

# FIRST BAPTIST CHURCH

## WEEKDAY PRESCHOOL STAFF

Pastor: Herman Parker

Preschool Committee  
Frank Horton  
Sherri Mobley  
Cindy Pate  
Deborah Sims (Chairman)  
Rachel Thompson  
Troy Thompson

Preschool Director Kristi Solberg

Preschool Teachers  
Carolyn Ayers  
Rosemary Barrett  
Janette Fields  
Nancy Gable  
Cecily Gullledge  
Rhonda Haynes  
Nancy Johnson  
Torey Mouser  
Stacy Murphy  
Sha Muse  
Jamie Payne  
Ronda Poteet  
Sarah Wessel  
Elaine White  
Cindy Worthy

# FIRST BAPTIST CHURCH PRESCHOOL CALENDAR 2011-2012

Preschool Orientation for Parents	August 30
Preschool Student Visitation	August 31
First Day of School	
2 Year Classes	September 6
3 Year 3 Day Classes	September 7
3 Year 5 Day Classes	September 6
4 Year Classes	September 6
Thanksgiving Holidays, All Classes	November 21-25
Christmas Holidays	December 19-January 4
First Day of School after Christmas Holiday	
2 Year Classes	January 5
3 Year 3 Day Classes	January 6
3 Year 5 Day Classes	January 5
4 Year 5 Day Classes	January 5
King Holiday	January 16
Presidents Day Holiday	February 20
Spring Break	April 2-6
Graduation & Reception	May 11

# PHILOSOPHY

The philosophy of the First Baptist Church Preschool Program shall center on the teachings of our Lord, and shall be provided to further His Kingdom. We believe our children should be provided an environment, which expresses Christian love where the child may grow physically, mentally, socially, emotionally, and most of all spiritually. Bible teaching, along with the importance of how to pray, will be a daily activity. The preschool should further serve as an arm of the outreach ministry of First Baptist Church, whereby the teachings of Christ can find their way into homes of children enrolled in our preschool.

The preschool shall provide an avenue for the child to grow through interpersonal relationship with his peers. Parent-child relationships shall also be stressed, as the quality of time children have with parents is extremely important due to the limitations of quantity of time now available with both parents now working in many situations. Child-other adult relationships shall be taught based on Christian principles of love and respect.

The preschool shall provide readiness activities, which will equip the child to begin to function in everyday life situations. The cornerstone of the instruction will provide competencies needed to function in all church related experience, from Sunday school, mission activities, through church worship services.

The preschool shall provide the initial experiences in the music ministry of our church. Children will be taught songs about Christ which they enjoy singing and which also teach Christian principles.

# **First Baptist Church Weekday Preschool**

This handbook is planned for your use. It is designed to explain the preschool program and show you how you can help your child make his/her first adjustments to school.

## **CHURCH RELATIONSHIP**

The preschool is under the full sponsorship and control of the First Baptist Church. Financially, however, we operate from tuition and donations. The Preschool Committee is composed of five members plus the Chairman. It is the job of this committee to provide guidance and support for the preschool. They make reports of preschool activities to the church.

## **AIM OF THE WEEKDAY PRESCHOOL**

The preschool will strive to obtain high academic standards. It will seek to include everything that is good in public kindergarten education, plus the Christian emphasis.

The preschool will help the Child:

By providing a happy Christian environment in which the child can grow physically, socially, mentally, emotionally and spiritually.

By helping the child develop a good concept of self.

By providing opportunities for church, school, and home to work together in meeting the needs of the child.

By helping the child bridge the gap between home and public school.

By providing opportunities for self-expression, investigation, and participation in group activities.

## **OBJECTIVE**

The overall objective of a church weekday preschool is to provide a rich program of worthwhile experiences in a Christian environment, thus preparing the child for skills that are basic to success in later years.

## AGE REQUIREMENTS

Each student must be an appropriate age by September 1 of the school year. We adhere to the age guidelines as the Bremen City School System. (example: a child registered for the two year old class must be two by September 1<sup>st</sup>)

## REGISTRATION

The registration fee shall be \$80.00, payable until early registration deadline of June 15<sup>th</sup>. All who register after June 15<sup>th</sup> will pay a late registration fee of \$85.00. The registration fee is not refundable. The student is not considered registered until the fee is paid. This is a registration fee only; September tuition is not included in the fee and is due by September 10<sup>th</sup>. Registration fees purchase the student ABEKA materials and provide art supplies for the students. They also help to maintain our facilities.

