to follow the rules for the student within the classroom (this usually consists of explaining the problem and time out or separation from classmates.)

Teachers are encouraged to handle day-to-day discipline within the classroom and to contact parents regarding recurrent problems. If a student repeatedly disrupts class by unacceptable behavior and is not responding to correction of the student's behavior, there is a discipline cycle we follow for unacceptable behavior such as, but not limited to, the following:

1. Defying authority
2. Physical violence with intent to hurt, such as hitting, roughing, biting, throwing toys, etc.
3. Use of abusive, profane, or disrespectful language or gestures.
4. Destruction or defacing of property of preschool or students (it is assumed that anything that does not belong to the student belongs to someone else)
5. Continuous disruptive behavior which interferes with the rights of others or interferes with the learning process.

DISCIPLINE CYCLE FOR UNACCEPTABLE BEHAVIOR

STEP 1

Students will be removed from the situation and the behavior will be discussed with the student. Depending on the offense, a time out may occur.

STEP 2

Student will be placed in time-out for an appropriate time according to the child's age. The length of time out will be one minute per age. Depending on the circumstances of the offense, a parent may be contacted.

STEP 3

If behavior is unchanged, the student will be brought to the director's office. If the problem continues, the parents will be notified to come immediately and pick up the child from the preschool.

STEP 4

If we continue to have problems with behavior or student, the teacher, director, and the preschool committee will meet to discuss whether the student should continue to be enrolled in the preschool program.

Parents have the right to address the preschool committee before a final decision is made. The Preschool Committee has the final authority on all discipline decisions.

MID-MORNING SNACK

Each child will bring a nutritious snack and drink in a lunch box or paper bag. Food and fruit of nutritious value is preferred. Please put your child's name on the lunch box.

Please do not send candy, glass bottles, or carbonated drinks. If sending fruit, such as apples or oranges, please peel the fruit at home. We do not have access to knives at snack time. If your child's snack requires a spoon or a fork, parents will be responsible for providing the utensil.

Our preschool is a nut free facility. Please do not send snack that contain nuts.

BACKPACKS

A backpack is required by the preschool program. All notes, announcements, messages, etc. will be sent home in your child's communication folder that will be given to you at orientation. Please check your child's backpack daily.

Winter coats are stored in backpacks. Please choose a backpack that is large enough for your child's winter coat to fit inside.

NEWSLETTER

A monthly newsletter will be sent home via Remind 101. This newsletter will contain information about dates and times of events taking place during the month.

REMIND 101 AND ELECTRONIC COMMUNICATION

Our school uses Remind 101 as a way of communication with parents. Remind codes specific to age groups will be given to parents. We ask each parent to join.

Each teacher will also use a form of electronic communication. Please join the communication groups to allow you to have information about our preschool events.

MESSAGES

Messages for the preschool teachers may be delivered in writing or you may call the church office and your call will be redirected to the preschool voicemail system. Messages will be checked daily, and calls will be returned as soon as possible.

TRANSPORTATION

The preschool does not furnish transportation to and from preschool.

TRANSPORTATION CHANGES

All transportation changes (riding with a friend or a person who does not normally pick a child up) must be made in writing or by phone call to the teacher or director. Please do not tell your child's teacher at drop off about a transportation change.

MEDICATION

If your child needs medication during the school day, a note must be sent to the teacher. This note must indicate the medicine name, purpose, time to be given, and dosage. We are not allowed to accept verbal instructions. We have a medication form that should be completed by the parent before we are allowed to give medication.

For the safety of all students, the medicine must be handed to the teacher at drop off. Please do not send medicines in book bags.

FIELD TRIPS

We will take several field trips this year. Information will be shared via Remind 101 and our newsletters. Parents are required to attend field trips and transport their child. Some field trips require all teachers to attend and for that reason, we will not have preschool on the date of the trip. This information will be shared on the permission slip.

EMERGENCY PLANS

Emergency plans are in place in case of severe weather, fire, power outage, and any other need for evacuation that may occur. A copy of this plan will be made available for review upon request. Parents will fill out emergency cards, which will be kept in the preschool office. Children will not be allowed to leave with anyone that is not listed on the card unless we have written or verbal permission from the parents.

If school ever needs to close early, this information will be communicated by our church website, our church web page, and through phone calls. Each student will need at least one local person on their pick up list.

SPECIAL PICK-UP ARRANGEMENTS

There are times when our church is requested for funerals. In order for us to respect the family of the deceased, we will make alternate arrangements for the classes that are picked up in the front of the church. Our alternative loading area is located behind the church. It is across from CVS Pharmacy.

DO NOT BRING

Children should NOT bring guns, knives, or candy to school. Toys are only allowed on share days or special occasions. Birthday presents should not be brought to school and exchanged.

BIRTHDAY SNACKS

You may bring a snack for your child's class on his/her birthday. Please coordinate time and date of this snack with your child's teacher. We ask all snacks brought in by a parent to be store bought (due to allergies)

TOYS

The children may bring items from home to share with other boys and girls, or to show them in a group period only on special days. The items that are not to be shared will be placed, by the child, in his/her locker. Please refrain from letting your child bring items of great value in case of an accident.

Play guns and knives will not be allowed. If a toy gun or knife is brought to preschool, the teacher will keep it until a parent picks it up.

PARTIES

Parties will be held for fall celebration, Christmas, Valentines, Easter and at the end of the year. Parents will be asked to organize these parties. Parties will be held in the classrooms. We do not wear Halloween costumes to the fall party. We ask all party food to be store bought (due to allergies).

GRADUATION

A graduation fee will be charged to each student in our four year old program to purchase the cap, gown, and diploma for the 4 year old preschool graduation.

WEBSITES

To obtain information on upcoming preschool events, go to our church website: fbcbremen.org. To email our preschool director, please use the email address weekdaypreschool@fbcbremen.org

If you need to communicate with our preschool during school hours, please call our church at 770-537-2371. The preschool office phone number is 770-537-2372. If no one answers, please leave a voice mail and your call will be returned as soon as possible.

COVID GUIDELINES

Our preschool will follow the guidelines set from Bright From the Start and the Department of Public Health. We will share information with parents as it is sent to us. At this time, we plan for a normal year.

We look forward to a wonderful school year! Thank you for choosing First Baptist Church for your child's preschool experience!

