

## TABLE OF CONTENTS

Purpose, Philosophy, and Goals
Administration
Operating Policies of FBCWEM
Operating Hours
Dismissal Policy
Tuition and Registration
Withdrawal Policy
Clothing
Transportation
Messages
Snacks/No Peanut Product Policy
School Calendar Policy/Bad Weather School Closings and Teachers Workdays
Pick-Up and Drop-Off Procedures
Illnesses or Absences
Medications
Immunization Forms Policy
Parent Conferences/Child Evaluations
Special Family Situations
Fundraisers
Party Invitations
Classroom Parties/Picking up Your Child After 11:30am
Emergencies
Security
Staff Training
Other



## Our PURPOSE, PHILOSOPHY, and GOALS

The **purpose** of the First Baptist Weekday Education Ministry of Peachtree City shall be to provide a quality weekday preschool educational program as a part of the overall ministry of First Baptist Church of Peachtree City. We support the mission of First Baptist Church: helping others connect to God, connect to others, connect in service, and connect with those who do not know Jesus. A Christian emphasis is carried throughout our program at a level appropriate to preschool understanding through the use of Bible stories, Bible thoughts, conversations and songs.

The **goal** of FBCWEM is to seek children to grow in Christian ideals, social, emotional, physical and mental areas. In addition, the Kindergarten program seeks to maintain a curriculum comparable to that of Fayette County Public Schools, in so far as it does not conflict with our basic philosophy, so that children will be on track to enter the first grade. We have decided to add additional curriculum from A Beka Books to put a greater emphasis on phonics, numbers & letters and character development and a spiritual emphasis.

Our educational **philosophy** has been developed within the framework of the Southern Baptist Convention for Weekday Early Education and A BEKA Christian curriculum. A nurturing environment is provided by professionals who place great value in aiding the early development of children through a developmentally appropriate curriculum. A developmentally appropriate curriculum is one that addresses the age level and individual needs of the child. This does not mean that academics are not taught; it does mean that academics are approached in a developmentally appropriate way. The self-esteem of each child is held in high regard and positive behavior management is used. Social, emotional, mental, physical and spiritual development is nurtured through a program utilizing physical education and language and math activities.

Children learn through everything they do, but may not be able to recall their learning when asked to do so. Your child will bring home learning every day in his or her heart and head – if not in their hand. **It is the responsibility of the parent's to work alongside their child and his/her teachers to continually reinforce daily learning experiences in order to provide the best learning environment possible.**

## ADMINISTRATION

First Baptist Weekday Education is a ministry of First Baptist Church. Our Weekday Education classes are administered by the Director according to established policies.

## OPERATING POLICIES OF FBCWEM

FBCWEM is exempt from state licensing from Bright from the Start Georgia Department of Early Care and Learning. Exemption Program Number EX-43751.

### Entrance Requirements:

- Completed Weekday Education Enrollment Application online through Brightwheel and pay the supply and registration fee.
- Your child (ren) is/are between 12 months to 5 years old.
- All children enrolled in the 3 year old program (3 on or before September 1<sup>st</sup> of this school year) shall be potty trained.
- Children shall be of the following ages for enrollment in the following classes:
  - 3, 4 or 5 day 3's: children turn 3 on or before September 1<sup>st</sup> of this school year.
  - 4 or 5 day 4's: children turn 4 on or before September 1<sup>st</sup> of this school year.
  - Kindergarten: children turn 5 on or before September 1<sup>st</sup> of this school year.
- **All children shall have current immunizations and Health Form #3231.**

This form is available from your doctor or the Health Department. This form must be on file in our office by **September 15<sup>th</sup>**. If we do not receive this form, your child will not be able to attend school until this form or a State of Georgia – accepted exemption form is provided.

- First Baptist WEM does not discriminate enrollment of students based on race, creed, or color. Enrollment of students with special needs shall be considered on an individual basis. Enrollment of any child may be based on transcripts from former schools or other pertinent information as deemed appropriate by the administration. Pre-registration preference will be given to current students, their siblings, and church members.

