

# First Baptist Church Child Development Program



"Every good and perfect gift is from above..."  
- James 1:17

## Parent Handbook 2025-2026

802 23rd Avenue Tuscaloosa, AL 35401  
205-391-3115 - Lobby / 205-632-3040 - Office

# *First Baptist*

## *Child Development Program*

*802 23<sup>rd</sup> Avenue  
Tuscaloosa, Alabama 35401  
(205) 391-3115*

Dear Parents and Guardians,

It is my pleasure to welcome you to the Child Development Program of First Baptist Church. I am honored you have chosen First Baptist to share in the nurturing of your child during these precious preschool years.

This handbook has been prepared to assist you in answering any questions that may arise during the school year. Please read it carefully, and sign and return the signature page in the back of this book. This page states that you have read and agree to abide by the policies within. Please keep this handbook for future reference.

In the event that a state of emergency is issued, appendages will be added to this manual as needed.

With your help and cooperation, we are looking forward to a GREAT 2025-2026 school year!

Julie Bosch

Director

# **Table of Contents**

<b>The Purpose of the Program</b> .....	1
<b>Admission and Withdrawal Policies</b>	
Enrollment .....	3
Classroom Ratios .....	4
Dis-Enrollment .....	4
Withdrawal Policy .....	5
Tuition.....	5
<b>Curriculum</b>	
Learning Centers.....	6
Bible Time.....	6
Art.....	6
Music .....	6
Physical Education.....	7
Snack.....	7
Lunches.....	7
Rest Time.....	7
Show and Tell.....	8
Field Trips.....	8
Parties .....	8
Extra-Curricular Activities .....	8
Special Events.....	8
2024-2025 Curriculum and Calendar of Events .....	9
<b>Daily Routine Policy</b>	
Attendance .....	11
Arrival.....	11
Departures .....	11
Releasing of Children.....	11
Clothing .....	12
Parent Involvement.....	12
Communication.....	12
<b>Health &amp; Safety Policies</b>	
When Your Child is Sick.....	13
When Your Child Will Be Sent Home.....	13
Administering Medication .....	14
Records For Each Child.....	14
Discipline.....	15
Security Measures.....	16
Firearms .....	16
Bad Weather Conditions.....	16
<b>Ways to Prepare your Child for School</b> .....	17
<b>Yearly Calendar For 2024-2025</b> .....	17
<b>Signature Page (Must be returned)</b> .....	18

## **I. THE PURPOSE OF THE CDP PROGRAM**

Thank you for trusting First Baptist Child Development Program (CDP) with the care of your child. First Baptist CDP is founded on the belief that children are truly gifts from God. You have entrusted us not only to care for your children, but also to love them and teach them about God's Word. We, as preschool teachers, are blessed and privileged to help shape the lives and futures of the little ones who pass through our doors.

The values of First Baptist CDP are based on a Biblical worldview. A Biblical worldview is based on the belief that the Bible is God's revealed and infallible truth about a relationship with Him and for living in His creation. We strive for this worldview to be woven into our instruction, communication, activities and programming each day.

Consistent with the beliefs of First Baptist Church Tuscaloosa, the CDP believes and lives by the following truths:

- **There is only one God.**
  - *"You were shown these things so that you might know that the Lord is God; besides him there is no other."* Deuteronomy 4:35
- **The Bible is God's written word.**
  - *"All scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right. God uses it to prepare and equip his people to do every good work."* 2 Timothy 3:16-17
- **Jesus Christ is the Son of God.**
  - *"The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the one and only Son, who came from the Father, full of grace and truth."* John 1:14
- **We are all sinners.**
  - *"for all have sinned and fall short of the glory of God."* Romans 3:23

