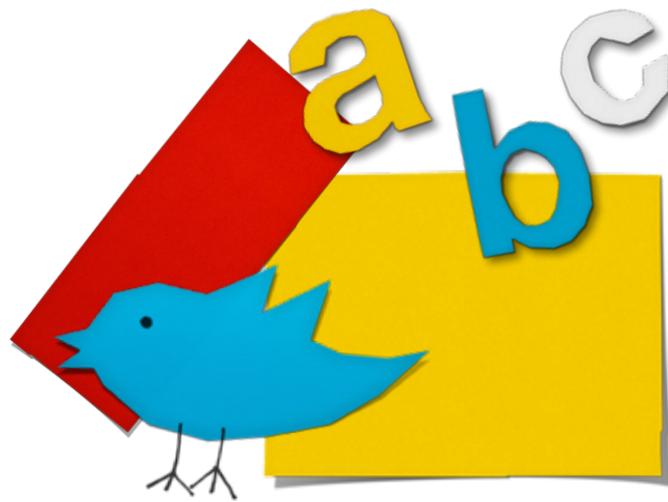


First Baptist Church Preschool & Kindergarten

Parent Handbook



Please access this handbook for reference throughout the school year.

First Baptist Church
402 S. Key
Lampasas, Tx 76550

*Adopted by the First Baptist Church Preschool Committee
February 19, 2017*

TABLE OF CONTENTS

1. Introduction	
Statement of Mission and Philosophy.....	4
Goals and Objectives.....	4
Organizational Structure.....	4
Licensing Authority.....	5
Liability Insurance.....	5
II. School Policies	
ENROLLMENT	
Registration.....	6
Enrollment Requirements.....	6
Enrollment Forms	
Student Medical	
Classroom Divisions and Groupings.....	8
Class Sizes	
School Year Calendar.....	8
Hours of Operation.....	9
Tuition.....	9
Early Arrival.....	10
Vision and Hearing Screenings.....	11
Withdrawal from School.....	11
Parent Initiated Withdrawal from School.....	12
Grievance Procedures.....	12
TEACHER QUALIFICATIONS & RESPONSIBILITIES	
Teacher Qualifications.....	12
Supervision of Children.....	13
Daily Schedules.....	13
Screen Time.....	13
Curriculum.....	13
Religion.....	14
BEHAVIOR MANAGEMENT & DISCIPLINE	
Behavior Management/Discipline.....	15
Biting.....	16
Children Who Need Special Accommodations.....	17
PARENT INVOLVEMENT	
Drop Off and Pick Up.....	17
Saying “Goodbye” (Separation).....	18
Parent Visitation.....	19
Parties and Celebrations.....	19
Assessments and Parent Conferences.....	19
Communication.....	20

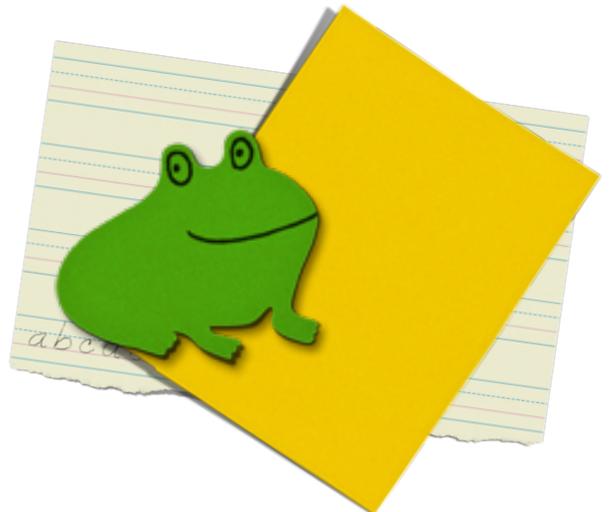


Privacy..... 21
 Child Custody Matters..... 21

HEALTH, NUTRITION, & SAFETY

School Attire..... 22
 Health..... 23
 Keeping your child home from school
 Allergies
 Policy with regard to specific symptoms
 Minor Injuries
 Water and Water Bottles..... 25
 Sunscreen and Insect Repellant..... 26
 Snacks..... 26
 Safety..... 26
 Recognizing and Reporting Child Abuse..... 29
 Universal Precautions..... 29
 Pest Control..... 29
 Live Pets and Animals..... 29

III. Frequently Asked Questions..... 30
 IV. First Baptist Church and Preschool Staff..... 33
 V. First Baptist Church Worship Information..... 34



I. INTRODUCTION

STATEMENT OF MISSION AND PHILOSOPHY

The purpose of First Baptist Church Preschool and Kindergarten (The Preschool) is to provide a well-rounded program of education for the children enrolled at FBC Preschool. Through our program, each child is given the opportunity to grow and develop spiritually, cognitively, physically, emotionally, and socially within a loving, Christian environment. We believe all children are a gift from God with God-given personalities, talents, skills, and strengths. We strive to provide an environment where the children can develop a love of learning while building self-esteem and self-awareness and while building their own unique relationship with Jesus Christ.

GOALS AND OBJECTIVES

The early years are a critical time for a child's lasting success in learning. The following are goals that the school shall strive to achieve:

- *Presentation of curriculum through developmentally appropriate practice
- *Tailoring curriculum to meet children's individual needs and learning styles
- *Providing a loving, hospitable atmosphere for families
- *Teaching practices that reflect the most current trends in early childhood education
- *Providing ongoing teacher education for all staff

ORGANIZATIONAL STRUCTURE

The affairs of the school are governed by the First Baptist Church Preschool Committee which meets frequently throughout the year. This committee is comprised of designated members of First Baptist Church under the leadership of a Committee Chairperson. Committee membership is held for three year terms, and new committee members are determined once a year. The Committee supports the teachers and the Director and makes policies and financial decisions for the governance of the preschool. The Preschool staff consists of the Director, classroom teachers, and a Safety Aide. The teaching staff and the Safety Aide report to the Director, and the Director reports to the Pastor of First Baptist Church and the Preschool Committee.

LICENSING AUTHORITY

The Preschool is licensed by the Texas Department of Family and Protective Services. All of the guidelines for operating procedures, administration of the school, and laws are outlined in the Minimum Standards. A copy of this document can be found at <https://www.dfps.state.tx.us>. It is required that each staff member be trained on various elements of this manual annually. Each licensed center is responsible to a licensing representative who visits the facility annually for inspection of applied Minimum Standards. Any cited violations are posted for the public for a period of 60 days, and are available on-line at <https://www.dfps.state.tx.us>. The results of the visit are also posted in the lobby of the Preschool building for review.

The Preschool is licensed as a Child Care Center. Our center is licensed to care for up to 85 children. If you have any questions about the services provided by Licensed Childcare Centers, please contact the Department of Family and Protective Services at:

Department of Family and Protective Services

Street Address

701 W. 51st St.
Austin, Texas 78751
(512) 438-4800
E-mail: www.dfps.state.tx.us

Department of Family and Protective Services

Local Licensing Office

Killeen
405 E Elms Rd.
Killeen, Texas 76542
(254) 526-9011

We are required to notify parents that we are in a gang-free zone. This means that certain gang-related criminal activity or organized criminal activity within 1000 feet of our school is a violation of Texas law and is subject to increased penalty.

First Baptist Church Preschool & Kindergarten is a tobacco-free and weapon free campus. Smoking and the use of any other tobacco product as well as having in possession any weapon is prohibited on any portion of the church and school grounds. Please notify the school office if you witness someone who is not in compliance with this policy.

