

First Baptist Church of St. Charles
Preschool Center

2019 – 2020 HANDBOOK

Happiness is...



Learning in a Loving Environment

“Children are a gift from the Lord.” Psalm 127:3

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Section 1 – The First Baptist Church of St. Charles Preschool Center Handbook

**School Year
2019 – 2020**

This handbook will help to acquaint you with the policies and practices of the First Baptist Church of St. Charles (herein referred to as FBCSC) Preschool Center (the Preschool Center).

We ask that all parents, legal guardians, and daycare providers remain aware of our policies as stated in this handbook. Please keep it and refer to it often.

**You will only get one handbook for the first year your child is here and
Updated pages for all following years.**

Children Enrolled: _____

Address and Phone Numbers

First Baptist Church of St. Charles
Preschool Center
136 Stoddert Avenue
Waldorf, MD 20602

Phone (301) 374-6856

E-Mail: preschool@fbcstcharles.com

Website: www.thechurchatstcharles.org/preschool

Facebook: First Baptist Church of St Charles Preschool

Available Programs

Our Preschool Center is licensed to enroll children ages two (2) through five (5) years of age.

Children must be of age for the chosen Program by September 1 of the year enrolled.

All children must be fully toilet-trained by the first day of school *except* the 2-day class.

We offer programs as follows:

PROGRAM	HOURS	
Five-Day Classes:		
• Extended Day Pre-K – 4 yr	9:25am – 3:00pm	M – F
• Pre-K – 4 yr	9:25am – 12:30pm	M – F
• 3yr Class	9:25am – 12:30pm	M – F
Three-Day Class – 3yr	9:25am – 12:30pm	M – W
Two-Day Class – 2yr	9:25am – 12:30pm	Th – F
Before Care	7:00am - 9:25am	M - F

See Section 2 for tuition, and other fees and expenses.

Cell Phone Policy

Cell phone use is prohibited while in the Preschool Center or while attending or chaperoning field trips.

Center Credentials

We are licensed by the Maryland State Department of Education (MSDE) and are a Maryland Excel's School. Our staff meets all state, local, and church requirements.

Center Mission Statement

The mission of the Preschool Center, in partnership with preschool families, is to provide appropriate developmental experiences for preschool age children within a warm, loving, Christian atmosphere.

Center Objectives

To help each child to:

- Have a good self-concept and learn to get along with his/her peers
- Become aware of the existence of God and to expand their knowledge of God
- Develop their natural curiosity by allowing individual exploration and discovery activities
- Develop good work habits working alone or within a group
- Develop an enthusiasm for and pride in doing their best
- Develop good manners and respect for elders
- Experience varied sensory activities as they become aware of and learn to recognize the importance of the five senses
- Develop muscular coordination and self-control
- Develop an awareness of good personal hygiene habits
- Acquire a good foundation for future learning experiences, with readiness concepts being introduced as they become ready for them

Change of Student's Address, Phone Number, or E-Mail Address

The Preschool Center **must** be notified of any change to a student's home address, day care provider, emergency contact, or parent, guardian, or day care provider's telephone numbers. This is very important, even if the change is temporary. Parents or another responsible adult **must** be available to be reached at all times while your child is at school. If an e-mail address changes, please let us know immediately. Contact with parents is very important to ensure continued communication between the student, their families, and the Preschool Center. If your child's day care provider or other caregiver would like to receive Preschool Center e-mails, please let the Director know via e-mail to preschool@fbcstcharles.com.

Church Role and Doctrine

Founded in 1969, The Church @ St. Charles (formerly known as the First Baptist Church of St. Charles) (herein referred to as Church) stated goal is, "Sharing God's Love with All People and Nurturing the Church." The Church operates the non-profit Preschool Center to help meet the need for quality preschool programs within a Christian environment. This church receives the Word of God – the Holy Bible – as its only sufficient authority in all matters of faith and practice.

Clothing

Your child should wear play clothes including undergarments (**no diapers or PullUps***), socks, and **tennis shoes/sneakers**. Shoes **MUST** cover the complete foot, including all of the top, bottom, and sides. (No boots, crocs, sandals, dress shoes, etc.) **No other footwear is permitted.** Please ensure shoes fit properly.