## OPERATING HOURS

Office Number: 770-631-8235; [www.fbcweekday.org](http://www.fbcweekday.org)

- Students are not allowed in the Weekday Education areas prior to 8:50 AM. Please be aware that our staff must prepare the classroom for your child and attend prayer, devotions, and staff meetings each morning before school begins. The greeters will begin opening car doors when this time is completed. **Please do not drop your child off unattended.** Please wait for the greeter to open the car door and help your child out.
- **IF you arrive after 9:15 AM, you must park your car and enter through the FBCWEM Main Doors (by the playground) and a staff member will escort your child to their classroom.**
- **School hours are 9:00 – 12:00 Monday-Friday for toddlers-three's classes and 9-1 Monday-Thursday and 9-12 on Fridays for fours and kindergarten.** We offer lunch bunch which allows your child to stay an extra hour until 1:00PM Monday-Thursday for toddlers-three's. There is no lunch bunch offered on Fridays.
- A late pick-up fee of \$5.00 will be assessed per child for each 5 minute time period beginning at 12:10 for all classes. The late pick-up fee will begin at 1:10PM for the four's, Kindergarten and those that stay for lunch bunch and at 12:10PM Friday. **We realize emergencies occur but please be respectful of this policy. The late fee will be added to your next month's tuition.**

## DISMISSAL

We reserve the privilege of dismissing any child if, after entering, he or she is found to not be potty trained, (required for 3 and 4 year olds) fees are not paid on time, parents are uncooperative with recommendations concerning their child, policies are knowingly ignored, the child is found to require special attention that we are unable to provide, or the child's behavior is unmanageable to the point of classroom disruption and danger to others, self or property.

## TUITION and REGISTRATION

Registration and supply fees are due upon registration. **REGISTRATION FEES are NON-REFUNDABLE.**

**All tuition is due the first of each month and is considered late after the 10<sup>th</sup> of the same month.** Payment can be made by check, cash or through our online system Brightwheel. Payments through Brightwheel may be done by bank draft or credit/debit card. There is a 2.9% service fee for credit and debit cards and \$0.90 fee for bank drafts. Late notices will be sent on the 5<sup>th</sup> of each month and a late payment fee of \$25.00 will apply to all tuitions received after the 10<sup>th</sup>. Checks returned for non-sufficient funds may result in a request for cash payment only, a late fee, plus a \$25.00 returned check charge. Please remember that our monthly tuition is based on a yearly amount that is broken down into 10 equal payments.

Checks can be made out to **FBCWEM**. If payment is not received by the end of the month, your child will not be able to return to class until fees are paid. Please speak with our Director or Financial Assistant if there is a situation or question concerning this policy. We depend on your tuition payments to meet day to day operating expenses including purchase of educational materials and supplies, maintenance of equipment, and staff salaries. ***Monthly obligations continue regardless of attendance or enrollment. Fees cannot be pro-rated by absences, vacation, etc.*** Please feel free to discuss extenuating circumstances with our Director.

## WITHDRAWAL

Tuition is obligatory on a monthly basis. **If a child must be withdrawn, one month's notice is required. Notice must be given in writing. A full month's tuition is required even if the child attends only part of that month.**

We do not register more children than spaces available. **Because teachers have been hired and materials purchased based on enrollment, withdrawal prior to the beginning of the school year must be given in writing by July 1<sup>st</sup> as stated on the Registration Form, or you will be responsible for payment of August tuition.** In accordance with our one-month notification policy, **withdrawal after August 1<sup>st</sup> will also require payment of September's tuition.**

## CLOTHING

Please have your child wear comfortable play clothing (shorts, pants, dresses **with shorts** underneath) that can be washed, is appropriate to the weather or season, and **labeled** with your child's name. The school will not be held responsible for damaged or lost articles or clothing or jewelry. **Fully enclosed rubber-soled shoes are required** for your child to play on the playground equipment. Sandals, flip flops; Crocs, etc. are not considered safe for participation on the playground. Sneaker type shoes are best. **Please label all coats, sweaters, sweatshirts, backpacks, lunch boxes with your child's name.**

## TRANSPORTATION

FBCWEM does not provide transportation. Parents are given information to help form carline. When arrangements have been finalized for a carline, a carline tag will be provided. This car tag **MUST** be displayed when picking up or your child may not be dismissed until proper documentation has been provided. If someone will be picking up that has not been listed as an approved person, will need to provide the teacher with advance notice. **Written permission is required for any change in the normal routine of transportation to and from school.** A phone call to the office is acceptable in the event of an emergency that causes your pick-up routine to be different.