Notice Of Nondiscriminatory Policy As To Students

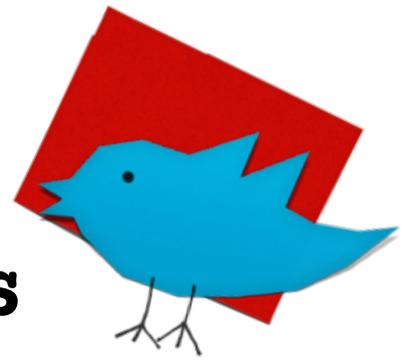
First Baptist Church Preschool and Kindergarten admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

LIABILITY INSURANCE

The Preschool meets all state requirements regarding insurance coverage for children enrolled in a licensed facility.



II. SCHOOL POLICIES



ENROLLMENT

REGISTRATION

Registration is open in Spring for the next school year. The priority in registration will be as follows:

- *Currently enrolled students (families) who are current with their tuition payments
- *General public

When a class becomes full, a waiting list will be created with the names and phone numbers of interested families. As space becomes available, parents will be contacted in the order of the priority list above. In order to be registered, **all families must pay an annual, non-refundable registration fee of \$70 (\$40 for each additional child in the family) as determined annually by the Preschool Committee.**

ENROLLMENT REQUIREMENTS

Enrollment in the Preschool shall be open to any child according to the priority registration schedule provided that the program can meet the needs of that child. Enrollment shall be granted without discrimination in regards to sex, race, creed, or political belief.

In determining whether a child will be admitted to First Baptist Church Preschool & Kindergarten, the Preschool will consider the child's chronological age, developmental progress, potential for positive school participation and conduct, and the expressed commitment of the child's family to support the mission, policies, practices, and curricula of First Baptist Church Preschool & Kindergarten.

In order for a child to attend the Preschool, the Preschool must be provided current records of enrollment that are provided to parents at the time of registration, and the family must be current with all fees and tuition. It is requested that if information changes during the course of a child's enrollment, parents notify the school immediately of any change. It is particularly important that the Director and your child's teacher have current telephone numbers where parents can be reached at all times.

ENROLLMENT FORMS

These forms are given to parents at the time of Registration in a “Registration Packet.” These forms must be filled out truthfully and completely by the child’s parent or legal guardian. Information that must be supplied on these forms includes emergency contacts, permission to release, the financial agreement, health history information including shot records, and a doctor’s statement of health. Enrollment forms must be completed each year that a child is registered to attend the Preschool. Parents (legal guardians) must sign and date the forms.

STUDENT MEDICAL

A medical form must be completed for each child every year. This form must have the signature of the child’s physician, and it must state that the child has been seen in the last year by the physician and is in good health to attend school. All children who enroll in First Baptist Church Preschool must be immunized. A copy of each child’s shot records should be on file with the Director, and the shot records must have the child’s name and birthdate printed on it. Texas licensing requirements state that all immunization records must be current. As your child receives new immunizations, please bring a copy of the updated shot records to the Director. Immunization records are audited periodically throughout the year. If your child is missing any immunizations, you will be notified and expected to bring in proof that your child is current on his/her immunizations within 24 hours of being notified. Any child who is not current on their immunizations, or has not produced a current shot record within 24 hours, will be asked to not return to school until compliance with this policy has been satisfied. A parent who chooses to not have their child immunized according to the Texas State Health Department schedule for immunizations must supply the school with a notarized affidavit reflecting which shots you are choosing not to give your child. The affidavit must be on file before the child is allowed to attend school.

All students with Food Allergies are required to submit a Food Allergy Plan to the Director prior to attending school. This plan must be created by a physician and signed and dated by the physician, or nurse, and also signed and dated by a parent or legal guardian of the child. Along with the Food Allergy Plan, parents must also supply the non-expired, prescribed medications and a corresponding Dispensing Medication Authorization Form for each medication outlined by the child’s physician in the Food Allergy Plan. (Also see section ALLERGIES.)

All students with non-food related allergies who require medication are also required to supply the school with non-expired medications and a corresponding Dispensing Medication Authorization Form.

All students who are four years old during the first semester of school each year will have their vision and hearing screened as required by the Texas State Health Department. If your child turns four years old after our school has screened the children in our school, you will be required to have your child screened at their 4 year old well-check appointment and provide the school with the screening results.

CLASSROOM DIVISIONS AND GROUPINGS

The Preschool is divided into three programs. Our 3 year old program, 4 year old program, and Kindergarten. Children are placed into the program classes according to their age on September 1st of the current school year. Children are not allowed to advance to an age group older than their current age. Exceptions to enrolling a child whose age is different than the typical age of the classroom may be made by the Director in order to best accommodate a child's developmental ability and meet the child's needs, and this accommodation may only be considered if the child will best function in a class of children younger than himself/herself.

If on August 1st of the upcoming school year, there are 3 year old spots available, our program allows children to enroll who are 2.5 years old on September 1st as long as the child is potty trained and turning 3 years old on or before December 31st of the same year. An exception to this policy can be made by the Director if a First Baptist Church Preschool & Kindergarten staff member has a child of her own who is 2.5 on September 1st and turns 3 after December 31st. All parents of children who enroll a 2.5 year old will be required to sign a Directive for Enrollment for 2.5 Year Olds. As outlined on this form, the child will be assessed over a period of one month to determine if the child is preschool-ready. This means that the child must be fully potty trained, be able to sit and listen for short periods of time, be able to follow simple directions, and be able to focus attention on one task for an appropriate length of time. The child is to complete an evaluation month during which the teacher and director will evaluate the child's ability to handle being in a school environment. The parents are to be informed that the child will not be able to advance with his/her group, because his/her age will prohibit enrollment in public school at the end of the 2nd year of the child's preschool experience. The child will be retained in the 3 year old class for a second year and will advance with his/her age group following the 2nd year.

CLASS SIZES

Class sizes are determined by the Minimum Standards for teacher-child ratios and the square footage of each room.

Child placement in our classes is the responsibility of the Director who will receive input from former teachers, parents, and outside professionals when necessary. Parents may request a teacher for their child, but while parent requests are considered, they are not guaranteed to be fulfilled.

SCHOOL CALENDAR

The school calendar is set by the Director. As a general rule, the school year runs from the week of Labor Day in September to the middle of May. The Preschool follows the Lampasas Independent School District calendar for Christmas break, Spring break, other holidays, and bad-

weather days throughout the year. **If LISD calls a late start due to bad weather, the Preschool will not have classes that day.** If LISD is closed due to bad weather or other emergency, our program will also be closed. All families will receive a FBC Preschool and Kindergarten calendar as well as an LISD calendar at the time of registration. In the unlikely event that a change must be made to the approved school calendar, adequate parent notice will be given.

In the event we must close the school after the school day has begun because of electricity outage, plumbing or water cut-off, national or local emergency, or for any other reason, we will notify parents that they must pick up their child immediately. (It is a health requirement that there be running water in order for school to be in session.)

HOURS OF OPERATION

FBC PRESCHOOL & KINDERGARTEN CLASS TIMES

Monday through Friday 8:00 a.m. - 11:55 a.m.

FBC PRESCHOOL & KINDERGARTEN

Early Arrival

Monday through Friday 7:45 a.m. to 8:00 a.m.

