



2024 - 2025

Parent Handbook

First Baptist Church Statesboro
Weekday Preschool



108 N. Main Street
Statesboro, GA 30458

912-489-7929
fbcboro.church

Celebrating over 35 years of ministry to children and parents!



E - Mail: ashley.phillips@fbcboro.church

Telephone: 912-489-7926

Church Office: 912-764-5627 FAX 912-764-7990

108 North Main Street Statesboro, GA 30458

Tax ID # 58-0837325

The FBC Weekday Preschool admits students of any race, color, gender, national and ethnic origin to all 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, gender, national and ethnic origin in the administration of its educational policies, or admissions policies.

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From the Director

Dear Parents,

Our staff and Church are pleased to count you and your child as part of our family. Our weekday preschool is a ministry of First Baptist Church and is governed by the Weekday Preschool Lead Team, appointed by the nominating committee of FBC. Our primary goal is to offer your child a safe, healthy, spiritual environment designed to promote development. We are here to support you in the joyous yet serious task of “bringing up your child in the way he/she should go,” and hope to be your partners in this effort.

The *Parent's Handbook* is provided to families so that we each will know what to expect of the other. A review of its contents will familiarize parents with the program philosophy, goals and objectives, curriculum, and statements of program policy and procedures. Please take time to read the *Handbook* carefully and let us know if you have any questions.

This should be one of the most exciting times of your child's life! Working together we can set your child on the road to a healthy and happy childhood full of wonder and the joy of learning about God's beautiful world.

Please contact the Preschool office at any time with your questions. Thank you for your cooperation and support of the program.



Sincerely,

Ashley Phillips

Ashley Phillips, Weekday Preschool Director

From the Pastor:

Dear Parents,

Thank you for entrusting your child to us through the preschool program at First Baptist Church. Exciting days of learning, trained staff members and great memories await your child as a part of this wonderful ministry.

We are so pleased to have you associated with our church in this way. First Baptist Church is a family-focused congregation, and we offer a wide range of ministries to meet the needs of parents and children. We welcome you to participate in ministries beyond the preschool program as you seek ways to strengthen your family and grow in your walk with the Lord.

If I or any of our ministers can be of service to you, please do not hesitate to contact us. We look forward to providing a wonderful experience for your child and getting to know you better.



In Christ,

A handwritten signature in black ink that reads "John Waters".

Dr. John Waters, Lead Pastor

First Baptist Church Weekday Preschool

What is Preschool?

Preschool is...

A special time to play and grow. Children learn more during the first five years than any other time of their life. They develop relationships with other people, building the foundations of personal values and feelings of personal worth. Preschoolers are learning all the time. Through play, children grow emotionally, physically, socially, and intellectually. They are learning to manage their bodies by running, jumping, climbing, and skipping. Play gives children the chance to practice motor skills. This is a time to gain control of their emotions through a variety of play activities. Playing gives children numerous opportunities to explore and discover through curiosity and imagination.

Purpose

The purpose of the Weekday Preschool is to provide a multifaceted ministry of service and nurturing to children and their families, manifesting the love of Christ in the following ways:

Supporting families in spiritual rearing of their children by providing quality childcare in a Christian atmosphere.

Nurturing children through meeting their physical, social, emotional, cognitive, and spiritual needs.

Teaching parents and others by example, adult/child interaction patterns based on principals revealed in scripture.

Fostering greater intimacy and interdependence between families within our fellowship.

The Weekday Preschool is governed by the FBC Weekday Preschool Committee and is subject to policies and procedures established by First Baptist Church.

Philosophy

- The importance of preschool experiences cannot be over emphasized. These experiences are foundations upon which other education is built. We believe that preschool years should be happy and relaxed, a time in which children feel successful.
- We recognize that all children pass through various stages of growth, yet each child has his own rate and pattern of growth. Time is an important factor to be considered; time for growing.
- We further recognize that the preschool program cannot speed up growth, but it can provide a stimulating environment in which children can explore and discover.
- When a child comes to preschool, he comes to develop habits and share experiences that will provide a foundation upon which he will later build the skills and tasks which are necessary for his future contributing role in our society.
- Each age level has an approved unit-based curriculum that includes developmentally appropriate hands-on activities.
- We believe the child should learn to interact socially with the teachers and the other children. The child should improve in physical coordination, learn to work and play in groups, and develop the concept of sharing.

- The child should learn to follow simple and reasonable directions and yet be given the opportunity for deep, creative, emotional, and artistic expression.

