



Dear FFBC Weekday Education Parents,

Welcome to Fayetteville First Baptist Church Weekday Education! On behalf of the WDE Preschool Staff and FFBC Weekday Education Committee, we want to thank you for entrusting us with your child's early education. We consider this an honor and will strive to create the best possible experience for your family.

We have dedicated, experienced teachers who love the Lord and work to create a safe, healthy environment where

each child's spiritual, emotional, cognitive, and physical development can thrive. Our commitment is based on Christian principals and on how children develop and learn; our belief is that each child is created uniquely in the image of God. We use security procedures that are formed in conjunction with local law enforcement.

We desire to be a ministry to our WDE families, and work to foster the relationship with parents, and families, as well as with our students. Our goal is to earn your trust and to offer our support to your family, as we love and nurture your child. We look forward to this new school year and pray that God will bless your family abundantly. Please contact us with questions and concerns that may arise.

May God richly bless your family and our new school year!

Allison Holcomb, WDE Director  
Cris Jackson, Pastor of Families

"...I am fearfully and wonderfully made." Psalm 139:14

## 2025 – 2026 SCHOOL YEAR

The information in our Family Handbook is designed to make the start of this school year smooth and enjoyable. Please review this handbook and then sign the contract on Brightwheel. We are excited to partner with and serve your family. Get ready for an awesome year!

### **BAGS AND SUPPLIES**

Your child's instructional supplies for the year will be provided. The teacher may request hand sanitizer, Kleenex tissues or hand wipes.

A Weekday Kid's bag will be provided for each student. If your child's bag needs to be replaced during the year, you may do so for \$15. Please make sure your child's name is written inside their bag and on all other belongings that are sent to school.

### **DRESS**

Dress your child for fun! Our children will be painting, cutting, coloring, climbing, running, and playing outside. Dress them for these activities and for seasonal weather.

For shoes, please no flip flops.

Label sweaters and jackets with your child's first and last name.

Please provide a change of clothes, including under clothes and socks, in your child's bag. These clothes should be in a ziploc bag labeled with the child's name.

### **LATEX-FREE AND INSECT POLICY**

A common cause of anaphylaxis outside the hospital setting is latex and insect allergies. Therefore, we do not allow latex gloves nor latex balloons. We also work with an exterminating company and our custodial staff to prevent, treat, and dispose of pests in the building and on the playground areas.

## PICKUP AND LUNCH INFORMATION

### LUNCH BUNCH

Lunch Bunch is optional and is offered from 12:00 - 1:00 for our Twos through Fours classes. It is drop-in and no prior registration is necessary.

Pick up is in the front of the school at 1:00. Prepayment is not needed, as a weekly invoice will be sent every Thursday and is due the following Monday.

Payments must be kept current to remain eligible to attend Lunch Bunch.

The fee is \$5 per day.

NOTE: IF YOUR CHILD HAS ANY TYPE OF ALLERGY, NOTE IT ON THE STUDENT INFORMATION CARD AND NOTIFY YOUR CHILD'S TEACHER AND OUR DIRECTOR IMMEDIATELY. THANK YOU.

### CARPOOL TIMES AND LOCATIONS

#### BABIES CLASS

- DROP OFF - Between 8:45 – 9:00

Park in the back by the portico and walk your baby to the classroom.

You may need to ring the security bell for assistance.

- PICK UP - Between 1:00

Park in the back by the portico and walk to the classroom to pick up your baby.

#### ONES, TWOS, THREES and FOURS CLASSES

Enter from Hwy 54/Stonewall Avenue. For your safety, do not enter from Johnson Ave. because it becomes a one-way entrance for on-coming traffic.

Drive to the front of the school to the one-way pickup lane. Place student carpool sign on windshield or car window, so it can be easily seen by staff.

Remain in your car until a staff member places your child in the car seat. You may then drive forward and park in an open space to buckle your child.

Students must be transported in a car seat that adheres to legal requirements for a child's height, weight, and age. If assistance is needed, contact Fayette County Sheriff's non-emergency number 770-716-4720. For additional information visit [www.safekidsgeorgia.org](http://www.safekidsgeorgia.org).

**DROP OFF** - Between 8:45 – 9:00

**PICK UP**- 12:00

- If attending lunch bunch 1:00

## HEALTH GUIDELINES

### ILLNESS

WDE uses the American Academy of Pediatrics Guidelines.

Once illness begins in a classroom, it spreads quickly. Please be considerate of our children and families and keep your little one home until symptom free from the following:

Fever (100.4 and above)

Vomiting or diarrhea

Symptoms of measles, mumps, chicken pox, whooping cough, scarlet fever

Common cold

Persistent cough

Persistent runny nose with green or yellow discharge

Persistent earache

Croup

Unexplained rash, skin infection, boils, ringworm, impetigo, blisters, redness or oozing

Pink eye or eye infection

Head lice

Positive strep, flu, or virus results

### CLEANING

FFBC cleaning staff uses a checklist for cleaning, disinfecting, and sanitizing with EPA approved products to prevent the spread of illness on common-use surfaces, equipment and toys.