FBC CHURCH OFFICE

Monday through Friday 8:30 a.m. - 4:30 p.m.

It is important that parents adhere to the hours of operation when dropping off and picking up children. The time before school begins is used by the teachers to prepare for their day. They will be unable to meet with you before school unless a conference is scheduled ahead of time.

Parents, or caregivers, who consistently pick up a child at least 15 minutes late are assessed a fee of \$2.00 for the first 15 minutes and \$1.00 per minute after 11:55 a.m. Determining whether a parent is consistently late picking up their child is the responsibility of the Director. The late fees will be included on the following month's invoice.

As a courtesy to the staff and to your child, we ask that you call the school and notify us if you are running late. Late fees will still be assessed even if we are notified.

TUITION

Tuition is set by the First Baptist Church Preschool Committee and is reviewed annually. Current tuition rates can be found on the TUITION PAYMENT PLAN form in your Registration Packet each year and on our website at www.fbclamapasas.com under Weekday Preschool. To

help parents financially, the total tuition for the year is divided by 9 months to get the monthly tuition rate. This is the reason parents pay the full price every month, even if we have school just a few weeks of the month (ex: December). If you choose to make payments monthly by the nine-payment plan, each payment will be due a month in advance. In other words, *the first payment of the year will be due on August 1 and will be late after August 15. The ninth payment will be due on April 1 and late after April 15.*

Here is a summary of the payment plan options:

- (a) annual tuition *paid in full* before August 15
- (b) annual tuition in *two payments* before each semester begins
- (c) annual tuition in *nine payments* one month in advance

Credit is not given for a child's absence—including vacations, illness, or holidays. Credit is not given if the school is closed due to weather events, local or national emergencies, or any other events beyond the school's control. A tuition statement will be given to you monthly reflecting the current balance due. We accept checks or cash, and payment may be dropped off in the church office during business hours. Please make checks payable to First Baptist Church with your child's name on the memo line.

Occasionally families have special situations that cause them to fall behind on tuition payments. If this happens, please communicate your situation with the Director so that she is aware of your desire and efforts to pay your tuition. If a parent fails to communicate with the Director and fails to make efforts toward paying the tuition, the student will be withdrawn from school and will be unable to attend.

Our center gives a 10% discount to parents with more than one child enrolled in our program.

EARLY ARRIVAL

We offer early arrival spots each year. These spots will be filled on a first come, first served basis depending on the date your application and fee are submitted. The Early Arrival application can be found in your registration packet. Early Arrival students may arrive as early as 7:45 a.m. These students stay with a designated Preschool staff member until 8:00 a.m. when they will be dismissed to go to class.

There is a non-refundable application fee for Early Arrival. If your application is approved, the fee will be applied to your first month of Early Arrival usage. All applicants will receive notification regarding the status of their application prior to the beginning of the school year.

We will allow parents who need to occasionally drop off a student early use the Early Arrival option at a rate of \$5.00 per day. Parents will be billed for Early Arrival use.

VISION AND HEARING SCREENINGS

Vision and hearing screenings are required for all children 4 years old and older in the State of Texas, and the results of the screening must be submitted to the State of Texas. For your convenience, a certified evaluator will be on campus in the fall and will screen every child who is 4 years old and older. Parent notices will be sent home letting you know of the scheduled screenings.

From time to time, the school may ask professionals, such as language specialist or behavioral specialists, to observe particular classrooms with the purpose of helping teachers improve their practice.

WITHDRAWAL FROM SCHOOL

Occasionally it is necessary to ask a parent (legal guardian) to withdraw a child from our program. If any of the following guidelines are met, and our staff determines that efforts to teach the child appropriate behaviors have proven ineffective, a child could be withdrawn from school:

1. Is the child's behavior a danger to himself?
2. Is the child's behavior a danger to others in the class or school environment?
3. Is the child's behavior destructive to the equipment and materials?
4. Is the child's behavior hampering the learning and/or safety of others in the class?
5. Is the child showing signs of not being school-ready including the following:
 - A. evidence of not being fully potty trained
 - B. inability to follow simple one step instructions
 - C. inability to understand basic social instructions regarding keeping hands to self, perpetual biting, and/or respectfully and appropriately moving through the classroom and the building

Other occurrences that may cause a child to be withdrawn from school include, but are not limited to...

1. Parents/Guardians/External Caregivers are verbally disrespectful to the school's or church's employees.
2. The family is consistently late in picking up the child.
3. Tuition and Fees are not being paid.
4. The child's health or educational needs become such that the school is unable to provide appropriate schooling.
5. Custody arrangements between parents are such that the school cannot satisfy one or both parents' wishes. See section regarding CHILD CUSTODY MATTERS.

If a parent/guardian/external caregiver are the cause of a child's dismissal, all children in the family are withdrawn from the program.

PARENT INITIATED WITHDRAWAL FROM SCHOOL

If a parent desires to withdraw a child from our program, the parent should inform the Director in writing at least one month before the date of withdrawal.

Tuition refunds will be granted on a case-by-case basis. Requests for a tuition refund are to be made to the Director.

Registration fees are NONREFUNDABLE.

Re-enrollment of a withdrawn child is at the discretion of the Director and the FBC Preschool Committee on a case-by-case basis and is dependent on availability.

GRIEVANCE PROCEDURES

It is in the best interest of children, families, teachers, and the school for concerns and complaints to be addressed in a timely and professional manner. For PARENTS/LEGAL GUARDIANS who have a concern or complaint about a school-related issue, please follow the procedure in this order:

1. Schedule to speak to your child's teacher first. If not resolved, then...
2. Schedule to speak to the Director. If not resolved, then...
3. Write a letter to the First Baptist Church Preschool Committee Chairperson and deliver to the church office.
4. After a decision has been rendered, the Preschool Committee Chairperson will send a response to the Parents/Legal Guardians in writing.

TEACHER QUALIFICATIONS & RESPONSIBILITIES

TEACHER QUALIFICATIONS

The Preschool is fortunate to have outstanding early childhood professionals working with your child. All employees meet the licensing requirements in order to be able to teach in a licensed facility in the State of Texas. These requirements include FBI fingerprints, background checks, CPR and First Aid certification, orientation, 24 hours of preservice training, and 24 to 30 annual hours of professional development training.

SUPERVISION OF CHILDREN

Your child's safety is always at the forefront of what we do at First Baptist Church Preschool and Kindergarten. Teachers supervise by positioning themselves to see and hear as many children as possible around their classroom. Teachers are required to count children before and after all transitions to and from their classroom during their day in order to account for each child at all times.

DAILY SCHEDULES

The teacher is responsible for posting and maintaining a daily schedule of events for the classroom. This schedule should reflect segments of the day such as greeting, morning activity time, snack time, outdoor time, learning center time, chapel, and other such events indicative of a child's day. The daily schedule should be posted in a prominent location for parents to view when entering or leaving the classroom each day.

SCREEN TIME

Technology, or screen time, may be used in our program when it is too cold or wet to take the children outdoors for recess. On occasion, our teachers may choose to incorporate educational screen time periodically in their lesson plans. All other screen time requests must be submitted by the teacher to the Director ahead of time for approval. Our 3 year old and 4 year old programs assess the students twice a year using a computer-based assessment module. Students are expected to view the teacher's computer screen and answer questions. Each segment of the module requires a child to be in front of a screen for no more than 5 minutes at a given time.

