

**FIRST BAPTIST CHURCH PRESCHOOL
PARENT HANDBOOK
2024-2025**



**317 SOUTH WARD STREET
PO BOX 99
SENATOBIA, MS 38668
662-562-0543**

*“Train up a child in the way he should go,
and when he is old, he will not turn from it.”*

Proverbs 22:6

MISSION: To provide a Christian atmosphere, along with a safe and loving environment where children can learn.

SCOPE OF SERVICE: Two, Three, and Four-year old preschool program along with an optional lunch and extended care program.

PHILOSOPHY: Children should be provided a safe and loving environment where Christian ideals are taught along with academics.

RELIGIOUS AFFILIATION: Baptist

DIRECTOR: Kim Moore 662-562-0543

DIRECTOR DESIGNEES: Betty Carlisle, Lynda Coleman, Juliene Edwards,
Donna Morris

PRESCHOOL HOURS: 7:00-7:30am *Early care (optional)
7:30-11:30am School begins/dismissal
11:30am -5:30pm *Extended Care (optional)

*Early bird 7:00am-7:30am \$2.00 per day

*Extended Care 11:30am-1:00pm \$4.00 per day

11:30am-5:30pm \$14.00 per day

DISCRIMINATION POLICY:

FBC Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational or admissions policies.

INSURANCE:

First Baptist Church provides liability insurance for all the children currently enrolled in FBC Preschool while at the preschool.

CHILD ABUSE:

FBC Preschool staff are required by law to report any cases of suspected child abuse to the appropriate authorities.

SMOKING:

Smoking is prohibited on all school grounds.

REGISTRATION:

Registration for the following school year will take place in January for current students and February for new students. Priority will be given to First Baptist Church members, children currently enrolled in FBC Preschool and their siblings, and FBC Preschool alumni siblings. Acceptance into the FBC Preschool program is not complete until all required documents are completed, signed, and turned into the preschool director and the \$280.00 non-refundable registration fee has been paid.

TUITION:

Tuition is based on a yearly fee, which may be broken down into nine equal installments from August through April. A 10% discount is given to siblings who attend FBC Preschool during the same school year. Tuition can be paid yearly, bi-yearly, or monthly. FBC Preschool accepts cash and checks in office or bank draft and credit cards through the Brightwheel app. Tuition is due on the 1st of each month. Tuition is considered late if not paid by the 15th of the current month. A late fee of \$10 may be incurred if payments are consistently late.

Tuition must be paid in full before a graduating 4-year-old student can participate in the FBC Preschool Graduation Ceremony in May.

EARLY CARE:

Early care services are provided Monday-Friday from 7:00-7:30am. The fee for early bird drop-off is \$2.00 per day. This will be billed monthly.

EXTENDED CARE:

Extended care services are available Monday-Friday. Extended care hours are 11:30 am-5:30 pm. Extended care is billed monthly and is separate from tuition. The extended care fees are 11:30-1:00 \$4.00 per day or 11:30-5:30 \$14.00 per day. Extended care payments are due by the 15th of each month. If you will be running late, please let your teacher know or plan for someone else to pick up your child. A late fee of \$1.00 per minute may be incurred if you pick up your child after 5:30pm.

SCHOLARSHIPS:

FBC Preschool does provide a limited number of scholarships for tuition. Scholarships are on a first come-first serve basis. Applications are available in the preschool office. Scholarship amounts are based on need and approved by the First Baptist Church Preschool Committee. Receiving a scholarship for one school year does not guarantee that you will be a scholarship recipient for the upcoming school year.

STUDENT DISMISSAL FROM THE FBC PRESCHOOL PROGRAM:

A student may be dismissed from the FBC Preschool program for the following reasons:

1. Consistent unsatisfactory or inappropriate behavior
2. Endangering self or others
3. Consistent violations of our policies or school rules
4. Non-payment of tuition or other fees
5. If, after enrollment, we do not have the adequate expertise or resources for the child's educational, medical, developmental, behavioral, or emotional needs
6. Out of date immunization record (Form 121) this is a required form from the Mississippi Department of Health
7. At the discretion of the Preschool Director or Preschool Committee

If for any reason it is determined that your child is required to withdraw from the preschool, you will be given a 30-day prior notice in writing from the preschool. Any pre-paid tuition will be refunded on a pro-rated scale. The registration fee is non-refundable.

SCHOOL RULES:

1. Obey the teacher the first time
2. Be kind to others
3. Take care of toys and classroom

DISCIPLINE POLICY: Corporal punishment is NOT allowed under any circumstances.