Goals

Our major preschool goal is to provide each child with the following opportunities.

- A variety of experiences in which he/she feels successful
- A combination of old and new learnings to form a firm foundation
- To express his/her ideas in a variety of ways, such as art, music, and language
- Both large and small group activities
- To learn through problem solving and discovery methods
- Situations where he/she can develop a beginning awareness of the relationship of freedom and responsibility
- To feel needed and loved
- Experiences that stimulate social, emotional, physical and spiritual growth
- To learn about God through sharing Bible stories, songs, and scriptures

Objectives

Cognitive Skills—expanding attention span, increasing vocabulary, developing ability in problem solving and reasoning to enhance curiosity about the natural environment.

Emotional Skills—gaining positive attitudes toward self and others, accepting self as a person of adequacy and worth, acquiring self-discipline, developing self-reliance, and expressing emotions in an acceptable manner.

Social Skills—learning to function in and be a part of a group, interacting properly with other children, taking directions from teachers, respecting the rights of others, taking turns and working cooperatively, and accepting responsibility.

Physical Skills—developing large muscle coordination by running, jumping, throwing, rhythms, climbing, etc., developing small muscle coordination by drawing, working with blocks and tools, manipulating clay, painting, cutting, etc.

Spiritual Growth—fostering an awareness in each child of God’s love for him and his place in God’s world.

FBCWP Doctrinal Affirmation of Gender and Sexuality

Parents should acknowledge and understand that the curriculum and programming of First Baptist Church Weekday Preschool is centered in the work and character of Christ shown through the inerrant Word of God. We believe that God wonderfully and immutably creates each person as male or female. This truth will be appropriately taught in the classroom and followed in use of pronouns, bathroom assignments, and other practical implications.

FBCWP Doctrinal Affirmation of Marriage

We believe Scripture defines “marriage” to mean only a union between one man and one woman as husband and wife, and the word “spouse” refers only to a person of the opposite sex who is a husband or wife.

FBCWP Non-Discrimination Statement

The Weekday Preschool admits students of any race, color, gender, national and ethnic origin with all the rights, privileges, programs, and activities made available to students at the preschool. It does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its educational policies, or admissions policies. Admission of students with disabilities is dependent on our facilities and teacher qualifications to meet the specific need. If interactions with a child indicate a potential need, a meeting with the parents will be scheduled. Upon consultation with the parents, we will initiate a referral to Babies Can't Wait or Bulloch County's Preschool Intervention Program to address the need.

Christian Example

Each Weekday Preschool Staff member strives to be a Christian example with teaching based on love and understanding. As a Christian preschool, we celebrate Christian holidays and share prayers, blessings and God's love in our daily experience. We believe Scripture teaches that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behaviors or attitude toward any individual are not to be tolerated and are not in accord with these statements. We believe Scripture teaches that God offers redemption and restoration to all who confess and repent of their sin and seek forgiveness through Jesus Christ.

Licensure

Bright from the Start, Georgia's Department of Early Care and Learning, is charged with meeting the childcare and early education needs of Georgia's children and their families through licensure of childcare centers. Currently, our Weekday Preschool has been granted an exemption to Bright from the Start requirements because of our half-day program. This exemption is granted on an annual basis.

Tuition

Annual tuition is pro-rated by month, which results in tuition being the same each month. *Tuition is due on the first of each month. A late fee of \$25.00 will be assessed for any payment received after the 5th of each month, regardless of the day the 5th falls on. No exceptions will be granted.*

All tuition is paid online by going to the First Baptist Church Statesboro webpage. Click on "Ministries" tab, "Weekday Preschool," and then scroll to the "Tuition Payment" link. We do not accept checks or cash for tuition.

Any child/children whose tuition is not paid by the 15th of the month cannot return until the past due tuition plus late fee and current month tuition is paid in full. * An exception to our tuition policy is that May's tuition is due by the 5th in order for your child to be able to attend for the month of May.

Class	Registration Fee	Tuition
Infants (6 months by September 1) Tuesday/Thursday	\$160	\$215
12-24 Months (Must be 12 months by September 1) *Either Monday/Wednesday OR Tuesday/Thursday	\$160	\$215
3 Day 2s (Must be 2 Before September 1) Monday/Wednesday/Friday	\$160	\$230
5 Day 2s (Must be 2 Before September 1) Monday-Friday	\$160	\$255
3 Day 3s (Must be 3 Before September 1) Monday, Wednesday, Friday	\$160	\$230
5 Day 3s (Must be 3 Before September 1) Monday-Friday	\$160	\$255
4 Year Olds (PreK) (Must be 4 Before September 1) Monday-Friday	\$160	\$255

Multiple Child Discount

The family will pay full price for the child with the highest tuition and each additional child's tuition will be discounted by 10%.