CURRICULUM

Teachers are required to follow the Texas PreK Guidelines when planning lessons for their classroom. Lesson plans are to incorporate the main objectives addressed in the guidelines such as Language Arts, Math, Social Studies, Science, fine motor, and gross motor skills. Our 3 year old program uses the We Can curriculum, and our 4 year old program uses the Frog Street Press curriculum. PreK classes use themes to form the basis of activities and teach concepts through learning centers as described in the ECircle Manual produced by the University of Texas. These centers include space for the Math and Science Center, ABC Center, Art Center, Library and Listening Center, Construction Center, Pretend and Learn Center, and the Writing Center. The Kindergarten lesson plans are built around the Texas TEKS for Kindergarten.

Learning materials and equipment in our program are used to implement the curriculum and are reflective of the lives of the children and families we serve. The learning materials are frequently rotated throughout the year to capture the themes of the curricula and reflect the

diversity found in society. The classroom environment is designed to encourage exploration, experimentation, and discovery while promoting action, interaction, and problem solving.

RELIGION

Our mission is to create a learning environment for your child that is both stimulating and rewarding. We encourage the social, physical, spiritual, intellectual, and creative well-being of each child. Our philosophy, in conjunction with a low child to teacher ratio, is to provide FBC Preschool children with an optimum learning, loving Christian environment. We know we are successful when our children grow up knowing that school is a great place to be and that Jesus loves them!

We believe that each child is an individual, a gift from God, born with the desire to learn. We provide a high quality preschool education coupled with a warm and nurturing environment for each and every child.

We welcome children of all faiths, however, we will teach according to the following statements. We will communicate to the children that we believe God made us and God loves us. We will model thanking Him as we talk to Him through prayer. We will sing songs to Him, and about Him, as we teach the children to worship. We will teach that the Bible is God's words, and that Jesus is God's son. We will teach that Jesus was born, and He is the reason we celebrate Christmas. During the Easter season, we will teach that Jesus died on a cross to save us from our sin and rose again on the third day.

We will teach that God created the world and all living things. We will teach and describe the family unit as defined by scripture where the members of the family unit include Mommy, Daddy, Brother, Sister, Grandma, and Grandpa. We will teach that God desires our obedience and repentance, and offers us forgiveness and help when we struggle to obey.

We will teach faith-based lessons each day of the week in the classrooms. We will have school-wide chapel for 25 minutes on Wednesdays at 9:00 a.m. Chapel is a designated time for the entire school to experience learning, worship, and prayer in a fun, engaging time of music and a Bible lesson. Our faith-based lessons are designed to link the academic lessons and curriculum to the child's faith. For example, Bible verses related to the academic themes will be taught and memorized. When the students are learning about Winter and snowmen, the children will also learn a Bible verse about winter.

BEHAVIOR MANAGEMENT & DISCIPLINE

BEHAVIOR MANAGEMENT/DISCIPLINE

The staff at our Preschool are empathetic, loving, and understanding when dealing with each child as he/she learns, plays, and works with others. Our teachers know that a large part of learning comes from making mistakes. Teachers are trained to redirect children toward positive choices. It is the responsibility of the teachers and the parents to effectively and positively encourage children toward appropriate behaviors. Appropriate behaviors include all behaviors that result in the safety of self and others, positive and encouraging language, and behaviors that help keep the classroom environment conducive for learning. All discipline will encourage self-esteem, self-control, and self-direction.

Our center's approach to discipline, as outlined below, is implemented as needed. The goal of our discipline is to train up the children in our program using spiritual disciplines the children can use for the duration of their life. The goal of our discipline encompasses the following:

REDIRECTION

Children are taught that their inappropriate behavior is unsafe, hurtful, or disruptive. The children are redirected and given positive words or actions to replace the negative words or actions.

REPETITION

If the inappropriate behavior continues after a teacher has taught the appropriate behavior (via classroom rules, one-on-one instruction, whole-group instruction, and/or modeling the appropriate behavior) the child will be redirected up to 2 times. If the child's behavior does not improve after redirection, but continues to be unsafe, hurtful, or disruptive, the child will be told to sit in time-out. If a child has 3 time-outs in one day, we will call the parents to pick the child up from school. The child will be allowed to return when he or she is able to perform properly in the classroom.

Time-outs will not exceed the length of minutes that equals the number of the child's age. For example, a 4 year old child's time-out will not exceed 4 minutes in length.

REPENTANCE

When a child's time-out minutes are complete, the teacher will ask the child if he/she knows why he/she was put in time-out. This question encourages the child to verbalize the inappropriate behavior. The child is then reminded that God wants to help him/her when it is hard to make good choices. The teacher models a prayer with the child where the child tells God he/she is sorry for the behavior (specifically stated) and asks for God's help to make a better choice next time. The teacher reminds the child that God forgives him/her and wants to help him/her make better choices.

The goal in discipline is to never send a child home from school, but to teach the child the appropriate behavior and to teach the child to depend on God for help. Parents will be involved in the process and communicated with as needed. Parents are key to the success of all behavior management of young children. Parents will be given advice from the teacher and the Director on methods to use at home to help the child learn how to make appropriate choices. Our goal is to become a team with the parents as we work together for the benefit of the child. Parents are encouraged to talk with teachers when they feel that their child is having difficulties at school, or if they can provide insight into their child's behavior.

Under no circumstances will a teacher use physical or psychological punishment with a child. Recess will not be taken from a child unless a child's timeout is required at the same time that the child's class is dismissed to the playground. In this situation, the child will sit in time-out either with the Safety Aide or with the teacher outside and will join recess following the time-out minutes. Food will also not be taken away when helping a child through the discipline process.

If the child's behavior is due to a suspected developmental delay, the teacher will schedule a parent conference to communicate the observations to the parent and create a plan for helping the child with behavior.

Parents must annually sign the TXDFPS Discipline and Guidance Policy form found in the child's Registration Packet. Our behavior management and discipline policies conform to the Discipline and Guidance Policies outlined by the TXDFPS.

BITING

Biting is a behavior often seen with young children. While our approach to biting is consistent and universal, there are circumstances that cause us to treat each incident with an understanding of development and possible cause. Children can bite for many reasons: frustration, lack of language, oral-motor stimulation, excitement, and even happiness. As you can see, the reasons for biting vary greatly which requires use of a variety of approaches. The procedures that will remain consistent and universal are as follows:

1. First, we try to program the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and learning materials. We also work to model acceptable and appropriate behaviors for the children to help them learn words to express their feelings and give them tools to resolve conflicts with our help. The child will be responded to with strong disapproval of the biting.

2. Second, if a bite does occur, we help the child who was bitten. We will reassure him/her and care for the bite. If the skin is not broken, the child may sit with an icepack on the sore. If the

skin is broken, we will clean the bite with soap and water and cover the bite with a bandage. The parents of the wounded child will be notified of the incident.

3. Third, the parents of the biting child will be notified, and information will be gathered about whether or not the child is biting outside of our program as well. A plan will be created by the teacher and the Director to help the parents and the teacher correct the child's behavior and teach the child appropriate communication skills.

We wish we could guarantee that biting will never happen in our program, but unfortunately we know there is no way to prevent all biting. We will respect the growth and development of each child involved, and confidentiality will be upheld at all times out of respect for all families involved.