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| 3 and 4 year-olds: | First offense: | remind of rule |
| | Second offense: | place in time-out for 3 to 4 minutes |
| | Third offense: | loss of some recess time, place in timeout for 3 to 4 minutes |
| | Fourth offense: | call/text parent, timeout 3 to 4 minutes, loss of additional recess time |
| | Fifth offense: | student will be placed in Director's office and parent called |
| 2 year-olds: | Students will be redirected to other activities. Severe behaviors such as biting and hitting will be discussed with parents. | |

CALENDAR OF SERVICES:

A school calendar states the school holidays and other days that the preschool will be closed.

SCHOOL CLOSINGS:

FBC Preschool follows the Senatobia City School District school closings. The school district posts closings on their social media accounts and the television. Due to inclement weather or any other reason that the Senatobia City School District closes, we will be closed as well.

PERSONAL BELONGINGS:

All personal belongings should be labeled with the child's name. This includes hats, sweaters, coats, backpack, nap mat or any other belongings. Each child will be provided with a cubby to house their belongings at school.

TRANSPORTATION:

On field trips or excursions, children will ride in seat belts or car seats as governed by the age of the child. Permission will be required before field trips take place. On field trips, parents will drive their own vehicles to transport their child/children. FBC Preschool does not transport students.

PHOTOGRAPHING OF CHILDREN:

Children will be photographed for submission to the newspaper and/or for the Preschool's social media accounts only after permission from the parent. Facebook page: First Baptist Church Preschool, Senatobia, MS

PARTIES AND SPECIAL OCCASIONS:

Parties and special party type events will not be held more than once a month. We love to have birthday celebrations for your children, but we will have only one birthday party which will be for all the preschoolers with birthdays that month in a particular classroom.

It is preferred that any food brought to the facility by parents should be store-bought and not home cooked. It is suggested that a plain store-bought cake be served. Another preferred option for birthday parties is to serve the mini-sized frosted cupcakes instead of the large cupcakes. Other items may include ice cream, fresh fruit, cheese and crackers, and party favors such as stickers, books, toothbrushes, crayons, etc. Please do your part to help us have a healthy nutritional environment for your child. Nutrition and feeding practices for children strongly affect the development and long-term health of the child. Proper nutritional care during the early years is essential for intellectual, social, emotional, and physical growth. It is our desire to do our best to provide a healthy environment for your child.

HEALTH AND EMERGENCY PROCEDURES:

Medications: FBC Preschool **does not administer oral medications**. If your child requires oral medication, arrangements should be made for you or an approved person to administer this to the child. Prior approval will be needed for this.

Diet: A child requiring a special diet due to documented medical reasons, allergic reactions, or religious beliefs, shall be provided meals and snacks in accordance with the child's needs. If a medical reason exists for the special diet, a medical prescription from the child's physician stating that the special diet is medically necessary is required. The preschool may request the parent to supplement food served by the preschool. Please see director if a special diet is required.

Medical:

Non-emergency situation: Parent will be contacted. Small cuts will be cleaned, triple antibiotic cream, and band-aid applied.

Emergency/life threatening situation: Parent will be contacted and 911 will be called.

Procedure:

1. Authorization from parent or responsible person is on file for each child to seek emergency treatment.
2. The Preschool Director will be notified as quickly as possible. If the child can be moved, he/she will be brought to the Director's room. If it is not safe to move the child, a teacher will notify the Director to come to the child.
3. The child's parent(s) will be called immediately, if not a life-threatening injury. The child's safety will be the priority, and parents called as quickly as possible.

For the health and safety of all our kids, please **DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS THE FOLLOWING CONDITIONS:**

Fever: Defined as 100 degrees or higher taken under the arm, 101 taken orally, 102 taken rectally

Diarrhea: Frequent (3 or more episodes in a 24-hour period) runny, watery, or bloody stools.

Vomiting: Two or more times in a 24-hour period

Rash: Body rash with fever

Sore throat: Sore throat with fever and swollen glands

Severe coughing: The child gets red or blue in the face, makes high-pitched whooping sound after coughing or has trouble breathing/catching breath after coughing

Eye discharge: Thick mucus or pus draining from the eye

Jaundice: Yellowing of the eyes and skin

Irritability: Continuous irritability and crying (inconsolable)

Head lice: Please let us know if your child contracts head lice. We need to be able to alert other parents to be on the lookout for lice. We will send a child home immediately if we find head lice at school. We will ask that you treat your child's hair with lice medicated shampoo before returning to school and that the child is free from nits and eggs before returning to school. We also recommend that you treat your child's hair again in seven days, according to the instructions on the medication, to prevent reinfestation. We will also send the child's jacket and nap mat/blanket home to be washed.