Students should not wear shirts with action figures or superheroes, such as *Spiderman, Ninja Turtles, Star Wars, etc.* Shorts must be worn underneath all dresses and skirts. Belts, overalls, tights and clothing with buttons and snaps can be worn as long as your child can easily manipulate them on their own. Elastic waist pants work best since they allow ease of use. Children should be neat and clean.

** Students in our **two-year-old class** should wear underwear, underwear with rubber pants, or Pull-Up training pants underneath their clothing. No diapers are allowed. Onesies, overalls, belts, and high top shoes cause difficulties with effective toilet training for this age-group, so please dress your child for success in this area. Elastic waist pants are the best choice of clothing for this purpose.*

Clothing – Extra Set

Please bring 2 -3 sets of an emergency change of clothes for your child on the first day of school. Each set should include shirt, long pants, socks, and underclothes. Be sure each item is labeled with your child's name on it, and placed in a plastic bag, also with your child's name on it. These clothes will remain at the Preschool Center and returned at the end of the school year.

** Since we will be working on toilet training with our **two-year-old students**, we require at least six (6) Pull-Ups or three (3) pairs of underwear be added to their change of clothes package. We also require a package of wipes be given to the Preschool Center for your child's use.*

Conferences/Home Visits

We plan parent/teacher conferences twice during the school year. Please check your calendar for the dates. Individual conferences can also be scheduled any time you feel there is a need. Please see your child's teacher or the Director.

If you feel it would help your child adjust better, you may request to have the teacher visit your child in his/her own home environment.

Daily Arrivals and Departures

Children must be signed in and out of their classroom – on time – every day. Only individuals listed on the child's Emergency Card are permitted to do this. A sign-in/sign-out sheet will be located outside of each classroom. Students are the only ones permitted to enter the classroom (except during events or parent/teacher conferences).

Punctuality is an important factor to a student's safety and well-being. Late arriving students disrupt the class, which can also be upsetting to the latecomer. Repeated lateness may result in dismissal from the Program.

See Section 2 for more information on late fees/charges.

Because our insurance only covers the children during scheduled program times, students **MUST NOT** arrive more than **FIVE MINUTES** prior to starting time. This allows only a few minutes for all students to enter the building and get signed in to their classroom. Please be aware of this and be considerate of others moving through the hallway and parking lots.

If a student is sick or will not be attending class for any reason, please notify the Preschool Center Office before the start of school. Additionally, notify the Preschool Center in writing or by phone whenever anyone other than the usual person will be picking up your child (they must be on the Emergency Card).

In the event you do arrive late or need to pick up your child early, please use the back single door closest to the playground, as it has a doorbell. (If the location of which door changes due to construction, you will be informed email and a note will be sent home.) Preschool Center doors remain locked throughout the school day.

Day Care Providers

Parents are responsible for making sure their day care provider is aware of all the rules and regulations of the Preschool Center and may wish to receive an extra copy of the monthly newsletter to share with your child's day care.

Discipline /Positive Behavioral Practices Policy

We use a variety of strategies to encourage children's positive behaviors and help them avoid negative behavior such as teaching problem solving techniques, modeling positive behavior, giving choices and explaining consequences to actions, using praise and encouragement. We work on understanding our feelings and appropriate ways to deal with them, along with empathy towards others.

The children have multiple opportunities to make choices on their own throughout the day. For example, children are given choices daily to encourage independence, decision making and positive control over their environment. They can choose centers and activities; they have gross motor play outside and are encouraged to do things for themselves to develop their independence.

We give verbal redirections or provide alternative activities or distractions to promote a child's positive behavior. We work with children to help them with self-regulating skills to encourage positive emotions and actions.

Physical redirection is only used when a child is not responding to the verbal redirection. This may be done by gently touching a child's back or arm to get their attention or by taking their hand to help direct them to another area. In extreme cases, if a child is in a danger to their self or others they may be removed from the room, so they have a chance to calm down and practice self-regulation techniques with an adult facilitator. Teachers will also use redirection with visual cues. They may use sign language for yes, stop or sit. They may also use looks and head movements to remind a child of appropriate behavior. We use positive encouragement and verbiage to show the behavior we want to encourage. For example, we use the positives to show what we expect "We use walking feet inside.", "Sarah is standing in line nicely and is keeping her hands to her side."