CHILDREN WHO NEED SPECIAL ACCOMMODATIONS

It is the desire of the Preschool to welcome all children into our midst. In order to do that to the best of our ability, we ask that parents inform the school if/when their child has been diagnosed with a condition or impairment that may impact the child's successful participation in the normal activities of the school. For children who have needs that are not being met by our program and staff, we may make recommendations for professional evaluations which could result in suggestions for personalized, supplemental, educational services, or as a last resort, alternate schooling. If an educational consultant or therapist needs access to a child during school hours, arrangements will be made through the Director for scheduling.

If a child should require evaluation, it is the responsibility of parents (legal guardians) to initiate their child's evaluation through the local public school district. Our staff appreciates open communication, and the child benefits greatly when strategies are shared between professional therapists, parents, and the preschool staff. By building a partnership between each other, valuable information can be disseminated to best help your child.

PARENT INVOLVEMENT

DROP OFF AND PICK UP

You have the option of **driving** up to the front door, or **walking** up to the back door, to pick up your child from school. You will be provided with an FBC Preschool display card with your child's name on it. Please display this card every time you, or the person you designate, picks up your child from school. This will help our staff know with full confidence that we have released your child to an approved individual.

If you drive up to the front door, teachers will load your child into your car for you. Please display your pick-up card on the front windshield so our staff can see from a distance who you are picking up. We will only load children into vehicles that supply adequate carseats or booster seats as required by state law. If you drive up and do not have the proper seat for your child, you will be asked to park and walk up to get your child. **If our staff has knowledge of a child being picked up from school without proper seating, we will be obligated to report the incident to law enforcement.**

If you walk up to the back door (the red door located at the far end of the playground nearest Key Avenue which exits to the south parking lot) teachers will dismiss your child to you upon presentation of your FBC PRESCHOOL display card.

Please be prepared to show your identification if one of our staff members requests to see it to verify your identity.

SAYING “GOODBYE” (SEPARATION)

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following goodbye practices with children in our program:

- *Children should be walked in (not carried in).

- *Present your child to the teacher upon arrival. The greeting between teacher and child is very important.

- *Develop a system for how you will say goodbye to your child and stick with it. This will allow your child to learn how to walk in confidently and without anxiety. (Allowing the child to dictate the goodbye ultimately causes more stress and anxiety for the child.)

- *Separation should be sweet and brief. Talk to the child before arriving at school and remind him/her what you will do when you drop him/her off.

Example of your conversation with your child: “Remember, I will walk you to your classroom. You can give me a hug. Then you will go sit in your chair.”

- *Parents should encourage their child to make friends with the teacher and other staff. The child should look forward to being at school without feeling guilt or disloyalty to a parent.

- *If your child expresses high anxiety during the first two weeks of school, our staff will give you a courtesy call to let you know how your child is doing after you have left the building.

PARENT VISITATION

Custodial parents and legal guardians are welcome to visit their child at school as long as the visit does not interrupt the child's ability to function in the class. Parents and legal guardians must be signed in and signed out on the Visitation Log if the parent or legal guardian will be spending more time in the building than the time it takes to drop off or pick up the child. Parents will indicate in the Registration Packet on the admission paperwork who is authorized to attend the child's parties throughout the year.

PARTIES AND CELEBRATIONS

Classroom parties and celebrations are an integral part of the early childhood classroom experience and provide a good way for parents to volunteer. Our program plans parties for the following: Fall, Christmas, Valentine's Day, and Easter. At the beginning of the year, teachers will ask for a volunteer classroom Room Mom and for parent volunteers to assist with parties. It is asked that every parent help with at least one party during the year, and parents are strongly encouraged to help as much as they are able. Parties are held in the child's classroom and are the responsibility of the parents to plan and execute. Parents are allowed 30 minutes prior to the party start-time to setup and decorate the classroom. Please keep party activities, snacks, and favors simple, nutritious, and inexpensive. A menu of party snacks to be served must be submitted to the Director two weeks prior to the date of each party. All snacks must be store-bought. (Also see section SNACKS.)

Birthdays may be celebrated by parents sending special birthday treats for their child to share with classmates. Birthday snacks must be store-bought and submitted for our school menu one week prior to the day the snacks will be served. Your child's teacher will be the best guide as to an appropriate treat. Please check with your child's teacher for her classroom birthday snack suggestions. Teachers determine for their individual class how birthdays will be celebrated. Please DO NOT send candles or favors. Birthday party invitations can be distributed for parents as long as every student in the class receives an invitation.

ASSESSMENTS & PARENT CONFERENCES

Assessing a child serves the following purposes:

1. It helps us determine whether our curricula are meeting our goals.
2. It helps our teachers ensure that we are meeting each child's needs in all areas of development.

3. It helps us see the academic, social, and emotional progress our students are making throughout the year. All assessments are kept confidential between the child's teacher and the Director and are only shared with parents or legal guardians of a child.

Teachers keep a portfolio of samples of each child's work as well as informal documentation of observations made on each child.

Parents are encouraged to schedule conferences throughout the year with their child's teacher to learn about their child's progress. Parent conferences are confidential meetings where the parents (or legal guardians) can ask questions about how their child is progressing academically, socially, emotionally, and spiritually. Our staff strives to learn as much as possible about each child's family dynamics in order to best understand each child and how the child learns best. Understanding parenting styles, discipline techniques, religious and spiritual values, and the overall family's mission statement helps our staff love and nurture each child.

COMMUNICATION

First Baptist Church Preschool & Kindergarten uses a variety of methods for communicating with parents and legal guardians of students. Email and letters home are the two methods for regularly communicating with parents. The First Baptist Church's website (www.fbclampasas.com) under Weekday Preschool provides access to the Parent Handbook, teacher and staff email addresses, as well as current tuition rates. Late invoices, parent reminders, field trip permission slips, and various classroom notices and letters will be sent home with each child. Please check daily to see if your child brings home information from school.

Phone calls to parents are made in some instances, such as when children become ill while at school or when a child's behavior needs to be communicated to a parent. When announcing school closings, the school will send emails, post the announcement on our Facebook page @FirstBaptistChurchPreschoolLampasas, and/or call parents depending on the urgency of the closing and whether or not children will need to be picked up from school.

COMMUNICATION REGARDING OBSERVATIONS

A classroom teacher may be the first person to notice unusual behaviors or possible delays in a child who has not yet been identified as having a disability or special need. Since early identification and intervention are most effective, teachers have a responsibility to share their observations and concerns with the child's family and to encourage them to seek an appropriate evaluation. Teachers will start by observing and recording the behaviors that seem unusual or raise concern. The teacher will describe observations in terms of behavior and will schedule a time to sit down with the child's parents or legal guardians and share these observations and

concerns. Teachers will provide families with information about how to locate an appropriate provider, such as through the local school district, if the family decides to pursue an evaluation.

PRIVACY

Contact Information:

Your contact information will only be disseminated with your permission. At the beginning of the year, we will request your permission to give your contact information to the classroom Room Mom. We will also request, in your Registration Packet, permission to publish pictures and video of your child using various media.

Confidentiality:

In conversations and conferences with other parents, your child's name will not be used by our staff. Any other child mentioned will be referred to as "the other student". Our system of confidentiality will stand to protect the privacy of all families in our program out of respect for the growth and development of each child.

Parent to Parent Interaction:

First Baptist Church is not responsible for how parents share information or pictures. However, we expect parents to respect others' right to privacy.