## MESSAGES

Please send all communication in writing. We cannot depend on a child's interpretation of your instructions. You may also call the Front Office with last minute messages. We will be more than happy to pass along a phone message to your child's teacher when necessary. Office number is: **770-631-8235**. If there is an emergency you may also call the church office at 770-487-8133 and ask that a message be delivered to the Director. Email: [rachels@fbcptc.org](mailto:rachels@fbcptc.org)

## SNACKS ~ NO PEANUT PRODUCT POLICY

**Please note that our facility is a *Peanut-Free environment*.** Parents provide snacks and a lunch (if staying for lunch bunch) for their child. Your child's teacher will discuss the snack and lunch schedule at the orientation meeting. **It is your responsibility to be sure that your child's teacher is aware of any allergies or food restrictions that your child may have.**

## SCHOOL CALENDAR~INCLEMENT WEATHER~SCHOOL CLOSINGS & TEACHER WORKDAYS

FBCWEM follows the Fayette County School System for **most** closings with some additions and exceptions. Please refer to our current school calendar listed on our website. If Fayette County schools close for inclement weather, we will also. If Fayette County has a delayed opening, then we will cancel for that day. We also reserve the right to modify the calendar as deemed appropriate for situations that may occur during the course of the school year.

## FBCWEM PICK-UP & DROP-OFF PROCEDURES

Children will be greeted in their cars at the FBCWEM entrance by the playground and helped to find their room each morning. For safety reasons, it is preferred that your child be dropped off and picked up in this manner. Most children adjust quickly to this routine and separate more easily from parents if it is approached as a matter of fact and in a positive manner. Remember, **IF** you arrive after 9:15 am, **you must park your car and walk your child to the door.**

**\*Special Note: If you walk up at our carpool line, you will not be permitted to get your child.**

Instructions are as follows:

- **Carline** will enter Campus from Willowbend Road. (by the First Baptist Church sign.) Follow signs along the path around the building to the FBCWEM entrance by the Playground
- **Please see example in folder pocket.**
- Please do not pull out of the drop-off/pick-up line to go around another car unless directed to do so by the greeters.
- Per Georgia Law, pre-school aged children are required to be in a car seat. Children will not be dismissed if there is not an age-appropriate car seat in the vehicle. Teachers are able to unbuckle in the morning carline, but can not strap a child into their seat for pickup. If a child needs assistance with their car seat, please pull around to the side parking lot to finish strapping them in. Parents may not exit the vehicle and assist strapping in while in the carline.

Please do not allow your child to open the car door and exit by themselves. The greeter will open the door and help your child out. Greeters begin opening doors shortly before 9:00 am and continue until 9:12 am. If you arrive after this time and there is no Greeter, please park your car and walk your child to the lobby door. (On certain days your child's class might be out of the room by 9:15.) **PLEASE DO NOT DROP YOUR CHILD OFF IF THERE IS NOT A TEACHER STANDING THERE.**

**PLEASE ALWAYS DISPLAY YOUR CHILD'S NAME TAG ON THE REAR VIEW MIRROR OF YOUR CAR.** This allows us to have children ready to send out to the Greeter and move the pick-up line along in a timely manner. It also helps the Greeters learn the names of the children. Remember that any change in the normal dismissal routine is to be sent to your child's teacher in a written note. (Example: not riding in a normal carpool, going home with another child to play, babysitter/friend is picking up your child.) If there is a last minute change, be sure to call the office (770-631-8235).

**\*\*After you child is placed in your car, please pull up to the top of the hill to buckle your child in. This allows the carpool line to move more efficiently. Thank you.**

## ILLNESS OR ABSENCES

According to National Academy of Pediatrics, a child who has exhibited any of the following symptoms **within the previous 24 hour period** is possibly contagious and should not be in a group care situation:

- Fever
- Common cold
- Skin infections: boils, ringworm, & impetigo
- Vomiting
- Sore throat
- Diarrhea
- Unexplained rash
- Red & runny eyes

Your child must be fever-free for 24 hours without fever-reducing medications prior to returning. If a child has an excessive runny nose, please keep them at home. We do not want to share germs. A child must also be free of vomiting or diarrhea for 24 hours before returning to school. If during the school day your child becomes ill or exhibits any of these symptoms, every attempt will be made to notify you. Your child will be isolated as effectively as possible.

