



*Explore my world...Expand my mind...Experience Jesus...  
Watch me grow!*

# PARENT & STUDENT *Handbook* 2025 - 2026

*"Train up a child in the way he should go: and when  
he is old, he will not depart from it."*

*Proverbs 22:6*

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# Welcome to The Learning Center

We are delighted to welcome you and your family as part of the First Baptist Church Learning Center program. It is our desire that your child's experiences here be delightful and that you feel confident that your child is loved and well cared for during their time at the center.

We, the staff at First Baptist Church Learning Center, understand the gift of children and take seriously God's call to care for and demonstrate His love to these precious little ones. As you read through this handbook and become acquainted with our programs and policies, our prayer is that it becomes apparent just how much we love children and desire their safety and security while they experience Christ's amazing love.

We look forward to partnering with you as we work together to help your little ones grow spiritually, socially, emotionally, and cognitively as they explore their world, expand their minds, and experience Jesus!



*"And Jesus increased in wisdom and stature, and in favor with God and man." - Luke 2:52*

# Mission and Vision

## Defining Scriptures

We believe the Bible is God's Word and provides the wisdom and instruction needed for our daily lives. The following verses were instrumental in the development of the Learning Center's Vision and Mission.

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"He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a child will not enter it.' And He took the children in His arms, put His hands on them, and blessed them."

Mark 10:14-16

"Train up a child in the way he should go: and when he is old, he will not depart from it."

Proverbs 22:6

"And Jesus increased in wisdom and stature, and in favor with God and man."

Luke 2:52

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## Mission

## Statement

Explore my World...Expand My Mind...Experience Jesus...

Watch me GROW!

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## Vision

## Statement

To work with families to enhance the development of young children, to provide support while working in partnership with like-minded organizations in our community, and to develop the best practices for teaching and ministering to young children and families.

# Our Guiding Principles

## For Students

- Create a safe and secure environment that promotes healthy, age-appropriate development of each child that include hands-on interactive experiences that guide and encourage growth in six areas...social, physical, intellectual (cognitive), communication, emotional, and spiritual (SPICES.)
- A belief and understanding that each child learns in unique ways and develops at different intervals. Our program seeks to provide each child/classroom with an experience that is individualized to their needs in regards to classroom activities and structure.
- A classroom experience where play guides learning with a developmentally appropriate curriculum that utilizes child-centered teaching practices and support services.
- A trained staff that love and encourage each child and works diligently to help each child reach his/her full potential.
- A preschool/kindergarten experience where every child experiences God's love and is communicated His Truth through study of the Bible, God's Word. A plethora of resources to enrich each child, from The Learning Center director, teachers, its partnering organizations and First Baptist Church.
- A commitment to excellence and continued development from the Learning Center, its staff, its leadership council, and First Baptist Church.

## For Parents

- An opportunity to partner with The Learning Center staff to develop the whole child, understanding that parents and family are the primary and on-going teachers of their children.
- Continual assessments and communication with parents concerning the development of the child.
- Opportunities to enhance the Learning Center's curriculum by sharing traditions, culture, occupation, etc. with the children at the Learning Center.
- A variety of opportunities to build relationships and community with other families for fellowship and support.

# Our Guiding Principles Cont.

## *For Staff*

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- A belief that the best staff maintains the priorities of faith, family and work. We desire for our teachers to have the opportunity to strengthen and develop their faith, be available to care for their families and to continue to develop their skills as a teacher.
- A working environment where the input of staff is valued.
- A commitment from the Learning Center to support professional development by supplying quality training, materials and membership services.

## *For Our Community*

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- A program committed to excellence within our community which is available to all young children regardless of race, religion, ethnicity or cultural background.
- An opportunity to share...community helpers, partnerships with other organizations who serve young children and families, the arts, other resources and services that will enhance curriculum and encourage the development of young children.
- An opportunity to be served...The Learning Center seeks to teach young children an appreciation for their community and to provide them opportunities to serve within it.