CHILD CUSTODY MATTERS

It is the goal of our school to work in partnership with parents to implement our programs in a safe, nurturing environment. As a general presumption, all parents (whether biological or adopted) and legal guardians have the rights enumerated in the Texas family code, 153.071. Where there is no Order modifying the parental rights, both parents share the same rights and responsibilities with respect to their child/children. In order to accomplish the goal of partnership between school and parents (legal guardians), all caregivers shall comply with the following guidelines:

- * Upon enrollment, a parent or legal guardian is to supply the Director with the divorce decree or court order establishing the rights of each parent or caregiver. Any modifications to those orders shall be provided immediately upon issuance by the Court. Legal guardianship must be substantiated with official court documents in order to be honored by our program.
- * Campus personnel will make their best efforts to interpret and comply with the terms of the orders affecting the parent child relationship.
- * Parents or legal guardians are welcome to attend school functions and volunteer in the classroom as long as their presence is in compliance with court orders and as long as their

presences is not disruptive to their child or the class as a whole. The school determines if parents or legal guardians are a disruption.

- * The Preschool building will not be used as a visitation site.
- * The parent or legal guardian shall not ask the teacher or administration to inform them when the other parent or other legal guardian visits the school, participates in school activities, asks the teacher for information, or requests information from the office.
- * Students will be released consistent with the terms of the court order—that is, they will be released only to those persons identified in the order and only at such times required. The school's enrollment form release and emergency information must be consistent with the court order. If the order allows for a parent to designate another competent adult to retrieve the child from school, such designation must be in writing and signed by the parent.
- * The school reserves the right to ban any person who causes a disruption or has not legitimate purpose for being on campus.
- * If the school finds that it is impossible to work with the family due to the parents' or legal guardians' disagreement regarding the interpretation of the court orders; or if either parent or legal guardian refuses to comply with the court orders as well as school policy, the school shall ask the family to withdraw the child from school.

The goal of our school is to encourage parents to invest in their child's life and education. A healthy parent-child relationship creates the best situation for a child's development and learning.

HEALTH, NUTRITION, & SAFETY

SCHOOL ATTIRE

Children should dress in comfortable play clothes when attending school. Often children will be using paint, food coloring, shaving cream, and other art media. School is a place where children play, and children are free to get dirty. Therefore, dress your child in play clothes. Children play best and are safest in tennis shoes. You are welcome to provide an extra change of clothes for us to keep at the school for your child. Children will go outside unless it is raining. Please send a coat or jacket on cool weather days. Jewelry should not be worn to school.

HEALTH

Your child's health is a matter of great importance to us. Licensing requires that precautions be taken to safeguard the health of all children enrolled. We must exclude children from attendance who come to school sick, and we must isolate children who become ill at school. It is the teacher's responsibility to question the parent if the child appears sick at drop off. If a teacher suspects a child is ill while at school, it is the teacher's responsibility to request that the Safety Aide check the child's temperature and report the child's symptoms to the parent.

KEEPING YOUR CHILD HOME FROM SCHOOL

Please keep your child home if he/she...

***has a fever, or has had a fever, during the previous 24 hours**

***has diarrhea (two episodes of loose, watery stool) OR has had diarrhea during the previous 24 hours**

***has vomited within the last 24 hours**

***is fussy, cranky, and generally not him/herself**

PLEASE NOTIFY THE SCHOOL IF YOUR CHILD IS HOME SICK.

If your child becomes ill at school...

1. the child is brought to the Safety Aide for evaluation of symptoms
2. the child is kept comfortable and in a location where he/she can be supervised yet isolated so other individuals are not exposed
3. parents will be called (if parents cannot be reached, other persons listed on the child's enrollment forms will be contacted)

A child will be sent home if the child is running a fever or showing symptoms of a communicable disease or illness. A child must be fever free for 24 hours before returning to school.

ALLERGIES

Food Allergies:

Licensing requires us to have a Food Allergy Plan on file for each student with food allergies. This plan must be submitted prior to the first day of school and must be signed and dated by the child's doctor's office and by the child's parent. The food allergy plan must outline the course of action to be followed in the event that the child accidentally ingests or comes in contact with the allergen. Any medications mentioned in the action plan must be provided by the parent. These medications must be in the original containers with the child's name and expiration date on the label. We will not administer expired medications. Parents must also complete a Dispensing Medications Authorization form for each medication stored in our facility.

The Food Allergy Plan will be posted in the child's classroom. If you wish for your child's Food Allergy Plan not be posted, please let us know in writing that you wish it to be kept confidential.

Every effort is taken to safeguard children from their known allergens. The school cannot guarantee that a child will not accidentally come in contact with a substance he/she is allergic to. In the event that a student comes in contact with a substance he/she is allergic to, the following actions will be taken...

1. follow the child's food allergy plan
2. if pi-pen is administered, call 911 and indicate we want to transport an allergy victim to the hospital
3. call parents

POLICY WITH REGARD TO SPECIFIC SYMPTOMS

Diarrhea: Parents will be notified to pick up their child if their child has at least 2 bouts of watery stool while at school. Parents will be asked to come pick up the child immediately if the child has abdominal pain (complains of stomach pain), or has fever or vomiting, at the same time as having diarrhea. Children who have diarrhea along with one or more of the above symptoms will be allowed to return to school 24 hours after symptom free.

Vomiting: If a child vomits at school, parents will be called immediately to pick up the child. If a child vomits (more than once) within the previous 24 hours at home, the child must stay home.

Respiratory Symptoms: If a child exhibits difficult or rapid, shallow breathing or severe coughing, the child must stay home from school. If the child has diagnosed asthma and shows symptoms of an asthma attack, and parents provide a prescribed inhaler and Authorization for Dispensing Medication form, the school will administer the inhaler as prescribed by the physician. The parents will be notified if the inhaler is administered.

Sore Throat: If the child complains of a sore throat that is accompanied by fever of 100.4 or higher, the child must stay home from school.

Fever: If the child has a fever of 100.4 degrees or higher, the child must stay home until fever free for 24 hours.

Appearance or Behavior Change: If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or showing signs of general malaise, the child should remain home for further observation. If a child shows these symptoms while at school, the parents will be notified.

Lice: If a child has lice, please notify the Director so that our school can take the appropriate measures for eliminating any lice from the classroom.

MINOR INJURIES

IF YOUR CHILD SUSTAINS A MINOR INJURY AT SCHOOL-the teacher will send the child to the Safety Aide for treatment. The Safety Aide will assess the injury and determine the appropriate treatment. If the Safety Aide is uncertain of the appropriate treatment, the Director will be contacted. A “Minor Injury Form” will be sent home with the student notifying the parents of treatment given. Over the counter ointments such as hydrocortisone cream, triple antibiotic ointment, and vaseline will be administered as needed when a minor injury occurs. If you wish your child not receive one of these ointments, please issue a statement in writing to the Director of your request.

In the case of a more severe injury, the appropriate first aid measure will be taken immediately to care for the child, the parents will be notified, and if necessary parents will be asked to pick up the child for further observation or medical treatment. Emergencies will result in a 911 call. **It is very important that all telephone numbers and emergency contact information be kept current so that parents can be reached at all times. If cell phones numbers have been provided, please make sure cell phones are turned on while the child is in our care.**

IF YOUR CHILD NEEDS MEDICATION TO BE ADMINISTERED AT SCHOOL-

Medications will be given at school according to the law that the Texas 82nd Legislature passed in 2012. A note explaining this law is included in the Registration Packet and is to be signed by the parent(s) and kept in their child’s folder.