**For our office records, if your child is absent for any reason, please notify the Front Office before the beginning of that school day. We have a voice mail system available 24 hours each day to take your call. Should your child contract a communicable disease, please notify the office so we may take appropriate measures, such as removing items that may help to spread the infection. You may call 770-631-8235 to contact us or leave a voice message or email changes.**

It is our policy to require a complete and up to date emergency form for each student. These are supplied at the beginning of each school year. If the information changes during the year, it is your responsibility to inform us of those changes. Contact us and we will send you the appropriate form.

**All children must have an up to date Immunization Form #3231 from the Georgia Health Department or a state accepted exemption on file in our office by the 15<sup>th</sup> of September.** If this form is not in our file **by Sept. 15<sup>th</sup>**, your child will not be allowed to attend school until the required form is turned into us. This is a Georgia Health Department regulation that we are required to follow. If during the course of the school year your child's immunization form should expire, you have a 30 day grace period from that expiration date to up-date and turn in a new form. After that date, your child will not be allowed to attend school until this immunization form is brought up to date and on file in our office. Immunization Forms are checked on a regular basis, and we attempt to notify you one month prior to the form expiring. If you have any questions concerning this policy, please contact the Director.

## **MEDICATIONS**

The staff and teachers do not administer any medications to the students. If your child needs a medication during school hours, a parent must come to the school to administer the medication.

## **PARENT CONFERENCES/CHILD EVALUATIONS**

Children are constantly observed, assessed and screened by our teachers. Routine parent conferences are held once a year for our 4's and Kindergarten, and by request for other age levels. If at any time you or your child's teacher feel a situation requires discussion, a conference may be scheduled. We reserve the privilege of dismissing any child if their behavior is unmanageable to the point of classroom disruption and or a danger to others, self or property.

## **SPECIAL FAMILY SITUATIONS**

If your child is involved in custody situation where one parent or family member has sole custody, it is necessary for us to have court documentation on file with our school office. It is your responsibility to advise the Director of this situation and provide us with copies of court mandates and/or legal documents.

## **FUNDRAISERS**

We participate in the Scholastic Book Fair once a year. Other fundraisers may include Butter Braid and Spirit Nights. These fundraisers were carefully chosen based on their value for the parents and the school.

## **PARTY INVITATIONS**

We will gladly place party invitations into book bags provided that **ALL CHILDREN** in the class receive an invitation. Please hand the invitations to your child's teachers to place in the Communication folder to go home.

## **CLASSROOM PARTIES~PICKING UP YOUR CHILD AFTER 11:30**

It is our desire to keep each and every child and parent that attends or visits this preschool safe. Due to the many activities available to the public, our parking lot can be very busy on certain days at the time of our dismissal. To prevent injury, we require our parents to park in the back and enter under the brown awning by the playground if you need to pick up your child after 11:30 AM. If your child's class is having a party and it ends after 11:30 and you are

planning on taking your child with you instead of using the carpool line, we require you to park in the back and leave from the west side of the parking. If you have any question about this, please contact the preschool office.

## **EMERGENCIES**

Emergency plans are in place and posted in each child's classroom. Fire, tornado, and active shooter drills are held throughout the school year.

## **SECURITY**

All doors entering the preschool are locked and require a key card for entry. If you are coming into the school, please press the call button located outside the double doors. A staff member will greet you and let you in. Security measures have been put in place and are periodically updated to ensure the utmost safety of your child.

## **STAFF TRAINING**

All staff is up to date on CPR training and First Aid, complete ten hours of continuing education annually, and Ministry Safe trained. Additionally, the staff goes through Situational Awareness training through the Peachtree City Police Department during our pre-planning week.

## **OTHER**

Any other policy related situations will be handled by the Director and/or Preschool Ministry Administration. Decisions will be based on their judgment of what is in your child's best interest(s).

We also ask that if you need to speak with your child's teacher, we ask that you email them or set up a parent/teacher meeting. Our teachers are busily preparing and teaching their classes and though it may be brief, we do not want to take the teacher away from the learning environment for any amount of time. Thank you in advance for understanding.