- **Sin separates us from God. Jesus Christ lived a perfect life, died for our sins, and rose again.**
  - *“Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to Scripture.”* 1 Corinthians 15:3-4
- **Salvation is the only way to have a relationship with Jesus Christ.**
  - *“For this is how God loved the world: He gave his one and only Son, so that everyone who believes in him will not perish but have eternal life.”* John 3:16
- **We are created in the image of God.**
  - *“So God created mankind in his own image, in the image of God he created them; male and female he created them.”* Genesis 1:27
- **Marriage is between a man and a woman.**
  - *“For this reason a man will leave his father and mother and be united to his wife and the two will become one flesh. So they are no longer two but one flesh. Therefore what God has joined together, let no one separate.”*  
Mark 10:7-8
- **Gender is determined upon conception and cannot be changed by man.**
  - *“But at the beginning of creation God ‘made them male and female.’”*  
Mark 10:6

Finally, we recognize each child as a unique individual. We understand they will all learn differently and at different rates. Our role as preschool teachers is to be enthusiastic, reassuring, creative, and positive. The experiences children have while they are in our care will affect their feelings toward school, other children, adults, and the world around them. Our goal is to help ensure that the feelings and attitudes they develop will be positive ones.

## **II. ADMISSION AND WITHDRAWAL POLICIES**

## **ENROLLMENT**

First Baptist Child Development Program (CDP) is a nonprofit organization. Priorities for enrollment are as follows:

- 1<sup>st</sup> Current CDP students, their siblings, and children of staff
- 2<sup>nd</sup> First Baptist Church Members
- 3<sup>rd</sup> Children on the waiting list
- 4<sup>th</sup> General public by date inquiry is made

Children will be placed in classes according to their age as of September 2nd (public school cut-off).

If a child is entering our program at any of the following stages, they should have reached the developmental level described below:

- Toddler children need to be walking.
- Three-year-old class children need to be potty trained.  
(We realize that it is perfectly normal for children to develop at different times. Not being able to reach these criteria does not necessarily signal a cause for concern.)

Enrollment is open to any preschooler, six weeks of age through Pre-Kindergarten age as of September 2<sup>nd</sup> of that year, provided our program can meet the needs of the child. Children are enrolled with a standing reservation for the school year on a first come basis. **A school year is August-July.** A \$100.00 registration fee per family is due upon enrollment. A \$200.00 supply fee for full-time students, a \$150 supply fee for part-time students, or a \$120 supply fee for half-day students is also required. The supply fee will be split into two equal payments due in August and January. Registration fees are non-refundable. Supply fees are non-refundable after the school year has begun. After maximum enrollment is reached in each room, a waiting list will be established.

If a child is transferring from another preschool program, we reserve the right to contact the previous program regarding the financial status of the child's account. First Baptist CDP reserves the right to refuse admission based on this information.

## **CLASSROOM RATIOS**

While the Department of Human Resources guidelines allow for larger classes, the following ratios reflect those of First Baptist CDP:

Infants-6 months	2:8	(staff person: children)
Transition (6 months-12 months)	2:9	
Ones (12-18 months)	2:10	
Ones (Over 18 months)	2:13	
Twos	2:14	
Threes	2:15	
Pre-Kindergarten	2:16	

### **DIS-ENROLLMENT**

A 30 day probation period will take place for each student enrolled with our program. First Baptist CDP reserves the right to permanently remove a child from the program at any time for the following reasons:

- Non-payment of tuition and fees by the end of each month
- If the CDP Director feels that the needs of the child or the needs of the program are not being met
- If the parents/guardians display inappropriate behavior, such as, but not limited to, profanity, physical aggressiveness, or verbal abuse towards staff members, other parents, or any child/children while on the premises
- If the parents/guardians fail to follow the policies listed in this handbook
- If the parents/guardians fail to turn in the required forms deemed necessary by the director
- If the child's needs are causing a disruption to the classroom and other children in the classroom
- If excessive behavioral problems persist with a child

### **WITHDRAWAL POLICY**

Parents are required to submit a written thirty-day notice before

withdrawing from the program. If a child does not attend all or part of these 30 days, payment must still be submitted for the time. Your written notice must be submitted to the Director of the Child Development Program.