Prescription medication must be in the original prescription bottle with accurate label information (child’s name, doctor’s name, date, exact dosage, name of medication) is required along with a completed and signed Authorization for Dispensing Medication form. No child shall have in their possession any medication, prescription or non-prescription, including in their pocket, lunch kit, or backpack.

WATER and WATER BOTTLES

As a primary rule, our snacks will be served with water out of disposable cups. Occasionally milk will be served. If you wish for your child to have a water bottle accessible, please send a water bottle with a lid and with the child’s name on the bottle. The water bottle must be given to the teacher, and the child will be allowed to get a drink upon request. Water fountains are also available in our school for children who need a drink before or after snack time.

SUNSCREEN AND INSECT REPELLANT

If you wish for your child to wear sunscreen or insect repellent, please apply these products prior to sending your child to school.

SNACKS

A mid-morning snack and water are provided by the preschool each day. Occasionally milk will be served. If your child has any food allergies, please communicate that to the Director so accommodations can be made. Our snack menu is posted each month so parents know what their child will be given for snack. Snack substitutions will only be made for children with reported allergies and a food allergy plan on file. While our staff will encourage children to at least try to eat the given snack, if a child does not want a snack, the teacher will remind the child that this is the snack of the day and it is okay if he/she chooses to not eat it.

If you wish for your child to eat something other than the snacks posted, please provide a snack in a container with your child's name. The snack must be given to the Safety Aide to be kept in the kitchen area until snack time.

All foods served to our students must be store bought. If a class uses food ingredients for baking or cooking, each ingredient must also be store bought. If a situation arises where a food will be served that is NOT store bought, each child must have a written authorization form on file to eat the non-store bought food.

SAFETY

The safety of the children at our school is of utmost importance. Procedures are in place for fire safety, severe weather, toxic fumes, intruders, injury to a child, release of children, playground safety, national and local emergencies, and field trips.

***Fire Safety**-Fire drills are conducted monthly and all classes participate. Every room in the school displays the emergency procedures regarding fire and notes the primary exit routes. The building is equipped with fire/smoke alarms in every room. There are fire extinguishers placed around the building, and teachers are trained how to operate fire extinguishers. The school complies with all legal requirements regarding installation of smoke detectors, extinguishers and alarms. The Lampasas City Fire Department inspects our facilities annually for compliance in all of these areas.

***Severe Weather**-The school is required by licensing to conduct a severe weather drill every three months. Teachers are trained in what to do in case of a tornado or high winds. The school's policy is that children will be gathered in the school bathrooms which are located in the center of the building away from glass windows and doors. Children will take shelter in the

bathrooms until the danger has passed. In case of school closure due to weather emergency, the school will follow the directive of the Lampasas Independent School District. If LISD schools are closed due to flooding, ice, or any emergency, our school is closed. In case of thunderstorms, teachers are to bring children inside and may not return outside until 30 minutes from the last sound of thunder has been heard.

***Weather/Temperature Alerts-** When the air temperature is 90 or higher and the heat index is between 91 and 97 degrees or higher, the classes take water with them to the playground and the teachers will remind the children to stop and drink frequently. When the air temperature is freezing or below, or if the wind chill is 32 degrees or below, the children's time spent outdoors will be limited to 20 minutes. Children will wear coats, hats, scarves, and gloves as provided by the parents.

***Toxic Fumes-** In the case that the school is notified that toxic fumes are present in dangerous levels in the outdoor air, the children will remain inside the building with windows and doors closed and the air conditioning turned off until the school is notified by authorities that the danger has passed.

***Intruders-**In the event that a person enters the building and expresses intent to do harm to the children or staff, the staff will follow established procedures for securing their classrooms and protecting the children. Procedures include shutting and barricading classroom doors, covering windows, and shouting for assistance. Teachers should use their personal cell phone or classroom intercom to communicate their needs to the Director or Safety Aide. The Director reserves the right to ask any person to leave the premises and will call local authorities and First Baptist Church personnel if necessary.

***Injury to Child-**In the case that a child has an injury requiring medical treatment, parents will be notified and asked to pick up the child immediately. If parents cannot be reached, those listed on the child's enrollment forms will be called to pick up the child. If the injury requires immediate treatment by a doctor, 911 will be called. The staff will treat minor injuries and a Minor Injury form will be sent home with the child at the end of the day. First Aid kits are located in the snack preparation area.

***Release of Children-**All persons who are authorized to pick up your child must be listed on your Admissions Form and will be kept on file in the church office. Only adults who have been authorized by the parent and listed on the form will be allowed to pick up a child from school. Temporary changes in pick-up arrangements should be made to the child's teacher in writing. Permanent changes in pick-up arrangements should be added to the child's Admissions Form. Photo identification will be required of anyone picking up the child who is not known by the staff dismissing the child.

***Playground Safety-**Our playground is inspected on a regular basis, and when needed, changes and repairs are made. Children are taught the safety rules, which include keeping sand and

mulch on the ground, walking up steps, taking turns, sitting while sliding, and climbing safely. It is important that children wear appropriate footwear while playing on the playgrounds.

***National or Local Alerts-** If the local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children and teachers will shelter in place. The building will be closed and will not reopen for any reason until local authorities have declared the danger passed. Do not come to the school to pick up your child during a shelter in place emergency. Seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children will remain with their teachers in the rooms until the danger has passed and the community has been informed that it is safe to be outdoors.

***Field Trips & Transportation-** Lampasas FBC is committed to providing your child with a safe environment and to following the laws that are aimed at safe transportation for your child. As a result of recent reviews of state and federal law as well as safety guidance from insurance companies, FBC is updating our transportation policies to be more careful and confident in protecting the children we serve.

Where the FBC Preschool and Kindergarten is concerned, a few restrictions are in place that might be inconvenient at times, but will certainly fulfill better safety goals. FBC-owned vehicles, and vehicles owned by FBC staff, will not be used for transporting students enrolled in FBC Preschool and Kindergarten. FBC staff members will be allowed to transport their own child(ren) in a personal vehicle to and from field trips if their child(ren) is a student in First Baptist Church Preschool and Kindergarten. FBC staff members will also be allowed to transport other child(ren) in a personal vehicle as long as the staff member is attending the field trip as a parent and not as the typical caregiver of the group of children attending the field trip. In this case, the FBC staff member must be listed on the Field Trip Permission Slip as the authorized person to transport the other child(ren).

Any school planned events occurring at a location other than First Baptist Church, Lampasas, Texas are considered Field Trips. Each child's parent or legal guardian will be responsible for arranging transportation for his/her child to and from field trip destinations.

- Parents will be notified of field trip details at least two weeks prior to each event.
- Parents will be required to submit a Field Trip Permission Slip to the child's teacher indicating who will be transporting their child to and from the Field Trip destination(s). The child may only be transported by the adult listed on the signed Field Trip Permission Slip. If the adult listed on the Field Trip Permission Slip is not the adult transporting the child, the parent or legal guardian must submit a revised Field Trip Permission Slip prior to the child attending the field trip.
- Parents will also be given the option to allow their child to attend school on the day of the planned field trip if transportation arrangements cannot be made by the parent.

In the unlikely event that children and staff must be evacuated from the preschool building for any reason, all persons will be relocated to either the First Baptist Church parking lot or to the church offices located at 406 S. Walnut, Lampasas, Texas 76550. Parents will be called to pick up children from there, and staff will remain with the children until all students have been picked up.