# Program Goals

*The Learning Centers main goal is for each child to feel loved and secure*

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- Experience the loving care of adults who are committed to the emotional and physical well-being of all children.
- Become aware that each person is worthy of God's love and the love of other human beings.
- Learn about emotions and feelings.
- Become aware that each person is responsible for showing kindness and respect to others.
- Develop an ability to communicate with teachers and peers.
- Have opportunities for experimentation with arts and crafts materials
- Observe and experiment with plants, animals, weather, temperature, and the world around them.
- Develop an awareness of music as sound, rhythm and communication/expression.
- Develop an awareness of letters, reading and writing.
- Develop a growing concept of the relationship of numbers, time, space, and form.

# Learning Opportunities

*All programs are accredited through Cognia*

## Early Pre-School Program

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This program is for:

- Children who are 2 years of age by August 1st of the enrolling school year

This program provides:

- Lessons developed by lead teachers using a combination of Creative Curriculum, Abeka Christian Curriculum, and Lifeway's "The Gospel Project"
- Daily routines that include creative play time, fun take-home projects, social activities, music class, art class, snack , and gross motor play.
- A developmental evaluation within the first 30 days AND last 30 days of school to help inform and partner with parents to help children reach their age-appropriate milestones.
- Class sizes no larger than 8

This program Meets:

- Twice a week; with the option of a Monday/Wednesday class or Tuesday/ Thursday class
- From 9am - Noon; with drop off beginning at 8:45am

## Pre-School Program

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This program is for:

- Children who are 3 years of age by August 1st of the enrolling school year
- Children who are fully toilet-trained ( no pull-ups )

This program provides:

- Lessons developed by lead teachers using a combination of Creative Curriculum, Abeka Christian Curriculum, and Lifeway's "The Gospel Project"
- Daily routines that include creative play time, fun take-home projects, social activities, music class, art class, snack , and gross motor play.
- A developmental evaluation within the first 30 days AND last 30 days of school to help inform and partner with parents to help children reach their age-appropriate milestones.
- Two- day class sizes no larger than 12
- Four day class sizes no larger than 10

This program Meets:

- Two days a week OR four days a week; with the option of a Monday/Wednesday class , Tuesday/ Thursday class or Monday - Thursday class
- From 9 am - 2 pm; with drop off beginning at 8:45am



# Learning Opportunities cont.

*All programs are accredited through Cognia*

## *Pre- Kindergarten Program*

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### This program is for:

- Children who are 4 years of age by August 1st of the enrolling school year
- Children who are fully toilet-trained ( no pull-ups )

### This program provides:

- Lessons developed by lead teachers using a combination of Creative Curriculum, Abeka Christian Curriculum, and Lifeway's "The Gospel Project"
- Daily routines that include creative play time, fun take-home projects, social activities, music class, art class, snack , and gross motor play.
- A developmental evaluation within the first 30 days AND last 30 days of school to help inform and partner with parents to help children reach their age-appropriate milestones.
- Two- day class sizes no larger than 10
- Four-day class sizes no larger than 12

### This program Meets:

- Two days a week OR four days a week; with the option of a Monday/Wednesday class , Tuesday/Thursday class or Monday - Thursday class
- From 9 am - 2 pm; with drop off beginning at 8:30 am

# Tuition and Fees

## Enrollment Fees

- Non - Refundable Registration Fee - \$175
  - Required for the first child of each family.
  - The second and third sibling's registration fee will be reduced to \$100.
  - All additional registration fees will be waived AFTER the third student.
  - Registration fees are collected at the time of enrollment.
  - A child is not officially enrolled until the registration fee has been received
  - Registration fees cover cleaning supplies, snacks, and progress report fees for the year.
- Supply Fees (Per Child)
  - \$50 - Early Pre-school (2's)
  - \$65 - 2 Day Preschool (3's)/ PRe-K (4's) Program
  - \$75 - 4 Day Preschool (3's)/ Pre-L (4's) Program
    - Supply fees are invoiced in August and must be paid by the first day of school.
    - Supply fees cover the cost of assessment tools, workbooks, and enrichment tools needed for preschool.