## **TUITION**

Payment for tuition is due on the 1st day of each month, and is considered late by the 10th day of the month. Bi-weekly payments are acceptable, and are considered late on the 10th and the 22nd. Tuition paid on a weekly basis is due on Monday of the week for which payment applies.

- Tuition not paid by the end of the month will result in a \$25 late charge and may result in the child's place being forfeited if it happens more than once. Please contact the director if special circumstances arrive that prevent you from paying on time.
  - Tuition can be paid by check, money order, or cash and may be given to the director or placed in the drop box located in the front office. Please do not give money or checks to teachers or other personnel. All checks should be made payable to First Baptist CDP. A \$30 handling fee will be assessed for all checks returned due to insufficient funds. CDP's payment option of choice would be an online payment in the preschool app, Brightwheel. You have the option to pay by an ACH payment using your bank account or with a credit card. Both are assessed a minimal fee.
  - Tuition remains the same with no deductions made for absences, scheduled vacation days, or days that the daycare is closed such as Thanksgiving, Christmas, etc. If for some reason the school must close, no tuition will be refunded if at least 10 days of service have been provided.
- \* You will receive a 10% discount for your second enrolled child.  
\* You will receive a 20% discount for your third enrolled child.

5.

## **III. CURRICULUM**

We have chosen to write and implement our own curriculum, teaching age appropriate academic activities as well as Bible stories. Developmentally appropriate activities will be practiced with all age groups. The curriculum and calendar of events for the year are located on pages 9 and 10 of this manual.



## **Classroom activities will include the following:**

### **LEARNING CENTERS**

Our rooms are arranged into learning centers. In these centers, children learn by making choices, handling items first hand, and using their senses while participating in individual and group activities. Activities are provided in the following learning centers: home living, puzzles, books, concept development, nature, music, multimedia, and art.

### **BIBLE TIME**

Bible time is a special time set aside to share Bible stories and sing songs with our preschoolers. Three and four year old classes go to the Chapel room on Monday – Wednesday from 8:45-9:00 for Bible Time. The younger preschoolers will engage in Bible Time in the classroom. The Bible story or character we will be studying will be listed in our curriculum.

### **ART**

With preschoolers, it is the process and not the end product that is important when considering artwork. To that end, please know that much of what your children bring home as “art” may be unidentifiable. However, this affords you a wonderful opportunity to talk to your child about the colors they used, how they worked with their hands to make their art, and what they were learning about in their classroom on that particular day. Be aware that we will be collecting the best artwork each week to put into a book which will be presented to you in May. We will display monthly artwork on the bulletin boards outside the classrooms for you to see. Please do not remove the artwork from the boards. When taken down from the bulletin boards this artwork will also be added to the end-of-the-year books you receive.

### **MUSIC**

Music is a wonderful tool for teaching young children. All ages will be exposed weekly to various songs, instruments, and musical experiences. Children enjoy all aspects of music; therefore, a variety of activities will be included in each teacher’s lesson plans.

6.

### **PHYSICAL EDUCATION**

All children will participate in activities geared toward the development of large motor skills. This includes playtime on one of our outdoor playgrounds or in the indoor play area. Older children also enjoy going to the Family Life Center to play in the gym. Playtime is a fun and safe time for children at First Baptist CDP. Teachers continue to interact and supervise children closely while they are in larger areas. Playtime will be

outside, weather permitting.

## **SNACK**

Morning snack is provided by First Baptist CDP. However, it is a good time for parents to send special treats for birthdays or other special events. Please let your child's teacher know ahead of time if you wish to send a snack for all the children to share. Allergy issues must be considered. Snack time is held before 10:00 a.m. for all the classes so that it does not interfere with lunch. First Baptist CDP will also provide full day students a snack after nap time.