Disruptive Behavior Policy

The Preschool Center makes every effort to provide an atmosphere that is conducive to learning physically, emotionally, socially, and spiritually. However, when redirection, positive reinforcement, and the positive discipline techniques already addressed are not effective, the child's behavior presents a risk to self or others, and/or repeatedly interferes with another student's preschool experience, we will develop a plan of action using the following:

- Stage 1: The child will be temporarily removed from the situation. Should any injuries occur, incident reports would be completed.
- Stage 2: A parent will be called, and the child will be removed from the classroom for the day.
- Stage 3: The parents, teacher, and the Director will schedule a conference to discuss strategies for future prevention.
- Stage 4: Project First Choice* is called for an evaluation.

- Stage 5: Based on Project First Choice's evaluation, a plan of action is established.
- Stage 6: The parents, teacher, and Director will meet to review, agree, and sign the plan of action.
- Stage 7: If the student and/or parents do not follow the plan of action, and/or there is no measurable improvement in child's behavior, the child will be dismissed from the Preschool Center.

** Project First Choice provides free behavior consultation services for childcare providers and families of young children (ages 0-6) struggling with challenging behaviors, to help the child be successful in a child-care setting.*

For more information about Project First Choice, visit the Promise Resource Center at www.thepromisecenter.org

Emergencies/Student Accidents

If your child should have an accident while at the Preschool Center, the first priority is ensuring that he/she receives any emergency treatment that is necessary. Parents will be notified as quickly as possible in the event there is an accident.

Please be sure to keep the Preschool Center informed of any changes in your personal, daycare provider, or emergency telephone numbers.

Emergency Closings/Delayed Openings

In the event that Charles County Public Schools are closed due to inclement weather or other emergencies, we will also be closed. Check your local radio and TV stations, or the www.ccboe.com website for announcements of public school closings. You may also sign up to receive e-mail alerts concerning school delays or closings at <http://www.charlescountymd.gov/cns>.

When public schools open **one hour late**, we open at our regularly scheduled time. When public schools open **two hours late**, the half-day classes will be canceled, and the extended-day class will open at 11:30am. Before Care will open 2 hours later at 9am.

Emergency Plan

Our Preschool Center's intention is to keep your child safe at all times when he/she is in our care. We have developed an Emergency Plan (Plan) that will be enacted in the event an emergency situation occurs.

The Plan is reviewed annually. Staff is trained in the appropriate response and local emergency management officials are aware of our Plan. Depending on the situation, our response could be as follows:

- Shelter at the Site – In the event of a weather emergency or unsafe conditions or threats outside, children will be cared for inside the Preschool Center. The Preschool Center will be secured and locked with restricted entry only or no entry at all. Parents will be notified if they should pick up their child before regular dismissal time.
- Evacuation to Another Site – Children will be evacuated to another site should the Preschool Center be considered an unsafe place to remain. Alternate evacuation sites have been pre-determined, and the choice of site will be decided by the specific emergency. Parents will be notified by phone or email, when possible, and a note will be placed on the Preschool Center door.

Staff will determine the appropriate manner of transportation during an evacuation situation. Please do not call the Preschool Center, as it will be important to keep the phone lines open. Parents will be reunited with their child as soon as possible after the emergency has ended.

The purpose of sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle emergencies in a way that will ensure the safety of your child. Students and staff practice fire drills each month, and severe weather drills twice a year. If you have any questions regarding this information, please speak with the Director.

Equipment Required

Your child will need a full-size book bag and a lunchbox that is easy to open and will adequately fit their snack and drink inside. The lunchbox must fit inside the book bag along with folders and any papers that are being sent home.

Be sure to check your child's book bag every day for notices, newsletters, school papers, homework, and any other items being sent home. We suggest that you have a special place to display your child's art work in your home or share by giving some to your child's loved-ones. Never let your child see you throw his/her art or schoolwork away. A list of required supplies will be given to parents at the beginning of the year.