RECOGNIZING AND REPORTING CHILD ABUSE

In order to help educate parents, grandparents, and other child-care givers about recognizing and reporting suspected child abuse, please follow the links below to the Department of Family and Protective Services website. These documents will help you know what warning signs signal suspected abuse or neglect as well as the procedure for reporting the information to the state. This information is also posted in the Preschool building for your reference.

https://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Basics.pdf

[Reporting Abuse, Neglect or Exploitation PDF Document](#)

UNIVERSAL PRECAUTIONS

Universal precautions will be used in handling all bodily fluids at the school to provide the best protection for everyone. Universal precautions consists of wearing single use disposable gloves when there is contact with blood or other bodily fluids, mucous membranes, non-intact skin, or when handling items or surfaces soiled with blood or bodily fluids. Gloves must be changed after contact with each child. Hands must be washed immediately after gloves are removed. Sanitation procedures will be followed when cleaning surfaces soiled with bodily fluids. Soiled garments will be sealed in a bag with the child's name and sent home.

PEST CONTROL

First Baptist Church Preschool may occasionally apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our pest management and are applied only by trained and licensed technicians.

LIVE PETS AND ANIMALS

Animals add a fun learning element to our classrooms. The Director must approve beforehand all animals on the First Baptist Church premise to be viewed or handled by children. Some

animals require proof of a vet's check up before permission will be granted for the animals to be used in a school activity or allowed in the classroom. Children are not allowed to have access to chickens, ducks, reptiles (turtles, lizards, snakes), or amphibians (frogs, toads). Children may not bring live animals to school unless the animals are requested by the teacher to be brought for educational purposes. Good hygiene will be practiced when the children are around animals. Parents will also be notified if their child will be around any animals while at school.

III. FREQUENTLY ASKED QUESTIONS

What should I do if my child is sick or going to be absent?

Please email your child's teacher and let her know of your child's absence. You may also call the school or church office and leave a message stating your child's name, the teacher's name, and the nature of the absence. Please indicate if a doctor has been seen so we can keep record of illnesses in our school.

What should I do if I am going to be late picking up my child?

Call the school or church office and let us know when you will be arriving. If you are going to be extremely late, the school may need you to make other arrangements for someone to pick up your child. Late charges are assessed even if the school is called ahead of time.

Where do I pay my tuition?

Please take or mail your payments to the church office at 406 S. Walnut, Lampasas, Texas 76550. Tuition payments may be given to the child's teacher or to the Director. First Baptist Church accepts cash or check payments. Credit card payments are not accepted at this time.

Who should I speak with regarding my bill or financial matters?

The First Baptist Church Financial Secretary will answer any questions you have regarding billing questions. If you would like to discuss making special arrangements or would like to request special assistance, please speak with the Director.

How do I add Early Arrival or change how many days my child attends school?

Please contact the Director with any questions or requests for changing your child's schedule. The Director tracks openings in classrooms and Early Arrival.

What do I do if I plan to have someone other than those listed on my admission paperwork pick up my child?

Please send a signed note to your child's teacher or call ahead and let us know. We will verify that you are the child's parent calling and we will check the identification of the person you have stated will be picking up your child.

When can I register for next school year?

Registration is typically open in March for the next school year, depending on the release of LISD's school calendar. Registration is open for currently enrolled families first, and then registration is open for the public.

How can I reach my child's teacher during the day?

Simply call the school and ask for the teacher to call you back. A message will be forwarded to the teacher, and she will return your call as soon as possible.

How do I schedule an additional conference with my child's teacher?

All conferences are scheduled by email with the child's teacher. You and the teacher will need to find a mutually agreeable time to meet. The Director is often available and is happy to meet with parents as needed. Occasionally, a teacher will request that the Director attend the parent conference.

How do I discuss a school procedure with the Director?

You may call the school (512-564-1216) or the church office (512-556-3673), or you may email the director at black.prek@sbcglobal.net to inquire about a procedure.

How do I express a complaint or concern?

Although every effort is taken to meet the needs of your child, sometimes a parent wants to offer a suggestion or share a concern about a school policy or a situation that has occurred with the child. It is suggested that parents follow these steps when voicing a concern or have a question:

1. Always ask the teacher if you have question about something that has taken place in the class. This communication first needs to take place through email. A teacher will most likely be able to easily explain a circumstance since she is with the child during the school day. Sometimes young children will describe a situation that either did not happen or happened completely different than described. Teachers are the first line of questioning in almost all matters. Likewise, if you have a question about the curriculum, it is always best to ask the teacher first, since she is the best one to explain her goals and objectives. It is the goal of all teachers that you and your child are happy and safe. Therefore, our staff will do everything we can to correct a situation if necessary and to adhere to our policies.
2. If you are not fully satisfied with the answers supplied by your child's teacher, then you need to schedule a conference with the Director. When a parent or legal guardian brings a complaint to the Director, the Director will ask the appropriate questions and document the



concern. The Director will also interview other staff members to help determine the details of the case and how to move forward. A parent, teacher, Director conference may be needed to resolve the issue.

3. If all of the above are ineffective at resolving the issue, the Preschool Committee, the Governing Board, will become involved and ultimately resolve the issue. You are welcome at this point to write a letter outlining your concerns and mail it to the Chairman of the Preschool Committee. The Preschool Committee has the final say on all matters, and it will render a decision and notify the parents in writing of the decision.

How do we ensure the quality of our school?

- * We are licensed by the Texas Department of Family and Protective Services.
- * We belong to the Texas Baptist Church Weekday Education Association.
- * First Baptist Church Preschool Committee oversees the operation of our school.
- * We are a ministry of First Baptist Church, and the church approves our policies.

IV. FIRST BAPTIST CHURCH & PRESCHOOL STAFF

CHURCH STAFF

Pastor

Dr. Rick Willis

willis.fbclampasas@sbcglobal.net

Student Minister

Mrs. James McLendon

mclendonja@lisdtx.org

Financial Secretary

Mrs. Julie Smith

julies.fbclampasas@sbcglobal.net

Educational Secretary

Mrs. Carolyne Bulloch

cmb.fbclampasas@sbcglobal.net

PRESCHOOL STAFF

Director

Mrs. Lindsay Black

black.fbcprek@gmail.com

Four Year PreK Teacher

Mrs. Jacalyn Lane

lane.fbcprek@gmail.com

Four Year PreK Teacher

Mrs. Karis Graham

graham.prek@gmail.com

Three Year PreK Teacher

Mrs. Cassie Nelms

nelms.prek@gmail.com

Three Year PreK Teacher

Mrs. Andrea Lawson

lawson.fbcprek@gmail.com

Kindergarten Teacher

Mrs. Alicia Green

greena.prek@gmail.com

Safety Aide

Mrs. Debby Petronis

FIRST BAPTIST CHURCH

402 S. Key Avenue
Lampasas, Texas 76550
(512) 556-3673

Sunday School
Bible Study 9:45 a.m.
Worship Service 10:55 a.m.
Evening Bible Study 5:00 p.m.

Wednesday Schedule
“Children in Action” 4:00 p.m.
Music and Bible activities for 5 year olds to 6th grade.
Meal 5:30 p.m.
Youth Bible Study 6:30 p.m.
Prayer Meeting 6:30 p.m.
Adult Choir Practice 7:15 p.m.

Nursery Available

Radio Ministry 11:00 a.m. Sundays
KCYL 1450AM