## **LUNCHES**

Lunches should be sent for all children. Please send milk or juice and nutritional finger foods in easily opened containers. Whole milk is recommended for children two years of age and under. Juice boxes are preferred for threes and fours. Please make sure that all items are clearly labeled with your child's name. It is recommended that you limit the amount of sweets. Ones and twos will need one sippie cup for snack and lunch per day. Lunch is a busy time for teachers and preparation for your child's lunch should be limited to no longer than **two** minutes. Food should be prepared ahead of time and put in containers to heat if it takes longer than the **two** minutes. We will not serve your child anything that takes more than **two** minutes to microwave.

## **REST TIME**

**Infants:** Each infant shall be allowed to form his/her own pattern of sleeping and waking. Unless the infant has a note from a pediatrician specifying otherwise, each infant younger than twelve (12) months, shall be placed in a supine (on his/her back) position for sleeping.

**Preschoolers:** A supervised rest period shall be scheduled for preschoolers who are in attendance. The rest period shall not be less than 45 minutes and shall not exceed 2 ½ hours. Any child who does not sleep after 45 minutes of rest shall be permitted to engage in quiet activities.

7.

## **SHOW AND TELL**

We may designate a specific Show & Tell day for class time, and will inform parents of that day. This is a time for children to bring a special toy or special item to share with the class. **Please do not allow your child to bring toy guns or knives of any kind to school.** Other than on Show & Tell day, we ask that your child leave their toys and other personal items at home.

## **FIELD TRIPS**

On occasion, our Pre-K classes will be going on educational field trips to enhance our topic of study. You will receive information about each field trip as well as a field trip permission form to be filled out and returned to your child's teacher. No child will be taken off campus without a written permission slip. Parents are welcome to attend field trips with their child's class. We also have educational experiences brought into our school when deemed appropriate.

## **PARTIES**

Birthday parties can be observed during classroom snack time. Cookies are suggested rather than cake. Parties should be kept simple: cookies, drinks, party napkins, and cups. Invitations to individual birthday parties can be sent home with the children provided all the children in the class receive one. Address lists for the class will not be given out without permission from all parents. Please do not send flowers, candy, or balloon bouquets to your child while they are at preschool.

## **EXTRA-CIRRICULAR ACTIVITIES**

We will be offering extra-curricular activities during school hours for your child to participate in on a sign-up basis. These activities will not be part of the monthly fees and will be billed by the different providers selected by the director. The children that participate will be taken out of the classroom and the children left in the room will continue their daily activities.

## **SPECIAL EVENTS**

Special events will be planned throughout the year, centering on holidays. Your child's teacher may ask that you bring something special for a class party, or to give money for a special lunch.

8.

## **2025-2026** **CDP Curriculum & Calendar of Events**

<b><u>Month</u></b>	<b><u>Unit Study by Week</u></b>		<b><u>Important Dates</u></b>
<b><u>August</u></b>			
Bible / Creation	4th	Starting School / Manners	3rd- Open House (3:00-4:30)
Circle / Red	11th	Me & My Family	4th- First Day of new school year
<u>Letters:</u> A / B	18th	5 Senses	
<u>Numbers:</u> 1 / 2	25th	Emotions & Feelings	

Math: Big & Small

### **September**

Noah	1st	Construction	1st- <b>SCHOOL CLOSED</b>
Triangle / Yellow	8th	Our City	Labor Day Holiday
<u>Letters</u> : C / D	15th	Rescue Community Helpers	9th-11th- School Pictures
<u>Numbers</u> : 3 / 4	22nd	Medical Community Helpers	
<u>Math</u> : Opposites	29th	Transportation	

### **October**

Joseph	6th	Sports	
Square / Orange	13th	Fall	
<u>Letters</u> : E / F / G	20th	Camping Fun	
<u>Numbers</u> : 5 / 6 / 7	27th	Fun with Pumpkins	31st- Halloween Class Party
<u>Math</u> : Matching			31st- <b>SCHOOL CLOS</b> ES at 3:00