DO NOT leave medicines, hand sanitizers, chap sticks, money, etc. in or on book bags. This is against regulation and can be a hazard to the children. Please also check your child's pockets and book bags prior to arriving at the Preschool Center to make sure there is no money, gum, candy, toys, or pacifiers inside.

Field Trips

Various field trips are planned throughout the school year. You will receive one permission slip that will be valid for all trips during the school year. It should be signed and returned to the Preschool Center at the beginning of the school year. Any child not having this permission slip on file will have to remain at home on field trip days. Certain field trips require a chaperone. Parents will be notified of the specific requirements of each. Please make other child-care arrangements for any siblings.

School shirts must be worn on all field trips (the only exception is for the two-year old class), along with sneakers/tennis shoes. Students in the three and four-year-old classes will have the opportunity to earn school shirts at the "Bike-a-Thon". Shirts may also be purchased through the Preschool Office before, but not on, the day of the first field trip.

First Days/Adjustment Period

We ask that you do not call to check on your child during his/her first days of school. If your child is crying or upset when you leave, let the teacher or support staff handle the situation. You **will** be notified if your child has extreme difficulty in adjusting. Please allow at least one month for this adjustment.

Health Forms

Health forms are required to be on file in the Preschool Center by the Maryland State Department of Education and **MUST be turned in by the first day of school. This is a legal requirement. No child will be allowed to come to the Preschool Center until the forms are turned in to our office.**

Further, it is the parents' responsibility to keep children updated on their immunizations. **Parents must provide copies of updated shot records or proof of new vaccines from the doctor whenever a child receives new immunizations.**

Illness

If your child has a fever, diarrhea, vomiting, or any other signs of an illness, please keep him/her at home and notify the school by phone or email. If they become ill while at the Preschool Center, you will be notified to pick him/her up as soon as

possible. Children must be free from fever, diarrhea, and/or vomiting for 24-hours before a child can return to school.

Please notify the Preschool Center immediately if your child contracts a communicable health problem such as measles, mumps, chickenpox, scarlet fever, strep throat, pinworms, head lice, etc.

Absences of more than three consecutive school days that are caused by an illness require a doctor's certificate stating that the child is healthy and may return to the Preschool Center. Medications may be given to a child at school, **only** if the doctor has filled out the proper MSDE forms and the medicine is in the original pharmaceutical container. This includes Epi-pens, inhalers, etc. MSDE forms are available from the Preschool Office. Please try to schedule routine doctor visits after school, when possible.

Insurance

The Preschool Center carries supplemental accident insurance for each student enrolled.

Newsletter/Communication

A monthly newsletter with calendar is sent home with every student. It will contain information about current study units, special projects, field trips, and other items of interest at the Preschool Center. **Please post a copy in a convenient place at home and check it daily.**

Copies may be viewed outside of each classroom. If you would like an extra copy for your day care provider, please ask your child's teacher or the Director.

Because we may send updates, reminders, and other information through e-mails, we suggest you check your e-mail frequently. Please allow 24 – 48 hours for staff to reply to any e-mail or phone communications.

In an attempt to maintain a professional relationship between teachers and parents, we have established the following policy for employee use of social media: *Teachers are not permitted to communicate with students/parents on social media pages or accounts as long as that child is a student of their class.*

Parent's Guide to Regulated Child Care

The Maryland State Department of Education, Division of Early Childcare

Development, Office of Child Care produces the *Parent's Guide to Regulated Child Care* which contains information for parents with children in childcare facilities. To view a copy of the *Guide*, please go to http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch Parents are responsible for viewing the *Guide* either online or by contacting the Preschool Director to obtain a copy.

Parent Volunteer Program

Volunteers are needed throughout the school year in several areas such as preparing materials for projects, coordinating different fundraisers, and other miscellaneous projects. Chaperones are also needed for field trips. Please check the monthly calendar for *Parent Help Days*. This is a chance for parents to help the school while meeting and enjoying the company of other parents.

Picture/Video Policy

Pictures and videos will be taken throughout the year for use in scrapbooks, school albums, class projects, end-of-year picture CDs, and as otherwise needed. The Preschool Center and the Church will not post the faces of any children to any social media sites, including Facebook or the school or church website.