Curriculum

All classes use the Wee Learn Curriculum which stands for Weekday Early Education. This curriculum is designed specifically for faith-based weekday preschools. Experiences involve language arts, math, readiness, music, art, and science. The goal is to stimulate interest and create a desire to learn.

Chapel

All classes attend chapel each week. Students sing songs, hear a bible story, and celebrate birthdays. This is a wonderful time of worship together each week.

Bible

Biblical themes are units are embedded into the curriculum. Playful devotionals provide opportunities for children to come to know God, understand the love he has for them, and develop a personal relationship with Him.

Policies and Procedures

Admissions

Classes are filled on a first-to-enroll basis according to the date of enrollment. If classes are full when a parent attempts to register, the child's name may be placed on a waiting list. Vacancies will be filled as they occur, beginning with the first person on the waiting list.

Registration

Registration for the upcoming school year's enrollment is typically held in March. A non-refundable registration fee of \$160 per student is due annually when a child is registered. Children are not automatically promoted to the next age level each year. A newly completed registration packet and registration fee must be submitted to re-enroll for the upcoming school year.

We want to be fully informed to provide the best learning environment for your child. Parents are expected to disclose significant physical, medical, developmental, or psychological issues or concerns about your child prior to enrollment. If your child has a current IEP, please provide that information as well. Sometimes we may not be equipped to provide the best care based on your child's needs but can help get you connected with the proper resources.

Required Forms

Each child must have the following forms on file for the current school year: Registration packet, Immunization Form #3231 (non-expired), Copy of Health Insurance, and Medication Authorization (if medication needs to be administered during the school day). Please update these forms as needed.

Deferred Enrollment

After enrolling a child and paying the required \$160 registration fee, should a parent decide to defer starting preschool, we will hold the child's spot as long as the monthly tuition payment is received. If tuition payment is not received, the child's preschool spot will be filled from the waiting list. Once a child is registered, we require a one month notice of withdrawal from the program.

While we aim to help every single child feel safe and successful at preschool, there are sometimes a child is not ready to be away from his/her family. Sometimes a delayed start may be necessary to better serve the

child. We reserve the right to un-enroll any student who regularly exemplifies such behaviors that negatively affects the entirety of the classroom. This is only done in hopes of serving the entire class faithfully.

Withdrawal from Preschool

If you need to withdraw your child, notify the director. **Reminder—Registration Fees and tuition are not refundable.** When re-enrolling within the same school year, a \$50 registration fee is required.

Arrival, Departure and Parking

All parents are asked to enter the building through the Porte-cochere entrance by Perry Fellowship Hall or the garden entrance. Please park in any of the parking lots located around the church. Do not leave your car under the Porte-cochere. This area needs to be open for other cars to be able to pull through in case of an emergency.

Always sign your child IN and OUT each day. Be sure your child's teacher acknowledges your child when you arrive and before you leave. Please be sure that anyone dropping off or picking up your child knows to follow this procedure.

Please refrain from using your cell phone during drop off and departure. This is to ensure you are watching your child for safety and if your child's teacher needs to talk with you, they will have your full attention.

If you occasionally need someone to bring your child in or take your child out to you, this can be arranged. Talk with your child's teachers in advance. You can also call the office (912-489-7926 or 912-489-7929).

If someone other than you or those you have indicated on your child's release form will be picking up your child, you must notify the director beforehand. We cannot release your child without prior notification. Anyone picking up your child must show a picture ID if we are not familiar with them.

Safety Precautions

FBC Weekday Preschool keeps the doors to the preschool hallway closed and locked from 8:45 am until pick-up time. All persons should exercise caution in securing doors as they enter and leave the preschool hallway.

Great care should be exercised by adults as children are accompanied to and from vehicles in the parking lot. Careful monitoring of children at all times is essential to safety at this busy traffic time.

Hours of Operation

Our hours of operation are 8:30 A.M. until 12:00 noon. The preschool doors will be closed until 8:30. Doors are also closed before pick up until 11:45 A.M. Please check with your child's teacher for his/her class schedule. It is important that children arrive by 8:45 A.M. each day.