### **November**

Moses	3rd	Harvest Time	
Rectangle / Brown	10th	Nutrition & Health	17th-19th- Book Fair
<u>Letters</u> : H / I	17th	Pilgrims & Indians	21st- Thanksgiving Feast at 11:30
<u>Numbers</u> : 8 / 9	24th	Thanksgiving	26th-28th- <b>SCHOOL CLOSED</b>
<u>Math</u> : Sorting			Thanksgiving Holiday

### **December**

Jesus' Birth	1st	Bears / Hibernation	
Star / Green	8th	Christmas Fun	19th- Christmas Parties
<u>Letters</u> : J / K	15th	More Christmas Fun	19th- <b>SCHOOL CLOS</b> ES at 12:30
<u>Numbers</u> : 10			22nd-31st- <b>SCHOOL CLOSED</b>
<u>Math</u> : Patterns			Winter Holiday

### **January**

Jesus' Miracles	5th	Winter & Polar Animals	1st- <b>SCHOOL CLOSED</b>
Octagon / White	12th	Nursery Rhymes	New Year's Holiday
<u>Letters</u> : L / M / N	19th	Fantasy & Fairy Tales	2nd- <b>SCHOOL CLOSED</b>
<u>Numbers</u> : 11 / 12	26th	Dinosaurs	Teacher's In-service
<u>Math</u> : Measurement			5th- Students return from the holiday

9.

<b><u>Month</u></b>	<b><u>Unit Study by Week</u></b>	<b><u>Important Dates</u></b>
---------------------	----------------------------------	-------------------------------

### **February**

Joshua / David	2nd	Reptiles	
Heart / Pink	9th	Friendship & Valentines	13th- Valentine's Party
<u>Letters</u> : O / P / Q	16th	Space	
<u>Numbers</u> : 13 / 14	23rd	Dr. Seuss Week	
<u>Math</u> : Object Association			

### **March**

Daniel / Jonah	2nd	Birds	3rd & 4th- School Class Pictures
Diamond / Purple	9th	Weather & Seasons	
<u>Letters</u> : R / S / T	16th	Plants & Gardening	16th-19th- <b>SCHOOL CLOS</b> ES at 3:00
<u>Numbers</u> : 15 / 16	23rd	Pet Animals	20th- <b>SCHOOL CLOSED</b>

<u>Math</u> : Sequencing	30th	Easter	Spring Break Holiday
--------------------------	------	--------	----------------------

### **April**

Jesus' Parables	6th	Farm Animals	3rd- <b>SCHOOL CLOSED</b>
Oval/ Blue	13th	Wildlife & Habitats	Good Friday Holiday
<u>Letters</u> : U / V / W	20th	Recycling & Nature	22nd- Earth Day Celebration
<u>Numbers</u> : 17 / 18	27th	Pond Life	
<u>Math</u> :			
Positional Concepts			

### **May**

Fruits of the Spirit	4th	Bugs, Bugs, Bugs	8th- Muffin's with Moms
Pentagon / Black	11th	Under the Sea	18th- CDP Graduation at 10:30
<u>Letters</u> : X / Y / Z	18th	Summer / Beach Fun	21st- End of the Year Bash
<u>Numbers</u> : 19 / 20	25th	Cooking Adventures	22nd- <b>SCHOOL CLOSED</b>
<u>Math</u> : Counting			25th- <b>SCHOOL CLOSED</b>
			Memorial Day Holiday

### **June**

Review	1st	Fun & Games	19th- Doughnuts with Dads
	8th	All Around the World	
	15th	FBC Vacation Bible School	
	22nd	Music & Movement	
	29th	Patriotic Week	

### **July**

Review	6th	Adventure Island (Pirates)	3rd - <b>SCHOOL CLOSED</b>
	13th	Wild, Wild, West	Independence Day Holiday
	20th	End of the Summer Fun	
	27th	Getting Ready for a New School Year	

## **Dates could be subject to change with notice to parents.**

The start of school in August 2026 will be determined when the City and County School Systems determine their school calendar.