### IMMUNIZATION RECORDS

Georgia law requires each child to keep a current immunization form, GA Form 3231 or religious exemption, on file at school. Forms are due by the first week of school and must be updated during the school year, as needed. If your child's immunizations expire, please send in a current form within one month of expiration. To remain enrolled in school, children must have a current GA Form 3231 immunization form or religious exemption on file. The Fayette County Health Department audits our student records a minimum of twice a year for legal compliance. Our first audit is typically in August, so thank you for making this a priority. These forms should be uploaded to the Brightwheel App as part of the Admissions packet.

## TUITION & FEES

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Babies and Ones (Tues & Thurs)

Registration: \$205 (no activity fee)

Monthly Tuition: \$205 / Yearly: \$2,050

Twos, Threes and Fours (Mon - Thurs)

Registration: \$275 (this includes the activity fee of \$50)

Monthly Tuition: \$225 / Yearly: \$2250

Lunch bunch fee: \$5 daily

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Payments are due on the first of the month and are consider late one on the 5<sup>th</sup>. Please note that for all late payments a \$25 late fee will be applied.

Tuition is for a full school year and is broken up into 10 equal payments.

Tuition pays teacher salaries and supplies throughout the year. You may pay in full for the year or make monthly payments.

When you enroll your student you are agreeing to pay tuition throughout the entire school year even if you are not here due to illness, vacation, or other circumstances. The choice to unenroll your student(s) is always available but, if you choose to do that, the nonrefundable registration fee will then be applicable again upon reregistering.

#### Sibling Discount

A 20% registration and tuition discount is offered for the second child enrolled in the WDE pre-school program.

An additional 20% registration and tuition discount is offered for a third child enrolled in the WDE pre-school program

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**Registration Fee** is a non-refundable one-time fee that secures your child's class placement and pays for supplies needed at the beginning of the school year.

**Activity Fee:** This fee is included in a registration fee. It is equal to \$50 and is for all pre-school students, except our babies and ones. It pays for supplies for special curricular and family events, such as Pajama & Movie Day, Camping Day, Bicycle Day, Grandparent's Day, Dad and Me, and Mother's Day Luncheon.

## PAYMENTS

### PAYMENTS

Online payments may be made within your Brightwheel account. You may choose to make payments with an ACH or credit card account.

All parents are required to sign up for automatic payments through Brightwheel, unless approved by the Weekday Director to make payments with cash.

If approved by the director, cash payments) may be sent to in your child's folder in a labeled envelope or brought to school during school hours.

A receipt will be sent through Brightwheel.

If you have any questions, please reach out via email or phone to the Director.

Allison Holcomb  
allison@fayettevillefbc.org  
770-461-8378

## SCHOOL SAFETY AND EMERGENCY SITUATIONS

The safety and security of your child is always a top priority while your child is on campus. The doors to the building are always locked and our security system is activated. The building is accessible to authorized personnel only. Our teachers and staff are trained in emergency procedures and know what to do in the event of a crisis.

If an event was to occur, please do not call the school phone or the teachers as we will be dealing with the event. Keeping children safe will be our first priority; reuniting them with family will be secondary, so please be patient and understanding. For up-to-date information, stay alert to texts from teachers and broadcasts from local media outlets.

### To Enter the Building:

There are two sets of double doors into the preschool hall. Enter the exterior doors and ring the bell located on the right-hand side of the wall under the camera. Someone will ask for your name and how we might assist you. You may be asked to sign-in. Once you have been cleared, the doors will be opened for you to enter.

### Secure Dismissal Procedures:

We must always be able to contact someone who can be responsible for your child in case of illness or an emergency. If a parent is unable to be reached, please send a note or email with an alternate contact for that day. Immediately notify the teacher and school director of changes to your contact information. If there is potential for custody situations or concerns, DO NOT HESITATE to make the school aware so precautions can be taken to ensure the safety of all students.

Children will only be released to those who have the student dismissal (carpool) card or are on the list of authorized individuals on the Dismissal Card.

## WEATHER RELATED SCHOOL CLOSURE

In case of inclement weather, school will close whenever Fayette County Schools close due to severe weather conditions. If Fayette County Schools are delayed, we will close for the day, due to our half-day schedule. If Fayette County closes schools, we will notify parents in the event we need to close.

Check our Facebook page and follow local media broadcasts for information. Refunds are not issued due to school closure related to inclement weather.

KEEP UP WITH WEEKDAY ED:

FIND US ON FACEBOOK



[www.facebook.com/fayettevillefirstbaptistweekdayed](http://www.facebook.com/fayettevillefirstbaptistweekdayed)

## BRIGHTWHEEL

Brightwheel will be used as a method of communication between the office and parents.

On the Brightwheel App, you will be able to see all the exciting things we have planned on the calendar and get reminders of upcoming events!

During the admissions process in Brightwheel, you will fill out a permission form to indicate if your child's picture may be posted on Facebook. All children's pictures will be posted unless we are otherwise notified.