Registration opens the first week in March. Our policy is to exclusively open registration for the current preschool students and First Baptist Church members for the first two weeks of March. After the first two weeks, preschool registration will be opened to the public. Current students are not guaranteed a place for the upcoming school year after the first two weeks of registration. We register based on the order the applications were received. Please remember a registration fee must be paid before the student is fully registered. We honor requests to the best of our ability. Requests are granted based on the order the applications were received.

## TUITION

Tuition is due by the 10<sup>th</sup> of each month. Late notices will be sent on the 11th and if tuition is not paid by the 20<sup>th</sup>, a \$5.00 late fee will be charged. Make checks payable to the **Bremen First Baptist Church Preschool**. We prefer that you mail in your child's tuition to:

Bremen First Baptist Church Preschool  
331 Pacific Avenue  
Bremen, GA 30110

However, you may bring it to the church office. It should be dropped in the preschool box mounted on the wall inside the church office, or given to the church secretaries. **It should not be given to the teachers.** Please enclose your check or money in an envelope with your child's name on it. **Please do not put your tuition payment in your child's lunchbox or backpack. Please do not put your money in the white box on the outside of our church. It is not a secure location.**

Monthly tuition is as follows:	5-day 4 yr.	\$90.00
	5-day 3 yr.	\$90.00
	3-day 3 yr.	\$70.00
	2- day 2 yr.	\$65.00

Tuition is due by the 10<sup>th</sup> of each month and if special arrangements have not been made by the

1<sup>st</sup> of the following month, we will not accept the student on the 1<sup>st</sup> of that month. The first name on our waiting list will fill the vacancy. Consideration for special arrangements can be made by the preschool director, however, non-payment is considered unfair to the other students and the people on the waiting list. A notice of late tuition will be sent home. All fees must be paid by the last day of school. Students or siblings may not register for the next school year if they owe money from previous years.

Students in the 4 year classes will not be allowed to graduate if all fees are not paid by the last day of school.

Our school is supported by our church, but 85% of our operating expenses are from tuition.

### **LATE ENTRY**

When entry to the program occurs on or before the 14<sup>th</sup> day of the month, the full tuition is required. Otherwise, one-half tuition is required.

### **WITHDRAWAL**

It is understood that a child who is admitted to the preschool is to be enrolled for the entire school year. **It is requested that parents give 30 days advanced notice to the preschool if it is necessary to withdraw the child from the program. A child is considered enrolled until notification of withdrawal is received.**

### **SCHOOL YEAR**

School will be in session for nine months. As nearly as possible, holidays and closing dates of the preschool will be the same as the Bremen City School System. Our preschool will be canceled if weather conditions are unfavorable for safe travel conditions. Please watch the Atlanta news or listen to the Bremen radio station for notice of cancellations, if Bremen City Schools are closed, our preschool will also be closed.

### **SCHOOL HOURS**

All classes will meet from 8:30-11:30am

5-day 4 yr—Monday –Friday

5-day 3 yr—Monday-Friday

3-day 3 yr—Monday, Wednesday, Friday

2-day-2 yr—Tuesday, Thursday

The teachers will start receiving children at 8:20 am and classes begin at 8:30 am. At this time, we do not offer early drop off. On occasion, we can accommodate a child needing to be dropped off early. We cannot offer early drop off on a daily basis.

## **LATENESS**

The doors will be closed at 8:30 unless you are waiting in line. If you are late bringing your child to preschool, you must walk with your child into the church office and accompany your child to his classroom. Please do not go into the classroom and interrupt the class. Please do not get in the other line to drop off your child.

## **DISMISSAL AND PICK UP**

Students will begin the dismissal process at 11:20. All students must go through our car line. For safety reasons, we ask that parents do not park and pick up their child. If you must walk in for a special reason during drop off or pick up time, please do not park in our main lot. You must park in the lot across the street from the school (across from the four year old playground.) Safety of our students is of the utmost importance. Teachers are not allowed to conference at pick up time. Their responsibility is to assure all students get loaded safely. Always feel free to call and schedule a conference before or after school.