If you pick up an older sick child from elementary school, please respect the health of our preschoolers by not bringing the older sick child into the preschool building. We take every precaution to prevent the spread of additional illnesses among our preschool children.

Handwashing/Health/Hygiene

Please teach your child the importance of having clean hands; how to wash his/her hands; and to cover their coughs and sneezes. Most of our communicable illnesses can be reduced if these good habits are used.

EVACUATION PLAN:

If the preschool building must be evacuated the procedure is as follows:

1. Students will be moved to the First Baptist Church Family Life Center building located directly behind the Preschool building.
2. If the grounds of First Baptist Church must be evacuated, then the students will be transported in teachers' vehicles and the church bus if necessary.
3. Students will be transported to the Senatobia Public Library at 222 South Ward Street in Senatobia.
4. If students must be evacuated further away, they will be transported in the same manner as stated above to First Baptist Church Coldwater.

First Baptist Church Coldwater
465 Central Ave.
Coldwater, MS 38618.

ARRIVAL/DEPARTURE PROCEDURES:

All parents should enter the parking lot on the north side of the building and park in the parking lot near the church offices.

Each child's family will receive a door code to enter the church building.

Teachers will be at the desk to meet you and walk your child to the classroom.

Arrival

1. Find the appropriate teacher's sign-in book daily. **Required by MDHS.**
2. Sign your name and indicate the time dropped off and the time your child will be picked up.
3. We ask that you do not linger at arrival time. If a child is upset/anxious this can prolong those emotions. If your child continues to be upset for an extended period, then the teacher will inform you.

Dismissal

1. Preschool dismissal (11:30):
Bring your child's check out card to the Preschool Welcome desk. Sign your child out in the teacher's book. A teacher will walk your child to you.
2. Extended Care dismissal:
Bring your child's check out card to the entry doors of the preschool. Sign your child out on the Extended Care sign out sheet. **(Required by MDHS)** Ring the doorbell on the wall and a teacher will bring your child to you.
Students will be on the playground or in the gym from 12:00-1:00, you may pick them up from those areas.

Children will be released to persons other than parents only when the preschool has written authorization form the parents. Authorization can be given by you on your child's application under Authorized Pick-up persons. Teachers may ask for a driver's license before releasing your child. Please provide a pick-up card for the person who consistently picks your child up from preschool.

We understand that emergencies happen, so if your child is to be picked up by someone that is not listed as an approved pick-up person, we ask that you notify your child's teacher in writing if possible or call/message through Brightwheel. The person picking your child up **MUST** provide a driver's license before the teacher releases the child into their care. This is for the safety of your child.

ATTENDANCE:

One of our goals is to prepare children for entering kindergarten, so to help us we encourage regular/timely attendance for your child to receive the full benefit of preschool activities planned by our teachers.

GENERAL DAILY CLASSROOM SCHEDULE:

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| 7:00-7:30 | Early bird drop-off |
| 7:30-8:00 | Arrival of children |
| 8:00-8:30 | Indoor free play/craft time |
| 8:30-9:00 | Opening day activities (prayer, pledge, review of past skills, introduction of new skills, etc.) |
| 9:00-9:15 | Snack time |
| 9:15-9:30 | Restroom break |
| 9:30-9:45 | Art |
| 9:45-10:15 | Free Play (outdoors if weather permits) |
| 10:15-10:45 | Group learning time |
| 10:45-11:15 | Book time or active learning |
| 11:15-11:30 | Restroom break |
| 11:30 | Preschool dismissal |

EXTENDED CARE DAILY SCHEDULE:

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| 11:30-12:15 | Lunch |
| 12:15-12:30 | Restroom break |
| 12:30-1:15 | Free play (outdoors weather permitting or gym) |
| 1:15-2:30 | Rest time |
| 2:30-2:45 | Restroom break |
| 2:45-3:15 | Snack time |
| 3:30 | Second Dismissal-Extended Care |
| 3:30-4:15 | Free play |
| 4:15-4:30 | Restroom break |
| 4:30-5:15 | Free play |
| 5:20 | Snack time |
| 5:30 | Third Dismissal-Extended Care |