*\*\*These fees are non-refundable\*\**

## Tuition Fees

Tuition for the Learning Center is a yearly charge. Parents/guardians will utilize monthly automatic withdrawals through the third-party, Brightwheel App, for tuition payments. Billing plans will be created in August to withdraw on the 5<sup>th</sup> of each month beginning in September and running through May. The designated payer on students Brightwheel account are responsible for linking a checking account, debit card, or credit card to their students billing account NO LATER than September 1<sup>st</sup>. Tuition Fees are as follows:

<u>Program</u>	<u>Tuition</u>
Early Preschool (2's) .....	\$2,160 per Year (\$240 per month)
Two Day Pre-school (3's)/ Pre-Kindergarten (4's) Two Day .....	\$2,736 per year (\$304 per month)
Pre-school (3's)/ Pre-Kindergarten (4's) Four Day .....	\$4,104 per year (\$456 per month)

- The Learning Center offers a family discount of \$50/month off the second siblings enrolled in 4-day programs, and \$25/month for those in 2-day programs.
- In - full payments are welcome, however there is no discounted rate for in-full tuition payments.
- There will be a \$25 fee for all returned withdraws.

## Late Pick Up

Children are to be picked up promptly at the end of their scheduled class period. Should there be an emergency, a phone call is expected. Picking up a child after their scheduled end time will result in a late fee of \$1 per minute. Parents will be informed by written notice within two days of incident along with amount due. This fine will be invoiced through Brightwheel with a due date of the end of the next week; otherwise the child will be unable to return to the program until payment has been received.

# Our Policies

## Staff to Child Ratios

<u>Program</u>	<u>KY Requirement</u>	<u>Our Requirement</u>
Early Pre-School	1:10	1:8
Pre-School	1:12	1:10
Pre-Kindergarten	1:14	1:10

## Hours of Operation

<u>Program</u>	<u>Classroom Time</u>	<u>Arrival Time</u>
Early Pre-School	9 am - Noon	8:45 am
Pre-School	9 am - 2pm	8:45 am
Pre-Kindergarten	9 am - 2pm	8:30 am

\*First Baptist Church Learning Center is closed on Fridays and will operate from early September until mid-May. Our center follows the Madison County Public Schools schedule of holidays, learning breaks (Spring/Fall/Christmas) and weather closures.

\*An updated calendar that is specific to each school year will be provided to families prior to enrollment and an updated calendar will be provided if/as changes are made.

## Inclement Weather Policy

- In the event of inclement weather, please be advised that we follow Madison County Public School delays and closings.
- If Madison Co. public schools are closed the Learning Center is closed as well.
- You will also be notified, via Brightwheel, of any closure or delays.
- Please be aware that the make-up of inclement weather days will only take place if more than 4-days are missed and make-up day decisions are made at the discretion of the Learning Center Council.

# Our Policies cont.

## Health Policies

### Fever & Communicable Diseases

Please, do NOT bring children to the Learning Center if they have experienced any of the following within 24 hours:

- A temperature: 99.5 or above (must be fever free without medication for 24 hours before returning to school)
  - Experienced vomiting or diarrhea
  - Difficult or rapid breathing
  - Discharge from eyes or red eyes
  - Head lice, until 24 hours after treatment
  - Strep throat, until 24 hours after treatment and fever is gone
  - Chicken Pox, until all sores have dried and no fever present (see fever guidelines)
  - Any rash or skin lesion that blisters or festers
  - Signs of sickness such as fatigue, sore throat, runny nose, cough, or cold symptoms
- If a student becomes ill during the day, the parent/guardian will be contacted immediately by the classroom teacher and then by the director if necessary.
  - In serious cases, the child will be taken to the hospital of choice by ambulance or emergency vehicle for treatment, and the parents will be called as soon as possible. For the protection of the children and First Baptist Church Learning Center, decisions will be made that err on the side of caution. In the event a parent/guardian cannot be contacted within two (2) attempts, the emergency contact(s) provided in Brightwheel and/or on the Financial Agreement Form will be notified.
  - Should a child become ill during the school day they will be escorted to the Director's office receiving one-on-one attention to ensure that individual needs are met, and to reduce the spread of infection/illness. The child will remain with the Director until a parent/guardian or an authorized adult arrives.
  - All sick policies are subject to the director's discretion.