Pick Up Late Fees

Parents who pick a child up after 12:00 noon will be charged **\$1.00 per minute after 12:00.** The staff workday ends at 12:15. No one will be here to supervise your child. Late Pick Up fees must be paid before the child can return the next morning. Excessive late pick-ups will be cause for dismissal.

Absences

There are no deductions from tuition for absences, holidays, or closure due to inclement weather.

Potty Training

Potty-training is not required for children in the younger classes, from infant through 2 years old. Potty-training often occurs in the spring for the two-year-old classes. Please notify your child's teacher when you begin potty training at home. We are happy to support the transition from diapers to pullups in the classroom.

It is strongly recommended that all 3-year-olds be potty trained and that you are actively working on this at home as well. Diapers are not allowed in 3-year-old classes. Only Velcro tab pullups. Our facilities are not equipped for diaper changing in the three-year-old classrooms.

All 4-year-olds must be reliably potty trained to take part in our program. FBC Weekday Preschool defines reliably potty trained as "a child who can tell an adult when he/she needs to use the bathroom." Children must wear underwear with minimal to no accidents. Pull-ups are not allowed in the 4-year-old classes.

Children are encouraged to handle bathroom hygiene as independently as possible. Teachers are there to provide assistance if needed.

Repeated Toileting Accidents

While accidents occasionally occur, children in the preschool program with frequent toileting accidents will need to be withdrawn from the school for one month to work on successful potty-training. A half-tuition rate will be charged for one-month, to hold the child's spot in the program. If, at the end of a month, the child is still not reliably potty trained, the parent will need to withdraw the child from the preschool program. The 30 day withdraw notice will not be required in this circumstance.

Diapering Procedures

Diapers are changed on a nonporous surface which is sanitized after each use. Diapers are changed every two hours and as needed throughout the day.

Supplies

Most school supplies are provided through your monthly tuition and registration fee. If applicable, an additional supply list will be provided to you at Open House. Donations of Clorox wipes and Lysol spray are appreciated.

Personal Belongings

All materials necessary for a happy experience are provided in the classrooms. Personal toys, books and other items are not to be brought to school unless requested by a teacher. Most older classes have "Share Day". On this day your child may bring one small toy. FBC Weekday Preschool cannot be responsible for toys that get lost or damaged. DO NOT allow your child to bring toy guns, knives, or other weapon-type toys.

If you are undecided about an item, please check with your child's teacher. Personal items not requested by the teacher will be placed in the director's office and may be picked up at the end of the day.

Please check with the director before bringing any toys or books to the preschool for donation.

Clothing & Shoes

Children should be dressed in comfortable play clothes that are:

- Washable...we get dirty learning and having fun!
- Appropriate for the weather...children play outside each day whether cold or hot (not when raining).
- Manageable for children...especially when they are potty training.
- If you send "pull-ups," send **only** those that have Velcro sides.

Children should wear shoes that are comfortable and provide traction. Tennis shoes with socks are best for preschool. Please avoid flip-flops. Each child must have a complete change of clothes, socks included, at school each day. Put the items in a zip-loc type bag with your child's name on the outside. If your child needs clothes and the teacher doesn't have any, you will be called to pick up your child.

Playground

Children participate in outdoor activities each day as the weather permits. If the outdoor temperature is below 45° or above 95° or if it is raining, children will play indoors.

Food

FBC Weekday Preschool does not provide breakfast. Children should have breakfast prior to arrival. NO food or drink can be brought into the building unless it is requested by the teacher or is for a child's snack.

Please pack a nutritious snack and drink for your child. Please DO NOT send candy or soda as a snack.

Because the following food items commonly pose choking hazards, they are not to be sent for a snack: whole grapes (please cut in half), nuts, carrots, popcorn, hard candies, or whole hot dogs. The teachers will not serve these items.

If a child has a food allergy, the parents may provide a "safe box" of treats brought from home to be kept in the classroom for the student to have during parties or other occasions where a treat is needed.

Photographs & Publicity

Throughout the year, photographs of the children participating in FBC Weekday Preschool may be taken and published in newspapers, brochures, magazines, social media, or other publicity materials. **If you do not want your child's picture taken or used, please be sure that you indicated this on your Emergency Contact form by circling "NO."** Other photographs of your child will be used in memory books and other class related materials/keepsakes.

Fieldtrips

Four-year-olds may take field trips occasionally. Transportation must be provided by parents as we do not transport students. Prior to trips, a permission form must be signed by a parent/guardian.

Special Occasion Parties

Special occasion parties often happen around holidays. Each teacher will notify you of the date and time of the party as well as party donations needed. Volunteers may be needed for these parties. Please check with your child's teacher.