## **PICK-UP TIME (AFTER SCHOOL HOURS)**

Class begins at 8:30 am. It is very important for your child to be on time, any work missed cannot be made up later in the day and will be sent home to be finished there. Pick-up time begins at 11:20 am. If your child is not picked up by 11:45 am you will be charged \$5.00 on the 3<sup>rd</sup> offense and each offense thereafter, unless the teacher is notified that the pick-up will be late.

**Please be here on time to pick up your child.** If a parent is continually late, the matter will be taken to the preschool committee.

## **CAR SEAT SAFETY**

As of July 1<sup>st</sup>, Georgia law requires all children under age 8 to ride in an approved child safety seat for their proper height and weight. We cannot allow any student to leave our preschool unless they are properly seated in a carseat.

## **ATTENDANCE**

Regular attendance is expected unless the child is ill. Please do not call the teacher if your child will be out for one day. You should call if the child will be absent for more than one day or if the child has some type of communicable illness. We will do our best to let the class know by note/email if we have a communicable disease in the classrooms.

## **HEALTH**

Cooperation of parents is needed to help prevent the spread of communicable diseases. Parents should watch their child for colds and symptoms such as sore throat, nausea or vomiting, runny nose, diarrhea, skin rashes, inflamed eyes, earache, coughing, flushed face or fever. If a child develops any of these symptoms at school, the parent will be notified to pick their up immediately. Parents should notify the preschool immediately if the child contracts a contagious disease. **IF YOUR CHILD CONTRACTS HEAD LICE OR RING WORM,**

**PLEASE DO NOT SEND THE CHILD TO PRESCHOOL. If your child runs a fever, they must be fever free for 24 hours without medication before returning to school.** If the child is brought to school and still shows signs of illness, a parent or guardian will be called to pick up the child. The child will sit with the director until picked up.

## **PRESCHOOL ILLNESS GUIDELINES**

### Child Diseases

Chickenpox, Hand, Foot & mouth

Diarrhea

Fever

Lice

Impetigo

Measles

Pinkeye

Pinworms

Respiratory syncytial virus (RSV)

Ringworm

Roseola

Rotavirus

Rubella

Scabies

Strep throat

Swine flu

### May Return When:

after lesions are crusted

when stool is firm

must be fever free for 24 hours  
(a fever less than 100)

after medicated shampoo &

Checked by director

after all lesions are crusted

5<sup>th</sup> day after rash appears

on medication 24 hrs &

Without discharge & redness

after 2 doses of medications

when cough & runny nose

Has stopped—usually 5-7 days

after medication for 24 hrs.

The area covered

when rash is gone

after diarrhea stops

5<sup>th</sup> day after rash appears

24 hrs. after treatment &

Written permission from doctor

after medication for 24 hrs

24 hours after symptoms and

fever have ended.

## **IMMUNIZATIONS**

Georgia law requires preschool students to have specific immunizations or provide a waiver that exempts them from vaccinations. We are required to keep an updated immunization record on file. Each student has 30 days from the beginning of school or from the expiration of the shot record to bring in the necessary forms to school. Please contact your private physician or local health department for certificate of immunization. Start now so that the series will be completed by the beginning of the school year. Legally, we cannot accept a student who after 30 days does not have a current immunization record on file. If you choose not to vaccinate, you must provide a waiver. Georgia law allows two exemptions to vaccinations. You may provide a medical waiver that is signed by your physician or a religious waiver that must be notarized. Each waiver expires yearly.

## **FIRST AID**

We strive to provide a safe environment for your child. However, children will have accidents. If your child has an accident, an accident report will be filled out and sent home with your child. Our teachers have been trained in CPR and first aid.

## **CLOTHING & PERSONAL BELONGINGS**

All personal belongings and clothing such as hats, sweaters, gloves, coats should be clearly marked with the child's name. Outer wear should be large enough for the child to put on without assistance.

## **RESTROOM HABITS**

3 and 4 year old children must be potty trained to participate in the preschool program. 2 year old children are not required to be potty trained, however it is desired by the preschool program that the child is at least showing interest in doing so. If the child is not potty-trained, proper supplies should accompany the child, (diapers, wipes, and a change of clothes in a diaper bag). If your child has soiled clothes and does not have a change of clothing, we will contact the parent and the parent will be required to pick up the child. If we cannot adequately clean up your child, the parent will be contacted to pick up the child. The preschool has an obligation to all students to educate them in a sanitary environment. All bags of extra clothing needs to have proper identification for the child.