### Fever Guidelines

A child must be fever-free for 24 hours without the use of fever-reducing medications.

Example; If the last dose of fever reducer was given at 8 pm on Sunday, the child is not eligible to return to school until Tuesday.

# Our Policies cont.

## Health Policies cont.

### Medication

If your child needs to receive medication during school hours, please fill out the “Permission to Administer Medication” form. These forms are available from your child’s teacher and MUST be renewed with any new medication.

- NO medication will be given to your child without written permission.
- Medication must be in the original bottle and properly labeled. These will be kept in a locked box in the classroom and the teacher will have a key.
- Medication may be given to a child only with a written daily request from a parent or guardian using the “Permission to Administer Medication Authorization” form.
- Medications will not be kept on campus, but will be sent home daily.

The “Permission to Administer Medication” authorization form must be renewed daily. After administering the medication the teacher or director will initial the form, indicating the time and amount of medication given and will provide you with a copy at pick up. Please remember to pick up your child’s medication at the end of the day.

Medication/ Health Related items that are not permitted without a medication form at the Learning Center include:

- hand sanitizer (cannot be in/hanging from backpack),
- Chap Stick
- Diaper ointment
- Hand/body lotions

## Emergency Policies / Procedures

- Emergency fire drills, will occur monthly and all other drills will occur quarterly (Tornado, Earthquake, Lockdown) and are documented by the Director.
- Evacuation routes are posted in all classrooms as well as on the LC Information Board.
- In the event of a fire emergency, teachers are instructed to lead their class of children to one of the posted emergency exits to their pre-designated meeting spots away from the building and ensure that all students are accounted for.
- If the outside weather is life-threatening, all children and staff will be taken by church vehicles to: **Unity Baptist Church, 1290 Barnes Mill Road, Richmond, Kentucky.**

# Our Policies cont.

## Emergency Policies / Procedures cont.

- In the event of a tornado disaster emergency, teachers are trained take their children to the basement in the youth area and assume the disaster position, covering their heads with their hands.
- Once the “all clear” has been given by the Local Emergency Information System (LEIS)/ Emergency Alert System (EAS), the children will be walked back to their classrooms by the teachers.
- Should an earthquake occur while your child is at the Learning Center they will assume the disaster position in an interior hallway. Children will remain in this position until the “all clear” has been received from the LEIS/EAS.
- In the event of any other man-made or natural disaster as instructed by CSEPP; faculty, staff, and students at First Baptist Church Learning Center will participate in “Shelter In Place Policies”. All students, staff and faculty will be moved to the designated safe classroom and will remain there until an “all clear” is received from CSEPP.
- If instructed by emergency officials everyone will be transported by church vehicles to: **The Lexington Center 430 West Vine St. Lexington KY 40507 (859)233-4567.**

## Discipline Policy

First Baptist Church Learning Center is dedicated to modeling and reinforcing good, appropriate behavior. Redirection and positive reinforcement are two methods of discipline that will be used.

- Teachers will communicate to parents any recurring or alarming behavior problems. There will not be any corporal or physical discipline used at First Baptist Church Learning Center.
- Should a child demonstrate dangerous behavior (i.e. behavior that causes physical harm to another student, adult or self) First Baptist Church Learning Center with the cooperation of the Learning Center Council will do the following:
  - 1) First offense - the teacher will discuss the child’s behavior with the director and child’s parents to gain insight into the cause for the behavior and to develop an appropriate solution.
  - 2) Second offense – the director, classroom teachers and parent(s) will meet together to discuss behavior concerns and develop an implementation plan for behavior improvement.
  - 3) Third offense – the child will be dismissed from the program.