Birthdays

Birthdays are important and we look forward to celebrating with your child on their special day! Please follow these guidelines:

- Check with your child's teacher before making your plans.
- Ask about children with food allergies.
- Keep it simple. Small cake, cupcakes, or healthy snacks work best.
- For health and safety reasons, we ask that you do not bring latex balloons, popcorn, nuts, hard candy, whole grapes or carrots. These items will not be given to the children. Mylar balloons are fine.
- We ask that you *do not use candles* on the cakes or cupcakes.
- Invitations to parties away from the center will be passed out **ONLY** if every child in the class gets an invitation.

Pet Policy

Pets are not allowed at the preschool except during learning opportunities for the students. Prior approval from the director is required.

Health and Medical Emergencies

The children's health is a prime concern of ours. Policies and guidelines related to outbreaks and communicable illness in our preschool have been developed with the help of local health care providers. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children at home if they have experienced any symptoms *within the past 24 hours such as, but not limited to:*

- Eyes that look pinkish or have a drainage
- A fever over 100 F orally or 99F auxiliary (under the arm)
- Uncontrollable coughing
- Diarrhea and/or vomiting
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Discharge or drainage from eyes, nose (unless clear), or ears
- Rash of any kind

Children who come to preschool with any of these symptoms will be returned home. A teacher will notify the parent/guardian of any child who develops any of these symptoms during the morning. If you are notified that your child is sick, the child will wait for you in the director's office or at the front desk. We ask that you pick him/her up within 30 minutes of being notified. The sick child may return to school after being symptom free for 24 hours (without the aid of any type of medicine), or earlier if accompanied by a doctor's note stating the child is not contagious. Your cooperation will be greatly appreciated as it will help us to minimize the spread of germs.

If you have questions about whether your child is well enough to attend FBC Weekday Preschool, please call the center *before bringing your child*.

If a medical emergency occurs during the school hours, contacts will be made in the following order:

1. Bulloch County EMS (911)
2. Parents
3. Church Administration

It is imperative that we have current telephone numbers where parents can be reached during the day. It is the responsibility of parents to promptly notify the director, in writing, of any changes in home, work, or cell telephone numbers, addresses or any other changes in contact information. If a parent cannot be reached, your emergency contacts will be called.

Minor injuries like scrapes, bumps, and bruises will be cleaned with warm water. A band-aid and/or ice applied if necessary. An accident/injury report will be filled out, requiring your signature, and placed in your child's file.

Communicable Diseases

If your child is diagnosed with a contagious illness (example: chicken pox, head lice, pink eye, pin worms, etc.), *Please notify the director immediately!*

We will notify parents about their child's exposure. However, no child's name will be given in this notice. A complete list of communicable diseases and their symptoms can be found by the preschool hall door. For the protection and wellbeing of children, the illness policy will be carefully and consistently enforced.

Our Illness Policy is according to the guidelines set forth by First Baptist Church. Your understanding and cooperation are necessary to keep the children healthy. Please remember that a child can be sick without a fever.

All FBC Weekday staff members are trained in universal precautions and procedures for general hygiene and are required to follow them.

Lice Policy

In the case of head lice, children are to be free of lice & nits before being allowed to return to preschool.

Hand, Foot, and Mouth Disease

A child with visible blisters needs to remain home for three school days and must be fever free for 24 hours before returning to school. In severe cases, the classroom may be closed for the week.

RSV

A child with a diagnosis from a doctor shall remain out of school for five school days. RSV is usually contagious for 3-8 days and may become contagious a day or two before they start showing illness. After five school days, the child may return if they have been fever free for 24 hours (without medication) and can tolerate normal activities. A cough may still be present, but not frequent.

Pink Eye

If your child is exhibiting redness, irritation, discharge, or puffiness you will be asked to come get your child. After 24 hours on antibiotics and a doctor's note, your child may return to the classroom.

Flu/Cold Symptoms

Once your child has been fever free without any medication, they may return to school 24 hours after symptoms begin to subside.

Covid

If your child tests positive for Covid, they may return to school after being fever free (without medication) for 24 hours. *These guidelines may change based on the current update from the CDC.

Stomach Bug

You will need to pick up your child immediately if your child has two loose diapers of diarrhea type stool. If your child is sent home with any of these symptoms, they may not return to school the next day. Your child must be symptom free for 24 hours.

Fever

Keep your child home until there is no fever, without using medications, for 24 hours and symptoms have subsided. If a fever is detected at school, your child's teacher will contact you. They may not return to school the next day.