In order to respect parent/child privacy and in observance of privacy laws, any photos/videos taken by parents of children other than their own should not be posted to any social media sites without permission from the parents of those children. This includes photos/videos taken in classrooms, the school and church facilities or grounds, and on school field trips. The Preschool Center and the Church will not be held responsible for unauthorized use of photos/videos posted to personal websites or personal social media sites.

Playground Rules

Children will always be supervised with an extra person out at recess time. We will sometimes block off the back- parking lot when we use bikes at recess.

- Be courteous and take turns
- Go up steps and down the slide
- No climbing on outside of playground equipment, or fence
- Use play equipment as it is intended
- Sticks and rocks stay on the ground
- Stay in designated areas when on the bikes

Preschool Committee

The Church elects a Committee to oversee the Preschool Center's administration. The Committee is responsible for establishing policies and procedures, overseeing operating budgets, and interviewing/hiring staff. This helps to provide the continuity essential for ongoing growth and improvements within the Center's program.

Safety/Parking

No parking is allowed at the front entrance of the building or in the driveway leading to the back-parking lot at any time. Parents and students are to enter through the double doors between the two buildings and exit through the back-single door by the bathrooms. Please do not allow anyone in the doors if a staff member is not present, tell them will need to go to the door with a doorbell. This is for the safety of the children and the staff.

Please do not use the middle row of parking spaces in the front parking lot. If you park in the back-parking lot, pull all the way through or back all the way into parking spaces. **STAY ALERT AND WATCH CAREFULLY FOR CHILDREN** the entire time you are in the parking lot. Children MUST be accompanied by an adult through the parking lot and to and from their classroom each day.

DO NOT leave other children in cars unattended. Not even for a “quick minute to run in”. This is Maryland State Law! Police will patrol the parking lots at various times. Drive slowly. Be alert. **If you need help – ASK!**

Scholastic Book Orders

Scholastic book forms are sent home each month. If you would like to place an order, please submit one check, made payable to **Scholastic**, and turn it in to the Preschool Office. You may also order and pay online through the Scholastic Book Club website. To order books online, go to www.scholastic.com/bookclubs and enter our school's activation code: **GVN4B**.

Show and Tell

Our three and four-year-old classes have Show and Tell once a month. Your child is encouraged to share special items and experiences with the class. Special items, such as pets, may be brought in, but only after arranging a suitable time with the child's teacher or with the Director. Please work with your child to find one item that

is small enough to fit inside his/her book bag on the assigned day. Please do not send items with a lot of pieces. Electronics and weapons or violent toys such as swords, guns, knives, etc. are not allowed in school. We also discourage superheroes toys. Any of these items will be removed from the classroom and returned to your child at the end of the school day. Please check your monthly calendar for specific show and tell themes.

Snack and Lunch Time

Students in our **half-day programs** must bring their own nutritious snack each day, consisting of small portions of food (cut into bite-size pieces for students in the two-year-old class) from at least two different food groups, plus a drink. Do not bring warm foods or thermoses to keep foods warm.

Students in our **extended-day program** must bring a nutritious lunch. We will provide milk to drink and a separate mid-afternoon snack. (Please provide your child's own drink if he/she cannot have milk.) Only Extended day classes will be able to bring cold items that can be warmed in the microwave. It must already be cooked and in a microwave safe container with instructions on how many seconds to warm it. No thermoses will be allowed that has food already warmed in it.

Drinks must be in spill-proof containers that the students can manipulate/open on their own. We do not allow box, pouch, or carbonated drinks. If one is brought to school, it will be sent back home, and the child will be given water.

Due to allergies, **NO NUTS or peanut butter products are allowed.** (If you use Wowbutter or sunflower butter, please let the teacher know so it does not get confused with peanut butter.) Non-perishable snack/lunch items, napkins, and any necessary flatware should be stored in the student's lunch box.