## **PARENT-TEACHER CONFERENCES**

Parent teacher conferences are encouraged. We consider these of vital importance to the child, parent, and the teacher. The teacher will be glad to talk with you at an appointed time arranged between parents and teachers. Teachers will not discuss any problems the child may have in the presence of the child. Please call the preschool department to schedule a conference at any point in the school year.

## **VISITORS**

We are not prepared to care for other children who may be visiting your home. Please do not send them with your child to preschool. Parents are encouraged to visit on special days as a group when events are held at preschool. Other than early pick-ups or birthdays, we do ask parents not to visit during the first six weeks of school. Our teachers will be working hard to establish routines and to build a relationship with their class. We thank you for your understanding.

Visitors must sign in at the church office. All visitors will be escorted to the classroom. This is to ensure the safety of all students.

**When leaving our preschool, we ask you to only exit out the office doors.** Some of our doors do not automatically lock. We want to make sure our exterior doors are locked at all times. Safety of our students is very important to our preschool.

## **VOLUNTEERS**

After the first six weeks of school, parents may volunteer in their child's classroom. If you have a special talent to share with our school, please let us know. All parent volunteers must be prescheduled. It is disruptive to our classrooms to have unexpected visitors. Our teachers will always let parents know when they need extra help and you are always welcome to schedule a time you would like to come in a read or do a special activity with the class.

## **DISCIPLINE**

One of the most important objectives to learn at preschool is how to get along with other people. School rules are developed to protect the rights of all students. These rules should be followed at all times by students. Learning to have control of one's behavior is a very positive learning experience for students. It adds tremendously to their feelings of self worth. We believe that developing a sense of caring about the preschool, the community, and each other is very important. We provide opportunities for students to learn about getting along with others.

Students are expected to:

- Respect all preschool personnel
- Respect their fellow students
- Be attentive to the instruction planned by the staff to that all may learn and achieve success
- Not use profane, obscene, or threatening language
- Fighting is not permitted under any circumstances.
- Show respect for the property of others

Each classroom teacher is to establish rules of conduct (classroom procedures) and the consequences for the failure to follow the rules for the student within the classroom (this usually consists of explaining the problem and time out or separation from classmates. Teachers are encouraged to handle day-to-day discipline within the classroom and to contact parents regarding problems. If a student repeatedly disrupts class by unacceptable behavior and is not responding to correction of the students behavior, there is a discipline cycle we follow for unacceptable behavior such as, but not limited to, the following:

1. Defying authority
2. Physical violence with intent to hurt, such as hitting, roughing, biting, throwing toys, etc.
3. Use of abusive, profane, or disrespectful language or gestures.
4. Destruction or defacing of property of preschool or students (it is assumed that anything that does not belong to the student belongs to someone else)

5. Continuous disruptive behavior which interferes with the rights of others or interferes with the learning process.

## **DISCIPLINE CYCLE FOR UNACCEPTABLE BEHAVIOR**

### **STEP 1**

Student will be placed in “time-out” for an appropriate time according to the child’s age with the classroom and a note may be sent home to parents explaining the disruptive behavior and what steps had been taken in the classroom to correct the problem. If a note is sent home, it will need to be signed by the parent and returned to the teacher on the next class day. Assuming the offense is a minor and random offense, a note will not be sent on the first time out.

### **STEP 2**

Student will be placed in “time-out” for an appropriate time according to the child’s age within the classroom and the parents will be contacted by phone to schedule an appointment for a parent-teacher conference. If the parent cannot be reached by phone that day, a note will be sent home with the student advising the parent to contact the teacher as soon as possible.

### **STEP 3**

If behavior is unchanged, the student will be brought to the director’s office. Upon first visit, a parent will be contacted. If the problem continues, the parents will be notified to come immediately and pick up the child from the preschool. Parents will at that time set up a conference with the teacher and director. The preschool committee will be informed of the situation and a letter from the preschool committee will be mailed home informing the parents that the next incident will result in a preschool committee hearing concerning the child’s future involvement in the preschool program.

### **STEP 4**

The teacher, director, and the preschool committee will meet to discuss whether the student should continue to be enrolled in the preschool program. If it is determined, in fairness to the rest of the class, that the student should be dropped for the program for a period of time, the parents will be refunded any unused portion of paid tuition. Parents have the right to address the preschool committee before a final decision is made.