# Our Policies cont.

## Parental / Family Involvement

### Open Door Policy

Parents are welcome to visit our program at any time! With that being said, Children often need time to adjust to their new teachers and surroundings. As children become accustomed to the routine of school, it becomes easier for a parent to come and go without disrupting the classroom. Parent presence in the classroom should always be in the best interest of the child. Throughout the school year, there will be many opportunities offered to parents to participate on campus with their child's learning both during the school day and at after-school events.

### Parent / Guardian Meetings

#### Orientation

- At least one parent/guardian is required to attend a scheduled orientation meeting before the start of the fall semester; this includes returning students as important information and additional literature, specific to each new school year, will be given at this meeting.
- No student will be allowed to start the program until a parent/guardian has met this requirement.
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#### Parent/Teacher Check In's:

- Will be held twice during the school year and at other times as needed to discuss progress, accomplishments, and concerns.
- Teachers will use the Brigance screener, authentic assessments, and progress reports to guide the conference to discuss student accomplishments and areas of concern.
- Communication between the lead teacher and parent is encouraged. By working together, we can design a program that will provide for the individual needs of each child.

## Media Permissions Policy

- We ask all parents' permission to have their child's photograph or video taken for use in the yearbook or classroom videos. This permission is found in the Statement of Agreement and Financial Commitment form contained in the enrollment packet.
- Parents will also be asked to complete a digital media release designating how photographs or videos of their child may be used regarding digital media (social media posts, broadcasted school events, etc.). This form will be explained in detail at parent orientation and will be completed by parents during Back-to-school night through the Brightwheel app.

# Our Policies cont.

## Records Policy

The Learning Center will maintain all records as mandated by the State of Kentucky for students and staff. All forms will be managed through the First Baptist Church Learning Center Director. For us to best serve your child and his/her needs, it is imperative that all records on file remain current. Any changes in the following information must be promptly reported in writing to the Director;

- address,
- phone number,
- health information,
- health insurance coverage,
- immunization records,
- emergency numbers,
- parental custody,
- permission to photograph/video,
- child pick-up authorizations

After a written report, the Director will provide you with any necessary forms needed to make the required updates.

Original copies of updated health insurance cards, immunization records, and birth certificates must be uploaded to Brightwheel or brought to the director and the necessary uploads to be made.

If these documents expire at any time, the director will notify the parents with a written request. If updated documents are not provided after the director's second written attempt, the student may not return to school until the required paperwork is received.

## Weapons Policy

First Baptist Church Learning Center expressly prohibits all persons who enter FBC Learning Center property from carrying a handgun, firearm or prohibited weapon of any kind (concealed or otherwise), regardless of whether the person is licensed or otherwise authorized to carry the weapon.

This applies to all persons, including, but not limited to, parents, guardians, children, relatives, guests, contractors, invitees, and volunteers. The only exception to this policy will be law enforcement personnel who are at First Baptist Church Learning Center on official business and acting in an official capacity at the time.



# Our Policies cont.

## Abuse / Reporting Policy

The Learning Center and its employees are required by law to report any suspected cases of child abuse. As a staff we are required to actively use first-hand reporting made by initial observance of child abuse or neglect.

Along with reporting child abuse or neglect we shall also include the reporting of persons who appear to be impaired by drugs or alcohol. We will make all reasonable efforts to keep a child from getting in a vehicle with any person under the influence of drugs or alcohol. If a child is picked up by any person believed by us to be under the influence of drugs or alcohol, the local law enforcement center will be contacted.

All suspected cases of child abuse shall be reported to The Cabinet for Health and Family Services at (859) 245-5258. Any employee suspected of abuse or neglect, will be reported firsthand to the Division of Regulated Child Care and Social Services. A staff member suspected of child abuse will be asked to leave the center immediately and will be placed on a paid leave of absence until the completion of the investigation and the teacher has been declared innocent.

*\*Please understand that we take this responsibility of protecting children very seriously.*

## Attendance Policy

If your child is sick, please notify your child's teacher through their classroom communication system. Teachers will then notify the Director of any absences. You may also call the First Baptist Church Learning Center at 623-4028 ext-211. Please know that our mornings are very busy with student drop off and you may have to leave a message.