Ear Infections

Though ear infections are not contagious, they may be accompanied by another undetected virus causing the ear infection. If your child is sent home with a fever, they must remain home from school the next day. They must be 24-hour fever free without medication.

Croup

Infants and children may return to school once they feel better and are fever free with no medication.

Seasonal Allergies

Please ask your pediatrician to write a medical exemption for your child who has symptoms of a runny nose with yellow or green discharge, redness of eyes or a persistent cough.

Medication

First Baptist Church Weekday Preschool only administers prescribed medications. We do not administer over-the-counter medication. Parents must complete a written medication authorization form prior to staff medicating their child. See the director for this form. Prescribed medications in their original container with the child's name and directions are required. Medication will be administered by the director or assistant director.

If a child spits out the medication the parent will be notified, but we will not administer the medication a second time.

A record including medication, amount given, time dispensed and any noticeable adverse reactions will be kept in the child's file.

Due to the obvious danger, medicine must never be left in the cubbies, in your child's bag or anywhere in the classroom. Please give the medication to the director or assistant director and they will safely store it. We will not dispense medications such as Tylenol for a fever or Imodium AD for diarrhea, or any medicine that may mask symptoms.

If your child has been given a medication that will affect his/her behavior (or cause diarrhea, restlessness, drowsiness) please discuss this with your child's teacher before attendance.

Disposal of Medication

1. If the medication is out-of-date or is left over, we will return it to the parents or guardian for disposal.
2. Medication not picked up will be disposed of at the end of the school week (with the exception of epi pens).

Allergic Reaction

If an allergic reaction happens while administering medicine, FBCWP will do the following:

1. Call 911 if the child is in distress (trouble breathing)
2. Notify the director.
3. Notify the parent or guardian.
4. Complete an incident report/follow up plan.

Emergencies

Fire, Physical Plant Problems and/or Structural Damage

The staff will immediately move the children to a secure area and comfort and care for them while the director calls 9-1-1 and notifies parents. Experts will assess the damage, a plan of action will be determined, and parents will be notified.

Inclement weather

Should severe weather bulletins be posted please pick your child up ASAP. Remember, telephone systems can go down in this type of situation. Anytime the Bulloch County School System is closed due to weather FBC Weekday Preschool will also be closed.

If we are unable to return to the center for any length of time, FBCWP will be closed until it is safe to return. All parents will be kept up to date by text messages and phone calls.

Our staff regularly reviews and practices emergency protocols such as fire drills, tornado drills, etc. If there is an emergency, parents will be immediately contacted regarding the situation through text messaging or phone calls.

Reporting Child Abuse / Neglect

The FBC Weekday Preschool staff is committed to protecting children and helping them to grow. It is our legal obligation to report unusual physical marks, inexplicable behavior, or signs of neglect to the Department of Human Resources Family and Children Services (DFCS). Teachers will report concerns to the director or her designee who shall follow the procedures outlined in SafeWATCH Part F of the Church Manual.

If the teacher suspects the person picking a child up is impaired in any way, the child will not be released to this person. Someone else on the child's information form will be called to pick the child up.

Parent's Right to Immediate Access

Parents may enter the facility at any time during preschool hours. Ring the doorbell at the outside entrance to gain access to the building. Ring the bell at the preschool hall and check in with the director or assistant director before entering areas used by children.

In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection

from Abuse Order) FBCWP must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with FBCWP, both parents shall be afforded equal access to their child as stipulated by law. Employees of FBC Weekday Preschool cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. FBC Weekday Preschool will report any violations of these orders to the court.

Parents/guardians can have access to attendance records but must submit a request in writing with at least 24 hours notice.

Discipline

We consider discipline a learning experience to help guide a child toward making appropriate choices and learning self-control. Discipline is always done with the goal of teaching and correcting as opposed to punishment which is vindictive in nature. This distinction is valuable as our commitment to you in that our program seeks to discipline out of love but will never punish. We believe that positive reinforcement, the explanation of natural consequences and redirection help foster appropriate behaviors in a child. If this is not successful, time away from the group may be utilized. Removal from the classroom may sometimes be necessary. In this event, a child is taken to the director's office to talk. When the child exhibits behaviors that pose a concern to others or the child himself, we will encourage a parent/teacher conference to share information and ideas to help the child work through the phase.