Perishable snack/lunch items (yogurt, cheese, milk, etc.) **must** be placed in a separate zip-lock bag with your child's name and the date written on it. An adult must put these perishables in the cold basket at the end of the hallway, outside the kitchen after the child is signed in to class. These items will be placed in the kitchen refrigerator immediately upon the start of school. This is mandatory by the Maryland State Department of Education. No warm foods are allowed in the cold basket. If perishable foods are found in a lunch box at snack/lunch time, the item(s) will be removed and thrown away. Conversely, we are unable to warm or heat any food items. (the exception will be for lunches in the Extended Day classes.)

We ask that any snacks/lunches forgotten at home be brought in as soon as possible. If your child does not have a snack, and we cannot reach you, we will provide one for them. If this becomes habitual, we will charge \$2.00 per snack.

For more information about snacks/lunch, please see the Director.

Student Birthdays

Your child is welcome to celebrate his/her birthday at the Preschool Center. Food should be kept simple. Ice cream or cookies with punch are always good choices that are easy to serve. Please no cakes, party hats, or party favors. If your child has food allergies, please provide “safe” snacks to be kept at the school in case they cannot have the “birthday” snack.

Invitations to private birthday parties **are not** to be handed out in the Preschool Center. (Please send these by mail or email.) Please note that our staff policy prohibits teachers from attending student birthday parties. Teachers will celebrate the child’s birthday in the classroom.

Tax ID Number

We do not provide tax receipts. If you use our school for childcare purposes on your taxes, please use your cancelled checks or receipts. **Our Tax ID # is: 52-0915962**

Transportation

The Preschool Center does not provide transportation to or from school. We can make available a list of students enrolled in the Preschool Center that includes addresses and telephone numbers if you wish to use this information to form carpools. Please give your child’s teacher a list of carpool drivers who will be transporting your child.

The Preschool Office has a list of licensed day care providers who will transport children to the Preschool Center. Please see Mrs. Shumaker if you are interested in obtaining a copy of that list.

Remember, **all children** need to be in car seats or booster seats at this age. This is a mandatory Maryland state law! Police Officers perform random checks of our parking lots and activities to make sure children are secured in car/booster seats.

Toilet Training/Bathroom Accidents

Students in our **three and four-year-old classes** must be toilet-trained before starting the school year. They will use the bathrooms independently. Teachers monitor from the hallway. We will bring a child a change of clothes if a urine accident occurs so they may change their own clothing. However, we cannot assist in the event of a bowel accident and will have to call a parent or day care provider to assist the child and take the soiled clothes home. Any used change of clothes must be cleaned and replaced by the next school day.

** We begin the school year with the **two-year-old class** using the small toilet in the front part of the building. Later in the year, we will transition them to the larger toilets with assistance. We want your child to be successful and do not want to add anything that could frustrate them during this time in their lives. Therefore, please help us by also working with your child at home and teaching them to manipulate their clothing without doing it for them.*

Section 2 – Tuition, Registration, and Other Fees

Tuition

Tuition for the 2019/2020 School Year is as follows:

PROGRAM	MONTHLY TUITION	WEEKLY RATE (For Before Care)
Five-Day Classes:		
* Extended Day Pre-K – 4 yr	\$ 510.00	
* Pre-K – 4 yr	\$ 290.00	
* 3yr Class	\$ 290.00	
Three-Day Class – 3yr	\$ 245.00	
Two-Day Class – 2yr	\$ 235.00	
Before Care	\$ 230.00	\$75.00

Tuition discounts are available for the following:

- * Families with more than one child attending in the same school year will receive a one-time discount of \$65.00.*
- * You may choose to pay a student's tuition in full for the school year. If so, there is a \$100 discount when paid by June 1, or a \$50 discount when paid on or before the parent orientation meeting date.*

The first monthly tuition payment is required by June 1 (This advance tuition is non-refundable and will go towards May's tuition). The next monthly tuition payment will be due September 5. Because tuition is paid in advance, the last payment will be due April 1.

Monthly tuition payments are **due on the first of each month. Tuition not paid by the end of the school day on the fifth of the month will result in a \$15.00 late fee. Unpaid tuition after that could result in a student's dismissal from the Program.**

Checks and money orders may be placed in the payment box near the Preschool Center entrance. **Cash payments** must be given to the Director or the Administrative Assistant. We do not accept credit or debit payments. You may also use your **electronic bill payment** through your bank to make tuition payments. **Payments are not to be given to teachers or left in book bags. Teachers do not go through book bags.**

Should you encounter financial problems, please see the Director. Every possible effort will be made to arrange a payment schedule in writing. If arranged payments are not made as agreed, or the payments are not made by the end of the school year, the matter will be taken to Small Claims Court.