10.

## **IV. DAILY ROUTINE POLICIES**

### **ATTENDANCE**

Continuity and consistency are important elements in your child's growth and development. Regular attendance will contribute to a smooth adjustment to the preschool setting. If your child will be absent please call the First Baptist CDP office at (205) 391-3115, or message on Brightwheel as soon as possible and let us know. Attendance is recorded with the Brightwheel App.

### **ARRIVALS**

Childcare begins at 7:00 a.m. It is required that parents use the Brightwheel App on one of the kiosk monitors in the front lobby to check their children in. **Our cut-off for drop-off is 8:45.** If arriving after that time you will need pre-approval. Drop off after 8:45 will be done in the front office to ensure minimal disruptions of the learning environment in the classrooms.

## **DEPARTURES**

Pick-up time is scheduled from 12:15-12:30 for half-day children. A late fee of \$1.00 per minute will be charged to your account, beginning at 12:31 p.m. Childcare ends at 5:30 p.m. A late fee of \$1.00 per minute will be charged to your account, beginning at 5:31 p.m. The clock located in the CDP Office will be used to monitor pick up times. It is required that parents use the Brightwheel app on one of the kiosk monitors in the front lobby to check their children out each day.

If an emergency arises which delays you, please call (205) 391-3115 and inform us of the problem.

## **RELEASING OF CHILDREN**

Children at the school will not be released to any adult other than the parent or adults listed on the enrollment form without written permission from the parent or legal guardian. In an emergency situation, when a parent has to phone and give permission for someone other than those listed on the child's enrollment form to pick up a child, the information will be given to the teacher. The individual must be prepared to show a picture identification.

11.

## **CLOTHING**

Dress your child in weather appropriate clothing for play and outdoor activities. Select clothing that is washable, sturdy, and free of complicated fastenings. Label or put names in all outer garments, including jackets, hats, and mittens. Label all diaper bags, bottles, etc. Disposable diapers and pull-ups with detachable sides are required. All children need a change of clothing in their bags, as well as extra pants in case of potty accidents. Children have a difficult time running and climbing on the playground equipment with sandals, flip-flops or boots; therefore, these shoes are discouraged due to safety concerns.

## **PARENT INVOLVEMENT**

We encourage parents to become involved in our program by assisting with occupational experiences, show & tell, field trips, holiday activities, and more.

Parents are welcome to observe their children at work and play while in our care. Classroom cameras are present, and can be viewed in the First Baptist CDP Director's office. If a parent requests to visit inside the classroom, a Classroom Observation Request Form must be submitted to the director prior to the requested observation date. We will make every effort to accommodate observation requests, but our first priority is maintaining the learning environment for our students. To minimize classroom disruptions, observation duration may be limited based on the specific purpose, staff availability, and the classroom schedule.

## **COMMUNICATION**

Realizing the importance of parents and teachers working together as a team, parent communication is a vital part of our program. Some aspects of our parent/teacher communication are:

- Parent Handbook
- Monthly Calendars
- Weekly Reminders posted outside the classroom doors
- Brightwheel App
- Parent Meetings
- Teacher/Administration conferences if needed
- Daily records for infants regarding diapering and feeding
- Additional notes sent home when needed
- School-wide text messages of important events
- Private (closed) classroom Facebook pages

12.

## **V. HEALTH & SAFETY POLICIES**

### **WHEN YOUR CHILD IS SICK**

Please call the First Baptist CDP office at (205) 391-3115, or send a message on the Brightwheel App if your child will **not** be attending school due to illness. Please keep your child home if they experience any of the following symptoms:

- Fever of 100.4 degrees Fahrenheit or higher during the previous 24 hour period.
- Discolored mucus from nose for 2 days or more (green/gray mucus is a sign of infection)
- Vomiting in a 24 hour period
- Diarrhea (2 or more loose stools) during the previous 24 hours

- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, fleas, etc.).
- Any unexplained rash and/or skin infection such as (boils, ringworm, or impetigo)
- Pink eye and other contagious eye infections (conjunctivitis, etc.)