1. An adult will never shake, pinch, push, strike, or verbally abuse a child. Any of the above may be cause for immediate dismissal. Verbal abuse includes but is not limited to name calling, using profanity, threatening, taunting, or teasing. No child shall be shamed in front of his/her peers.
2. The adult who is in contact with the child at the time that discipline is needed will deal with the child. Another adult is not to intervene. Discipline will only include those who are directly involved. The adult will use words and/or redirection from the situation as correction.
3. Forms of discipline may include:
 - a. The child will sit in a chair, away from the group for 1 minute per each year of age. (i.e.) A three-year-old will be in time out for three minutes.
 - b. Discussing the problem and solution with older children. Asking the child what he or she believes should be done about the situation.
 - c. Diverting the child's attention to another activity. Alternate activities may include the adult and child working alone.
4. If a child cannot be controlled, and the adult involved is ineffective in controlling the situation, the adult will walk away. If the child proceeds to have a temper tantrum, the adult will not try to control the child during the tantrum. The adult will try to ignore the behavior until the child is in control of his or her emotions. The adult will tell another adult about the situation so that after a few minutes, the second adult may try to talk to the child. In extreme cases, the director will be contacted.
5. Staff will be made aware of extreme problems and cooperate in carrying out the specific plan developed for that child's behavior. A child exhibiting disruptive behavior will never be given to another classroom as a form of punishment or as a way to relieve the problem in a class.
6. Children will not be excluded from outdoor play time as a form of punishment. All children are required to play outdoors with their class.

Biting Policy

Biting can be a normal part of a toddler's development. The purpose of our biting policy is to protect the children and teachers at FBC Weekday Preschool and to encourage children to behave in a socially acceptable manner. If your child bites, we will make every effort to work with him/her. If biting continues frequently, this could be cause for dismissal.

Administration, Teachers, and Parents shall follow the following guidelines when a bite occurs.

Procedures:

1. Administration and Teachers recognize that at times some children, for a variety of reasons, attempt to bite other children or adults. Some reasons for biting are as follows:
 - a. Infants- Experimental, sensory, teething
 - b. Toddlers- Frustration, fatigue, attention seeking, confined spaces, inability to communicate.
 - c. Preschoolers- Aggression, deliberate.
2. Staff will use age-appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interest, having smaller groups of children (inside group/outdoor group), and using distraction techniques to minimize incidents.
3. Staff and parents should recognize that a human bite, which breaks the skin, brings great risk of infection to the victim.
4. When a bite does occur, staff will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water. A cold compress will be applied to the bitten area.
5. A record of all biting incidents will be kept. A bite report is filled out documenting the incident, injury and steps taken by the teachers. This is especially useful in determining any patterns of biting behavior and in anticipating incidents to prevent them.
6. When a child bites two times on a given day, the child's parents will be called and the child must be picked up from school immediately. This is to prevent further incidents and to calm the biter.
7. Staff will develop a behavior management program for "repeat offenders" in conjunction with parents, the director, or other health care professionals.
8. If, at any time, a child's biting behavior becomes especially excessive or hazardous to the children or staff, the director will unenroll the child from FBC Weekday Preschool in accordance with the Dismissal Policy.

Dismissal Policy

Every effort is made to help each child have a happy and profitable experience at preschool. In certain circumstances, the Director, with guidance and input from the Weekday Preschool Committee, must decide if it is necessary to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of the child. Every effort will be made to correct a problematic situation before a final decision is made. Dismissal of a child may be due to, but not limited to, such things as:

- The child does not satisfactorily adjust to preschool
- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- Is in need of more specialized, professional care than our preschool is able to offer

Behavior Procedures

1. If a child consistently does not conform to classroom guidelines and expectations or is exhibiting excessive, aggressive behavior (i.e. biting, kicking, spitting, scratching, excessive and consistent hitting or pushing, or self-inflicted violence) a conference must take place between the parents/guardians, teacher, and director to discuss the specific details of the behavior, as well as an appropriate course of action to negate the child's inappropriate or hazardous behavior.
2. If, after the initial conference, no substantial progress has been made in improving the child's behavior, a second conference between parents/guardians, teacher and director must take place. At that time behavior modification, counseling or therapy, and/or alternate methods of discipline will be discussed. A probation period of one month will be granted to the child. During this period, the parents/guardians and child must seek outside professional help as recommended by the director.
3. If after the one month probation period, a) no outside professional help has been sought, b) no progress by the child has been observed, OR c) the child, through his/her behavior, continues to pose a safety threat to himself/herself or any other children at the center, the director will inform the parents/guardians that their child may no longer continue at FBC Weekday Preschool.