You will be asked to sign a Promissory Note to this effect at the beginning of the school year. We regret that this is necessary; however, we are a non-profit organization, and we MUST receive ALL payments in order to operate effectively.

Please make checks payable to:

First Baptist Church of St. Charles Preschool Center
(or FBCSC Preschool Center).

Activity and Book Fees

An Activity Fee is assessed per student, which aids in covering the costs of field trips, scrapbook and picture expenses, picture CDs, cooking and craft activities, group activities, and a class group picture. Book Fees are also listed below. These are due no later than October 15.

PROGRAM	ACTIVITY FEE	BOOK FEE
Five-Day Classes:		
* Extended Day Pre-K – 4 yr	\$ 300.00	\$ 30.00
* Pre-K – 4 yr	\$ 245.00	\$ 30.00
* 3yr Class	\$ 245.00	
Three-Day Class – 3yr	\$ 230.00	
Two-Day Class – 2yr	\$ 135.00	

Late Pick-Up Fee

A late fee will be charged if your child is not picked up within five (5) minutes of dismissal time (fees start at 12:35pm/ 3:05pm). The fee is \$10.00 for up to the first 10 minutes after dismissal time and \$2.00 for each additional five-minute period thereafter. Fees are due at the time of pick-up or no later than the next morning. The telephone company/cell phone time will be considered the correct time in cases of doubt. Continued failure to pick up your child at the correct time will result in a meeting with the Director to sign a late pick-up contract and could ultimately result in your child's dismissal from the school.

Registration Fees/Advance Tuition Fees

A non-refundable annual registration fee of \$75.00 per student is due upon enrollment. The non-refundable advance tuition fee is due by June 1st and will go towards the May tuition. If a student is enrolled after June 1st the advance tuition will be due at the time of enrollment.

Returned Check Charge

There will be a \$35.00 fee charged for any check returned for insufficient funds. Cash will be the only acceptable payment form after a second returned check. This condition applies throughout the history of your family's tenure with our Preschool Center; not per year.

We recommend that you place the Preschool Center phone number into your phone contacts so you may easily contact us in case of an emergency or an unavoidable reason for being late.

Assessed late fees are due the next school day following the late pick-up.

Withdrawal Charges

If after an adequate adjustment period you choose to withdraw your child from the Preschool Center, you must notify us in writing at least one month in advance. Otherwise, you will be charged for an additional month.

If you decide to withdraw your child from the Preschool Center after the first of January, you will be charged for the remainder of the school year. This policy is necessary since we do not accept new students after the first of the calendar year. The ONLY exception to this policy is for Active Duty military families being relocated or deployed.

(Reserved for future use)

Section 3 – Typical Day

Develop Age-Appropriate Independence and Responsibility

Please assist us in developing your child's independence and sense of responsibility. Let your child walk to and from class instead of being carried. (A small child's feet, when carried, are at the right height of other children's heads. In a crowded hallway, this can be a safety issue.) Allow your child to be responsible for his/her own belongings and for putting them away.

Group Experiences

Children will be involved in planning, sharing, listening, and discovering together in the areas of music, science, social studies, and spiritual enrichment. Bible stories and Scripture verses are used, but no specific church doctrines are taught. We will focus on monthly Character Traits and children will learn and demonstrate problem solving skills.

Individual Teaching Time

Teachers will spend time each day working with children individually and in small groups; working at each child's current level of development.

Readiness Activities

Readiness experiences are taught through a combination of teacher instruction, self-exploration, games, play, and practice. These are not limited to any particular time each day but occur naturally through our Program.

Recess

Recess is an important opportunity for gross motor skill development. Weather permitting (with temperatures of 36 degrees or above), we will have outdoor recess for approximately 20 minutes each day. During inclement weather, an indoor playroom is available for use.

Rest Time

Periods of rest are essential to the development of a healthy, happy child.