If you know that your child will be absent for an extended period please inform their teacher at least a week in advance. By doing so, the teacher is better able to assist your child through these transitions.

If your child will be tardy or will be picked up early, please communicate that information with your child's classroom teacher so that they can plan accordingly. In the event you are tardy and arrive at FBCLC after 9 am, you will need to park and walk your child in to the check-in desk.

*Regular attendance and maintaining a schedule is important for your child to benefit fully from our program.*

# Our Policies cont.

## Snack | Lunch | Nutrition Policy

### **\*\* WE ARE A NUT FREE CENTER \*\***

*If your child has any food allergies, religious, or special dietary needs, please discuss this in detail with our Director and your child's teacher prior to your child's first day.*

All children will be provided a mid-morning snack consisting of a fruit or vegetable and a grain.

Children enrolled in the Preschool (3's) and Pre-Kindergarten (4's) Programs will be required to bring a healthy, prepared lunch from home that includes the following items as is mandated and regulated by the Kentucky State Guidelines for Child Care Facilities;

- Six fluid ounces of NON FLAVORED milk (no nut product and 1% or skim)
- One ounce of protein ( ex. lunch meat, chicken, eggs, Greek yogurt ½ cup no more than 23 grams of sugar, 6 oz. of cheese, tofu, soy products, split peas)
- Two ounces of grains (two slices of bread, or five whole wheat crackers)
- 1/2 cup of vegetables
- 1/2 cup of fruit (you can have one fruit and one vegetable or 2 of each)

*\*\*Please note that the above is the minimum required. We encourage you to add other foods that your child may enjoy, (yogurt, fruit snacks or cheese). Preschoolers require energy from food for proper growth and basic body functions.\*\**

You must ensure that your child's lunch is properly packaged to maintain a safe and proper temperature until lunch time. Please place an ice pack in the lunch box if you send food that needs to stay cool, such as meat, cheese or yogurt and place warm foods in an appropriate/easy to open thermos type container.

**\*\* We cannot cook, heat, or refrigerate your child's lunch. \*\***

Lunches will be checked by LC Staff at least one hour prior to lunch time. If your child's lunch does not meet all nutritional requirements, the Learning Center will provide the necessary supplement from our on-hand supplies.

- Upon the first incident, a note will be sent home to parents indicating what nutritional requirement was left out.
- Upon the second incident, the staff will provide the missing requirement and the parent will be issued charges accordingly.
- These fees must be paid by the end of the month in which they were incurred.

#### Lunch Fees:

- Milk-\$1.50, - Protein- \$2.00, - Vegetable- \$1.50, - Fruit- \$1.50, - Grains-\$1.00

# Our Policies cont.

## Withdrawal Policy

Enrollment at the First Baptist Church Learning Center Program is for the entire Center year (September through May); therefore, full tuition charges for the given year are due in the event of voluntary withdrawal or involuntary dismissal of any child.

The only exceptions to this policy are: when voluntary withdrawal occurs because the family has been relocated 40+ miles from Richmond, in cases of severe illness within the immediate family, or, when the Director is able to fill the spot with a waitlisted student.

In the case of voluntary withdrawal the Program Director must be notified in writing thirty (30) days prior to withdrawal for the Learning Center Council's approval. After the Director has received the request, and the Council has met, the family will be notified by mail of its decision. In the case that the Council grants the withdrawal due to relocation/illness no further payments will be required. In the event a forfeited spot can be filled, the withdrawn applicant will be held to all tuition charges until the spot is filled.

All withdrawal requests that are denied by the council will include a notice of the remaining charges on the account. These charges are due upon receipt of the decision in order to avoid additional collection fees.

## Dismissal Policy

The Learning Center reserves the right to terminate the enrollment of a child if it has been determined by the Learning Center Council or Director that the retention of the child in the center may prove to be detrimental to any or all involved, or if fees have not been paid.