Conduct Policy

If your child is experiencing some difficulty, we will notify you. We will make every effort to work with you to correct behavioral issues. A plan of action will be written to address the behavior and the parents must read, sign, and return to the director. If the problem continues, a short suspension period may be necessary. If a child is not adjusting to or benefiting from our program, we reserve the right to unenroll the child from our school at the discretion of the preschool director.

Parent Involvement

Parent Volunteers

Research shows that parent involvement in early care and learning programs can actually benefit a child's cognitive and social progress. Parent volunteers in our program is one way to reap this benefit while providing a valuable resource for your child's classroom and our school. If you enjoy reading to children, preparing materials for crafts, or teaching new songs or games, please contact us in the office. We are always looking for subs as well. Please let us know if you are interested.

Parent Conduct

FBC Weekday preschool reserves the right to unenroll a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes but is not limited to:

- Abusive or profane language, spoken or written, to employees of FBCWP.
- Disrespectful attitudes expressed toward FBCWP employees.
- Outbursts of anger directed toward FBCWP employees in front of other children at FBC.
- Abusive or profane language or outbursts of anger on church property.

Violation of these guidelines will result in the unenrollment of the parent's child from FBCWP.

Communication

Please keep the lines of communication open between you and your child’s teacher. This will help us as well as you. A class newsletter will be given to you periodically. Please take a minute to read these newsletters. It is the parent’s/caretaker’s responsibility to read information that is emailed, sent home, posted in classrooms, etc.

Please do not take the teachers away from their class for lengthy conversations in the morning or at pick-up. A conference can be set up with your child’s teacher by contacting the director, or you can contact the teacher after hours.

Grievances

Please follow these procedures:

- If the grievance is a classroom matter, the concerned parent should speak to the classroom teacher to get further information in an attempt to resolve the concern. If the matter is unresolved, the parent should contact the director.
- If the grievance is a school-wide procedure or facility concern, the parent should request an appointment with the director. At this time, the director may ask for the grievance to be put in writing if the parent and director feel there needs to be further attention given to the grievance.
- If further attention is needed with any type of grievance, the director will take the written grievance to the children’s minister and the Church Weekday Preschool Committee for further action. The director will then communicate these results to the concerned parent.
- If further attention is needed, a meeting will be arranged with the concerned parent, the director, the children’s minister and any other needed persons.

Holidays/School Closed

September 2 & 3..... Labor Day/Professional Development
 October 14-18..... Fall Break
 November 11-12 Preschool Closed for GBC
 November 25-29 Thanksgiving Break
 December 23-January 6..... Christmas/New Year’s Break
 January 20..... MLK Birthday
 February 17-21..... Winter Break
 March 10..... Professional Development Day
 April 7-11 Spring Break

Anytime Bulloch County Schools are closed due to professional days, weather, etc. FBC Weekday Preschool will also be closed. FBCWP is closed some days that the public schools are not. Notice of closing will be posted in advance.

Important Dates:

August 6 **FBCWP Open House**
August 8/9 **School Begins**
May 15 **FBCWP Pre-K Graduation**
May 15/16 **Last Day of School**

What is a Christian?

In his letter to the Romans, Paul said...

- For all have sinned and fallen short of the glory of God (Romans 3:23)
- God demonstrates His own love toward us, in that while we were still sinners, Christ died for us (Romans 5:8)
- For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord (Romans 6:23)
- If you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved (Romans 10:9)
- Whoever calls on the name of the Lord shall be saved (Romans 10:13)

What does all this mean? Well, it can be summarized as **A-B-C**.

A – Admit you are a sinner.

None of us has to look very far to see sin, do we? We even see it in ourselves. Admitting that we are sinners is the first step in receiving the forgiveness that comes from God.

B – Believe what the Bible says about Jesus.

God so loved the world that He sent His only son, Jesus, so that whoever believes Him will not perish but have everlasting life. To become a Christian, we must believe that Jesus is the only son of God, that He lived a perfect life, and that He died in our place.

C – Confess/Commit to Jesus as Lord.

Confessing your belief in Jesus and committing your life to following Him is your simple act of faith. To do so, you might pray a simple prayer like this...

Jesus. I admit I am a sinner and I need forgiveness. I believe in my heart that you are the only Savior of the world and that you died on a cross in my place. I place my faith in You and I accept you as my Lord. I receive your forgiveness and gift of eternal life. Amen.

If you just prayed this prayer for the first time, we would like to know your story. Please reach out at <https://fbcboro.church/get-in-touch/>