### **WHEN YOUR CHILD WILL BE SENT HOME**

You will be called to pick up your child if any of the following symptoms occur:

- Fever of 100.4 degrees Fahrenheit or higher
- Vomiting two or more times in one day
- Diarrhea (2 or more loose stools in one day)
- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, fleas, etc.)
- Any unexplained rash and/or skin infection
- Pink eye or other contagious eye infection

If you have to pick up your child because of illness, we ask that they remain at home for 24 hours before returning. If your child is sent home with fever, make sure they do not return until they are 24 hours fever-free without medication. With any or all of these symptoms, the Director may require a doctor's note in order for the child to return to school.

13.

### **ADMINISTERING MEDICATION**

Your written permission is required for staff to administer medication or medical procedures to your child while attending the First Baptist CDP. The following guidelines must be observed:

- Prescription medication must be in the original container labeled with the child's name, date, directions and the physician's name.
- First Baptist CDP will administer the medication as directed on the label.
- Medications that are outdated will not be given.
- Non-prescription medication must be in the original container with directions. If label directs: "consult physician if child is under 6 years of age," a note from the physician must accompany the medicine.
- A permission form from the parent / guardian must



accompany the medication that is to be given (prescription and non-prescription).

### **RECORDS FOR EACH CHILD**

A parent must fill out and submit an Enrollment Form listing emergency contact information, physician's name and number, and insurance information on each child in the program. Parents are also required to fill out and submit a Medical History Form listing allergies and general health information. Please keep the office informed of any changes to this information throughout the year.

An Emergency Medical Treatment Release form must be signed by a parent and submitted. Because emergencies may arise, please keep us up to date on home, business, and emergency numbers.

In case of accidental injury, we will attempt to contact a parent. If necessary, emergency officials will also be contacted. Parents will be expected to assume responsibility for any potential resulting expenses.

A Certificate of Immunization or a Certificate of Religious Exemption from Immunization MUST be on file at the preschool office prior to the first day your child attends school. These cards must be kept up to date. A copy of the child's insurance card is also needed for his/her file.

14.

### **DISCIPLINE**

We strive to maintain a stimulating environment, which helps in preventing negative behavior. Discipline shall be based on understanding the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. We ask that teachers seek to re-direct behavior, teach the child to respect the rights of others, and to work within defined limits.

The following disciplinary measures shall be taken:

- Verbal/physical redirection (taking child out of the situation).
- "Time-Out" one minute per year of age. If time-out is used, it is important to explain to the child in a calm manner why he/she is in time-out and what the appropriate behavior should be.
- In extreme cases, administration should be notified.

Should the problem continue, then the administration will determine the next course of action that needs to be taken.

The parents will be informed at the end of the day if the following behavior problems occur after a child is repeatedly told “NO”:

- Continually disrupts the class
- Endangers another child or themselves (biting, scratching, hitting, throwing, etc.)
- Destroys equipment or property of others
- Is defiant to authority

The following disciplinary practices including but not limited to the following are prohibited:

- It is never appropriate to use corporal or physical punishment. Spanking, shaking, slapping, kicking, pushing, biting, pinching, hitting, thumping, hair pulling, and ear pulling are all prohibited.
- The use of verbal abuse is prohibited, including but not limited to: yelling, shouting, name calling, shaming, making derogatory remarks about a child or a child’s family, or using language that threatens, humiliates or frightens a child.
- The use of discipline associated with food, naps, or bathroom procedures is prohibited, including but not limited to: withholding food as punishment, use of food such as hot sauce, lemon juice, vinegar, soap, etc., as punishment, punishment for lapses in toilet training, punishment for not sleeping during rest/ nap time.
- Punishment administered by another child is prohibited.