Alternating from active to inactive blocks of time provides a well-balanced schedule. * *Students in our **extended-day class** will have a 30-40 minute rest time every day (excluding 2-hour early dismissal days). The Preschool Center will provide cots or nap mats, covers, and blankets. Some children feel cold when they awake and may feel more comfortable with a sweater or light jacket. Please keep one in their book bag in case they want it.*

Restroom Time

Teachers will take their class, as a group, to the restroom at appointed times. Preschool Aides will be called in to accompany students when needed at other times. Hand washing is required after each restroom visit. Children must be able to wipe themselves and manipulate their clothing. Please make sure your child has used the restroom at home or at school before entering the classroom each morning.

Screen Time

We use screen time sparingly and only for interactive use, such as gross motor activities during indoor recess. Computers are used only in the Pre-K 4-year-old classes as a free choice center using educational games to reinforce learning. We believe that children learn best using hands-on activities.

Snack/Lunch Time

Students will hang their backpacks and place their lunch boxes in the appropriate spots upon entering the classroom each morning. They will collect their nonperishable food items, napkins, and any necessary flatware from their lunch box when instructed by their teacher. Any refrigerated items that were placed in the cold basket will be brought to them.

Teachers will lead the class in prayer before they begin eating. This is an excellent time for students to spend getting to know one another and their teacher.

Section 4 – Student Handbook Agreement Pages

Please do not remove these pages from the Student Handbook. These are your copies. You will sign a separate copy of each that will be kept in your child's student file during the school year.

Student Handbook/Preschool Center Guidelines

I have read completely and agree to the guidelines as stated in this Student Handbook. I will inform all individuals that transport my child to/from school of these guidelines.

I understand the importance of and agree to have my child at school and picked up from school on time each day. (See section regarding arrival and departure times.)

I understand that disregard of these rules may result in my child's dismissal from the school.

I have read completely and agree to the guidelines as stated in this Student Handbook.

_____ **YES**
Initial

Permission to Photograph/Videotape

(Please Initial One Choice Below)

_____ *I have given* _____ *I have not given*
permission for my child to be photographed/videotaped by the First Baptist Church of St. Charles Preschool Center (Preschool Center) and for these items to be used solely by the Preschool Center for related promotional material, projects and activities, the year-end CD, and bulletin boards.

The Preschool Center and the First Baptist Church of St. Charles (Church) **will not** post the faces of any children/classroom photos or videos to any social media site including the school or church website. In order to respect parent/child privacy and in observance of privacy laws, any photos/videos taken by parents of children other than their own, should not be posted to social media sites without prior permission from the parents of those children. This includes photos/videos taken in classrooms, Preschool and Church facilities or grounds, and on school field trips. The Preschool Center and the Church will **not** be held responsible for unauthorized use of photos/videos posted to personal websites or personal social media sites.

Permission to Participate in FBCSC Preschool Field Trip

My child has my permission to participate in all field trips during the current school year. I will not hold the First Baptist Church of St. Charles Preschool Center or any staff member, driver, parents, or the First Baptist Church of St. Charles responsible for any accident or injury that my child may incur while on these trips.

I will be notified in advance of all field trips. If for any reason I choose not to allow my child to participate in a field trip, I will notify the school and keep my child home on that day.

I understand that transportation for field trips will be provided by a chartered school bus or a 12-passenger van. I am aware that the First Baptist Church of St. Charles Preschool Center t-shirt and sneakers/tennis shoes are to be worn on all field trips without exception.

(Please Initial One Choice Below)

_____ *I have given* _____ *I have not given*
permission for my child to participate for my child to participate in all First
Baptist Church of St. Charles Preschool Center field trips during the current
school year and agree to all guidelines as stated above.

**** I have initialed my preferences in all three sections on the front and back of this paper.**

Children Enrolled: _____

Parent Printed Name

Parent Signature _____ **Date** _____

First Baptist Church of St. Charles

Preschool Center

136 Stoddert Avenue
Waldorf, MD 20602

phone: (301) 374-6856

e-mail: preschool@fbcstcharles.com

website: www.fbcstcharles.com/preschool

Rev. Fred Caudle, Pastor

Mrs. Wendy Shumaker, Director