We, at Bremen First Baptist Preschool, value each student and look forward to each new school year. We do not anticipate any problems; however, we must have rules and discipline methods in place in order that everyone has the opportunity to learn and excel.

## **MID-MORNING SNACK**

Each child will bring a NUTRITIOUS snack and drink in a lunch box (optional) or backpack. Food and fruit of nutritious value is preferred. Please put your child's name on the lunch box. A container with a leak proof is required.

PLEASE, NO CANDY, GLASS BOTTLES, OR CARBONATED DRINKS! If sending fruit, such as apples or oranges, please peel the fruit at home. We do not have access to knives at snack time.

## **BACKPACKS**

A backpack is required by the preschool program. All notes, announcements, messages, etc. will be sent home in this. Please check your child's backpack daily. If your child attends day care after leaving preschool, please have some way of making sure you receive the notes and papers that are sent home.

## **NEWSLETTER**

A monthly newsletter will be sent home with your child. This newsletter will contain information about dates and times of events taking place during the month. It will also contain information about the work your child will be doing during the month.

## **MESSAGES**

Messages for the preschool teachers may be delivered in writing or you may call the church office and your call will be redirected to the preschool voicemail system.

## **TRANSPORTATION**

The preschool does not furnish transportation to and from preschool.

## **TRANSPORTATION CHANGES**

All transportation changes (riding with a friend or a person who does not normally pick a child up) must be made in writing or by phone call to the teacher or director. Please do not tell your child's teacher at drop off.

## **MEDICATION**

If your child needs medication during the school day, a note must be sent to the teacher. This note must indicate the medicine name, purpose, time to be given, and dosage. We are not allowed to accept verbal instructions. For the safety of all students, the medicine must be handed to the teacher at drop off. Please do not send medicines in book bags.

## **FIELD TRIPS**

A parent or designated guardian must accompany all children on field trips. Field trips are optional. We will not have anyone at school on field trip days, If your child is not attending the trip, they will need to have other arrangements for child care.

## **EMERGENCY PLANS**

Emergency plans are in place in case of severe weather, fire and any other need for evacuation that may occur. A copy of this plan will be made available for review upon request. Parents will fill out emergency cards, which will be kept in the preschool office. Children will not be allowed to leave with anyone that is not listed on the card unless we have written or verbal permission from the parents.

## **INFORMATIONAL FLYERS**

Flyers from outside our church will not be permitted. Only church related flyers from our church will be permitted.

## **SPECIAL PICK-UP ARRANGEMENTS**

There are times when our church is requested for funerals. In order for us to respect the family of the deceased, we will make different arrangements for the classes that are picked up in the front of the church. Our loading area will be on the other side of the church building behind the large playground. There is a small parking lot you can pull through. You will be notified when you drop your child off that morning if pick up arrangements have changed.

## **DO NOT BRING**

Children should NOT bring guns, knives, or candy to school. Birthday presents should not be brought to school and exchanged. You may bring a snack for your child's class on his/her birthday.

## **TOYS**

The children may bring items from home to share with other boys and girls, or to show them in a group period only on special days. The items that are not to be shared will be placed, by the child, in his/her locker. Please refrain from letting your child bring items of great value in case of an accident. Play guns and knives will NOT be allowed.

If a toy gun or knife is brought to preschool, the teacher will keep it until a parent picks it up. (The rules are subject to be changed by the Preschool Committee, if necessary).

## **PARTIES**

Parties will be held for Christmas, Valentines, and Easter. Parents will be asked to organize these parties. Parties will be held in the classrooms.

## **GRADUATION**

A graduation fee of \$40.00 will be required to purchase the cap, gown, diploma, and reception for the 4 year old preschool graduation. The preschool director and teachers will organize the graduation and the reception.

## **HALLOWEEN**

We do not celebrate this holiday. We ask that you not send your child in their Halloween costume on Halloween.

## **WEBSITES**

To obtain information on upcoming preschool events, go to our church website: [FBCBremen.org](http://FBCBremen.org). To email the preschool director, go to [fbcpreschool@yahoo.com](mailto:fbcpreschool@yahoo.com). We do not have internet in our preschool office. If you need to communicate with our preschool during school hours, please call our church at 770-537-2371.

We look forward to a wonderful school year! Thank you for choosing First Baptist Church for your child's preschool experience!