15.

- Rough or harsh handling of children, whether associated with discipline or not is prohibited, including but not limited to shaking, lifting, jerking of one arm or both arms, pushing, pulling, forcing or restricting of movement, lifting or grasping of clothes, covering a child’s head, etc.
- The use of physical restraint as punishment is prohibited.

All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parent / guardian to attempt to correct the situation. Temporary withdrawal is always our last resort. We reserve the right to permanently withdraw a child if disciplinary problems or other considerations warrant permanent withdrawal.

### **SECURITY MEASURES**

A Keypad Entry System accesses the First Baptist Church Child Development Program. All employees, CDP parents, and other designated personnel are assigned a four-digit access code that is used to enter the building.

This system is a way for administration to monitor the people entering CDP. Parents are given access to the building from 7:00 a.m. to 5:30 p.m. Camera surveillance also monitors these entrances.

Each parent/guardian has his or her own access code. We ask that each parent use his/her own assigned code. **Do not share your code with anyone.** We also ask that each parent change your assigned Brightwheel check in and out code to match your door code. The two codes should be the same.

### **FIREARMS**

This church does not allow open carry of firearms except by sworn law enforcement officials who possess a Municipal, County, State, Federal or Tribal Identification. (Pursuant to Act SB283)

### **BAD WEATHER CONDITIONS**

School will not be held during icy or snowy weather. We will comply with the Tuscaloosa County School Board concerning closing school due to weather conditions. During severe storm warnings, the children will be taken to the safest portion of our building. Please listen to the Fox affiliate, WBRC Channel 6 and radio station WTXT 98.1 FM or dial the county's hotline number, **(205) 342-2900** for all weather information and school closings. Please be aware that if the County School System closes the schools that First Baptist CDP will be closing, and your child must be picked up by the appropriate time announced. You will also get a school-wide Brightwheel message announcing such closes. The administration reserves the right to make adjustments to school closings when deemed appropriate.

16.

## **VI. WAYS TO PREPARE YOUR CHILD FOR SCHOOL**

A positive experience in school can have a great influence on a child. The child usually reflects what they have learned in the home and parents usually govern their attitudes.

1. Talk to your child.
2. Listen to your child.
3. Read to your child.
4. Praise your child.
5. Help your child to keep well rested.
6. Give your child responsibilities appropriate for his/her age.
7. Accept your child as he/she is.
8. Review with your child the units of study being covered.
9. Teach them what it means to make right decisions.
10. Keep up with what is happening at school.

## **VII. Yearly Calendar for 2025-2026**

July 31 & Aug. 1	Teacher In-Service (School Closed)
Aug. 3	Open House 3:00-4:30
Aug. 4	First day of school
Sept. 1	Labor Day (School Closed)
Oct. 31	Fall Break (Close at 3:00)
Nov. 26-28	Thanksgiving Holiday (School Closed)
Dec. 19	CDP will close at 12:30 for Students
Dec. 19	Teacher In-Service (12:30-3:00)
Dec. 22-Dec. 31	Christmas Holiday (School Closed)
Jan. 1	New Year's Holiday (School Closed)
Jan. 2	Teacher In-Service Day
Jan. 5	Students return from the holidays
March 16-19	CDP will close at 3:00 for Spring Break
March 20	Spring Break Holiday (School Closed)
April 3	Good Friday (School Closed)
May 22	Memorial Day Holiday (School Closed)
May 25	Memorial Day Holiday (School Closed)
July 3	Independence Day (School Closed)

17.

## **VIII. PARENT SIGNATURE PAGE**

Please detach this sheet, sign it, and return it with enrollment papers stating that you have read and understand the policies outlined in the First Baptist CDP Parent Handbook. By signing this you are stating that you agree to abide by these policies.

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_